



**CSUEB IT**  
**Post Migration – OneDrive**

# OneDrive

Google My Drive migrated to M365 OneDrive

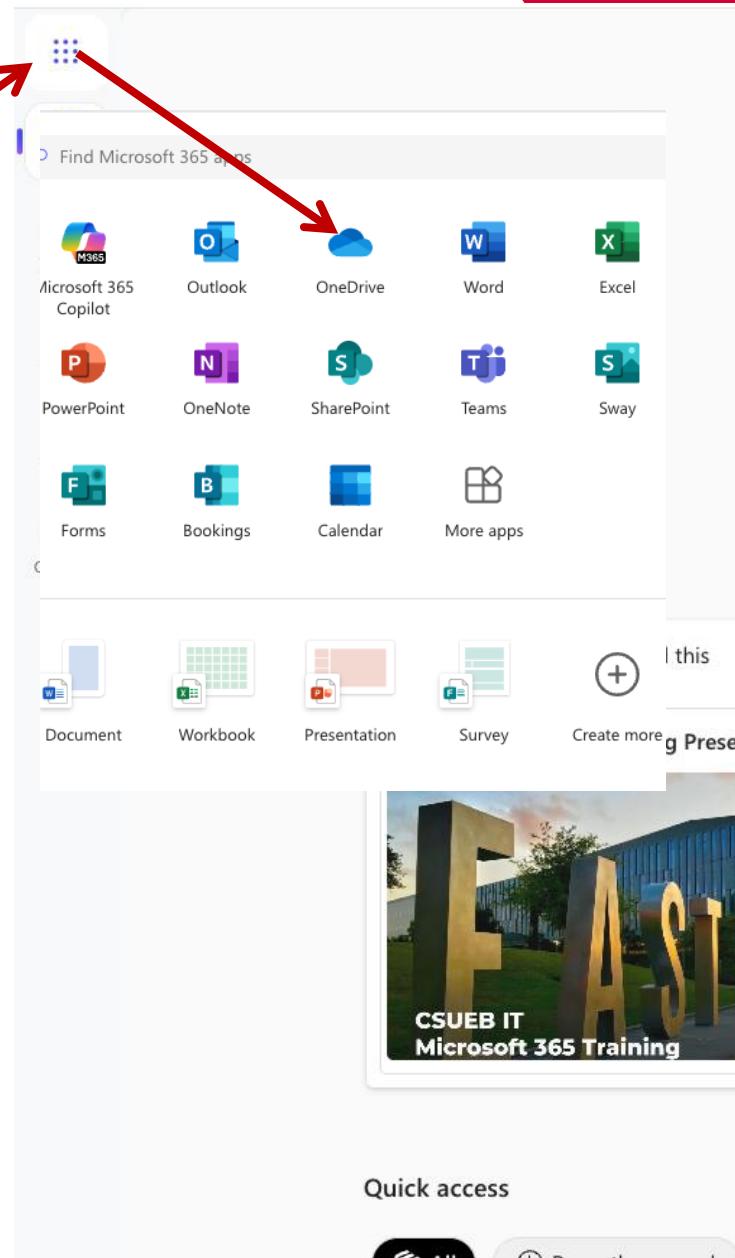
# What is OneDrive?

