CSUEB IT
Post Migration – OneDrive

CAL STATE EAST BAY

OneDrive

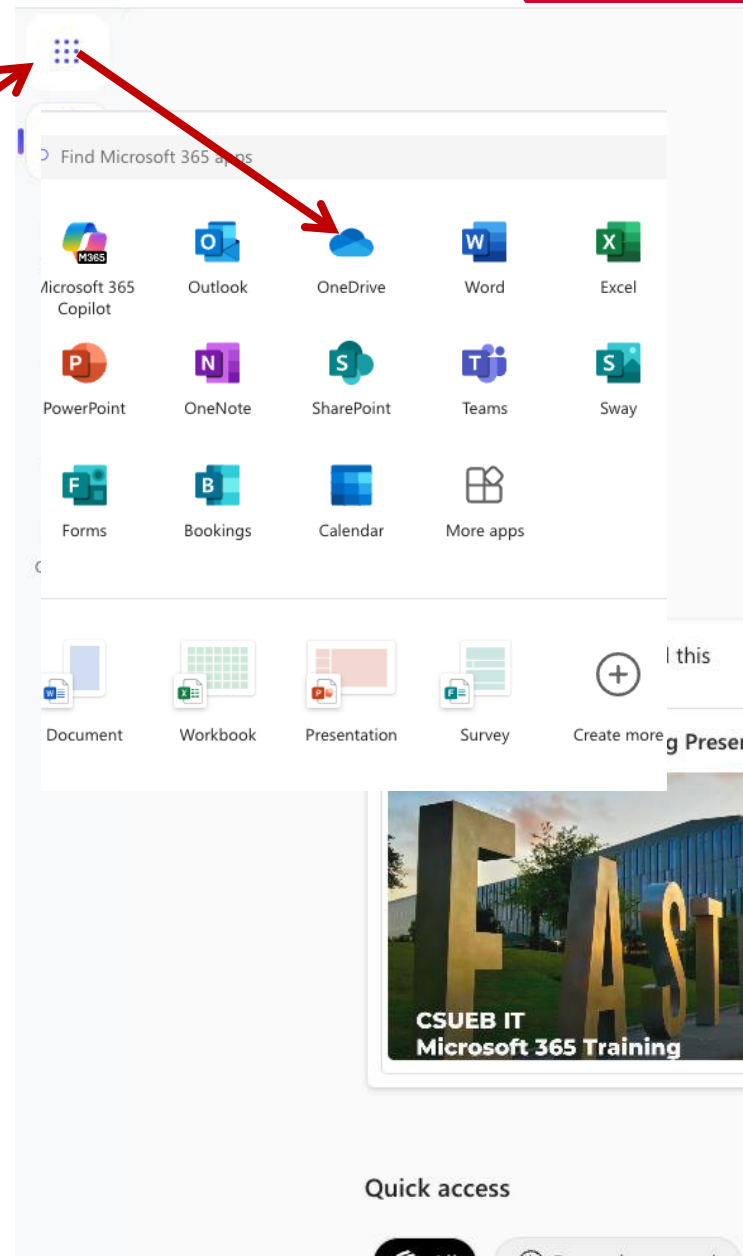Google My Drive migrated to M365 OneDrive

What is OneDrive?

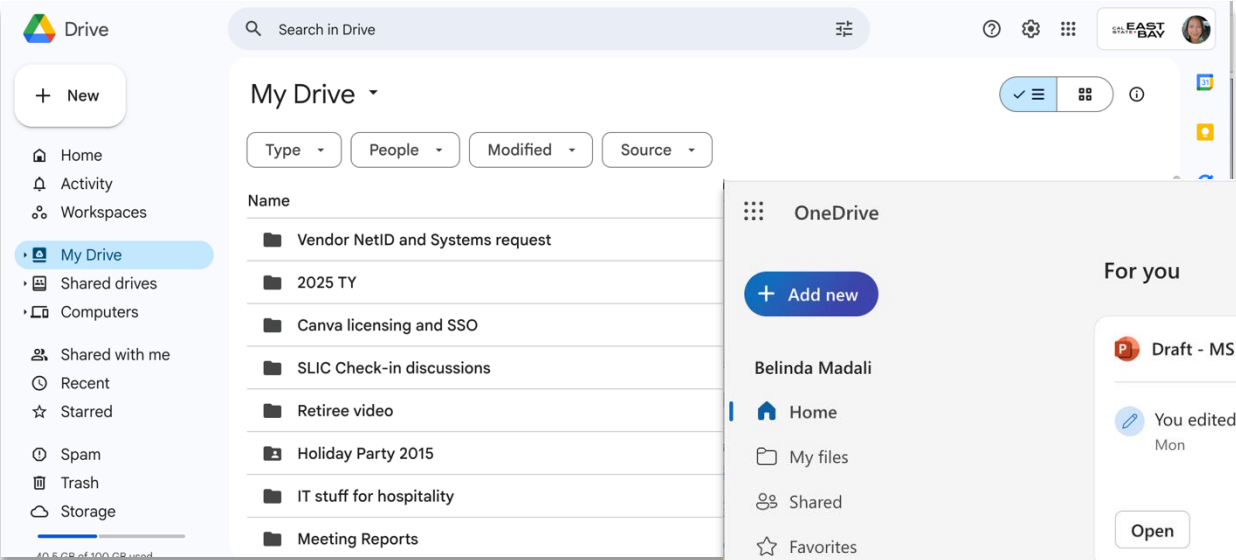"OneDrive is the Microsoft cloud service that connects you to all your files." - Microsoft

