



OneDrive for Business: Get Started

Microsoft OneDrive for Business is your professional private document library, it is a part of Office 365. OneDrive for Business uses Microsoft Office 365 to store your work files in the cloud and is designed to make working across multiple devices easier.


- JCU staff are encouraged to use OneDrive for Business to store their personal work files – eg: journal articles
- OneDrive for Business is NOT intended to replace the current shared drives used for storing JCU Business files.
- JCU does not recommend or support file sharing or collaboration in OneDrive for Business, these actions are NOT recommended and JCU cannot guarantee the document or changes will be saved!

OneDrive for Business Online

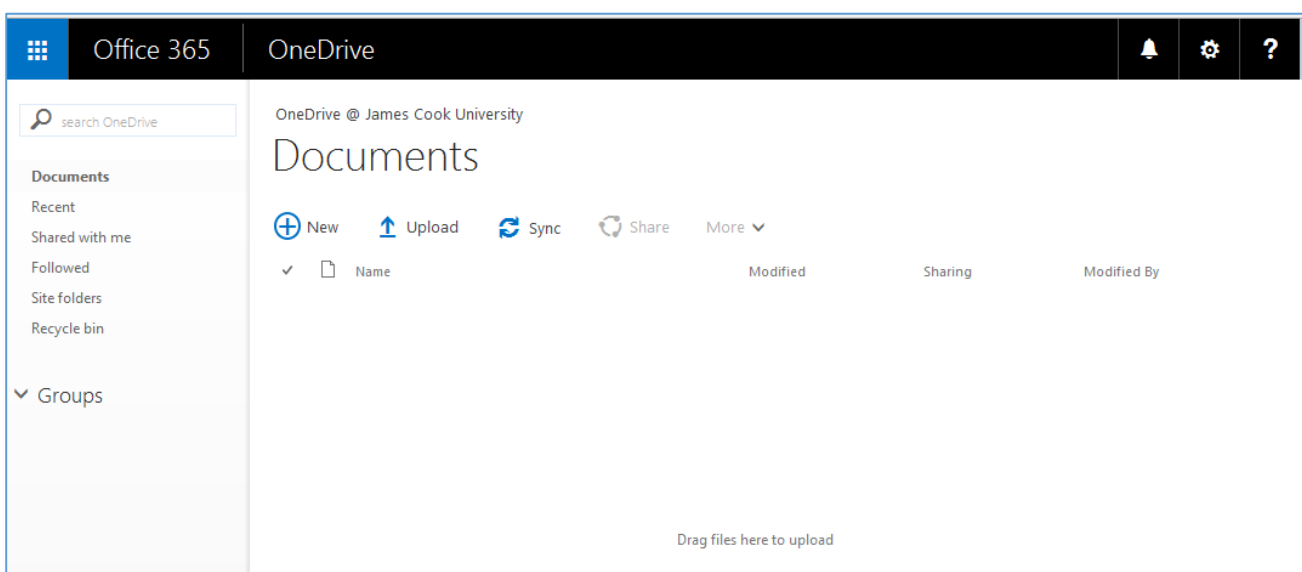
Signing in

Before you can create or work with files on OneDrive for Business, you need to sign in to Office 365.

To sign in:

1. Go to staff.jcu.edu.au
2. On the Office 365 sign-in page, type your JCU email address eg: *your.name@jcu.edu.au* and your JCU password, and then tap or click **Sign in**.
3. This will open your JCU Office 365 home page. From the top left of the home page click on the  'Application Launch' icon and click **OneDrive** to launch OneDrive for Business @ James Cook University.

Your OneDrive for Business online home page should look something like this.