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

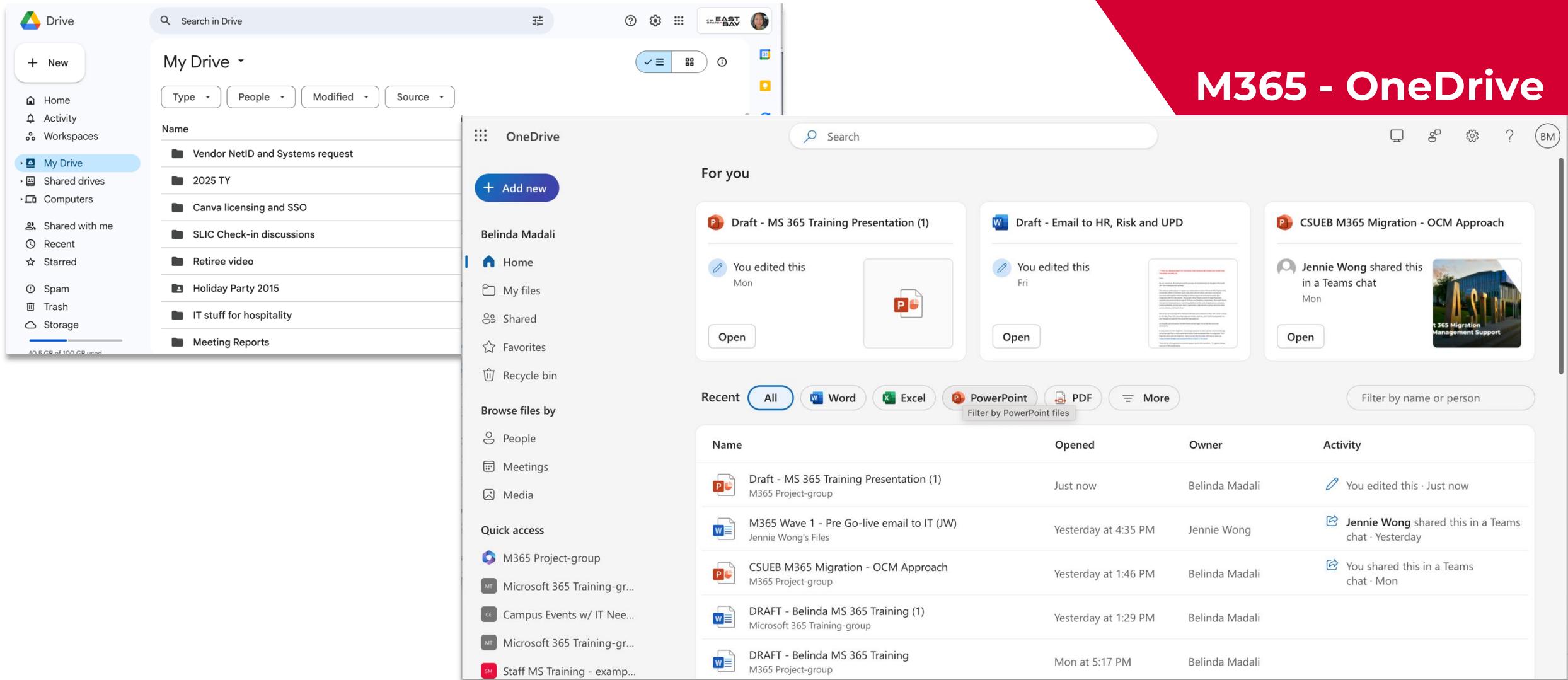
- Use this to store your files.
- You can share these files with others but it's better to collaborate in Teams; sharing documents with a group of people in one organized space, posting messages, collaborating... etc.

# OneDrive App

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



# Google Drive - OneDrive



The image shows a side-by-side comparison of the Google Drive and OneDrive web interfaces. The Google Drive interface on the left features a navigation bar with 'Drive', 'New', 'Home', 'Activity', 'Workspaces', and 'My Drive' (which is selected and highlighted in blue). It includes a search bar, filter buttons for 'Type', 'People', 'Modified', and 'Source', and a list of files and folders like 'Vendor NetID and Systems request', '2025 TY', and 'Meeting Reports'. The OneDrive interface on the right has a similar layout with a navigation bar, search bar, and filter buttons for 'Recent', 'All', 'Word', 'Excel', 'PowerPoint', 'PDF', and 'More'. It also shows a 'For you' section with cards for 'Draft - MS 365 Training Presentation (1)', 'Draft - Email to HR, Risk and UPD', and 'CSUEB M365 Migration - OCM Approach'. Below this is a table of recent files, with the 'PowerPoint' filter applied. The table includes columns for 'Name', 'Opened', 'Owner', and 'Activity'. The 'Draft - MS 365 Training Presentation (1)' file is listed as recently edited by Belinda Madali. The 'CSUEB M365 Migration - OCM Approach' file is listed as shared by Jennie Wong in a Teams chat. The 'DRAFT - Belinda MS 365 Training (1)' file is listed as recently edited by Belinda Madali. The 'DRAFT - Belinda MS 365 Training' file is listed as recently edited by Belinda Madali.

