

Introduction to OneDrive - City of Seattle



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TABLE OF CONTENTS

LOGIN TO ONEDRIVE- CITY OF SEATTLE.....	1
DOCUMENTS.....	3
Upload a Document	3
Share a Document.....	4
View a Document.....	5
View and Edit in Word Online:	5
View or Edit in Word	6
Edit a Document and Download a Copy or PDF.....	6
More Actions	6
Versioning.....	7
Add a Folder	7
Search	8
Quick Access/Navigation Links.....	8
About Me/My Settings	8
OneDrive- City of Seattle Toolbars	9
Files.....	9
Library	10

Welcome to OneDrive – City of Seattle!

OneDrive- City of Seattle is YOUR personal and private library to store and organize your work documents. Think of OneDrive- City of Seattle as a “Cloud Cousin” of your Home Drive.

The work-related files and folders you store in OneDrive- City of Seattle are private –just like your Home Drive. You alone can see or access them – unless you decide to share them.

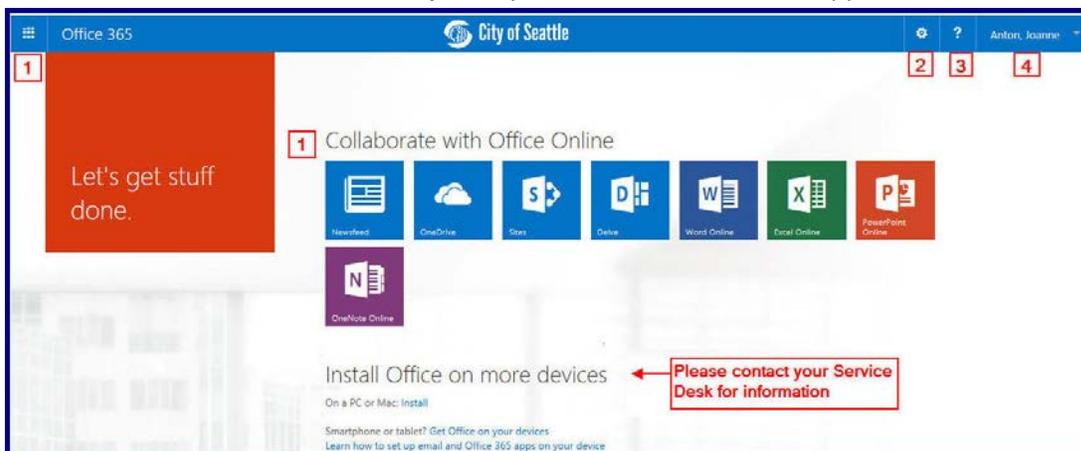
You can easily share files with specified co-workers so you can collaborate on projects and you may even be able to share with partners outside the City if your department allows.

The great advantages to storing your private work documents in OneDrive- City of Seattle are:

- You can access your files from multiple City-approved devices, not just your work PC.
- You can share a document with a coworker and collaborate on the document together in real time.
- Documents stored in the Cloud are more secure than on your network drives.

LOGIN TO ONEDRIVE- CITY OF SEATTLE

1. Click **your Browser** and type in **http://mysite.seattle.gov** in the **Address** field. **Hit Enter**.
2. **The Office 365 User Access Portal opens** - your **hub** to all Office 365 apps.



3. **Components of the 365 User Access Portal:**

Two ways to navigate between sites and apps

APP LAUNCHER: Click to navigate between Applications

HELP BUTTON: Click to search for answers to questions

COLLABORATE Click to access Sites and Apps

SETTINGS: Change Themes, etc.

