



OneDrive for Business: Get Started

Microsoft OneDrive for Business is a part of Office 365 (O365) and is your private professional document library, it uses Microsoft Office 365 to store your work files in the cloud and is designed to make working across multiple devices easier. OneDrive for Business should be used to store all files previously located in your JCU Home drive.

- 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.
- While file sharing and collaboration is possible in OneDrive for Business, JCU only recommends use of these features with limited numbers of people.

OneDrive for Business Online

Signing In

Before you can create or work with files on OneDrive for Business, you need to sign in to O365.

To sign in:

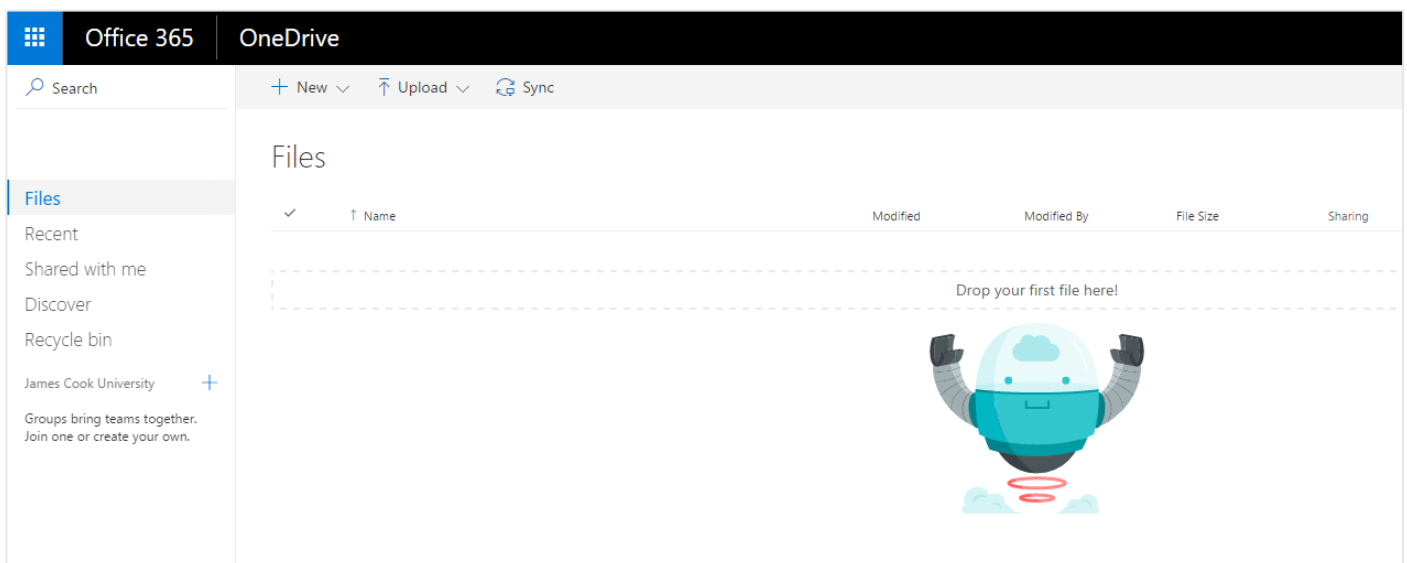
1. Go to staff.jcu.edu.au
2. On the O365 sign-in page, type your JCU email address eg: *your.name@jcu.edu.au* and your JCU password, and then click **Sign in**.

NOTE: If you have previously signed in on the computer your email address will be remembered.



3. This will open your JCU O365 home page. From the top left of the home page click the **App Launcher** icon and select **OneDrive** to open OneDrive for Business @ James Cook University.

