



# Microsoft Office 365 OneDrive for Business

Fall 2016, Version 3

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# Introduction

**OneDrive for Business** is Microsoft’s cloud-based file storage service. It is available to current Cal State LA students, faculty, and staff. OneDrive provides 1 terabyte (TB) of storage space and allows you to store files online and access them from anywhere, sync files across multiple devices, and share files with other users. OneDrive comes with Office Online (browser-based versions of Office desktop applications) so you can create and edit documents regardless of the type of device you are using. This quick guide covers how to access OneDrive as well as how to share and sync files.

For more information, visit the [Microsoft OneDrive for Business](#) page. For additional training resources, visit the [OneDrive Help](#) page.

## Accessing OneDrive

You can access OneDrive by logging in to the Office 365 Outlook Web App (OWA) directly or via the MyCalStateLA Portal.

### To access OneDrive:

1. Launch a web browser, log in to the [MyCalStateLA Portal \(my.calstatela.edu\)](#) with your *myCSULA Identity* account, and then click **Office 365 Email** on the **QuickLaunch** menu.

**NOTE:** You can log in to **Office 365 OWA** directly by going to [mymail.calstatela.edu](#) and logging in with your Cal State LA email account.

2. Click the **App Launcher** icon  on the left side of the **Navigation** bar, and then click **OneDrive** (see Figure 1).

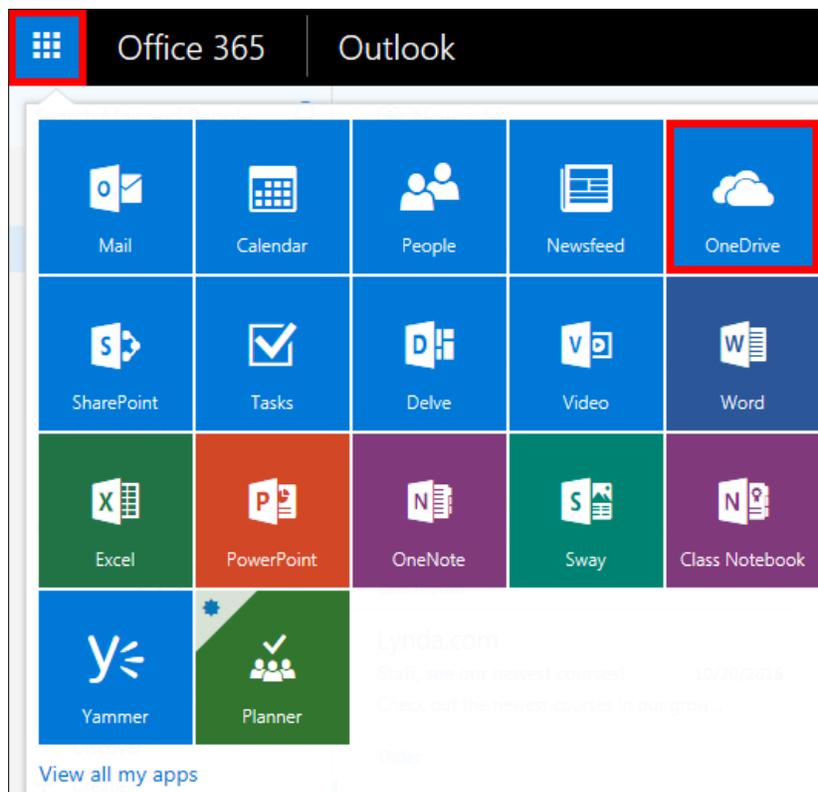


Figure 1 – Office 365 App Launcher

# OneDrive User Interface

The OneDrive user interface is divided into three main areas (see Figure 2).

1. The toolbar appears across the top of the user interface and provides quick access to commonly used commands, including search. The commands available on the toolbar change depending on what is selected.
2. The left pane provides access to your folders and groups.
3. The right pane displays the contents of the selected folder. Clicking a folder name in the right pane opens the folder and displays its contents. Clicking a file name in the right pane opens it in the appropriate application, such as Word or Excel.

