



Getting started with Microsoft OneDrive

00/00/2022





Introduction to OneDrive

OneDrive is Microsoft's cloud storage service that allows you to securely store all of your important files in one location and access them virtually from wherever you are or from whatever device. Think of OneDrive as a computer hard drive that you store all of your files to, except it's on the internet and offers several useful features.





Microsoft OneDrive

Accessing OneDrive from your Desktop

Although OneDrive is cloud-based, you still have access to all of your files and folders without ever having to open your browser. Once you have setup your account, you can access OneDrive directly from your desktop.

1. Click on the **Windows icon**  located in the bottom left of your screen.
2. Start typing "OneDrive" in the **Search bar** located at the bottom of the screen.



3. Click the **OneDrive** icon that appears in the list of applications. File Explorer will open.



4. Select **OneDrive – SEDCO** or **OneDrive** (personal, non-SEDCO account).
5. Enter your **Microsoft email address** and select **Sign In**





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6. If you used your SIU Email address in the previous step, you will be brought to an **SEDCO sign-in page**. Enter your **SEDCO email** and the **password** associated with your account..



7. Your OneDrive account will now be setup on your Desktop application. To learn more about how to use One-Drive, continue reading through the instruction guide.





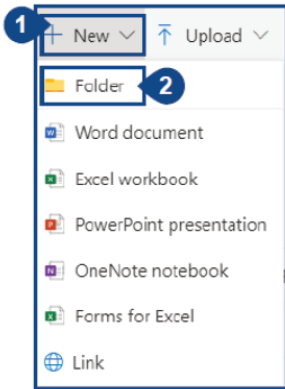
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Storing Files in OneDrive (Browser Version)

As an SEDCO user, your OneDrive account has up to 1TB of free storage space. You can upload a wide variety of file formats and edit Microsoft files (Word, PowerPoint, Excel) directly in your browser. To get started...

Create a Folder to upload Files to

1. On the **Menu** at the top of your screen, click **New**. A drop-down list will appear.
2. Click on the **Folder** option.





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Create a Folder to upload Files to (cont.)

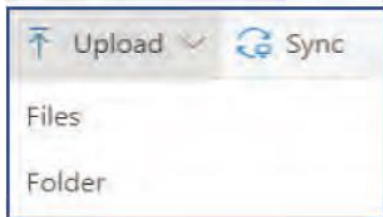
3. Give your folder a **name** and click **Create**.

Create a Folder

Uploading a File or Folder

You can upload a file or a whole folder from your device into OneDrive.

1. Click the **Upload** option at the top of your screen.
2. You have the option to upload a File or Folder. **Choose the option** that you would like (the corresponding process is the same for both options).





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Uploading a File or Folder (cont.)

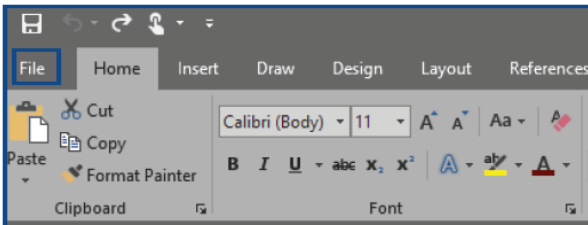
3. Select the **file(s)** or **folder(s)** from the location they are stored in your device.
4. Click **Upload**. Your files are now stored in OneDrive.

Storing Files in OneDrive (Desktop Version)

As an SEDCO user, your OneDrive account has up to 1TB of free storage space. You can start a document or project in a Microsoft Application (Word, PowerPoint, Excel) and save it directly to OneDrive. To get started...

Create a File to save to OneDrive

1. Open **Microsoft Word, PowerPoint, OR Excel** and create a **new** document/project.
2. Click File at the top left of your Microsoft application.

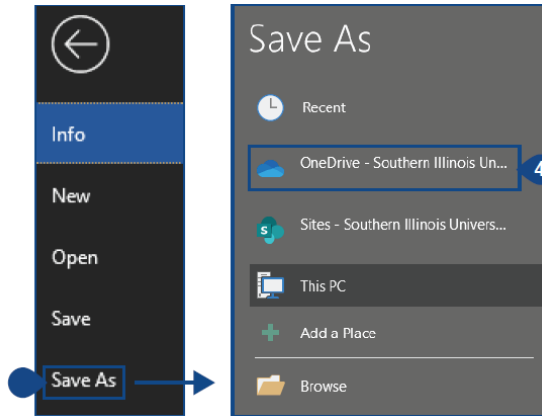




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Create a File to save to OneDrive (cont.)

3. Click the **Save As** option on the left-hand menu. A list of Save options will appear.
4. Click the **OneDrive - SEDCO** option.