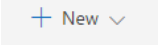
Your OneDrive for Business online home page will look something like this:



Creating Files & Folders

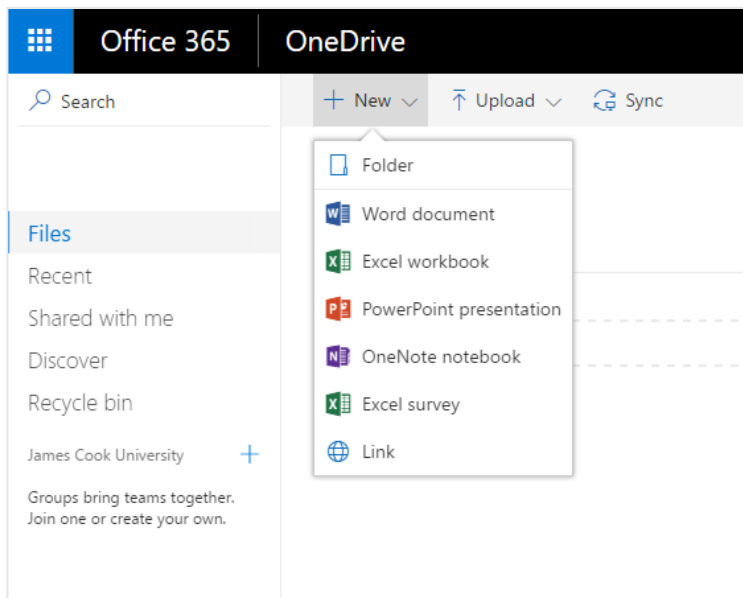
By default, any file or folder that you create on OneDrive for Business is private, only seen by you. Although, any files placed into the 'Share with Everyone' folder are public and able to be seen by all JCU OneDrive users.

To create a new file:

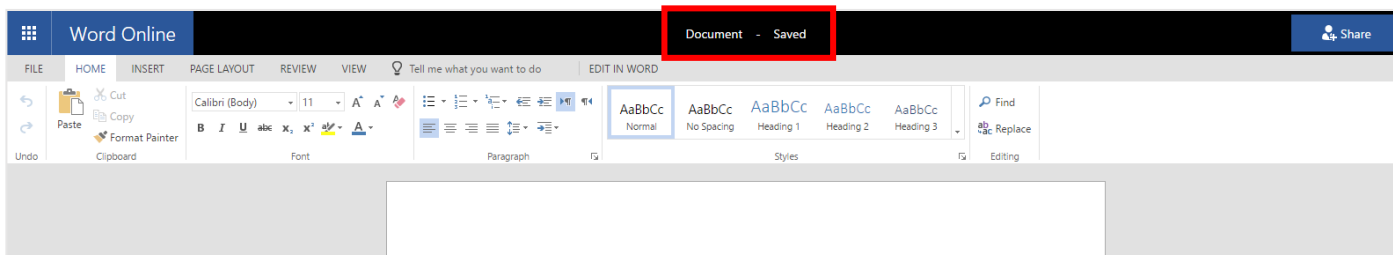
1. Select **New**  from the top menu on the OneDrive for Business online home page.
2. Select a file type to create, from the new item drop down menu.



Selecting a file type will automatically launch the appropriate online app.

Eg: if you select Word Document then Microsoft Word Online will launch.





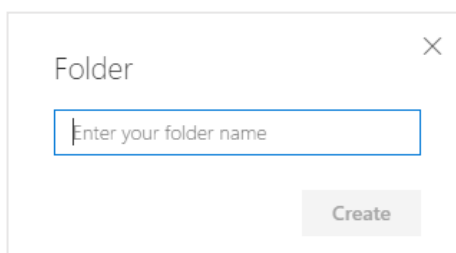
3. Click **Document** to name the file.
When using O365 online, documents are saved automatically. The document title displays the save status as "Document title – Saved", **Saved** indicates that the document is up to date and it is safe to close.




