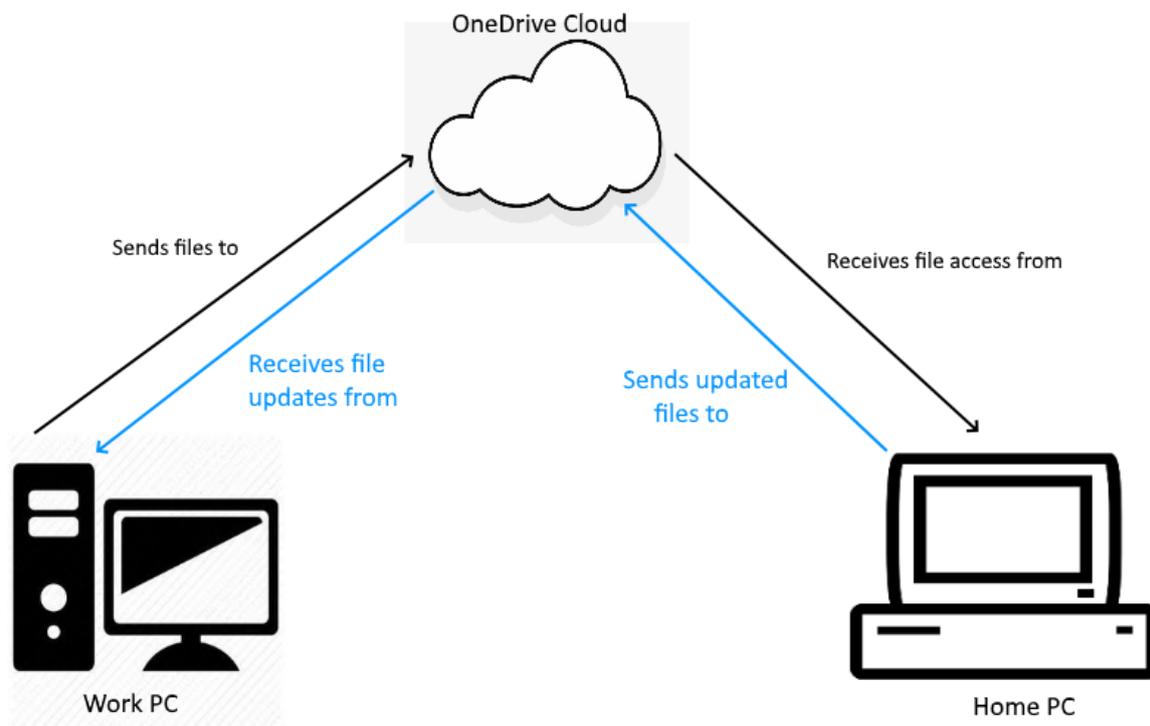


## OneDrive Guide

### How does OneDrive work?

OneDrive is a cloud based storage system that allows you to backup and access your files remotely across multiple machines. The basic explanation is that a copy is sent to the cloud servers, which are then made available to you when you sign in to your account on a new machine.



### Accessing and using OneDrive in the browser

OneDrive is part of your Carlow College account, and as such can be found via the Office 365 link on the Carlow College main page. In the list of apps, look for the blue cloud icon;



This will open your OneDrive, where you will see the list of documents and folders that have been added to your OneDrive account.

## My files

 Name ▾	Modified ▾	Modified By ▾	File size ▾	Sharing
 Attachments	October 4, 2017	Test Student	0 items	Private
 <sup>---</sup> Files	About a minute ago	Test Student	6 items	Private
 Document6.docx	November 3, 2020	Test Student	10.8 KB	Shared
 <sup>---</sup> Document7.docx	About a minute ago	Test Student	10.8 KB	Private

In the image above, you can see the following information, from left to right;

A list of folders and documents accessible from your OneDrive account. The icons indicate the file type, and the 3 dashes above the left side of the name (as in the highlighted "Files" folder) indicate this is a new addition.

The Modified column indicates the date the file was last edited. If the file was never edited, this will be the date it was added to or created in OneDrive.

File Size indicates the size of the files. For folders this column will instead list the number of items contained within. Important to note here is that the items in folders will only reflect one folder down. As an example if the Files folder contains 5 documents and 1 folder with another 4 documents within, the file size will still display as 6 items.

Sharing shows at a glance what access rights are set on the document or folder. Private indicates the file is only available to your OneDrive credentials, Shared indicates another account also has access to the file. Sharing will be covered below.

### Adding or creating files in OneDrive in browser mode

To add files to OneDrive, look for the New and Upload buttons in the top ribbon.



New will allow you to create a file or folder, which you can then open and rename as normal.