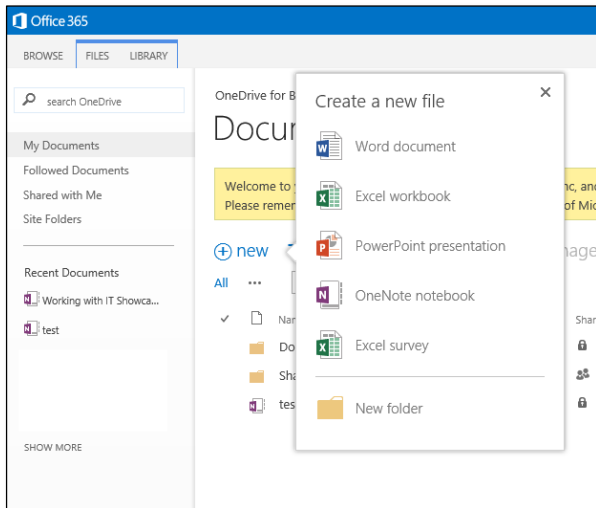
Creating new files & folders in OneDrive for Business Online

By default, any file or folder that you create on OneDrive for Business is private, only seen by you. You must be using a Microsoft Office 2013 to create a new file from OneDrive for Business.

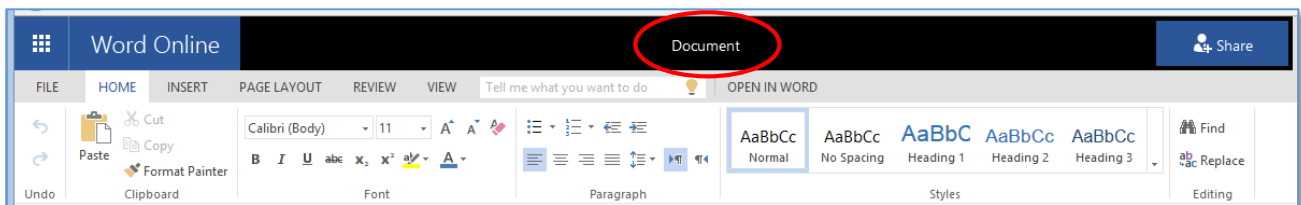
NB: Any files placed into the 'Share with Everyone' folder are public and able to be seen by ALL JCU OneDrive users.

To create a new file:


1. After signing in to Office 365 and opening OneDrive for Business, from the OneDrive for Business home page, tap or click **new** 
2. In the **create a new file** menu, tap or click the type of file that you want to create (Word, Excel, PowerPoint, or OneNote).




3. Once you select a file type, the appropriate online app will launch. Eg: if you select Word Document then Microsoft Word Online will launch.
4. To name a file. Tap or click **Document** and type new document name.

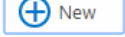


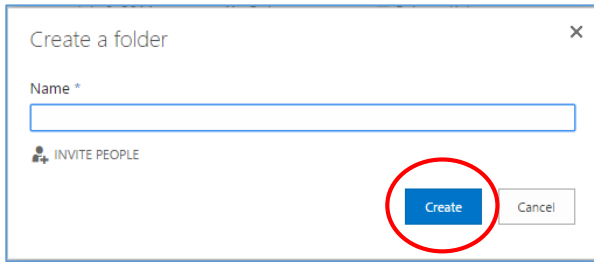
5. When using the Office 365 online apps, there is no need to save as this is done automatically – the document is saved into your OneDrive for Business Documents folder as you type.

6. To exit any Office 365 online document and return to OneDrive for Business, click on the Application Launch icon 

and then select the OneDrive tile  this will save your file and return you to the OneDrive home page.

To create a new folder:

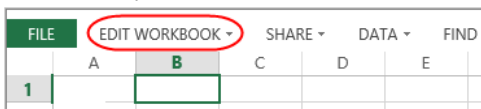
1. From the OneDrive for Business online home page, tap or click **new**  and select **New Folder** from the menu.
2. Type a name for the folder, and then tap or click **Create**.



