UNIVERSITY of HOUSTON
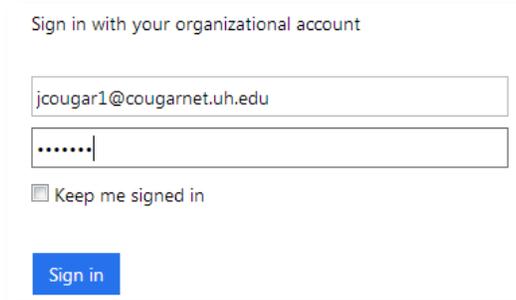## UNIVERSITY INFORMATION TECHNOLOGY

OneDrive for Business

OneDrive for Business is an online service that provides resources for file storage, collaboration, and communication. It's available across the devices you use every day. You can access your files anywhere. This document provides steps on how to use your OneDrive for Business account.

Part 1: Instructions on how to login/out of your OneDrive for Business account
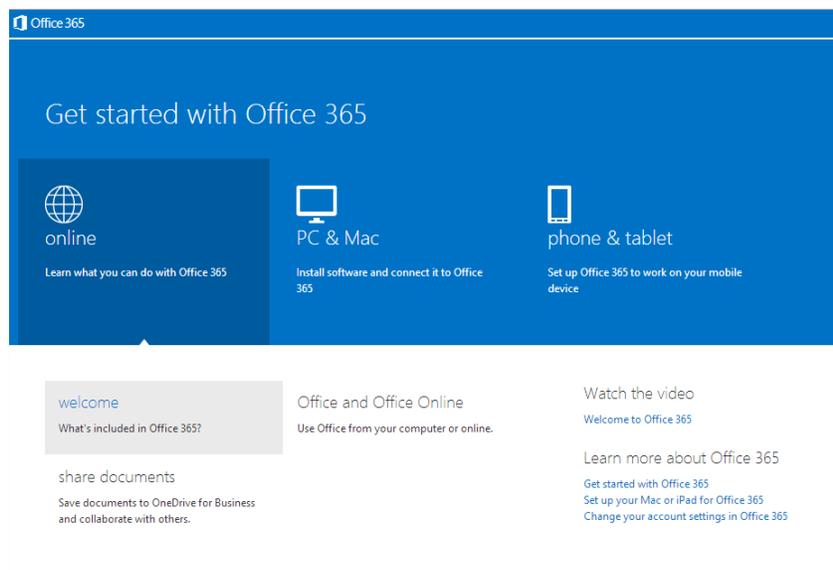
1. To access your account use this link: https://login.microsoftonline.com/.
2. Enter your credentials:

    a. Username: cougarnetID@cougarnet.uh.edu
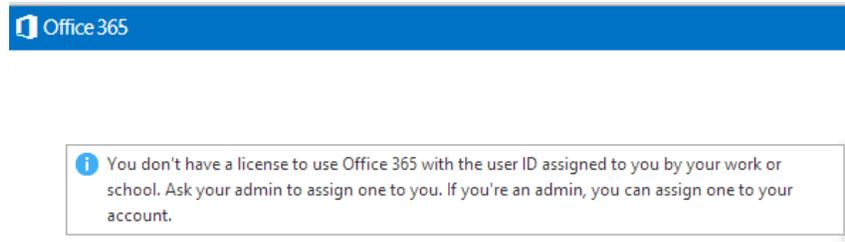   b. Password: cougarnet password

3. Click **Sign in.**

Note: This is the view of your Office 365 account once logged in.

Technology Services and Support TSS
University Information Technology UIT

However, if you get the license message below please contact the Help Desk at 713-743-1411, Live Chat (www.uh.edu/gethelp), or come by MD Anderson Library Technology Commons Room 58.

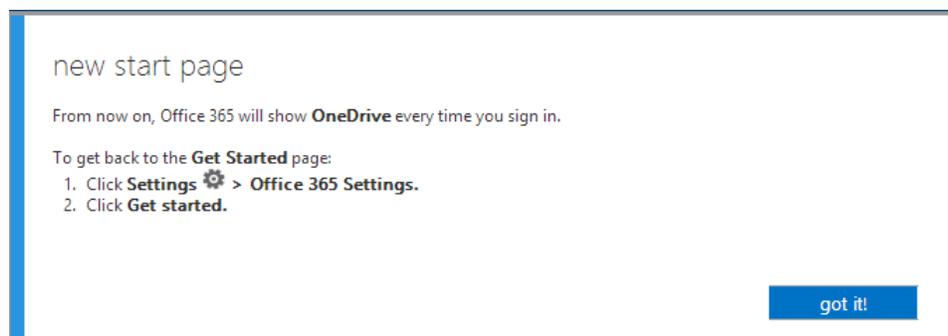4. To log out click the **arrow** by your name.
5. Select **Sign out.**
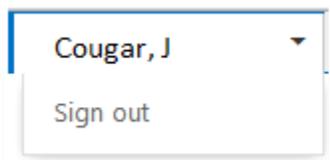
Note: After you have logged in a few times you will receive a message that OneDrive will be the new start page.