4. Click the **App Launcher**  then select the OneDrive icon  to save the document and return to OneDrive.

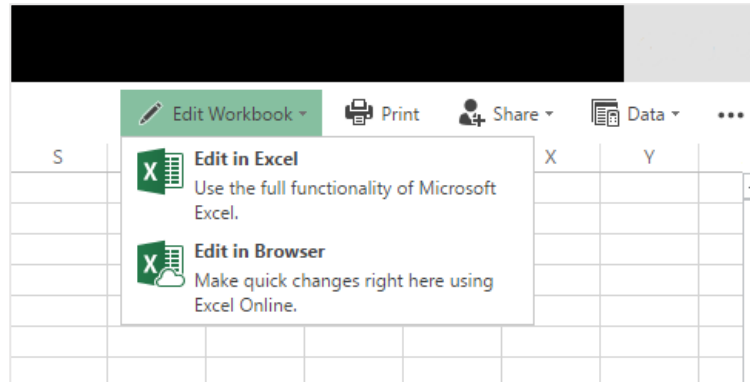
To create a new folder:

1. Click **New**  from the OneDrive for Business menu and select **Folder**. 
2. Type a name for the folder, and then click **Create**.



Editing Files

1. Opening a file in OneDrive for Business, will show the contents of your file in the web browser in read only mode.
2. Click **Edit Document** (Word) or **Edit Workbook** (Excel)  **Edit Workbook** (located at the top right of the page) and select how to edit the document.




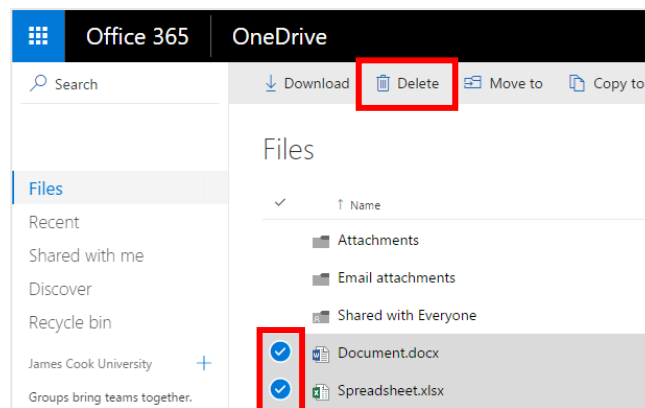
3. Click **Edit in Excel** to launch the desktop application or **Edit in Browser** to edit online.

NOTE: When choosing to edit in desktop applications, it may be necessary to sign in to Office 365 if prompted.

Deleting Files

Deleting files from One Drive for Business online is simple, though deleting a file from **any** device will delete the file from **every** device including the cloud.

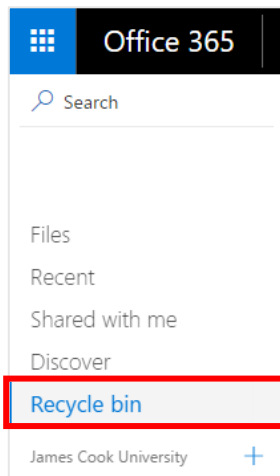
1. Click the check box next to file/files to select (you can select multiple files).
2. Click **Delete**  **Delete** from the menu and click **OK** to confirm file should be sent to the Recycle bin.



