USING MICROSOFT ONEDRIVE FOR BUSINESS

WINDOWS USER’S GUIDE

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OneDrive for Business provides the ability to store your files in one location that can be accessed from any work station or device with an Internet connection. You can sync files across multiple devices, or access them through Microsoft Outlook on the Internet. This guide explains how to access OneDrive for Business on your Windows work station via an explorer window/screen or via an Internet browser.

**Accessing OneDrive for Business from Windows**

1. Open the **Start** menu and select **OneDrive for Business** from the menu. Ensure that you select **OneDrive for Business**, as you may have other versions installed on your workstation.

   ![OneDrive for Business](image)

2. OneDrive for Business displays. OneDrive for Business visually appears as a file explorer window. The contents are saved to cloud storage, making them accessible from any workstation with an internet connection. An example of how OneDrive for Business might appear is displayed below.

   ![OneDrive for Business Example](image)

   You can save documents and other files directly to OneDrive for Business, or you can drag and drop files to OneDrive for Business, as needed.
CHAPTER 2: ACCESSING ONEDRIVE FOR BUSINESS FROM A WEB BROWSER

You can access the files you have saved to OneDrive for Business from any web browser. You can also save new files to OneDrive for Business via a web browser, when you are working on a workstation other than your own.


![Authentication Required](image)

2. Enter your USC NetID in the top field. Your USC NetID is the portion of your email address that appears before the @ symbol. For example, if your email address is juser@usc.edu, then your USC NetID is juser. Enter your Dornsife password in the lower field. Your Dornsife password is the password with which you log into your computer.
3. Select the OK button after entering your login credentials. *Outlook Web Access* is displayed.

4. Select the menu option, located on the top, left side of the screen. The *My apps* menu displays.
5. Next, select the OneDrive option. OneDrive for Business displays.

You can now upload new documents or access existing documents from the OneDrive for Business internet access page.
OneDrive for Business offers internet access to the files that your store within OneDrive for Business. This means that you can access your files anywhere there is an internet connection.

To begin working with OneDrive for Business, navigate to http://dornsife.usc.edu/365. You will be prompted to log in with your USC email address and the corresponding password. Enter your credentials and log into Microsoft Outlook Web Access.
Next, select the menu icon in the upper left corner of the screen. The Microsoft Outlook for the Web menu displays. Select OneDrive from the menu options. OneDrive for Business for the Web displays.

Use the screen options to complete the following actions.

- **New**: Select the New option to create a new file or folder within OneDrive for Business for the Web.

- **Upload**: Select the Upload option to upload a file from your computer or external storage drive.

- **Sync**: Select the Sync option to synchronize OneDrive for Business for the Web with your workstation or mobile device. When the Sync option is selected, a series of sync screens display.
Select **Sync now**.

Select **Microsoft OneDrive for Business** and then select the **OK** button.
Your files begin the syncing process. Select the **Show my files...** button to view the synced files.

- **Edit**: Select the **Edit** option to edit a document you have already uploaded to OneDrive for Business. You can edit this document online or on your work station.

- **Manage**: Select the **Manage** option to display the **Manage** menu. The **Manage** menu provides the ability to work with files that you have already saved to OneDrive for Business.
• **Share**: Select the **Share** option to display the *Share* menu. The *Share* menu provides the ability to invite individuals to edit and/or view the file(s) or folder(s) you have stored within OneDrive for Business. The invitation to view or edit files is sent via email.

![Share 'Shared with Everyone'](image)

Use these on-screen options to upload files to or edit files within OneDrive for Business for the Web.
CONTACT DORNSIFE TECHNOLOGY SERVICES

Campus Office:
825 Bloom Walk, ACB 530
Los Angeles, CA 90089-1486

Technical Support: 213-740-2775
E-mail: ts@dornsife.usc.edu