FLORIDA ATLANTIC UNIVERSITY
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OneDrive Frequently Asked Questions

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Frequently Asked Questions

What is OneDrive?

OneDrive-Florida Atlantic University provides a place in the cloud where you can store, share, and sync your work files. You can update and share your files from any device with OneDrive. You can even work on Office documents with others at the same time.

How do I access OneDrive?

From your work computer:

Go to your file explorer. Click on “OneDrive-Florida Atlantic University”

From any computer:

Log in to www.Outlook.office.com.

Go to the tiles icon at the top left of the window (make sure you’re on full screen)

Select “OneDrive”

From an iPad or phone:

Download the OneDrive app

How do I save my files to OneDrive?

Directly from Word, PowerPoint, Excel, etc.:

When you’d like to save your document, click “Save As” instead of “Save”

When prompted to select where to save, select “Browse”

Find “OneDrive- Florida Atlantic University”

Name and save your file

From your work computer:

Find the file you'd like to move into OneDrive
Copy/Paste or drag and drop it into the "OneDrive-Florida Atlantic University" folder located in the file explorer.

From any computer:

Log in to www.Outlook.office.com.
Go to the tiles icon at the top left of the window
Select "OneDrive"
Either click the "Upload" icon at the top of the window or drag and drop the file you'd like to upload.

How can I edit documents directly from OneDrive online?

Access OneDrive online (www.Outlook.office.com)
Go to the tiles icon at the top left of the window (make sure you're on full screen)
Select "OneDrive"
Find and select your file
Click "Edit Document" at the top right of the document
Select to "Edit the Browser"

This allows for automatic saving and live collaborations.

How can I download documents directly from OneDrive online?

Log in to www.Outlook.office.com.
Go to the tiles icon at the top left of the window (make sure you're on full screen)
Select "OneDrive"
Find and select your file
Click the three dots at the top right of the screen and select download

Some documents (PDFs) will not display the three dots, but will rather have a "Download" icon at the top left.

How can I share files using OneDrive?

Access OneDrive online (www.Outlook.office.com)
Select the file or the folder you'd like to collaborate on with others
Click the "Share" icon.
Decide with whom you'd like to share the document:

Anyone with the link can view and edit
Only people in Florida Atlantic University can edit
Specific people

Decide to what degree you'd like to share the document

Read only?
Allow editing?
Set expiration date?

How can I share a file or folder with a link?

Access OneDrive online (www.Outlook.office.com)
Select the file or the folder you'd like to collaborate on with others.
Instead of clicking the "Share" icon in OneDrive online, click the "Copy Link" icon.
Decide to what degree you'd like to share the document
- Read only?
- Allow editing?
- Set expiration date?

How can I collaborate on documents?

Make sure you have shared the file or link with your collaborator.
Open and edit the document in OneDrive Online.
Word will alert you when people enter or leave the document.
Colored flags will show you exactly where in the document each person is working.
You can chat with collaborators using the "chat" feature on the right.
To track version history, exit the document, right click on the file name, and select "version history."

Resources

https://support.office.com/en-us/article/OneDrive-training-1f608184-b7e6-43ca-8753-2ff679203132?ui=en-US&rs=en-US&ad=US#ID0ECBAAA=OneDrive_for_Business

Questions? Click here to put in a ticket with Ed Tech

Related Content

- OneDrive: How to Access OneDrive