OneDrive

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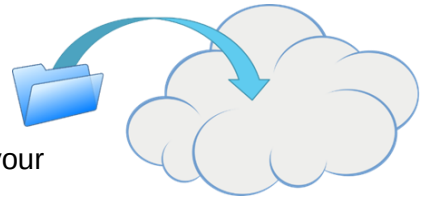
GENERAL

What is OneDrive?

OneDrive for Business is 1 TB (terabyte, or 1000 gigabytes) of personal cloud disk space allocated for each user. This space can be used to:



- Become your primary location for storing files, and thereby reducing reliance on your local hard drive, local file shares, USB drives, and other cloud storage
- Provide better recovery options if something happens to your PC/Mac
- Allow anywhere access from any device to your files
- Provide the ability to recover a deleted file for up to 90 days

How do I access OneDrive?

To see your files in the cloud, go to https://bravemailuncp-my.sharepoint.com from any device.

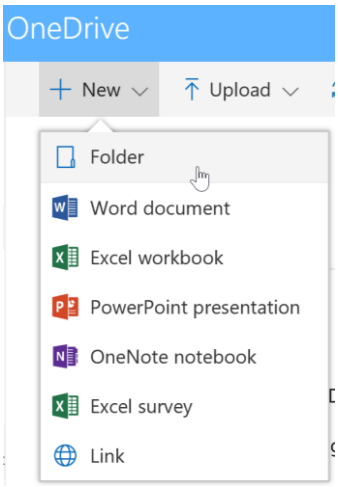
Can I sync files between OneDrive in the cloud and my PC or Mac?

Yes, download the latest sync client:

- Win10 PC: It's already installed
- PC: https://onedrive.live.com/about/en-us/download/
- Mac: https://itunes.apple.com/us/app/onedrive/id823766827?mt=12

Can I create folders in OneDrive?

Yes, it's an option on the New menu



Can I upload multiple files into OneDrive?

Yes. You can drag and drop them into the OneDrive browser interface (some browsers do not allow folders to be uploaded), or if using the sync client, use Windows Explorer to move files into OneDrive and it will sync them to the cloud behind the scenes

What's the largest file size I can upload?

A single file can be up to 10 GB.

Are there any blocked file types/extensions in OneDrive?

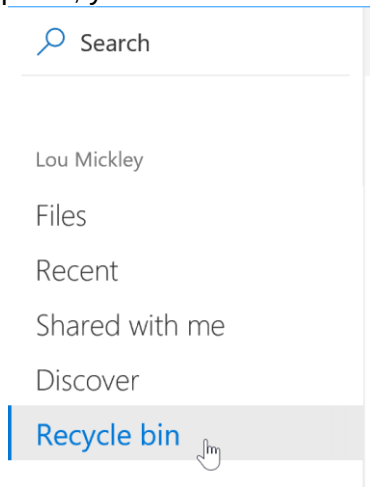
No. There are invalid characters that cannot be in the file name including \, /, :, *, ?, ", <, >, |, #, %. Shortly, # and % will be allowed. You also cannot have a file or folder that starts with a tilde (~)

What do I do if my PC/Mac crashes?

Reach out to the Help Desk. (Your OneDrive files are stored in the cloud so they will be safe.)

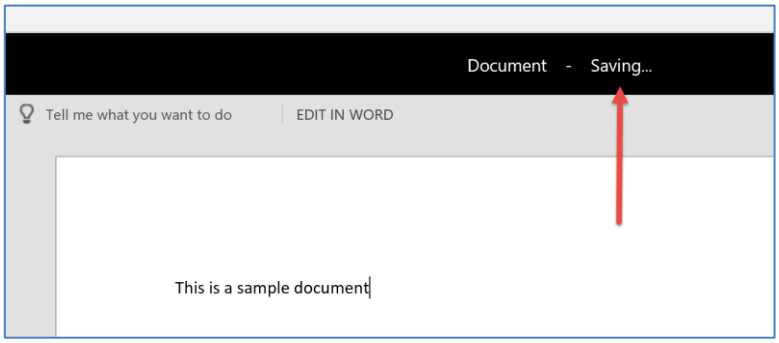
How do I recover a file I accidently deleted?