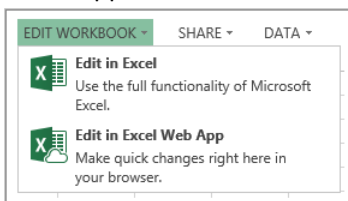
Editing a file

When you tap or click a file in OneDrive for Business, the contents of the file are displayed in your browser. If you want to edit the file, you can choose to edit the file in the browser or in the Office application.

1. To edit a file tap or click the appropriate **EDIT** command. For example, if you're viewing an Excel spreadsheet in your browser, tap or click **EDIT WORKBOOK**, on Word this would be EDIT DOCUMENT etc.



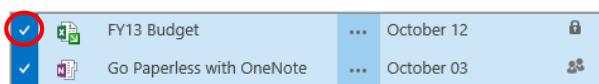
2. Tap or click the either, **Edit in Excel** to launch the desktop application or **Edit in Excel Browser** to edit in the Office 365 online app.



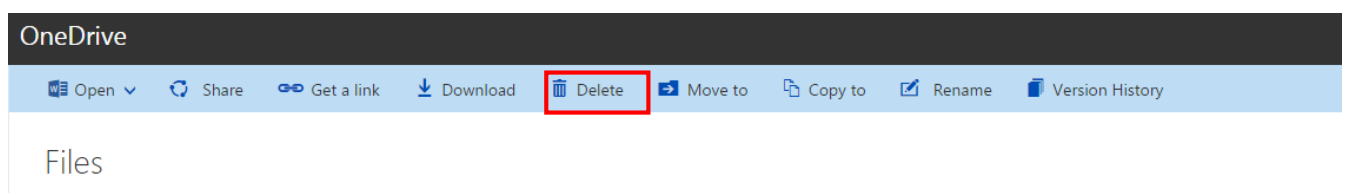
NOTE: When choosing Edit in Excel, it may be necessary to sign in to Office 365

Deleting a file

1. To delete a file or files select the file to delete by tapping or clicking to the left of the file name, this places a checkmark next to the file.



2. Tap or click **Delete** from the menu. You will be asked to confirm you want to send the file to the Recycle bin, tap or click **OK**

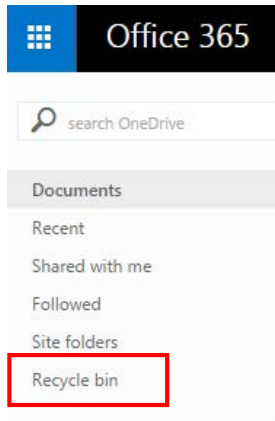


NOTE: Deleting a file from **any** device will delete the file from **every** device including the cloud.

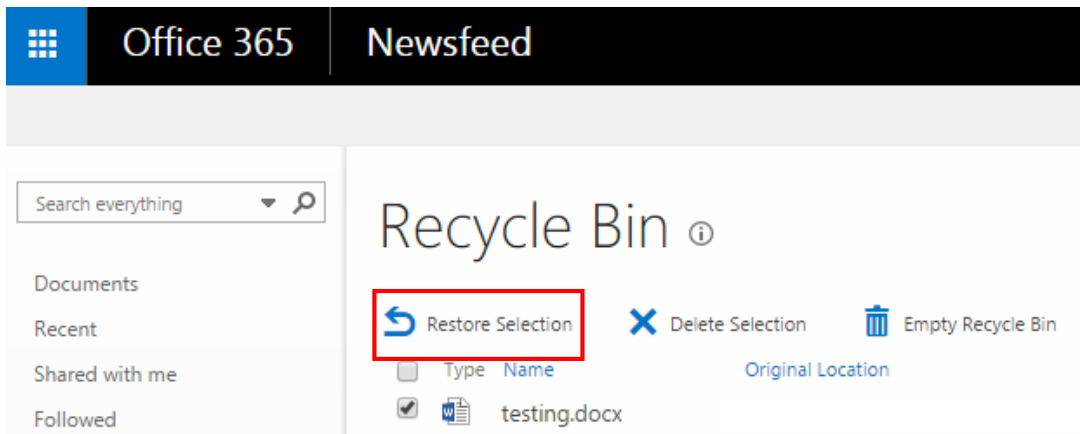
Recovering a Deleted file

To retrieve a file:

