University of Kentucky
College of Agriculture, Food and Environment
Cooperative Extension Service

OneDrive

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Table of Contents

Section 1: OneDrive Desktop.....1
Section 1A: Downloading the App.....1
Section 1B: Storage Sense.....3
Section 1C: Status Icons.....6
Section 1D: Saving New Files.....8
Section 1E: Unsyncing Folders.....9
Section 1F: Getting Online.....10
Section 2: Online Basics.....11
Section 2A: Uploading Docs.....11
Section 2B: Changing the View.....13
Section 2C: Sorting.....13
Section 2D: Searching.....14
Section 2E: Managing Notifications.....14
Section 3: Online Sharing.....16
Section 3A: Getting Started.....16
Section 3B: Accessing Shared Files.....20
Section 3C: Collaboration.....21
Section 3D: Exiting and Stopping.....23
Section 4: Other Online Options.....24
Section 4A: Downloading.....24
Section 4B: Moving.....25
Section 3C: Copying.....27
Section 5: Deleting Files.....27
Section 5A: Deleting Files.....27
Section 5B: Recycle Bin & Recovering 28
Section 5C: 2nd Stage Recycle Bin.....29
Section 6: Accessing Previous Versions.....30
Section 6A: Accessing Previous Versions.....30
Section 6B: Restore.....31
Section 6C: Delete.....31
Section 6D: Open File.....32
Section 7: Create a New File Online.....33
Section 8: Email Attachments to OneDrive.....35
Section 9: Create a Group/Shared Library.....38

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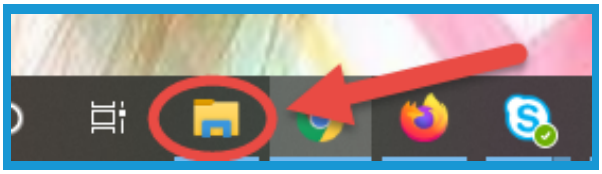
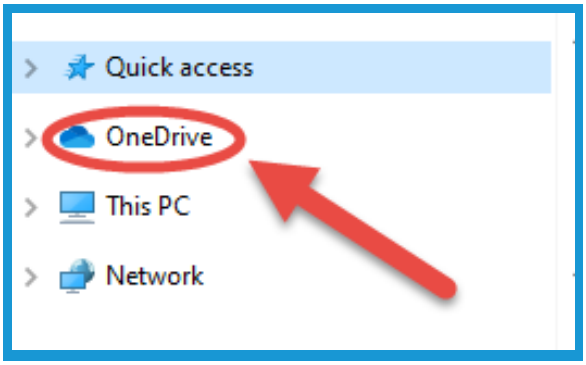
Section 1A: OneDrive Desktop - Downloading the App

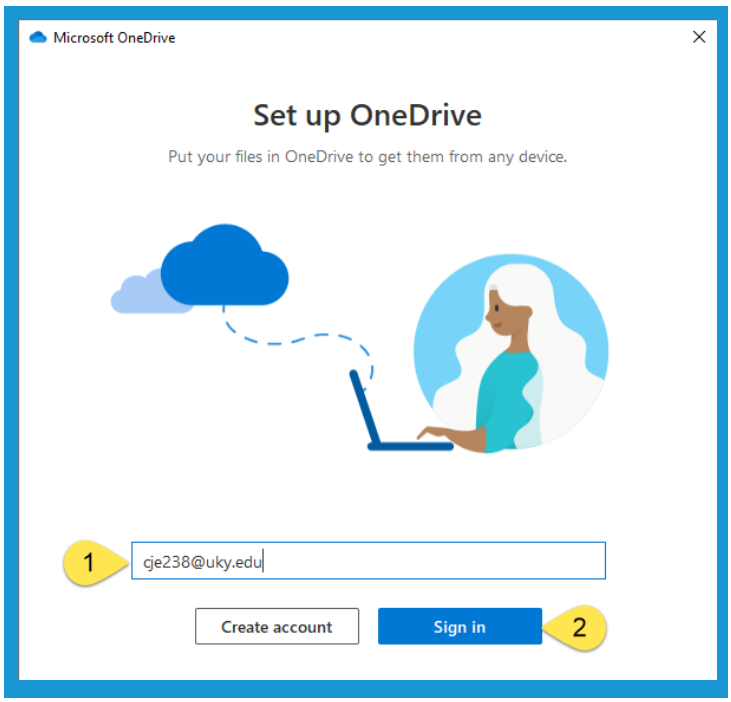
1. Click the **File Explorer Button** in the **taskbar** at the **bottom** of the **screen**.



2. Click **OneDrive** in the **navigation pane** on the **left side** of the **screen**.

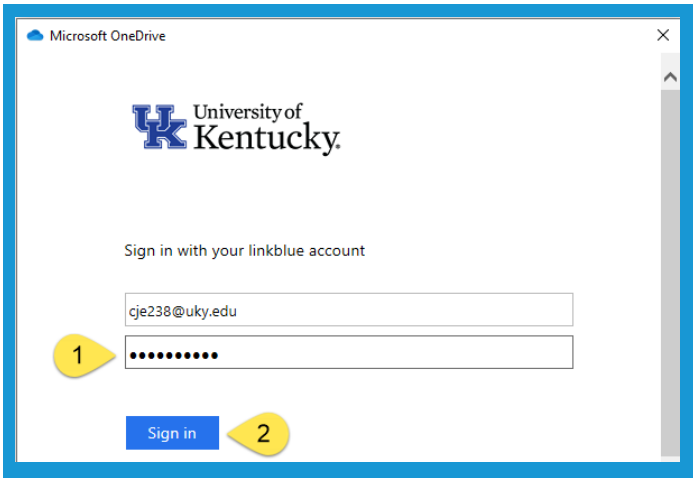


3. Type in your **UK LinkBlue ID email** in the **new window**. Then click **Sign In**.

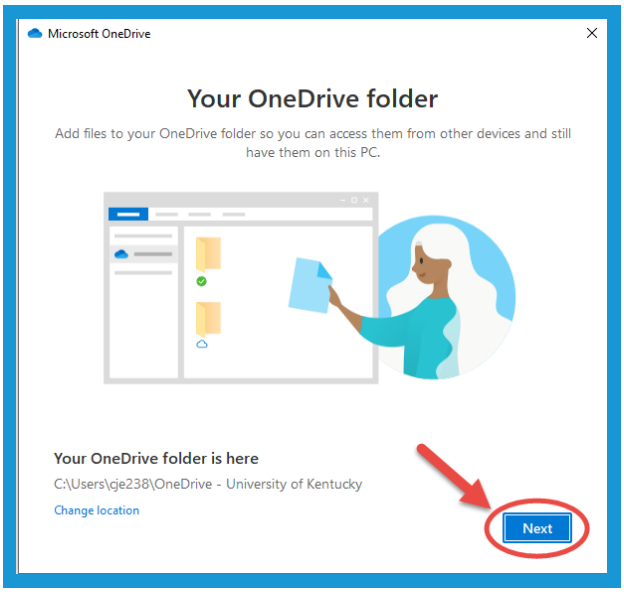


Section 1A: OneDrive Desktop - Downloading the App

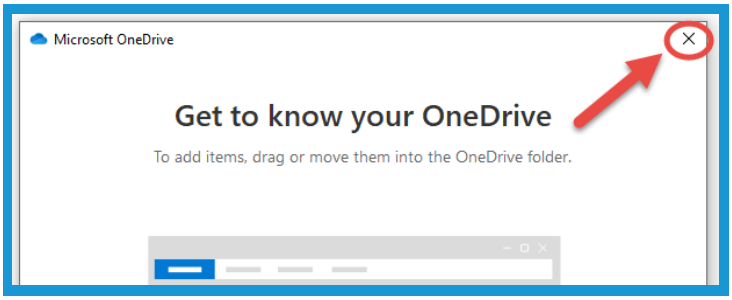
4. Type in your **LinkBlue password** in the **new window**. **Then** click **Sign In**.



5. Click **Next** in the **new window**.

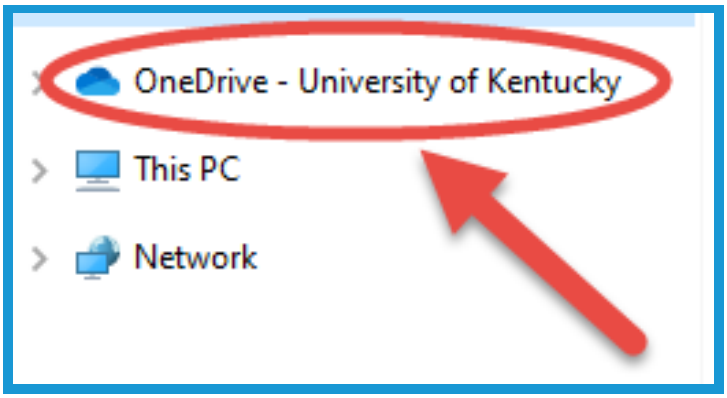


6. Click the "**X**" in the **upper right** of the **new window**.



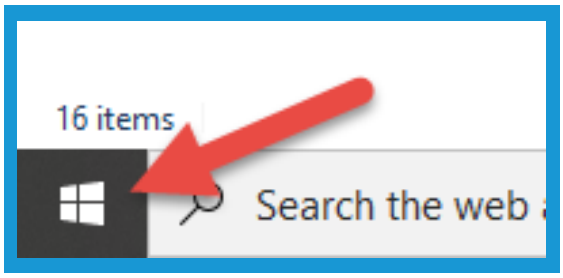
Section 1A: OneDrive Desktop - Downloading the App

7. If the **download** was **successful**, your **OneDrive Icon** will now say **OneDrive - University of Kentucky**.

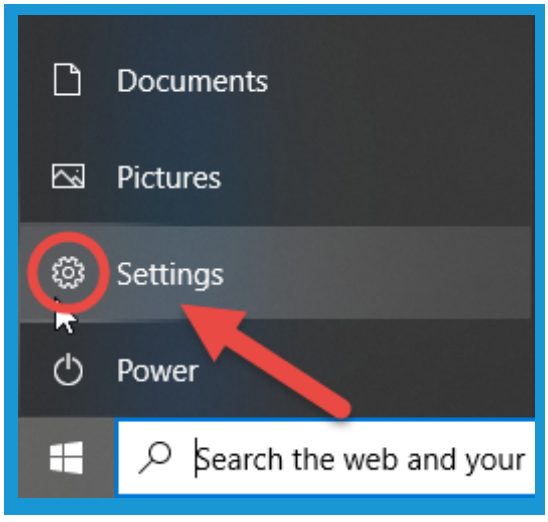


Section 1B: OneDrive Desktop - Storage Sense

1. Click the **Start button** in the **lower left corner** of your **screen**.

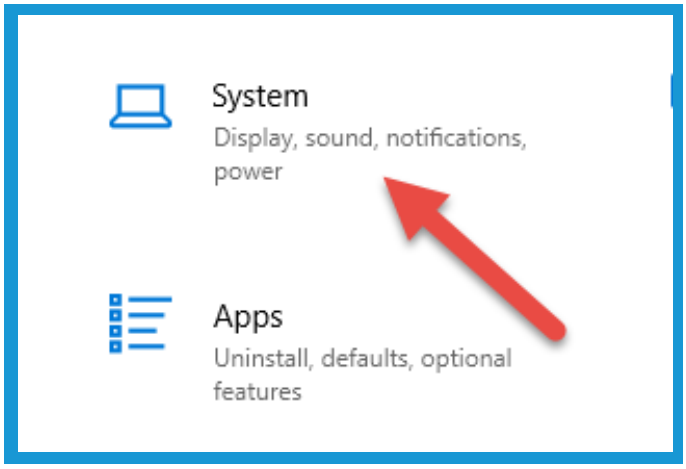


2. Click the **Gear Icon** to access the **Settings menu**.

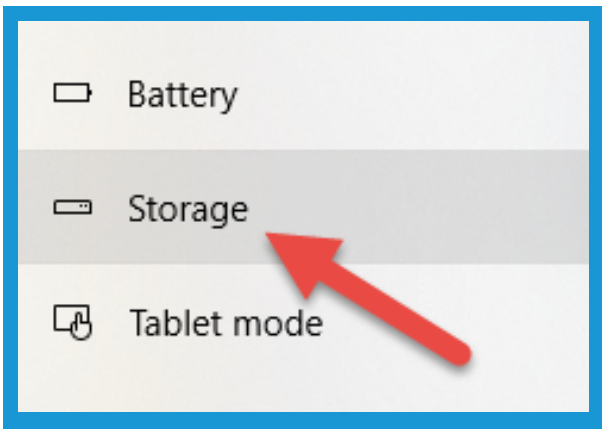


Section 1B: OneDrive Desktop - Storage Sense

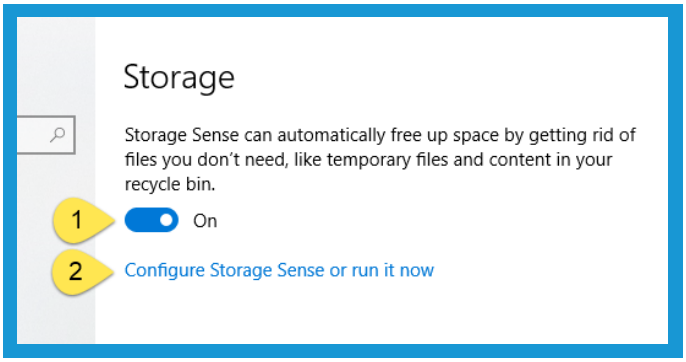
3. Click the **System button** in the **upper left** of the **new window**.