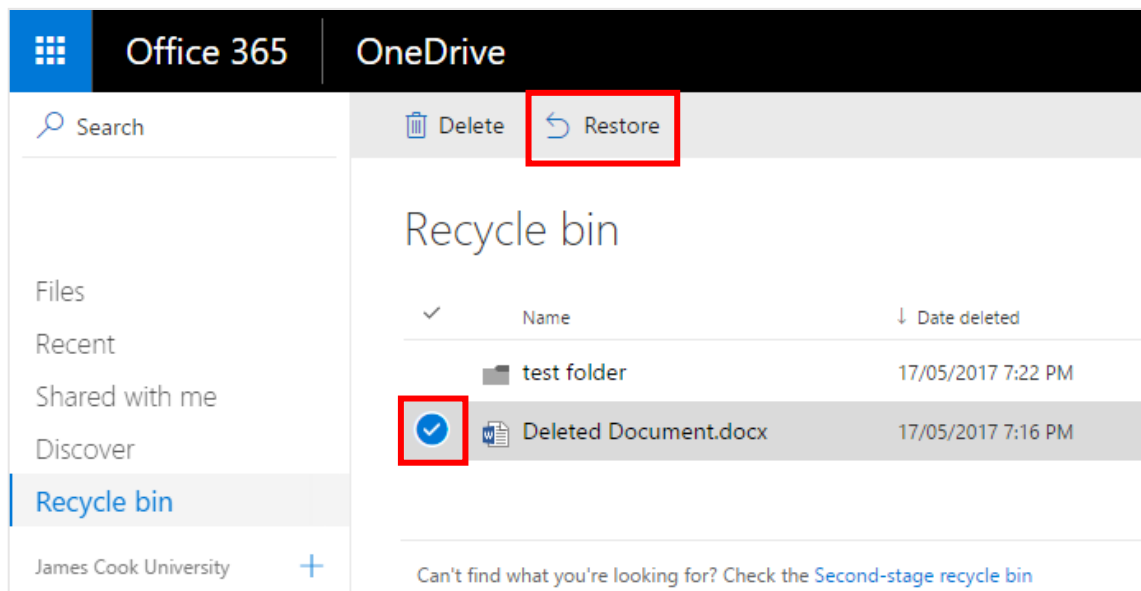
Recovering Deleted Files

Deleted documents are able to be recovered from OneDrive for Business online. Documents remain in the Recycle Bin for 90 days, after which they are permanently erased.

1. Select **Recycle Bin** from the left menu, on OneDrive for Business to display recently deleted documents.

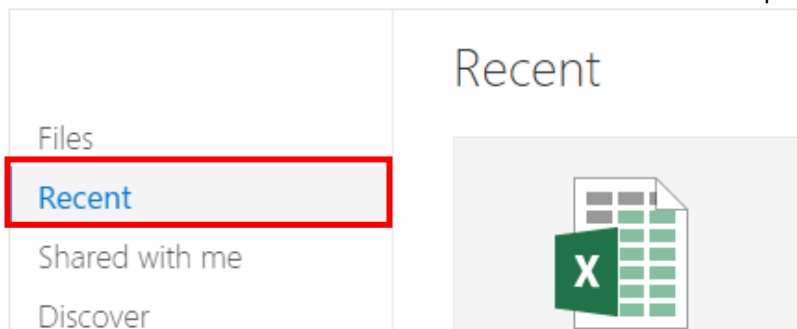


2. Click the **Check Box** next to the document to be recovered and click **Restore**.



Opening Recent Files

1. Select **Recent** from the left menu in One Drive for Business and select the file to open.

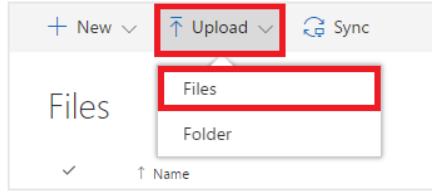


NOTE: This is a great way to open a recent file from your Phone or other device. For example, create a file on your work computer, go to OneDrive for Business on your mobile device and you should see the file under **Recent**.

Uploading Files

Adding files to OneDrive for Business online is simple.

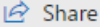
1. Click **Upload** and select **Files** from the drop down menu on the OneDrive for Business home page.
2. Navigate to the file you would like to upload and double click file name.