If you want to go back to the Get Started page:

1. Click **Settings** then **Office 365 Settings.**
2. Click **Get started.**

Part 2: Setting up your desktop applications to work with Office 365

If you have Office 2007 or 2010 you will not be able to upload files until the set up process is complete. You can skip this step if you have the latest version of Office.

Please follow these instructions to complete the set up process.

1. Go to the **Office 365 home page.**
2. Select **PC & Mac Install Software and connect it to Office 365.**
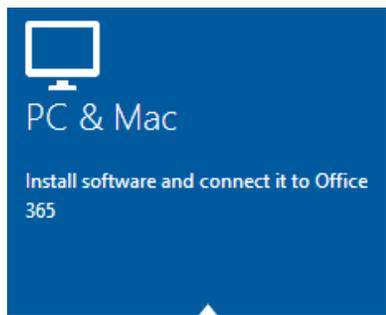
3. Click **Set up. (Note:** This process will take a few minutes.)

4. Once the set up is complete **Restart** your computer.
5. Click **OneDrive** and begin to **upload files.**

Note: If you have issues completing this process please contact the Help Desk at 713-743-1411, Live Chat (www.uh.edu/gethelp), or come by MD Anderson Library Technology Commons Room 58.

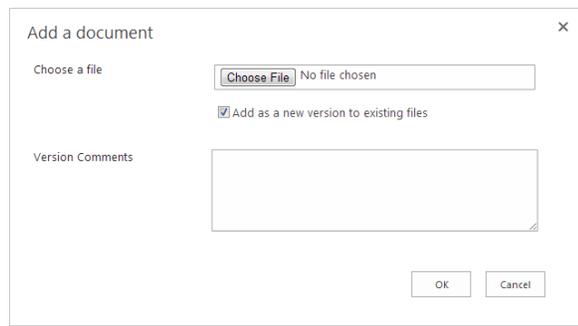**Part 3:** How to upload files on OneDrive for Business

There are two ways to upload files on OneDrive for Business.

Option 1: Upload the files from the OneDrive for Business default view.

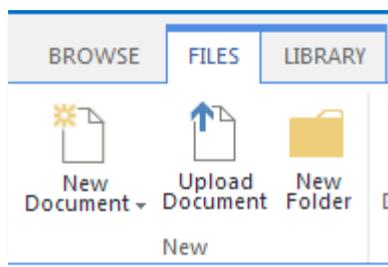1. Click **OneDrive.**
2. Click **Upload.**

3. Click **Choose File.**

4. Select the **File.**
5. Click **Open.**
6. Click **OK.**

Option 2: Upload the files from the Files tab.

1. Click **OneDrive.**
2. Click the **Files** tab.
3. Click **Upload Document.**
4. Select the **File.**
5. Click **Open.**
6. Click **OK.**

Part 4: How to share files from OneDrive for Business

You can share your files and folders in OneDrive for Business by either:

Option 1: Invite

This option lets you give specific individuals or groups permission to items, so that you can remove individual permissions later if you need to. Another benefit of sharing items this way is that recipients can quickly access them from their Shared view on the OneDrive for Business website.

1. Select the **document** you wish to share. (**Note:** Make sure you click the side of the document or the ellipses (…) and not the document itself. A checkmark will show up once it's selected.)
2. Select the **Files** tab.
3. Click **Share.**
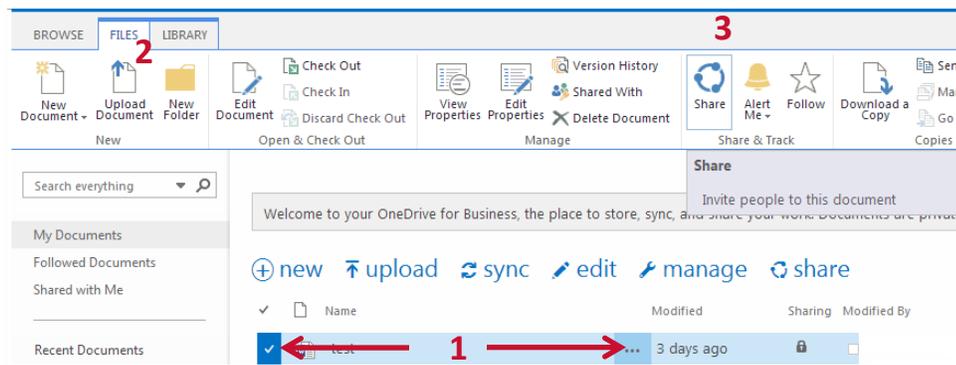
4. Click **Invite people.**
5. Enter the email addresses of the people you want to share with.
6. Add a note to recipients if you want.
7. To change the permission level, click **Recipients can edit files** or **Recipients can view files**.
8. Click **Share** to save the permission settings and send a message with a link to the item.
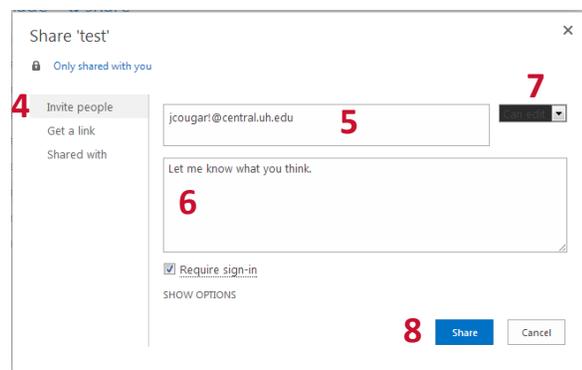
Option 2: Get a Link

