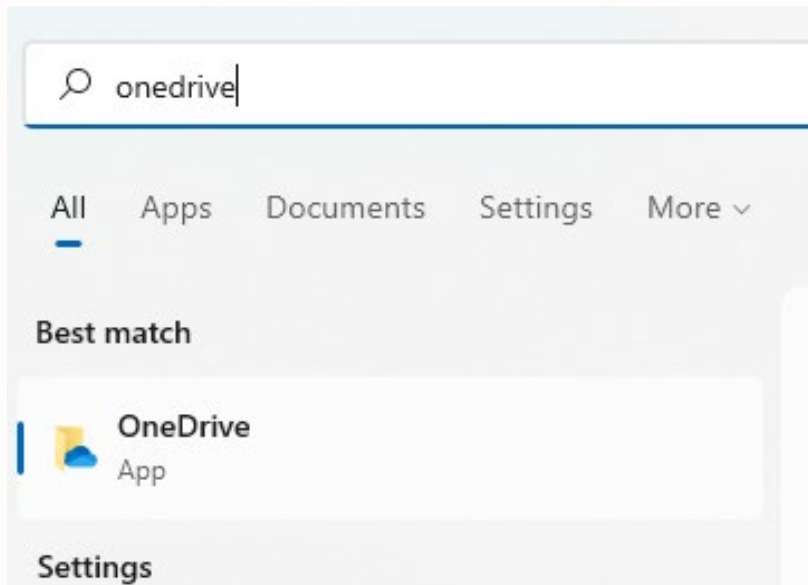
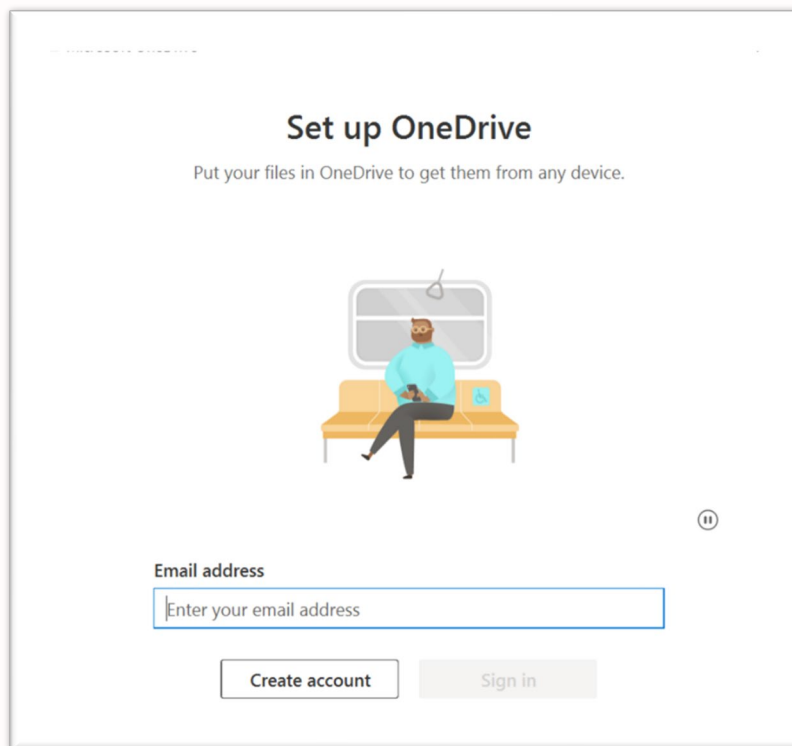


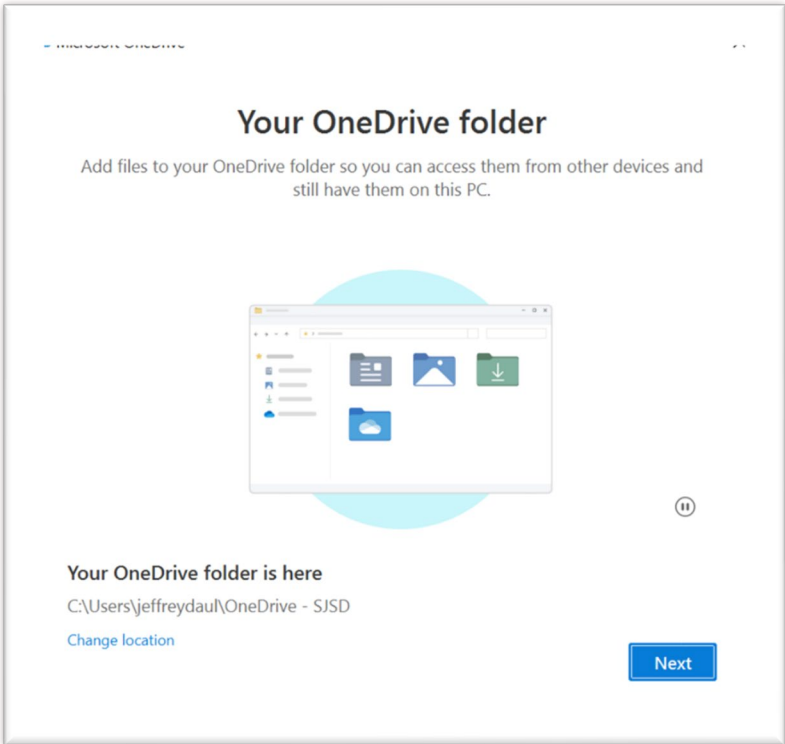
One Drive is already installed on your laptop, you just need find and open the application and log in.



