

HOW TO USE SHAREPOINT AND ONEDRIVE

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Introduction of SharePoint

What is SharePoint?

Organizations use SharePoint to create websites to store, organize, share and access information from any devices. Your SharePoint team or department know as primary site or team site.

How to log into your SharePoint site?

Step 1 - Log in to your Office 365 using Microsoft Account

💽 Sign in to your account - Google Chrome	
← → C 🔓 https://login.microsoftonline.com/login.srf?wa=wsignin1.0&rpsnv=4&ct=1466047678&rver=6.6.6556.0℘=M	1BI_SSL&wreply=https%3a%2f%2foutlook.office.cc 🖣 🎲 🔩 🚍
	Office 365
Ligar Ligar	Work or school account
تواطل Connect	someone@example.com
	••••••
Verbilden 9xc	Keep me signed in
	Sign in Back
	Can't access your account?
	© 2016 Microsoft Terms of use Privacy & Cookies

www.outlook.com/schoolname.moe.edu.bn

Step 2 - When you sign in to Office 365, or your organization's corporate intranet site, you'll see links to Mail, Calendar, People, Newsfeed, OneDrive, and Sites and others in the app launcher navigation.



Logging out of SharePoint

Step 1 - Click on the top right hand corner dropdown

Step 2 - Click Sign Out

* * ? 💽
change About me
View account
Sign out

Introduction to your new SharePoint site

III Office 365	Sites	🖉 🕸 ? 💭
BROWSE PAGE		🗘 SHARE 🟠 FOLLOW 🖌 EDIT 📜
S	Home / EDIT LINKS Team Site	Search this site
Home	Get started with your site REMOVE THIS	
Notebook Documents Recent Department Reports Calendar Contacts Site Contents Recycle Bin I EDIT LINKS	Share your site. Image: Constraint of the state of	What's your style? Vour site. Your brand. Documents _ _ _ _ _ _ <t< td=""></t<>
	It's pretty quiet here. Invite more people to the site, or start a conversation.	Project Document for Team A MOE Records Drag files here to upload

What is available – the Home Page

When you get your new SharePoint site, most of the features you need to use will already be there. As you will see from the left navigation menu, you have:

- Notebook
- Documents
- Department Reports
- Calendar
- Contacts
- Site Content
- Recycle Bin

These items are ready to use. To see what these look like, just select the quick link from the left navigation menu. You will learn more about these features later.

What is an Apps or Site Content?

The apps or site content for SharePoint are a powerful, easy way to add functionality to a SharePoint site. Understand how they work, how they are integrated with SharePoint sites, and how they are isolated from your site content. For example, this is how you want to add an app to your SharePoint site.

Step 1 – Click on the settings button on the right corner dropdown

Step 2 – Click Add an App



Now you are open an App that you want to add on your left navigation menu.



Step 3 – Click an app that you wish for (example picture library). Pick a name and create.

Adding Picture Library			×
Pick a name You can add this app multiple times to your site name.	. Give it a unique Pict	e: ures	
Advanced Options		Create	Cancel

You have add an app to your site. But you haven't finish yet, because you have to make your Pictures app appear on the left navigation menu by clicking Ellipse.

What is Ellipse

Ellipse is option menu contain settings, about and remove.



Step 4 - You click •••• on right corner of pictures app, then click settings.

Step 5 - Once settings are open, click on List name, description and navigation.

Home redit line Pictures +	[™] Settings
List Information Name: Web Address: Description:	Pictures https://techoneglobalorg.sharepo
General Settings	
List name, description ar	nd navigation
Versioning settings	

Step 6 - General settings will open. Click button **yes** and **save** to make your pictures app appear on left navigation menu.

Home redit links Settings r Ge	eneral Settings
Name and Description Type a new name as you want it to appear in headings and links throughout the site. Type descriptive text that will help site visitors use this picture library.	Name: Pictures Description:
Navigation Specify whether a link to this picture library appears in the Quick Launch. Note: it only appears if Quick Launch is used for navigation on your site.	 Display this picture library on the Quick Launch? Yes No Save Cancel

Search for a document or file in SharePoint

You can search for any document or item in your site easily by its name or part of its name.