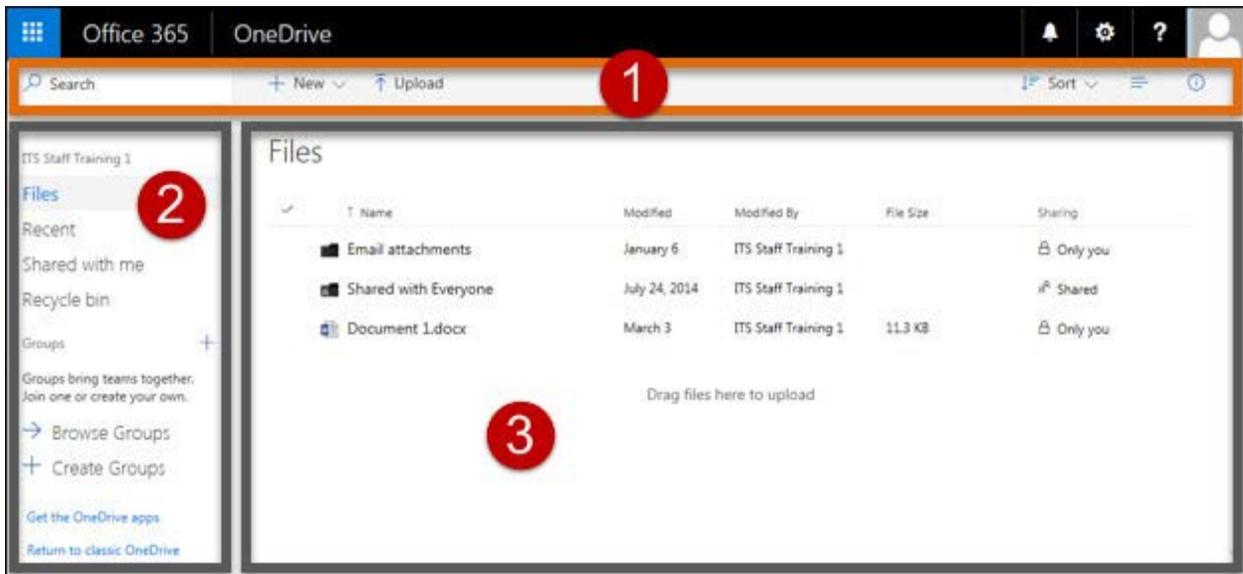


Figure 2 – OneDrive User Interface

## Sharing Files and Folders with Others

You can share the files and folders you store in OneDrive with other users. When sharing a file or folder, you can control if a person can edit or just view it.

### To share a file or folder:

1. In the right pane, select the file or folder that you want to share by clicking the circle on its left side (see Figure 3).

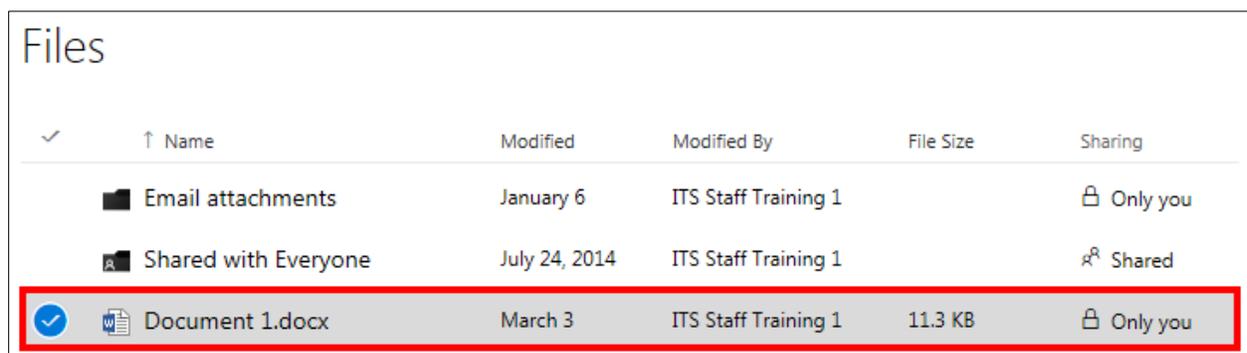
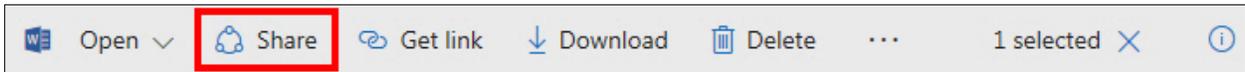


