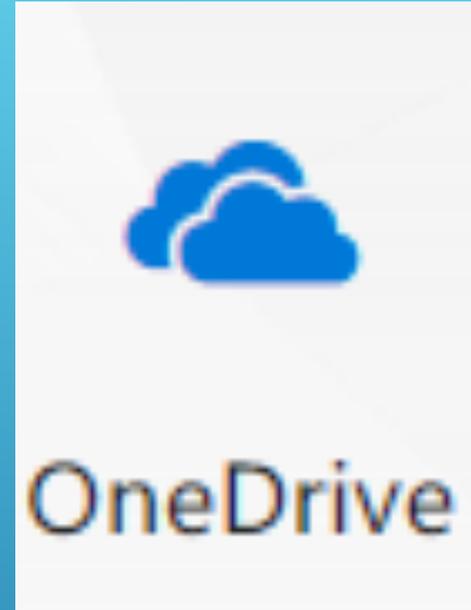


# ONE DRIVE

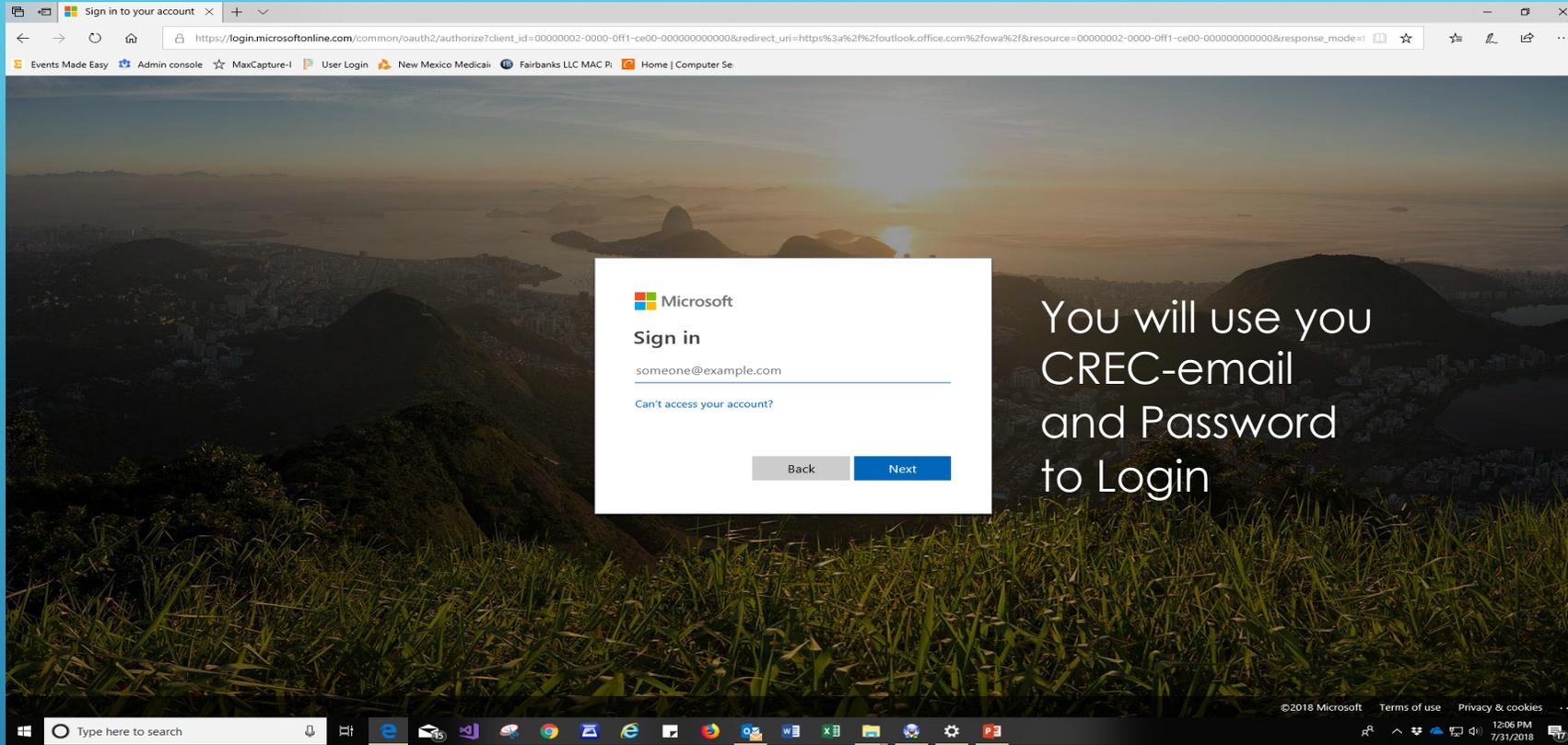
Office 365



- ▶ 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



LET'S LOGIN ONLINE GO TO:  
MAIL.CRECNM.ORG

Mail - morozco@crecnn X + v

https://outlook.office.com/owa/?realm=crecnn.org

Office 365 Outlook

Search Mail and People New | v Mark all as read Undo

Folders

Favorites

Inbox 9

MerryChrista Orozco

Inbox 9

Brad Schroeder

Clerk

IT 1

McAfee Anti-Spar

Medicaid Program

DMZ

Fair banks

Maxcapture

Medicaid port

License

power schools

School Health

SEAS

Stars

Office Staff

Sandra Colem: 5

Drafts 94

Sent Items

Inbox

Filter v

Next: Canceled: We: Tomorrow at 10:00 AM Agenda

Loretta Chavez

Participant List Update due 8/1/2018 11:34 AM

Good morning, here is what we have so far Remove:...

Brad Schroeder

Hey Brad 11:05 AM

In the meantime, any thoughts on redesigning the cr...

[Draft] Kim Milligan; Glenn Ha...

Participant List Update due 8/1/2018 10:51 AM

Hello MerryChrista, Unfortunately we have several ch...

