



OneDrive for Business

Getting started user guide

WHAT IS ONEDRIVE FOR BUSINESS?

OneDrive for Business is Microsoft's corporate cloud computing solution and all UT Tyler employees and students have access to this storage.

With your OneDrive for Business you

- get 1 TB of storage
- can create and update Microsoft Office documents through your browser so you can continue working on them even on a computer that doesn't have Microsoft Office installed on it
- can share documents with colleagues inside and outside the university
- can recover deleted documents or roll back to previous versions

ONEDRIVE FOR BUSINESS VS ONEDRIVE?

Microsoft offers OneDrive for Business and OneDrive. Although they are both cloud storage services, the OneDrive service differs from OneDrive for Business service.

- **OneDrive for Business** is online storage intended for business purposes and it is managed by UT Tyler. You can use it to share and collaborate on work documents with UT Tyler employees and students, and people outside of the university.
- **OneDrive** is free online personal storage that you get with either a Microsoft account or Outlook.com. You can use OneDrive to save your personal documents, photos, and other files in the cloud, share them with family and friends, and collaborate on content.

NOTE: Your personal OneDrive should not be used for UT Tyler business files.

NOTE:

- OneDrive for Business is provided by the University of Texas at Tyler for your university work
- You may also have a free, personal OneDrive through a private Microsoft account that you have
- You **SHOULD NOT** store UT Tyler work files on your personal One Drive


LOGIN ONEDRIVE FOR BUSINESS

Option 1: You can access your OneDrive for Business by going directly to onedrive.uttyler.edu and logging in with your UT Tyler email address (i.e., jdoe@uttyler.edu) and password.

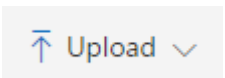
Option 2: You can also navigate to office365.uttyler.edu and login with the UT Tyler email address (i.e., jdoe@uttyler.edu) and password.

CREATE AND UPLOAD

To create a new file or folder

- Click  and select the desired option from the drop-down menu

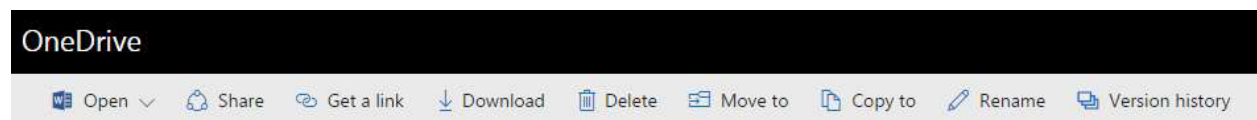
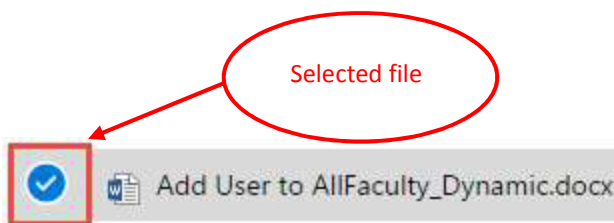
To upload a file from your computer to OneDrive for Business

- Click  and browse to the desired file or folder

FILE ACTIONS

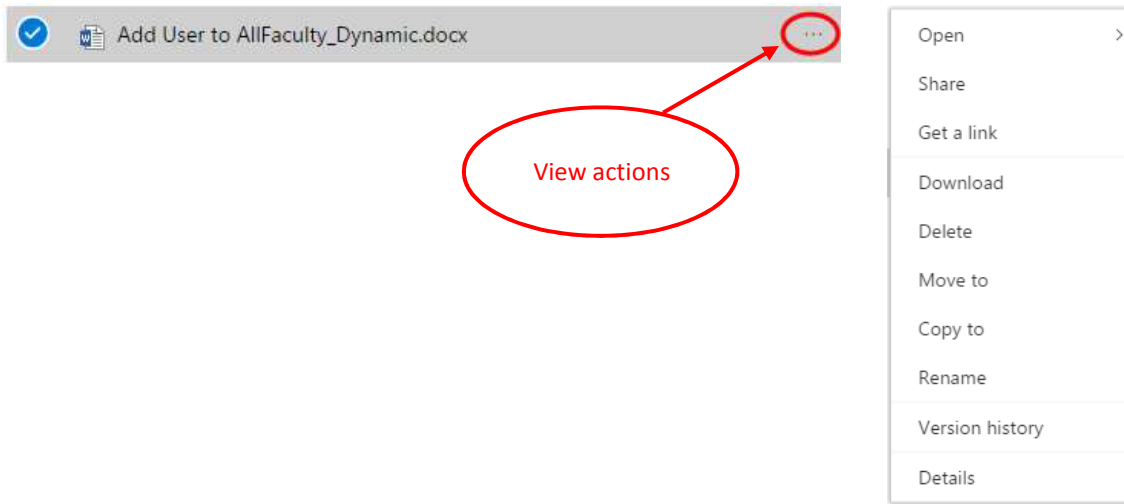
Option 1:

When you select a file in OneDrive for Business, **click the radio button to the left of the file name to select it**, and a number of different actions are displayed at the top of the page – Open, Share, Get a link, Download, Delete, etc.