- Use this to store your files.

- You can share these files with others but it's better to collaborate in Teams; sharing documents with a group of people in one organized space, posting messages, collaborating... etc.
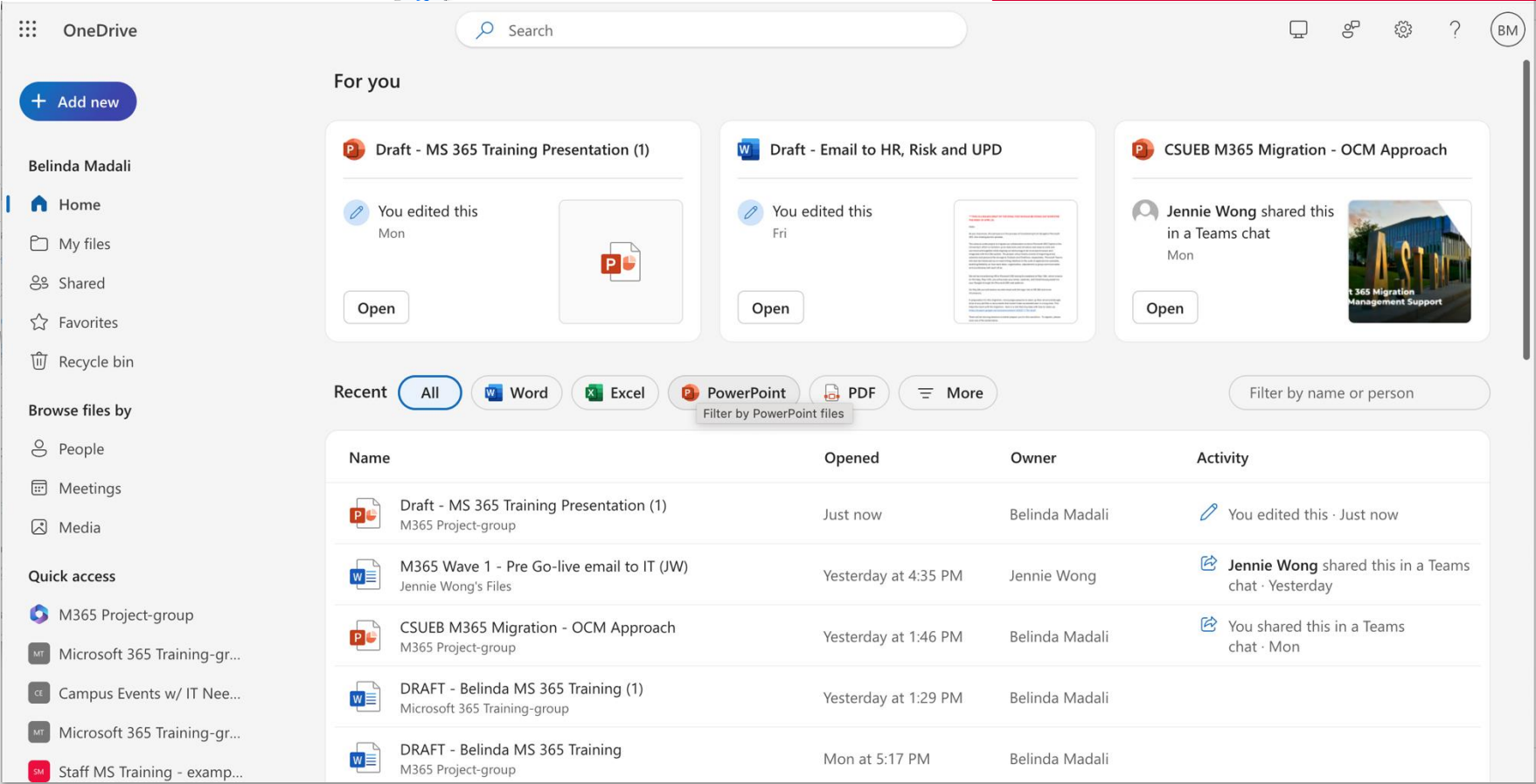
OneDrive App

- Top left: Applications launcher.