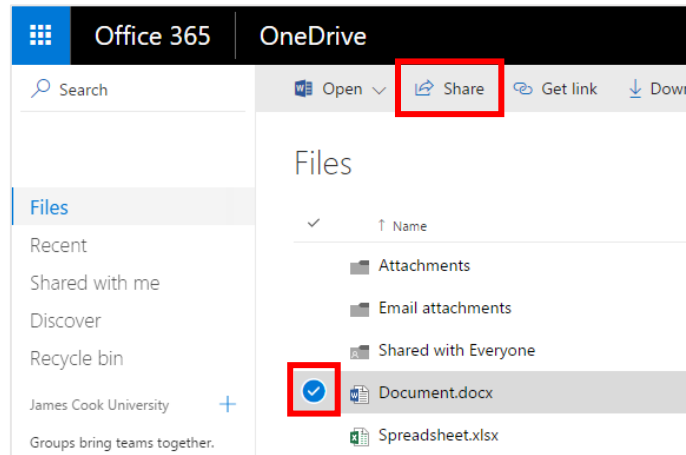


Sharing Files

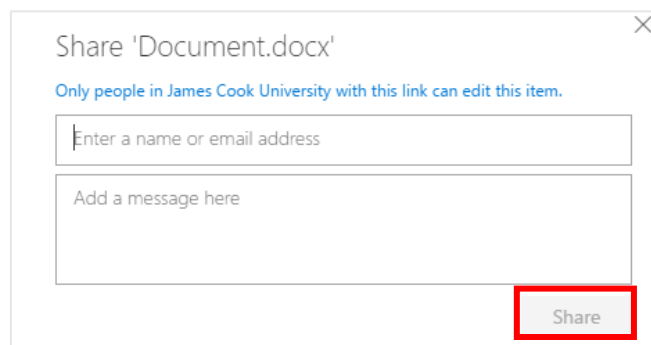
Files can be shared between JCU staff, simply by sharing a link. Sharing also enables small numbers of people to work collaboratively on the same document.

To share a file:

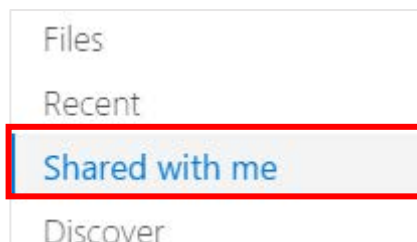
1. Select the file to be shared with peers and click the **share** icon  in the toolbar, to open a sharing dialogue box



2. Enter the email address of the person you want to share the document with and press **Share**. An email will be sent containing a link to the file, to the email address specified.



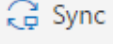
NOTE: Click **Shared with me** from the left menu in OneDrive for Business online, to view all shared files.

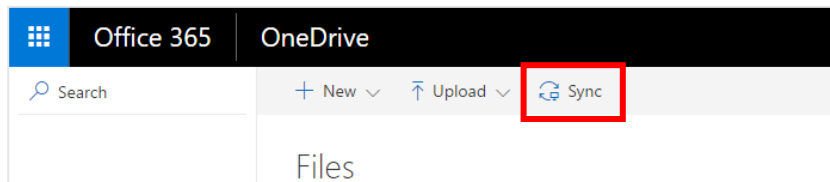


Syncing to a Computer

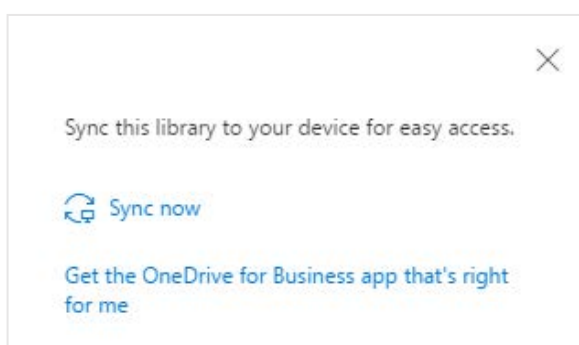
OneDrive for Business makes it easy to access and sync files across multiple devices, even when you're not connected to the JCU network. Create a copy of One Drive for Business on your computer (local folder) to work offline, save your files to the local folder and your files will automatically sync with your OneDrive for Business library in the cloud, when you next connect to the internet. Though if you delete a file on one device, it will be deleted on all devices.

Create a Local One Drive for Business Folder:

1. [Sign in to O365](#) and open OneDrive for Business. Click **Sync**  on the OneDrive for Business home page, you may see an 'External Protocol Request' pop up, if so click 'Launch Application'.