Microsoft Online Services Team

New or modified user account information 10:14 AM

Attention: A user account was created or modified. R...

Microsoft Online Services Team

New or modified user account information 10:12 AM

Attention: A user account was created or modified. R...

Microsoft Online Services Team

New or modified user account information 10:11 AM

Attention: A user account was created or modified. R...

Microsoft Online Services Team

New or modified user account information 10:10 AM

Attention: A user account was created or modified. R...

Amy McCall

New computers ready 10:06 AM

Would Thursday afternoon - around 3ish work? .....

Susan Wilkinson-Davis

Select an item to read

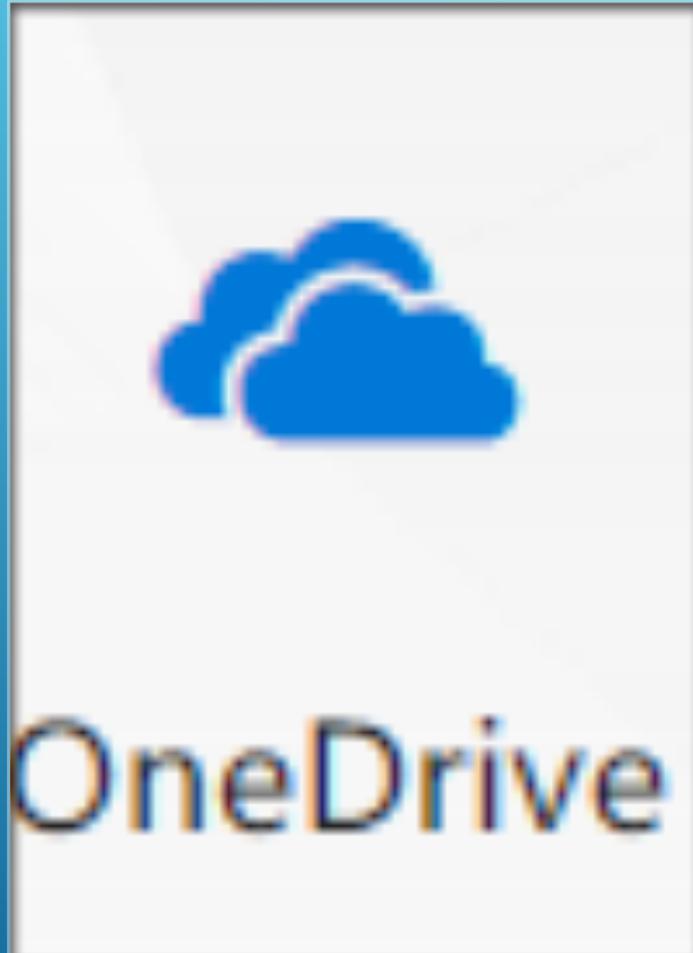
[Click here to always select the first item in the list](#)

Type here to search

12:12 PM 7/31/2018

Hey look at that, its my email!!!