1. From the OneDrive home page tap or click **Recycle Bin** from the left hand menu.



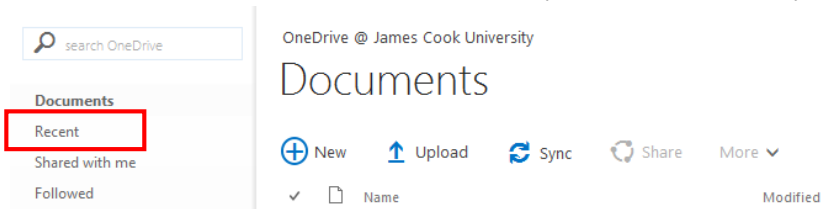
2. All recently deleted documents will be displayed. Click the check box next to the document to recover and tap or click **Restore Selection**.



NOTE: Documents remain in the Recycle Bin for 90 days, after 90 days documents are permanently erased.

Opening a recently used file on OneDrive for Business Online

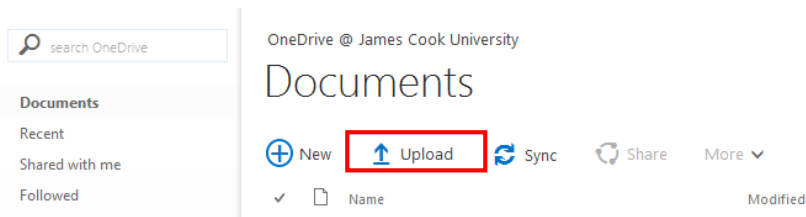
On the left side of the screen, under **Recent**, tap or click the file that you want to open.



Tip: This is a great way to open a recently used file from your Windows Phone or other device. For example, create a file on your work computer, go to OneDrive for Business on your mobile device, and then select the file under **Recent Documents**.

Uploading Existing Files to OneDrive for Business Online

1. To upload a file to OneDrive for Business online, click **upload** from the OneDrive for Business home page.



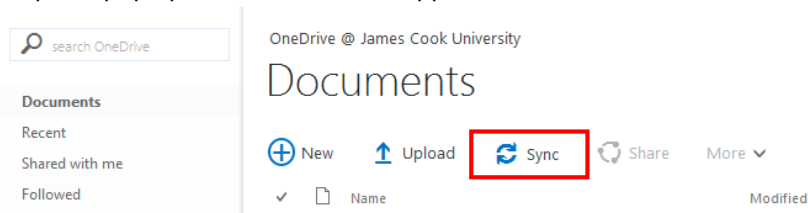
2. Navigate to the file you would like to upload and double click file name. OR
3. If you are using Office 2013 you can also drag a file on to the OneDrive home page (or specified folder) to upload.

Syncing to your local device

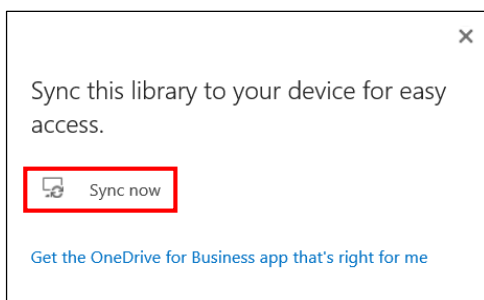
OneDrive for Business makes it easy to access and sync your files from multiple devices, even when you're not on the JCU network. After you save files on OneDrive for Business, if you're using Office 2013, you can create a local copy of the files. If you're working offline, you can save your files to this folder, then when you connect to the internet, the local folder automatically syncs with your OneDrive for Business library in the cloud.

To create a sync folder:

1. From the online (Office 365) OneDrive for Business home page, tap or click **SYNC**, you may see an 'External Protocol Request' pop up, if so click 'Launch Application'.



