OneDrive for Business for Business (formerly SkyDrive Pro) @ Furman University

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Accessing OneDrive for Business

1. Log into the Outlook Web App (OWA) by logging into MyFurman (https://my.furman.edu) and clicking on the Email button. Sign into the page to get to your OWA Dashboard.

2. On your OWA dashboard, navigate to OneDrive in the top right-hand corner, and click on it.

3. Your OneDrive for Business Documents page should appear.
Uploading Already Created Files to OneDrive for Business

1. Navigate to your OneDrive for Business Documents page. Click the **New Document** button, and select **Upload existing file**. 

![Image of OneDrive with New Document and Upload existing file options]

2. Click **Choose File**, and browse for the file you wish to upload.

1. Alternatively, you may open a separate window and find the file on your computer that you wish to upload.

![Image of file opened in separate window]

2. **Drag and drop** the file from its location onto the OneDrive for Business Documents page.
Sharing Documents with Others

1. From your OneDrive for Business Documents page, find the document you wish to share with others, and **click the lock** beside it, under the **Sharing** heading.

2. The box that appears has a list of everyone who has access to that file, and their abilities within the file. Click **Invite People** to add users to this list.
3. In the Invite People box, you can add the names of people within the University to whom you want to grant editing or viewing access. If users are outside the University, add their email addresses instead. Please note that you cannot change the edit/view option for each user in this box, so make sure you wish to grant them the privileges listed on the right hand side. You can also add a personal message in the box below.

4. Click Share and the invite will be sent. The resulting email will CC you in addition to sending the users the invite. You will notice the lock beside the file is now replaced with an icon of people.
Emailing a Document Link

If you wish to email a link to a group of people, you can follow these steps. However, be aware that anyone with this link will be able to edit and see your document.

1. Navigate to your OneDrive for Business Documents page, and select the document you wish to share by clicking the check mark on the left side of the title.

2. Open the Files ribbon by clicking on the button above your profile picture.
3. Click the **Share** button, located in the **Share & Track** section.

4. Click the **Get a link** tab and then, under **Edit**, select **Create link**. This link will continue to work until you disable it, by clicking **Disable**, which shows up after creating the link.
Changing the Permission of Users on a Document You Own

1. From your OneDrive for Business Documents page, find the document you wish to edit permissions for, and click the icon to the right, under Sharing (which should be people).

2. The box that appears has a list of everyone who has access to that file, and their abilities within the file. Find the user whose permissions you would like to edit, and click the drop-down arrow by their current permission level.

   ![Shared With window]

   In this example, the options given are to let the user continue to be able to edit, only be able to view, or to revoke the user's permissions on the file entirely.

3. If the basic drop down permission options do not offer the permission level you would like to give the user, click the Advanced option located at the bottom of the Shared With window.
4. The resulting window shows each user, their classification (whether they are a User or Group), and their permission level. If you check the box by their name, the **Edit User Permissions** button in the top toolbar becomes available to click. It is possible to check more than one user at a time, if that is desired.

5. This window gives you more advanced options for permissions, and explains what each means for the user. Click **Ok** or **Cancel** when you finish editing the permissions.

6. Click **SkyDrive** at the top of the page to return to your OneDrive for Business Documents page.
Following a Document

1. Navigate to your OneDrive for Business Documents page.

2. Go to the search box in the upper right-hand corner, and search for the owner of the document you want to follow. In this case, I searched for Test User. Click on the user’s profile, located under “People named…”

3. You should now be on their OneDrive for Business information page. (picture on the following page) Click on Documents in the left column.
4. There you see all the folders or files of that user’s that are shared with you specifically. If the document you wish to follow is located in a folder, you will need to open that folder. Locate the file and **click the checkmark** beside its name.

5. After clicking the check mark, click **Files** located above the user’s profile picture, but below the blue Office 365 ribbon at the top. This will open the Files ribbon, and give you many options for the file. In the **Share and Track** section, one of the options is **Follow**, demarcated with a star.
Click on that button to follow the file.

6. A notification bubble will appear, letting you know you have successfully followed that document.

**Unfollowing a Document**

1. In order to stop following a document, navigate to your OneDrive for Business documents page.
2. Click on the **Followed Documents** option under your profile picture. This will bring up a grid of all the documents you have followed.

3. Under each, there is an option called **Stop Following** you may click on to do so. A notification will appear, letting you know you have successfully stopped following that document.

**Viewing and Using Version History**

1. Navigate to your OneDrive for Business Documents page.

2. Locate the document whose version history you wish to view. In this case, the chosen document is called “Guide Template.” Click on the **check mark** to the left of the document
3. Click on the Files button at the top left of the screen to bring up the Files ribbon.
4. Locate the **Version History** button in the **Manage** section, and click on it. This will bring up the Version History of the document, listing when the document was modified and by whom.

5. If you wish to view the document at a particular version, click on the **date and time it was modified**, and select **View**. This will open that version.
6. If you wish to revert the document to that particular version, click on the date and time and select Restore. This option will make a copy of the previous version into the current version. For instance, clicking Restore on Version 2.0 in the example created a Version 4.0 that is identical to 2.0.
Creating and Using Alerts

Setting up alerts in OneDrive for Business is a good way to monitor changes in a folder or document. Likewise, you can also subscribe to a RSS Feed on OneDrive for Business to follow updates and changes.

