



**Getting started with  
Microsoft OneDrive**

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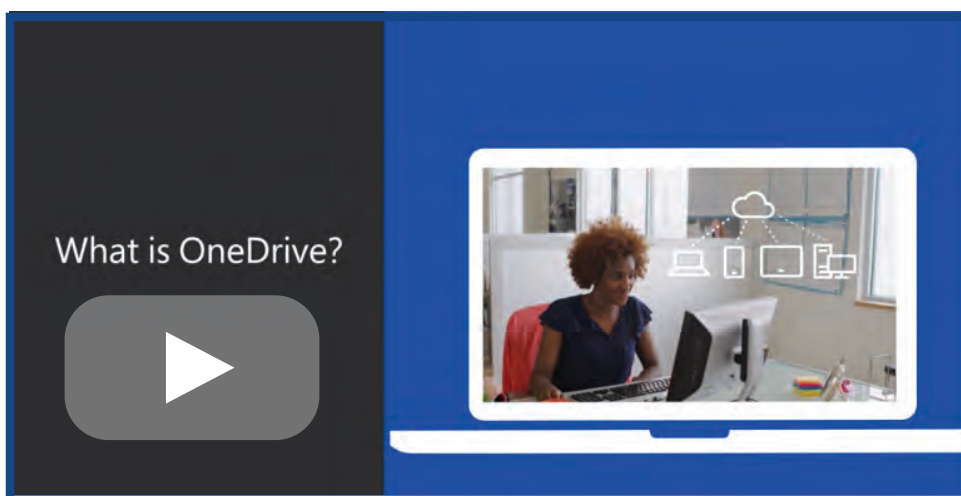
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# Introduction to OneDrive

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.



What is OneDrive? Watch the video on YouTube: <https://www.youtube.com/watch?v=I5s0IztEKIQ>



## **Access from Anywhere**

Access OneDrive on your mobile device, laptop, tablet, or PC. Your files will update across all of them.



## **Powerful Collaboration**

Collaborate with your team in real-time using built-in Office 365 applications like Word, Excel, and PowerPoint.



## **Document Scanning**

Use your phone to scan and store paper documents, receipts, business cards, notes and more in OneDrive. This helps keep you on the go!



## **Reliable Security**

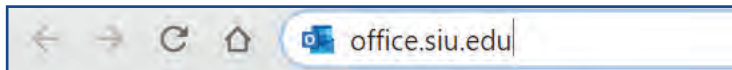
Feel confident about the security of your files and projects with end-to-end security. If your device is compromised, your files will still be secure in OneDrive.

# Microsoft OneDrive

## Accessing OneDrive from your Browser

Since OneDrive is a cloud-based file storage and sharing tool, you are able to access it from anywhere that you have an internet connection. Although you can use any browser, we suggest Google Chrome or Mozilla Firefox.

1. Open your browser and type **outlook.office.com/salud.unm.edu** in the search bar.



2. Press **Enter**. You will be brought to a Login screen. In some cases, you will be automatically logged in. If you are automatically logged in, skip to step 5.

3. Enter your **HSC Email address** in the **Username Field**.
4. Enter your corresponding **Password** into the **Password Field**.
5. By default, your email inbox will load. To access OneDrive, click the **icon with nine circles** on it in the top-left corner of your screen.




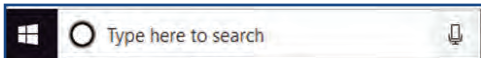
6. A drop-down will appear. Click the **OneDrive option** from the list of applications. OneDrive will open.

# 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**.
5. You will be brought to an HSC **sign-in page**. Enter your **HSC 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 OneDrive, continue reading through the instruction guide.

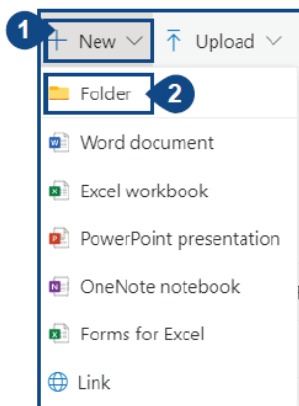
# Microsoft OneDrive

## Storing Files in OneDrive (Browser Version)

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.



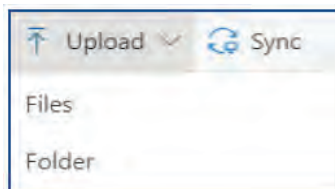
3. Give your folder a **name** and click **Create**.



### 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).



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.