- Click the icon.

- Choose OneDrive

Google Drive - OneDrive

M365 - OneDrive

OneDrive – Home .

OneDrive – 'My Files' folder

Where did all my files go?!

You should have a folder that is named:

<firstname.lastname@csueasatbay.edu>

+ Add New.

OneDrive

+ Add new

📁 Folder

📄 Files upload

📁 Folder upload

📄 Word document

📊 Excel workbook

📊 PowerPoint presentation

📓 OneNote notebook

📋 Forms survey

📐 Visio drawing

🎬 Clipchamp video

🔗 Link

Opening a File

You can simply double-click a file and it will open.

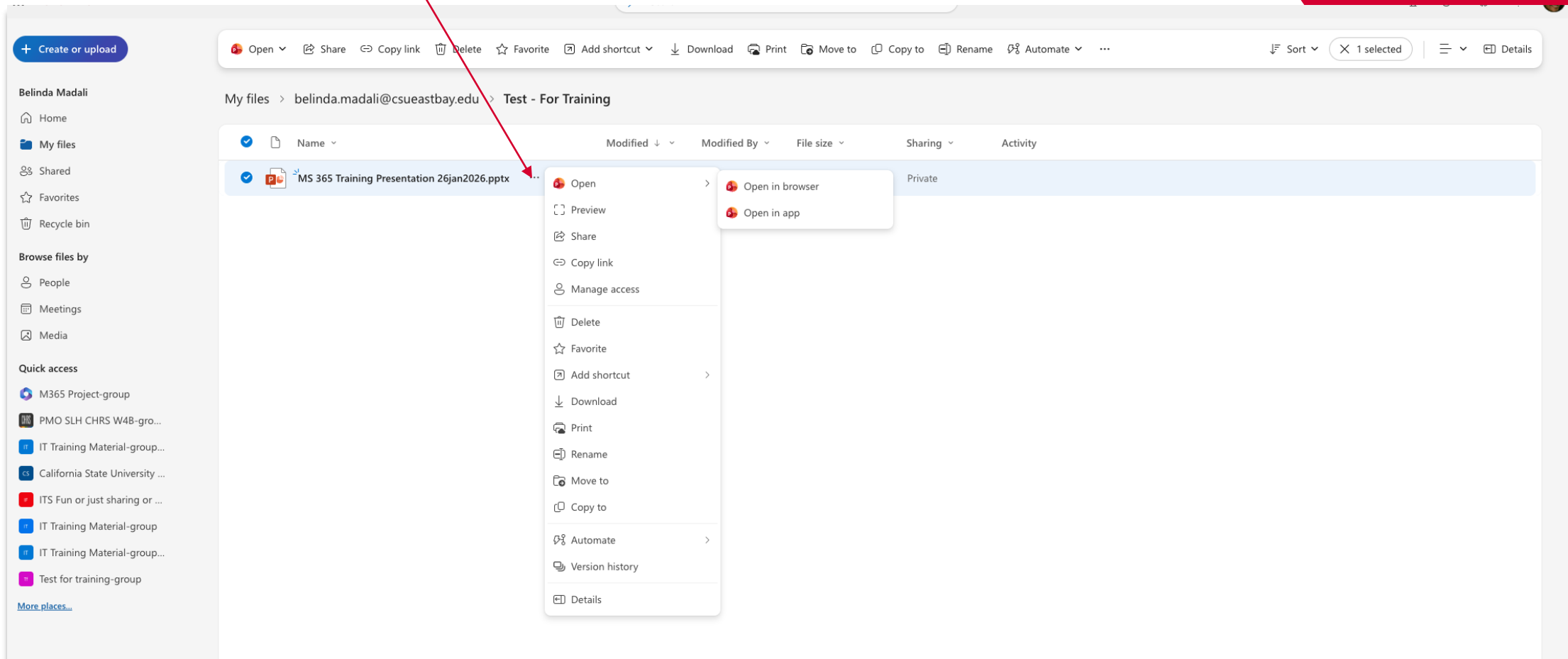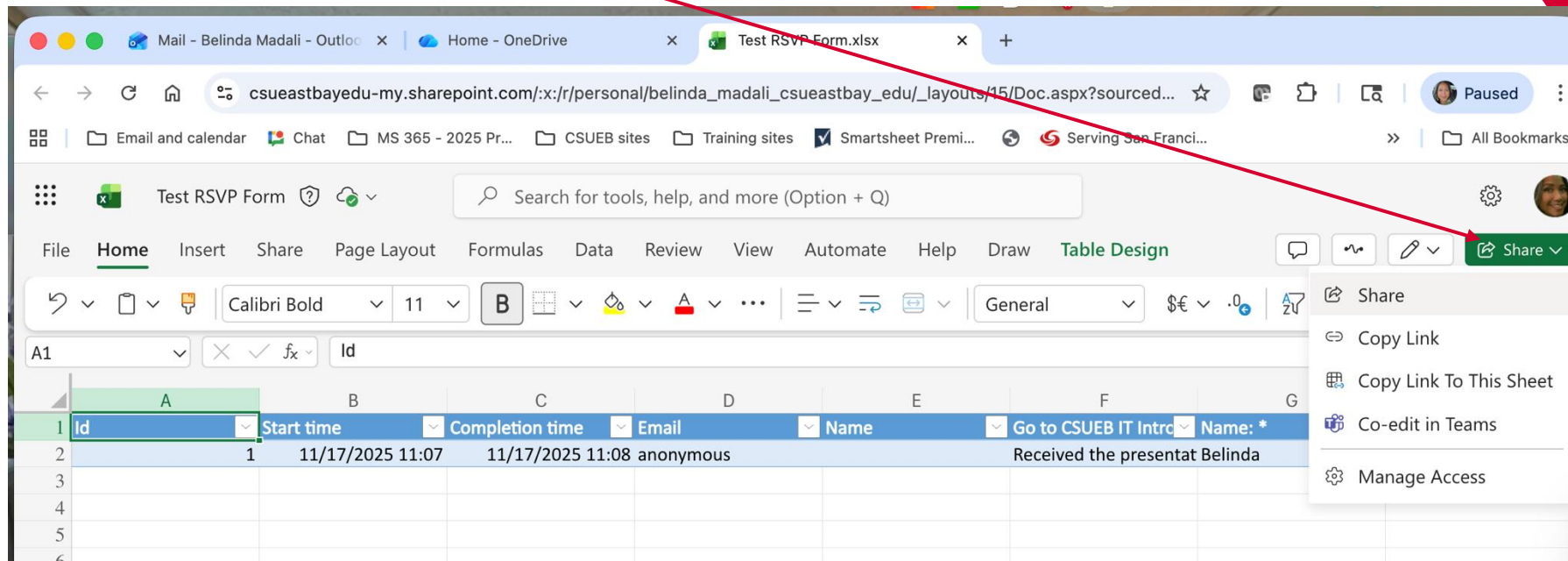Or click the three dots to the right of the file, then open and choose browser or app.