To Search the entire site:

- Step 1 Click on the search box, which is located at the top right of the page
- Step 2 Type in your search text to look for any content on the site containing this text

Step 3 - Press Enter or click on the magnifying glass 🔎

This is example of the search results.



Change the look

Settings which is you want to change the background or theme including the logo.



on the top right corner

Step 2 – Click change the look

Ö



Step 3 - Change the look settings will appear. You can choose any theme or background that you wish for.

			🗘 SHARE 🏠	3 FOI
Site Se	, EDIT LINKS ettings → Change the	look		
	Image:		Image: Control of the state	
Current	Orange	Sea Monster	Green	

Step 4 - Once you choose the theme or background. Now you can add any logo to the theme, also can change colors, site layout and fonts. Then click **Try it out**.



Newsfeed

You can start a conversation with people in your organization by posting to the public newsfeed.



SharePoint Menus

Using the Ribbon

The Ribbon appears at the top of each SharePoint page when a particular Ribbon tab is clicked on. The Ribbon is a menu containing a selection of tasks related to the selected tab. The Ribbon will be hidden from view when you click on the browse tab.

Step 1 - Select the area you wish to work in from the left navigation menu. In this example a Document

- Step 2 On the ribbon at the top of the screen, click on the FILES tab
- Step 3 In the New group, click on New Folder
- *Step 4 Rename the folder, and then you can upload any files document to the folder.*



Please note: The Ribbon tabs will change depending on what you have selected in SharePoint. In the example below, from the left navigation menu, Calendar is clicked on and the Ribbon tabs now show EVENTS and CALENDAR.



Viewing the calendar

You can change the view of the calendar from the default Month view to Day or Weekly view.

To change the view of the calendar:

- 1. In the left navigation menu, click Calendar
- 2. Click the CALENDAR tab
- 3. In the Scope group, click **Day or Week Or Month**



Calendar

- 1. In the left navigation menu, click Calendar
- 2. Click the **EVENTS** tab
- 3. In the New group, click New Event



- *4. Type in the relevant boxes the Event details*
- 5. Click Save

📀 Calendar - Calendar - Google Chrome		
← → C 🔒 https://techoneglobalorg.sharepoint	nt.com/sites/contentTypeHub/_layouts/15/start.aspx#/Lists/Calendar/calendar.aspx	ක් සේ 🖬
III Office 365 Sites	Calendar - New Item	₽ ¢ ? .
BROWSE EVENTS CALENDAR	EDT Save Cancel Paste Copy Commit Clipboard Actions Spelling	੍ਰੇ SHARE ☆ FOLLOW []
▲ June 2016 ▶ S M T W T F S 29 30 31 1 2 3 4 S 6 7 8 9 10 11 Echa > 12 13 14 15 16 17 18 19 20 21 22 22 24 25 26 27 28 9 30 1 2 Today is Wednesday, June 15, 2016 2016 Image: Calendars in View Image: Calendars in View Image: Calendars in View	Title *	17 Friday 18 Saturday
Calendar Home Notebook Documents Recent Department Reports Calendar Site Contents	Al Attendes Edu Edu Click for help about adding basic HTMI formatting.	

Library and Folder Structures

To create a library

Step -1 Click Settings

- Ö

Step 2 - Click Add an app from the drop down menu



Step 3 - Click Document Library

Step 4 - Create a name for your library in the Adding Document Library dialogue box

Step 5 - Click Create

III Office 365	Sites				🎝 🌣 ? 🔍
					ु share ☆ follow 🖂
S	Home / EDIT LINK	s ents → Your Apps			Â
Your Apps	Find an app	Q			
Apps You Can Add Manage Licenses	Noteworthy	Adding Document Library		×	
Your Requests	Document Library Popular built-in app App Details	Pick a name You can add this app multiple times to your site. Give name. Advanced Options	t a unique Name: Departr	nent Reports	
	Apps you can add	Newest Name	e Library Pi Is Af	cture Library p Details	

You will now see your new library in the left hand side navigation menu. Noted that **Apps** and **Library**, both are different.

