OneDrive @ University of Wyoming

An introduction

Summary

Cloud storage is an Internet-based service that allows storage of files at offsite locations and access to those files from Internet-connected devices. Examples of popular cloud storage solutions include OneDrive, DropBox, Google Drive, iCloud Drive, and Box.

OneDrive is Microsoft's cloud storage solution. It provides online storage that can be accessed from nearly anywhere, and enables collaboration through file sharing with others.

OneDrive can be used to ...

- Store files in a centralized, secure, easy-to-access online location (University accounts each have 1 TB of online OneDrive space)
- Collaborate with others through file sharing
- Synchronize files across multiple devices so that files can be quickly accessed, even when not connected to the Internet (there is currently a sync limit of 20,000 files)
- OneDrive should not be used in place of making backup copies of files

Note that *OneDrive (personal)* and *OneDrive - University of Wyoming* are not the same services. Use UW's OneDrive for securely storing campus files and sharing them with co-workers. (This document specifically covers the University's OneDrive service.)



Cloud Storage Comparison

While DropBox and other cloud storage services offer useful services, OneDrive at the University of Wyoming provides some benefits, including:

- 1 TB of storage space
- Direct integration with the newest versions of MS Office applications and Office 365
- Ease of collaborating with anyone that has a University account (and the ability to share files with non-university accounts)

Access to OneDrive at the University of Wyoming is limited to current employees and students, as well as retirees (board retirement only). For those leaving the University, it is recommended that personal files be immediately moved to another location.

Cloud Storage Security

With OneDrive at the University of Wyoming, files are stored in Microsoft facilities using multiple levels of security, including encryption of files while being transferred and while stored. Users can apply the following methods to greatly increase security:

- Always use a strong password
- Use multi-factor authentication when possible
- When accessing files from a public or shared computer, use an on-screen keyboard to enter your password
- Apply sharing permissions to files/folders with care (apply appropriate permissions to specific people)
- Remove sharing when files/folders no longer require collaboration
- Limit syncing to secure devices

Accessing OneDrive

There are multiple methods of accessing OneDrive at the University of Wyoming.

Method 1: directly through the Office 365 portal

- Log into Office 365 by going to https://login.microsoftonline.com/ and entering your UW email address and login credentials.
- Once in Office 365, open OneDrive.



Method 2: through installed Office 2013 or Office 365 applications

• Open a file or save a file directly to OneDrive through Office 2013 applications like Word, Excel, or PowerPoint. (File tab > Save As > select OneDrive – University of Wyoming)



OneDrive Tools and Options

To utilize OneDrive tools, access OneDrive through Office 365.

Uffice 365	OneDrive	200	
Search OneDrive	OneDrive @ University of Wyoming		
Documents	Documents		
Recent Shared with me	🕂 New 🏦 Upload 😂 Sync	💙 Share 🛛 More 🗸	
Followed	✓ 🗋 Name	Modified Sharing	Modified By
Site folders	Email attachments	••• May 27 🏻 👪 Share	d 🗌 Alec J. Muthig
Recycle bin	🧾 Financial	••• February 3 🔒 Only	you 📋 Alec J. Muthig

The navigation pane (left):

- <u>Documents</u> lists all files and folders located in your cloud storage area.
- <u>Shared with me</u> lists all of the files and folders that others have shared with you.
- <u>Followed</u> lists content that you have marked to "follow."
- <u>Site folders</u> lists accessible SharePoint site folders.
- <u>Recycle bin</u> contains objects that have been deleted from OneDrive.

Toolbar options:



<u>New</u> is used to create folders (directories) and online documents, spreadsheets and other content.

Check Out

Workflows

Follow

- <u>Upload</u> allows files to be selected and copied to the OneDrive cloud. (Uploads can also be initiated by dragging files onto the OneDrive window.)
- <u>Sync</u> manually starts the synchronization process.
- <u>Share</u> is used to give others access to specific content. Content must be selected for this option to be available.
- <u>More</u> contains a list of additional tools and options (see figure to the right). Content must be selected for this option to be available. Available options depend on the type of object selected, either a file or folder, and may include: download, share, rename, delete, move/copy, version history, properties, check out, and follow.



