



Microsoft® OneDrive For Business



OneDrive is a cloud-based file hosting service that allows you to securely access your content remotely through a web browser or mobile device. With OneDrive, you can work on files offline, and seamlessly sync them to the cloud when you're online. All your OneDrive files are private by default – only you can see them unless you decide to share them publicly or with an individual. New integration with Microsoft Flow from the Toolbar ribbon helps automate tasks between Microsoft apps.

Click to access all Office 365 online apps.

Recycle Bin items are held for 30 days. See *to recover deleted files*, page 2.

Click to view the file menu.

The Toolbar ribbon offers additional actions for the selected file. See *OneDrive Toolbar Ribbon*, page 2.

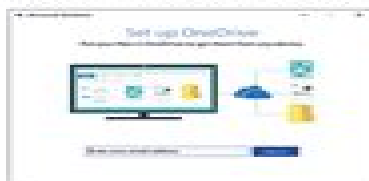
Click this button to open/close the Information Pane. See *Information Pane* on page 2.

Currently selected file

Starting OneDrive

Start OneDrive by locating the OneDrive application in Windows Start Menu > Applications list. If you cannot locate the application, proceed to the next section, *Accessing OneDrive in Office 365* before continuing here.

1. Enter your email address in the dialog box that opens.



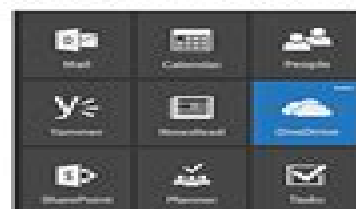
Note: If your company email address or password is rejected, contact IT support for assistance.

2. Click **Sign in**, and enter your Office 365 password when prompted.
3. Click **Next** on the confirmation window to view your OneDrive files, and/or default folders that may have been created for you.
4. Click the **Open my OneDrive – Your Company** button to launch your OneDrive sync folder in File Explorer. Any files you currently have on your OneDrive will download to the folder.

Accessing OneDrive in Office 365

In your web browser, navigate to <http://portal.office.com>.

1. Log in to Office 365 using your email address and Office 365 password.
2. Select OneDrive from the list of available apps at the top of the screen.



Note: Due to individual browser options, this menu may have a different layout for you. You can access all Office 365 apps from this menu.

This displays your OneDrive storage in SharePoint Online as part of your Office 365 subscription.

3. Click **Sync** to bring up the application on your PC.

TABLE OF CONTENTS

- 2** **OneDrive Online**
OneDrive Toolbar Ribbon
The Information Pane
Adding Files to OneDrive
Working Offline

- 3** **Sharing and Collaboration**
Sharing Files and Folders
Sharing Permissions
Working in Office 2003
Managing File Versions

- 4** **OneDrive on Your PC**
Access via File Explorer
Syncing to your Computer
Notification Area Icon
OneDrive Settings

Nevada Learning Series Quick Reference Guide

Nevada Learning Series Inc

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Table of Contents Nevada Learning Series Quick Reference Guide

1. Understanding the eBook Nevada Learning Series Quick Reference Guide
 - The Rise of Digital Reading Nevada Learning Series Quick Reference Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Nevada Learning Series Quick Reference Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Nevada Learning Series Quick Reference Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Nevada Learning Series Quick Reference Guide
 - Personalized Recommendations
 - Nevada Learning Series Quick Reference Guide User Reviews and Ratings
 - Nevada Learning Series Quick Reference Guide and Bestseller Lists
5. Accessing Nevada Learning Series Quick Reference Guide Free and Paid eBooks
 - Nevada Learning Series Quick Reference Guide Public Domain eBooks
 - Nevada Learning Series Quick Reference Guide eBook Subscription Services

- Nevada Learning Series Quick Reference Guide Budget-Friendly Options
- 6. Navigating Nevada Learning Series Quick Reference Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Nevada Learning Series Quick Reference Guide Compatibility with Devices
 - Nevada Learning Series Quick Reference Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Nevada Learning Series Quick Reference Guide
 - Highlighting and Note-Taking Nevada Learning Series Quick Reference Guide
 - Interactive Elements Nevada Learning Series Quick Reference Guide
- 8. Staying Engaged with Nevada Learning Series Quick Reference Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Nevada Learning Series Quick Reference Guide
- 9. Balancing eBooks and Physical Books Nevada Learning Series Quick Reference Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Nevada Learning Series Quick Reference Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Nevada Learning Series Quick Reference Guide
 - Setting Reading Goals Nevada Learning Series Quick Reference Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Nevada Learning Series Quick Reference Guide
 - Fact-Checking eBook Content of Nevada Learning Series Quick Reference Guide
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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