



# **CSUEB IT Post Migration – OneDrive**



Google My Drive migrated to M365 OneDrive

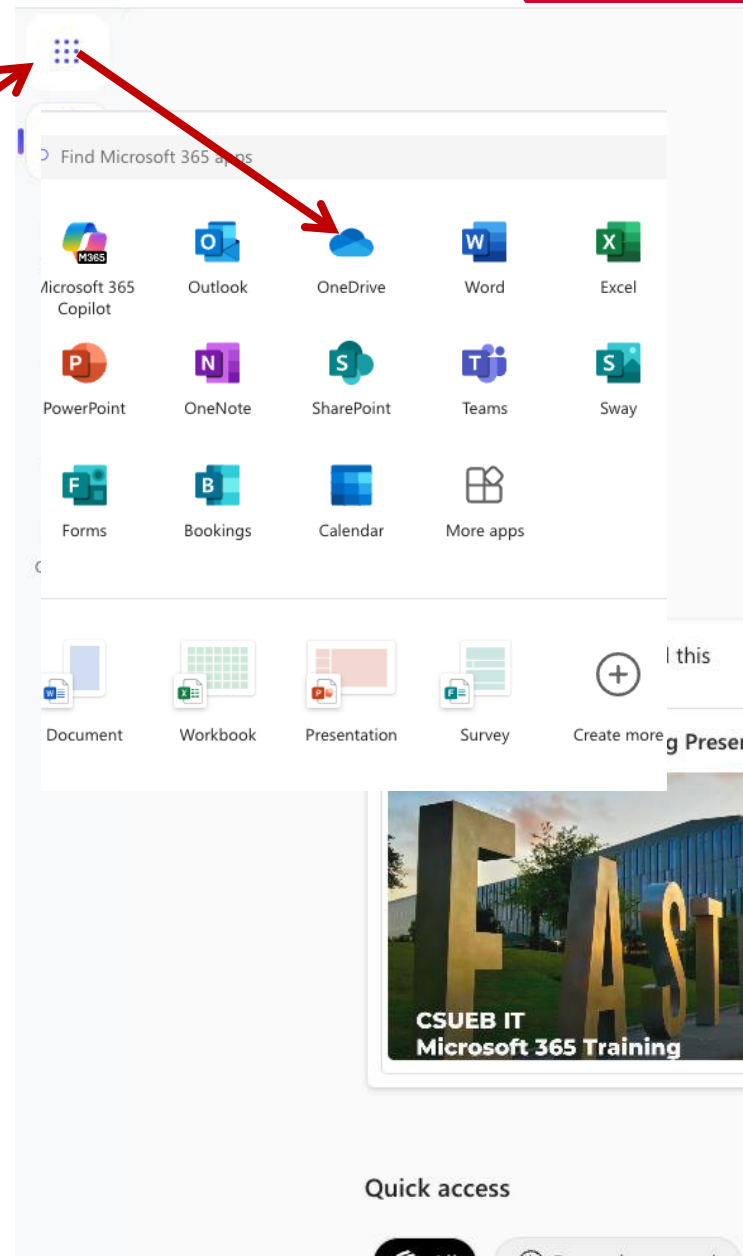
# What is OneDrive?

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

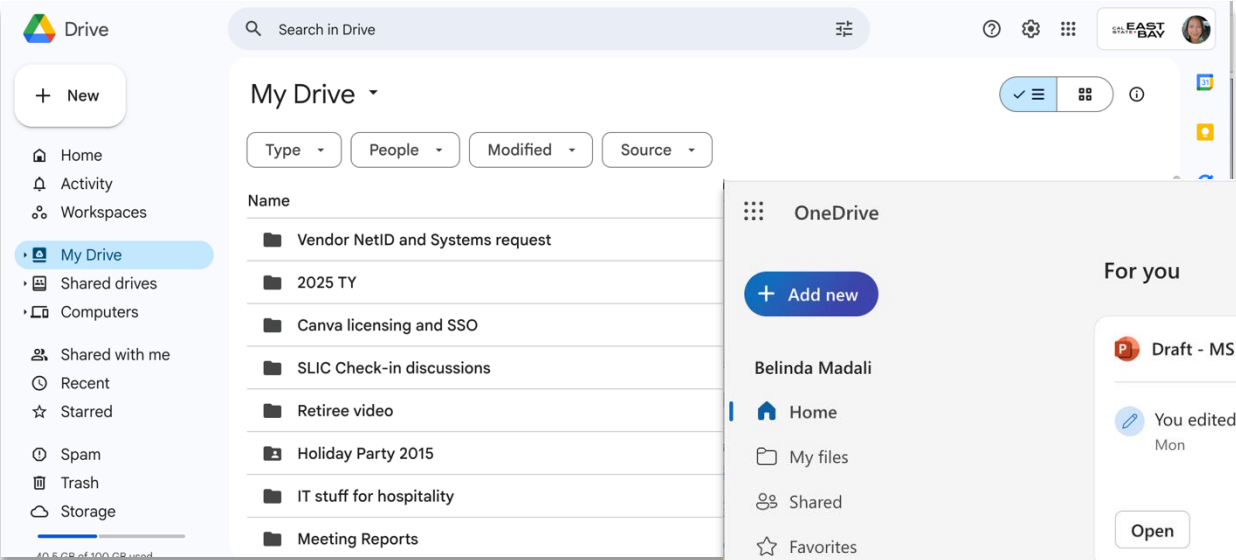
- Use this to store your files.
- You can share these files with others but it's better to collaborate in Teams; sharing documents with a group of people in one organized space, posting messages, collaborating... etc.