2. In the **Microsoft OneDrive for Business** dialog box, tap or click **Sync Now**.



3. Follow the instructions in the wizard, do not alter any settings, just click or tap **OK**. The wizard creates OneDrive for Business (**OneDrive @ James Cook University**) in Windows Explorer. Creating your local folder may take a while. During this process you may be asked to log in using your JCU email address and password as a security precaution.
4. Save your files to the OneDrive for Business folder on your computer. If you're offline, as soon as you connect to the Internet, your files will be synced to OneDrive for Business.

If your download stalls or you can't see your files, request assistance from the JCU [ITHelpdesk](#).

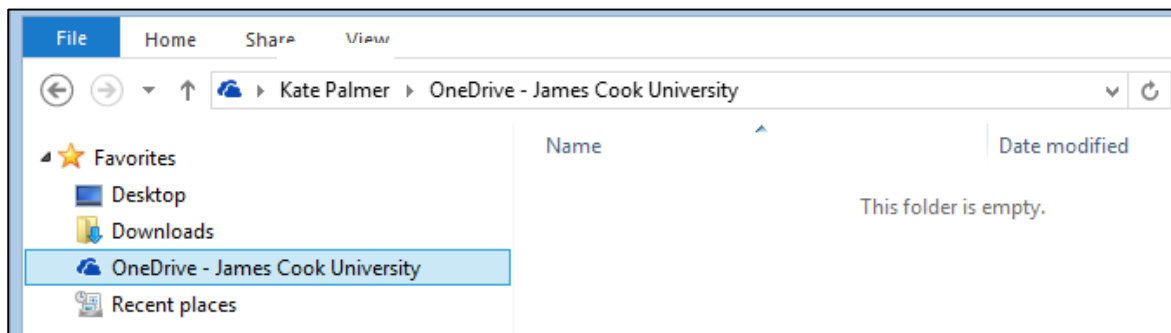
Caution: If you delete a file from **any** device, it will be deleted **everywhere**, including the cloud.

Accessing OneDrive for Business from Microsoft Office

You can save, open and edit files in OneDrive for Business directly from the Office applications, including Microsoft Word 2013, Microsoft Excel 2013, Microsoft PowerPoint 2013, and Microsoft OneNote 2013.

To save a file from an Office application

1. In Word 2013, Excel 2013, PowerPoint 2013, or OneNote 2013, open the file that you want to save to OneDrive.
2. Tap or click **File**, and then tap or click **Save As**.
3. On the left side of the screen, tap or click OneDrive - James Cook University.
You must have completed the sync to local device before this folder will be visible.



4. On the right side of the screen, under OneDrive - James Cook University, tap or click on the OneDrive folder you would like to save in.
5. In the **File Name** dialog box, enter a file name, and then tap or click **Save**.
6. If necessary, sign in to Office 365.

To open a file from an Office application:

1. In Word 2013, Excel 2013, PowerPoint 2013, or OneNote 2013, tap or click **File**, and then tap or click **Open**.
2. On the left side of the screen, tap or click **OneDrive - James Cook University**.
3. On the right side of the screen, under OneDrive - James Cook University, select the appropriate folder and then double click the file you wish to open.
4. If necessary, sign in to Office 365.

Mobile Device Compatibility

OneDrive for Business is not currently available on all platforms and does not provide exactly the same experience across devices.

Correct as @ 23 June, 2015

Platform	OneDrive for Business App	Office Mobile App
iPad	Can View and Edit docs	Can View and Edit docs
iPhone	Can View and Edit docs	Can View and Edit docs
Android	Can View and Edit docs	Can View and Edit docs
Windows 8 Phone	Can View and Edit docs	Can View and Edit docs

More information

Limitations of OneDrive for Business

Windows / Microsoft Computers: <https://support.microsoft.com/en-us/kb/2933738>

Apple Macintosh Computers: <https://support.microsoft.com/en-us/kb/3034685>