Sharing a Microsoft File or Folder [Word, Excel, Powerpoint... etc]

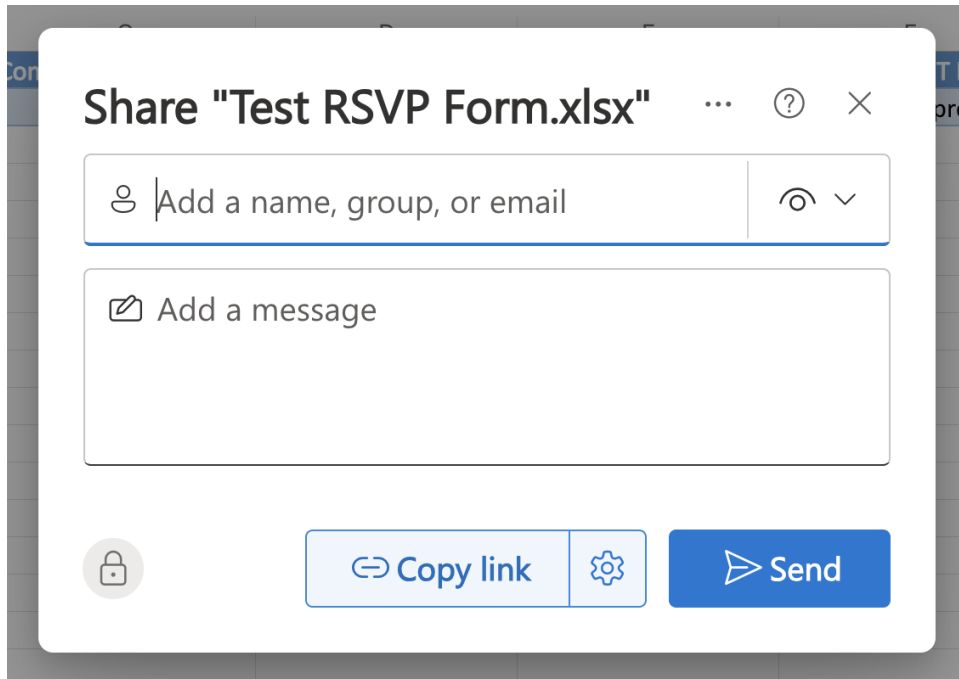# How to Share a File

1. Open the document you want to share.

2. Click Share on the far right.
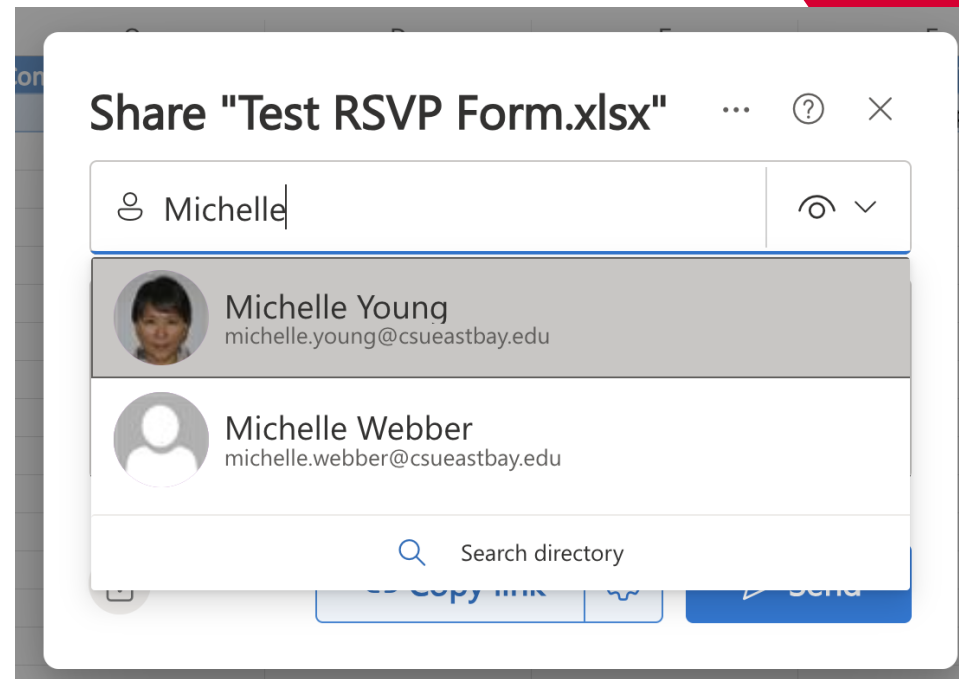
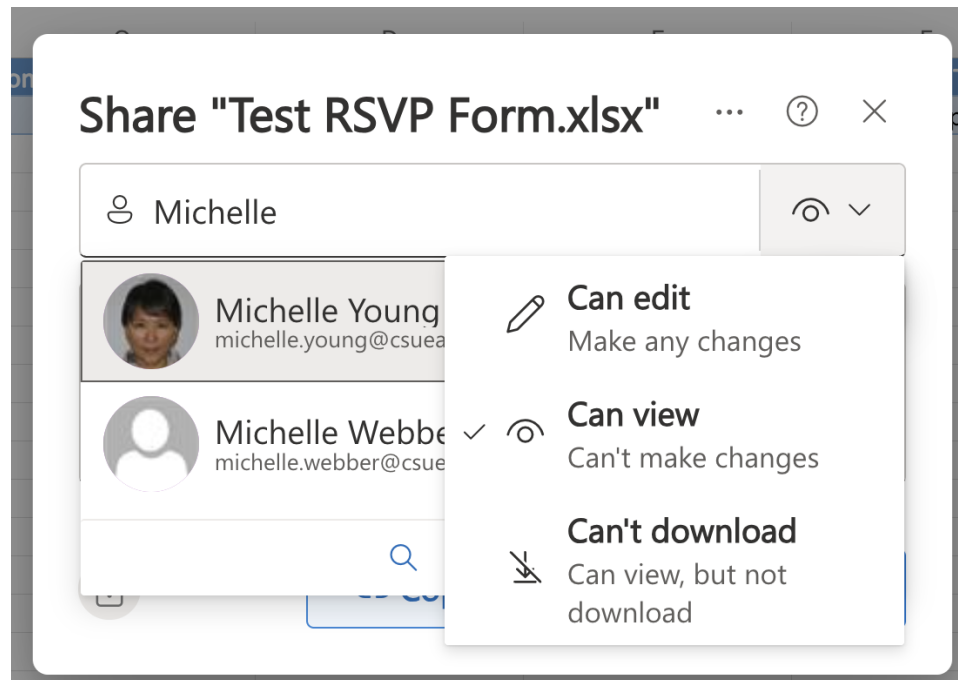# How to Share a File