Choose this option to share items with lots of people you might not even know personally. For example, you can use these links to post to Facebook, Twitter, or LinkedIn. You can also use them to share in email or IM, but you won't have as much control over individual permissions.

1. Select the **document** you wish to share. (**Note:** Make sure you click the side of the document or the ellipses (…) and not the document itself. A checkmark will show up once it's selected.)
2. Select the **Files** tab.
3. Click **Share.**
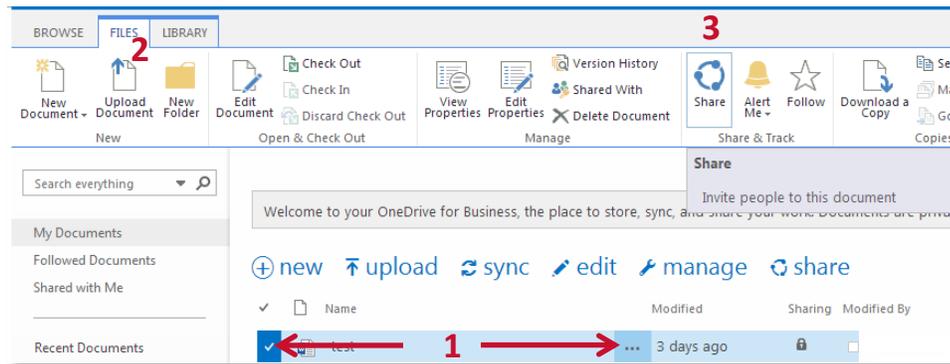
4. Choose the type of link you want. The permissions for the item are automatically updated when you create the link.
5. Click **Create link**.
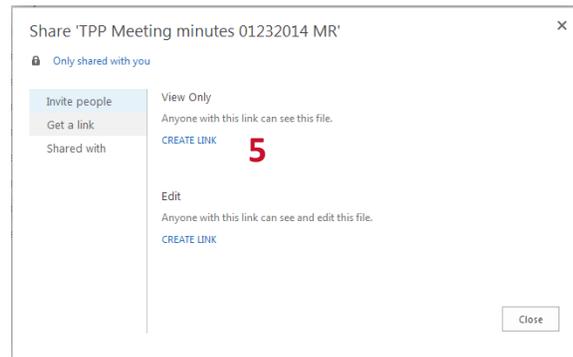
6. Paste the **link** into an email, IM, document, or wherever you want to share it.

Part 5: How to share folders from OneDrive for Business

When you share a folder, you automatically share all items in that folder. Sharing a folder provides a quick way to share many documents with other people at once, and saves you the trouble of sharing the documents one at a time.

There are two ways to create a new folder on OneDrive for Business.

Option 1: Creating a new folder on the main OneDrive for Business page

1. Click **new.**
2. Select **New folder.**
3. To begin to share a folder(s) follow the same procedures in Part 4 above for sharing a document.
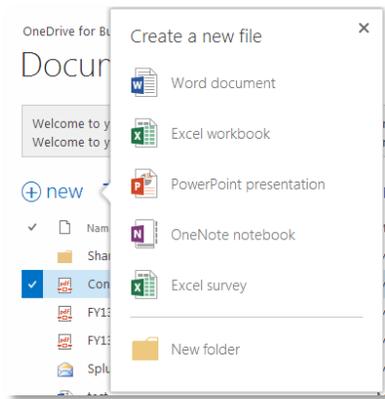
Option 2: Creating a new folder from the Files tab.

1. Click the **Files** tab.
2. Select **New Folder.**
3. To begin to share a folder(s) follow the same procedures in Part 4 above for sharing a document.

Technology Services and Support TSS
University Information Technology UIT