	Office 365	Sites	
BROW	SE FILES LIBRARY		
3	>	Home redit links Documents	
Home	e	🕀 New 🚹 Upload 😴 Sync 😲 Share	More
Note	book	All Documents ···· Find a file O	
Docu	iments	_	
Recei	nt	✓ 🗋 Name Modified	Modified
D	epartment Reports	📓 MOE Records. 🛪 🛛 🚥 About an hour ago	🗆 Echa
Calen	ndar	Drag files here to unload	
Site C	Contents	Diag mes here to upload	
Recyc	cle Bin		

How to upload files in SharePoint

- Step 1 Click on the library or folder to upload the document to
- Step 2 Click on upload above the document list

III Office 365	Sites
BROWSE FILES LIBRARY	
s	Home redit links
Home	🕀 New 🚹 Upload 🔁 Sync 😋
Notebook	All Documents ···· Find a file
Documents	
Recent	✓ 🗋 Name Modified
Department Reports	📓 MOE Records. 🗱 🛛 🚥 About an l
Calendar	Dana film have to unless
Site Contents	Drag files here to uploar
Recycle Bin	
EDIT LINKS	

Step 3 - Click **Choose File** Step 4 -Select the file or document to upload from Windows Explorer Step 5 - Click **Open** Step 6 - Click **OK**

BROWSE FILES LIBRARY							🖸 SHARE 🏠 FOLLOW 🖂
s	Home redit lin	^{ks} ts				Search this site	٩, •
Home	🕀 New 🛕 Uploa	d 😅 sync 🕄	Add a docur	nent	Choose Files No ile chosen	×	
Organize New folde	r	• • Search Docar	88 ▼ □ 0	3	 Add as a new version to existing files 	_	
★ Favorites ► Desktop	Documents library Includes: 4 locations	Arran	ge by: Folder 🔻				
Recent Places Downloads ConeDrive - Tech SharePoint	My Documents (33) C:\Users\NA-23 0 0365contents 8 Bluetooth Folder	CV PDF.pdf	Doc2.docx		OK	Cancel	
Documents Music Pictures	Ustom Office Templates Office Pro Plus 2013 32 bit MOE Recordsxlsx CV DF.docx	Polytechnic ppt.xlsx Polytechnic ppt.xlsx Doc5.docx Doc4.docx Doc4.docx Doc3.docx	 Politeknik Excel.xls Politeknik.xlsx 123.xlsx Security Fundame 				
Videos 🔹 File na	e Sample.docx	 ✓ All Files Open 	Cancel				

Your file or document will now be copied to SharePoint.

To see who has access to your documents

- Step 1 Open the document library or folder
- Step 2 Click $\sqrt{}$ on in front of the chosen document or folder
- Step 3 Click **SHARE** on the top right hand corner

III Office 365	Sites		۵	?
BROWSE FILES LIBRARY			😲 SHARE	☆ FOLLOW [□]
5>	Home FORT LINKS Documents	Search this si	ite	م +
Home Notebook Documents Recent Department Reports Calendar Site Contents Recycle Bin I EDIT LINKS	New Upload Sync Share More All Documents Image files here to up Drag files here to up Shared with Shared with Shared with Include a personal message with this invitation (Optional). Shared with Shared with	×		

You will now be able to scroll through the list of users and groups or users who can see the contents of the selected folder.

