ONE DRIVE

Office 365

- Lets learn One Drive
- ► How to login
- Online vs offline
- Sharing
- Creating
- Saving
- Downloading & Uploading
- Printing
- Sync Errors
- Don't forget that you can ACCESS documents from any computer.



MAIL.CRECNM.ORG

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LETS LOGIN ONLINE GO TO: MAIL.CRECNM.ORG



Hey look at that, its my email!!!

Next step click on the office 365 (top corner left hand side)



LETS LOOK FOR THE ONE DRIVE ICON

Click on the one drive Icon

Note that there are other icons you can utilize these lcons if you only have web apps.

Work documents will be the FILES you save to your One Drive folder on your laptop

Work documents will be in FILES synced from your File Explorer One Drive folder

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NOTE: WHEN YOU SAVE TO ONE DRIVE YOU NO LONGER LOSE/FORGET INFORMATION WHEN YOU HAVE IT IN THE CLOUD

TIME LOGS

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You can locate your Time Logs in Shared and the CREC folder for recourses If you want to share with others click on the ellipse and hit share type in the name/email you want to share Before sending make sure what type of permissions you want them to have edit/view. The tiny check box in the permissions decides which you want them to have. This works the same way as offline

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SHARING WITH OTHERS AND WORKING TOGETHER



SHARED BY ME

If you want to see if you shared something out you can locate the documents in Shared on the one drive toolbar click on Shared by me.



Offline you right click over the document you want to share in your one drive and search name/email you want to share with before you hit send edit the permissions edit/view the tiny check box in the permissions decides which you want them to have.

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CREATING DOCUMENTS ONLINE

To create a new document in one drive click on New then pick the type of document you want to make.



SAVING DOCUMENTS ONLINE

After creating a document of your choice to Name the document double click on the generic name (Document1) and replace with your choice after hitting enter it will display saved real fast next to the updated file name



SAVING DOCUMENTS OFFLINE

Offline saving when in a document hit file save double click OneDrive it will prompt your folder and give your document a name and save it to your desired folder in one drive

Downloading Online

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SYNC ERROR ICON



FIX ERRORS

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FAQ for The nam Administrators#.docx allowed.

RENAME FILE DOCUMENT

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👃 Documents	06/11/2017 10:49	File folder	
👃 MyDrive Migration	03/11/2017 10:08	File folder	
👃 Notebooks	06/10/2017 13:56	File folder	
👃 Personal Documents	03/11/2017 10:08	File folder	
Shared Documents	02/11/2017 12:04	File folder	
🕹 Shared with Everyone	06/10/2017 13:56	File folder	
FAQ for Administrators#.docx	20/07/2017 11:27	Microsoft Word Doc	28 KB

IF YOUR ONE DRIVE ICON HAS A RED X PLEASE CLICK ON IT THEN CLICK ON ERRORS

AFTER CLICKING ON ERRORS IT WILL PROMT THE TYPES OF ERRORS WRONG WITH THE DOCUMENT

Resolution

department.

Remove the item from your OneDrive

organisation's policies, contact your IT

folder. For information about your

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ONE DRIVE CLOUD ICON

Microsoft OneDrive

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YOU CAN ALWAYS ACCESS YOUR DOCUMENTS FORM ANY COMPUTER WITH YOUR ONE DRIVE JUST REMEMBER

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