

OneDrive – City of Seattle Tip Sheet



New to OneDrive – City of Seattle? This document gives the answers to common OneDrive – City of Seattle questions

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What is the difference between OneDrive – City of Seattle and SharePoint Online?

OneDrive – City of Seattle is your personal storage location in the Cloud for documents related to City business - like a "Cloud cousin" of your Home Drive. Users can share files and directories with others, in accordance with the City Acceptable use Policy.

SharePoint Online gives you and your team the ability to store and share documents in the Cloud and communicate with each other online. This is especially useful if team members are in different units and departments - or are external consultants.

What is the difference between OneDrive – City of Seattle and OneDrive?

OneDrive – City of Seattle is where you store your work files and folders. **OneDrive** is **not** for storing business documents. OneDrive is where users who have Office 365 at home would store personal documents and photos that are separate from the workplace. **Use OneDrive – City of Seattle at work.**

Can other employees see or access my OneDrive – City of Seattle?

Not unless you share a Document or a Library with someone. Your OneDrive is like your Home Drive. Only you have access to it.

I've heard you can access your OneDrive – City of Seattle files in Windows Explorer. Is that true?

Yes. While in OneDrive, click the Library Tab near the top left to open the Library Tool Bar. Click Open with Explorer and when explorer opens, right click Favorites and select Add Current Location to Favorites.

Can I sync files from OneDrive – City of Seattle to my computer?

You can sync the whole of your OneDrive library to your local computer, not individual files.

Can I create a new document in OneDrive – City of Seattle?

Yes, you can create a new document by clicking the "new" link and then click Word document that opens in Word Online. Name the document by clicking the word DOCUMENT in the black header bar and enter the name. Click the back arrow to save.

How do I delete a document?

Click the ellipsis next to the document name and then click the ellipsis at the bottom of the window. Scroll down and select delete.

What happens when I delete a file? Can I get it back?

When you delete a file, it goes into the Recycle Bin for 90 days. After 90 days, it gets deleted permanently. You can restore a file from there or permanently delete a file.

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I Want to do a Save As for a Document I started in Office 2013 to save in the Cloud but I'm confused by the Save As Screen. How Do I Know what to pick?

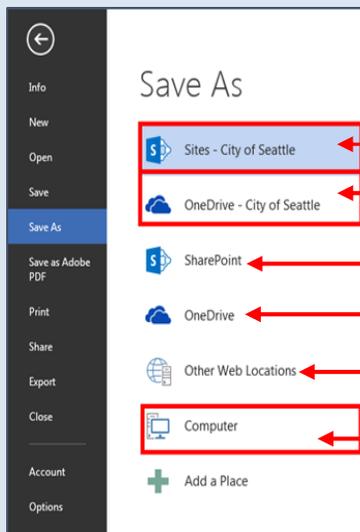
You're right. When you click the File Tab in Word or Excel 2013, you'll see more Save As options.

You have more locations to save your documents, depending on if you store your work locally on your Home or Shared Drive or store your work in the Cloud in OneDrive or SharePoint.

Save documents in **ONLY THREE MAIN PLACES** as noted in the Red Boxes below:

1. **SITES – CITY OF SEATTLE:** This is the City's SharePoint Online site and where SharePoint Online Team sites are located
2. **ONEDRIVE - CITY OF SEATTLE:** This is your secure storage area for City documents – think of it like a Home Drive in the Cloud that only you can access
3. **COMPUTER:** This is saving to your network Home or Shared Drive

Below is a quick explanation of the different options:



Sites – City of Seattle: Opens a list of your SharePoint Online Team Sites.

OneDrive – City of Seattle: Opens the directory to **your** City-assigned Personal Cloud Storage.

SharePoint: Opens a list of SharePoint 2010 sites you have accessed.

OneDrive: Goes to a “public” OneDrive available to general public. **Do not store City business here.** Requires a Microsoft login. City credentials will not work.

Other Web Locations: Opens a list of other internal web pages recently opened. Generally not relevant for City users.

Computer: Opens the window with your local PC, network home or shared Drives.

Where is the Recycle Bin?

Click the round Gear to the right of your name and click Site Contents. The Recycle Bin is near the top right.