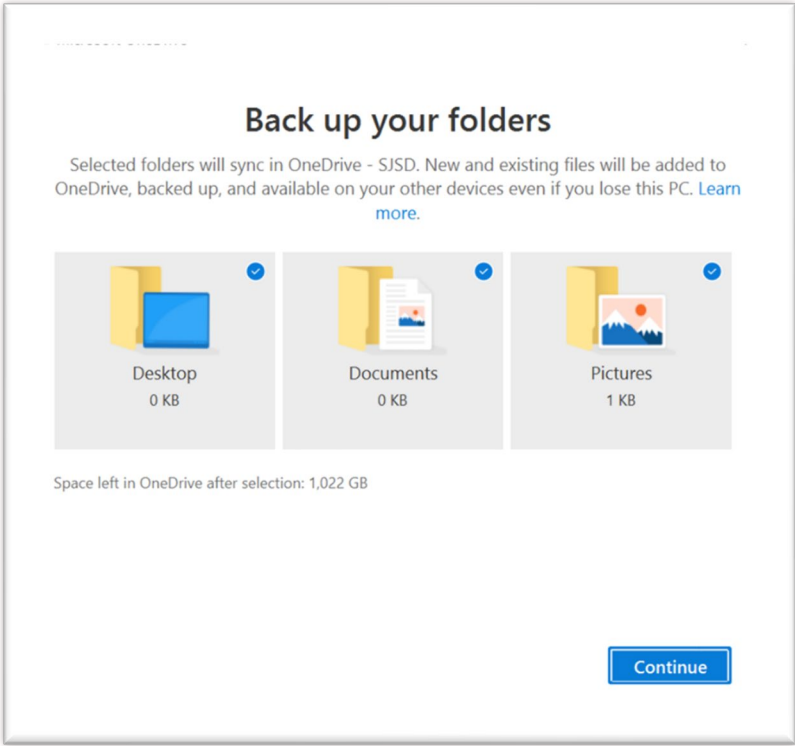
Enter your email address and Sign in



Select "Next"



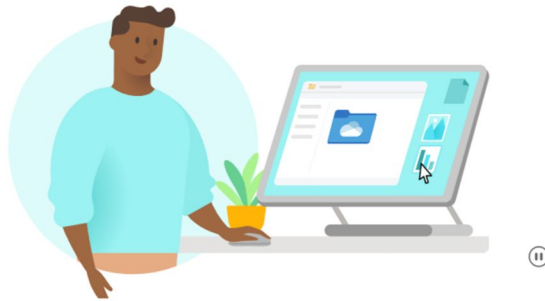
Keep default settings and Continue



Select "Next" on the following screens

Get to know your OneDrive

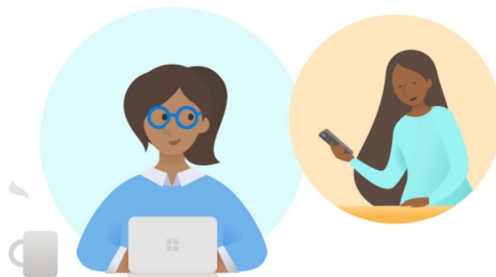
To add items, drag or move them into the OneDrive folder.



Next

Share files and folders

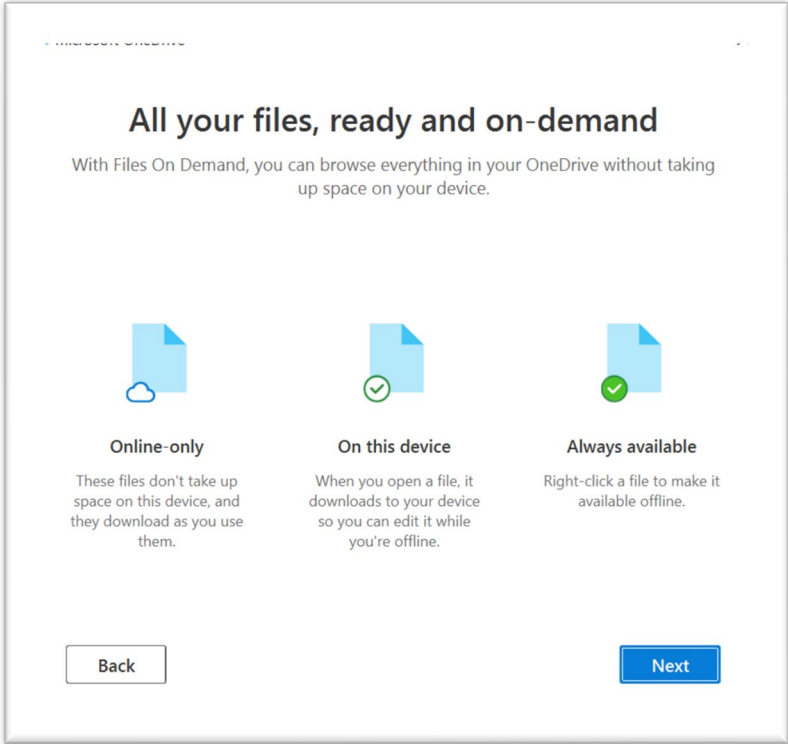
To let other people view or edit your files, you can share them. You can also work on folders shared with you.