3. The Share dialog box will come up.

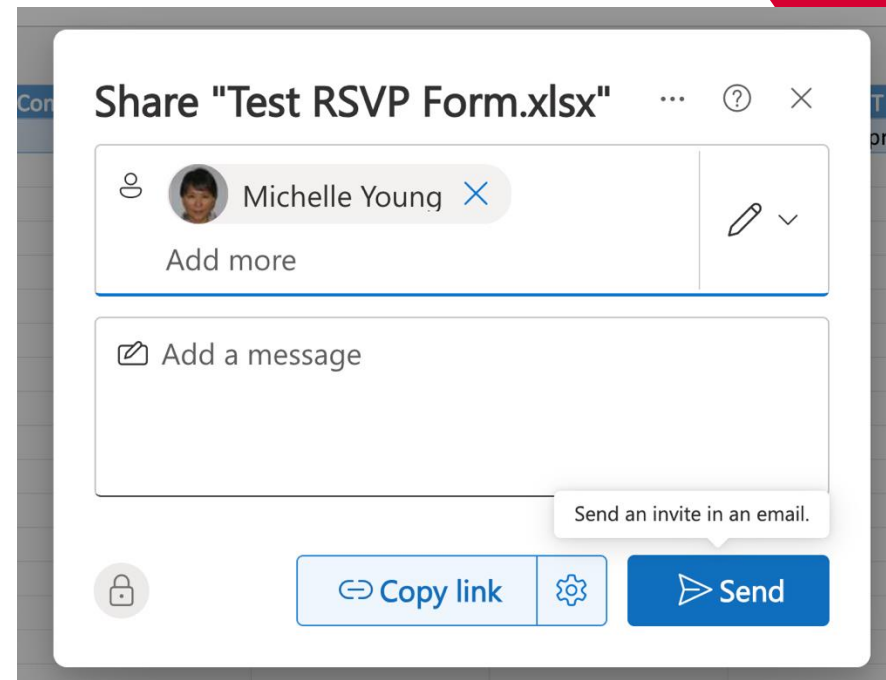4. Start typing name of person you would like to share with.

How to Share a File

5. Choose the person.

6. Change the type of access by clicking the drop down arrow.