Option2:

These actions can also be accessed by clicking the ellipses (...) to the right of the file name in the file list.



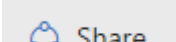
SHARING

You can easily share folders and files in your OneDrive for Business with co-workers, students, and people outside of UT Tyler. When sharing, you can assign Edit or View permissions depending on whether or not you want to allow other people to be able to update the content of the files, or just read them.

SHARE A FILE

Invite people

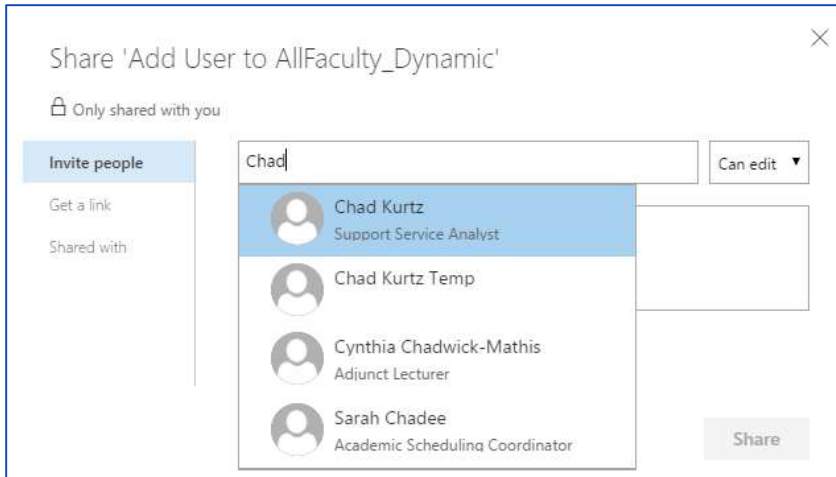
When you use the invite option, you send them an email from OneDrive for Business that gives them a link to file you are sharing with them.

1. Select the file you want to share by clicking the radio button to the left of the file name
2. Click  Share

Options for sharing:

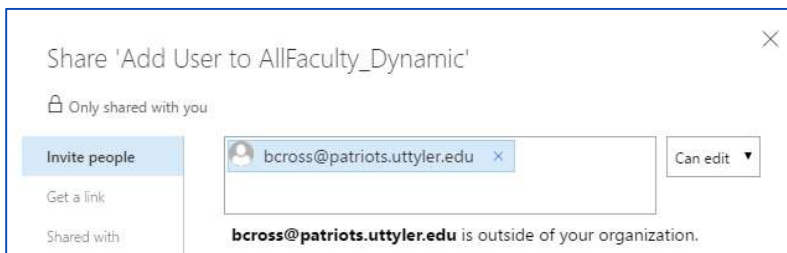
3. *For UT Tyler employees*

Enter the name of the person you wish to share the file with (if multiple names, separate with a semicolon and a space) into the Invite field – when they appear in the list, click on their name to select



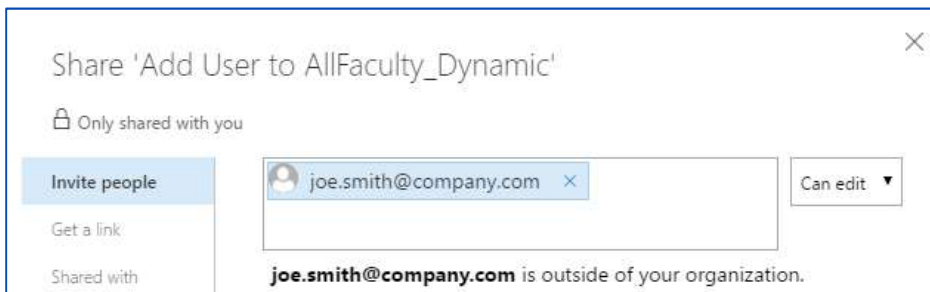
For students

Enter the full email address of the student you are sharing with (i.e., jdoe@patriots.uttTyler.edu)