Figure 3 – Selected File

2. Click the **Share** button on the toolbar (see Figure 4).

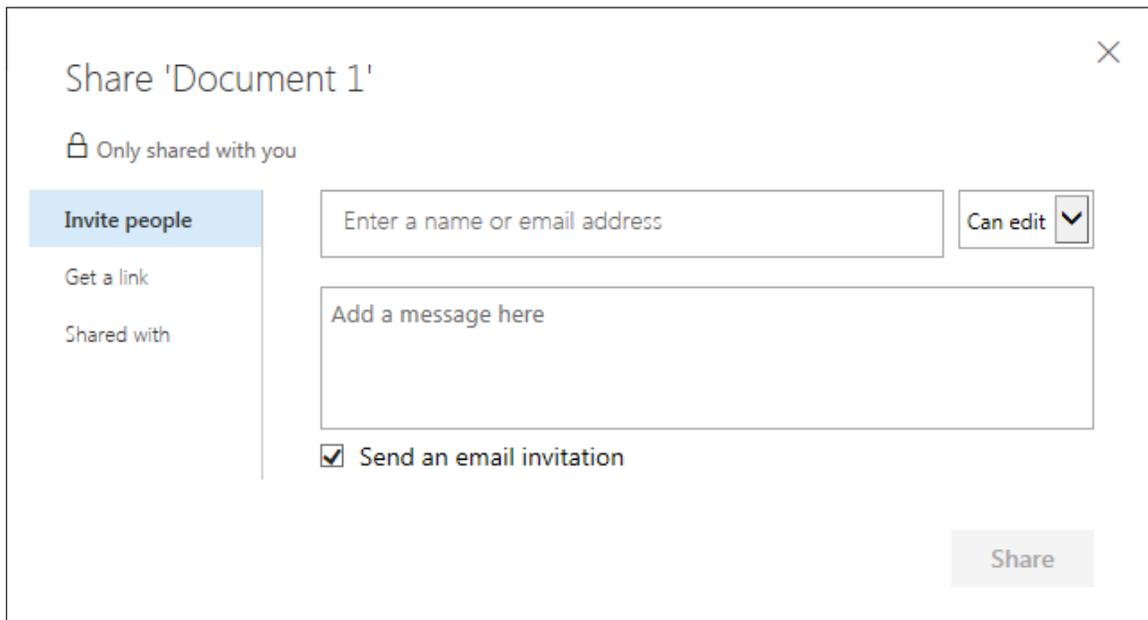
**NOTE:** You can also right-click the file or folder that you want to share, and then click **Share** on the shortcut menu.



**Figure 4 – Share Button on the Toolbar**

3. In the **Share** dialog box, on the **Invite people** tab, enter the email address of the user that you want to share the file or folder with, select the permission that you want to grant the user, enter a message to be included with the email, and then click the **Share** button (see Figure 5). An email is sent to the user with a link to the shared file or folder.

**NOTE:** Different permissions may be given to different users.



**Figure 5 – Share Dialog Box**

## Syncing OneDrive to Your Computer

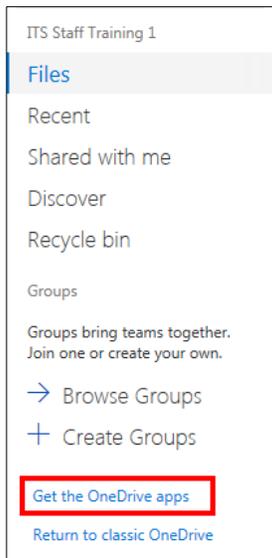
Syncing OneDrive to your computer lets you access your school or work files directly in your file system, even when you are offline. Whenever you are online, any changes that you make will sync automatically.