Upload files from your computer to OneDrive

Method 1: use the Upload tool option

- 1. In OneDrive, open the destination folder.
- 2. Click Upload.
- 3. From the pop-up window, select the file(s) that you want to upload. (Use CTRL to select multiple files.)
- 4. Click Open.
- 5. Files will now be copied to OneDrive.

Method 2: drag the files into the OneDrive window

- 1. In OneDrive, open the destination folder.
- 2. Drag the files from the source (computer) to the OneDrive window.
- 3. Files will now be copied to OneDrive.

Download files from OneDrive to your computer

- 1. In OneDrive, select the desired file.
- 2. Click More > Download.
- 3. The file will be copied to your computer. (On a Windows computer, this file will be located in your Downloads folder.)

File sharing

Using OneDrive, objects such as files and folders can be easily shared with others.

Method 1: through OneDrive

- 1. In OneDrive, select the file or folder to be shared by checking next to the object's name.
- 2. Click Share.
- 3. Configure appropriate sharing options. (see below)



- Invite people:
 - <u>Designate people</u>: enter email addresses. (*note that UW's OneDrive is integrated with the email system, so you are able to simply enter names)
 - <u>Set permission level</u>: select *Can edit* or *Can view* from the dropdown menu.
 - Include a message: include an optional message or description that will be sent as part of the invitation.
 - o <u>Require sign-in</u>: check this to ensure that users must login before they can access your files
 - o Click Share to allow access and send an email invitation.

Share 'CMS_2_nc	otes'	×
Open to anyone with	a guest link	
Invite people Get a link Shared with	Edward D. Sherline x Susanna L. Goodin x	Can edit 🔻
	Please review this document and suggest edits and updates.	æ
	Require sign-in SHOW OPTIONS	
	Share	Cancel

• Get a link:

- Another sharing option is to simply provide a link to the object. When using this option, note that anyone who ends up with the link will have access to the object. For security purposes, do not use this method with files that contain confidential information.
- Choose *View Only* or *Edit* > Create Link > copy and either email the link to others or post it on a webpage.

• Shared with:

• Use this option to review and edit the current sharing configuration.

Share 'Gradeboo	k_exercise'	×			
Shared with 🗆 Tiffany J. LeGal, 🗆 Pepper McClenahan, 🗆 Michael Moyer, and 5 more					
Invite people	Maira E. Isidro-Perez	Can edit 🗸 🔺			
Get a link	Office Assistant, Senior, Agric Admin				
Shared with	Business Office				
	Pepper McClenahan Business Manager, Enhanced Oil Recovery Inst	Can edit 🔻			
	Katrina Merback	Can edit 👻 👻			
	EMAIL EVERYONE ADVANCED				
	Save change	es Close			

Method 2: through a Microsoft application

From within Microsoft Office applications, such as Word, Excel or PowerPoint, you can immediately share a file that has been previously saved to OneDrive.

- 1. In the application, open the File tab.
- 2. Select the Share option.
- 3. Select the type of sharing (*Invite People* or *Get a Sharing Link*).
- 4. Set specific settings (as per previous instructions).

Note that to be able to use this option you will first need to be logged into the device with your University account.

IMPORTANT!!

If you share a folder, all objects located in or added to that parent folder will also be shared with the same permissions.



Remove file sharing

If an object is shared with specific people:

- 1. In OneDrive, select the shared file or folder.
- 2. Click Share.
- 3. Select the *Shared with* option.
- 4. From the permissions dropdown menu, change share permissions to *Stop sharing*.

If an object is shared via a link:

- 1. In OneDrive, select the shared file or folder.
- 2. Click Share.
- 3. Select the *Get a link* option.
- 4. Next to the link, click *Disable*.





Viewing shared files

When someone shares an object with you, it will appear in the *Shared with me* section of OneDrive.