4. Click **Storage,** in the **navigation pane** on the **left side**.

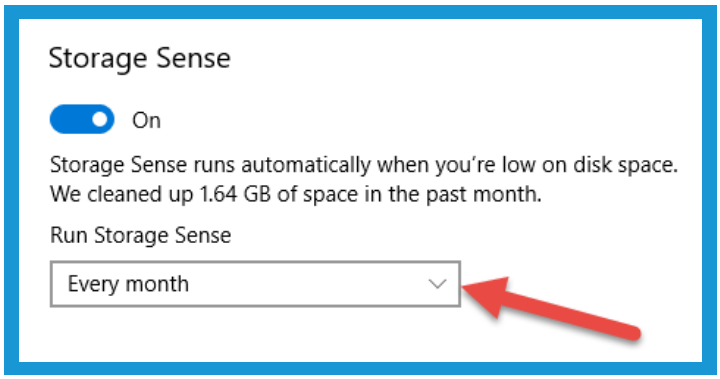


5. Click the **On Button** at the **top** of the **screen under Storage**. Then **click** on "**Configure Storage Sense or run it now**".

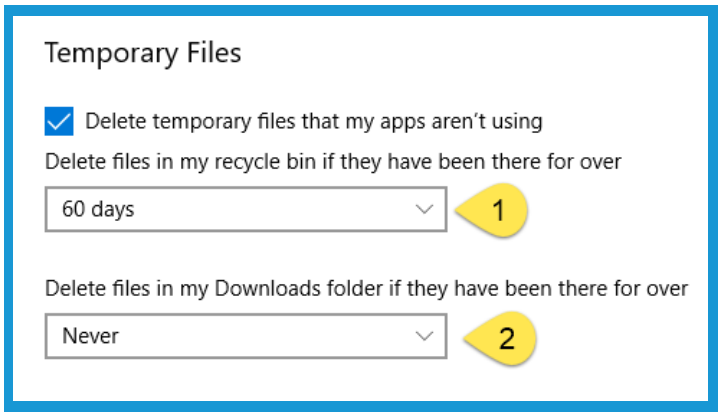


Section 1B: OneDrive Desktop - Storage Sense

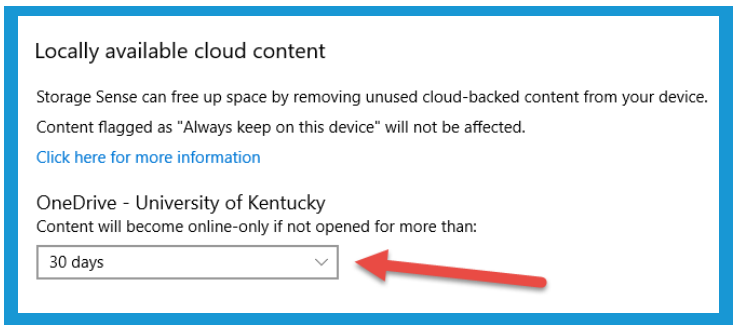
6. Click the **drop down menu** under **Run Storage Sense** to **determine** when you want to **run the scan**.



7. Under **Temporary Files**, click on the **drop down menus** to determine **how long** to **keep files** in the **recycle bin**, and if you want **files removed** from your **Downloads folder**.

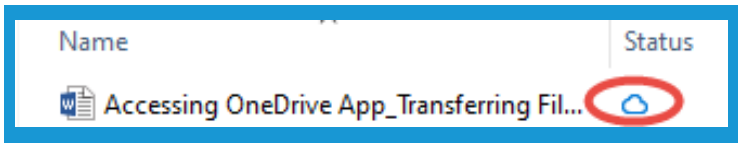


8. Under **Locally available cloud content**, click the **drop down menu** to **determine** when you want **files sent back** to the **cloud** to **free up space** on your computer.

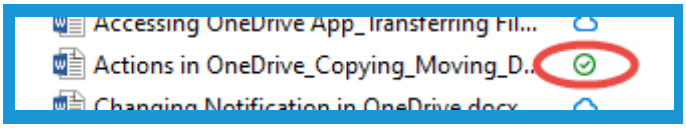


Section 1C: OneDrive Desktop - Status Icons

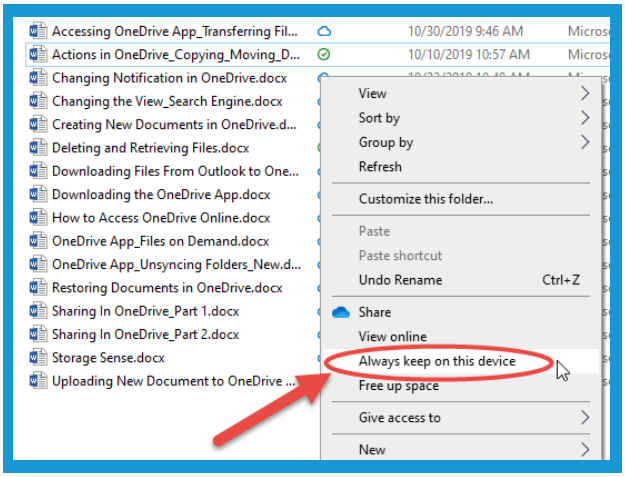
1. The **Cloud icon** means that your **file** is being **stored online**, and **not taking up space** on your **computer**. To **access** the file, you **need** to have an **internet connection**.



2. **Open a file** to get the **white circle, with a green check**. This means you **downloaded** the file to **your computer,** and **Storage Sense** will **place the file online** if it is **not opened** after the **determined set of time**. (**Section 1B, Page 3**)

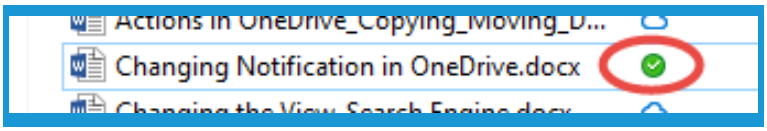


3. **Right click** on a **file** and select **Always keep on this device**.

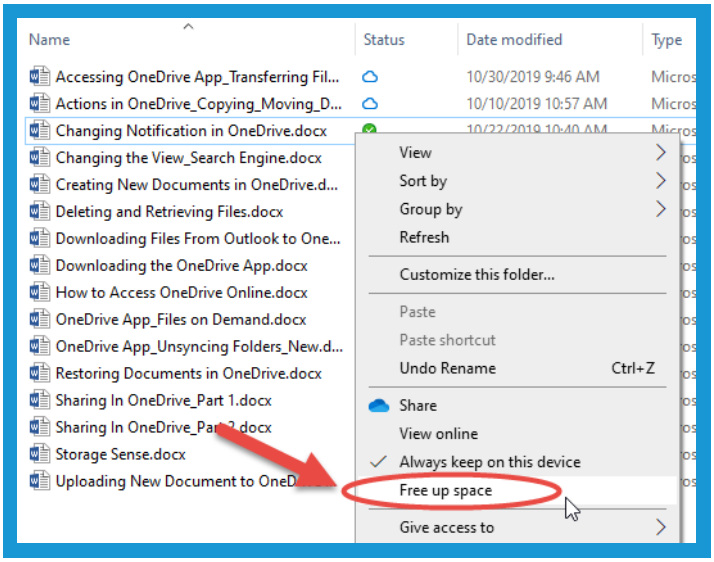


Section 1C: OneDrive Desktop - Status Icons

4. The status icon will become a **green circle, with a white check**. This status means that the **file** is **downloaded**, and will **not** be sent **online** by **Storage Sense**.

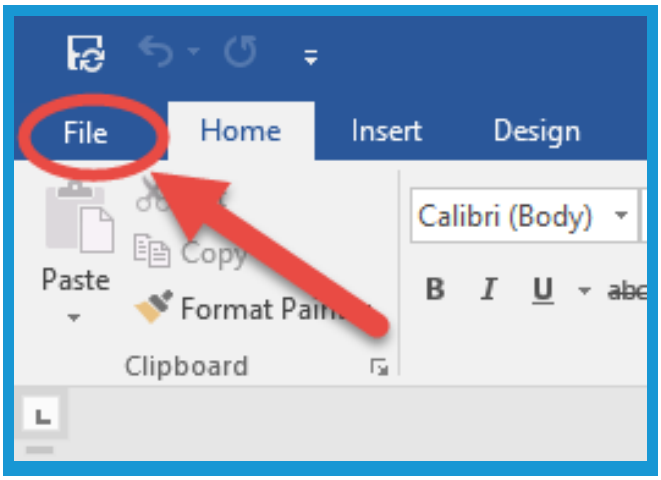


5. **Right click** on a **file**, and select **Free up space** to send the file **back** to the **internet cloud**.

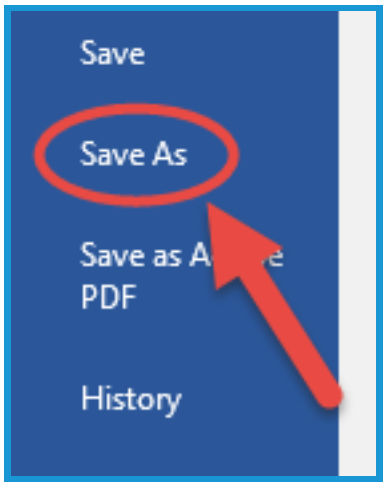


Section 1D: OneDrive Desktop - Saving New Files

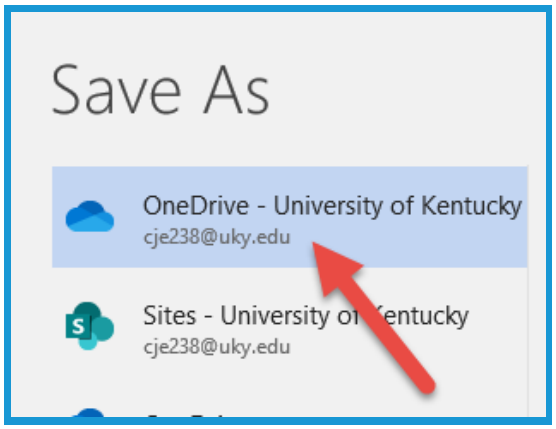
1. Click **File** in the **upper left corner** of the **new document**.



2. Click **Save As** on the **left side** of the **screen**.

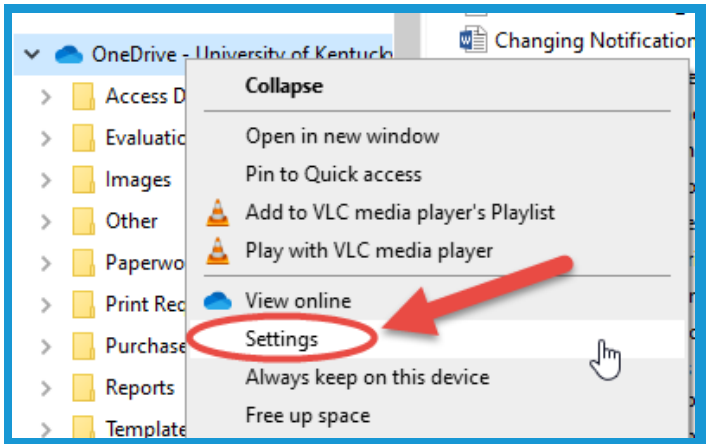


3. **Double click** on **OneDrive-University of Kentucky**. You can then **save** the **file** on your **OneDrive** to the **location** desired.

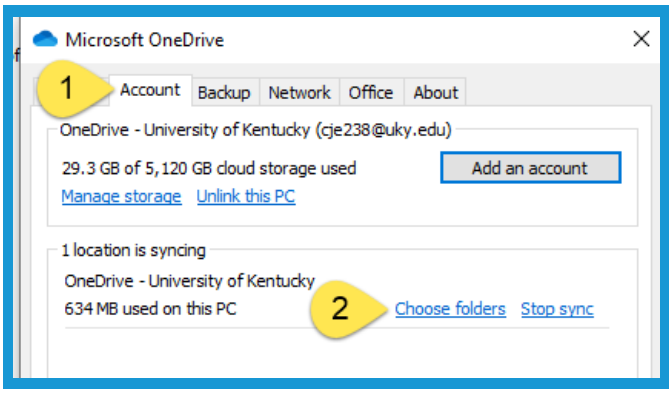


Section 1E: OneDrive Desktop - Unsyncing Folders

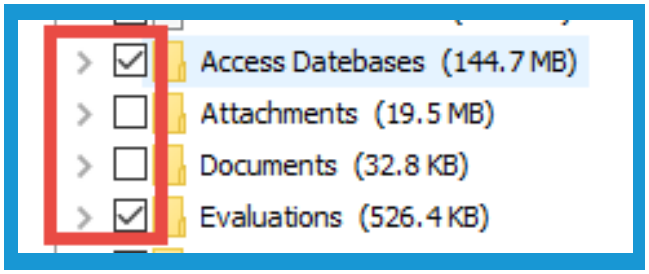
1. **Right Click** on the **OneDrive Icon** in the **File Explorer** window. (**Section 1A, step 1, page 1**) Click on **Settings.**



2. Make sure the **Account tab** is selected. Then click **Choose folders**.

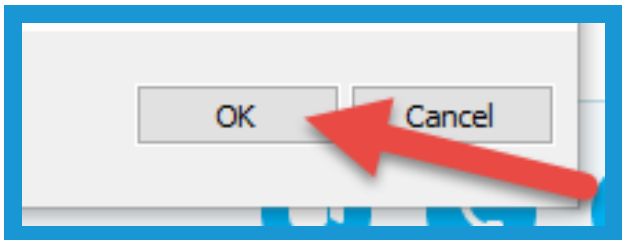


3. **Uncheck** which **folders** you want to keep **online only, and hide on your desktop**.