6. Click **Close** to finish

How to restore a deleted file in SharePoint



	Home
	Notebook
	Documents
	Recent
	Department Reports
	Calendar
$\left[\right]$	Site Contents
	Recycle Bin
	🖋 EDIT LINKS

2. Click **RECYCLE BIN** located at the top right hand corner of the page

SITE WORKFLOWS	SETTINGS	RECYCLE BIN (1)

Step 3 - Tick next to the document you wish to restore to its original position in SharePoint

Step 4 -Click **Restore** Selection and **OK**

Create a new document in SharePoint using Office Online

Step 1 - Open the library or folder where you wish to save the new document Step 2 - Click + **new**

BROWSE FILES LIBRARY	_		
s	home 🖍 Docur	Create a new file	×
Home Notebook	New All Documents	Excel workbook	re 🗸
Recent	✓ 🗋 Nam	PowerPoint presentation	:d By
Department Reports Calendar	MO	OneNote notebook	а
Site Contents Recycle Bin		New folder	
🖋 EDIT LINKS	L		

Step 3 - Click Word document to create a new document

A new word document will open in Office Online. Create your document using the usual Word functionality.

	Word Online	Team Site	Document	- Saved	🔓 Share
FILE	HOME INSERT	PAGE LAYOUT REVIEW VIEW Tel	l me what you want to do 🛛 🥊 🕴 EDI	IT IN WORD	
ら ぐ Undo	Paste X Cut Paste Format Painter Clipboard	Calibri (Body) ▼ 11 ▼ A [*] & B I U abe x, x ³ × A [*] & Font F	H → H → K → K → M Aat	IBDCc AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc Beading 2 Heading 2 Heading 3 Styles	ace
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To rename your new document using Office Online

Step 1 - In the title bar, click into the document name



	Word Online	Team Site	Project Document for Team A - Saved	
FILE	HOME INSERT	PAGE LAYOUT REVIEW V	VIEW 🛛 Tell me what you want to do 👘 💡 🛛 EDIT IN WORD	
5 2	Paste Cut Verse Copy Verse Verse V	Calibri (Body) \cdot 11 \cdot B I U abe $\mathbf{x}_2 \mathbf{x}^2 \overset{\text{at}}{=} \mathbf{x}_2$	A* A* A* ★ A* ★ A* ★ A* ★ A* ★ ABbCc AaBbCc AaBbCc <td< th=""><th>P Find</th></td<>	P Find
Undo	Clipboard	Font	Paragraph 🖓 Styles	Editing

Step 2 - Type the document name

The document and its content is automatically saved to SharePoint.

To return to the team site:

In the title bar, click the **site name**

Word	d Online	Team Site	
HOME	INSERT	PAGE LAYOUT	REVIEW VIEW Tell me w
Paste	Cut Copy Format Painter oboard	Calibri (Body) B I <u>U</u> əbc	$\begin{array}{c} \bullet 11 \bullet A^{\bullet} A^{\bullet} A^{\bullet} {} \\ \mathbf{x}_{2} \mathbf{x}^{2} \mathbf{a}^{b} \bullet A^{\bullet} \bullet \blacksquare \\ \hline \\ \hline \\ Font \end{array}$

Set an alert on a document or file

- Step 1 Click in front of the chosen document to select it
- Step 2 Click the **FILES** tab
- Step 3 In the Share & Track group, click Alert Me
- Step 4 Click Alert Me



To remove an alert:

Step 1 - Click the FILES tab

Step 2 - In the Share & Track group, click Alert Me

Step 3 - Click Manage My Alerts. You will see all your alerts listed

					_					
peHub/	/Shared	%20D	ocumen	ts/For	ms,	/AllIter	ns.aspx?RootFc	lder=%2	Fsites	%2Fcon
History With Pocument	Share	Alert Me +	Popularity Trends	Follow	Do	wnload a Copy	i Send To ↓ Manage Copies Go To Source	Workflows	Publish	Cance
	(🐥 Se	t alert on thi	s docume	nt		Copies		Wor	kflows
nare P	More 🗸	E Ma	anage My Ale	erts						

To create a contact:

Step 1 - In the left navigation menu, click Contacts

Step 2 - Click + **new item**



Step 3 - Fill out the contact form

Sten	4 -	Click	Save
JULP	+ -	CIICK	JUVE

1		
📀 Contacts - New Item - Google Cl	irome	
\leftarrow \rightarrow C \bigcirc https://tech	oneglobalorg.sharep	oint.com/sites/contentTypeHub/_layouts/15/start.aspx#/Lists/Contacts/NewForm.aspx?Source=https%3A%2F%2Ftechoneglobalorg ☆ 🛃 🗮
III Office 365	Sites	🚽 💩 ? 🔽
BROWSE EDIT		🖸 SHARE 🏠 FOLLOW [🗆]
Save Cancel	Attach File Spelling	
comme capoord	Actions speaning	A
Home Notebook	Last Name *	
Documents	First Name	
Recent	Full Name	
Department Reports	Email Address	
Calendar Contacts	Company	
Site Contents	Job Title	
Recycle Bin	Business Phone	
🖋 EDIT LINKS	Home Phone	
	Mobile Number	
	Fax Number	
	Address	
	City	
	State/Province	v

What is OneDrive?

OneDrive (previously SkyDrive, Windows Live SkyDrive, and Windows Live Folders) is a file hosting service that allows users to sync files and later access them from a web browser or mobile device. Users can share files publicly or with their contacts; publicly shared files do not require a Microsoft account to access them. OneDrive is included in the suite of online services formerly known as Windows Live. Select OneDrive

	e 365 (OneDrive •		\mathcal{O}				
o 🗹 Mail	Calendar	People	Y ≑ _{Yammer}	ConeDrive				
SharePoint	T asks	W	X Excel	Per Point				
OneNote	D F	V D Video	S Sway	Store				
Power BI	Planner	 Document1.docx Document2.docx Document3.docx 						
View all my apps	5							

Create any document in OneDrive

A new word document will open in office online.

III Office 365	OneDrive •
🔎 Search	⊕ New ∨
∧ Hafiiz Aji	Folder
Files	Word document
Recent	Kall Excel workbook
Shared with me	PE PowerPoint presentation
Recycle bin	OneNote notebook
FU FutsalGroup	K Excel survey
Learning Team	🕀 Link

/ 🖽 L	aman Utama Berita Hari 🗙	Document7.docx ×				Hafiz 🗕 🗇 🗙
← -	C 🔒 https://tech	1global-my.sharepoint.com/	/personal/hafiiz_techoneglobal_com	/_layouts/15/WopiFrame.aspx?sourcedo	={e3b599b4-1a1b-4079-8ca0)-7909ca6161f6}&a公 Օ 🔳
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FILE	HOME INSERT	PAGE LAYOUT REVIEW VIE	W Tell me what you want to do 💡	EDIT IN WORD		
5 2	Paste * Cut © Copy * Format Painter	Calibri (Body) v 11 v A B I U alac x ₂ x ² ala v I	· ▲· ● = = = = = = = • •	AaBbCc Normal No Spacing Heading 1 Heading	CC AaBbCc 2 Heading 3 C Find ab cReplace	
Undo	Clipboard	Font	Paragraph 🕞	Styles	r⊊ Editing	^
PAGE 1	OF 1 0 WORDS ENGLISH (U.S.)				100% HELP IMPROVE OFFICE
	e 📄 🕯] 🧐 🌍 🔤	🛛 📴 💿 🕎 🖉			• ① P• 1 all ♦ 2:30 PM 6/20/2016

Adding your files to OneDrive

There are a few different ways to put your existing files on OneDrive. First, decide if you want to keep the original files on your PC and put copies of them on OneDrive, or if you want to cut and move them from your PC to OneDrive.

Step 1

On the Start screen, tap or click OneDrive to open the OneDrive app.



Step 2

Tap or click folders to browse to the location on OneDrive where you want to add the files.



Step 3

Swipe in from the top or bottom edge of the screen or right-click to open the app commands, and then tap or click Add files.