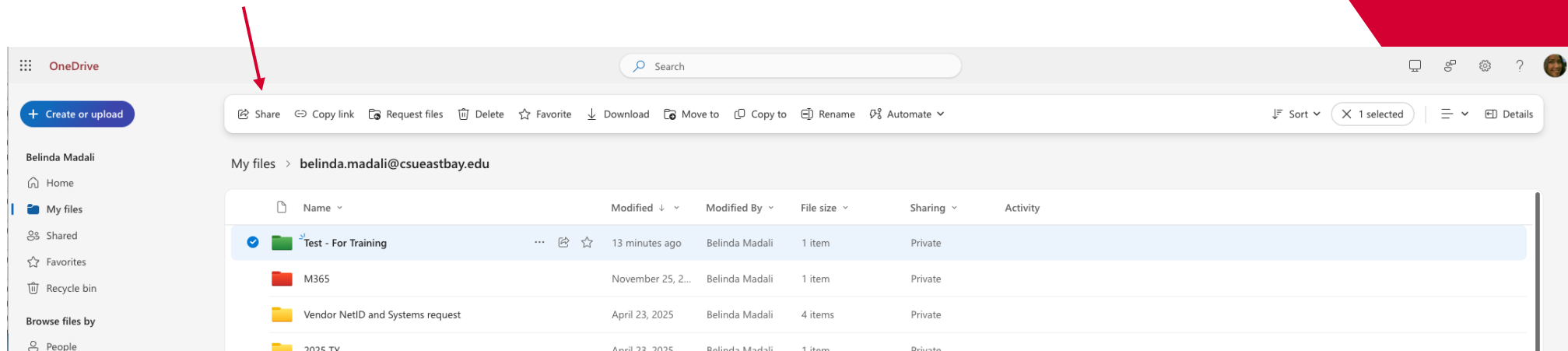
7. Click Send and an email will go to the person you are sharing with.
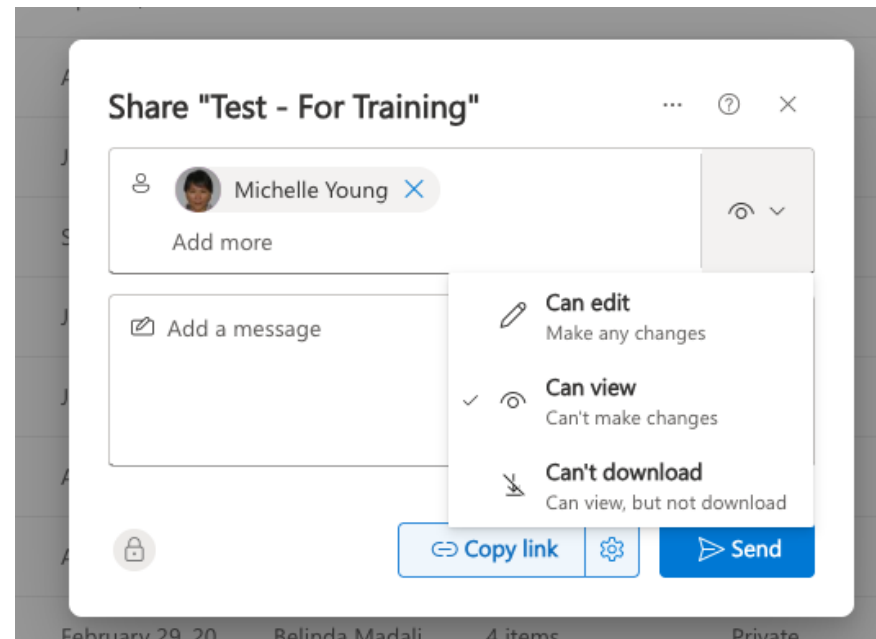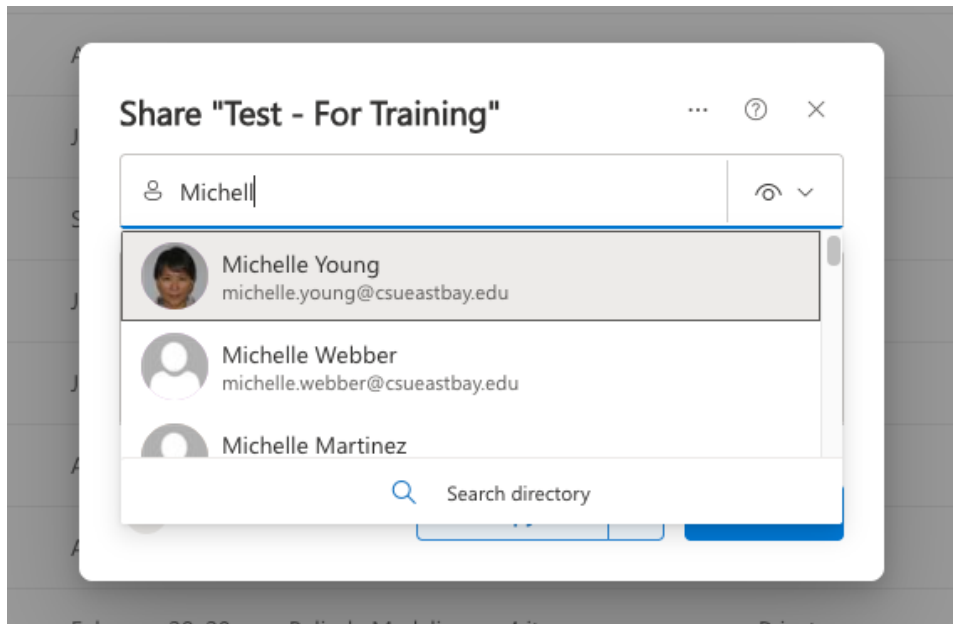
How to Share a Folder

