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:





|  |  |
| --- | --- |
| CalendarOnline 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.  |
| WordExcelPowerPoint 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.
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O365