Step 4

Browse to the files you want to upload, tap or click to select them, and then tap or click Copy to OneDrive.

Desktop	Videos		
6/20/2016 12:50 PM Documents	6/20/2016 10:40 AM		
5/19/2016 3:29 PM			
6/10/2016 4:02 PM			
Music 5/19/2016 3:29 PM	DVD RW Drive (E:)		
Dictures			
6/20/2016 1:06 PM			
6/20/2016 1:06 PM			
6/20/2016 1:06 PM			Copy to OneDrive Cancel
6/20/2016 1:06 PM			Copy to OneDrive Cancel
6/20/2016 1:06 PM			Copy to OneDrive Cancel
б/20/2016 1:06 РМ	Pocuments		Copy to OneDrive Cancel
6/20/2016 1:06 РМ This PC ~ с Go up Sort by nam	Pocuments e \sim Clear selection		Copy to OneDrive Cancel
б/20/2016 1:06 РМ This PC ∽ р Go up Sort by nam Custom Office Templates 3/12/2015 10:07 АМ	Pocuments e ∨ Clear selection	IGS 1.1 107/27/015 8:0 PM	Copy to OneDrive Cancel Cancel SC2 ASSIGNMENT 1 7/27/2015 4:30 PM 20 5 VB
G/20/2016 1:06 PM This PC ~ □ Go up Sort by nam Custom Office Templates 3/12/2015 10:07 AM KOEL G/4/2015 8:40 PM	Pocuments e ✓ Clear selection Book1 Biok1 Biok2015 6:14 AM DLCP Xecutech Batch 20.xisx Biok2015 8:15 PM	IGS 1.1 10/12/2015 3:0 10/2 / KB 10/2 / KB 10/	Copy to OneDrive Cancel Sc2 assignment 1 7/27/2015 4:30 PM 20.5 KB Top Sc2 Assignment 2 7/27/2015 5:33 PM
This PC ~ D Go up Sort by nam Custom Office Templates 3/12/2015 10:07 AM KOEI 6/4/2015 8:40 PM	Documents e ✓ Clear selection Bookl 9/19/2015 6.14 AM DLCP Xecutech Batch 20.xisx VIR AN Selection CLAZAM 2014 CLAZAM 2014	IGS 1.1 107 27 2015 36.0 107 27 2015 36.0 107 27 2015 38.0 107 2015 2015 2015 2015 2015 2015 2015 2015	Copy to OneDrive Cancel Image: Sc2 ASSIGNMENT 1 7/27/2015 4:30 PM 20.5 KB 7/27/2015 4:30 PM 20.5 KB Image: Sc2 ASSIGNMENT 2 7/27/2015 5:33 PM 400 KB 7/27/2015 5:33 PM 20.5 KB
This PC ~ D Go up Sort by nam Custom Office Templates 3/12/2015 10:07 AM KOEI 6/4/2015 8:40 PM My Games 4/1/2016 4:11 PM	Documents e ✓ Clear selection System 2005 0.14 AM DLCP Xecutech Batch 20.xlsx VMB PATHON SES CV-Azam 2014 CV-Azam 2014	IGS 1.1 10/12/2015 360 10/2 K8 10/2 K8	Copy to OneDrive Cancel Image: Sc2 assignment 1 7/27/2015 4:30 PM 20.5 KB 7/27/2015 4:30 PM 20.5 KB Image: Sc2 assignment 2 7/27/2015 5:33 PM 460 KB 7/27/2015 5:33 PM 450 KB Image: Sc2 assignment 3 7/27/2015 5:50 PM 15.1 KB 8
This PC ~ D Go up Sort by nam Custom Office Templates 3/12/2015 10.07 AM KOEI 6/4/2015 8:40 PM My Games 4/1/2016 4:11 PM OneNote Notebooks 9/7/2015 10.58 AM	Documents e < Clear selection	IGS 1.1 1071272075300 PM IGS 2.0150800 PM IGS 2.01508000 PM IGS 2.015080000000000000000000000000000000000	Copy to OneDrive Cancel Image: Copy to

To move file to OneDrive using the OneDrive app

When you move files, you're removing them from your PC and adding them to OneDrive. Tap or click the arrow next to OneDrive and choose This PC.