## Syncing OneDrive to Your PC

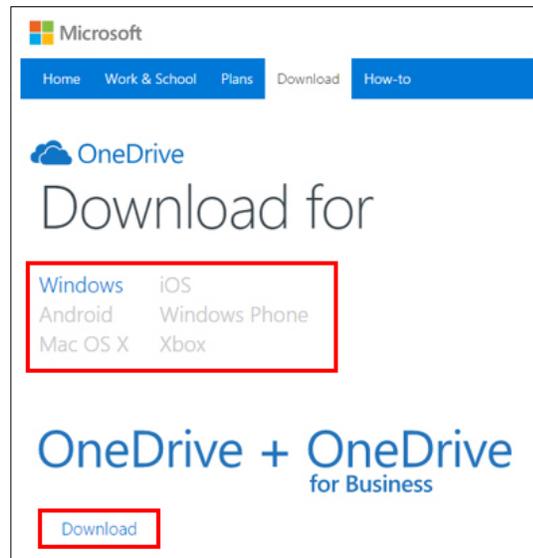
In order to sync OneDrive to your PC, you need to install and set up the Windows version of the OneDrive for Business sync app.

### To sync OneDrive to your PC:

1. In **OneDrive**, click the **Get the OneDrive apps** link at the bottom of the left pane (see Figure 6).
2. On the **Download OneDrive** page, make sure **Windows** is selected under **Download for**, and then click the **Download** button (see Figure 7).



**Figure 6 – Get the OneDrive Apps Link in the Left Pane of OneDrive**



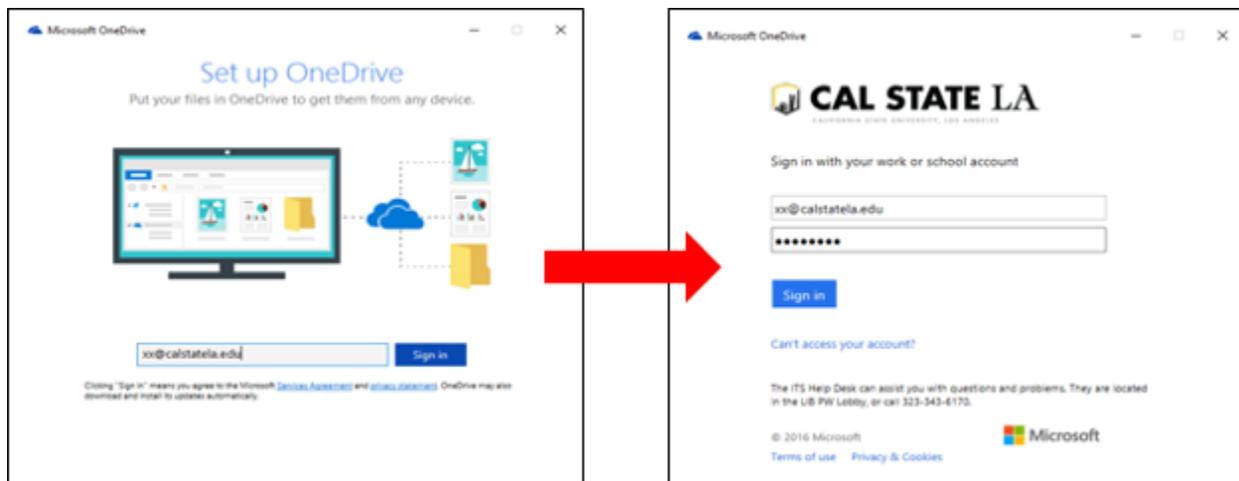
**Figure 7 – Download OneDrive Page with Windows Selected**

