OneDrive \* SharePoint \* O365

One Drive

* What is it?
* Where is it?
* Upload
* Download
* Share
* Send to SharePoint

SharePoint

* Calendar
* Announcements
* Documents (this is a great place to share)

O365

* Mail
* OneDrive

Having issues?

Call our help desk at 686-4329!

* SharePoint
* Calendar
* People
* Forms

One Drive

What is it?

* + A cloud-based file storage system
  + What does that mean for you?
    - All files saved under your OneDrive can be accessed from anywhere that you can log-in to your 0365: home, cell, work, etc.
  + Benefits of OneDrive:
    - Computer crashes? All files are safely stored in the cloud.
    - Server crashes (losing your H: drive)? All files are safely stored in the cloud.

Where is it: (How to get to it through the “waffle”)

* + To see your files through your waffle, simply log-in to your O365 account (your email) and click on the little waffle symbol.  *Colors may vary depending on your settings.*
  + Your waffle will show several apps that can be used. Your OneDrive app looks like a cloud.

How to Upload

* Click on “Upload” at the top and choose to upload a file or a folder (if “folder” is not an option, try opening O365 using Google Chrome). If there were problems with a document uploading, you will get this notification up at the top. By clicking on the X, it will tell you which item and the issue.
* When uploading multiple items, it may take a little while. To know it’s working, check the top right hand corner and you will see how many items it is uploading.

How to Download

* To Download, select the document, then select the ellipsis that appears:



* This will provide a dropdown menu with options such as download, share, delete, move to, copy, open, etc.

How to Send to SharePoint:

* Following the same instructions for download, click on the ellipsis and select “copy to” and then select your SharePoint site.

SharePoint

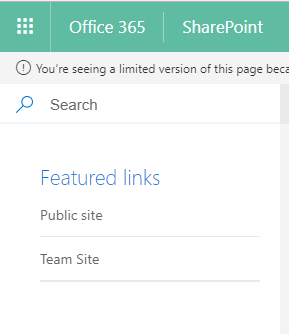
How to get to it:

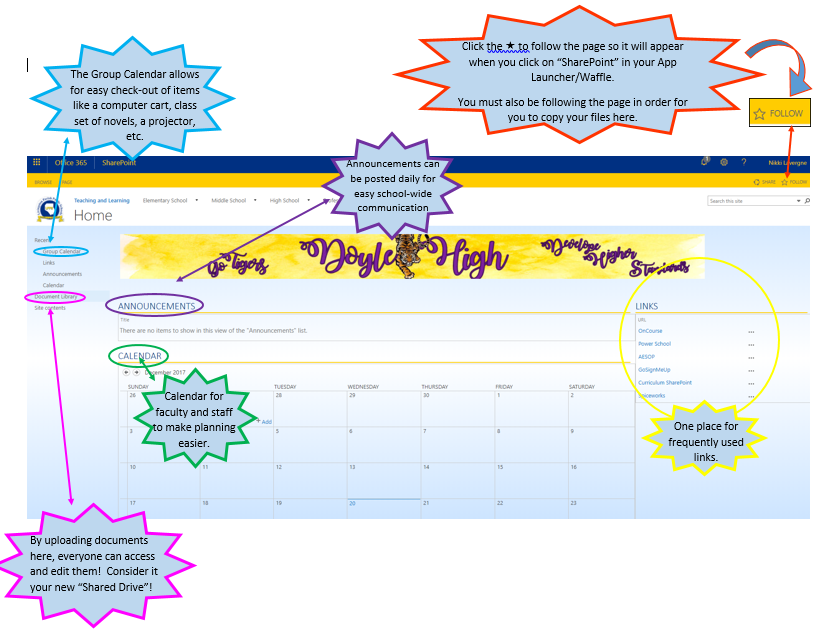


* There is an icon on your desktop that looks like this:
* To get to it from a different computer, log-in to your O365, then click on the waffle, then on the SharePoint icon.



* If you have followed it, it will appear under your “followed” list to the left.
* If not, search for it in the search box located on the left of the screen:





|  |  |
| --- | --- |
| Calendar  Online calendar (s)  Calendars can be seen individually, or grouped together. | * Can add activities for more than one person. * Can decline or accept invitations to participate. * Can set reminders |
| People | Email contacts and lists  (this is where you make an e-mail contact list- not groups) |
| Forms | Can create “forms” which can be used as a type of survey and results are gathered in real time. Responses can come from a class, a group, the entire organization, or can even be made public. |
| Word  Excel  PowerPoint  Click “Open in Browser” when editing a file | * Online versions of Microsoft Word, Excel, and PowerPoint * By editing in the online program, multiple people can edit a document at the same time. |
| Videos  “Channels” of uploaded videos for organizational sharing. E-mail is sent when video is done uploading. | * Easy access to videos needed for class- no need to store them on desktop, or attempt to stream. * Allows teachers to see videos other teachers have found useful. *LPPS Technology has a channel of How-To Videos!* |
| OneNote | * Digital note taking app that collects all notes (handwritten or typed), drawings, screen clippings, and audio commentaries in “Notebooks”. * Can create more than one notebook. |

O365