For people outside of the university

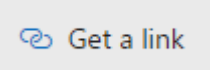
Enter the full email address of the person you are sharing with

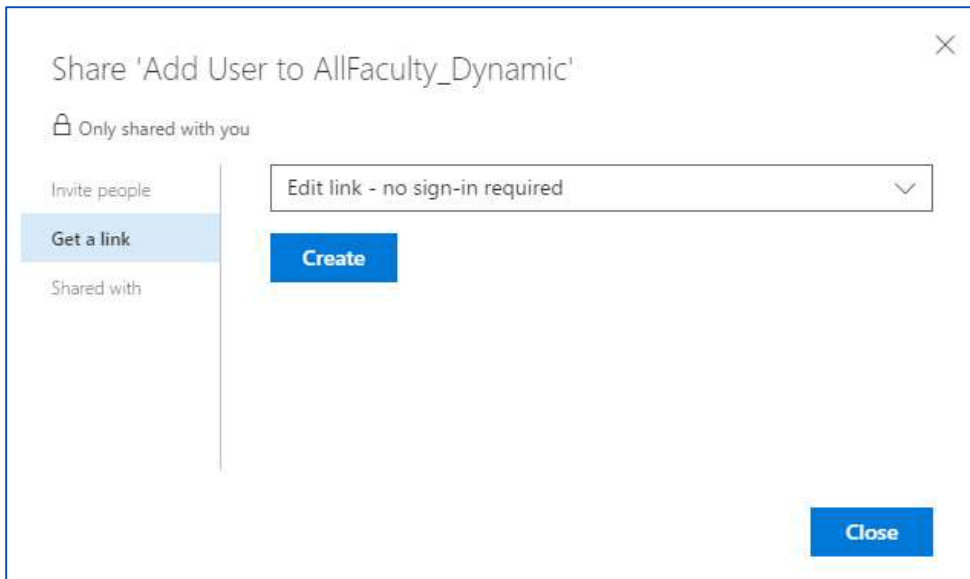


4. Select whether you want to grant edit or view permission to the invitees
5. If you wish, type a message, but that is optional
6. You can require a sign-in
7. Ensure that the **Send an email invitation** is selected
 - a. The email will include a link to the shared document
8. Click **Share**

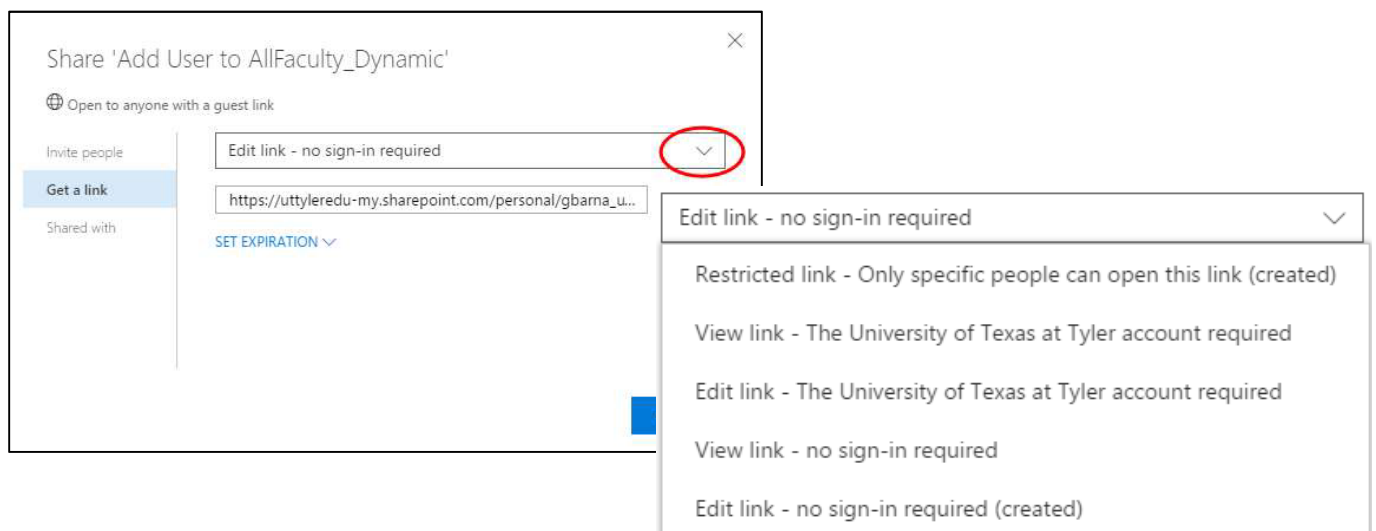
Get a link

You can use this option as an alternative to inviting people

1. Select the file you want to share
2. Click  (or click **Share** and then choose **Get a link** in the left panel)
3. Click **Create**



