

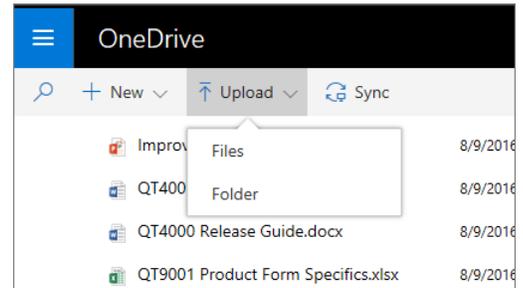
OneDrive for Business

To access OneDrive, you will need to login to your Office 365 account with your JCCC email address and password. Click the icon for OneDrive. With OneDrive, you have access to 5 TB of space to store over 27 different file types. Using OneDrive within Office 365, you will be able to edit and co-author in your browser.

Managing Files

Uploading your files

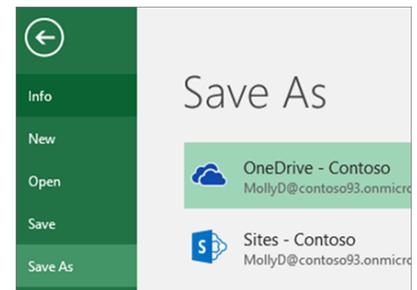
1. In OneDrive, select **Upload**.
2. Select the file or files to upload.
3. Select **Open**.



Save and open files in your Office apps

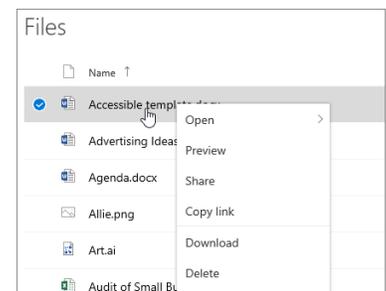
Select File > Save As > OneDrive – Johnson County Community College to save a work file to OneDrive. (Note if you have a personal OneDrive, then you can save to OneDrive.)

Select File > Open and then select OneDrive, to open a file saved to OneDrive.



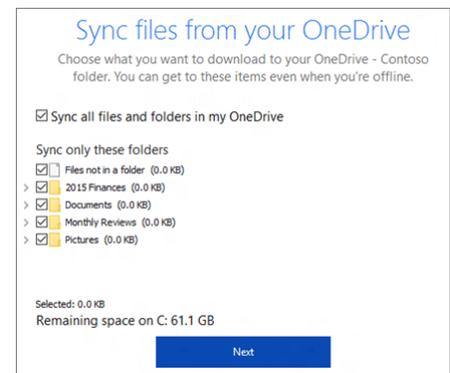
Select what to do with a file

1. In OneDrive, right click the file.
2. Select a command.



Set up the new OneDrive sync client (optional)

1. Confirm that you are using the new OneDrive sync client.
2. See Which version of OneDrive am I using?
3. In File Explorer, right click OneDrive – Johnson County Community College.
4. Select Choose OneDrive folders to sync.
5. Select the folders to sync, and select OK.



Collaborate

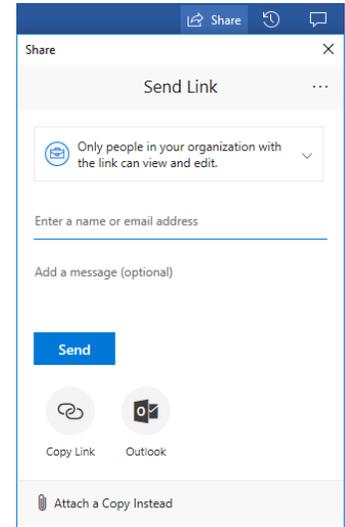
Share OneDrive files from your Office apps

To share a file from within Word, Excel, PowerPoint, or another Office app:

1. Select  **Share** on the ribbon. Or, select **File > Share**.

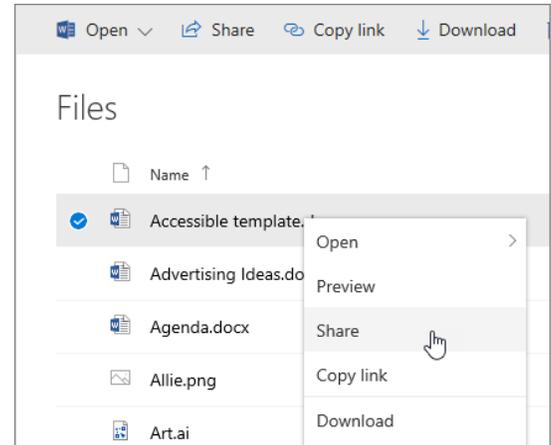
NOTE: If your file is not already saved to OneDrive, you'll be prompted to upload your file to OneDrive to share it.

2. Select who you want to share with from the drop-down, or enter a name or email address.
3. Add a message (optional) and select **Send**.



Share files from OneDrive

1. Right click the file and select **Share**. Or, select a file and select  **Share** on the toolbar.
2. Select who you want to share with from the drop-down, or enter a name or email address.
3. Add a message (optional) and select **Send**.



Copy link

Select a file and select  **Copy link**.

Or, right click a file and select **Copy link**.