# OneDrive App

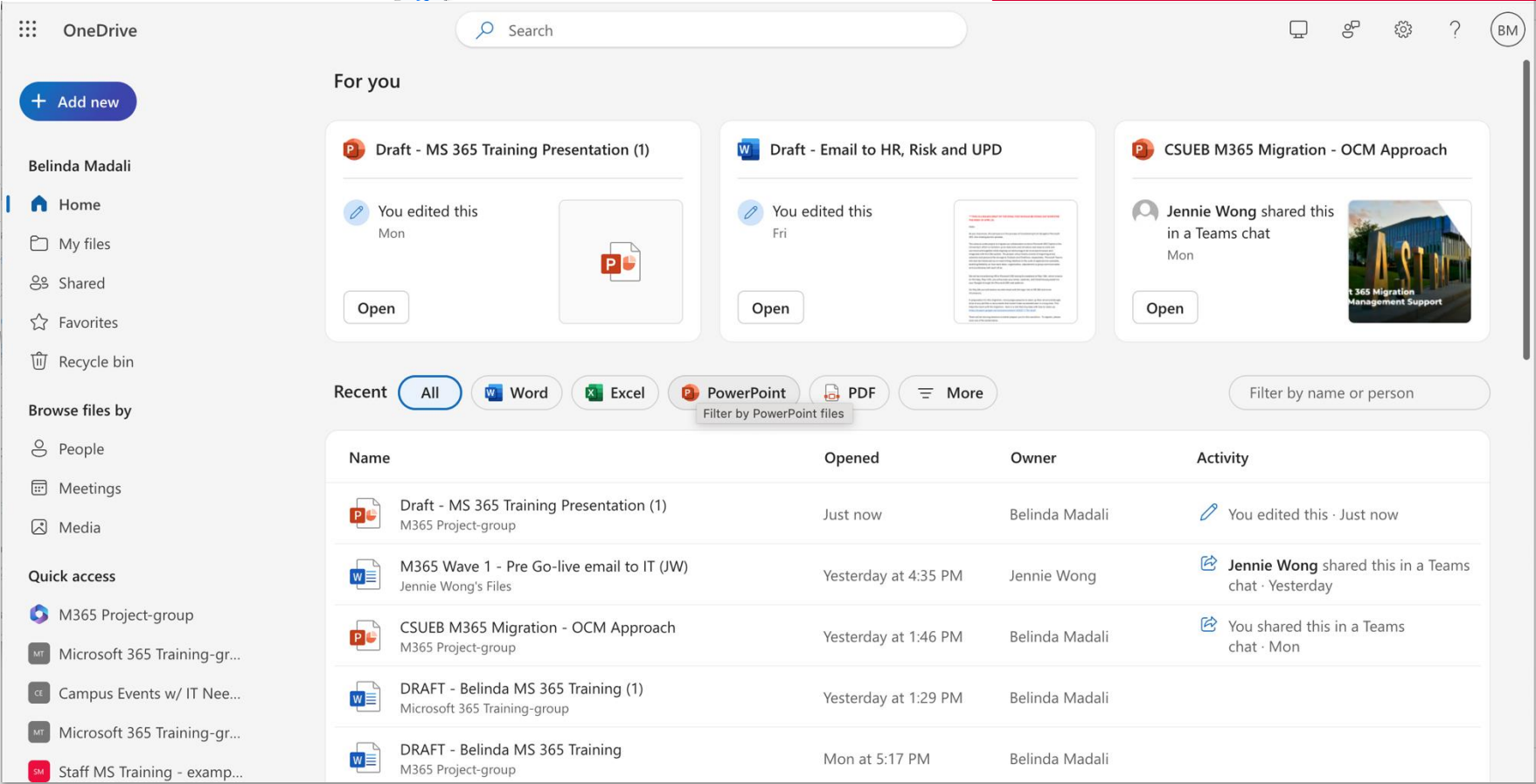
- Top left: Applications launcher.
- Click the icon.
- Choose OneDrive



# Google Drive - OneDrive



## M365 - OneDrive



# OneDrive – Home

+ Add new

Belinda Madali

Home

My files

Shared

Favorites

Recycle bin

Browse files by

People

Meetings

Media

Quick access

M365 Project-group

Draft - MS 365 Training Presentation (1)

You edited this

9m ago

Open

Outlook Mail 20jun2025

You edited this

Yesterday

Open

Recent

All

W

X

P

Filter by name or person

Name	Opened	Owner	Activity
<div></div> Draft - MS 365 Training Presentation (1) M365 Project-group	7m ago	Belinda Madali	<div></div> You edited this · 6m ago
<div></div> Outlook Calendar and To Do 20jun2025 M365 Project-group	25m ago	Belinda Madali	<div></div> You edited this · 24m ago
<div></div> Outlook Mail 20jun2025	Yesterday at 11:17		