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

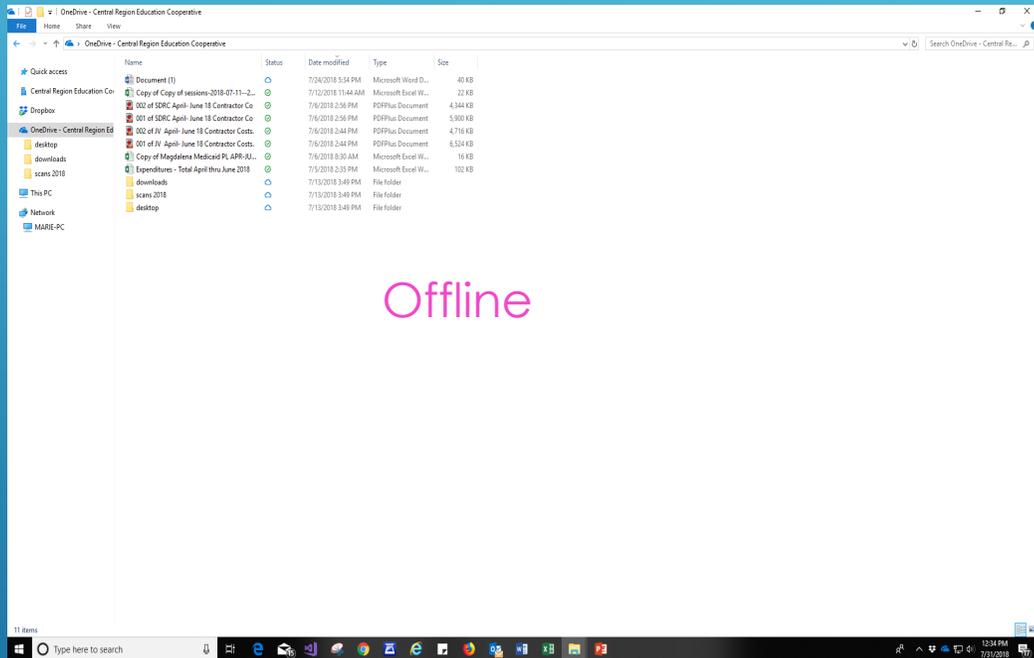


## LETS LOOK FOR THE ONE DRIVE ICON

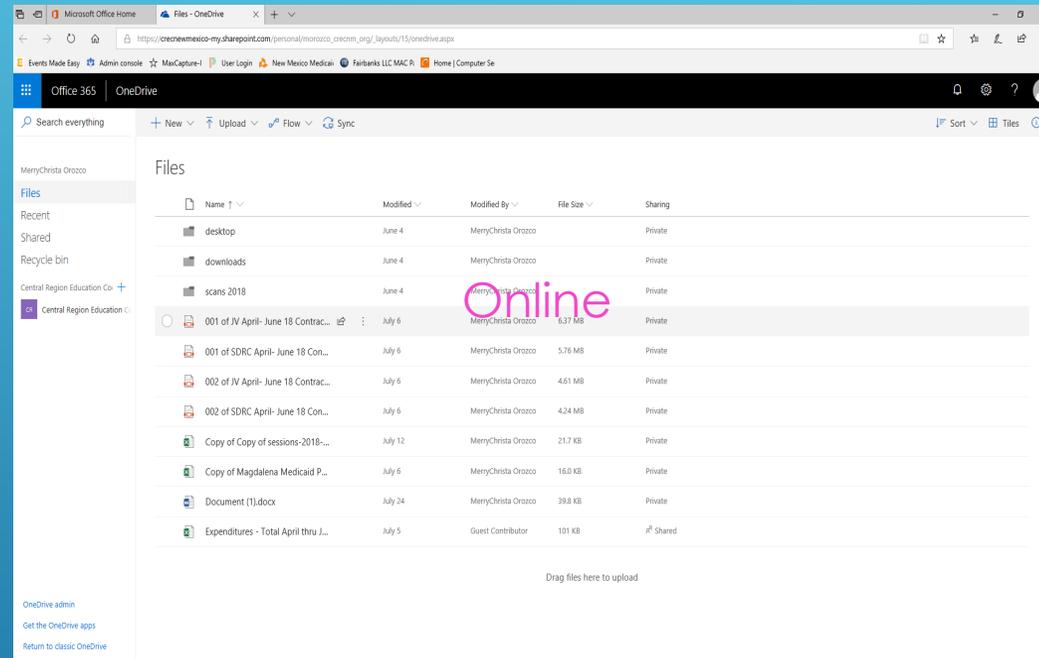
Click on the one drive Icon

Note that there are other icons you can utilize these  
Icons 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



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

# TIME LOGS

The screenshot shows a web browser window displaying a OneDrive 'Shared with me' page. The browser's address bar shows the URL: [https://crecnewmexico-my.sharepoint.com/personal/sshelley\\_crecnm\\_org/\\_layouts/15/onedrive.aspx?view=3](https://crecnewmexico-my.sharepoint.com/personal/sshelley_crecnm_org/_layouts/15/onedrive.aspx?view=3). The page title is 'Shared with me'. On the left sidebar, there are navigation options: 'Files', 'Recent', 'Shared', 'Recycle bin', and 'Central Region Education Co'. The main content area shows a table of shared items:

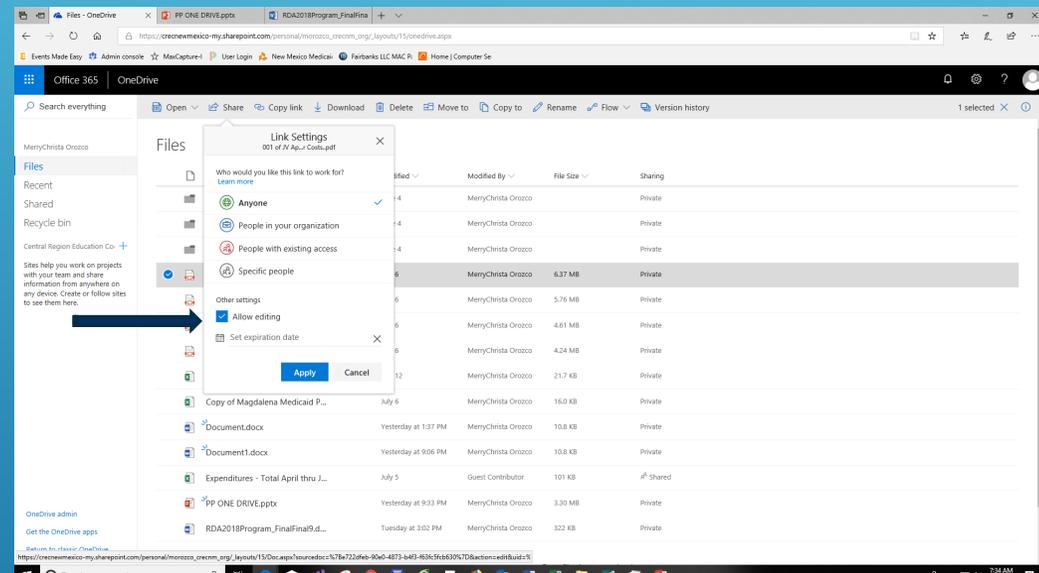
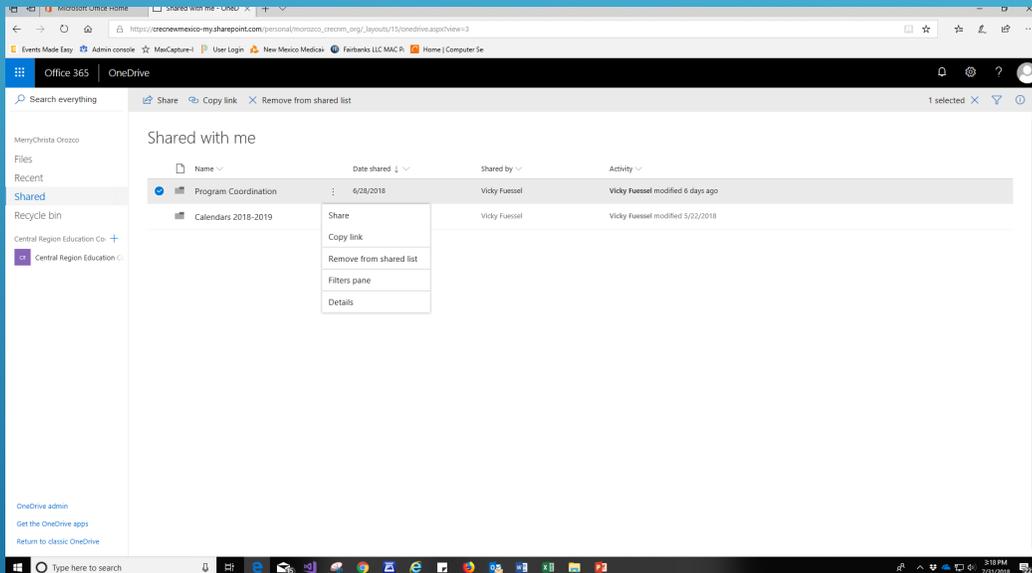
Name	Date shared	Shared by	Activity
Vanderwagen, Sonja TimeLog FY...	15 hours ago	Nichole Pebley	Nichole Pebley modified 20 days ago
CREC			Nichole Pebley modified 20 days ago

The Windows taskbar at the bottom shows the time as 7:46 AM on 8/3/2018.