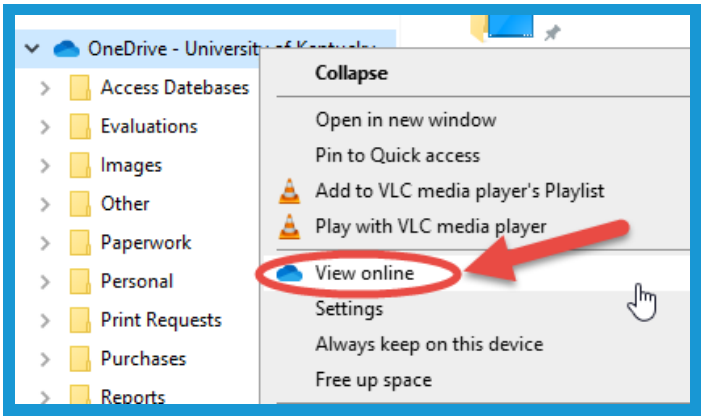
Section 1E: OneDrive Desktop - Unsyncing Folders

4. Click the **OK button** in the **lower right corner** to complete the changes**.**

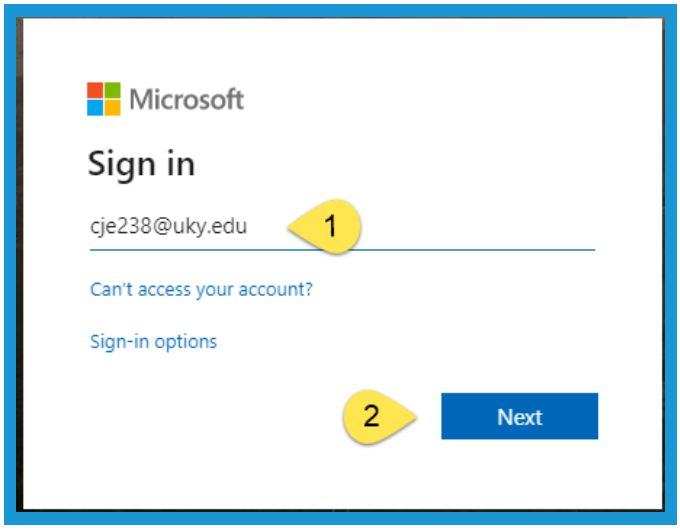


Section 1F: OneDrive Desktop - Getting Online

1. **Right Click** on the **OneDrive Icon** in the **File Explorer Window (Section 1A, step 1, page 1).** Then select **View Online**.

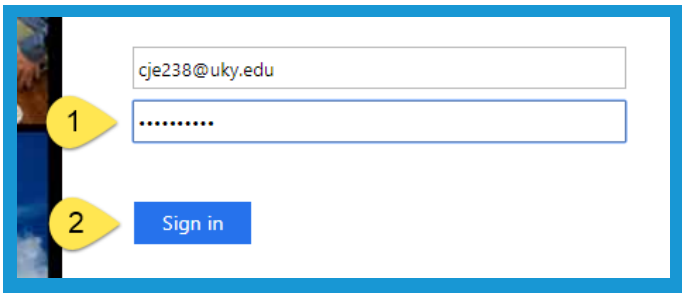


2. Enter your **LinkBlue ID email address** in the new window. Then click **Next**.

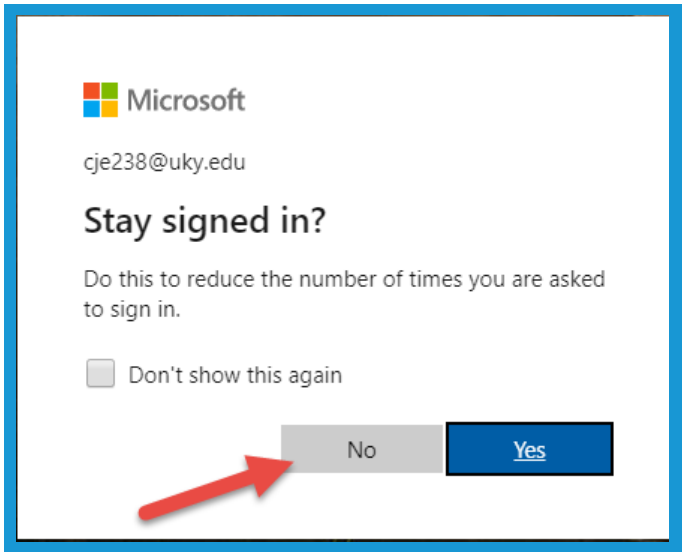


Section 1F: OneDrive Desktop - Getting Online

3. Enter your **LinkBlue password**, and click **Sign in.**

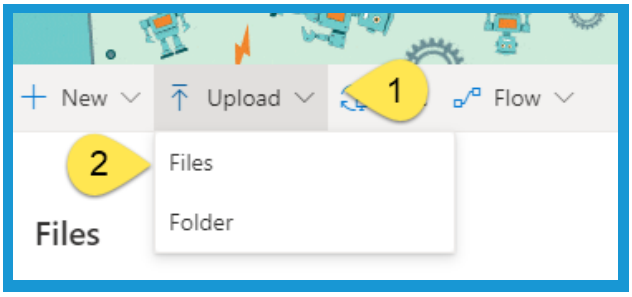


4. Click **No** when the **new window** appears.



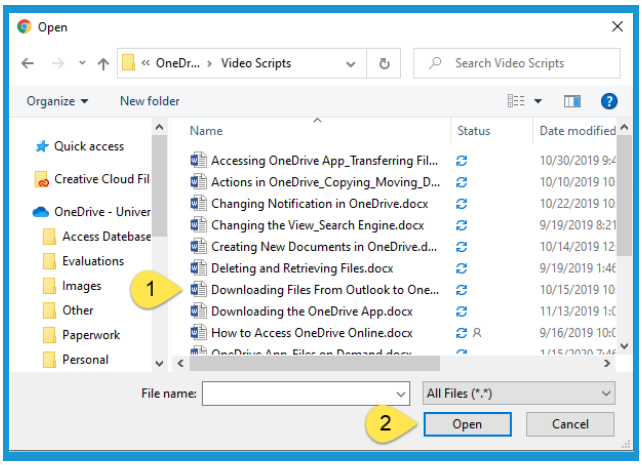
Section 2A: Online Basics - Uploading Docs

1. Click **Upload**, and click **Files**.

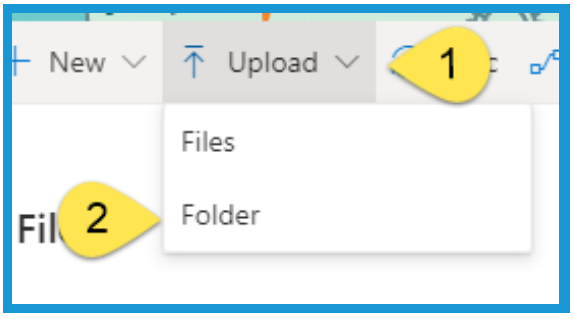


Section 2A: Online Basics - Uploading Docs

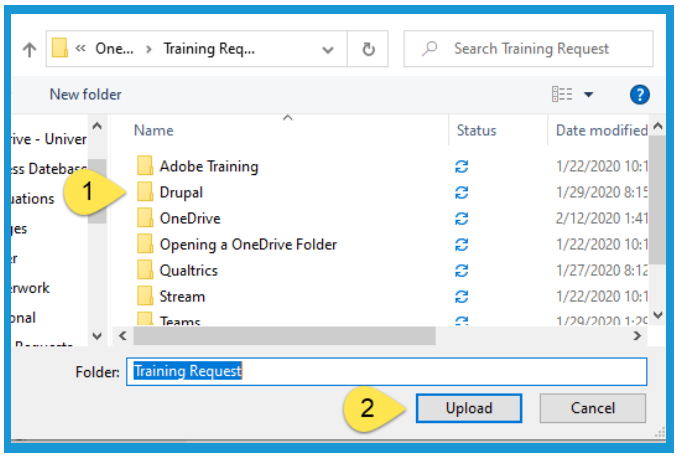
2. Locate the file in the **File Explorer window**, and **double click** on the **file**. You can also click on the **file,** and then **select open**.



3. Click **Upload** and select **Folder** to load a **compilation** of **documents.**

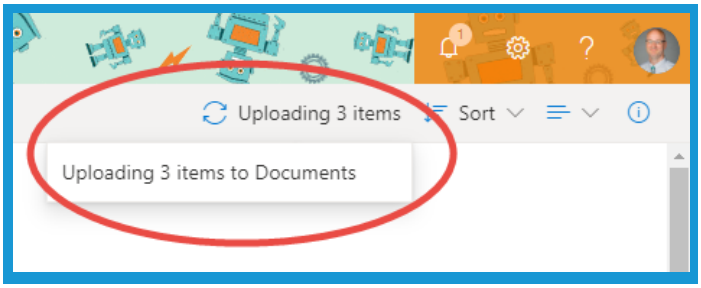


4. Click the **Folder**, and then click **Upload**.



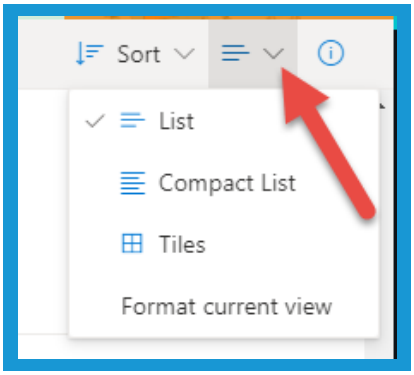
Section 2A: Online Basics - Uploading Docs

5. The **Uploading status** will be in the **upper right corner** of the **screen**.



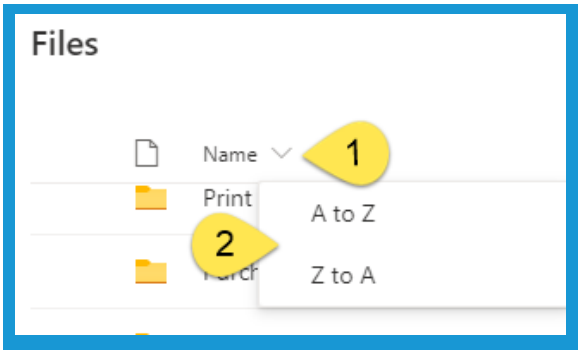
Section 2B: Online Basics - Changing the View

1. Click the **View Options button** in the **upper right corner** to **switch** between the **three options.**



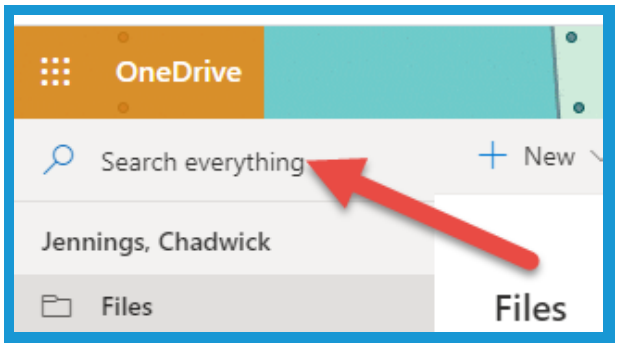
Section 2C: Online Basics - Sorting

1. Click the **drop down menu** next to a **column title**, and then click on the **preferred sorting option**.

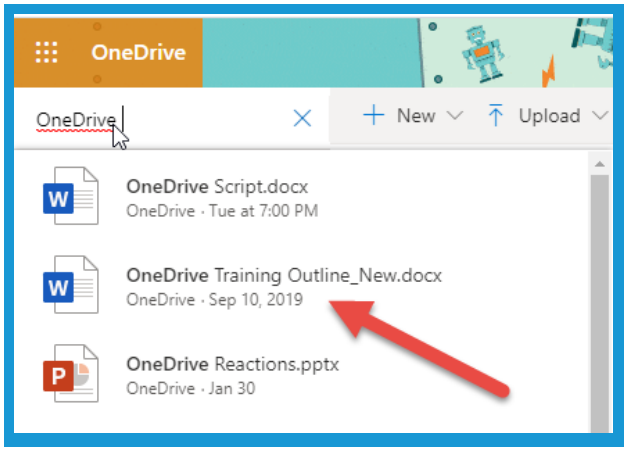


Section 2D: Online Basics - Searching

1. Click in the **Search engine** in the **upper left corner**, and **type** in **keywords** related to the **document**.