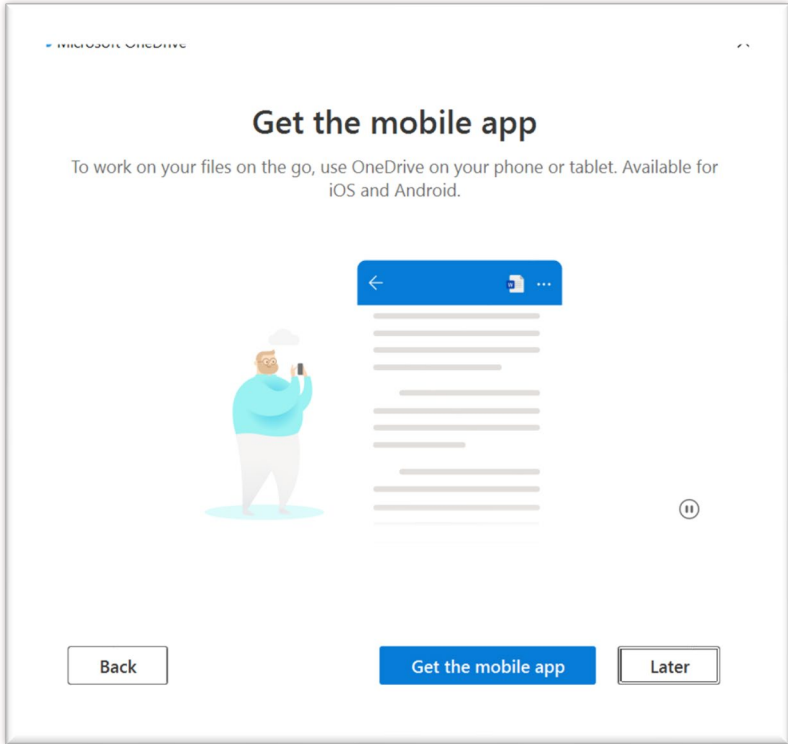
Back

Next



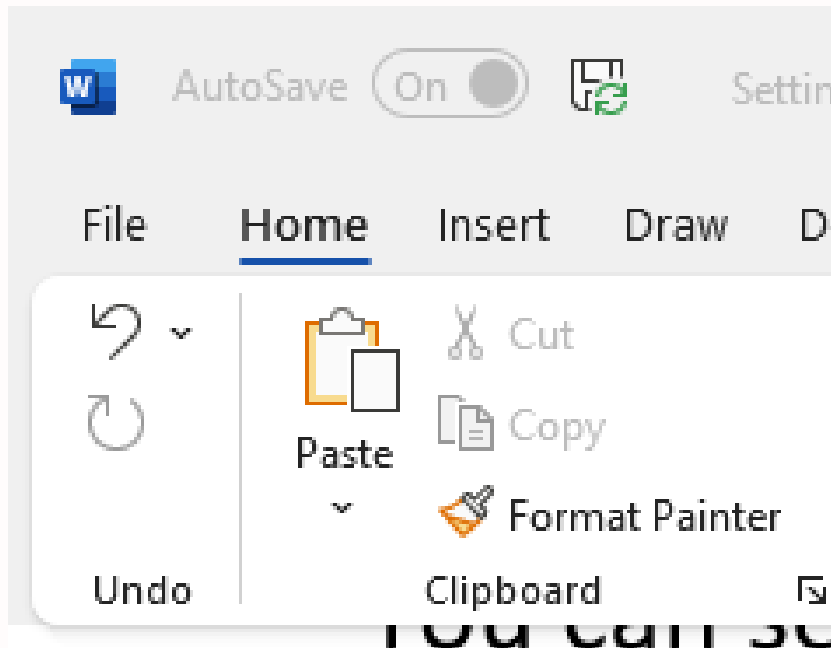


You can select “Later” on this screen

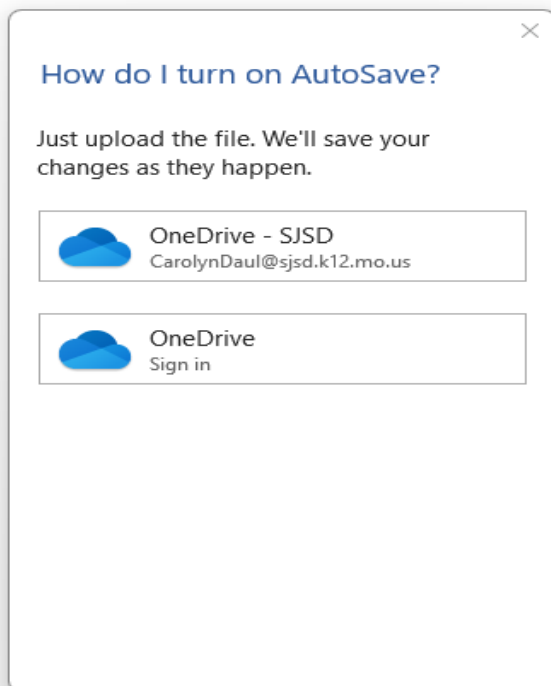