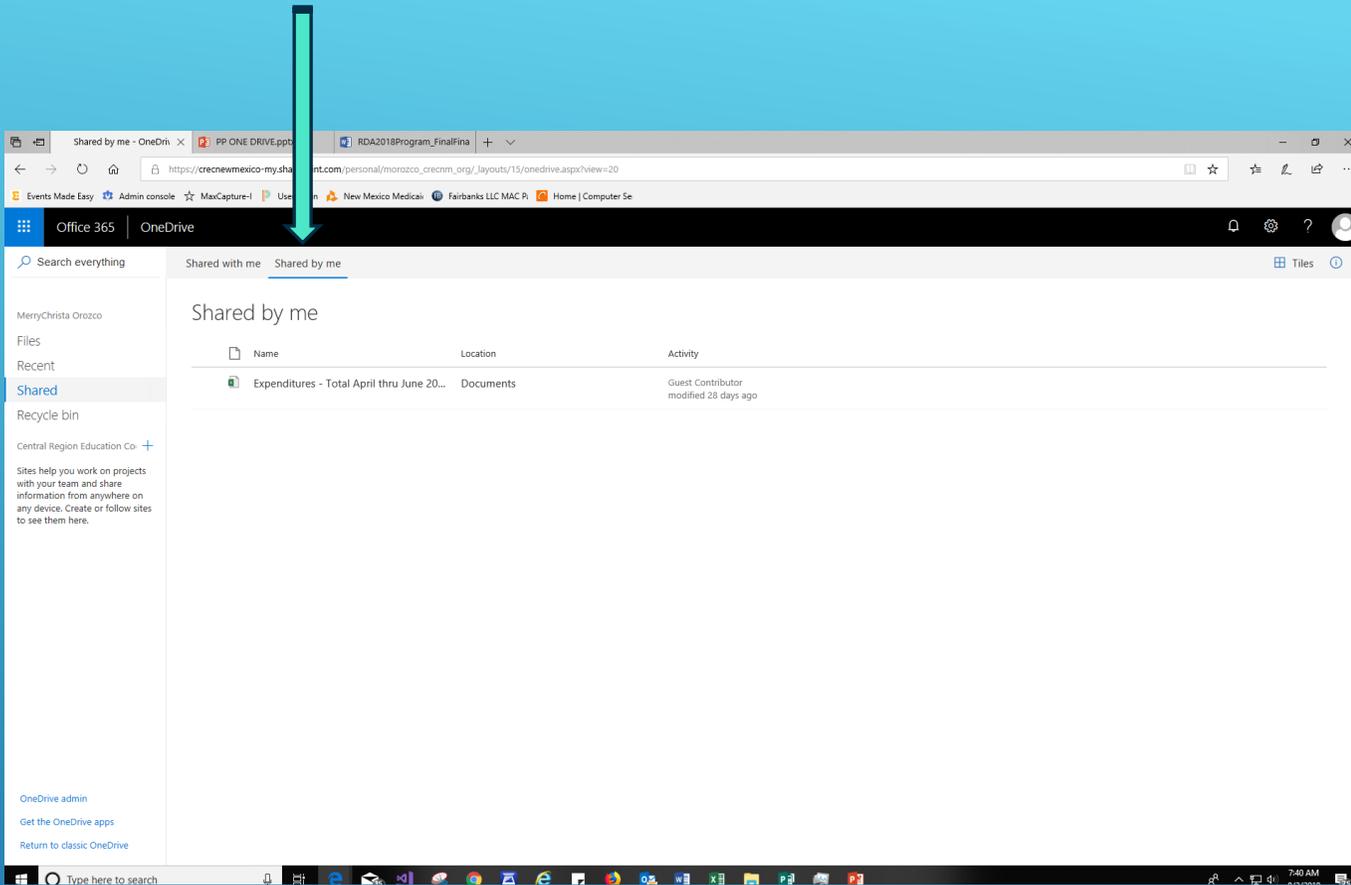
You can locate your Time Logs in Shared and the CREC folder for recourses

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



# SHARING WITH OTHERS AND WORKING TOGETHER



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.

# SHARED BY ME

OneDrive - Central Region Education Cooperative

Name	Status	Date modified	Type	Size
Copy of Copy of sessions-2018-07-11--2...	🟢	7/12/2018 11:44 AM	Microsoft Excel W...	22 KB
002 of SDRRC April- June 18 Contractor Co	🟢	7/6/2018 2:56 PM	PDFPlus Document	4,344 KB
001 of SDRRC April- June 18 Contractor Co	🟢	7/6/2018 2:56 PM	PDFPlus Document	5,900 KB
002 of JV April- June 18 Contractor Costs.	🟢	7/6/2018 2:44 PM	PDFPlus Document	4,716 KB
001 of JV April- June 18 Contractor Costs.	🟢	7/6/2018 2:44 PM	PDFPlus Document	6,524 KB
Copy of Magdalena Medicaid PL APR-JU...	🟢	7/6/2018 8:30 AM	Microsoft Excel W...	16 KB
Expenditures - Total April thru June 2018	🟢	7/5/2018 2:35 PM	Microsoft Excel W...	102 KB
downloads	🔵	7/13/2018 3:49 PM	File folder	
scans 2018	🔵	7/13/2018 3:49 PM	File folder	
desktop	🔵	7/13/2018 3:49 PM	File folder	