3. Double-click the **OneDriveSetup.exe** file you downloaded to set up **OneDrive** on your computer (see Figure 8).



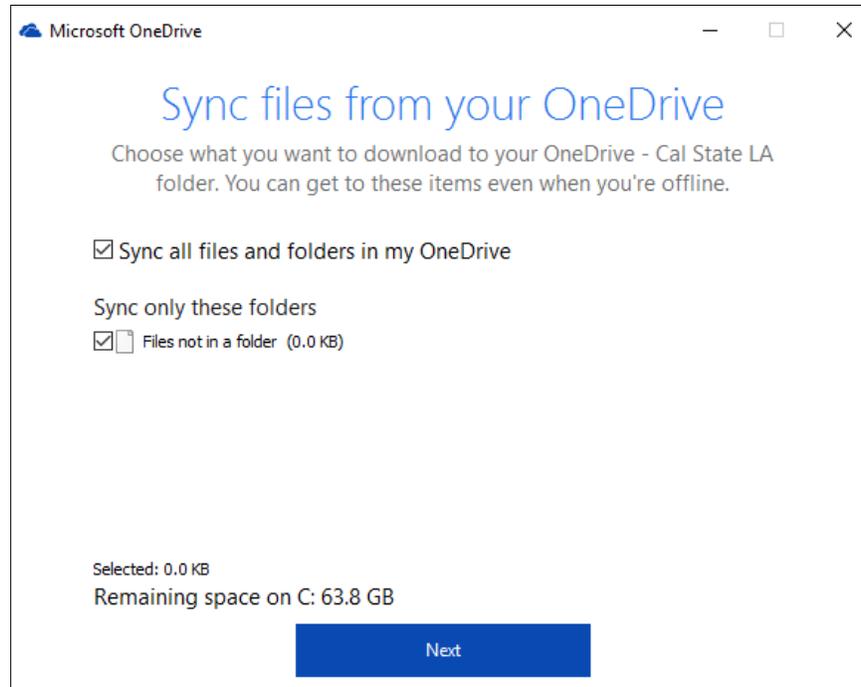
**Figure 8 – Microsoft OneDrive Setup Dialog Box**

4. Click the **OneDrive** icon  in the notification area of the taskbar to finish the setup process.
5. Follow the on-screen setup instructions. When prompted, log in with your Cal State LA email address (e.g., jdoe@calstatela.edu) and password (see Figure 9).



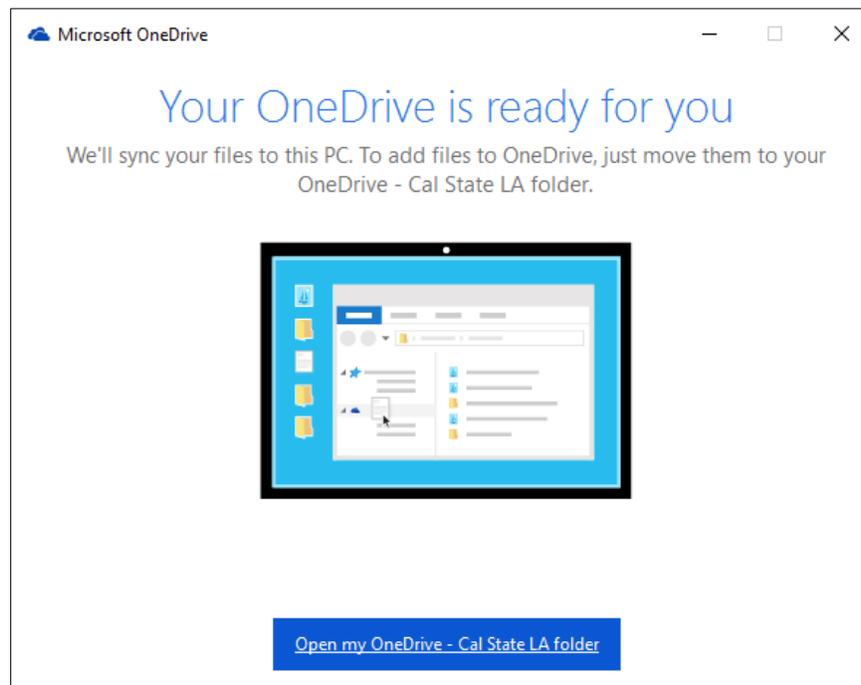
**Figure 9 – Set Up OneDrive and Login Dialog Boxes**

6. In the **Sync files from your OneDrive** dialog box, select the files and folders that you want to sync to your PC, and then click the **Next** button (see Figure 10).



**Figure 10 – Sync Files from Your Onedrive Dialog Box**

7. In the **Your OneDrive is ready for you** dialog box, click the **Open my OneDrive - Cal State LA folder** link to open your synced **OneDrive** folder in **File Explorer** (see Figure 11 and Figure 12).