ST. JOSEPH
SCHOOL DISTRICT

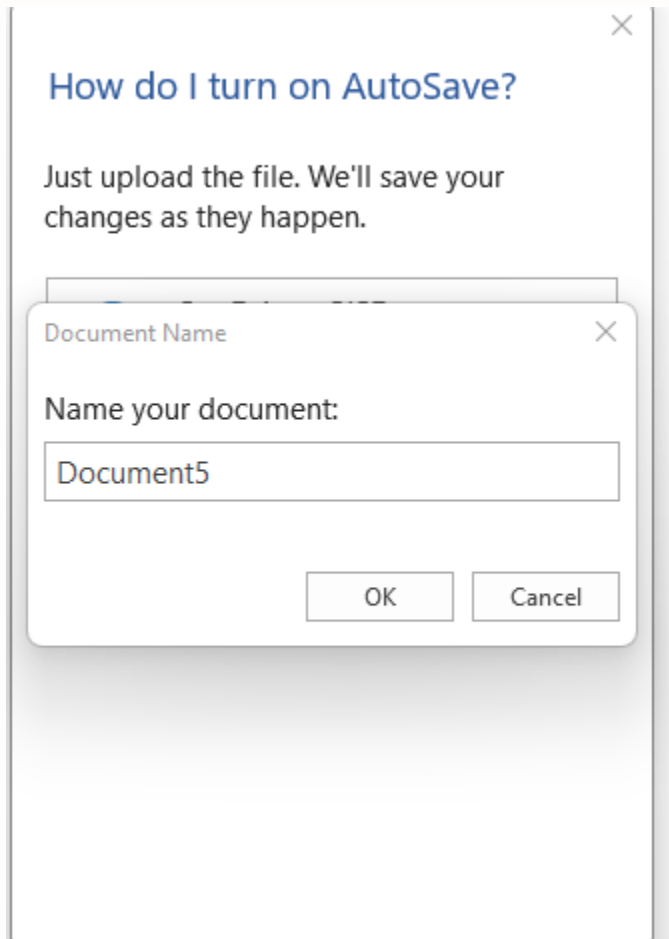
When you open a document in Word, Powerpoint, Excel, make sure AutoSave is turned on in the upper left corner



