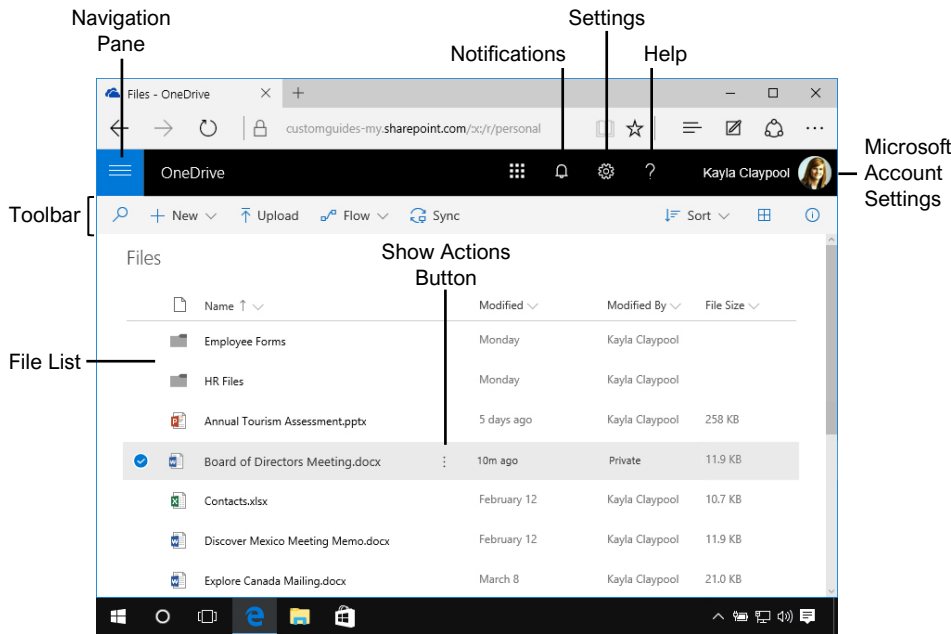




Microsoft®  
**OneDrive for Business**  
 Quick Reference Guide

The OneDrive for Business Screen

Keyboard Shortcuts



- Create an item ..... **Alt + N**
- Upload a file ..... **Alt + U**
- Expand menus ..... **Shift + Enter**
- Select all ..... **Ctrl + A**
- Change view ..... **Ctrl + Alt + 1**
- Create a new folder ..... **Ctrl + Shift + N**
- Open with ..... **Ctrl + O**
- View folder ..... **Ctrl + Alt + O**
- Download an item ..... **Ctrl + S**
- Copy an item ..... **Ctrl + Shift + V**
- Move an item ..... **Ctrl + Shift + Y**
- Rename an item ..... **F2**
- Refresh ..... **F5**

Symbols

|                       |                        |
|-----------------------|------------------------|
|                       |                        |
| PDF File              | Image                  |
|                       |                        |
| Word File             | Excel File             |
|                       |                        |
| PowerPoint File       | OneNote File           |
|                       |                        |
| Folder                | Shared File            |
|                       |                        |
| New File              | Private File           |
|                       |                        |
| Online Only File      | Locally Available File |
|                       |                        |
| Always Available File | File Not Synced        |
|                       |                        |
| File Syncing          | Application Sync Error |

OneDrive for Business Fundamentals

**Sign In:** In a browser window, enter your work Office 365 email address and password. Click **Sign In**, then click the **OneDrive** app.

**Search the Current Location:** Click in the **Search** field, type a search word or words, and select a result from the list.

**Expand a Search:** If you don't find what you're looking for while searching the current location, click **See more results** at the bottom of the search results menu to see additional results.

**Get Help:** Click the **?** **Help** button in the upper-right corner. Click in the **Search** field, type a help topic, and select a topic from the list.

**Upload a File:** Click the **Upload** button in the toolbar, navigate to and select the file(s) to upload, then click **Open**. Or, drag files from the File Explorer window into the browser window.

**Preview a File:** Click the file's **Show actions** button and select **Preview**. Use the navigation **<** **>** buttons at the bottom of the screen to preview the file.

**Open a File in Office Online:** Click the file's **Show actions** button and select **Open in [Word, Excel, PowerPoint, etc.] Online**.

**Download a Copy of a File:** Select a file in the OneDrive for Business library and click the **Download** button on the toolbar. Click **Save** in the notification at the bottom of the window, then click **Open**.

**Connect OneDrive to Office:** From a desktop Office application, click the **File** tab, click **Open** or **Save As**, and select **Add a Place**. Select the OneDrive option and log in with your OneDrive for Business account information.

**Save a File from Office:** From a desktop Office application, click the **File** tab, click **Save As**, and select the **OneDrive for Business** location. Select the folder you want to save to, give the file a name, and click the **Save** button.

**Delete a File:** Select the file you want to delete and click the **Delete** button on the toolbar. Click **Delete** in the confirmation dialog box.

**Restore or Permanently Delete an Item:** Click **Recycle bin** in the Navigation pane, then select the check box for the item you want to permanently delete or restore. Click **Restore** or **Delete** in the toolbar, and then click **OK**.