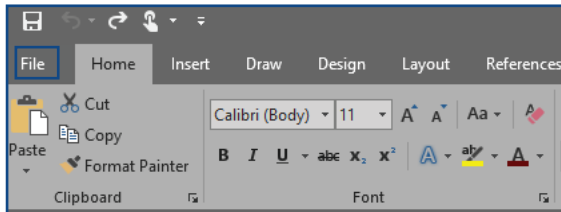
# Microsoft OneDrive

## Storing Files in OneDrive (Desktop Version)

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...

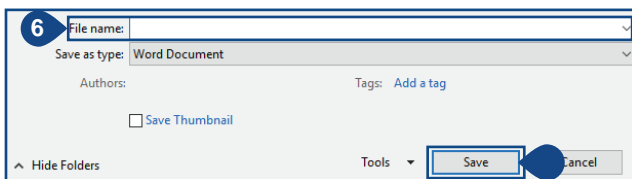
### Create a File to save to OneDrive

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



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

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

# Microsoft OneDrive

## 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.






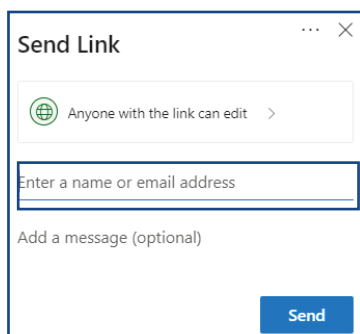
If your file cannot be previewed in OneDrive, a message will be displayed on your screen which says "This file cannot be opened." If this happens, you will have to download the file to view it. View the section below for instructions on how to download a file or folder.

## 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

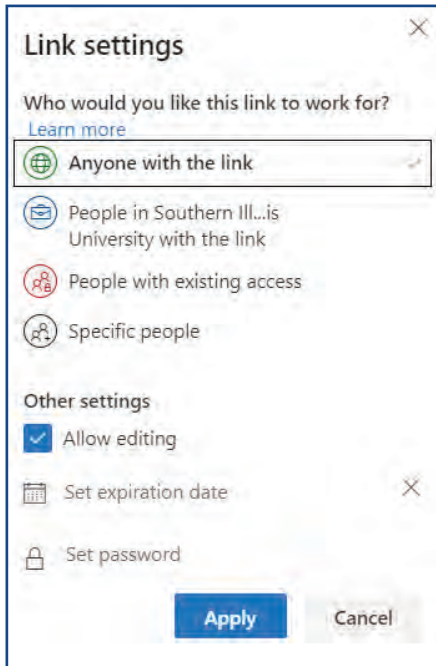
1. Hover your mouse over the file or folder you would like to download.
2. To the left of the file or folder you are hovering over, a white circle  will appear. Click the circle. The circle turns blue with a check mark  inside of it.
3. Click the Share button  at the top of the screen.
4. Enter the person's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



# Microsoft OneDrive

## 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:



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.

# Microsoft OneDrive

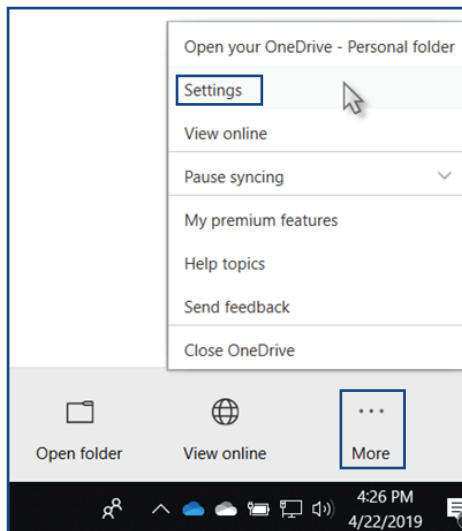
## Sync Windows Files with OneDrive

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.



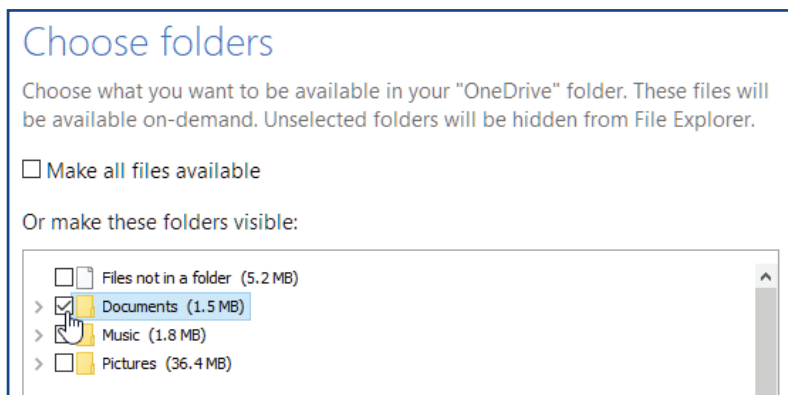
2. Click **More**.