5. Click the **OneDrive - SEDCO** option again. A File Explorer window will open.
6. Give your document/project a name in the **File Name** field.

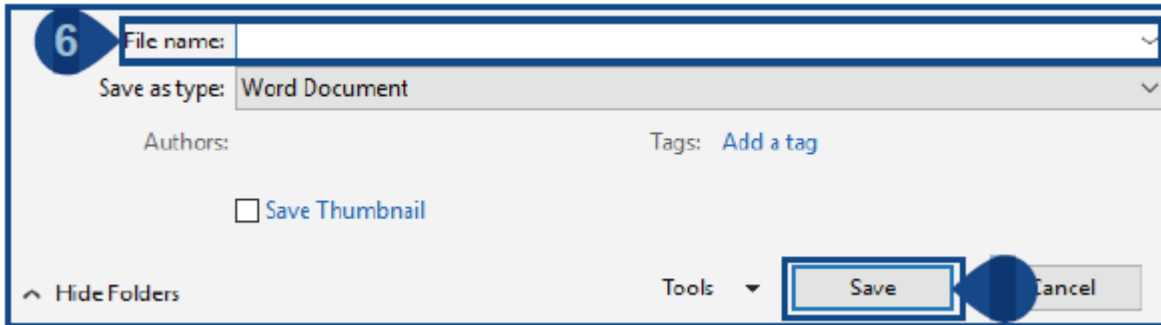




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Create a File to save to OneDrive (cont.)

7. If you have folders in OneDrive already, choose a folder to save your file in, then click **Save**. If you do not have folders, or do not wish to save your document in a folder, simply click **Save** without selecting anything.



8. Your file has been uploaded to your OneDrive account. The next time you open the OneDrive app, you will see your saved files in the Recent List.



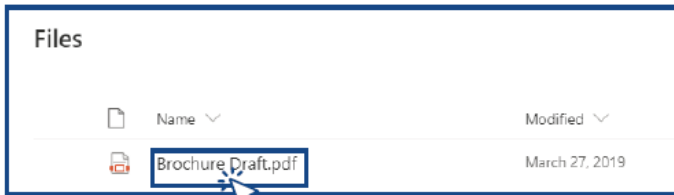


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Open or View Files in OneDrive

If you have a Microsoft file uploaded to OneDrive (Word, PowerPoint, or Excel) you can open it in OneDrive instead of downloading it. Additional file types such as PDFs or images (JPEG, PNG, etc.) may also allow you to view them in OneDrive, while other file types may not.

1. Navigate to the **location** of the file you want to open in OneDrive.
2. Click on the **name** of the file. If the file is compatible with OneDrive, it will open for you to view.





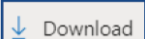
If your file cannot be previewed in OneDrive, a message will be displayed on your screen which says, "This file cannot be opened." If this happens, you will have to download the file to view it. View the section below for instructions on how to download a file or folder.





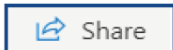


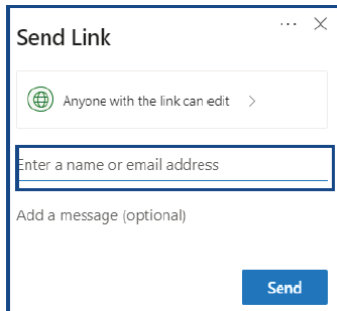
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Download Files or Folders

1. Hover your mouse over the file or folder you would like to download.
2. To the left of the file or folder you are hovering over, a white circle  will appear. Click the circle. The circle turns blue with a check mark  inside of it. Repeat this process to select multiple files or folders at a time.
3. Click the Download button  at the top of the screen. Your file(s) or folder(s) will download.

Share a File with Someone

1. Hover your mouse over the file or folder you would like to download.
2. To the left of the file or folder you are hovering over, a white circle  will appear. Click the circle. The circle turns blue with a check mark  inside of it.
3. Click the Share button  at the top of the screen.
4. Enter the person's email address or (if you have added them to our Outlook Contacts) enter their name.



Send Link

Anyone with the link can edit

Enter a name or email address

Add a message (optional)

Send

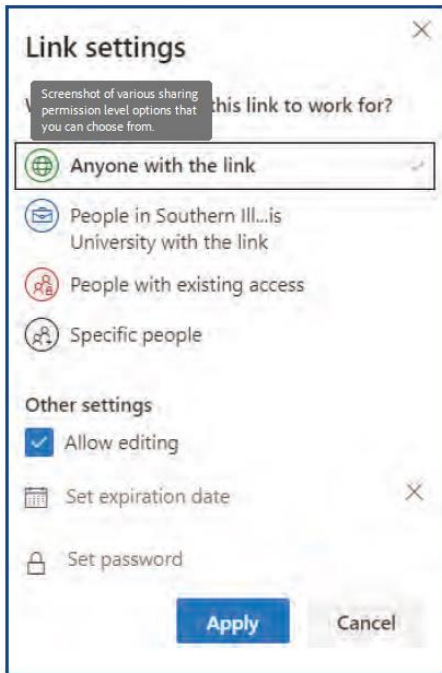




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Share a File with Someone (cont.)