All files you delete in OneDrive for Business go to your OneDrive Recycle bin for 90 days. Go into OneDrive https://bravemailuncp-my.sharepoint.com and then select the Recycle Bin on the left side. Once you open it, you can restore files from there.

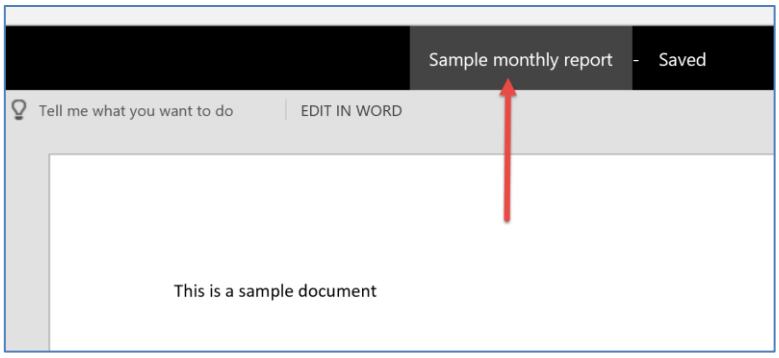


How to I name a file I created in the browser?

After you have clicked on "New" and created a OneDrive file, you will notice it will start automatically saving as you type or enter data



To name the document, simply click on the word "Document" and replace it with the filename you desire.


Sample monthly report - Saved
Tell me what you want to do
EDIT IN WORD
This is a sample document

SHAREPOINT VS ONEDRIVE

How does OneDrive for Business differ from SharePoint?

Although SharePoint and OneDrive behave very similarly and share some common functions and features, UNCP has chosen these two technologies for their unique capabilities.

- **OneDrive for Business** is online cloud storage for files. Your personal files can now be securely and privately stored on your own personal OneDrive for Business location. You can then share these files with your colleagues, granting individual access to view or edit them. Final versions of files that are important to the business belong in SharePoint.
- **SharePoint** is a collaboration tool where files can be stored for others to view and edit. Generally, you will not use SharePoint as a personal drive for files.

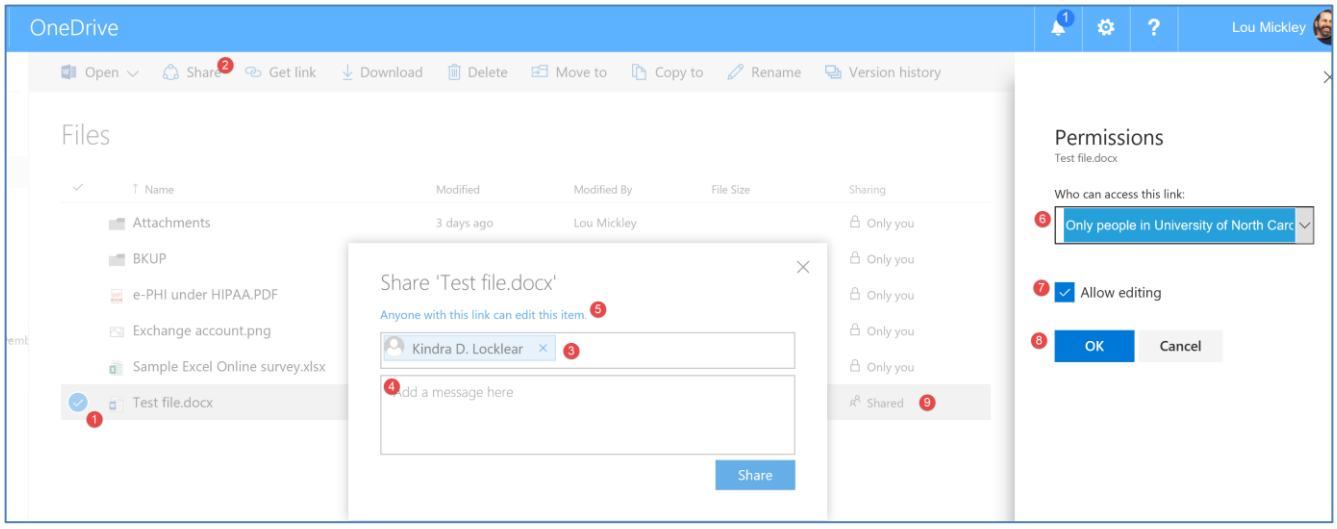
Why do my OneDrive for Business files show up in the SharePoint search results?