# OneDrive – ‘My Files’ folder

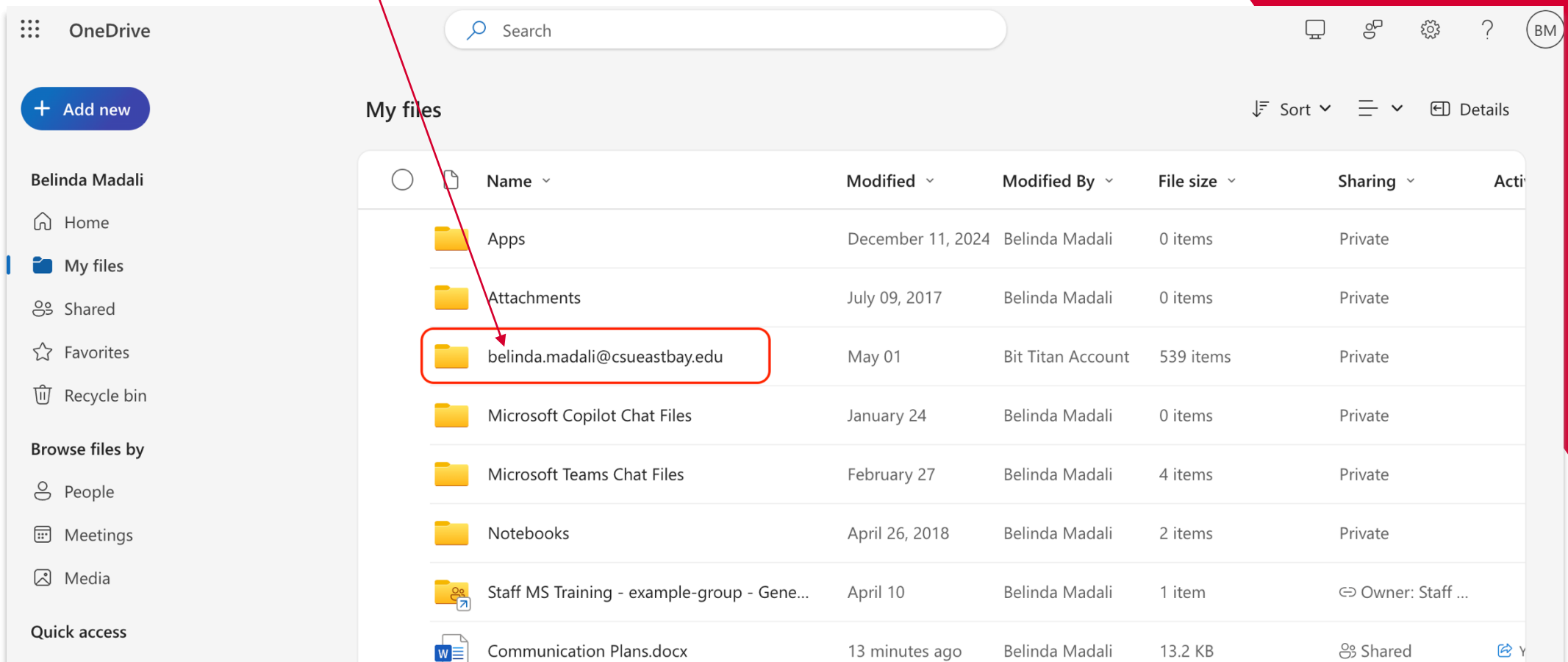
The screenshot shows the OneDrive web interface for a user named Belinda Madali. The left sidebar contains navigation links: Home, My files (highlighted with a red box), Shared, Favorites, Recycle bin, and sections for 'Browse files by' (People, Meetings, Media) and 'Quick access' (various project and training folders). The main content area is titled 'My files' and displays a table of files and folders.

Name	Modified	Modified By	File size	Sharing	Activity
Apps	December 11, 2024	Belinda Madali	0 items	Private	
Attachments	July 09, 2017	Belinda Madali	0 items	Private	
belinda.madali@csueastbay.edu	May 01	Bit Titan Account	539 items	Private	
Microsoft Copilot Chat Files	January 24	Belinda Madali	0 items	Private	
Microsoft Teams Chat Files	February 27	Belinda Madali	3 items	Private	
Notebooks	April 26, 2018	Belinda Madali	2 items	Private	
Staff MS Training - example-group - Gene...	April 10	Belinda Madali	1 item	Owner: Staff ...	
Document.docx	32 minutes ago	Belinda Madali	41.8 KB	Private	
For Class - Test.docx	April 04	Belinda Madali	10.2 KB	Private	
Microsoft Quick Tip links.xlsx	Yesterday at 06:16 I	Belinda Madali	13.5 KB	Shared	You replied to a comment · Yesterday at 5:10 PM
OUT OF SERVICE.docx	June 07, 2020	Belinda Madali	11.6 KB	Private	

# Where did all my files go?!

You should have a folder that is named:

<firstname.lastname@csueastbay.edu>

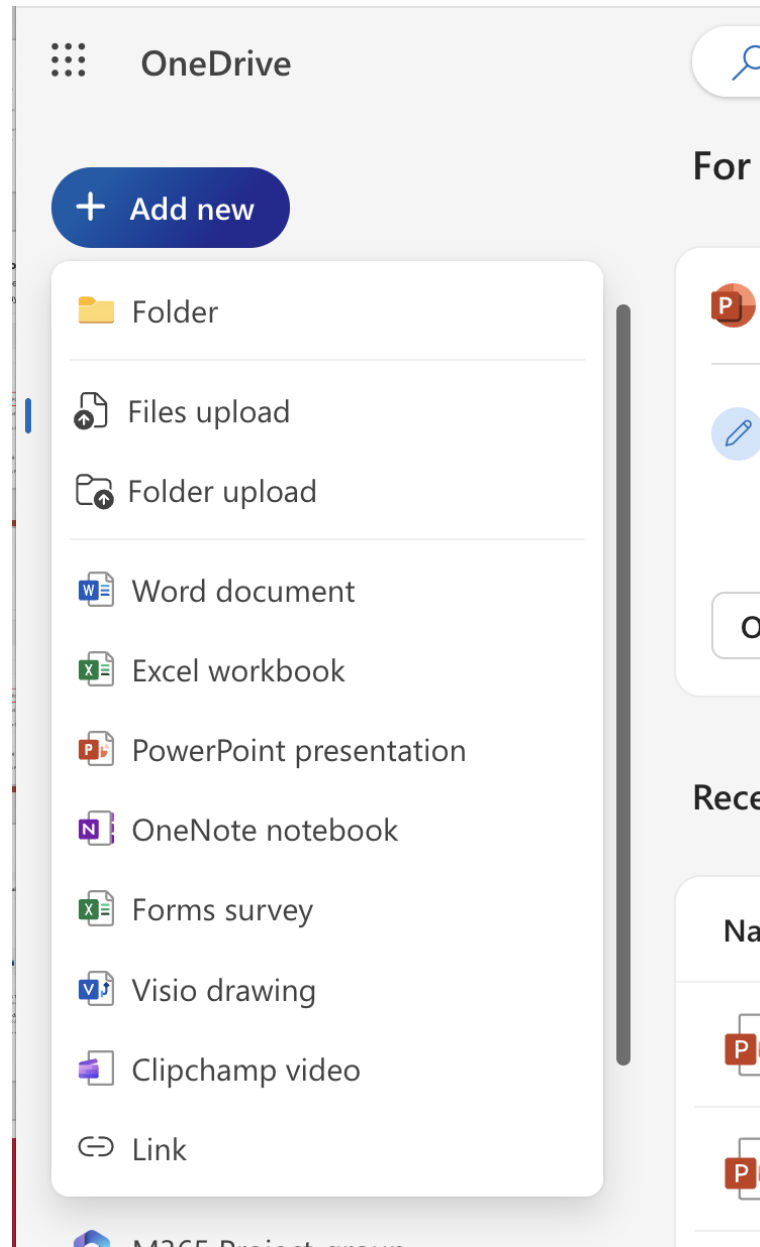


The screenshot shows the OneDrive interface. On the left, the sidebar lists navigation options: Home, My files (selected), Shared, Favorites, Recycle bin, and Browse files by (People, Meetings, Media). The main area displays a table of files and folders. A red arrow points from the email address in the text above to a folder named 'belinda.madali@csueastbay.edu' in the table. This folder is highlighted with a red rectangle.

Name	Modified	Modified By	File size	Sharing	Actions
Apps	December 11, 2024	Belinda Madali	0 items	Private	
Attachments	July 09, 2017	Belinda Madali	0 items	Private	
belinda.madali@csueastbay.edu	May 01	Bit Titan Account	539 items	Private	
Microsoft Copilot Chat Files	January 24	Belinda Madali	0 items	Private	
Microsoft Teams Chat Files	February 27	Belinda Madali	4 items	Private	
Notebooks	April 26, 2018	Belinda Madali	2 items	Private	
Staff MS Training - example-group - Gene...	April 10	Belinda Madali	1 item	Owner: Staff ...	
Communication Plans.docx	13 minutes ago	Belinda Madali	13.2 KB	Shared	



