# Getting Started with OneDrive for Business/Education

## What is OneDrive for Business?

OneDrive for Business is an integral part of Office 365 and provides **1 TB of space** in the cloud where you can store, share, and sync your work/school files. You can update and share your files from any device with OneDrive for Business. You can even work on Office documents with others at the same time.
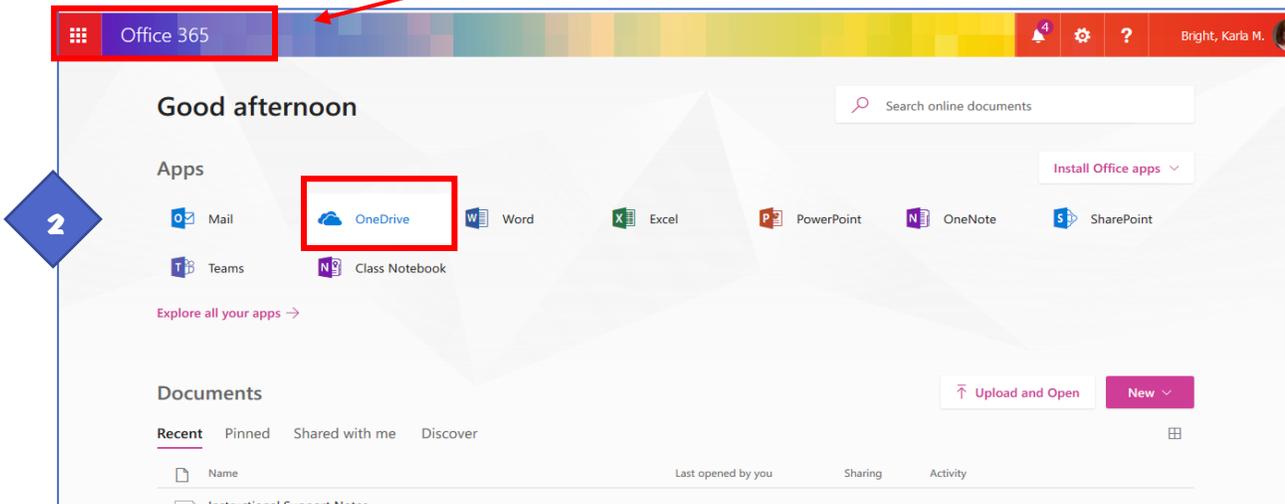
## Accessing OneDrive Online

Log into your St. Bonaventure Office 365 email account at my.sbu.edu **(Image 1)**

or https://login.microsoftonline.com



If you are viewing your mailbox, click on the Office 365 button to view the Portal Page **(Image 2)** then click on the **OneDrive icon**



## OneDrive – Online View

Upload your Files to OneDrive by Dragging and Dropping them into the window you can also click on the upload button and upload a file that way.   **(Image 3)**
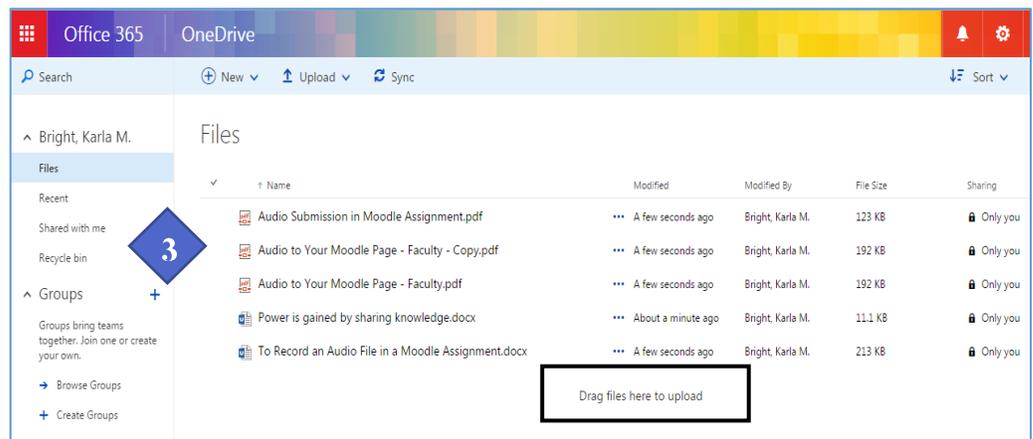
Please keep in mind that you should not store personal information like social security numbers, bank information, or passwords in your OneDrive account. It is in the Cloud and may be vulnerable to hackers looking for personal info.