- 1. Browse to the files you want to move, and then swipe down on them or right-click them to select them.
- 2. Click the file and drag the file to OneDrive documents folders.

🗎 l 💽 🚯 👳 l			Do	uments		-	۵ ×
File Home Share	View						^ 🕜
Copy Paste	h Move Copy to to to Delete Rename New folder	ि New item ▼ † Easy access ▼	Properties ▼	Select all Select none Invert selection			
Clipboard	Organize	New	Open	Select			
🛞 🌛 👻 🕆 🚺 > Th	nis PC → Documents →				v C	Search Documents	,p
☆ Favorites	Name	Date modified	Туре	Size			
Desktop	퉬 Custom Office Templates	3/12/2015 10:07 AI	M File folder				
📃 Recent places	퉬 KOEI	6/4/2015 8:40 PM	File folder				
鷆 Downloads	퉬 My Games	4/1/2016 4:11 PM	File folder				
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To save files to OneDrive from a desktop app

When you're using a desktop app like Microsoft Office Word or Paint, you can also save files directly to OneDrive. Click **Save** in the app you're using, and then tap or click **OneDrive** in the left pane.

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Choose the documents folder on OneDrive

Choose any file you want to apen

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The file you choose to open in word document.



Save the files to OneDrive



Saving to OneDrive automatically

On most PCs, OneDrive is the recommended location that appears when you save Microsoft Office files (like Word docs and Excel worksheets), PDFs, and other documents. And, if your PC has a built-in camera, you can automatically save copies of the photos you take directly to OneDrive so you'll always have a backup. To make sure your PC is set up to save automatically, check your OneDrive settings.

Go to charms bar, and click the change PC settings.



Click OneDrive settings



Personalize



View recently used settings

For documents, tap or click **OneDrive**, and then turn on **save documents to OneDrive by default**.



For photos, tap or click **Camera roll**, and then choose **Upload photos at good quality**, or for higher resolution copies, choose **Upload photos at best quality**.



Getting to your files from anywhere

When your files are in OneDrive, you can get to them from any device, even if something happens to your PC. You can go to the OneDrive website. Or you can use one of the mobile apps for Android, iOS, or Windows Phone.

Getting to files when you're offline

You can browse all your files in OneDrive even when you're not connected to the Internet. If you also want to open and edit files when you don't have an Internet connection, you need to make those files available offline. You can use the OneDrive app or File Explorer to make files available offline.

To make files available offline using file explorer

Wipe down or right-click the file or folder to select it, and then tap or click **Make offline**. If you're worried about using too much space on your PC, make fewer files available offline, or if there are files you don't need to use when you're offline anymore, change them back to online-only.

Press and hold or right-click the file, and then choose **Make available offline**. To make your entire OneDrive available offline, press and hold or right-click OneDrive in the left pane, and then choose **Make available offline**.

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Sharing files

Sharing files using OneDrive is much simpler than setting up file sharing on a home network, and much more organized and efficient than sending files in email or carrying them around on a USB flash drive.

To share files and folders

Choose any folder and document do you want to share

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Choose any document do you want to share.

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After you choose the document you want to share, click the share button.

After you select the file using right click you can share the file and click the invite people.

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This is the POP-UP after you click share button invite people, inside the POP-UP you can fill in the box with email address you want to share and you can add in a quick notes.

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Click the button share if you want to share the link to other people.

This is the POP-UP after you click share button get a link, in the get a link they are three modes it is view only, edit and public only.

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Upload files and Folders

Upload the file using OneDrive in office 365, they are two type you can upload to OneDrive it is files and folders.



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Upload folders using OneDrive, click upload button and choose folder and then will appear the box with folder and choose the folder you want to upload.

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