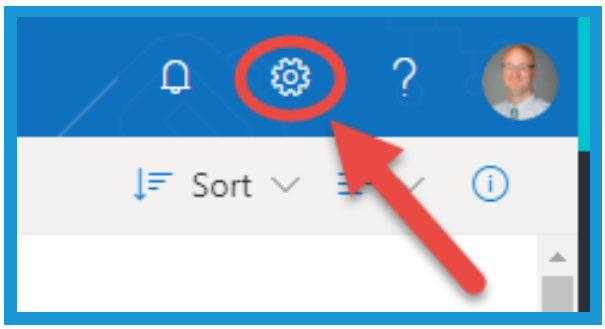


2. As you type, **results** with **auto-populate. Click** on the **document** to **review** the material**.**



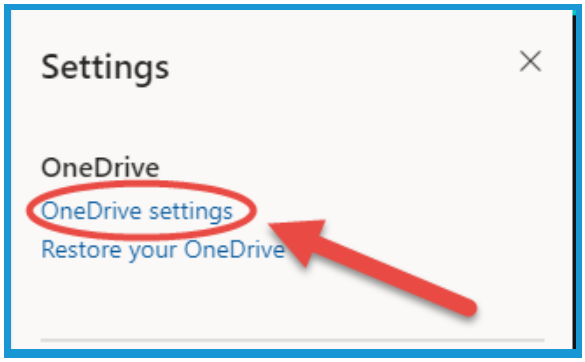
Section 2E: Online Basics - Managing Notifications

1. Click on the **Gear icon** in the **upper right corner** of the **screen**.

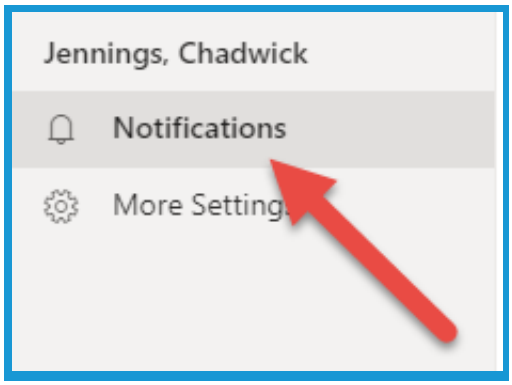


Section 2E: Online Basics - Managing Notifications

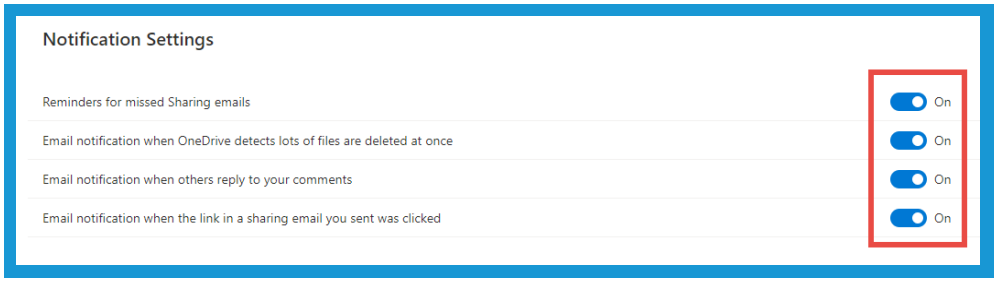
2. Click **OneDrive settings**.



3. Click **Notifications** in the **navigation pane** on the **left side**.

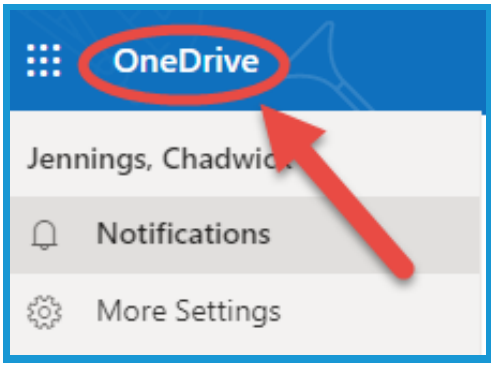


4. Make sure all of the **options** are turned **on** to **ensure** you are being **alerted** to **activity** in your **OneDrive**.



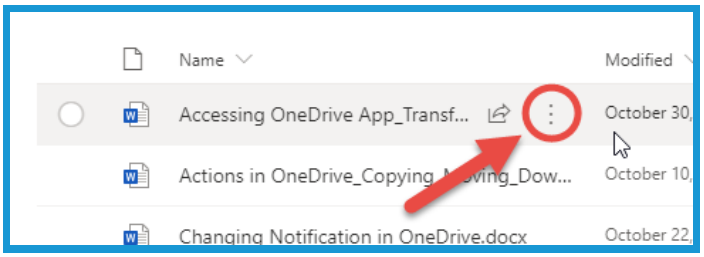
Section 2E: Online Basics - Managing Notifications

5. Click **OneDrive** in the **upper left corner** to go **back** to **your OneDrive**.

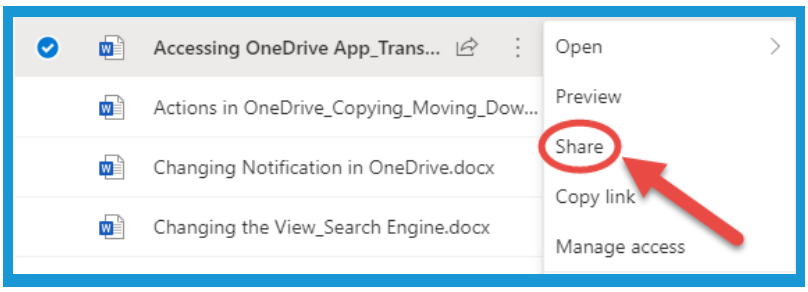


Section 3A: Online Sharing - Getting Started

1. Place your **mouse over** the **file**, and click on the **three dots** to the **right** of the **file name**.

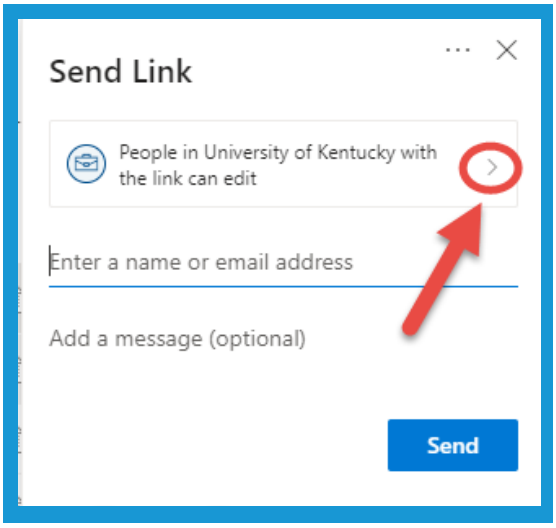


2. Click **Share** in the **new menu**.

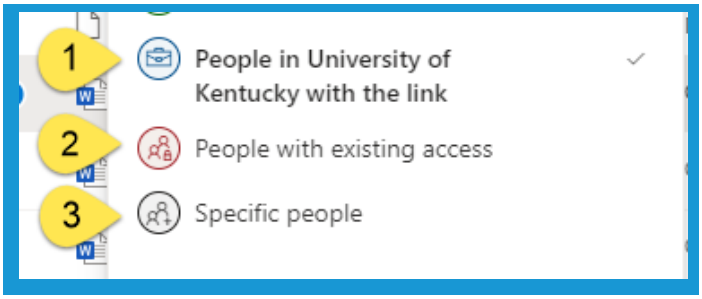


Section 3A: Online Sharing - Getting Started

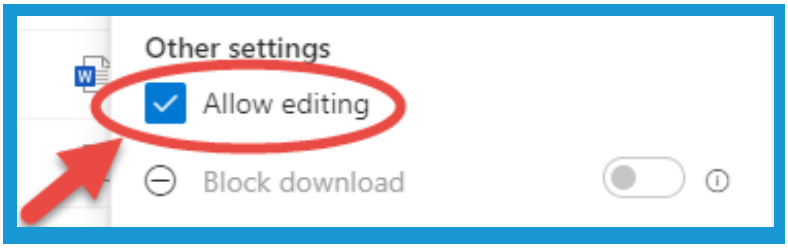
3. Click the **arrow** to the **right** of the **Link settings** to **access** your **options**.



4. You can **share** with people **in University of Kentucky (1)**. You can also **renew** or **remind** people of **existing access** to a file **(2)**. Finally, you can **share** with people **outside** the **University (3)**.

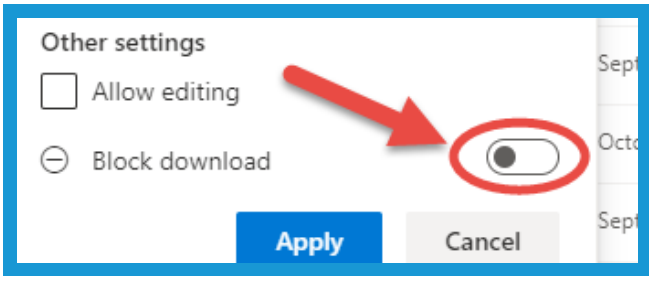


5. Click the **check** next to **Allow Editing** to **remove** the **ability** of **users** to **make changes** to the **file**.

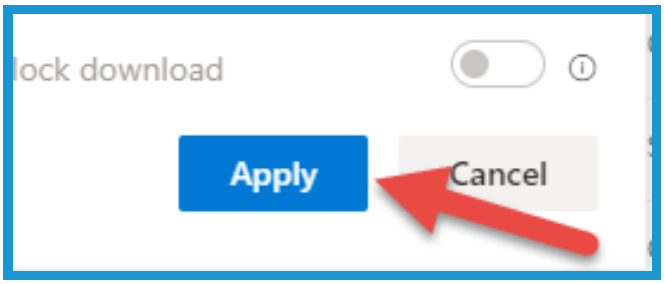


Section 3A: Online Sharing - Getting Started

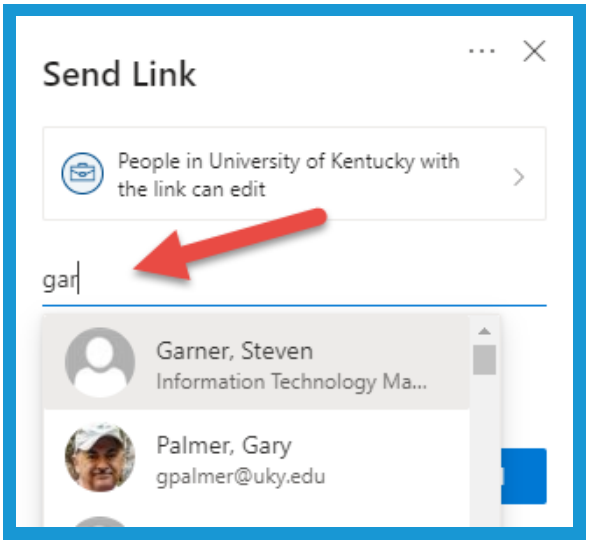
6. If **Allow Editing** is **unchecked**, you can also **block users** from **downloading** by **clicking** the **button** to the **right**.



7. Click **Apply** to **set** the **changes**.

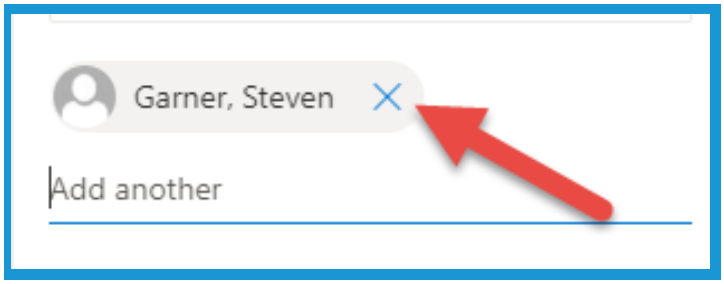


8. Type the **person's name** in **name field**, and names will **auto-populate**. **Click** on the appropriate **user**.



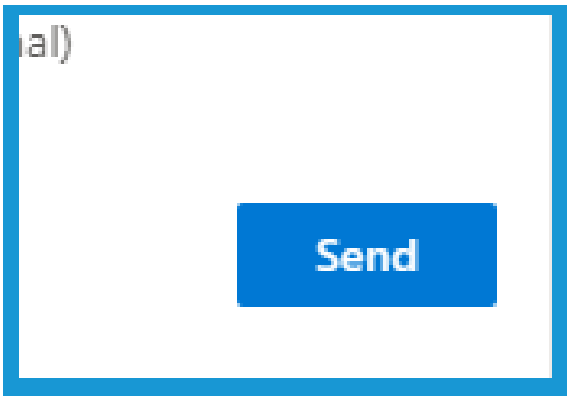
Section 3A: Online Sharing - Getting Started

9. Click on the **X** to the **right** of the **user** to **remove** them.

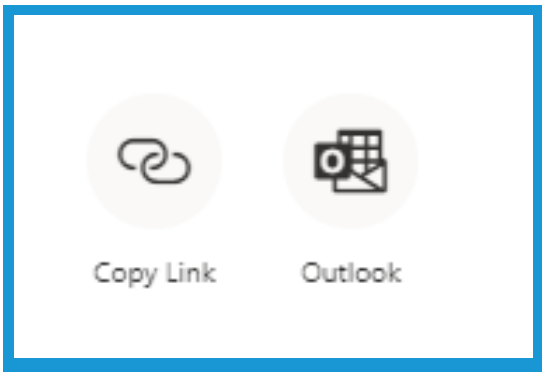


10. You can also **add** a **message** to be **included** in the **email** that will be sent.

11. Click **Send** to **deliver** an **email invite** to the **file** to the **user**.

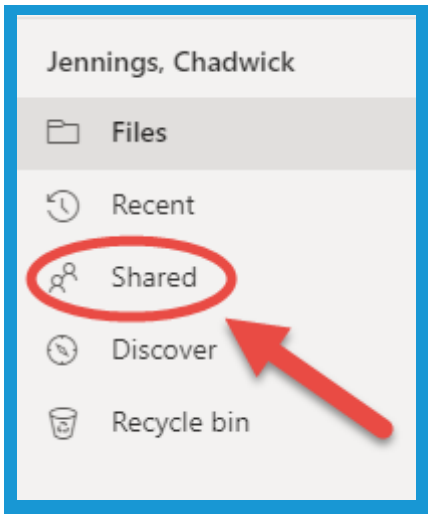


12. Click **Copy Link to paste a link to the document in an email**. Click **Outlook**, and an **email message** will **populate** with a **link** to the file.