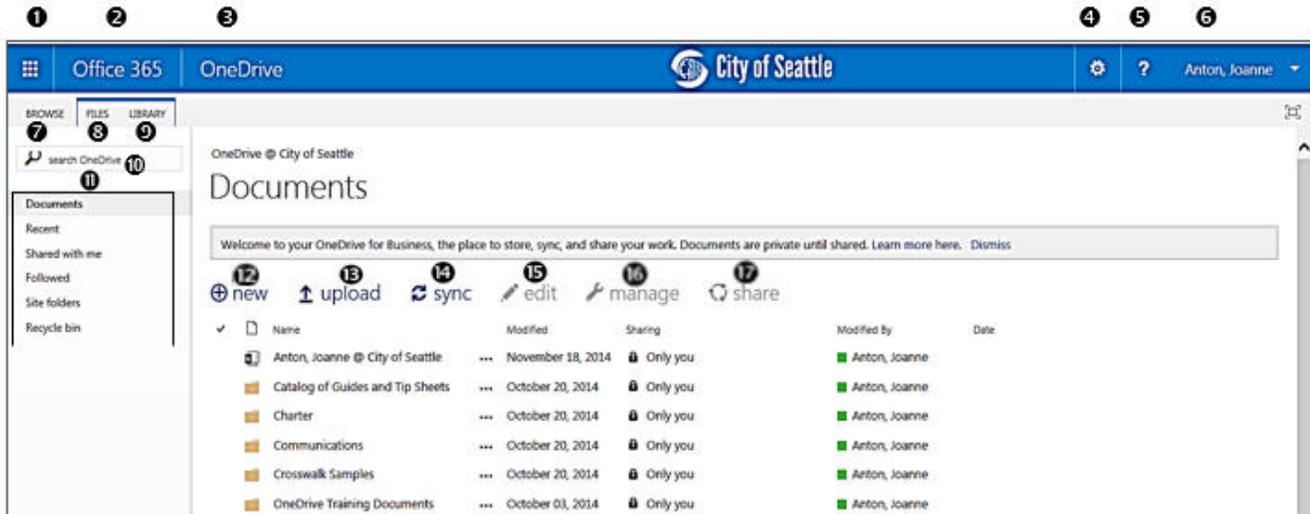
YOUR PROFILE PAGE

Click [here](#) for details or if printed, go to end of document

4. Click the OneDrive Tile.



5. Your Document Library opens. Below is a partial view of a Document Library.



Components of your OneDrive- City of Seattle Document Library:

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Menu Button: Access links to Sites & Apps. 2. Office365: Takes you to User Portal 3. Site Link: Links to sites that you follow or create. It also provides links to suggested sites based on a compilation of search results. 4. Settings: Change Themes, Colors, etc. 5. Help: Click to search for answers to questions. 6. About Me: Your Profile 7. Browse: Current view – you can browse for documents 8. Files: Toolbar for additional settings 9. Library: Toolbar for additional settings 10. Search: Ability to search for people, documents, videos, sites etc. 11. Quick Launch: Links to navigate between the current features on the site. <ol style="list-style-type: none"> a. Documents: Link to files and folders b. Recent: Recent items added to site c. Shared with me: Items shared by others d. Followed: Items others are following e. Site Folders: List of folders f. Recycle Bin: Deleted items | <ol style="list-style-type: none"> 12. New: Create new file or folder 13. Upload: Transfer data from local drive to the Cloud 14. Sync: Creates a new version of the document on the current machine that is updated with any changes from the Cloud or other synced locations. 15. Edit: Revise a selected document. 16. Manage: A menu of actions and commands like View or Edit Properties, Download a Copy, Share with or Follow, Delete to name a few. Active once a document or folder has been selected 17. Share: Share a selected document with one or more people and grant Edit or View privileges. |
|---|--|

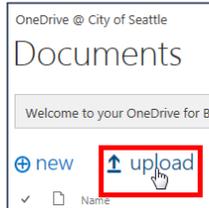
DOCUMENTS

Documents are contained in a Document Library. OneDrive- City of Seattle is YOUR personal storage area for City of Seattle documents. As stated on page 1, the “Cloud Cousin” of your network Home Drive.

OneDrive comes with a built-in folder called Shared with Everyone.  If you upload a document here, it will be visible to all staff with Office 365 in the City of Seattle. Be mindful where you upload your documents!