Share "Copy of Copy of sessions-2018-07-11--2..." X

Send Link  
Copy of Copy...554 (1).xlsx

Anyone with the link can edit.

vfu@edccm.com

Vicky Fuessel

Send

Copy Link Outlook More Apps

OneDrive - Central Region Education Cooperative

Name	Status	Date modified	Type	Size
Copy of Copy of sessions-2018-07-11--2...	🟢	7/12/2018 11:44 AM	Microsoft Excel W...	22 KB
002 of SDRRC April- June 18 Contractor Co	🟢	7/6/2018 2:56 PM	PDFPlus Document	4,344 KB
001 of SDRRC April- June 18 Contractor Co	🟢	7/6/2018 2:56 PM	PDFPlus Document	5,900 KB
002 of JV April- June 18 Contractor Costs.	🟢	7/6/2018 2:44 PM	PDFPlus Document	4,716 KB
001 of JV April- June 18 Contractor Costs.	🟢	7/6/2018 2:44 PM	PDFPlus Document	6,524 KB
Copy of Magdalena Medicaid PL APR-JU...	🟢	7/6/2018 8:30 AM	Microsoft Excel W...	16 KB
Expenditures - Total April thru June 2018	🟢	7/5/2018 2:35 PM	Microsoft Excel W...	102 KB
downloads	🔵	7/13/2018 3:49 PM	File folder	
scans 2018	🔵	7/13/2018 3:49 PM	File folder	
desktop	🔵	7/13/2018 3:49 PM	File folder	

Share "Copy of Copy of sessions-2018-07-11--2..." X

Link Settings  
Copy of Copy...554 (1).xlsx

Who would you like this link to work for?  
[Learn more](#)

Anyone

People in Central Region Educat

People with existing access

Specific people

Other settings

Allow editing

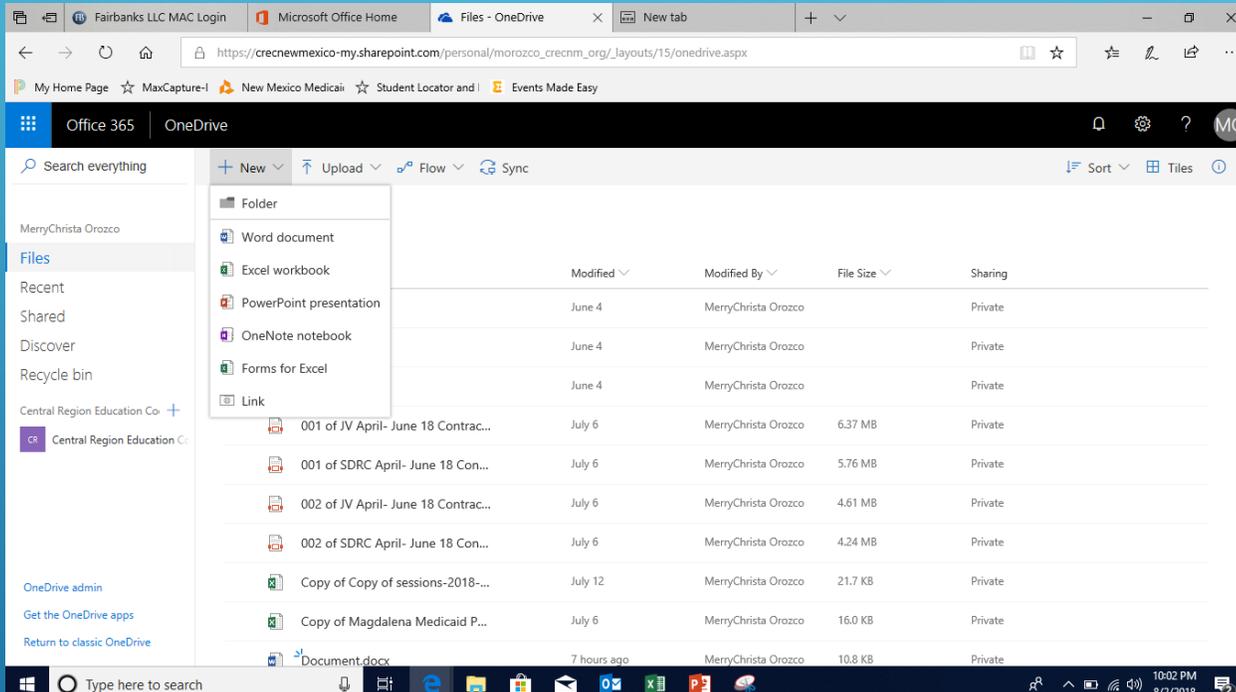
Set expiration date

Apply Cancel

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.