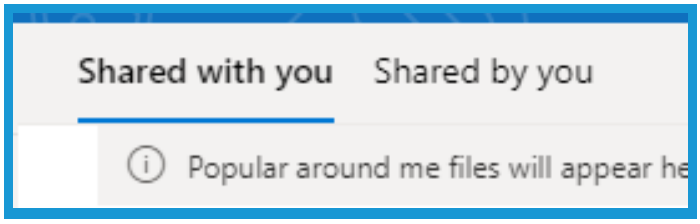


Section 3B: Online Sharing - Accessing Shared Files

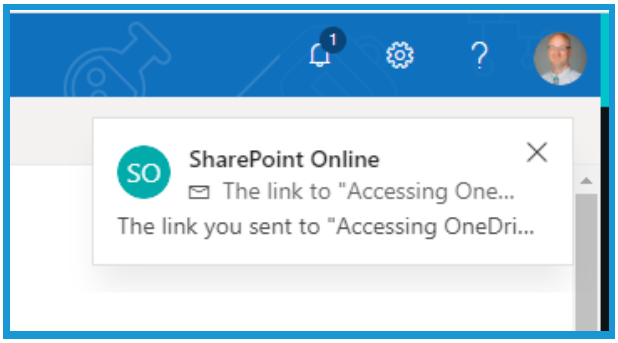
1. Click **Shared** in the **navigation pane** on the **left side** of the **screen**.

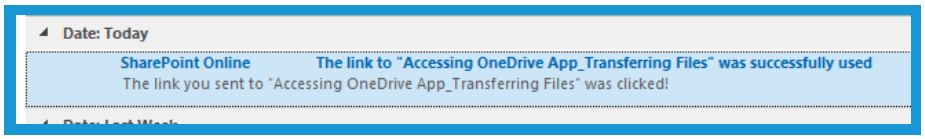


2. At the **top of the screen** there will be **two options**. **Shared with you** list the **files** that **you have been sent**. **Shared by you** list those **files** that **you have sent** to **others**.



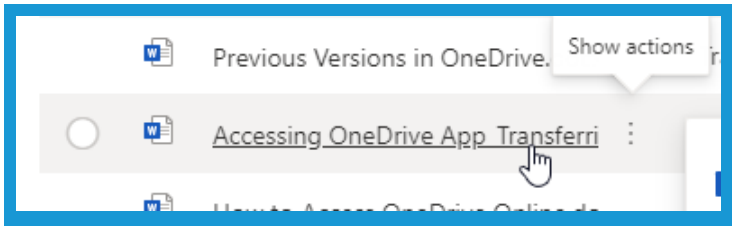
3. When a file is **opened** by **someone else**, you will receive a **notification** both **online** and via **email**.

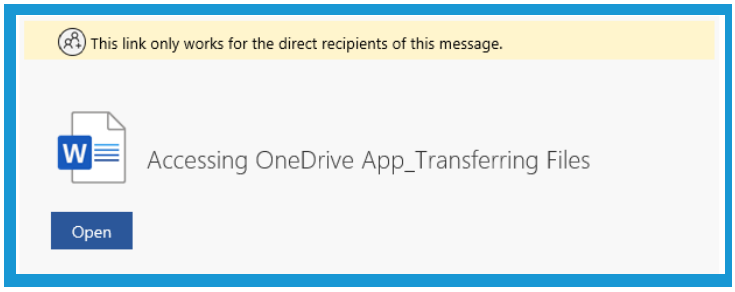




Section 3B: Online Sharing - Accessing Shared Files

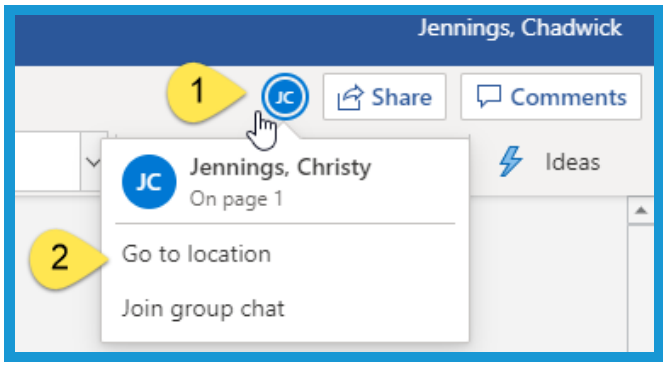
4. To **access** the **shared file**, click on the file in the **Shared by You** page (**Steps 1-2)**. You can also click **Open**, in the **notification email**.



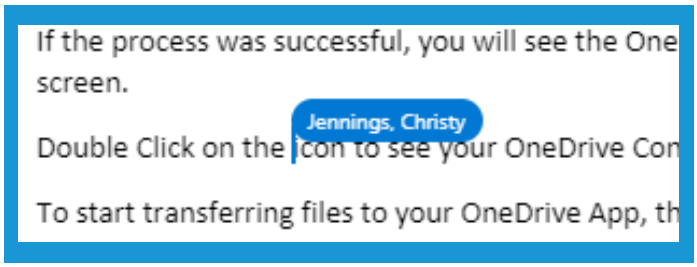


Section 3C: Online Sharing - Collaboration

1. Click on the **user profile button** in the **upper right corner** (either **your initials** or a **picture**). Then click, **Go to location**.

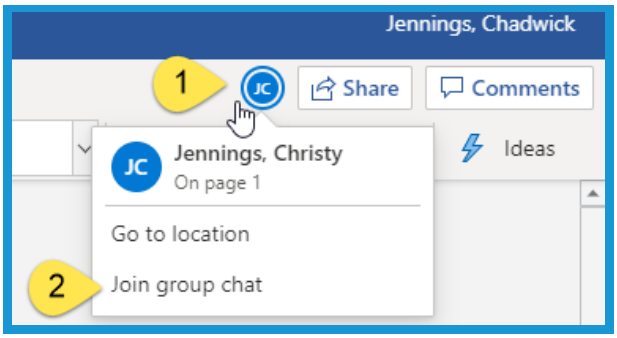


2. You will see a **flag pop up** in the **document** that tells you were the **user** is **currently** in the **file**.

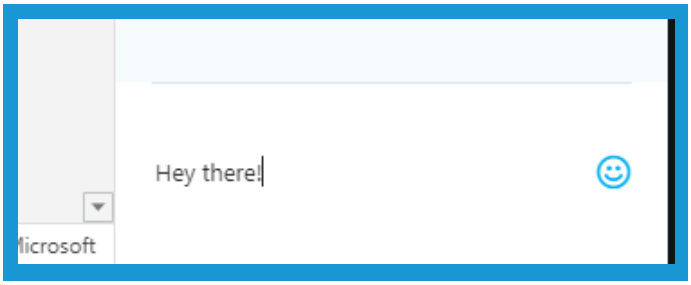


Section 3C: Online Sharing - Collaboration

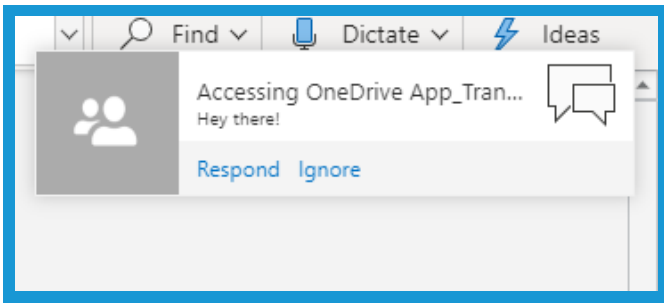
3. Click on the **user profile button** in the **upper right corner** (either **your initials** or a **picture**). Then click, **Join group chat**. A **chat window** will open on the **right side**.



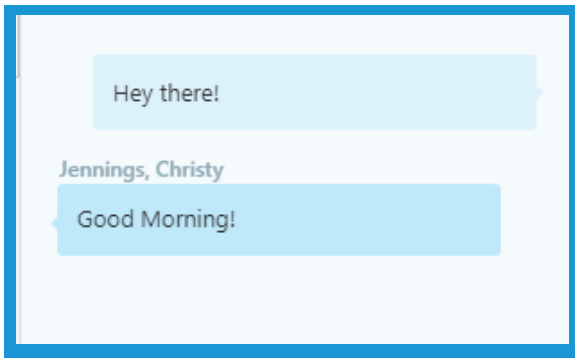
4. Type your **message** in the **text box** in the **lower right corner** of the **screen**.



5. If the user is **not** in the **chat area** they will see this **message** appear in the **upper right corner**. If **they do not**, have them **perform Step 3** to **access** the **chat area**.

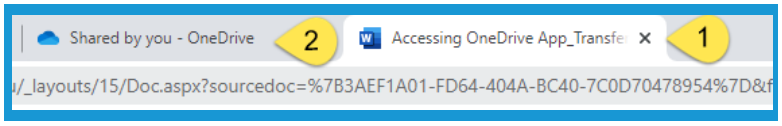


6. All **chat messages** will **appear** on the **right side** of the screen.

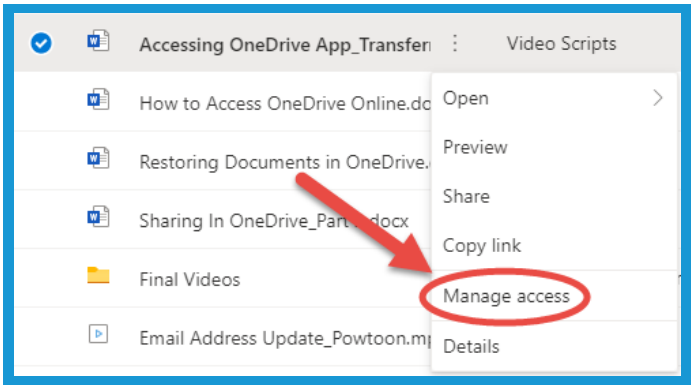


Section 3D: Online Sharing - Exiting and Stopping

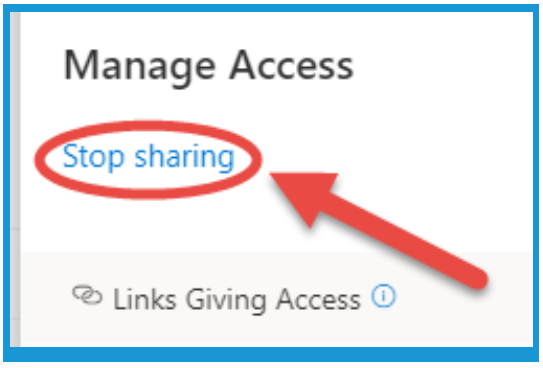
1. To **leave** the file, click on the "**X**" in the **document's browser tab**. You can also click on the **OneDrive tab** to navigate **back** to your **OneDrive**.

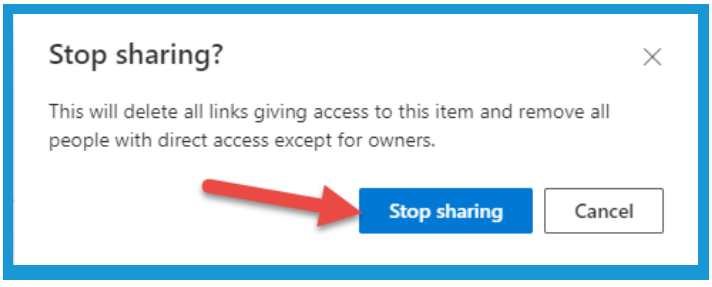


2. Back in the **Shared by you** window (**Section 3B, steps 1-2, Page 20**), click on the **three dots** to the **right** of the file **name**. Click **Manage Access**.



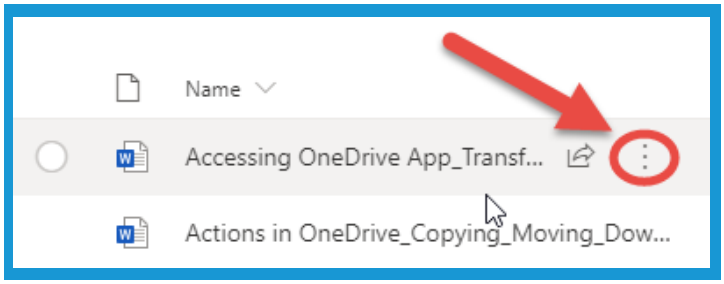
3. Click **Stop Sharing** in the **navigation pane** on the **right side** of the screen. Then click **stop sharing** in the **new window** to confirm.