Upload a Document

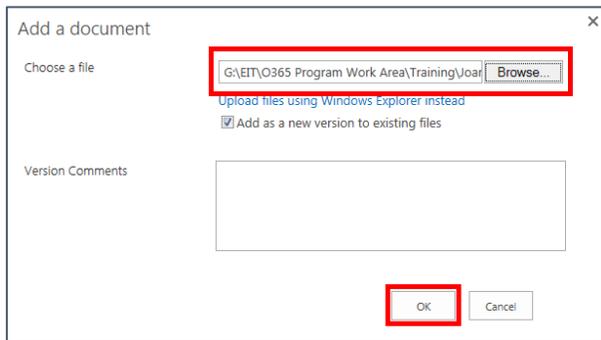
1. Click Upload.



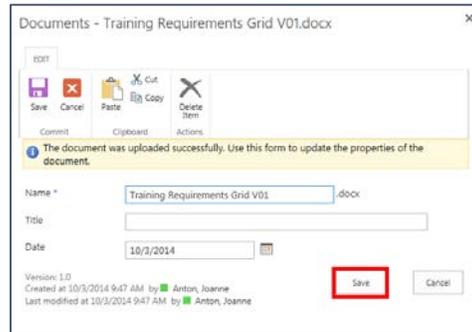
IMPORTANT TO KNOW ABOUT UPLOAD!

- You can upload ONLY individual documents NOT folders from your network drives.
- Recreate your network folders and then upload documents to the new OneDrive- City of Seattle folders.

2. Click Browse and select a file. Click OK.



Click Save.

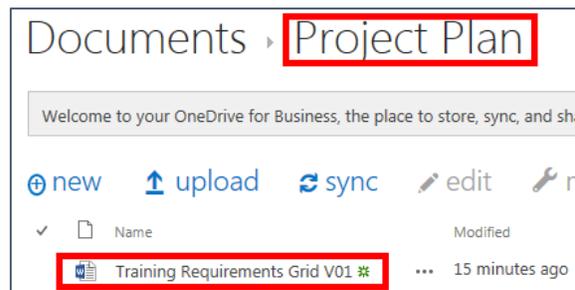
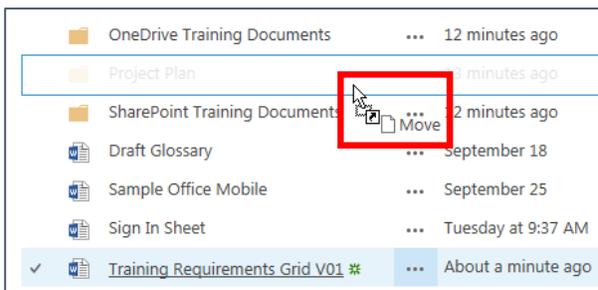


3. The File is successfully uploaded. New Files are marked with a Green Asterisk/Star.

✓	Name	Modified	Sharing	Modified By	Date
	OneDrive Training Documents	... 12 minutes ago	🔒	Anton, Joanne	
	Project Plan	... 13 minutes ago	🔒	Anton, Joanne	
	SharePoint Training Documents	... 12 minutes ago	🔒	Anton, Joanne	
	Draft Glossary	... September 18	👥	Anton, Joanne	9/12/2014
	Sample Office Mobile	... September 25	🔒	Anton, Joanne	9/25/2014
	Sign In Sheet	... Tuesday at 9:37 AM	🔒	Anton, Joanne	9/29/2014
	Training Requirements Grid V01 *	... About a minute ago	🔒	Anton, Joanne	10/3/2014

