O365 ONE DRIVE -Access, share, and collaborate on all your files from anywhere

1. Login into Webmail (<u>https://mail.sterlingholidays.com</u>) with your username and password

	Sterling Holiday Resorts Ltd
	Sign in with your organizational account
	sales@sterlingholidays.com
	Password
• Verling	Sign in
Holiday Differently!	Change your password

2. Click on the App launcher to get into one drive



- 3. There are three areas to help you view and work with your files:
- Toolbar
- Navigation pane
- File List

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Groups bring teams together. Join one or create your own.	Word Assignment Pre	view_Fall20 January 17	Alla Yemelyanov 453 KB	🗄 Only you
Navigation		Drag files here to u	pload	
Pane			·	File List

In the Navigation pane, click a link to change what you see in the file list. In the Toolbar, you can Search for files, create New folders and documents, and Upload files. You can also sort files and change the view. The toolbar also lets you check recent activity on a file. In the File list, to work with a file, select it, and then choose what you would like to do.

4. Upload a file/folder

When you upload files to OneDrive, you can update and share them from anywhere.



On the Files page, click the Upload tab at the top:

- Click Browse and select a file from your computer
- Click Open and OK

With the latest version of your browser, you can also drag files from your computer straight to OneDrive: select the files you want to upload and drag them to OneDrive.

5. Create a Document

• When you create files and folders in OneDrive, you can get to them from anywhere.



- Enter a name for your document in the Document Name box. Click OK. Your document will open in the browser window. All changes are automatically saved in the Office online apps, so when you go back to OneDrive, your new document is already saved.
- Create a file in an MS Office desktop application:
 - Open a desktop app, like a Word document, Excel workbook, or PowerPoint presentation.
 - Select File > Save As, and for location, select your OneDrive account
 - Type a name for the file, click Save.

6. Create a Folder

- Click the New tab and select the New Folder tab from the drop-down menu
- Enter the folder name in the Folder box and click Create

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		Create

- Your new folder will appear in your Files list
- To add items to the folder from the File list, click and drag the existing item onto the folder. You can upload files into the folder using the Upload tab at the top.

Share OneDrive files from your Office apps

With OneDrive, you can share your files/folders with others, control if they can view or edit them, and even work together on documents at the same time. All of your files and folders are private unless you share them.

 To share a file, select it and click Share on the toolbar, or right click on the file and select Share from the menu:

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Files		
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🥏 💼 Attachmen	ts	April 19
Folder 1	Share	January 17
Notebool	Get link	November 7, 2
Access As	Download	January 17
Documen	Delete	Yesterday at 9:
Word Ass	Move to	January 17
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 Decide if you want to let people edit the files, or just view them. By default, "Allow editing" is turned on. However, if you want people to only view your files: o Click the "Anyone with this link can edit this item" link on the Share pop-up window and uncheck the "Allow editing" box in the Permissions panel at the right:

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	Anyone with this link can edit this item. 🗲			Link expires
0	Add a message here			OK Cancel

• You can also select with who to share the document by clicking an arrow in the "Who can access this link" text box. Click Ok.

To share a link in a text message, or post it to a social media site, select Get a link, Copy it, and then paste it where you would like to share it.

- You can also email documents:
- Just select Share, enter the email addresses of the people you would like to share with, add an optional message, and click Share. Everyone you share with will get an email.
- You can also share folders:
- Just select the folder and click Share
- Choose if people can view or edit the files, and how you want to share: as a link, or in email
- After you share files or folders, you can change what they are allowed to do by managing permissions:

- You can remove a link or people you are sharing with at any time
- When you share Office documents, everyone with editing permission can work on them at the same time
- You can even invite more people without leaving the document by clicking Share, or share documents from the OneDrive app on your mobile device.

Get more information on OneDrive at

https://support.office.com/en-us/article/OneDrive-training1f608184-b7e6-43ca-8753-2ff679203132?ui=en-US&rs=en-US&ad=US; and https://support.office.com/enus/onedrive.

For any support, please mail us at it.helpdesk@sterlingholidays.com