When in SharePoint, if you change a search scope to *Search Everything*, your OneDrive for Business files will also show up in the results. They are security trimmed, so only those with authorization to view or edit will see them in search results. If you do not share the files, you will be the only one who can view and edit them.

SHARING

How will employees access other employees' files? Is this done with passwords?

You should never share your password with a colleague. Users can grant access to colleagues by using the "Share" feature in OneDrive or the Microsoft Office applications.



- 1 – select file(s) or folder to share
- 2 – Click "Share"

- 3 – Enter user(s) to share with
- 4 – Enter optional message to users
- 5 – Click on type of sharing
- 6 – Adjust as needed (recommend only people with UNCP credentials allowed)
- 7 – Choose permissions to give these users – Allow Editing, or uncheck for Read Only
- 8 – Click OK
- 9 – You will see the permissions change in the file list from "Only you" to "Shared" – Note: when you look at the details of a given file, it will show who it is shared with and if needed, you can remove sharing for one or all people.

What is the difference between "Share – Invite People" and "Share – Send a Link"?

- You can invite people or a group of people (via a distribution list) to either edit or view a file. When you invite people to see your file, they will receive an email inviting them to start sharing. (Preferred method)
- Send a Link generates a hyperlink for edit or view that is generic and can be used by anyone internally. For instance, you could put this link on a UNCP webpage for people internally to view a document without having to know each person's individual name. Users must have a valid UNCP logon to access any files with the link. Non-UNCP users within the tenant may be able to access the file with the link.

In OneDrive, what does "Shared with me" mean?

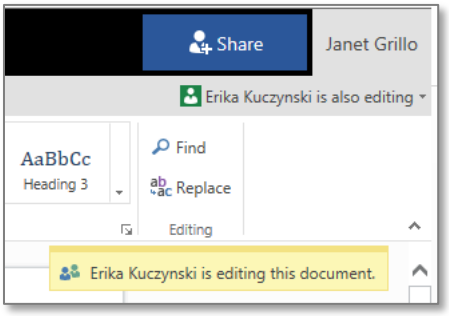
On the left navigation menu, clicking on "Shared with me" will show all the files others have shared with you. The file remains in their OneDrive library, but you have online access to it.

Can multiple people view/edit the same file at the same time? (co-authoring)

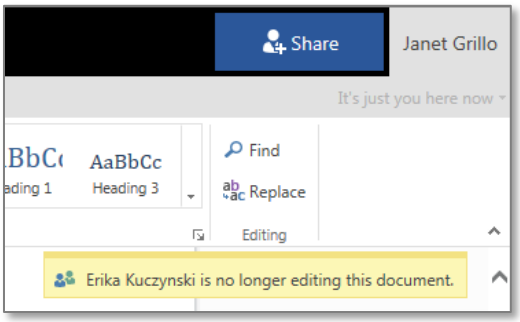
Yes, co-authoring in OneDrive means two or more people may edit a file simultaneously. In Office 2013/2016, you can co-author in Office Online or the client version of Word, PowerPoint, and OneNote.

> At this time, you can only co-author Excel workbooks using Excel Online, not the client version of Excel.