**Figure 11 – Your Onedrive is Ready for You Dialog Box**

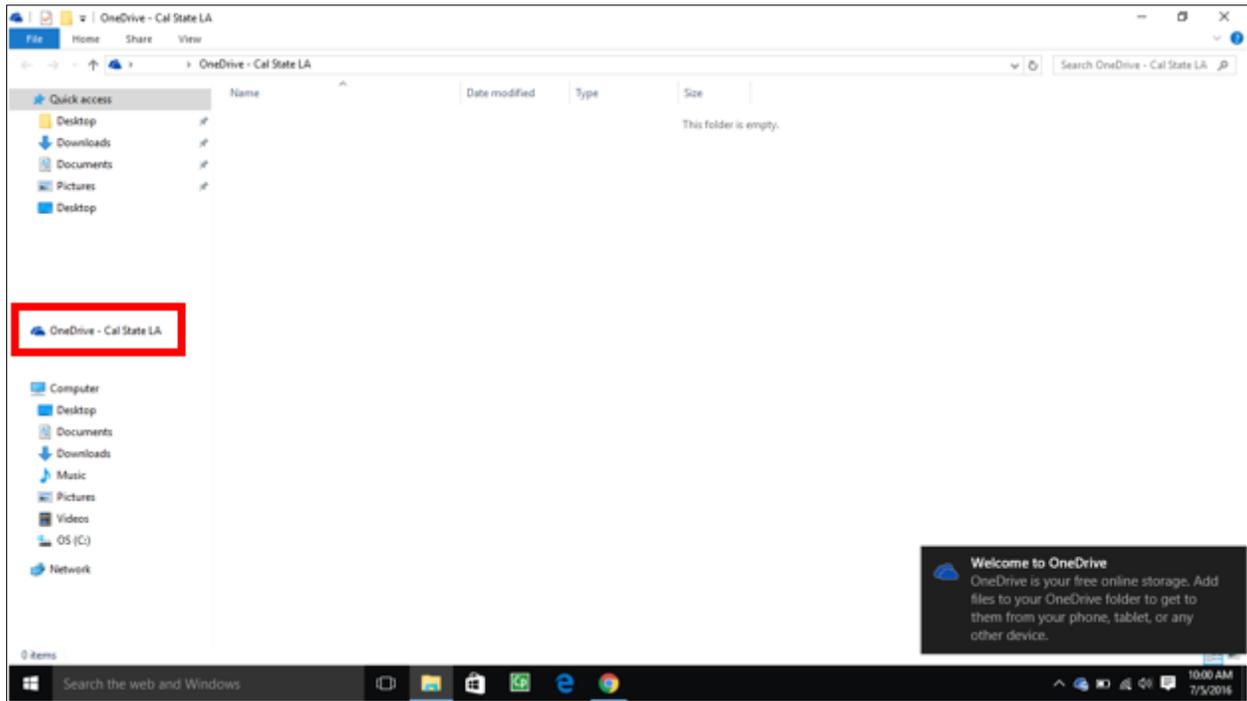


Figure 12 – OneDrive Folder in File Explorer

## Syncing OneDrive to Your Mac

In order to sync OneDrive to your Mac, you need to install and set up the OneDrive app for Mac.

### To sync OneDrive to your Mac:

1. In **OneDrive**, click the **Get the OneDrive apps** link at the bottom of the left pane.
2. On the **Download OneDrive** page, select **Mac OS X** under **Download for**, and then click the **Download** button (see Figure 13).



Figure 13 – Download OneDrive Page with Mac OS X Selected

3. If you are not automatically redirected to the **Mac App Store**, click the **View in Mac App Store** button (see Figure 14).

