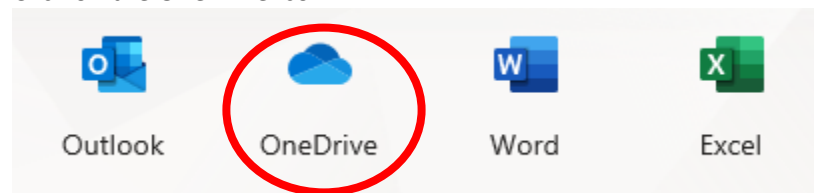


OneDrive is Microsoft's online cloud storage system connected to your Microsoft Office 365 account. You can easily save documents and access them from any computer or device with internet access. You can access files in your OneDrive in an Internet Browser. You can also share a document saved to your OneDrive with another person.

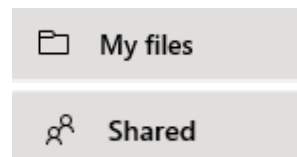
## How to access OneDrive:

OneDrive can be accessed from any browser on any device, from anywhere you have internet access. To access OneDrive, sign in to your O365 account at <https://www.office.com/>

Click on the OneDrive icon:



This opens OneDrive. You can see any files you have already saved in OneDrive.



Click on **My Files** to see all the files that you have in your OneDrive.

Click on **Shared** to see any files that someone has shared with you.

## How to add files to OneDrive:

There are a few ways you can add files to your OneDrive.

- If the document is already created, you can open Windows File Explorer and drag the file to your OneDrive folder.
- If the document is already created, you can click on File, Save As and save it in your OneDrive. NOTE: This will result in the file being in the original folder as well as in the OneDrive folder!
- If the document has not been created, you can create and save it in OneDrive.

## How to share files in OneDrive:

One of the benefits to OneDrive is the ability to share the document with someone else.

If the file is not already in OneDrive, either move or copy the file into your OneDrive.

Please note that if you keep the original version on your PC and copy it to OneDrive, once it's updated in OneDrive the copy on your PC is no longer the most current version!

There are several ways to share a document: using Windows File Explorer, from OneDrive, or once the document is open in OneDrive.

### Sharing a File from OneDrive:

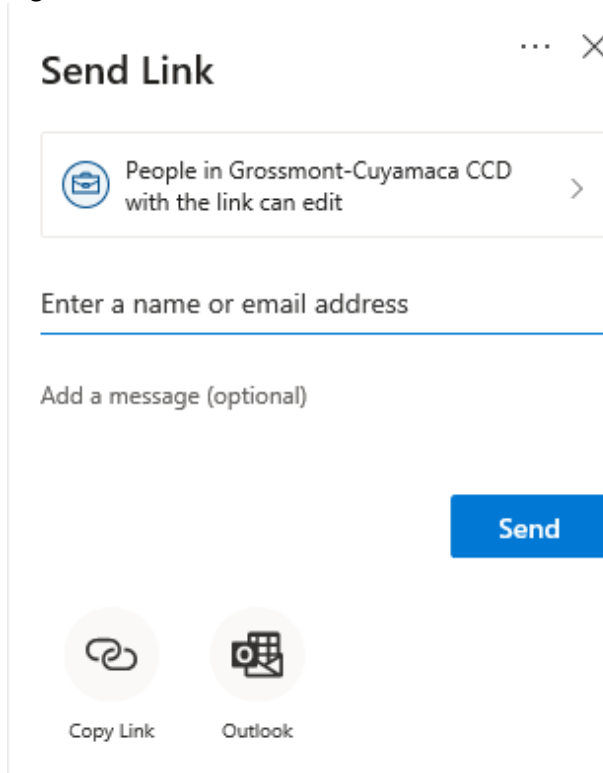
Sign in to your O365 account at <https://www.office.com/>

Click on OneDrive



Point and click to the right of the file you want to share, placing a check mark there.

Right click on the file and select SHARE or click on SHARE from the menu bar:



A dialog box will open. You can invite (share) it more people, and you can select what kind of access you want them to have (edit, view only):

## Link settings ✕

Who would you like this link to work for?

[Learn more](#)

- Anyone with the link ⓘ
- People in Grossmont-Cuyamaca CCD with the link
- People with existing access
- Specific people ✓

### Other settings

- Allow editing
- Block download  ⓘ

Apply

Cancel

## Sharing with the document open:

Open the document from OneDrive



Click on the Share icon located in the top right:

You will see a dialog box that allows you to invite people, give them the ability to either edit or view only, and include a message.

Click on Send. This will send an email to the people you invited.

Once shared, everyone has access to the same document. You can even edit it at the same time.

## Things to consider:

### OneDrive or Hard Drive? Share or Don't Share?

There are many advantages to saving files to OneDrive and document sharing. But, you also need to be careful about it. There are many things you want to consider before doing either.

Some advantages of OneDrive include:

- Files saved in OneDrive are automatically backed up.
- Files in OneDrive are available from all your devices when you need it.

### Things to Keep in Mind

- Remember that when you put a file in OneDrive, whether you are sharing it or not, that file lives in the cloud.
- Files on OneDrive can be shared with faculty and staff with an @gcccd.edu email address. Files cannot be shared to people outside of gcccd.edu

- Even if you delete a file that was on OneDrive, you might not be able to see it anymore, but that file is on a backup server somewhere.
- If you have a document with confidential information, or documents with personal identifiable information (PII), you don't want to store it on OneDrive. Keep confidential documents on your hard drive.
- PII (Personal Identifiable Information), is information that can be used on its own or with other information to identify, contact or locate a single person. PII can include full name, mother's maiden name, alias name, SSN, driver's license number, date and/or place of birth, etc.