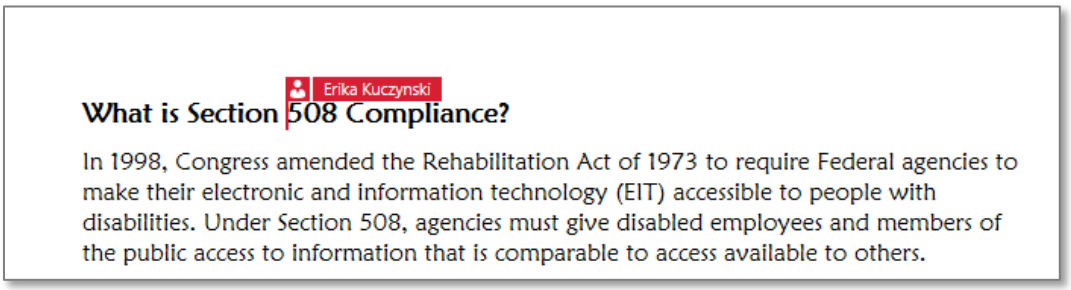
While co-authoring, you can see who is currently working in the document by clicking near the top of the window. As authors begin editing the file, you will be notified.



And you will also be notified when they stop.



A colored indicator shows you where others are editing the document. Hover over the indicator for the name of the author.



SYNCING

What happens if I change a file locally while working off network or if I lose network connectivity?

Continue to work and save the file. Once the network is present, Microsoft Upload Manager (orange arrow in the system tray) will upload it into OneDrive and will warn if the cloud version was also changed by someone during the time of lack of connectivity.

Do I have to do anything to cause sync to occur on an ongoing basis?

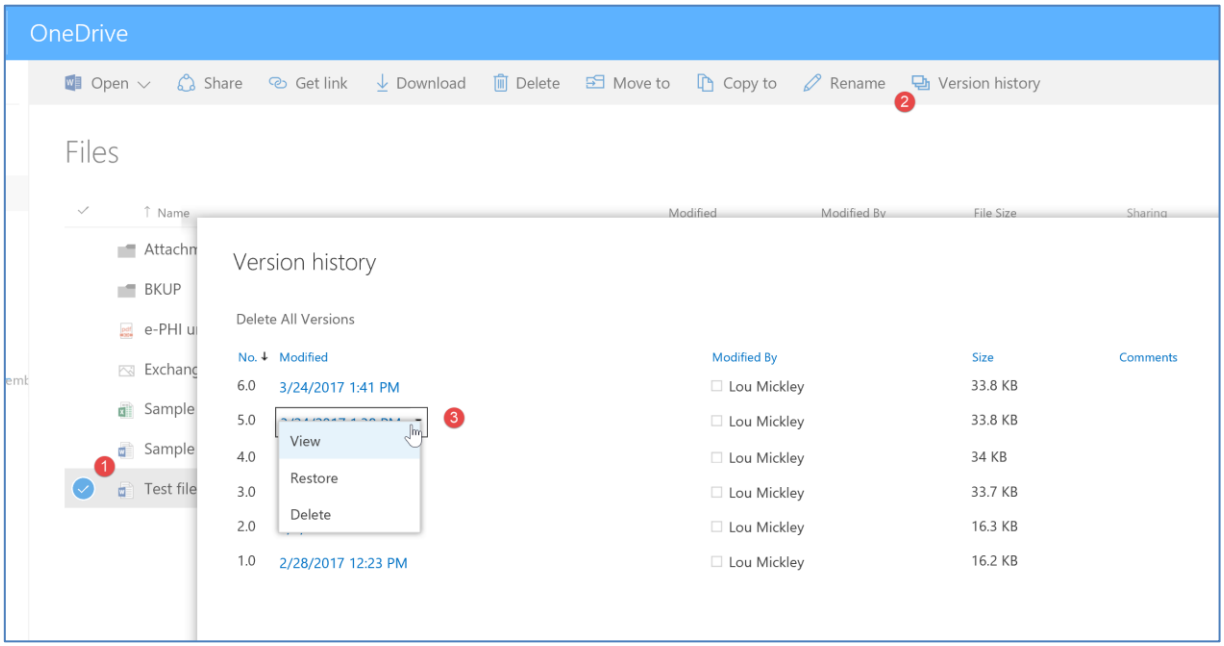
No. The sync client/software should load when Windows (or Mac OS) starts, and will start checking for changes whenever internet access is available and it senses a file on the PC or the cloud has changed.

How do I know if sync is happening?