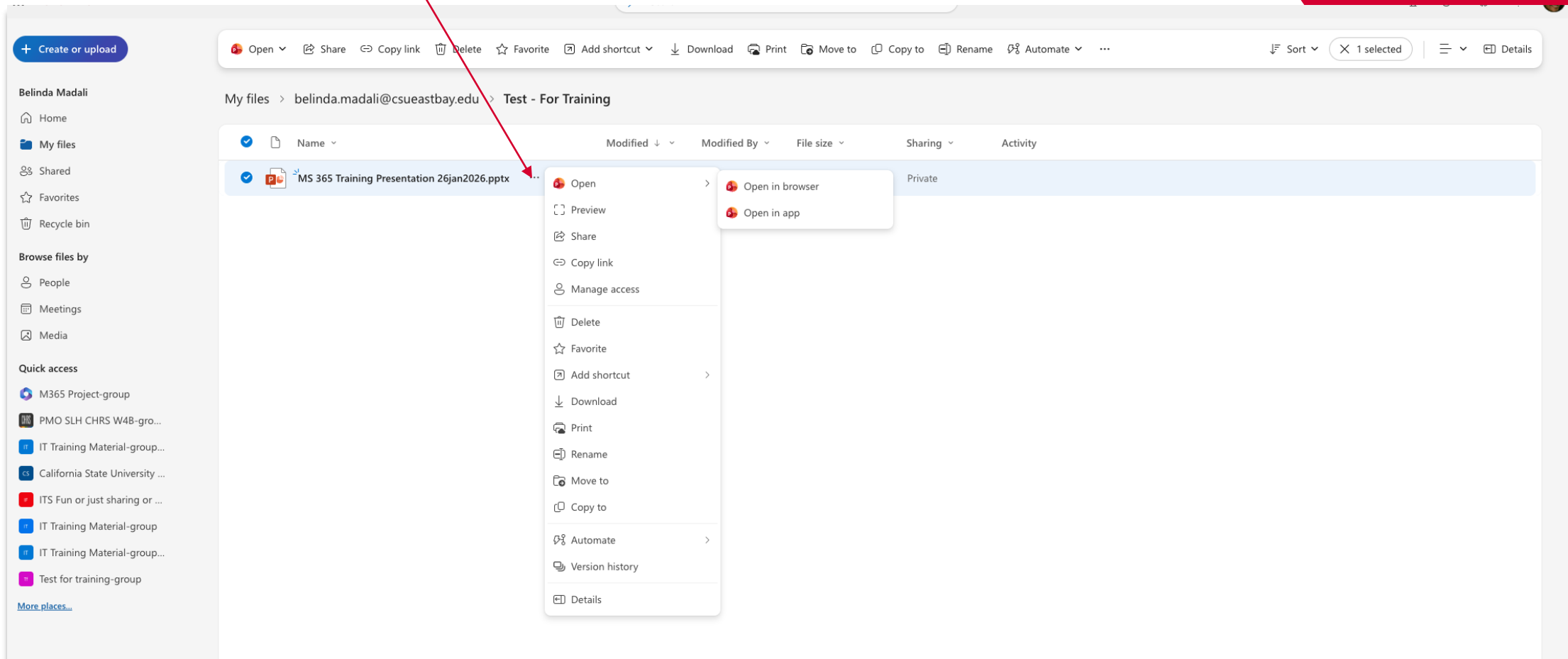
**+ Add New.**



# Opening a File

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

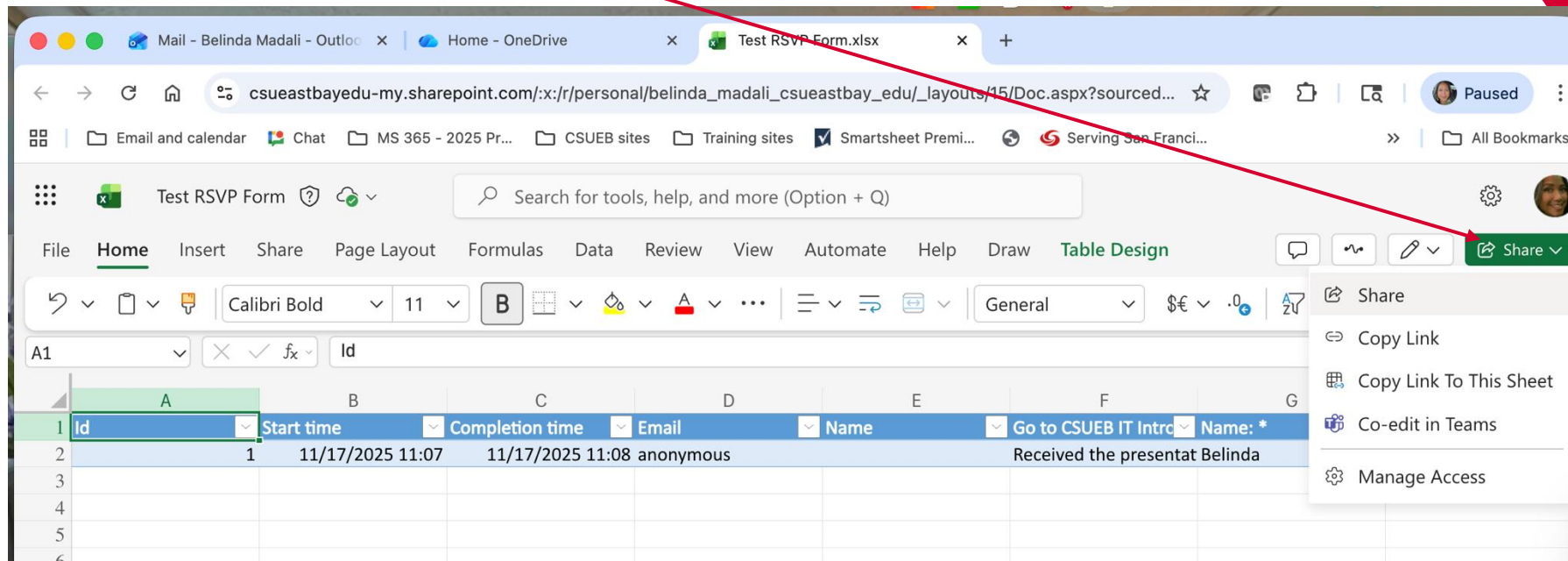
Or click the three dots to the right of the file, then open and choose browser or app.