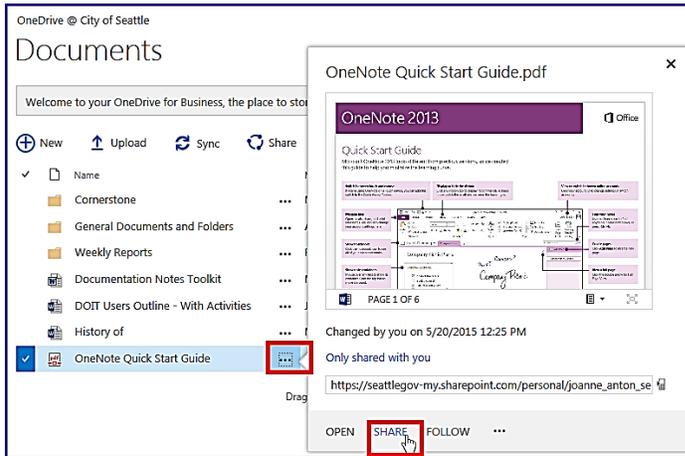
4. Click – Hold – and Drag to move into a Folder.

Document now in Project Plan Folder.

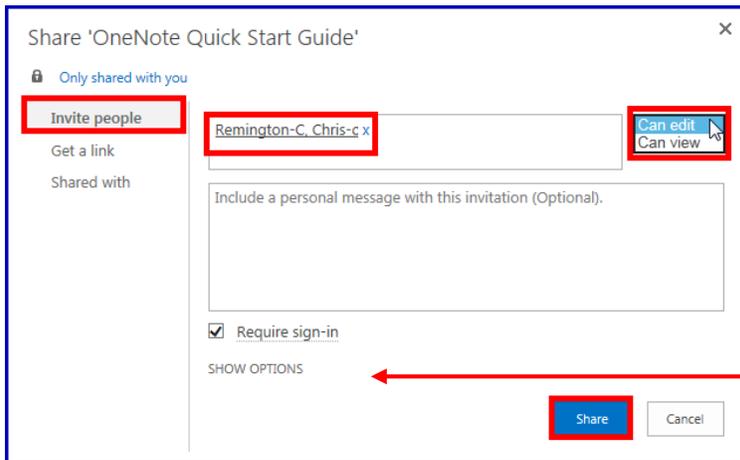


Share a Document

1. Click the Ellipsis  to the right of the document name to open a Thumbnail. Click Share at the bottom.



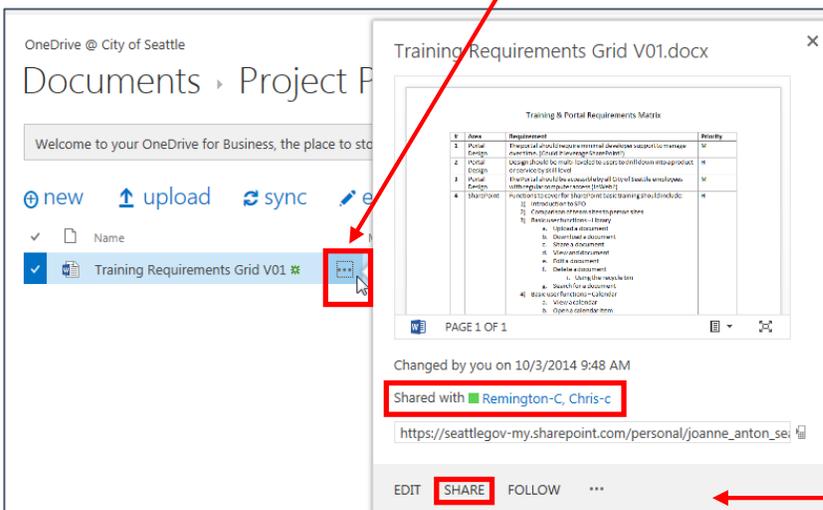
2. Click Invite People, start entering last name (SharePoint Online will find), give Edit or View rights, and click Save.



Click Show Options:



3. To view who you've Shared with, click the Ellipsis next to the document name. To Share with more people, click the Share at the bottom.



View a Document

You can View a Document in **WORD ONLINE** or in **“FULL” WORD**. What is the difference?

- **WORD ONLINE** is a **“lightweight” version of Word** that gives you the ability to create documents and edit documents with very basic editing features. **The document opens as Read Only until you select Edit Document (see below)**. You can format, create tables, insert pictures, header or footers, and adjust margins and spacing. For a deeper dive into more advanced functions such as Table of Contents, you need to open “full” Word.