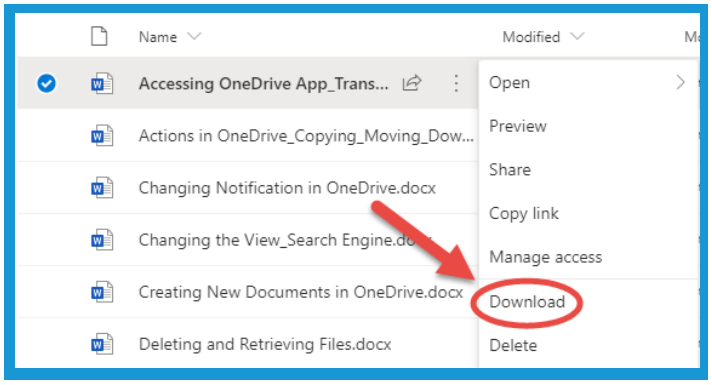


Section 4A: Other Online Options - Downloading

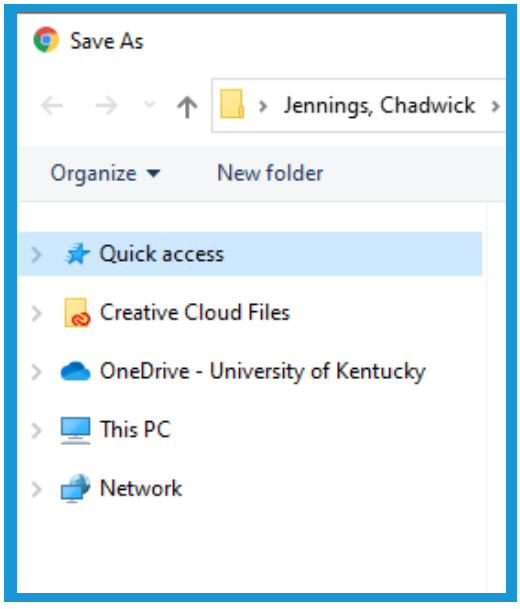
1. Place your **mouse over** a **file**, and click on the **three dots**.



2. Click **Download** in the new **drop down menu**.

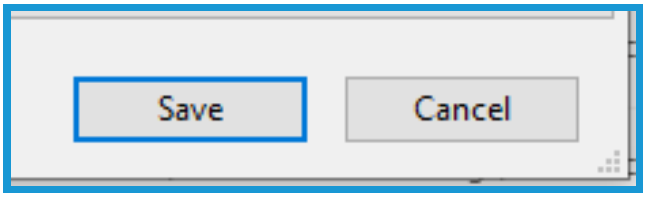


3. In the **navigation pane** on the **left side** of the **File Explorer window**,choose the **location** where you want to **place** the **file**.



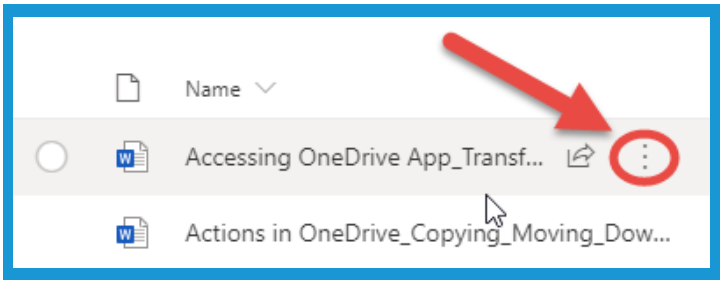
Section 4A: Other Online Options - Downloading

4. Click **Save** in the **lower right corner** of the **File Explorer Window**.

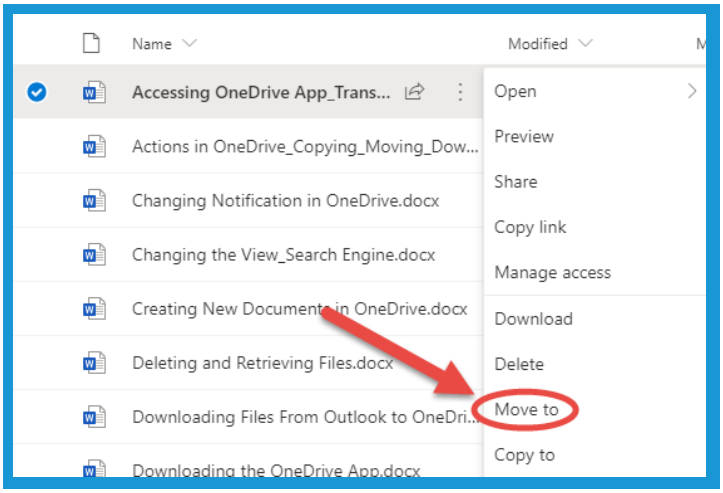


Section 4B: Other Online Options - Moving

1. Place your **mouse over** a **file**, and click on the **three dots**.

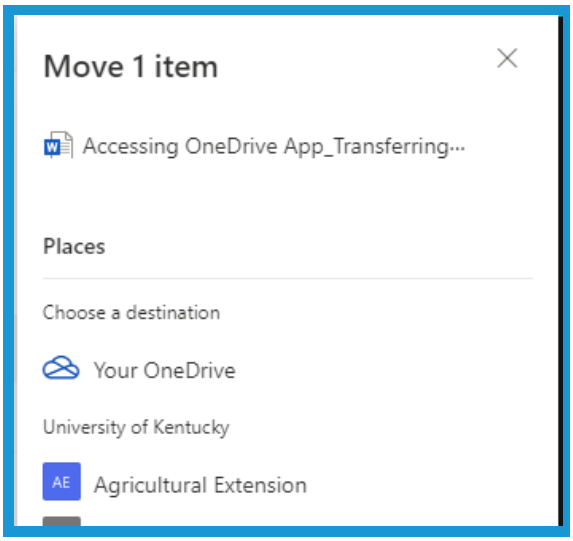


2. Click **Move To**.

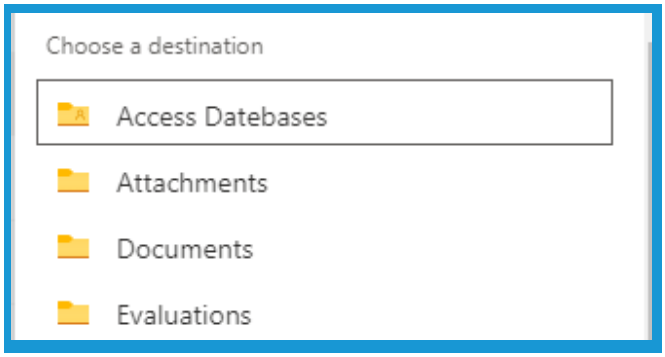


Section 4B: Other Online Options - Moving

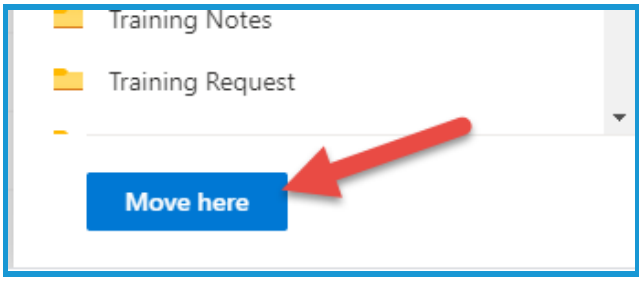
3. On the **navigation pane** on the **right side**, click on **Your OneDrive** or the **Shared Library** where you want to **move** the file.



4. Click on the **folder** where you want to **move** the **file**.

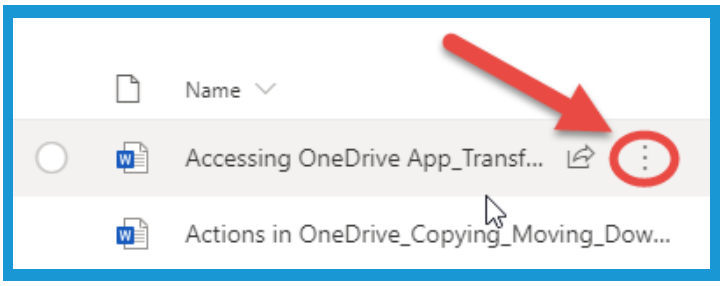


5. Click **Move here** to **transfer** the **file** to the **chosen location**.

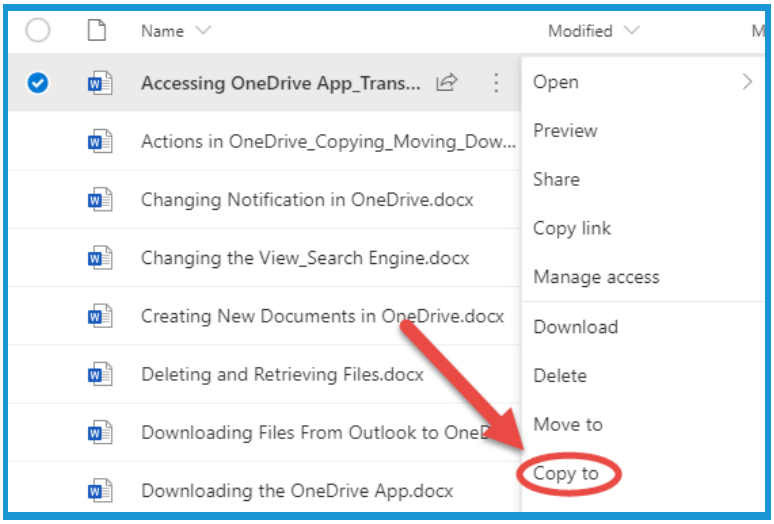


Section 4C: Other Online Options - Copying

1. Place your **mouse over** a **file**, and click on the **three dots**.

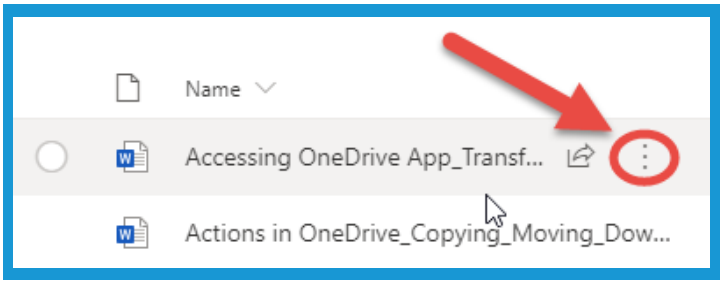


2. Click **Copy To**. Then repeat **steps 3-5** of **Section 4B** (**pg 26**).



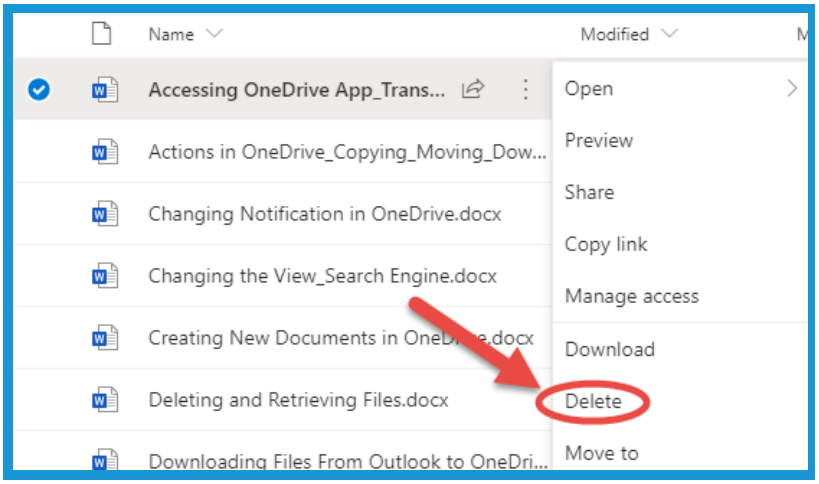
Section 5A: Deleting Files

1. Place your **mouse over** a **file**, and click on the **three dots**.



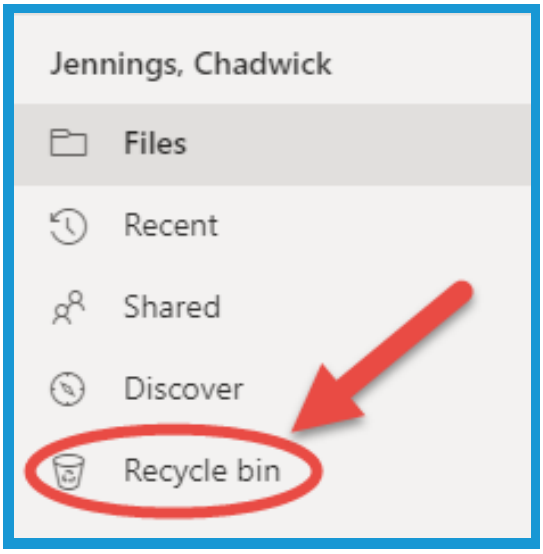
Section 5A: Deleting Files

2. Click **Delete** to **remove the file** and **send** it to the **Recycle bin**.



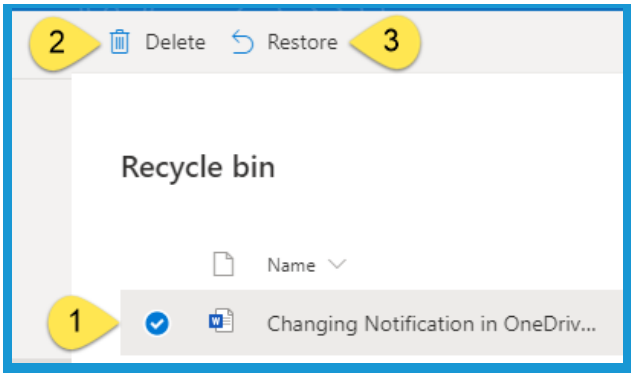
Section 5B: Deleting Files - Recycle Bin & Recovering Files

1. Click the **Recycle Bin** in the **navigation pane** on the **left side** of the screen. **Files, after deletion, will be stored here for 90 Days**.