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

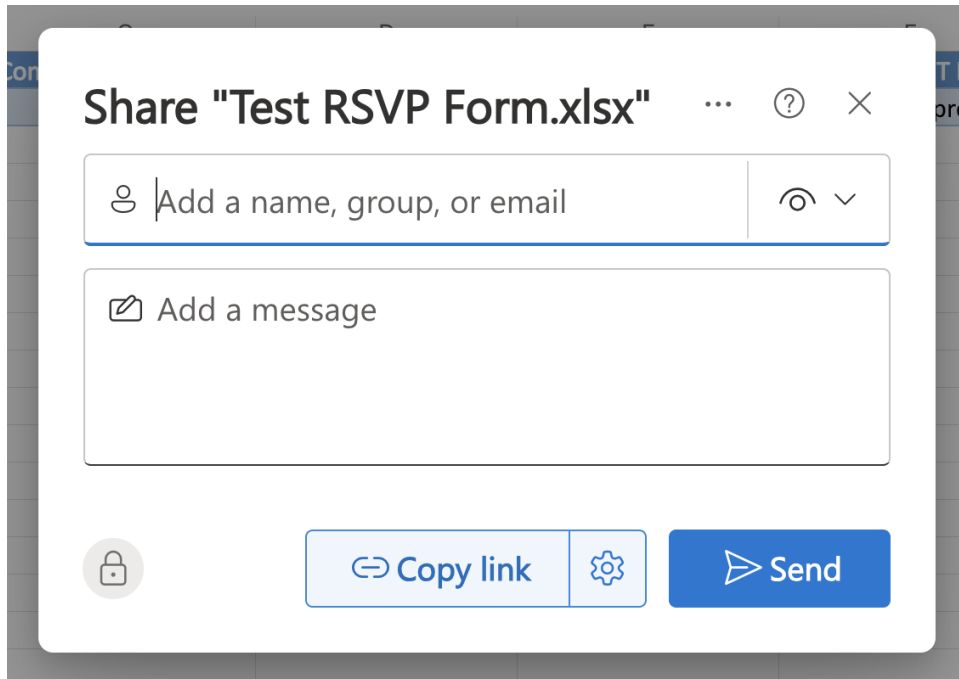
# How to Share a File

1. Open the document you want to share.
2. Click Share on the far right.

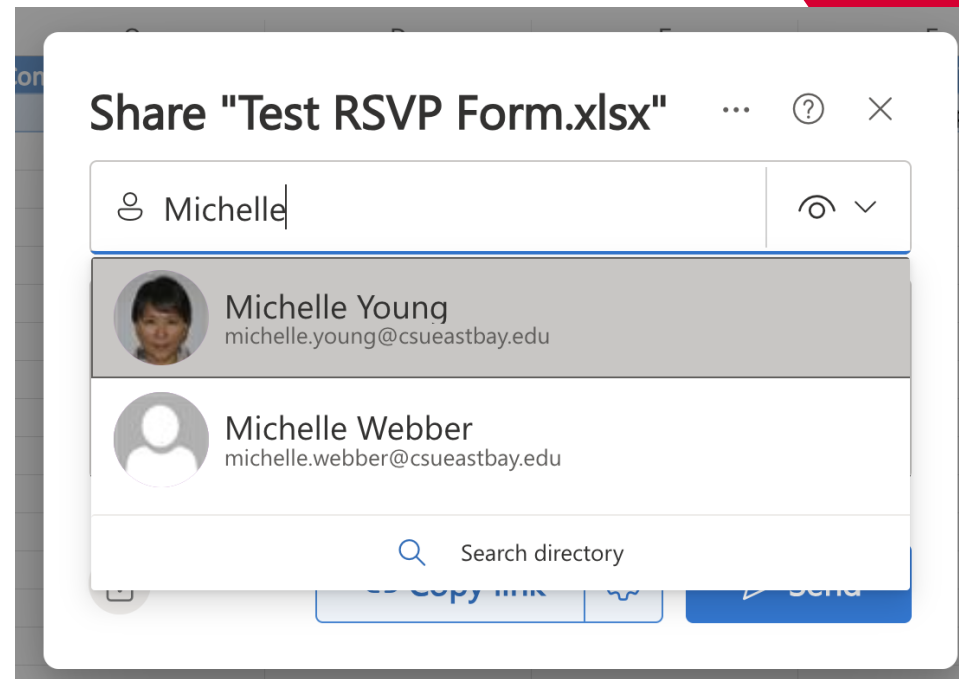


## How to Share a File

3. The Share dialog box will come up.

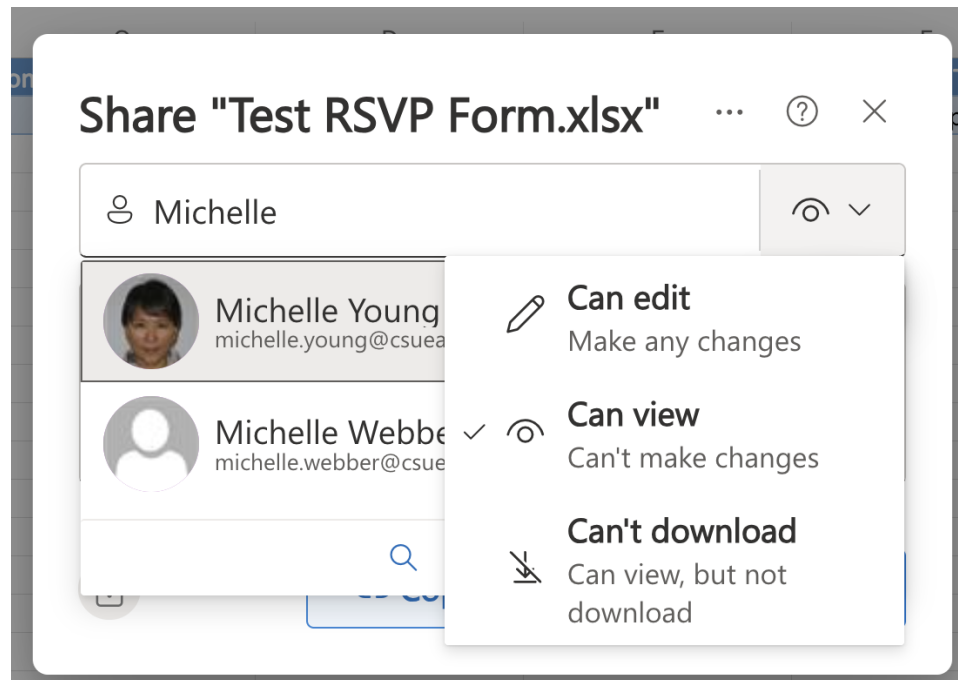


4. Start typing name of person you would like to share with.