## Sharing Documents in OneDrive for Business
You need to share files from the Online OneDrive site.

The Office 365 documents and folders you store in OneDrive for Business are private until you decide to share them. When you share documents and folders, you can decide whether to let people edit or just view them. Use **Option 2** to share videos and files in Moodle

### Option 1: Share a document or folder

Sharing a document or folder from OneDrive is the easiest way to share materials with everyone in your organization or to share with people externally (as long as external sharing is enabled for your sites).

1. Go to OneDrive for Business or the site library that has the document or folder you want to share.
2. Select the file or folder you want to share, and then click on **Share** or right-click and choose **Share**
3. Enter the names of the people you want to share with and a message, to send with the link. **(Image 13)**
4. (Optional) Click the drop down list to change the type of link. The Details pane opens, where you can change who can access the link and whether people can edit the item you're sharing.
5. When you're ready to send the link, click **Send**.
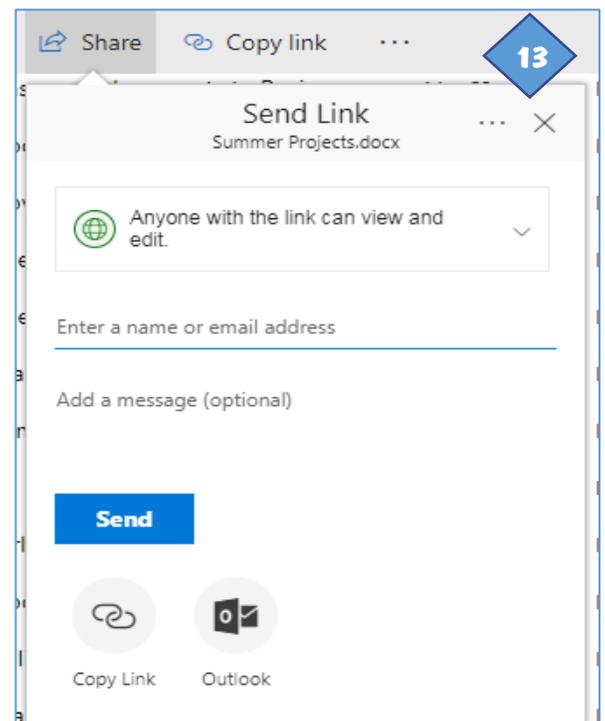
Options for **sharing** (options vary based on admin settings):
- **Anyone** gives access to anyone who receives this link, whether they receive it directly from you or forwarded from someone else. This may include people outside of your organization.
- **People in <Your Organization>** gives everyone in your organization access to the link, whether they receive it directly from you or forwarded from someone else.

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- **Specific people** gives access only to the people you specify, although other people may already have access. If people forward the sharing invitation, only people who already have access to the item will be able to use the link.

By default, **Allow editing** is turned on. If you want people to only view your files, uncheck the check *Allow Editing* box. When you're done, click **Apply**.

## Option 2: Get a link to a file or folder that you can copy

Another way to share is to get a link to a file or folder that you can copy and paste in an email or on a website. Remember when emailing the link, people you share these links with can also forward your link to others.

1. In your OneDrive, check the button next to your file
2. Click **Copy link**. Then click **Copy** to copy the link to your computers "clipboard" or right-click on the file/folder and choose **Copy link (Image 14)**
3. Permissions (Optional) See options for sharing above
4. For sharing in Moodle – Leave on "anyone" you can un-check "allow editing"
5. Don't forget - If you change the permission settings – Re-copy the link after you apply the changes.
6. Paste the link (Ctrl+V) to wherever you want, text message, email, Moodle discussion post, etc…

*Click the drop down to change the type of link. The Details pane opens, where you can change who can access the link and whether people can edit the item you're sharing.*

By default, **Allow editing** is turned on. If you want people to only view your files, uncheck the *Allow editing* check box. When you're done, click **Apply**.

## OneDrive Help Center

https://support.office.com/en-us/onedrive

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