Name	Opened	Owner	Activity
Draft - MS 365 Training Presentation (1) M365 Project-group	Just now	Belinda Madali	You edited this · Just now
M365 Wave 1 - Pre Go-live email to IT (JW) Jennie Wong's Files	Yesterday at 4:35 PM	Jennie Wong	Jennie Wong shared this in a Teams chat · Yesterday
CSUEB M365 Migration - OCM Approach M365 Project-group	Yesterday at 1:46 PM	Belinda Madali	You shared this in a Teams chat · Mon
DRAFT - Belinda MS 365 Training (1) Microsoft 365 Training-group	Yesterday at 1:29 PM	Belinda Madali	
DRAFT - Belinda MS 365 Training M365 Project-group	Mon at 5:17 PM	Belinda Madali	

# 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

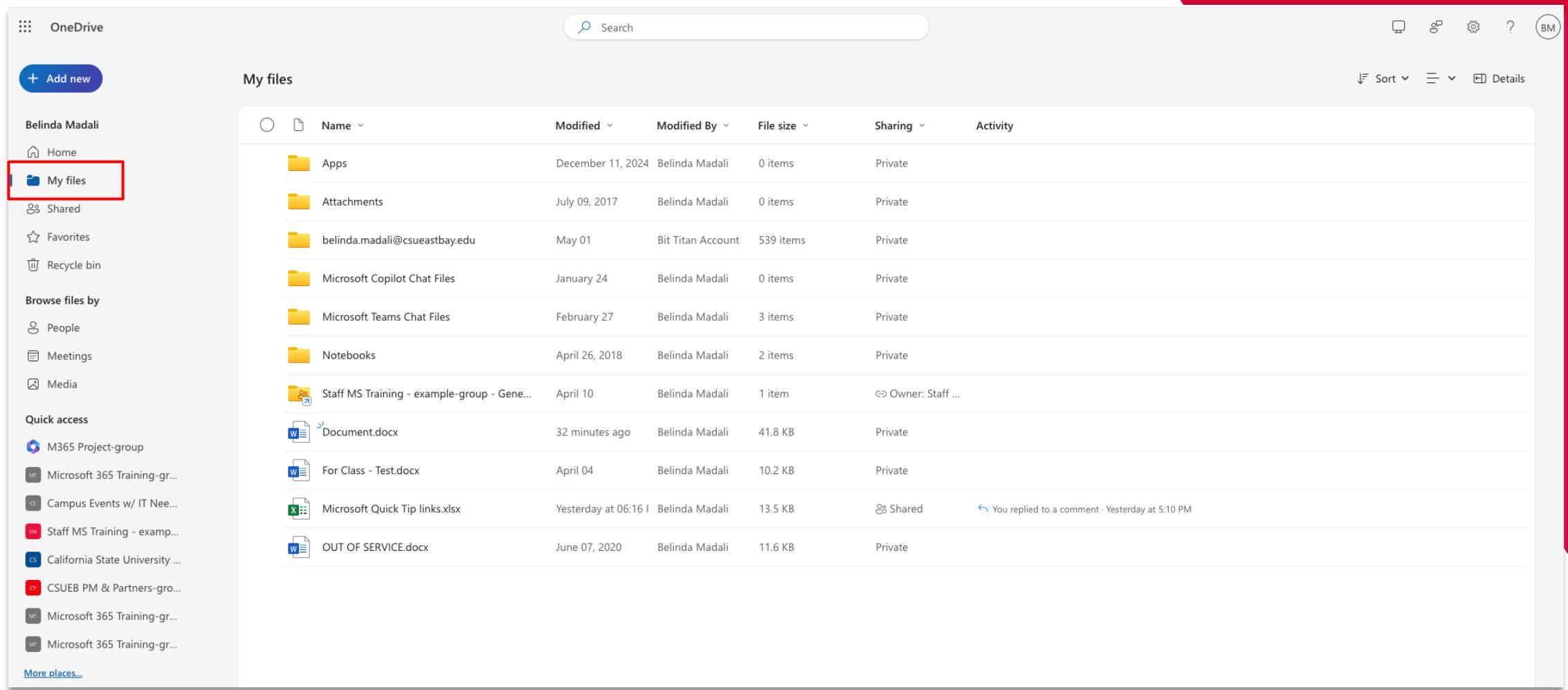