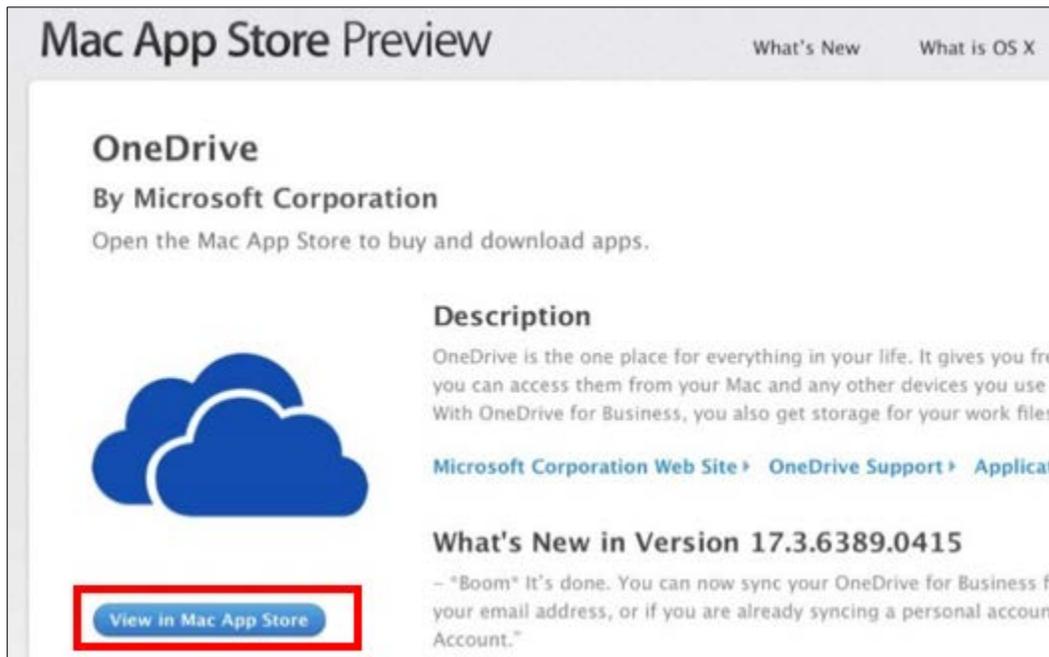


Figure 14 – OneDrive Mac App Store Preview Page

4. Log in with your **Apple ID**, click the **Get** button , and then click the **Install App** button .
5. Once installed, click the **Open** button .
6. Follow the on-screen setup instructions. When prompted, log in with your Cal State LA email address (e.g., jdoe@calstatela.edu) and password (see Figure 15).

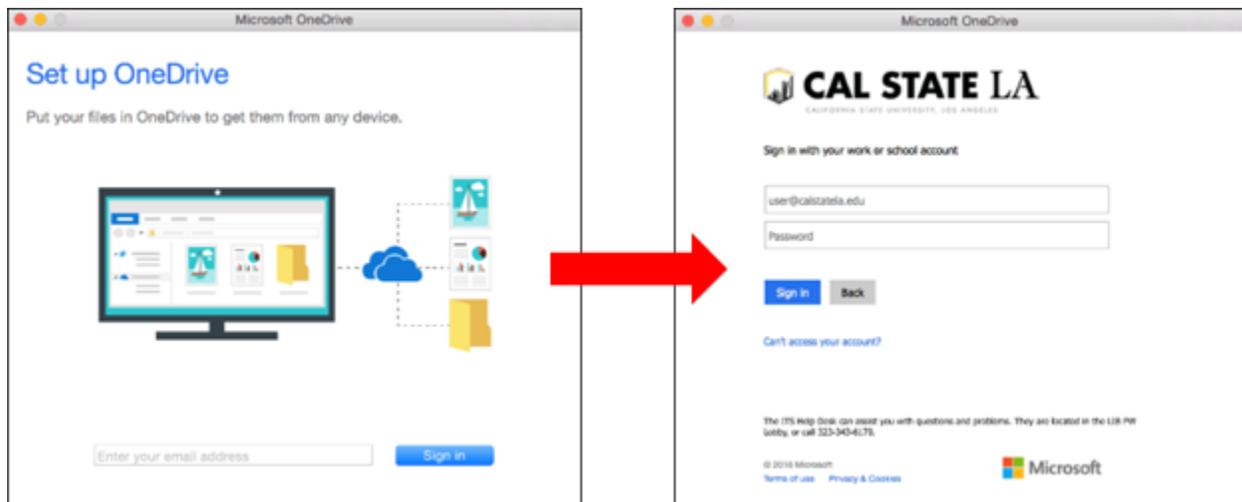


Figure 15 – Set Up OneDrive and Login Dialog Boxes

7. In the **This Is Your OneDrive Folder** dialog box, click the **Choose OneDrive Folder Location** button, select the location where you want to save your OneDrive folder, and then click the **Choose this location** button (see Figure 16).