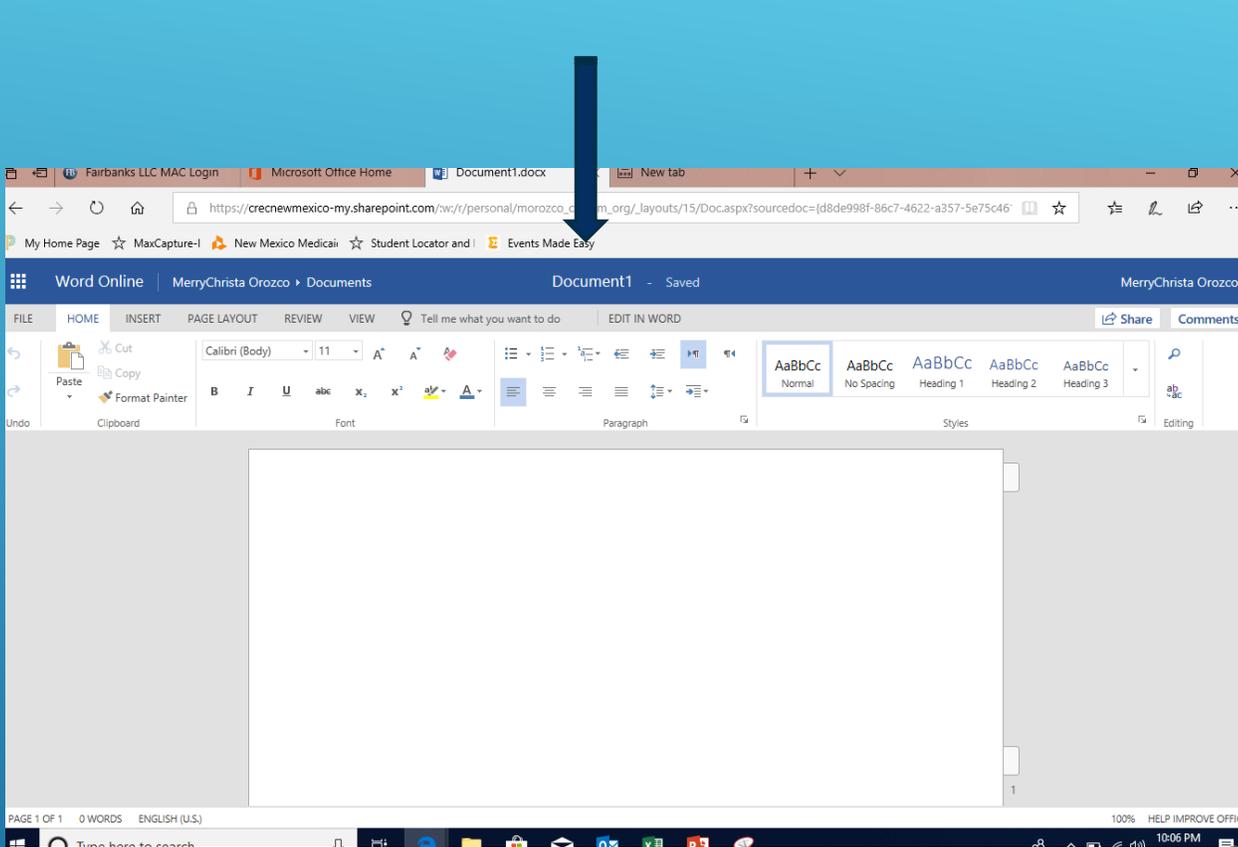
# CREATING DOCUMENTS ONLINE

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



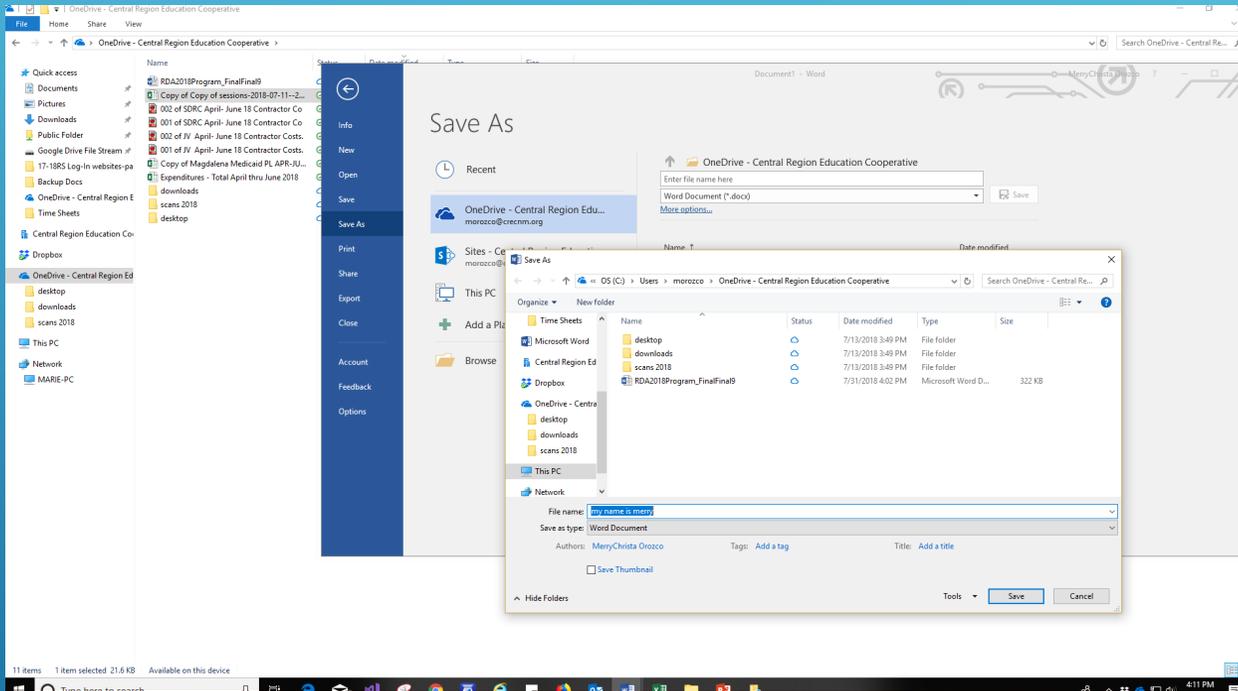
# SAVING DOCUMENTS ONLINE

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

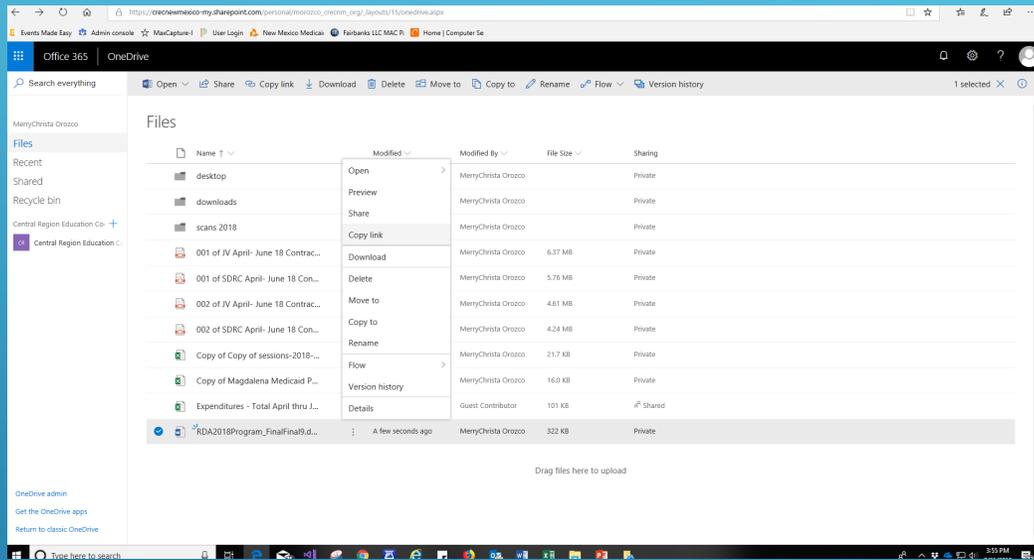


# SAVING DOCUMENTS OFFLINE

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

