



What is OneDrive Online?

OneDrive Online, a component of Office 365, is cloud-based storage for files, giving each employee [1 Terabyte](#) (TB) of space. Data stored on OneDrive can be accessed from anywhere you have internet access. Files stored on OneDrive can be shared with selected coworkers.




What is OneDrive – Cuesta College?

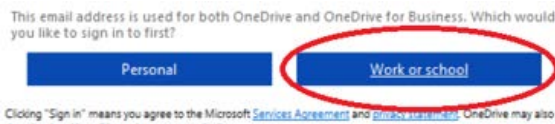
A folder called “**OneDrive – Cuesta College**” can be set up on your *office* computer. “OneDrive – Cuesta College” contains a local copy of your OneDrive files and automatically syncs with your OneDrive Online, assuring both are always up-to-date.

Set Up OneDrive – Cuesta College

OneDrive – Cuesta College can be set up once on each Cuesta computer you are assigned to use.

Set Up OneDrive (Windows)

1. Click the **Start** button  and then click **All Programs**.
2. Click **Microsoft OneDrive**.
The first time you access “OneDrive – Cuesta College” (or “Microsoft OneDrive”) the set up process will begin automatically.
3. When prompted, enter your e-mail address and click **Sign in**.
A prompt for e-mail type may appear.



4. If prompted, click **Work or school**.

5. Enter your Cuesta e-mail address and password, and then click **Sign in**.
6. Click **Next**.
7. Leave all boxes checked and click **Next**.
OneDrive has been installed.
8. Close any open windows.

Suggestion: Open OneDrive Online (via Office 365) to confirm OneDrive – Cuesta College is syncing.


Set Up OneDrive (Mac)

- Submit an [IT work order](#), requesting that OneDrive be installed on your Cuesta College Mac.

Access OneDrive – Cuesta College

Note: Use OneDrive – Cuesta College only on college computers assigned to you.


Access OneDrive from your Cuesta Windows PC

1. Perform one of the following:
 - Click the **File** (or Windows) **Explorer**  icon on the Task Bar.
 - Launch an application and select **File > Open**.
2. Click **OneDrive – Cuesta College**.

Note: The first time you access OneDrive- Cuesta College on your computer you'll be prompted to set it up. See “Set up OneDrive – Cuesta College” above.

Access OneDrive from your Cuesta Mac

Note: Submit an [IT work order](#) to request installation.

1. Click the **Finder** icon  on the Dock.
2. Click **OneDrive – Cuesta College**.

Access OneDrive Online

Note: Use OneDrive Online on any computer (e.g. in classrooms and labs, on off-campus computers, etc.)

Access OneDrive Online

1. Log into Office 365:
 - a. Launch a browser (e.g. Internet Explorer, Safari, etc.).
 - b. Go to outlook.office365.com.
 - c. Log in with your e-mail address and password.

2. Click the **Apps** button. 



3. Click **OneDrive**.

A list of files/folders on OneDrive will display.

Access OneDrive (iPad)

Note: Before beginning, download and install “Microsoft OneDrive” from the App Store.

- Tap the **OneDrive** icon.
OneDrive will open, displaying available folders and files.




Basic OneDrive Online Commands

Upload to OneDrive

1. Click **Upload**  on the toolbar.
2. Locate and double-click on the desired file.

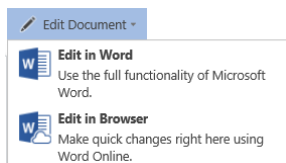
View a File

1. Click the file name.
If a Word, Excel or PowerPoint file, it will open in an Office 365 application on a new browser tab. Otherwise (e.g. a PDF), it will appear in an onscreen viewer.
2. Do one of the following:
 - Close the browser tab.
 - Click the close button  to close the viewer.


Edit a File (with MS-Office or Office Online)

1. Click the name of a Word, Excel or PowerPoint file.
It will display in preview mode on a new browser tab.
2. Click the appropriate “Edit” button:
 - If Word, click **Edit Document**.
 - If PowerPoint, click **Edit Presentation**.
 - If Excel, click **Edit Workbook**.

A dropdown menu will appear.
3. Do one of the following:
 - To edit with MS-Office, select **Edit in xxx** where “xxx” is “Word”, “PowerPoint”, or “Excel”. When finished, click **Save** and close the app window.
 - To edit with Office Online, select **Edit in Browser** from the dropdown. *Note: Saving is automatic.*
4. Close the browser tab when finished.




Miscellaneous File Commands

1. Select a file by clicking the button left of the filename. 
2. Make a selection from the toolbar, clicking ellipsis (...) to view hidden selections :
 - **Open** and select from dropdown
 - **Share**, type coworker name and then **Share**
 - **Copy link**, right-click on highlighted link and select **Copy**. Paste when ready. *(Note: Prior to copying, click dropdown arrow to change link settings.)*
 - **Download** and click **Save** when prompted.
 - **Delete** and then **Delete**.
 - **Move to** and select destination folder.
 - **Copy to** and select destination folder.
 - **Rename**, type new name and click **Save**.
 - **Version history**, select version date to **View** or **Restore**.

Create a New File

1. Click **New** from the toolbar.
No files/folders should be selected to access “New”.
2. Select desired file type (e.g. Word, Excel, etc.).
The appropriate Office Online app will launch.
3. Edit the document and close the browser tab when done.

Share Files


1. Right-click file and select **Share** from dropdown menu.
2. Click dropdown arrow. 
3. Select recipient type.
4. If desired, select **Allow editing** and click **Apply**.
5. Enter email address(es), message and click **Send**.

Access Shared Files

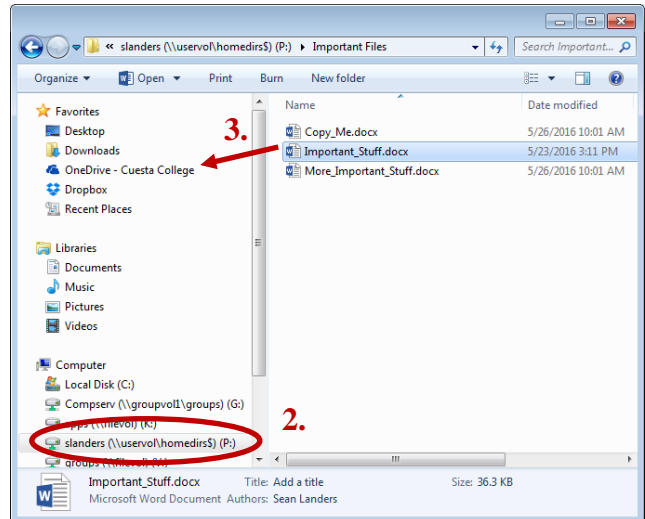
- Select **Files** (left pane) for files you have shared with others.
- Select **Shared with me** (left pane) for files shared with you.

Copy Files to OneDrive - Cuesta College


Copy to OneDrive (Windows)

1. Click the **File** (or Windows) **Explorer** icon  on the Task Bar.
2. Click the desired folder or drive icon in the left pane (e.g. "Desktop", "Downloads", drive P, etc.)
The contents of the selected folder/drive will appear in the right pane.
3. Drag the file(s) and/or folder(s) from the right pane and drop it/them on the "OneDrive - Cuesta College" icon in the left pane.

Note: We recommend that, once copied, you delete the original files from your folder or drive to avoid confusion.



Copy to OneDrive (Mac)

1. Open **Finder** on your Mac. 
2. Select the desired folder or drive.
The contents of the selected folder/drive will display.
3. Drag the file(s) and/or folder(s) from the contents window and drop it/them on "OneDrive - Cuesta College".