You'll be asked where to save and just select your OneDrive

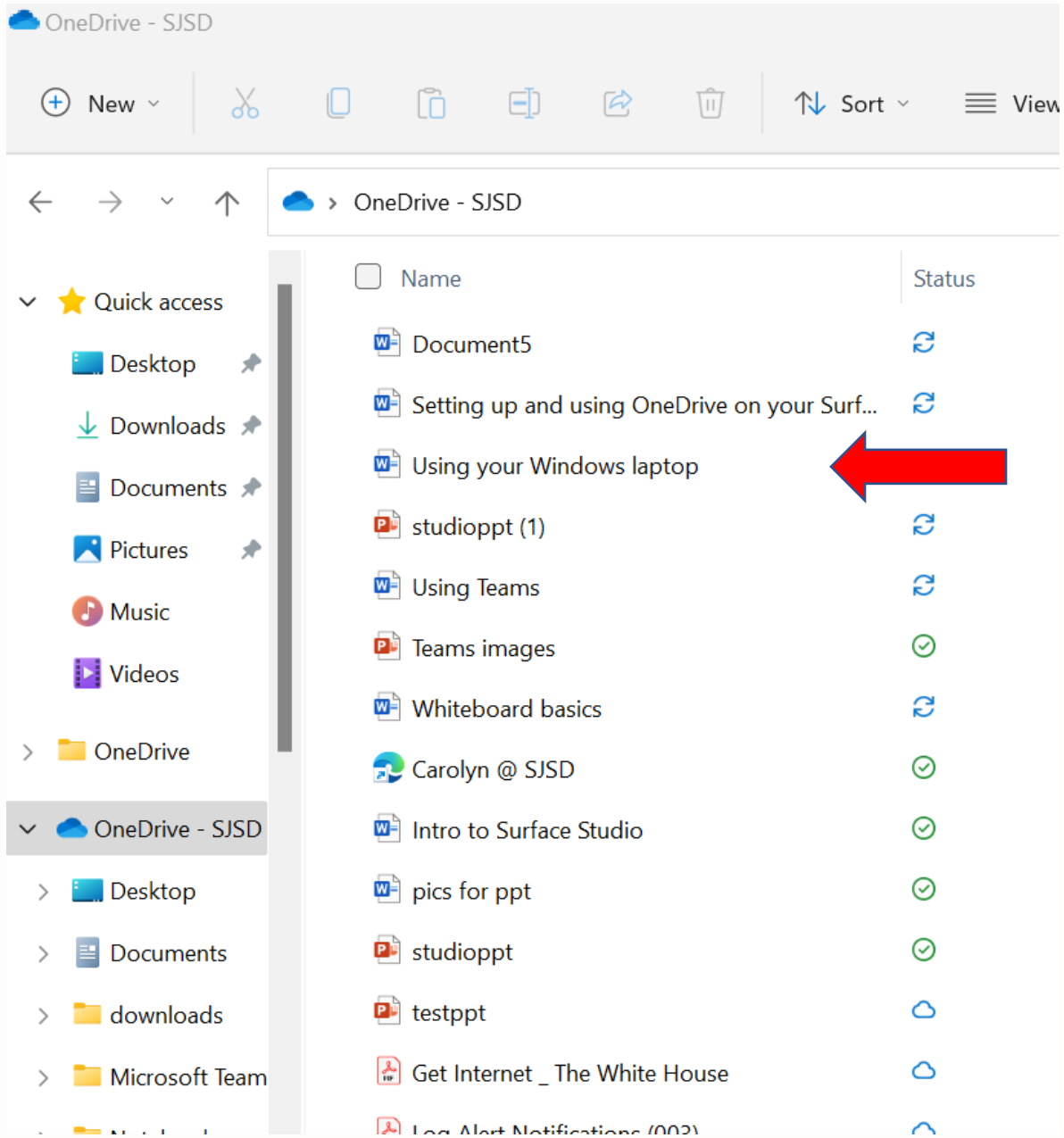


Name the document



It's now visible in your OneDrive in File Explorer

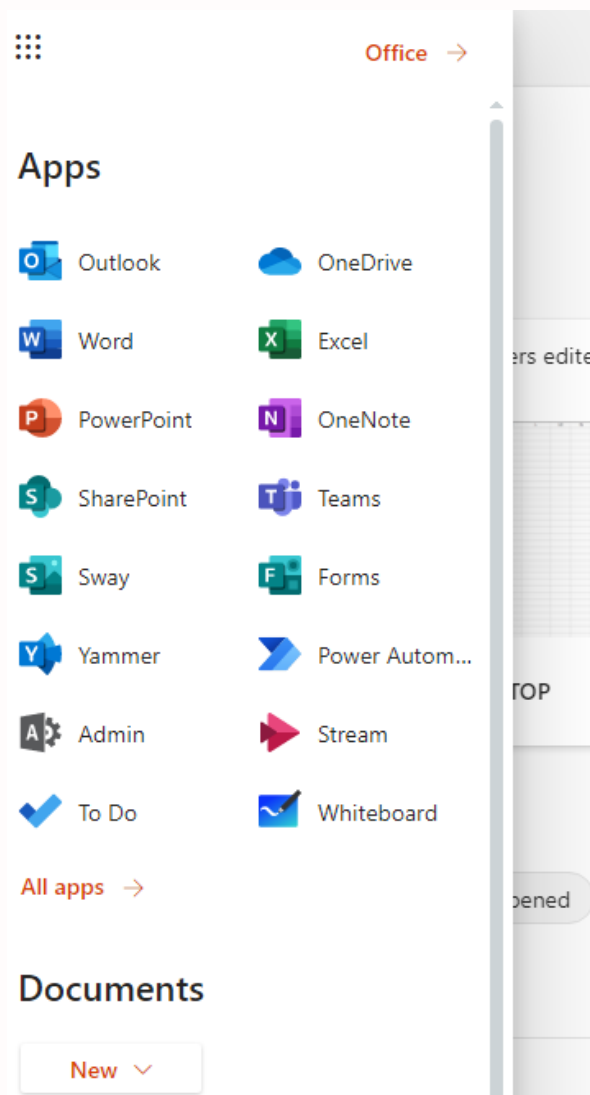




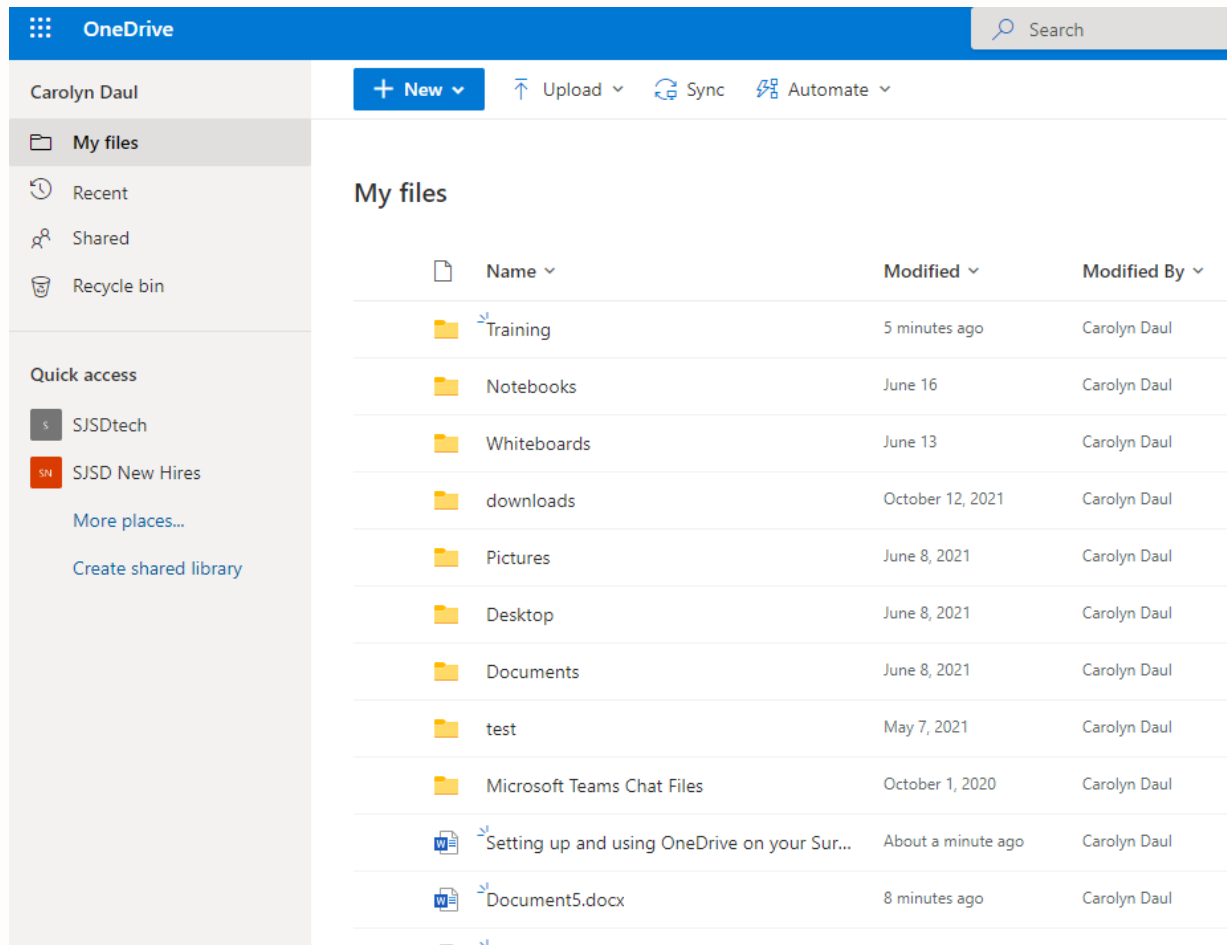
You can also view and access your OneDrive files from a browser. Go to portal.office.com and log in. Click on the App Launcher in the upper left corner.



Select OneDrive



You'll see the document in My files



Carolyn Daul

+ New Upload Sync Automate

