OneDrive Instructions

How do I access and use OneDrive online?

Log in to Office 365 (www.office.com) and click on the OneDrive app. Once there, you can click on **New** to create a new file or upload a website link to your OneDrive account. You can also select **Upload** to upload multiple files and folders that are stored on your computer. Click on the file name to edit the file.

How can I download and use OneDrive on my computer?

If you have Windows 10, OneDrive is already on your computer. Search for OneDrive through Cortana (circle icon on the taskbar) or by clicking the Windows icon. When prompted, sign in with your Ursinus credentials. If it doesn't prompt you to sign in, open OneDrive on your computer and right click the **blue cloud icon** in the bottom right-hand corner of your taskbar. Go to **Settings** and sign in with your Ursinus credentials. Contact Tech Support if you still cannot sync OneDrive with your Ursinus account.

If you don't have Windows 10 and need to download the OneDrive application on your computer, log in to Office 365 (www.office.com) and click on the OneDrive app. Select **"Get the OneDrive apps"** in the bottom left-hand corner of the screen. Follow the instructions to download OneDrive to your computer. It will prompt you to sign in with your Ursinus credentials.

Once you download OneDrive to your computer, the "**OneDrive – Ursinus College**" application should show in your favorites when you click on Windows Explorer (i.e. the folders icon) on the taskbar.

Any time you create a file on your computer and click Save As, you have the option of saving it to OneDrive-Ursinus College. You can also copy and paste or drag and drop files to your OneDrive folder.

How do I use OneDrive on my mobile device?

Install the OneDrive app on your mobile device and sign in with your Ursinus credentials. You can now view your files and upload new files. If you want to edit a file saved in OneDrive, you will also need to install the Microsoft app needed to edit it (e.g. Word, Excel, PowerPoint).

How do I share files/folders in OneDrive?

Log in to Office 365 (www.office.com) and select the OneDrive app. Click the circle next to the file(s) or folder(s) you want to share and select the **Share** button at the top. If you want to share it with only certain individuals, click the dropdown next to "Anyone with the link can view and edit" and choose **Specific People.** Type in the first person's name (last name first) or email address and then select their name from the dropdown. Do this for each person. Uncheck the box that says **Allow Editing** if you only want them to view the file(s). Then click **Apply.** They should receive an email with a link to the file(s).

Alternatively, you can click the circle next to the file(s) or folder(s) you want to share and select **Copy Link** at the top. Follow the instructions above if you want to share it with only Specific People, then copy the link and email it to those individuals.

You can share files and folders in OneDrive with people outside of Ursinus College. You can also edit shared documents at the same time in OneDrive. If two people are editing the same document in OneDrive online, each of you will see the changes in real time. You can also leave a comment on the document. If one person is editing the document in their desktop application (e.g. Microsoft Word), that person needs to hit Save before the other individuals will see those changes.