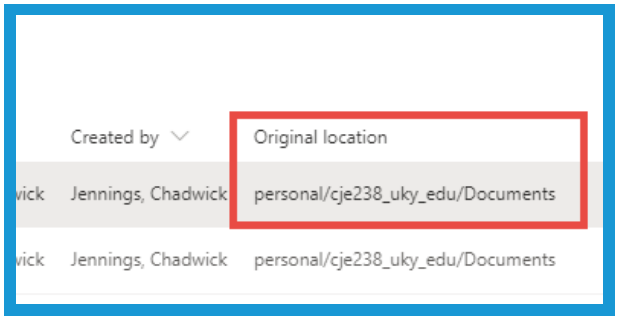


Section 5B: Deleting Files - Recycle Bin & Recovering Files

2. Click on the **circle** to the **left** of the **file name (1)**. Click **Delete** at the **top left** to **remove** the file **(2)**. Click **Restore** to **return** the file to your **OneDrive (3)**.

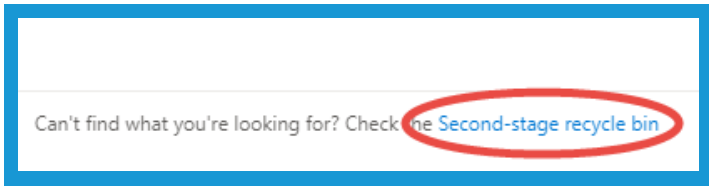


3. If you **Restore** a file, the file will be sent to **their original location**, which can be seen to the **right** of the **file** in the **Recycle Bin**.



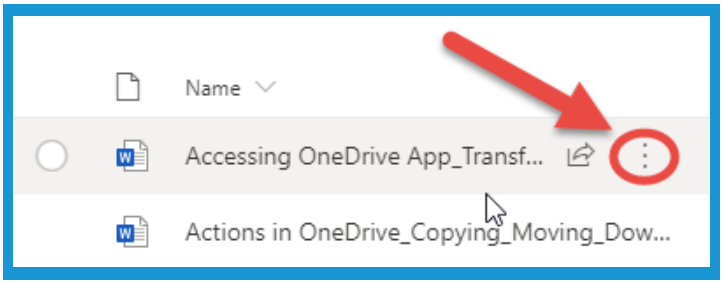
Section 5C: Deleting Files - 2nd Stage Recycle Bin

1. Click **Second-stage recycle bin** at the **bottom** of the **recycle bin** to access files that have been **deleted from the recycle bin** or **past** the **90 day archival limit**. To **delete** or **restore repeats Section 5B, steps 2 and 3**.

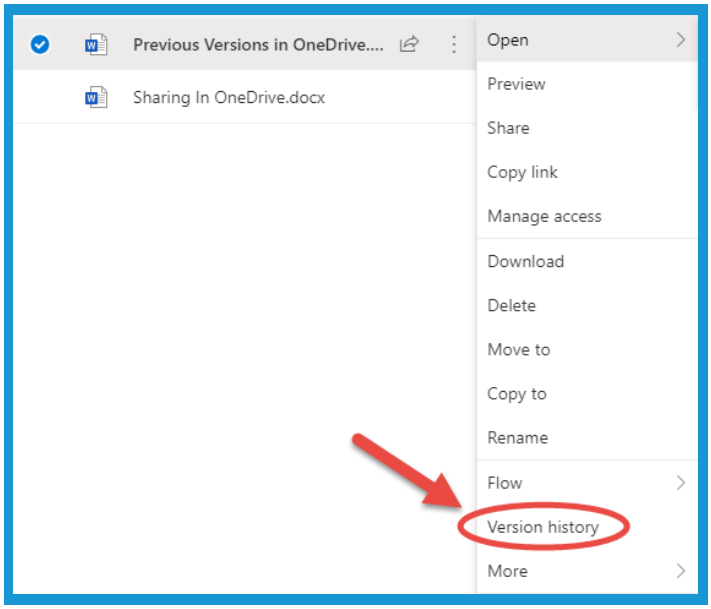


Section 6A: Accessing Previous Versions

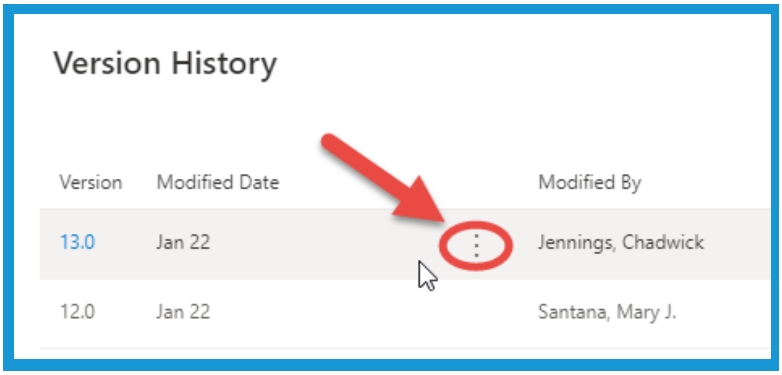
1. Place your **mouse over** a **file**, and click on the **three dots**.



2. Click **Version history**.

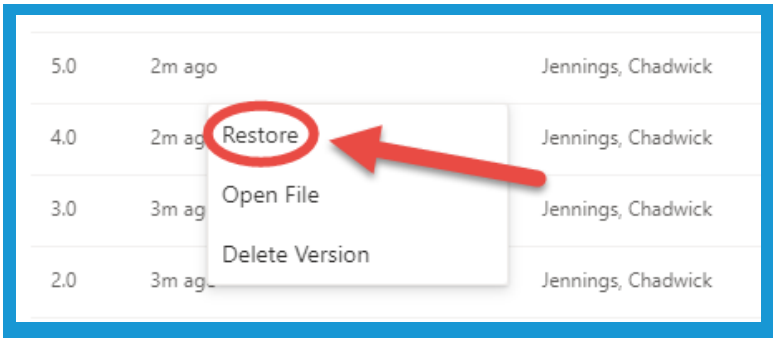


3. **Locate** the **version** you need in the **navigation pane** on the **right side** of the screen. **Place** the **mouse over** the file, and click the **three dots**.

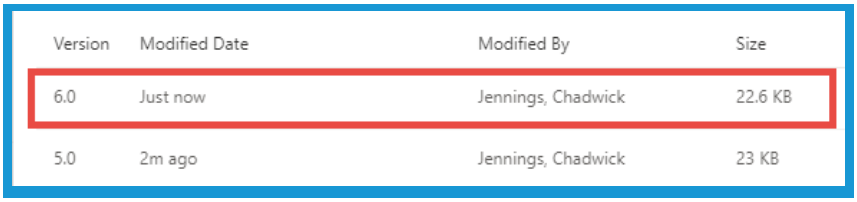


Section 6B: Previous Versions - Restore

1. Click **Restore** to make the **chosen version** of the **document** the **default**.

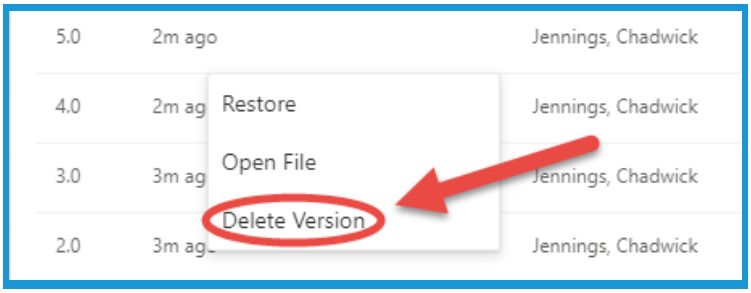


2. You will see a **new version** of the document **generate** when you **restore** the **file** to its **previous state**.



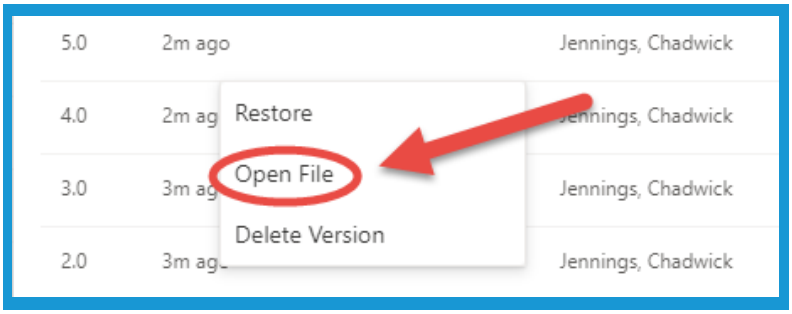
Section 6C: Previous Versions - Delete

1. Select **Delete Version** to **remove** a **previous version** of the **document** from the **list**.

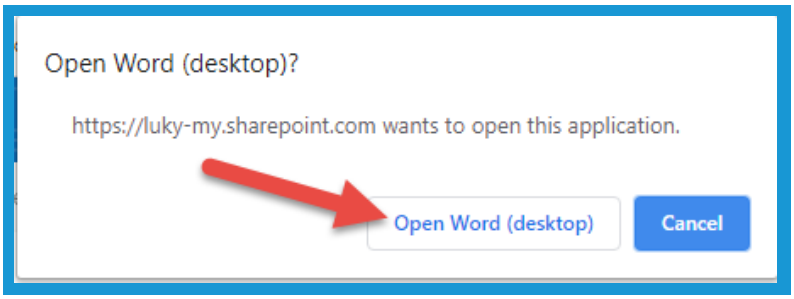


Section 6D: Previous Versions - Open File

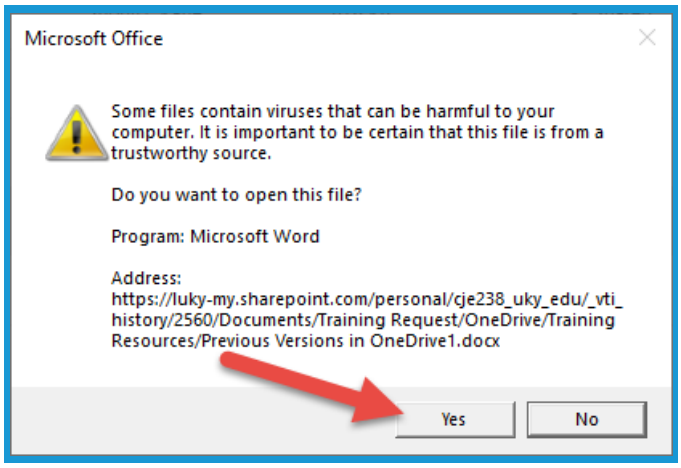
1. Click **Open File**.



2. You will be **prompted** to **open** the file **using** the **desktop version** of the same Microsoft Product.

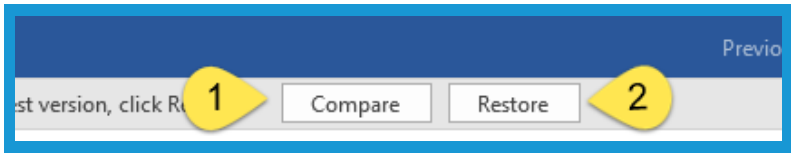


3. Click **Yes** in the **next window** to **begin opening** the file.



Section 6D: Previous Versions - Open File

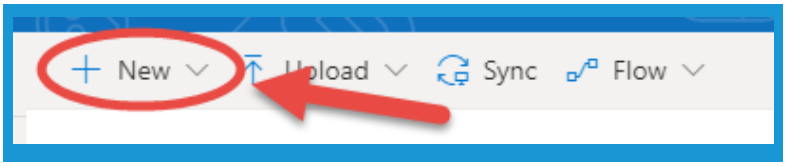
4. At the **top of the screen** you will see **two buttons**. **Compare** will open a **split screen** for you to review the previous version and the newest version.
Restore will make the **old version** the **newest version**.



5. You can also click **File**, and then **save this file** with a **new name** to do a **comparison** of the **versions**.

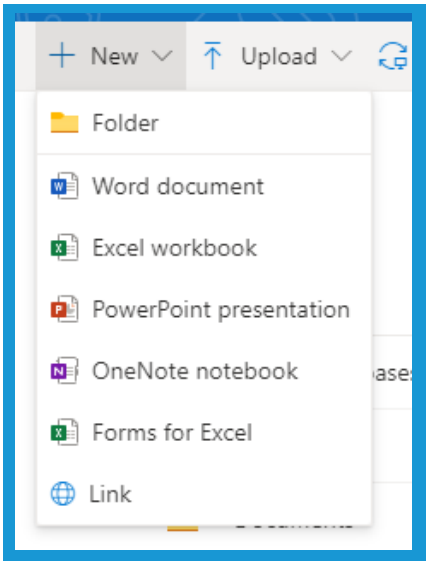
Section 7: Create a New File Online

1. Click **New** in the **upper left hand corner**.

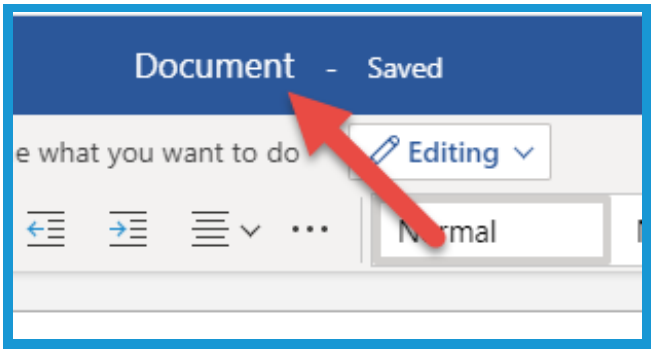


Section 7: Create a New File Online

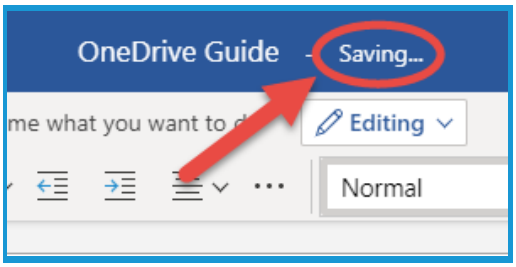
2. **Chose** the **Microsoft application** you are **wanting** to **use**.