3. Click **Settings**.



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

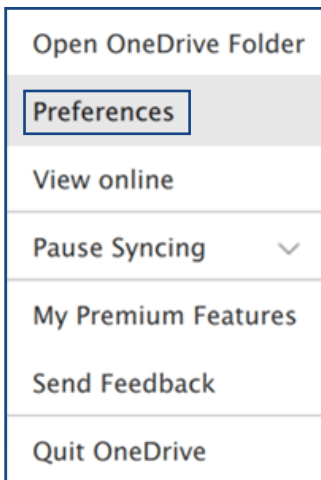
## Sync Mac Files with OneDrive

1. Select the OneDrive cloud icon in the Mac taskbar notification area.



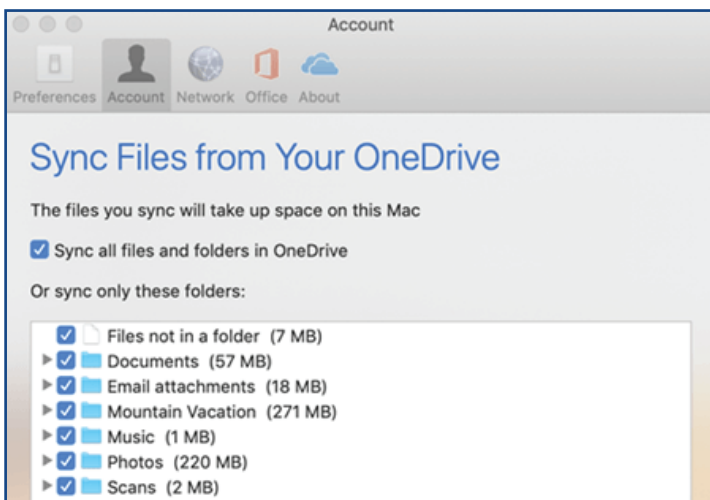
2. Click **More**.

3. Click **Preferences**.



4. Select the **Account** tab, and select **Choose folders**.

5. In the **Sync your OneDrive files from your OneDrive 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.

# Additional Features



Do more on the go with OneDrive for your mobile device. Create, view, edit, and share files from wherever you are. Easily capture whiteboards and scan work receipts, business cards, or other paper documents to store them in OneDrive and not have to worry about losing the physical copy.



Do more on the go with OneDrive: [https://youtu.be/fF2mMExt\\_IU?list=PLXPr7gfUMmKx\\_DDFNg7N0PYWlpl4hrFxU](https://youtu.be/fF2mMExt_IU?list=PLXPr7gfUMmKx_DDFNg7N0PYWlpl4hrFxU)





# Microsoft OneDrive On the Go

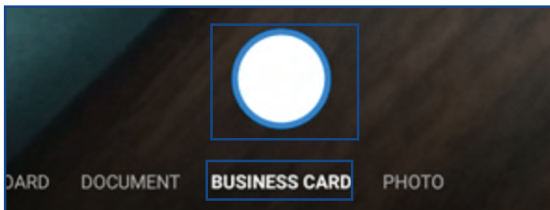
## OneDrive Mobile Application

OneDrive is available for Android and iOS users to install on their mobile devices. The app allows you to access (and edit or share) all of your OneDrive files from wherever you are. You can also scan whiteboards, business cards, or documents and save them to your OneDrive so you don't have to worry about losing the physical copies or writing down quick notes. To get started with the mobile app, search for OneDrive in the Google Play Store or the Apple App store and install it.

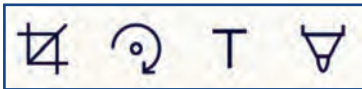
## Scan a whiteboard, document, business card, or photo

Now you can scan whiteboards, business cards, or documents with the OneDrive app, and automatically save them to your OneDrive for later use.

1. In the OneDrive app, tap **Scan**  (you can also tap **Add**  at the top of the screen, then tap **Scan**). (To exit out of Scan mode without scanning anything, just tap the left arrow icon in the upper left corner of your screen).
2. Select the appropriate **flash setting** (on, off, automatic, or torch) by tapping the Flash icon in the upper right corner.
3. Select either **Whiteboard**, **Document**, **Business Card**, or **Photo**, then tap the white circle icon to scan the item. (On smaller screens, you may need to swipe left to see the Photo option).



4. Once you've scanned your item, you can crop it, rotate it, add text, or highlight part of it. (If you don't like the image, tap the left arrow icon in the upper left to delete the scan and try again).



5. Once you're done editing your item, tap **Done**.
6. Enter a **file name**, then tap **Save**. The file is saved as a PDF in your OneDrive.