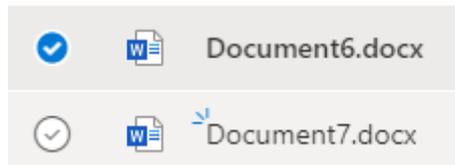
Upload will allow you to select an existing file or folder from your PC to add to OneDrive.

## Sharing settings in browser

Sharing is a useful feature of OneDrive that will allow others to see and edit the documents you need to collaborate on, allowing all users to see updates in real time.

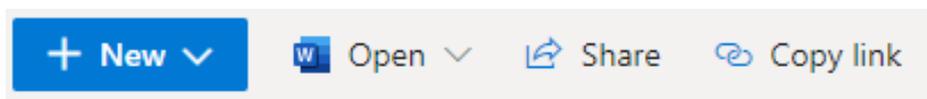
### Share a file with others

Select the file or folder you wish to share on the left hand side. You can select any number of files or folders at once.

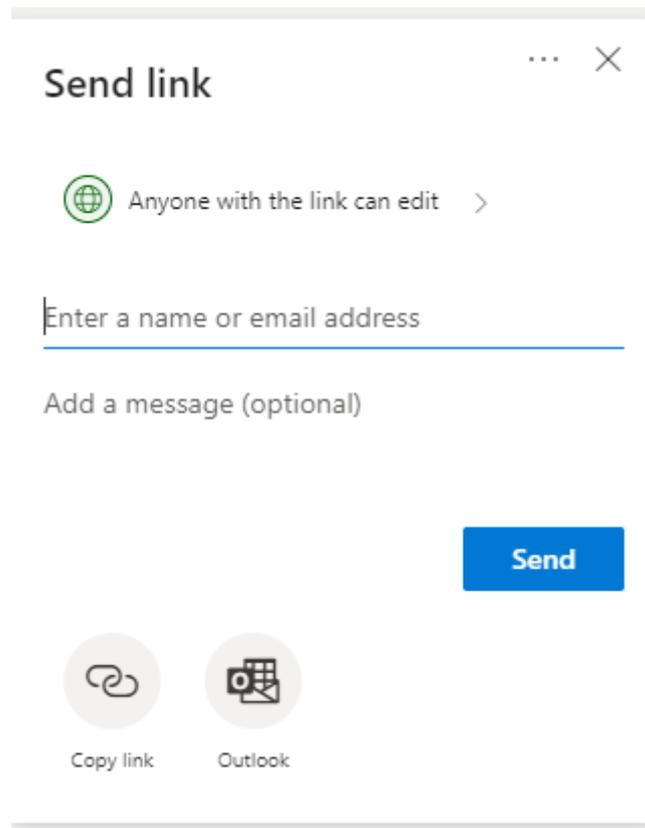


In this example, only Document 6 is selected.

When you have any number of items chosen, Share will appear in the top ribbon;



Click on Share to open the Share mini-window.