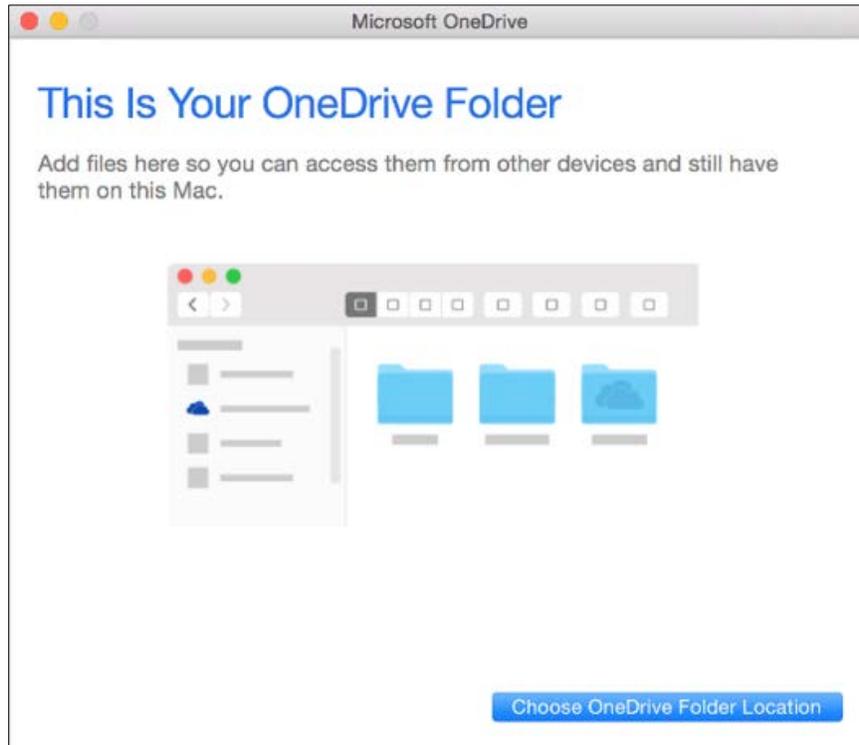


Figure 16 – This Is Your OneDrive Folder Dialog Box

8. In the **Your OneDrive Is Ready for You** dialog box, click the **Open my OneDrive - Cal State LA folder** button to open your synced **OneDrive** folder in **Finder** (see Figure 17 and Figure 18).

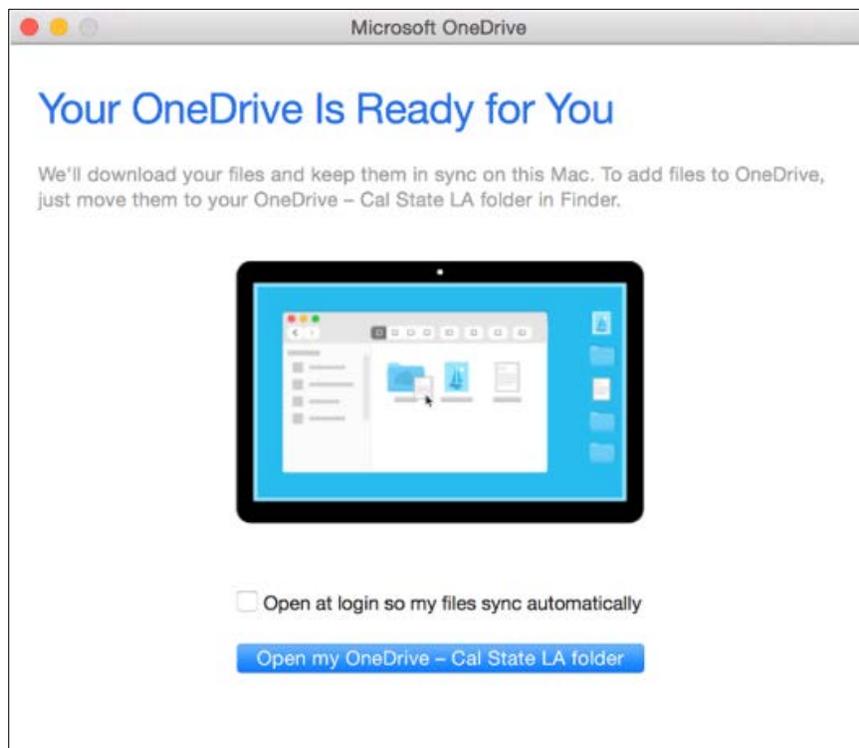


Figure 17 – Your OneDrive Is Ready for You Dialog Box



**Figure 18 – OneDrive Folder in Finder**