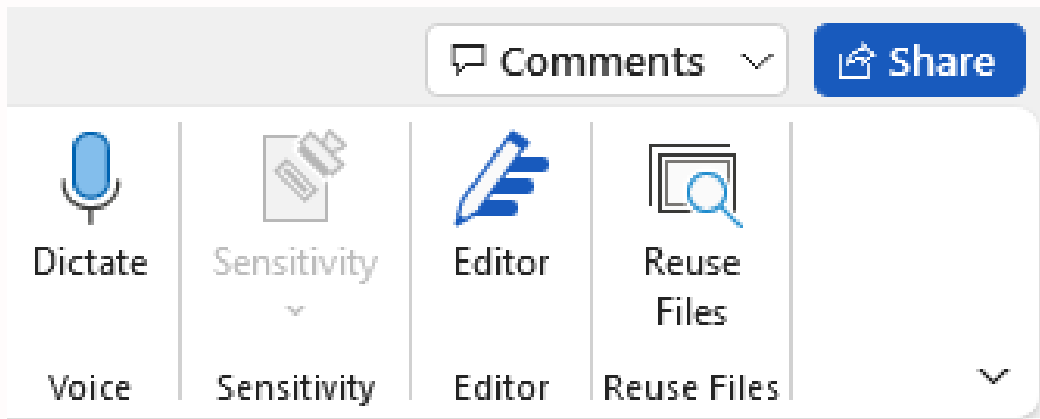
My files

Name	Modified	Modified By
Training	5 minutes ago	Carolyn Daul
Notebooks	June 16	Carolyn Daul
Whiteboards	June 13	Carolyn Daul
downloads	October 12, 2021	Carolyn Daul
Pictures	June 8, 2021	Carolyn Daul
Desktop	June 8, 2021	Carolyn Daul
Documents	June 8, 2021	Carolyn Daul
test	May 7, 2021	Carolyn Daul
Microsoft Teams Chat Files	October 1, 2020	Carolyn Daul
Setting up and using OneDrive on your Sur...	About a minute ago	Carolyn Daul
Document5.docx	8 minutes ago	Carolyn Daul