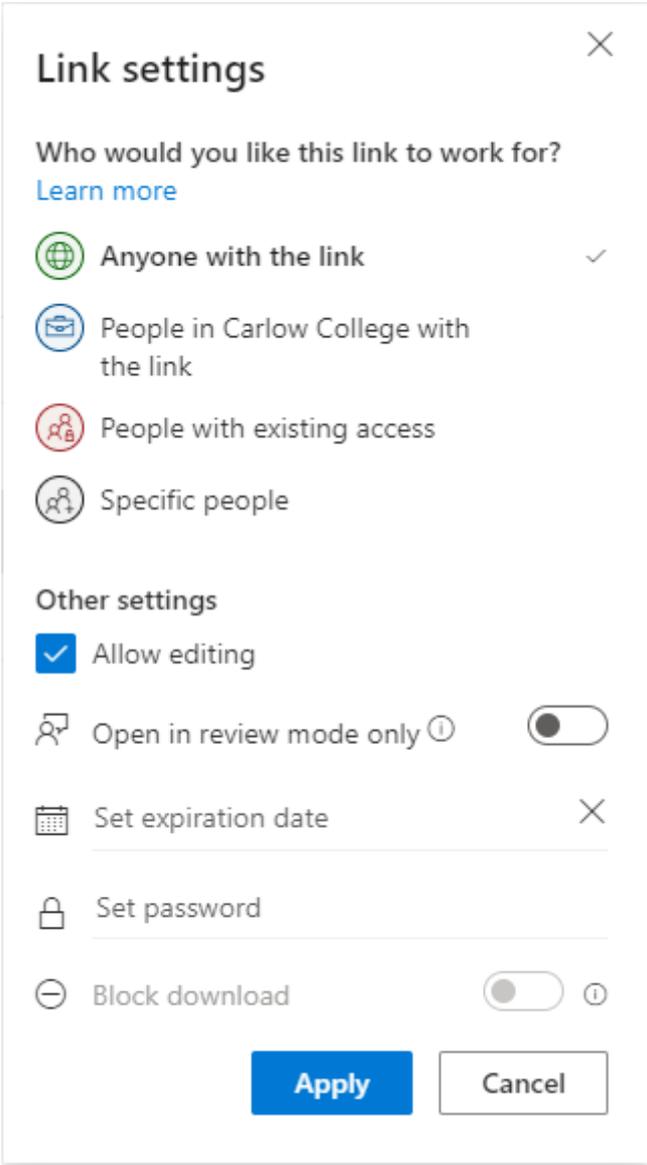


The top option, "Anyone with the link can edit", is the security options for the selected items.

Below that is where you add who you would like to share the items with.

## Share Security Options

When you click on the default “Anyone with the link can edit” option above, you will get the full link security settings;



**Link settings** ✕

Who would you like this link to work for?  
[Learn more](#)

- Anyone with the link ✓
- People in Carlow College with the link
- People with existing access
- Specific people

**Other settings**

- Allow editing
- Open in review mode only ⓘ
- Set expiration date ✕
- Set password
- Block download  ⓘ

**Apply** **Cancel**

Who would you like this link to work for?

Each option controls who can access the file.

**“Anyone with the link”** is the least secure; it allows anyone with a link access.

**“People in Carlow College with the link”** allows anyone with a @carlowcollege.ie account to access the file if they have or receive a link.

**“People with existing access”** simply maintains existing rights, useful only if it is a copy or updated document.

**“Specific People”** is the most secure, you select each individual that gets access, and no one else can access the document even with a direct link.

## Other Settings

**Allow Editing** – Leave this checked to allow who you are sharing with to edit the document. Uncheck this option to give them a read only link instead.

**Open in review mode only** – Activate this option to only allow others to leave comments suggesting changes, not make changes themselves.

**Set Expiration Date** – Remove sharing rights after a given date.

**Set Password** – Create a password to further control access to the document.

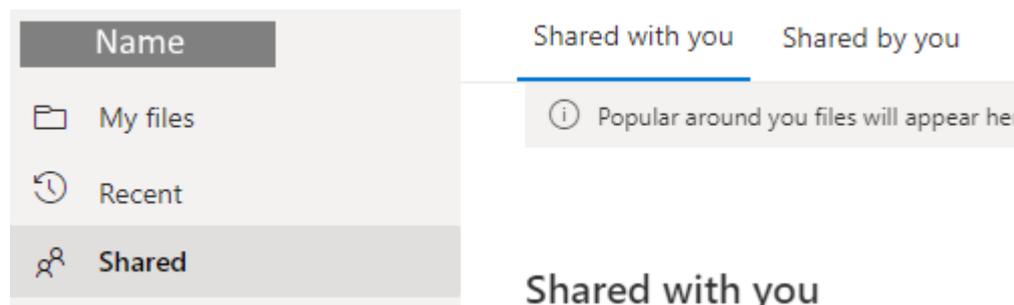
**Block Download** – This option is only available when Editing is disabled. This will stop anyone from downloading the document, making it a view online only document.

## AN IMPORTANT NOTE ABOUT SHARING FOLDERS

When you share a folder, the same permissions are added to ALL files contained within. These same permissions will be applied to any file you create in or add to the folder. You should be careful when applying permissions to folders for this reason.

The Shared folder

On the right hand side of the screen, you can access the Shared folder to review your current shares, both documents you have shared and documents you have shared.

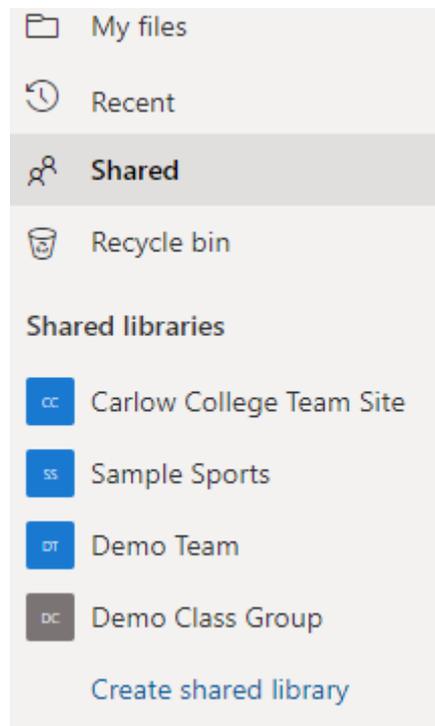


Shared with you shows the documents others have shared with you.