4. Click the drop-down menu to select the desired permission when opening the link



5. Right-click on the link and choose **Copy**
6. Go to your inbox and paste the link into your message
7. Send your message

LINK TYPES

Restricted link

- Restricted link – Only specific people can open this link (created)
 - Only people that you have specifically given permissions can edit, copy, or download the file.
 - You can send the link and the recipient can request access when they want to access the file

Links for internal sharing

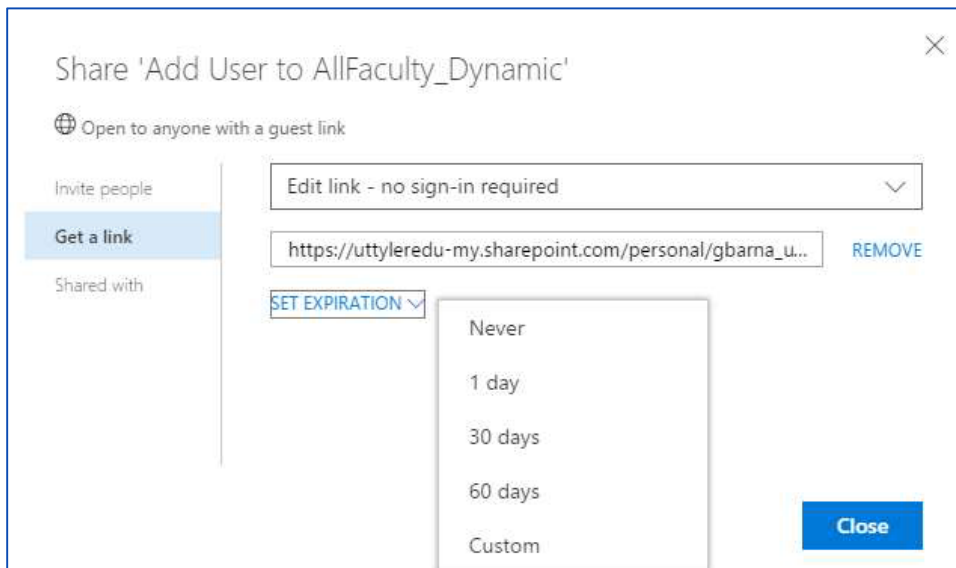
- View link – The University of Texas at Tyler account required
 - UT Tyler employees can edit, copy, or download the file
- Edit link - The University of Texas at Tyler account required
 - UT Tyler employees can edit, copy, or download the file

Guest links

- View link – no sign-in required
 - People outside the university can edit, copy, or download the file
- Edit link – no sign-in required (created)
 - People outside the university can edit, copy, or download the file

SET EXPIRATION

If you choose a Guest link option (i.e., Edit link – no sign-in required), you can set an expiration time day.