5. Click **Anyone with the link can edit** to change the permission level you want to give to the individual. You have the following options:





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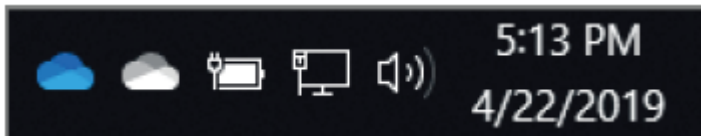
Share a File with Someone (cont.)

6. Once you have chosen the Permission setting(s) you prefer, click the **Apply** button.
7. Click the **Send** button to share the file with the selected individual.

You can share files and folders with users whether they are in your organization or not. This is especially useful when you trying to share a file that is too large to send via email. Simply share the file with them through OneDrive and they can view, edit (with permission), or download the file on their own device.

Sync Windows Files with OneDrive

1. Select the **white** or **blue OneDrive cloud icon** in the Windows taskbar notification area on your device. Note : You might need to select the Show hidden icons arrow  next to the notification area to see the OneDrive icon.

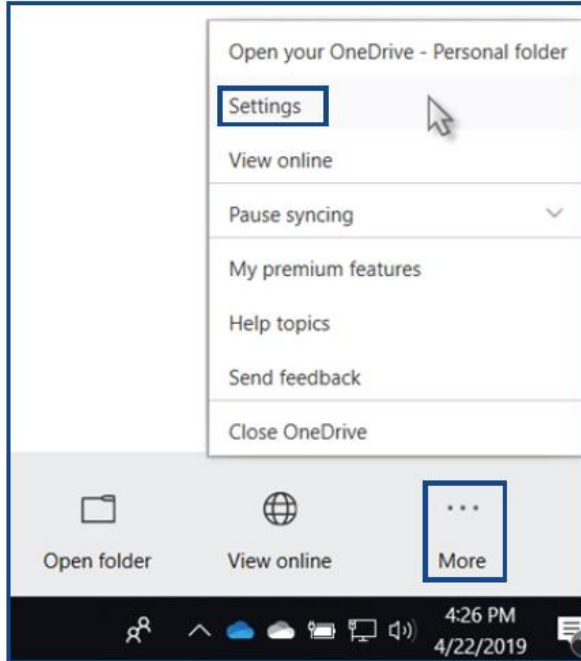




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Sync Windows Files with OneDrive (cont.)

2. Click **More**.
3. Click **Settings**.

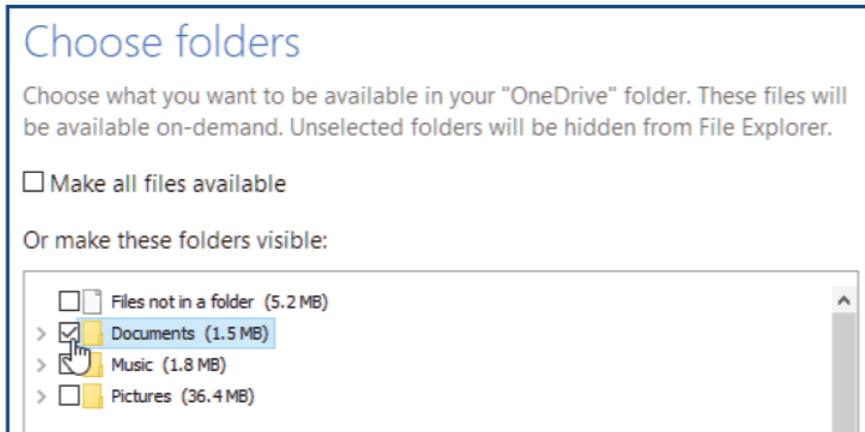




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Sync Windows Files with OneDrive (cont.)

4. Select the **Account** tab and select **Choose folders**.
5. In the **Sync your OneDrive files to this PC dialog box**, uncheck any folders you don't want to sync to your computer..



6. Select **OK** to save your preferences. Your files will now be synced.





Microsoft OneDrive Technical Support

View the options below for additional information on how to access these means of support. We look forward to assisting you!



Contact the SCIT at sc-it@sedcocapital.com to receive assistance through **email**.



Call the SCIT for assistance over the **phone** at ext. : **6874** or 6511



Thank You