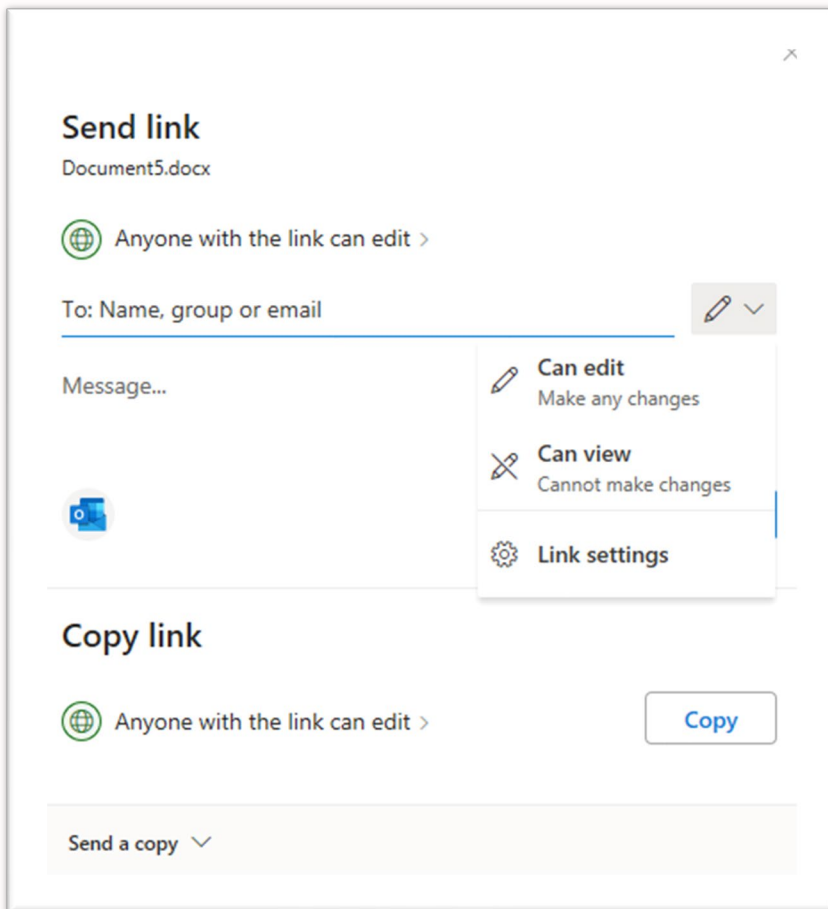
You can open the file from the browser or file explorer. You can edit it in the browser or in the Word application.

You can move files to a folder in the browser by right clicking and selecting “Move to” or you can copy/paste or drag and drop in File explorer.

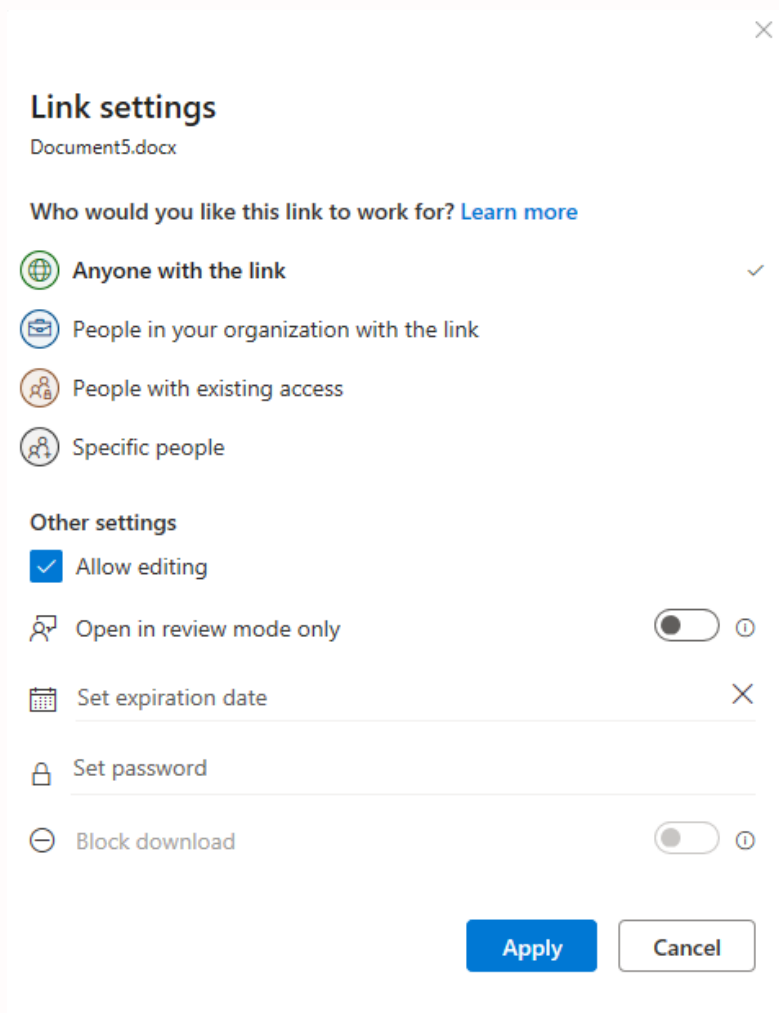
You can share with others by selecting Share in the upper right corner of the open document