Some great perks to **WORD ONLINE** are:

- ➔ **Co-Authoring:** You and your team can work on a document together in real time, view each other’s edits and make comments as you go along.
- ➔ **Saves Automatically:** Office Online applications save automatically. When finished, click the Back Arrow  to return to the Homepage.

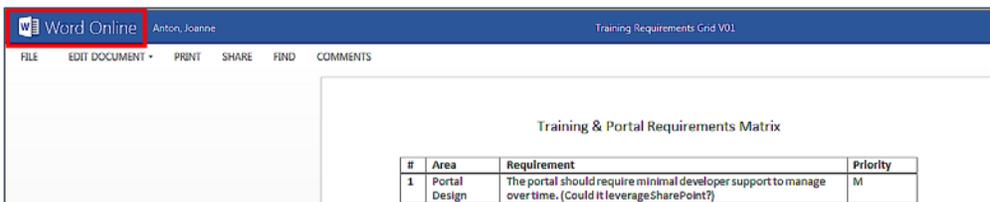
- **FULL WORD** is the version in Microsoft Word installed on your computer.

View and Edit in Word Online:

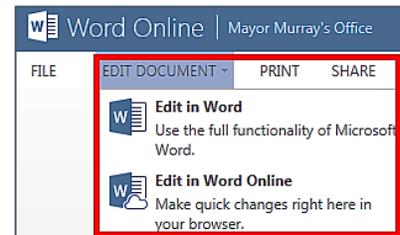
1. Click the document name.



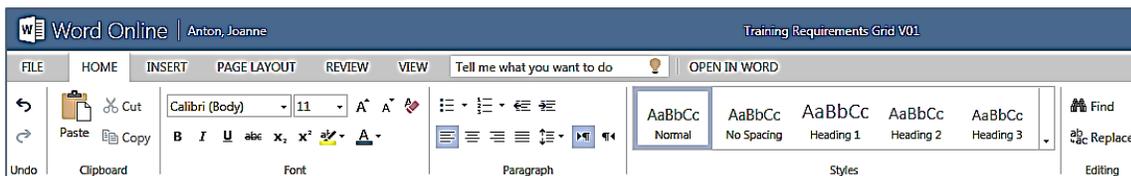
2. Document opens in Word Online.



3. From here you can choose to edit the document in **“full” Word** or in **Word Online**.

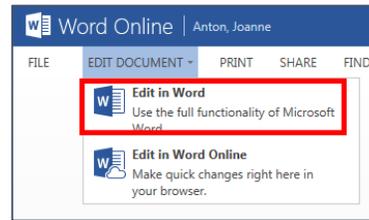


4. **NOTE Home Tab Ribbon Options in Word Online:**



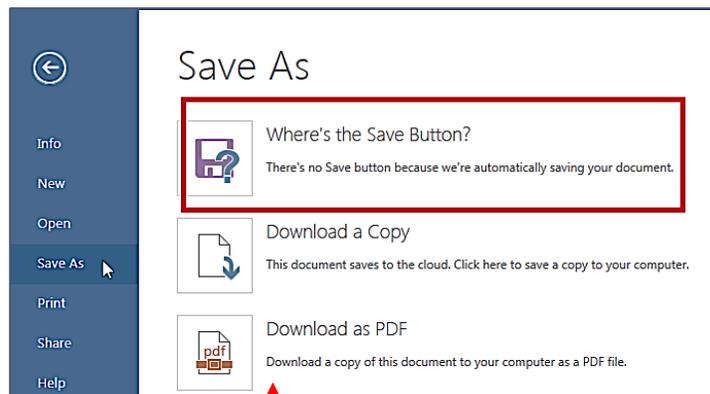
View or Edit in Word

1. Click **EDIT DOCUMENT** and then click **EDIT IN WORD** to open Word on your computer.
2. The document opens in “full” Word on your computer.