When arrows are present on the blue cloud icon in the system tray, syncing is occurring. For a file on your PC to sync to the cloud, you must close the file. For example, if you are working on a document and click "save" every hour while working on it, the file is saved on your PC, but not synching to the cloud. Once you close the file, the file is then synced to the cloud. Conversely, if you open the file from the cloud, every time you save it a new version is created and it is synced to the desktop.

What is versioning?

OneDrive keeps up to 500 copies of each file as the file changes over time so that if you want to restore or compare a previous version, you can do that. When you sync a file to your PC, it only syncs the latest version so the size of your OneDrive on the desktop will be smaller than the size in the cloud.



- 1 – Select the desired file
- 2 – Click on "Version history"
- 3 – in pop-up screen, select one of the versions, and in the drop down menu, select:
  - View – to view the file

- Restore – to restore the file (as version #7 in this example, so nothing deleted)
- Delete – to delete this previous version

Can I sync a file listed as "Shared with Me"?

Not currently, but maybe in the future. The file remains on the other person's OneDrive library and is only available to you when you are online.

Can I sync my UNCP asset from anywhere?

Yes, if you can access Office 365, you can sync to your UNCP PC/Mac.

Are my OneDrive files encrypted on my PC?

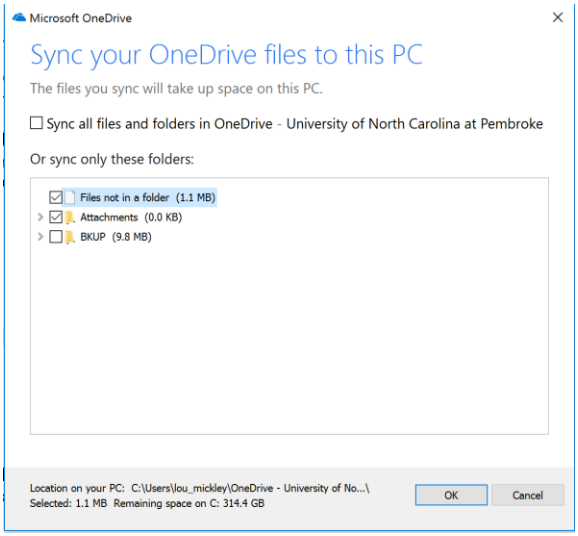
No, only in the cloud and when in the process of being uploaded/downloaded.

Why would I want to use selective sync?

You may not have enough disk space on your local drive, or you may have content you don't want on your local drive in case your PC crashes or becomes compromised.

How do I change which folders are synced?

Right click on the blue cloud in the system tray and select settings, then on the account tab, click "Choose Folders" and select/deselect desired folders or "Sync all folders".



What happens if I uncheck a folder that is currently in the list of synced folders?

The folder is removed from the synced copy on the PC, but the folder and its contents still exist in OneDrive in the cloud.

How do I get to the OneDrive files on my local machine using Windows Explorer?

If you have installed the sync client, a folder is created, and seeing the little green check on top of the icon indicates all files are synced.

OneDrive - University of North Carolina at Pembroke

So, my files are backed up in the cloud?

Your files are “synced” to the cloud. If you delete a file on your PC, it gets deleted in the OneDrive cloud (put in the cloud Recycle bin) and vice versa.

Can I sync files from a SharePoint library too?

Yes, once SharePoint Online is rolled out, and if the document library allows offline copies.

What happens when multiple people share a PC?

There is a OneDrive folder for each identity that logs in. They are kept separate and access is based on the person/account logging into the machine.

Will syncing OneDrive run my PC/Mac out of local hard disk space?

No. If sync senses you are running low on disk space it will pause and show an error, prompting you to remove some of the folders from the sync process.

If I upload many files, will sync consume all of my network bandwidth?

No. The sync client uses Microsoft’s BITS file transfer method, and will adjust upload/downloads speeds as needed to not interfere with other network activity you are using.

Can I pause syncing?

Yes, if you are on a metered connection (tethering to a phone) or on a plane, you may want to pause syncing. If you right click on the blue cloud icon and select “Pause syncing” you can select 2, 4, or 8 hours and then it will automatically start trying to sync again.