



Microsoft® OneDrive For Business



OneDrive is a cloud-based file hosting service that allows you to securely access your content remotely through a web browser or mobile device. With OneDrive, you can work on files offline, and seamlessly sync them to the cloud when you're online. All your OneDrive files are private by default – only you can see them unless you decide to share them publicly or with an individual. New integration with Microsoft Flow from the Toolbar ribbon helps automate tasks between Microsoft apps.

Click to access all Office 365 online apps.

Recycle Bin items are held for 30 days. See *to recover deleted files*, page 2.

Click to view the file menu.

The Toolbar ribbon offers additional actions for the selected file. See *OneDrive Toolbar Ribbon*, page 2.

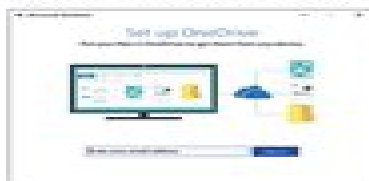
Click this button to open/close the Information Pane. See *Information Pane* on page 2.

Currently selected file

Starting OneDrive

Start OneDrive by locating the OneDrive application in Windows Start Menu > Applications list. If you cannot locate the application, proceed to the next section, *Accessing OneDrive in Office 365* before continuing here.

1. Enter your email address in the dialog box that opens.



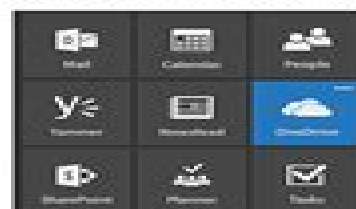
Note: If your company email address or password is rejected, contact IT support for assistance.

2. Click **Sign In**, and enter your Office 365 password when prompted.
3. Click **Next** on the confirmation window to view your OneDrive files, and/or default folders that may have been created for you.
4. Click the **Open my OneDrive – Your Company** button to launch your OneDrive sync folder in File Explorer. Any files you currently have on your OneDrive will download to the folder.

Accessing OneDrive in Office 365

In your web browser, navigate to <http://portal.office.com>.

1. Log in to Office 365 using your email address and Office 365 password.
2. Select OneDrive from the list of available apps at the top of the screen.



Note: Due to individual browser options, this menu may have a different layout for you. You can access all Office 365 apps from this menu.

This displays your OneDrive storage in SharePoint Online as part of your Office 365 subscription.

3. Click **Sync** to bring up the application on your PC.

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Nevada Learning Series Quick Reference Guide

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