You edited this Yesterday

Open

Recent All Word Excel Powerpoint (selected) OneDrive Filter by name or person

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

# OneDrive – ‘My Files’ folder



OneDrive

Search

+ Add new

My files

Sort ▾

Details

Belinda Madali

Home

My files (highlighted with a red box)

Shared

Favorites

Recycle bin

Browse files by

People

Meetings

Media

Quick access

- M365 Project-group
- Microsoft 365 Training-gr...
- Campus Events w/ IT Nee...
- Staff MS Training - examp...
- California State University ...
- CSUEB PM & Partners-gro...
- Microsoft 365 Training-gr...
- Microsoft 365 Training-gr...

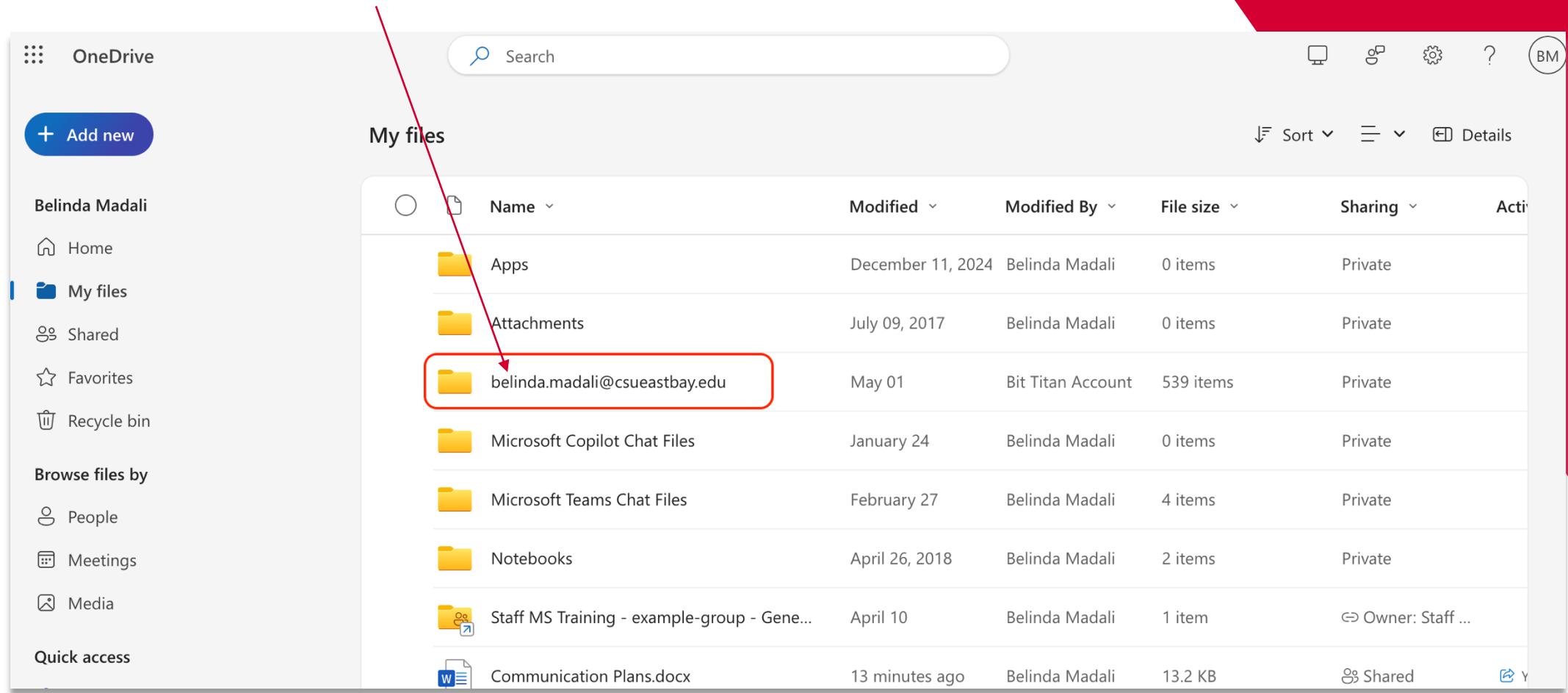
More places...