Edit a Document and Download a Copy or PDF

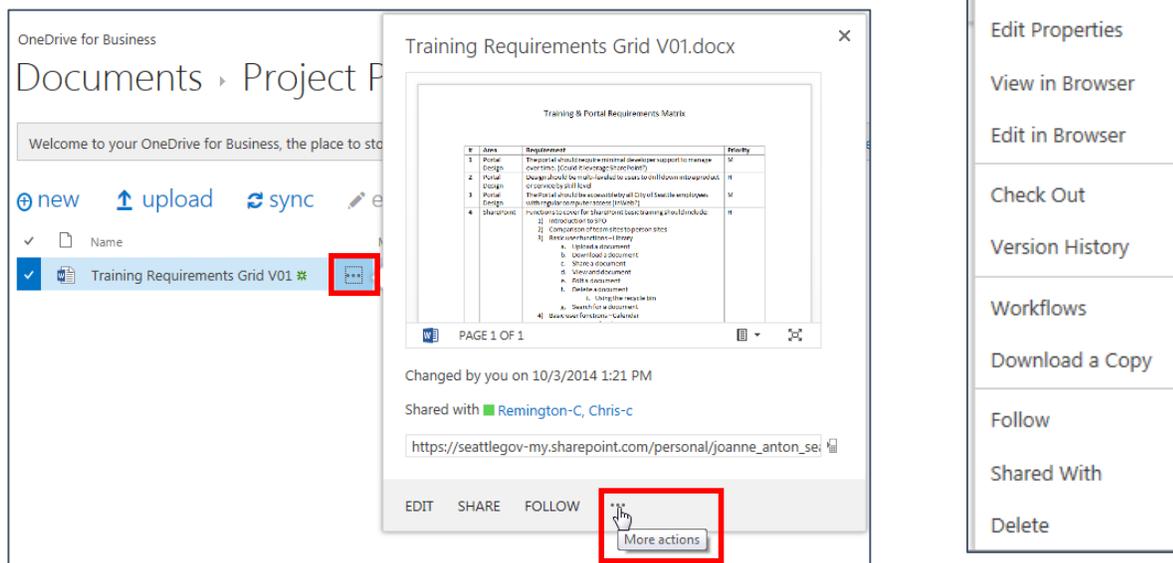
1. Follow the same steps as **View in Word Online** or **View in Word**.
2. **HOT TIP!** If you **Edit in Word Online**, **you don't need to Save**. Click **File > Save As** to see that OneDrive-City of Seattle is saving the document automatically.



3. **HOT TIP!** You can **Download a Copy or as PDF** from here.

More Actions

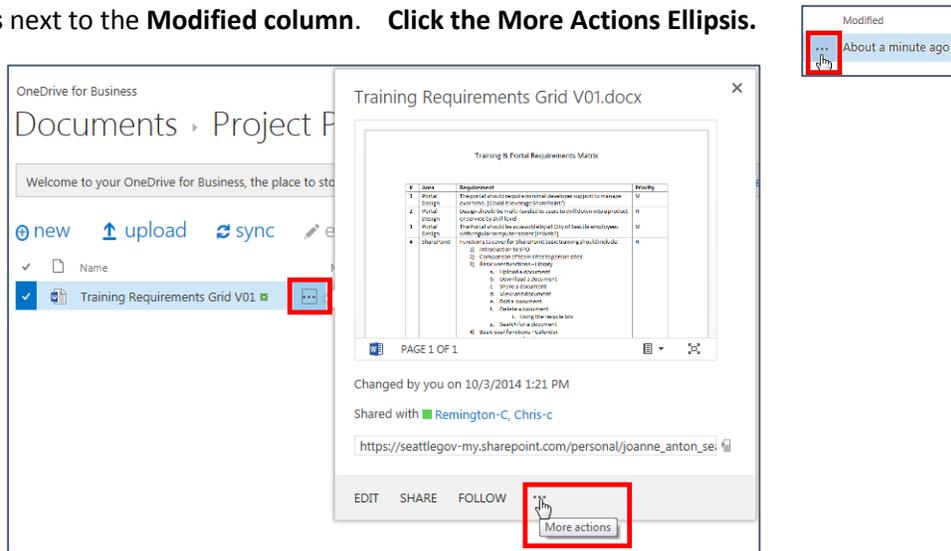
1. Click both Ellipses. The **More Actions** gives you these options:



Versioning

Versioning tracks and manages information in a document as it is changed and edited. This is especially useful if multiple people are working on the same document. Versioning allows you to view and recover earlier versions.