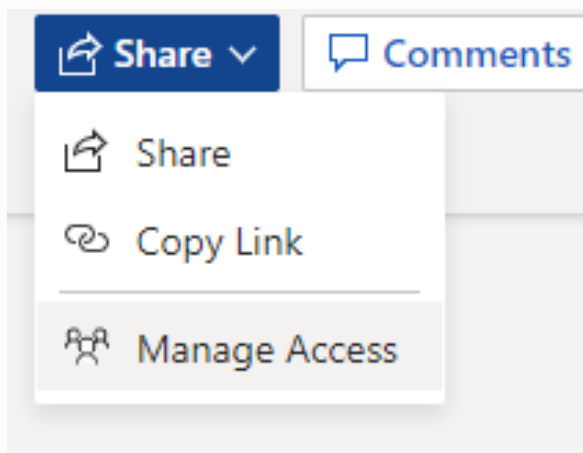
Enter the users email address and choose if you want them to be able to edit or not. Or you can copy the link to paste into a message.



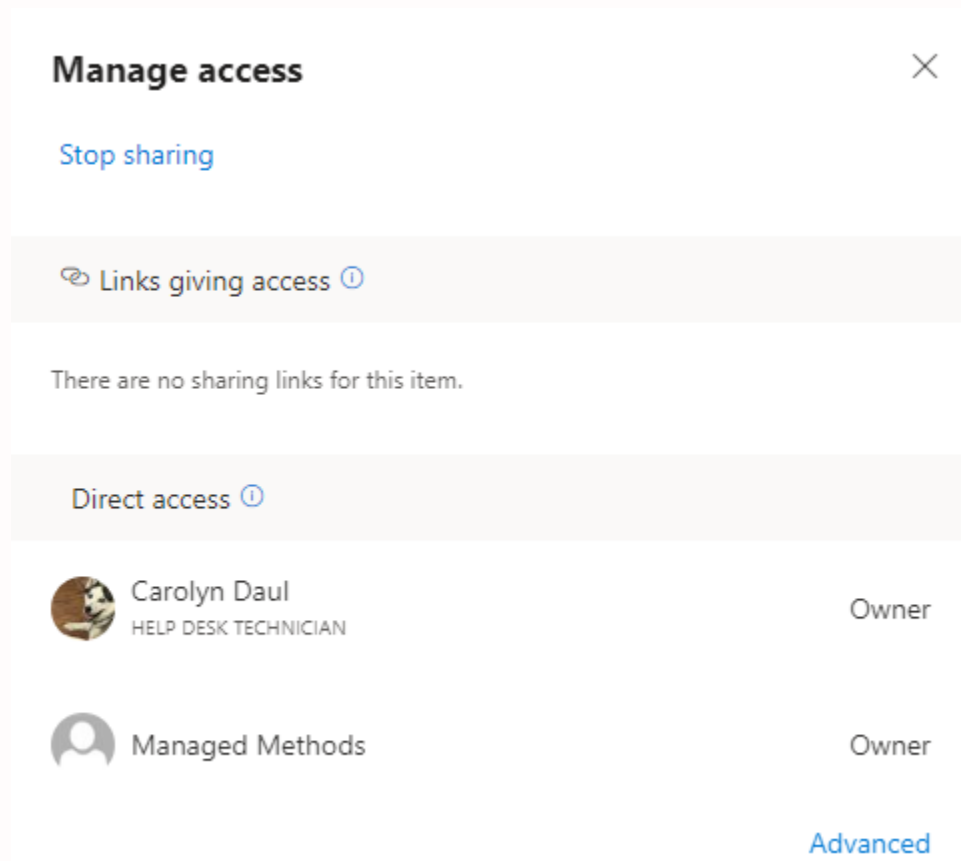
When you send or copy the link, you can choose specific settings for that link by clicking on “Anyone with the link can edit” and you’ll see these options:



You can select “Manage Access” to see who has access to the doc



On all documents in OneDrive, you'll see a user called Managed Methods as an Owner.



The screenshot shows the 'Manage access' dialog box in OneDrive. At the top, it says 'Manage access' with a close button (X). Below that is a link for 'Stop sharing'. There are two sections: 'Links giving access' and 'Direct access'. The 'Direct access' section lists two users: Carolyn Daul (HELP DESK TECHNICIAN) and Managed Methods, both with the role of 'Owner'. An 'Advanced' link is at the bottom right.

User	Role
Carolyn Daul HELP DESK TECHNICIAN	Owner
Managed Methods	Owner

ManagedMethods is an enterprise-grade cloud security platform built specifically for K-12 school districts. It protects sensitive student, parent/guardian, and staff data stored in Google Workspace and Microsoft 365 from accidental loss and malicious theft. So you will see them as an owner on all of your OneDrive documents.