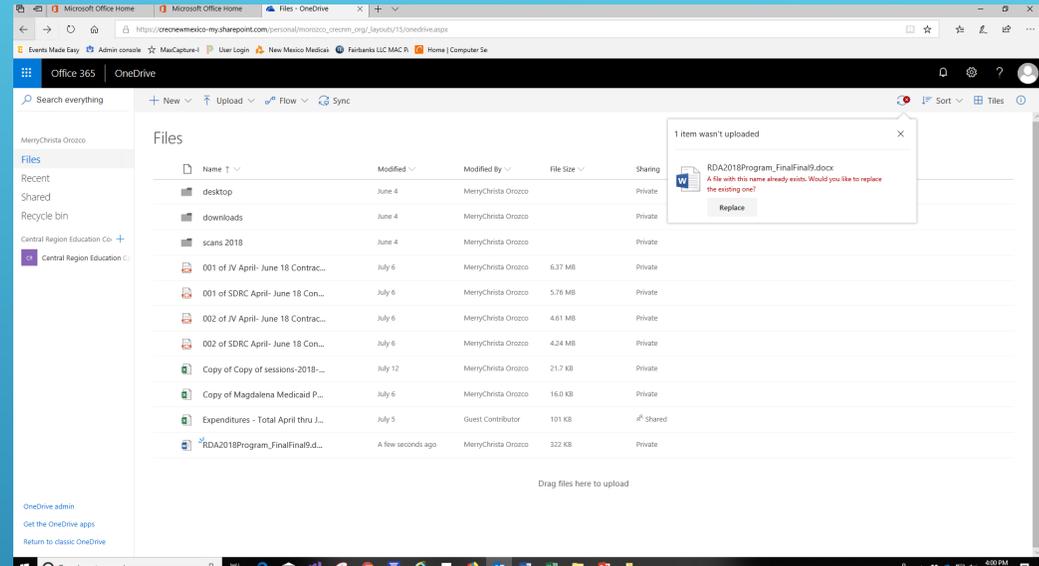


# Downloading Online



WHEN DONLOADING CLICK THE  ELLIPSE ON THE DOCUMENT YOU WANT THEN HIT DOWNLOAD IT WILL START DOWNLOADING THEN HIT OPEN AND CLICK ENABLE EDITING WHEN PROMTED.

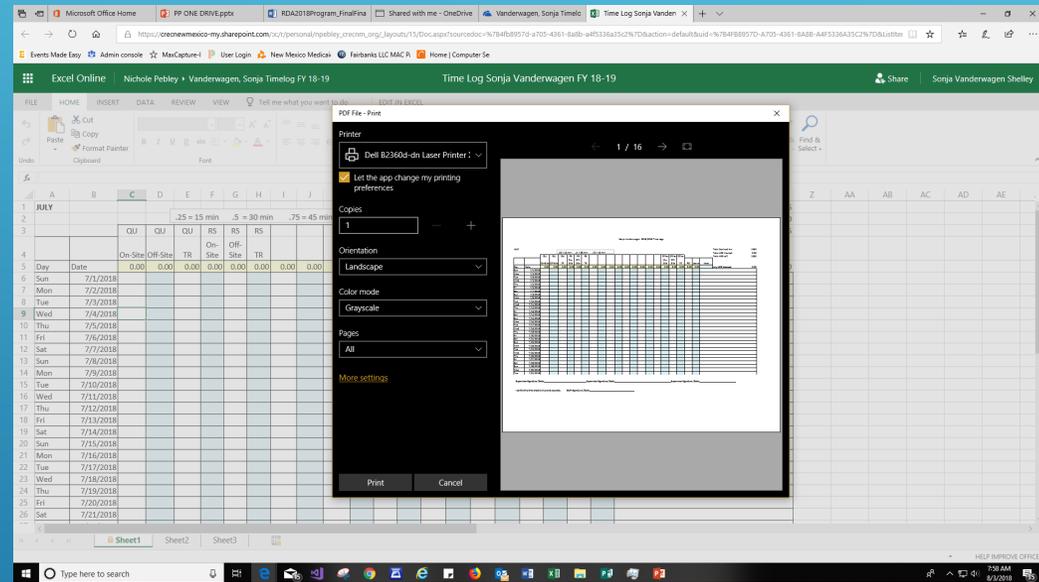
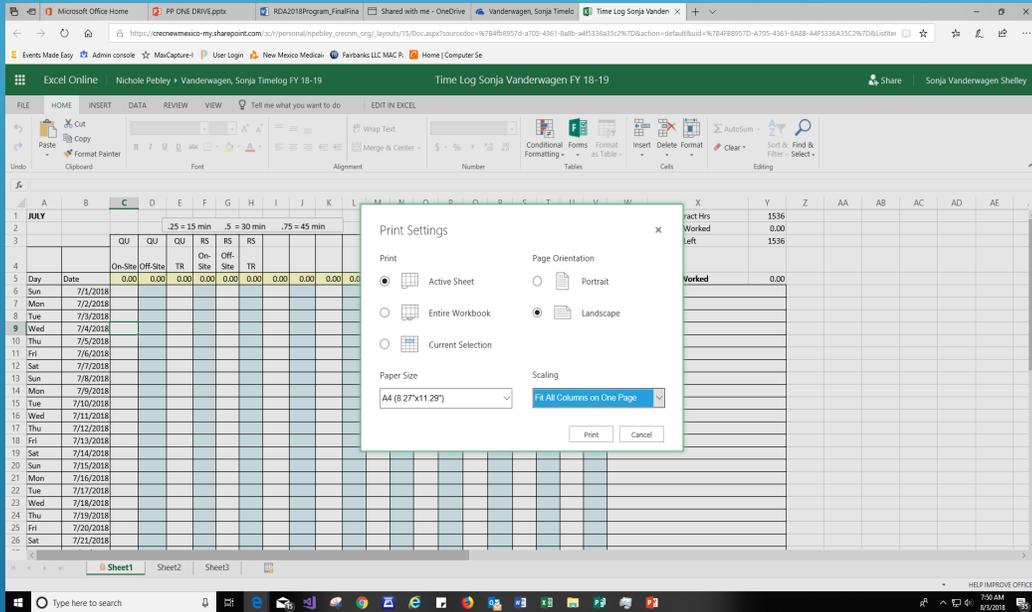
# Uploading