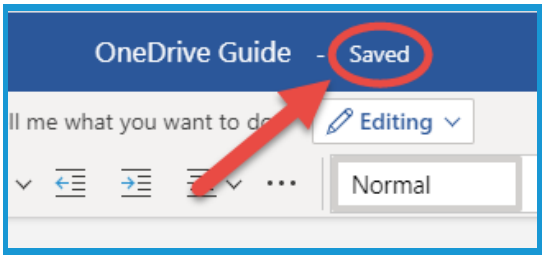


3. Click **Document** at the **top** of the **screen to type in your file name**.



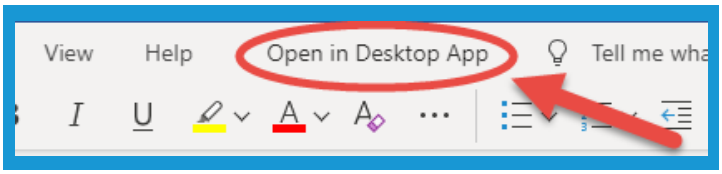
4. As you **work** on the **document** your file will **save automatically**. You can **see** the **saved status** to the **right** of the **file name**.



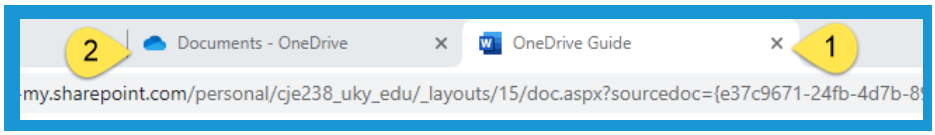


Section 7: Create a New File Online

5. Click **Open in Desktop App** to **start working** in the version that is on **your computer**. **Saving will have to be done manually at this point.**

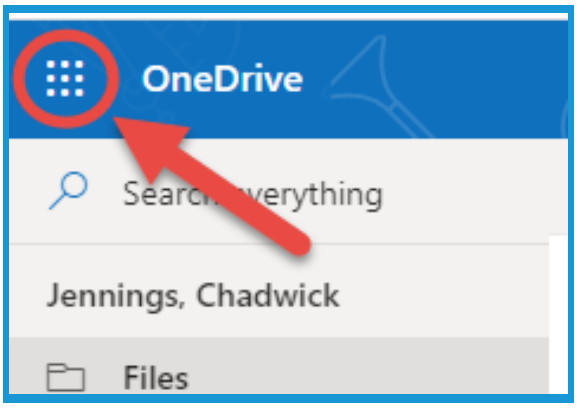


6. Click the **"X"** on the **browser tab** with the **file name** to **exit** the file. You can also click the **OneDrive tab** to **go back** to your **OneDrive**.



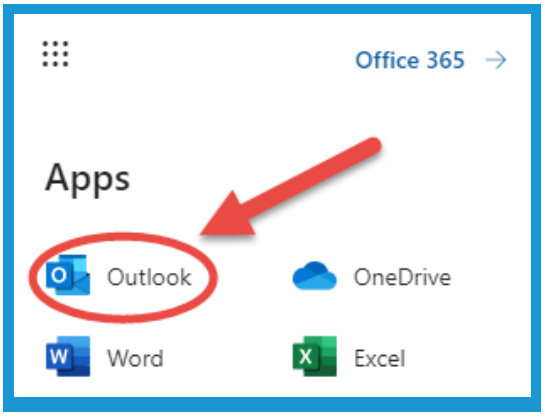
Section 8: Sending Email Attachments to Your OneDrive

1. Click on the **waffle icon** in the **upper left corner** of the **screen**.

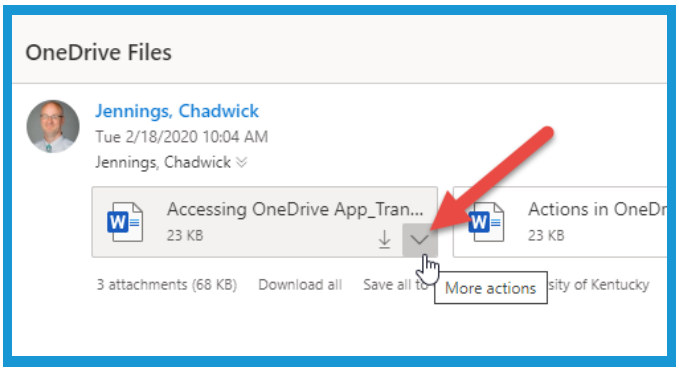


Section 8: Sending Email Attachments to Your OneDrive

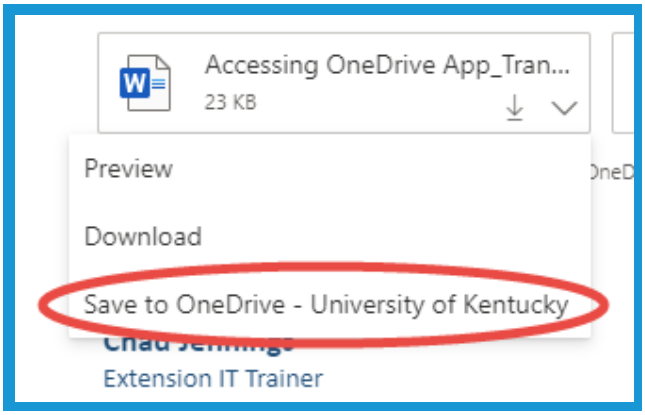
2. Click the **Outlook button**.



3. **Locate** the **email**, and place **your mouse over** the **file**. Click the **arrow** in the **bottom right** of the **file**.

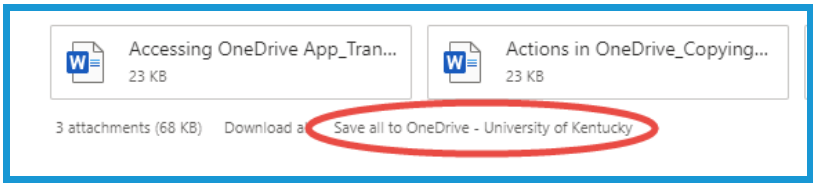


4. Click **Save to OneDrive** to **move** the **file automatically**.

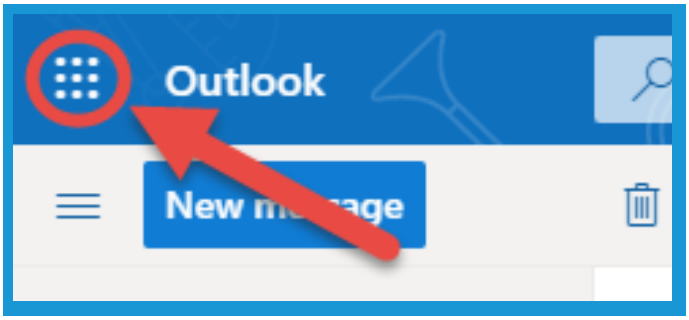


Section 8: Sending Email Attachments to Your OneDrive

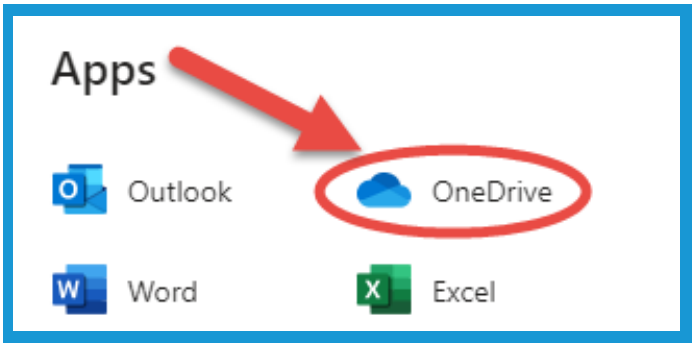
5. Click **Save all to OneDrive** to **move** all the **attachments** to an email **rather** than **selecting** them **indivdually**.



6. **After** files are **saved** to **OneDrive**, click on the **waffle icon** in the **upper left corner**.



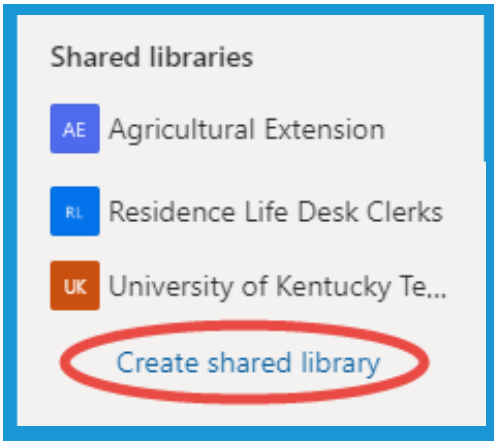
7. Click the **OneDrive button**.



8. Your files will be located in the **Attachments folder**. You can then **move** the **files** to their **desired location**. (**Section 4B, Page 4-5**).

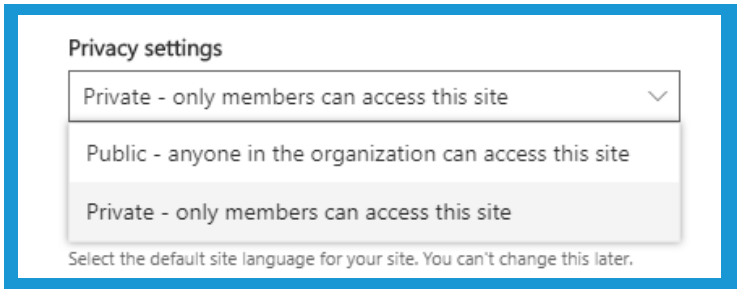
Section 9: Create a Group/Shared Library

1. Click **Create shared library** in the **navigation pane** on the **left side** of the screen.



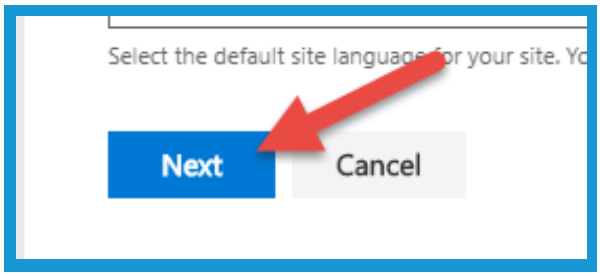
2. Give **your group** a **name** under the **Site name field**. You will see a **verification below** the **field** if the **name** is **available**.

3. Under **Privacy settings**, **choose** to make the **group public** or **private**. **This option will not be available until you fill in the Site name field.**

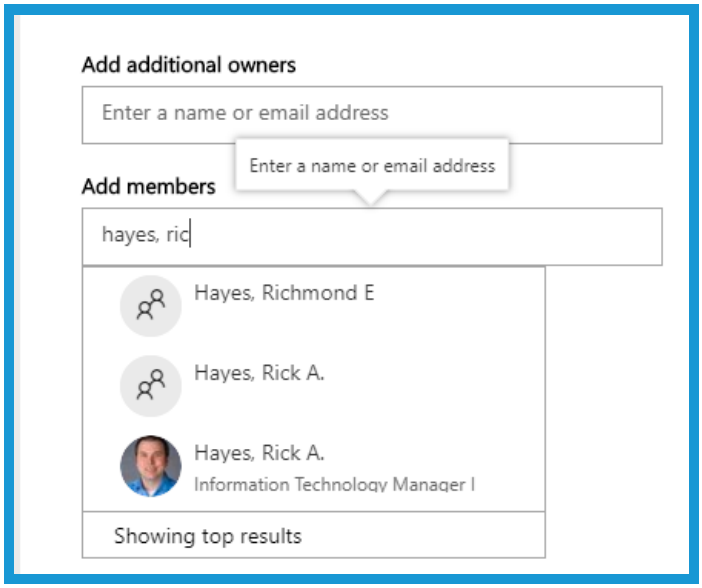


Section 9: Create a Group/Shared Library

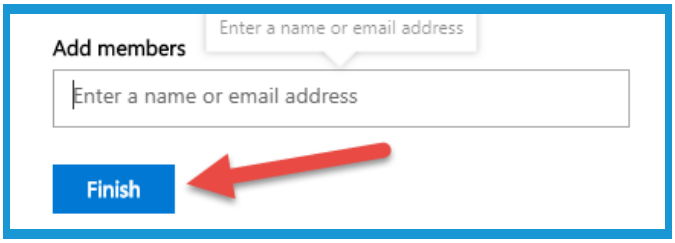
4. Click **Next** at the **bottom right** of the **screen**.



5. Add **owners** and **members** on the **next screen**. If they are **in the organization**, their **names** will **auto-populate**. **Click** on the **name** once it appears.



6. Click **Finish** to **create** the **group**. Your **new group/library** will appear in **your's** and the **member's shared library menu**.



University of Kentucky
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Cooperative Extension Service

OneDrive

Any questions or training request

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