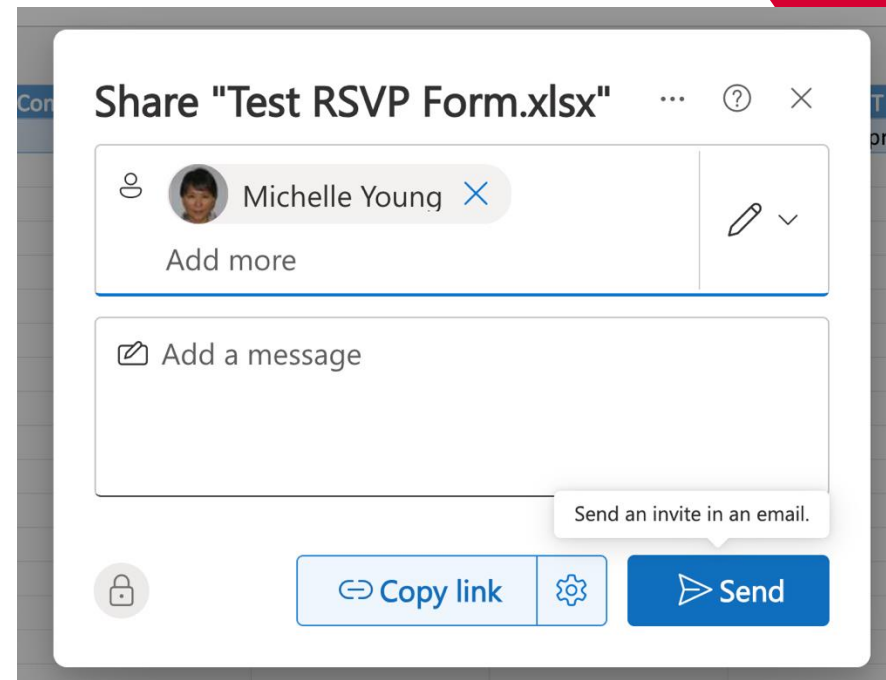


## How to Share a File

5. Choose the person.
6. Change the type of access by clicking the drop down arrow.

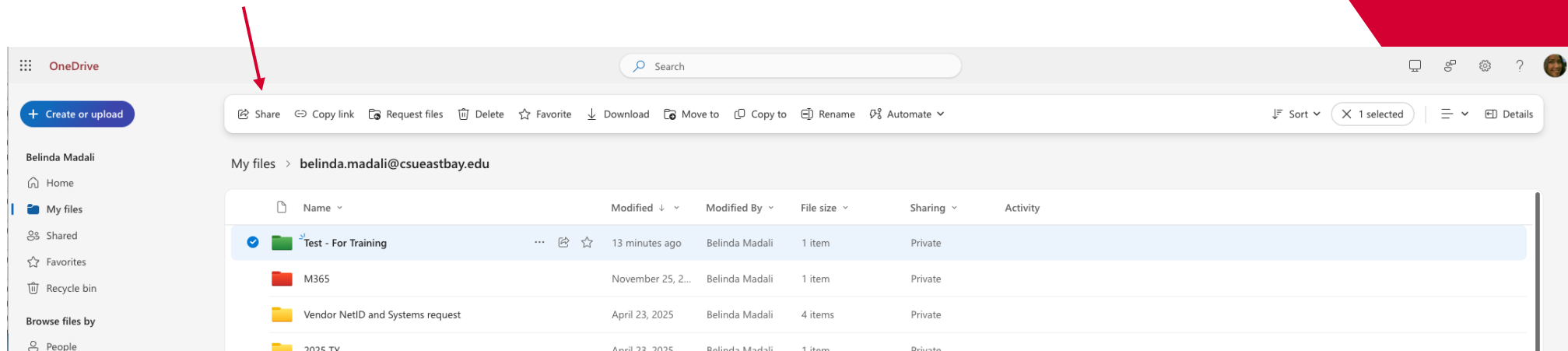


7. Click Send and an email will go to the person you are sharing with.



# How to Share a Folder

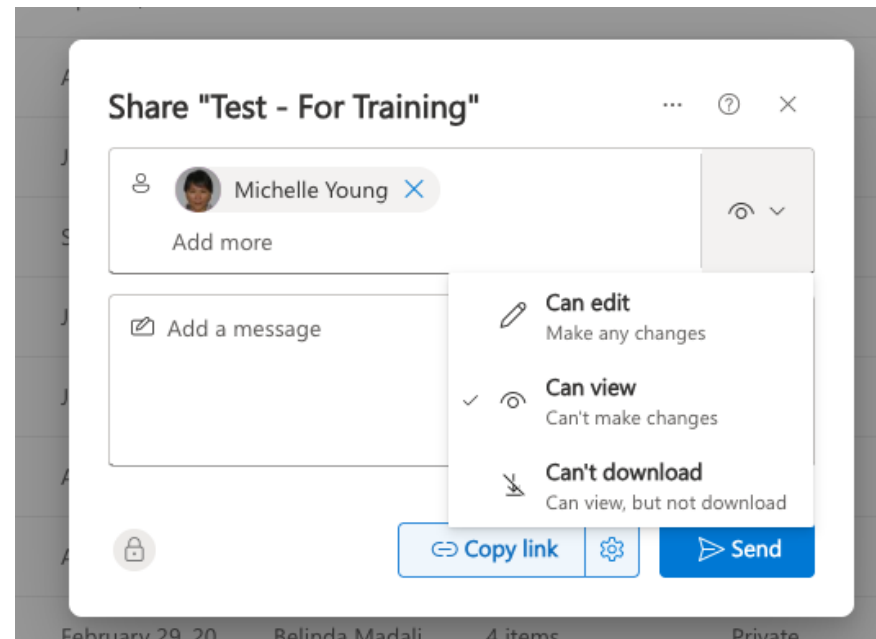
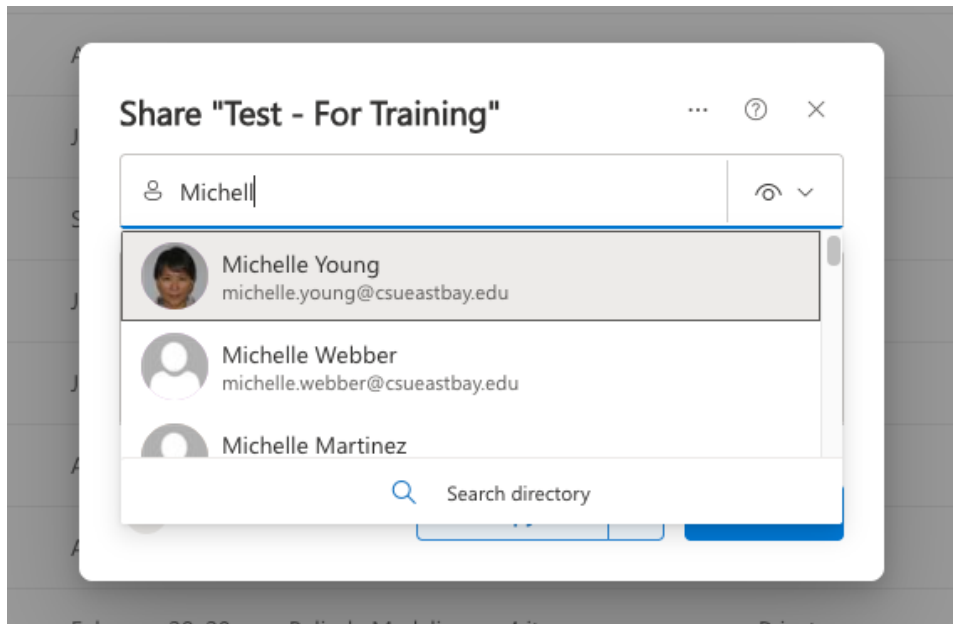
1. Choose the Folder you'd like to share.
2. Click Share.