Shared by you shows the documents you have shared with others. You can edit and remove sharing rights here.

## Shared Libraries

Shared libraries are shared online workspaces that give multiple people the ability to create and collaborate in one space. You can create a shared library by clicking on the link on the left side of the browser screen. You will also see your existing shared libraries here.



When you create a shared library, you simply choose a name and add members. All members can then create new files and edit existing files in the same space.

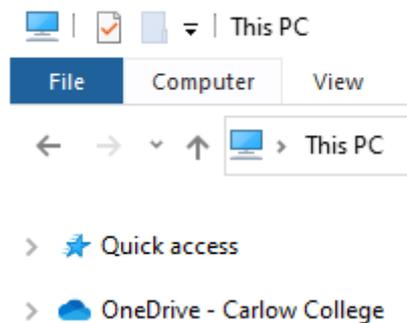
The difference between a shared file and a shared folder is that when you share a file, the file is still yours, even if other can edit it. You can delete it and unlink access. When you create a file in a shared library, it automates a lot of the sharing process and access exists if the file does.

## Work with the OneDrive app and folder

You can also work outside the browser with OneDrive. The OneDrive app is installed by default on Windows 10 machines, but if needed you can download it via the link at the bottom left of the browser with the link shown below;

[Get the OneDrive apps](#)

If OneDrive is already installed, this will open OneDrive and allow you to sign in. Simply sign in with your Carlow College account and this will create and start syncing your OneDrive folder, which you will see in your list of libraries.



When you open OneDrive, you will see the same files as you see in the browser, with a different UI.

Name	Status
Even More Files	
Files	
More Files	
Another File.txt	
File.docx	

An explanation of the different Status icons;



Your file exists in the cloud and is registered with OneDrive, but you don't have a local copy downloaded. When you open this file, you will download a copy to work on.



Changes to your file are still being synced. Remain online until the changes are complete.



File is up to date and available locally. You can edit this document without downloading first, and changes will be synced automatically.



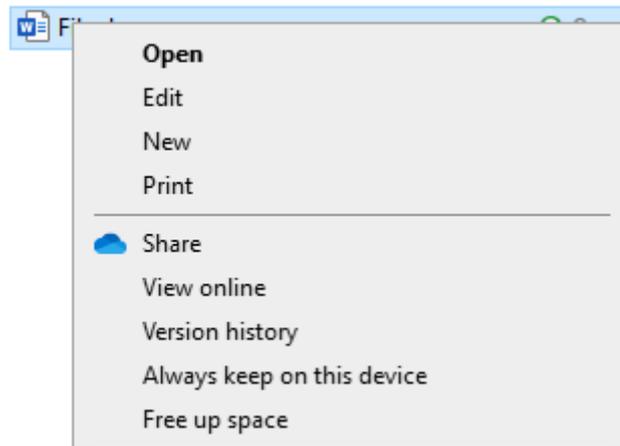
File is up to date and available locally. You can edit this document without downloading first, and changes will be synced automatically. This file has been set to be always available offline; OneDrive will automatically download the most up to date version and keep a local copy.



This file has been shared with someone.

## Accessing sharing in the OneDrive Folder

You can simply right click on a file in the OneDrive folder, and you will have access to the share options.



**Share** will allow you to share the document with the same options as above.

**Always keep on this device** will flag this document to always keep a local copy.

**Free up space** will flag the document to keep a copy in the cloud, but delete the local copy. This will keep the backup but allow you to free up space on your local machine.

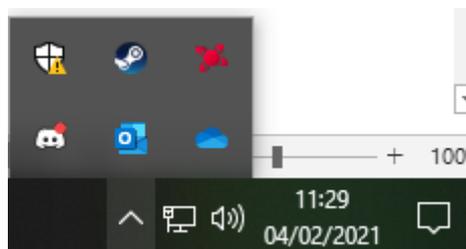
## SOME FAQs

### Will OneDrive delete my files if there's a conflict?

No. If there's an error with a file version that stops OneDrive updating, you will be notified and asked to rename or delete one file. It won't delete a file unless you delete it yourself while you have an internet connection.

### My OneDrive folder isn't working, what should I do?

If the status icons are missing, your OneDrive app may have stopped. Look for the blue cloud icon in the bottom right of your system tray. If it isn't there, your OneDrive app is stopped.



If there is an icon over the blue cloud, you may simply need to sign in again. If the blue cloud is missing, start the OneDrive app