To create alerts:

1. Navigate to your OneDrive for Business Documents page.

2. Click the Library tab at the top left of the page to open the Library ribbon.

3. Click the Alert Me button (marked with a bell icon) and select Set alert on this library.

4. A pop-up window will appear, allowing you to set up the alert.
To alter alerts:
1. Follow the above steps 1-3, selecting Manage my alerts from the Alert Me button drop-down menu.
2. In this window, you can create, alter, or delete alerts.

To subscribe to an RSS feed:
1. Navigate to your OneDrive for Business Documents page.
2. Click the Library tab at the top left of the page to open the Library ribbon.
3. Click the RSS button in the Share & Track section. This will bring up a link for RSS reader use.

**RSS FEED for Test User: Documents**

With Really Simple Syndication (RSS) it’s easy to track changes to important lists and libraries. If you have an RSS reader, simply subscribe to this RSS feed, and your reader will record the changes for you. You can also browse the RSS feed here in your browser.

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- Test document

**Test document**

Created at Fri. 03 Jan 2014 21:30:31 GMT by
[Read the full item.](#)
Creating and Using Tags/Note Board

Setting up tags and notes in OneDrive for Business enables you to find content quickly, and collaborate with others.

To create or add a tag:

1. Navigate to your OneDrive for Business Documents page. Choose the document you wish to tag by selecting the check mark to the left of its name.

2. Click the Library tab at the top left of the page to open the Library ribbon.

3. Click the Tags and Notes button.

4. A pop-up window will appear, allowing you to create a tag, or add a previous tag.
To view tags:
1. Follow the above steps 1-4, clicking on an existing tag and click **Go to Tag Profile for...**
2. In this window, you can see everything tagged with that word, as well as use the Note Board.

To use the Note Board:
1. Navigate to your OneDrive for Business Documents page and **select the document** on which you wish to make a note.
2. Click the **Library** tab at the top left of the page to open the Library ribbon, then the **Tags and Notes** button.
3. Click the **Notes** tab in the popup window, and you will see notes for that document. Others can see this as well.
Office Online

Office Online contains web-based versions of Microsoft Word, Excel, PowerPoint, and OneNote. They have many of the crucial features of their parent Office programs, though are not “full” versions. They are built into OneDrive for Business to enable users to edit Office files on the go. This can be done without having to worry about installing or opening Office programs onto a computer. Creating, viewing, editing and sharing can be done from OneDrive for Business for previously created files, as well as files created with Office Online. Please see the OneDrive for Business instructions for further information on those functions.

To utilize Office Online:
1. Navigate to your OneDrive for Business Documents page.
2. Click the **New Document** button, in blue, located in the middle of the screen. A window will popup, giving you a list of options.
3. Click **your desired program/file type** (in this case, Word). You will be asked to name your document.
4. The chosen online program will open.

You may notice that one of the ribbon options is **Open in Word**. If you decide you feel more comfortable working in the parent Office application on your computer, this button makes it easy to switch over quickly. If you chose that option, the program makes sure it
launches successfully, and gives you options to either close the page or continue working there, ensuring you do not easily lose your work.

**Connecting OneDrive for Business to Office Applications**

1. **Open** any Office application on your computer. Here, we have chosen to open Word. Select the option to **Open**, then **Add a Place**.

2. Enter your email address as your NetID@furman.edu and click **Next**.

3. Enter your **network password**.
4. Now you should see a Furman University option, along with Recent Documents and Computer.

Connecting OneDrive for Business to Outlook

1. Navigate to your OneDrive for Business Documents page.
2. Open the Library ribbon by clicking the **Library button** at the top of the page, above your profile picture.

3. A box may popup, asking if you want to run the external protocol. Click **launch application**. (picture on next page)

4. Doing so will open Outlook and a dialog box will appear. Click **yes**.
5. Your documents should appear in Outlook now.
Installing SkyDrive Pro Application for Syncing

The SkyDrive Pro application has not been updated, as of the time of this documentation, to be called OneDrive for Business, but is analogous. The application syncs a copy of your personal Documents folder to your local computer storage. ITS Office image comes with the SkyDrive Pro application preinstalled. If downloading the Office Professional Plus suite through our university, the application is also preinstalled there as well. However, if you need to install the SkyDrive Pro application for syncing on a computer that does not have the application, Microsoft provides instructions here (directs to Microsoft support site).

To access the SkyDrive Pro application on your computer, locate the Start button (if in Windows 7) on your Desktop. Navigate to “All Programs.” Find “Microsoft Office 2013” and SkyDrive Pro is located inside that folder. Click to launch the application.
OneDrive for Business for Business on Mobile Devices

1. Open the **App Store** and search for **OneDrive for Business for Business**. Install it on your device.

2. **Launch** the app and enter your information, in the form of **NetID@furman.edu** and your network password.
3. You will now be at your OneDrive for Business Documents page.
The OneDrive for Business app has many features. Here is a breakdown of the OneDrive for Business Documents screen.

- **Files** button: This will take you back to your OneDrive documents page.
- **Recent** button: Access to recent documents.
- **Offline** button: If you download any documents for offline use, you can access them here.
- **Sign out and help functions** are located here.
Clicking on a document will open that document for editing. Here are the functions of the buttons in that window.
Upgrading Your Site Collection (if needed)

Anyone that was licensed early on during the Office 365 conversion may still have the 2010 version of Office 365, instead of the 2013 version. Upgrading is simple.
1. Navigate to your OneDrive for Business Documents page.
2. There will be a banner at the top of the page, which will walk you through the steps.
3. If you have dismissed the banner, upgrading can still occur. Click the Gear at the top of the page, then select Site Settings.
4. Select Site Collection Upgrade. If you are up to date, that information will be displayed.