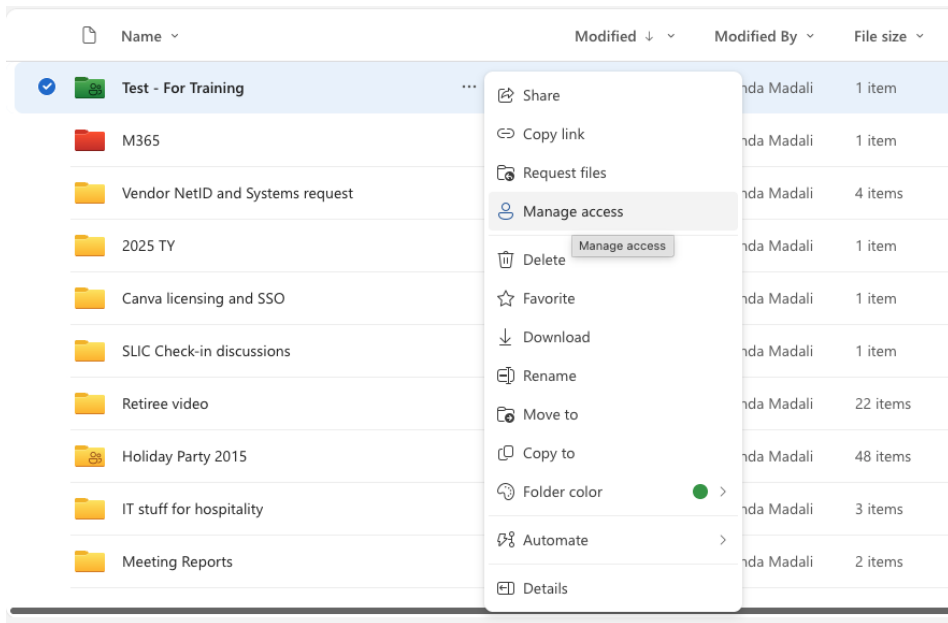
## How to Share a Folder

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.

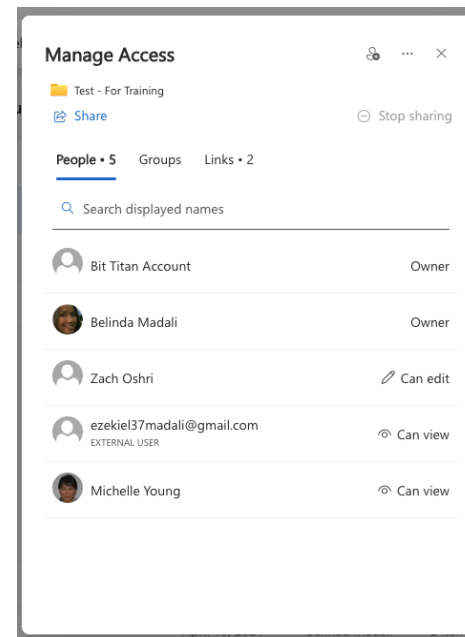


# Manage Access

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

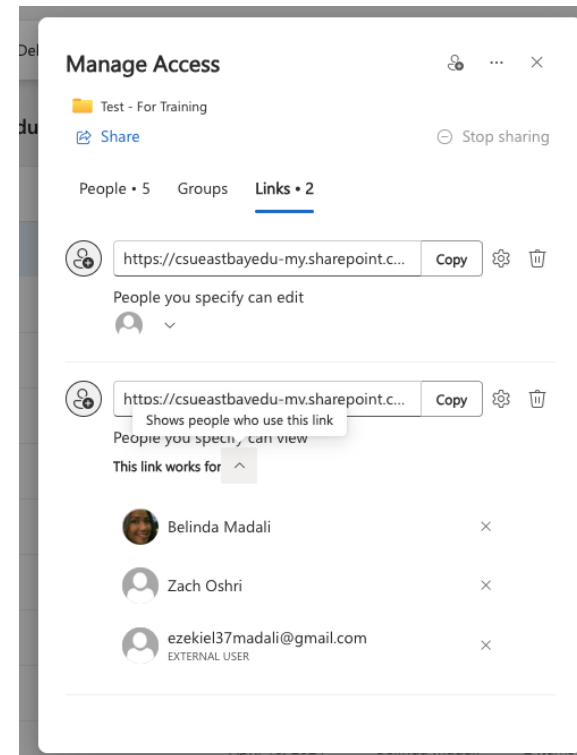
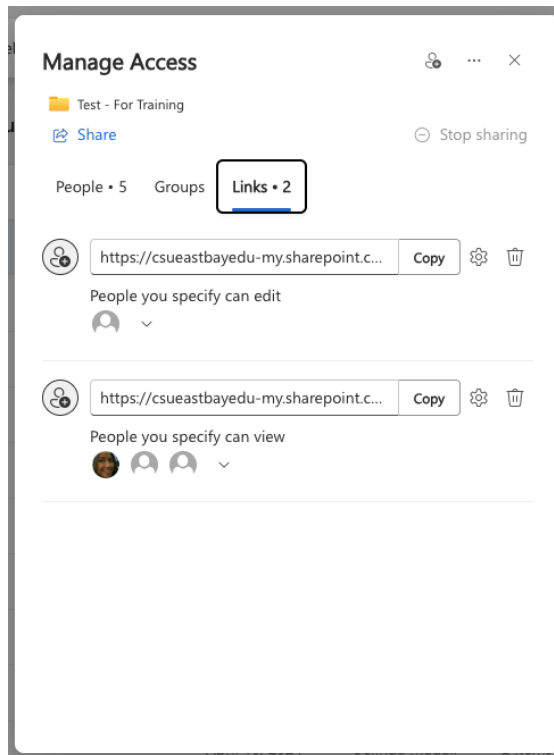


3. The manage access dialog box will appear and you can see who has access.



# 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](mailto: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](http://www.csueastbay.edu/servicedesk)