2. Select **Sync Now**.



3. Follow the instructions in the wizard, do not alter any settings, click **OK** on each page. The wizard creates a OneDrive for Business folder (**OneDrive @ James Cook University**) on your computer. Creating this folder may take a while, and you may be asked to log in using your JCU email address and password as a security precaution.
4. Once set up, you can save your files to the OneDrive for Business folder on your computer, then as soon as you connect to the Internet, your files will upload to OneDrive for Business online (in the cloud).

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

Save and Open Files from Office

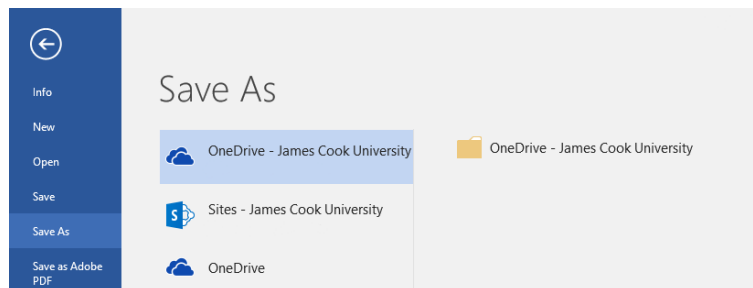
Once you have synced your OneDrive files to your computer (created a local copy), you can save, open and edit files in the local folder, directly from Microsoft Office applications. You may occasionally be asked to sign in to Office 365.

Open a File

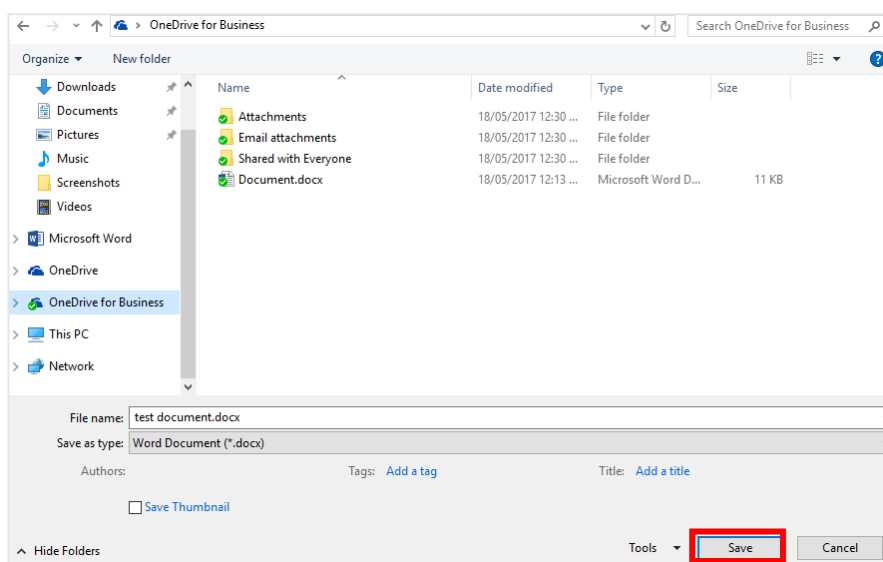
1. Click **File**, and then click **Open**, from within Word, Excel, PowerPoint, or OneNote.
2. Click **OneDrive - James Cook University** – on the left side of the screen.
3. Navigate to the file you wish to open under OneDrive - James Cook University and then double click the file to open.

Save a File

1. Open the (Word, Excel, PowerPoint, or OneNote) file that you want to save to OneDrive.
2. Click **File**, and then click **Save As**.
3. Click **OneDrive – James Cook University** or if not visible, click **This PC** and select **Browse**



4. Click on the folder **OneDrive – James Cook University** and select a location to save the file.
5. Enter a file name into the **File Name** box, and click **Save**.
6. If necessary, sign in to Office 365.



More information

Limitations of OneDrive for Business: <https://support.microsoft.com/en-us/kb/2933738>