1. Choose the Folder you'd like to share.

2. Click Share.
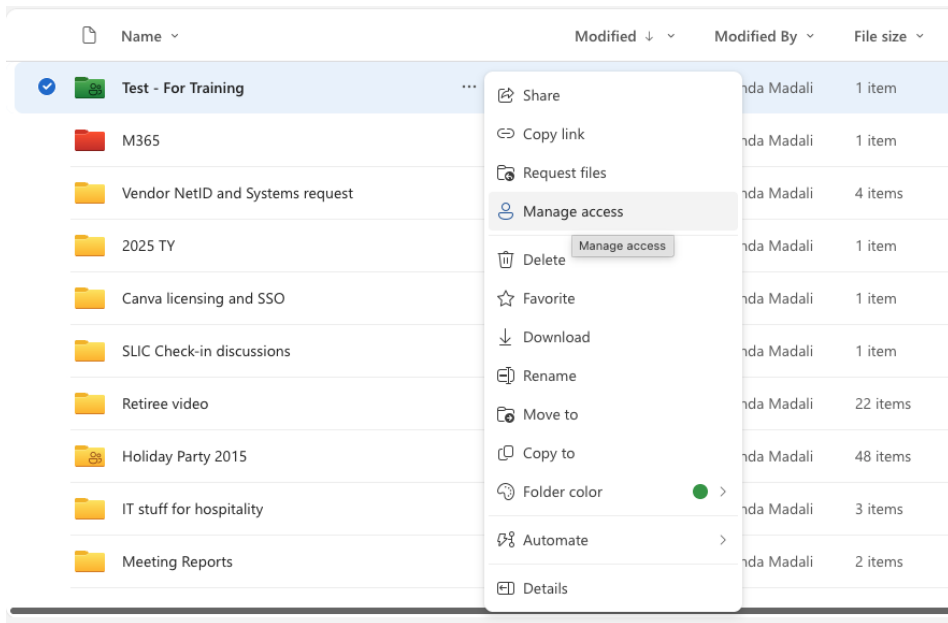
How to Share a Folder

3. Start typing the name of the person you'd like to share with and click the name from the list.

4. Change the type of access by clicking the drop down arrow.

5. Click Send and an email will be sent to the person/s.
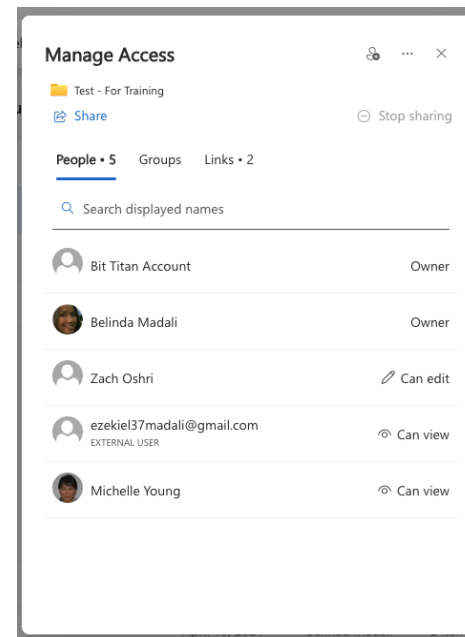
Manage Access

1. From your list of folders/files, click the ellipses (three dots) to the right of the folder name.
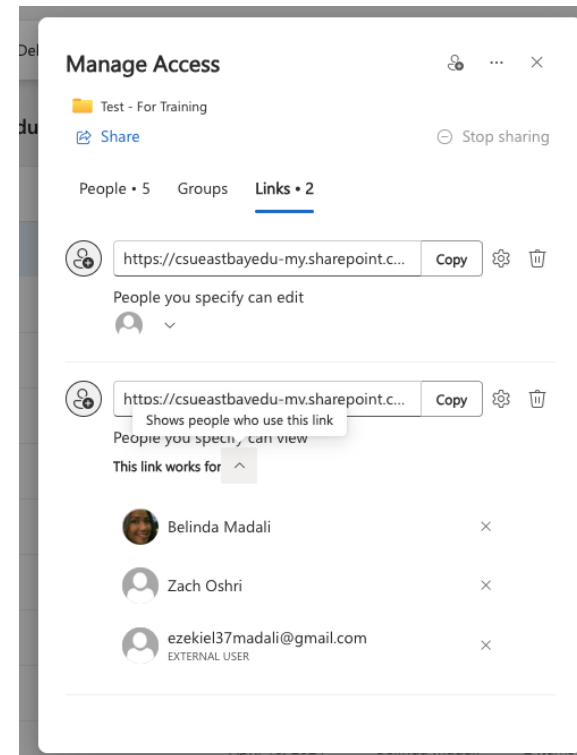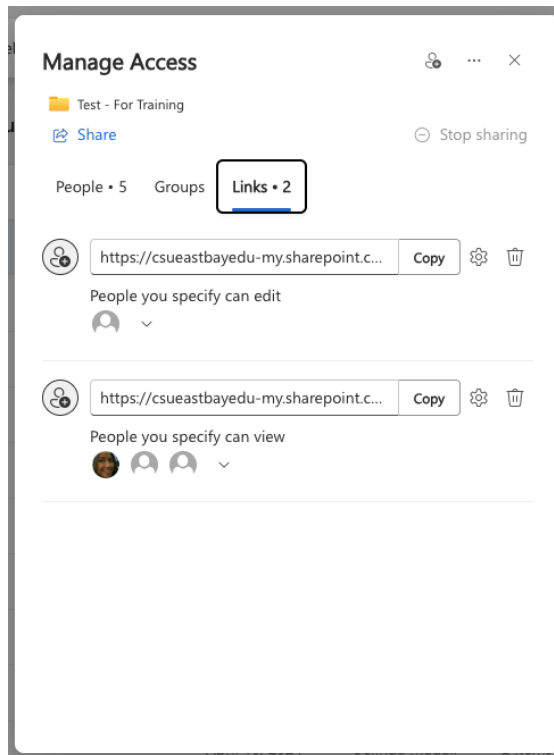
2. Choose "Manage Access"

3. The manage access dialog box will appear and you can see who has access.

Manage Access

4. By clicking the "Link" tab you can get links to each role; "Can view" or "Can edit" or add people to that role.

5. You can also change access or remove access rights.

We are here for you!

If there are any issues or extensive training needed.

Open a Service Desk ticket:

- Send email to:

  servicedesk@csueastbay.edu

- Go to the Service Desk website to submit a ticket. BUT you may find your answer in one of the links listed on that page:

  www.csueastbay.edu/servicedesk

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