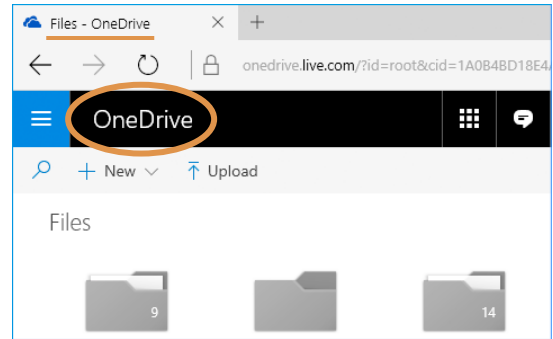
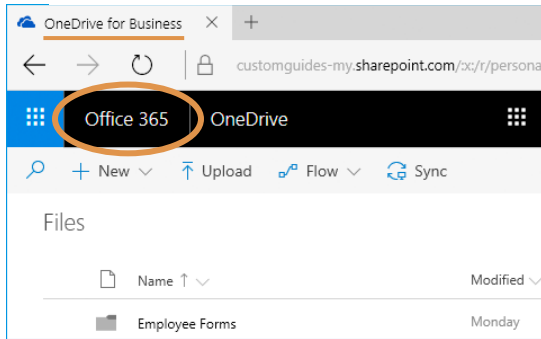
**Create a New File:** Click the **New** button in the toolbar and select a file type.

# What's the Difference?

## OneDrive for Business



## OneDrive



- Store work-related files in a secure 1 TB space online
- Advanced versioning and document history
- Tied to SharePoint and accessed with work email
- Easily share with coworkers
- Auditing, reporting, and advanced administration tools

- Store personal files in a secure, private 5 GB space online
- Simple versioning and document history
- Accessed with a personal email
- Basic access is free, but upgrades are available for purchase

### Manage Files

**Create a Folder:** Click the **+** **New** button on the toolbar and select **New Folder**. Enter a name for the folder, then click **Create**.

**Move Files to a Folder:** Click and drag the files into the folder.

**Upload Files to a Folder:** Open the folder, click the **↑ Upload** button, then navigate to and select a file. Click **Open**.

**View File Properties:** Select a file, click the file's **Show actions** button, then select **Details**. From here, you can see who has access to the file and view recent activity. Click **More details** to see additional file information.

**Check Version History:** Select a file, click the file's **Show actions** button, then select **Version history**. Use the Version History pane to open, restore, or delete a version.

**Sort and Filter Files:** Click a column header and select a sort order, or select a filter criteria.

**Change Views:** Click the **≡ View options** button in the toolbar and select a view option.

**Set Up PC Sync:** Click the **Sync** button on the toolbar, then click **Yes** to switch to the OneDrive app. Select the folder(s) you want to sync to your PC and click **Start sync**. Click the **OneDrive for Business** icon in your computer's system tray to view the folders synced to your PC.

**Pause Syncing:** Right-click the **OneDrive for Business** icon in the system tray at the bottom of your screen, select **Pause syncing**, then select how long you wish to pause the sync. To resume syncing, right-click the icon again and select **Resume syncing**.

**Stop Syncing:** Right-click the **OneDrive for Business** icon in the system tray at the bottom of your screen, then select **Settings**. In the Account tab, click **Unlink this PC**, then click the **Unlink Account** button. The folder will permanently stop syncing; locally available files will remain on your computer while online only files will be removed.

**Work Offline:** If you've synced your OneDrive for Business with your PC, you can easily access files while not online. Double-click the **OneDrive for Business** icon in the system tray to view and open the files. Once an internet connection is restored, the files will sync to the online location.

### Share Files

**Share a Folder:** Select a folder, then click the **Share** button in the toolbar. Set a permission level for the folder, enter the names or email addresses of the people you'd like to share with, and add a message (optional). When you're done, click **Send**.

**Open the Shared with Everyone Folder:** Click **Files** in the Navigation pane, then click the **Shared with Everyone** folder. Everything in this folder will automatically be shared with everyone in your organization. Click and drag files and folders into this folder to quickly share them with everyone.

**View Only Shared Files:** Click **Shared** in the Navigation pane. At the top of the page, click **Shared with me** to see the files that have been shared with you by others in your organization. Click **Shared by me** to see all the files you have shared with others.

**Share a File:** Select a file, then click the **Share** button in the toolbar. Set a permission level for the file, enter the names or email addresses of the people you'd like to share with, and add a message (optional). When you're done, click **Send**.

**See Who a File is Shared With:** Click a file's **Show actions** button, then select **Details**. See who the file is shared with under the Has Access heading.

**Email a Link:** Click a file's **Show actions** button, then select **Share**. Click **Outlook** to create a new email in Outlook that's populated with a link to the file.

**Copy a Link to the File:** Select a file and click the **Copy Link** button in the toolbar. Click the **Copy** button. Paste the link into any application, email message, or instant message, etc. to share it with others.

**Co-Author a File:** Open a file at the same time as another person. Any users in the file are listed at the top-right corner. Click a user's name to see what they are currently editing. Any updates are saved and synced automatically.

**Access OneDrive for Business Settings:** Click the **Settings** icon at the upper-right corner of the window. The Settings pane displays a Search field, a link to site settings, theme and notification settings, in addition to other OneDrive for Business settings.

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|---|---|
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|-----------------------------------|------------|------------|-------------|------------------------|
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| Use Team Channels                 | ● Pass     | ● Complete | ● (Pass)    |                        |
| Manage Shared Files               | ● Fail     | ● Complete | ● Pass      |                        |
| Manage Team Membership            | ● Fail     | ● Complete | ● Fail      |                        |

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4.8 out of 5