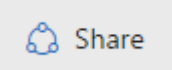


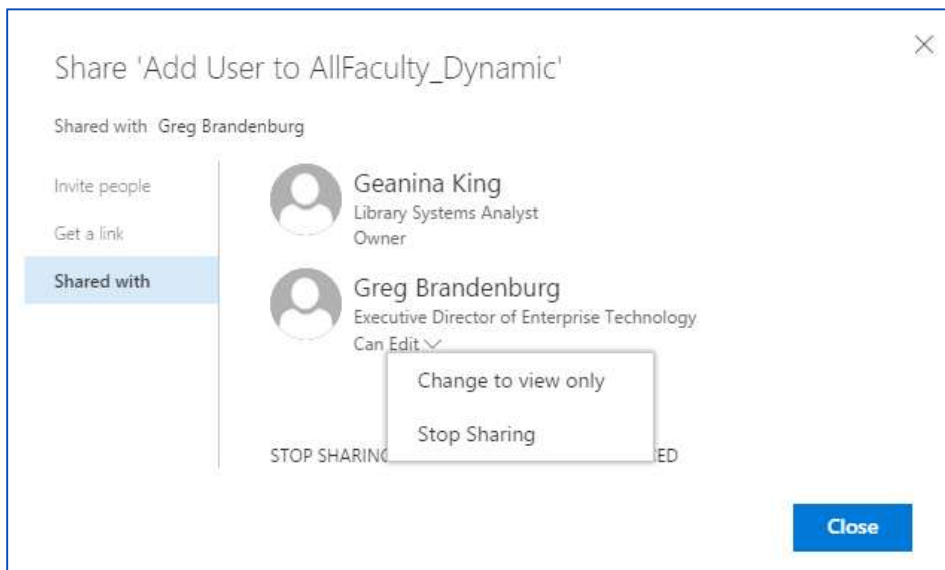
Shared with

The **Shared with** tab will show you all the people who have permission to view or edit your file. Use this tab to change or stop sharing permissions.

STOP SHARING OR CHANGE SHARING PERMISSIONS

You can stop sharing an item, or change the permissions others have to it, if you are the owner of the item or have edit permissions.


1. Select the file whose permissions you wish to change
2. Click 
3. Under **Shared with**, select the permissions you want to change
4. You can switch permissions between editing and viewing, or you can stop sharing



SHARE A FOLDER

When you share a folder, you automatically share all the items that are in that folder.

Sharing a folder can provide a quick way to share several files at the same time.

- To create a new folder, click  and choose Folder

To share a folder, follow the same procedure as when sharing a document, but share the Folder that contains the files.

SHARE A FILE WITH EVERYONE

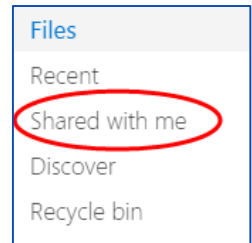
You can quickly share a file with everyone that has a UT Tyler One Drive for Business using the **Shared with Everyone** folder.

To quickly share a file with everyone, simply drag it into this folder.



SHARED WITH ME

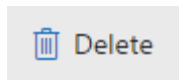
To view documents that others have shared with you, choose **Shared with me** from the left-hand menu



DELETE/RESTORE/FIND FILES

Delete files and folders

1. Select the item you want to delete
2. Click



3. Deleted items will be moved to the Recycle bin

NOTE:

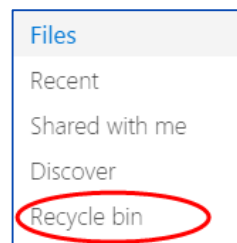
- If you delete items that are shared with you, they are moved to the owner's recycle bin
- If you delete items from a group, they are deleted permanently

Recycle bin

If you deleted items by mistake, you may be able to restore them from the recycle bin

RESTORE DELETED ITEMS

1. Click **Recycle bin** from the left-hand menu



2. Select the item(s) you want to restore
3. Click **Restore**



NOTE:

- OneDrive for Business automatically empties files from the recycle bin if they've been there for 30 days. If you want to keep a file that's in your recycle bin, make sure you restore it within 30 days.
- If your recycle bin is full, the oldest items will be automatically deleted after 3 days.

PERMANENTLY DELETE ITEMS

1. Click the Recycle bin from the left-hand menu

To delete selected items

2. Select the desired item(s)
3. Click **Delete**

To empty the recycle bin

4. Do not select any items
5. Click **Empty recycle bin**

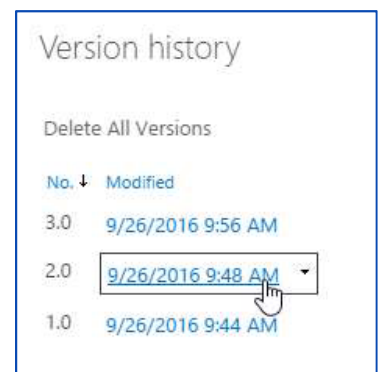
Restore an older version of a file

If you edit a file and save your changes and then decide that you want to return to a previous version of the file, you may be able to do so using the **Restore** feature.

VIEW A PREVIOUS VERSION OF A FILE

You can view a previous version of a file before restoring it to check if it is the one that you want.

1. Right-click (or select) the file that you want to restore an earlier version of
2. Click **Version History**
3. In the **Version History** dialog box, select the link for the document version you want to view



RESTORE A PREVIOUS VERSION

1. Right-click (or select) the file that you want to restore an earlier version of
2. Click **Version History**
3. In the **Version History** dialog box, click the arrow next to the version of the document that you want to restore to view more options
4. Click **Restore**
5. Click **OK**

The document version you selected becomes the current version. The previous current version becomes the previous version in the list.