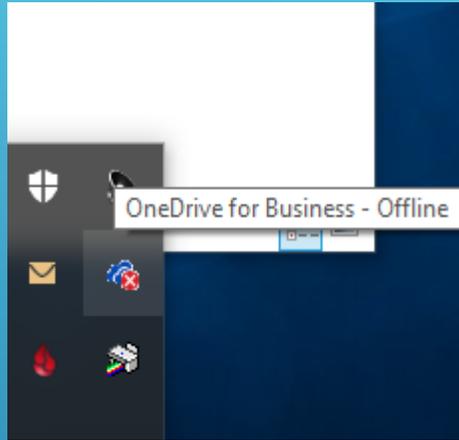
WHEN YOU NEED TO UPLOAD YOU CAN SIMPLY DRAG THE DOCUMENT ONTO THE ONE DRIVE SCREEN OR HIT UPLOAD AND SEARCH FOR YOUR DOCUMENT IF YOU HAVE NOT SAVED IT TO YOUR ONE DRIVE FOLDER ALREADY

PRINTING ONLINE GO TO FILE PRINT  
THEN WHEN SETTING PROMPTS  
CHOOSE LANDSCAPE AND IN  
SCALING CHOOSE FIT ALL COLUMNS  
ON ONE PAGE

THEN CHOOSE THE PRINTER YOU  
WANT TO PRINT TO

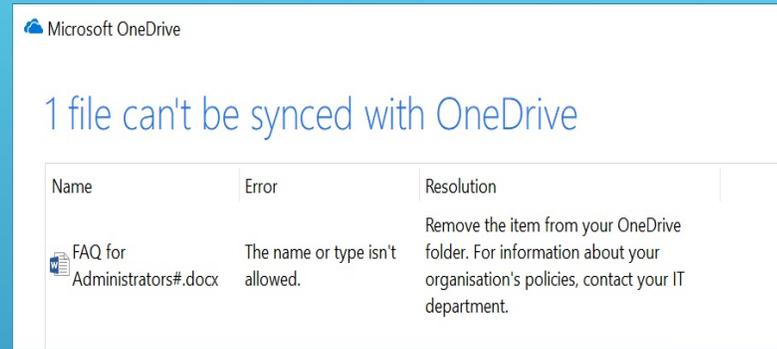


## SYNC ERROR ICON



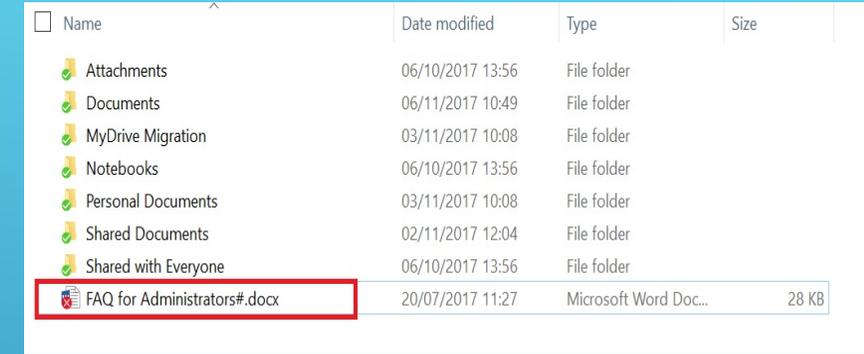
IF YOUR ONE DRIVE  
ICON HAS A RED X  
PLEASE CLICK ON IT  
THEN CLICK ON  
ERRORS

## FIX ERRORS



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

## RENAME FILE DOCUMENT



THIS WAS A NAME ERROR  
ONE DRIVE DOES NOT  
ALLOW CERTAIN SYMBLES  
TO BE IN THE  
FOLDER/DOCUMENT  
NAME RENAMING  
WOULD FIX THIS ERROR

# ONE DRIVE CLOUD ICON

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

MAIL.CRECNM.ORG

THE END 😊