1. Click the Ellipsis next to the **Modified** column. Click the **More Actions Ellipsis**.



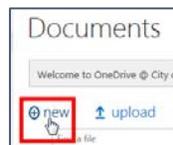
1. Click Version History in the More Actions list.

2. View Version History

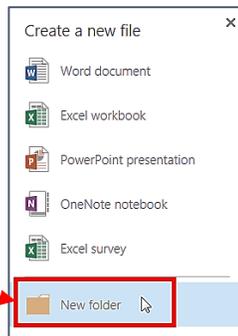


Add a Folder

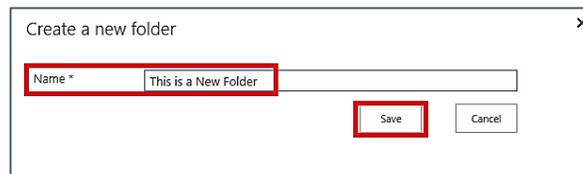
1. Click New.



2. Click New Folder.

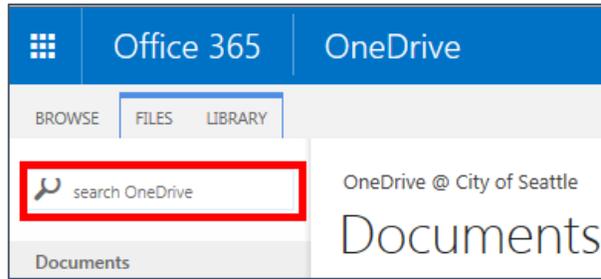


3. Enter the folder name and click save.

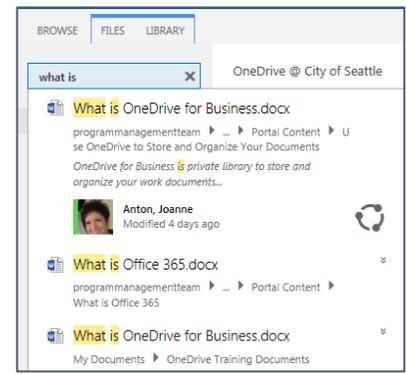


Search

1. Find the **Search field** at the top left of the screen.

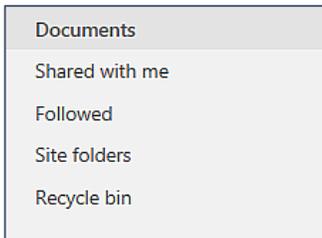


2. In this case, the **Search is, "What is OneDrive- City of Seattle."** Note that only the words **"what is"** were entered and the Search feature found multiple documents with this little bit of information.
3. The system will Search both OneDrive and SharePoint Online.



Quick Access/Navigation Links

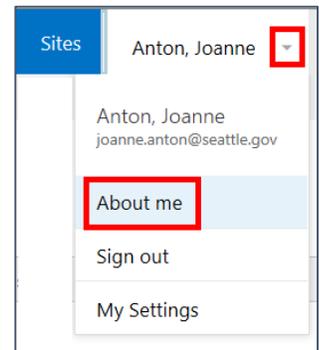
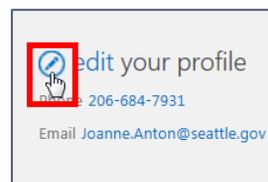
The Quick Access/Navigation Links are located on the left side if the screen:



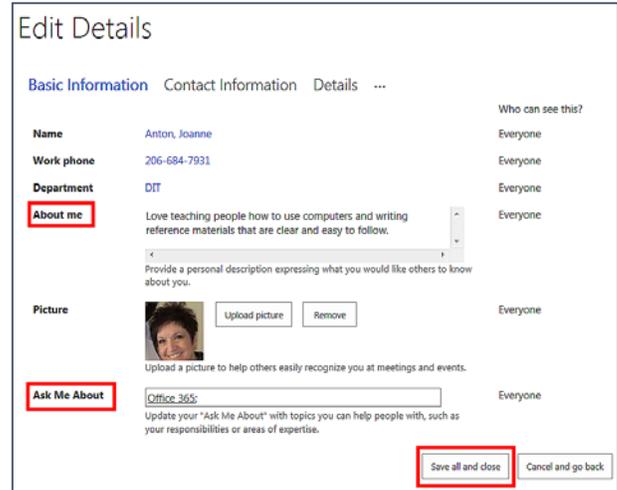
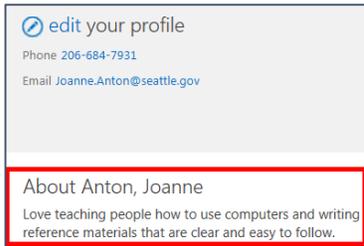
- **Documents:** List of stored files and folders
- **Shared with me:** List of files and folders someone shared with you
- **Followed:** Documents you're following
- **Site Folders:** Contains shortcuts to document libraries from Sites you follow
- **Recycle Bin:** Stores deleted items for 90 days or until emptied

About Me/My Settings

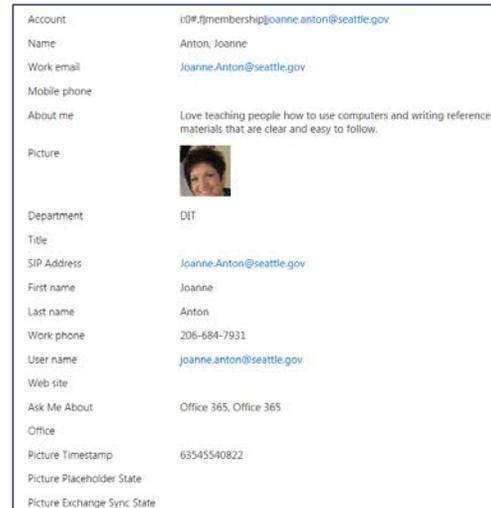
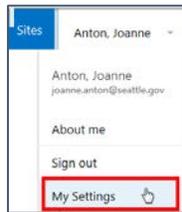
1. Click the down arrow next to your name on near the top right of the screen and click **About Me**.



- Click the **blue pen icon** to view or edit your profile.
- At the **Edit Details**, add any information you're comfortable sharing in the **About Me** and **Ask Me About** fields. **Click Save all and close** when finished.
- The text you entered in **About Me** will appear under **Edit Profile**.



- Click **My Settings** to for a comprehensive view of your settings.

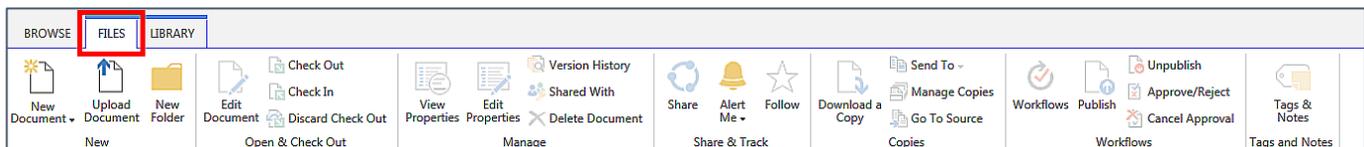


OneDrive- City of Seattle Toolbars

Files

Click the **Files** tabs to view Toolbars.

The **Files Toolbar** gives you quick access to tools that help you manage your document.



Library

The **Library Toolbar** gives you quick access to end user actions, like emailing a link, connecting to Outlook, and opening with Explorer, plus actions available to Site Leaders and Site Collection Managers.