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	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@csueasatbay.edu>



OneDrive

Search

My files

Add new

Belinda Madali

Home

My files

Shared

Favorites

Recycle bin

Browse files by

People

Meetings

Media

Quick access

My files

Name

Modified

Modified By

File size

Sharing

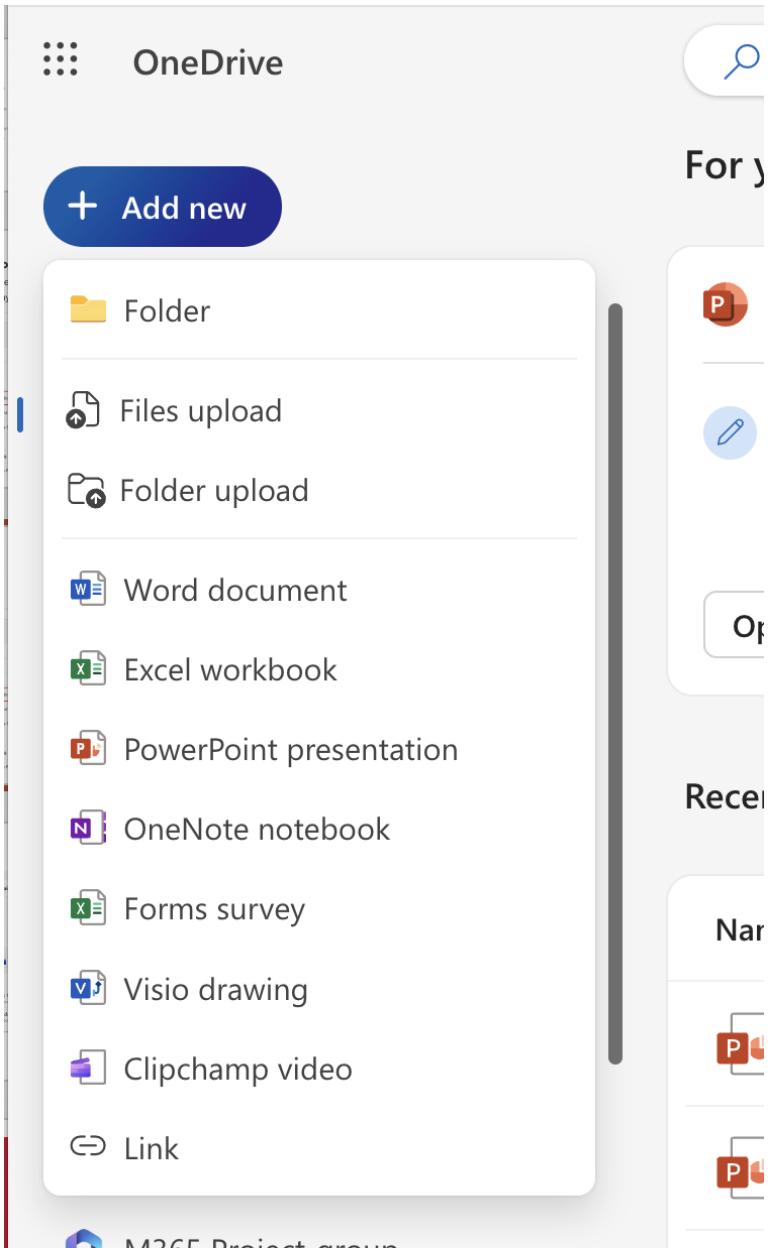
Actions

Sort

Details

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	Y

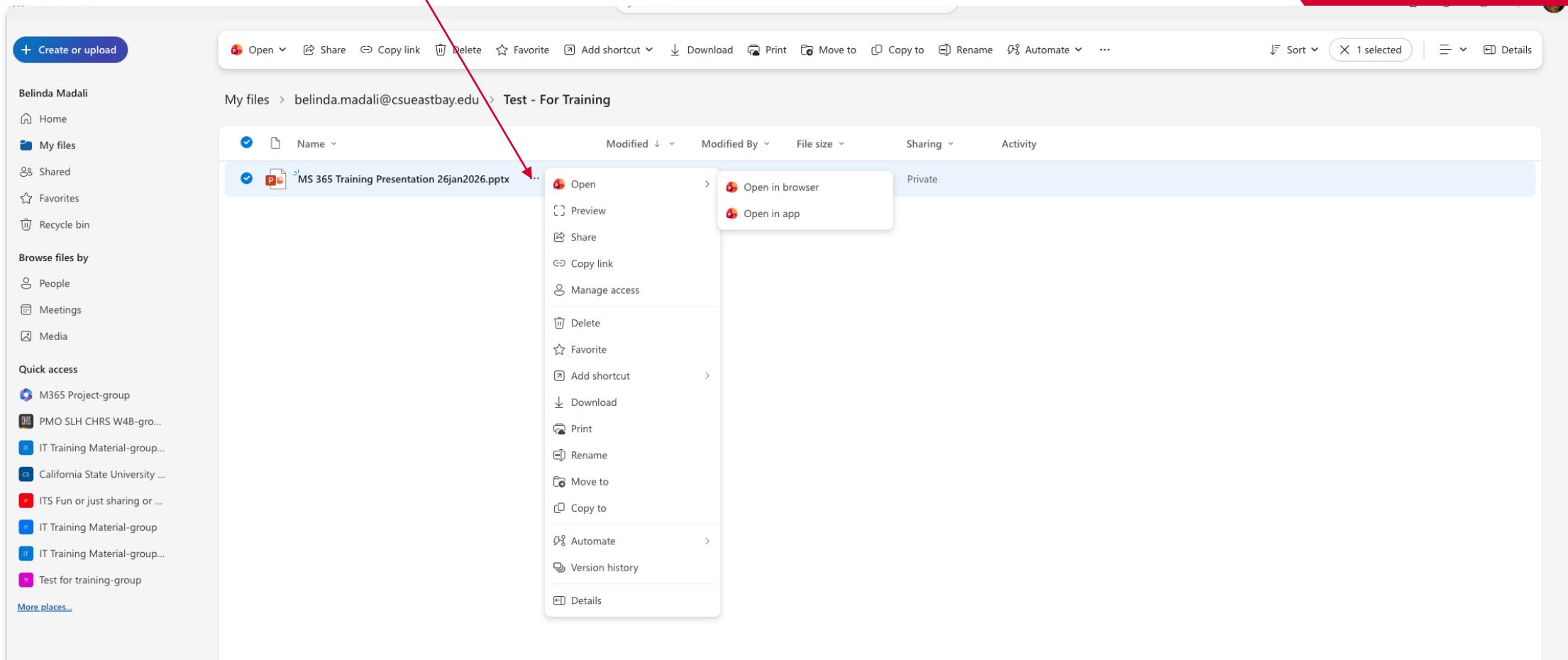
+ Add New.



# Opening a File

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

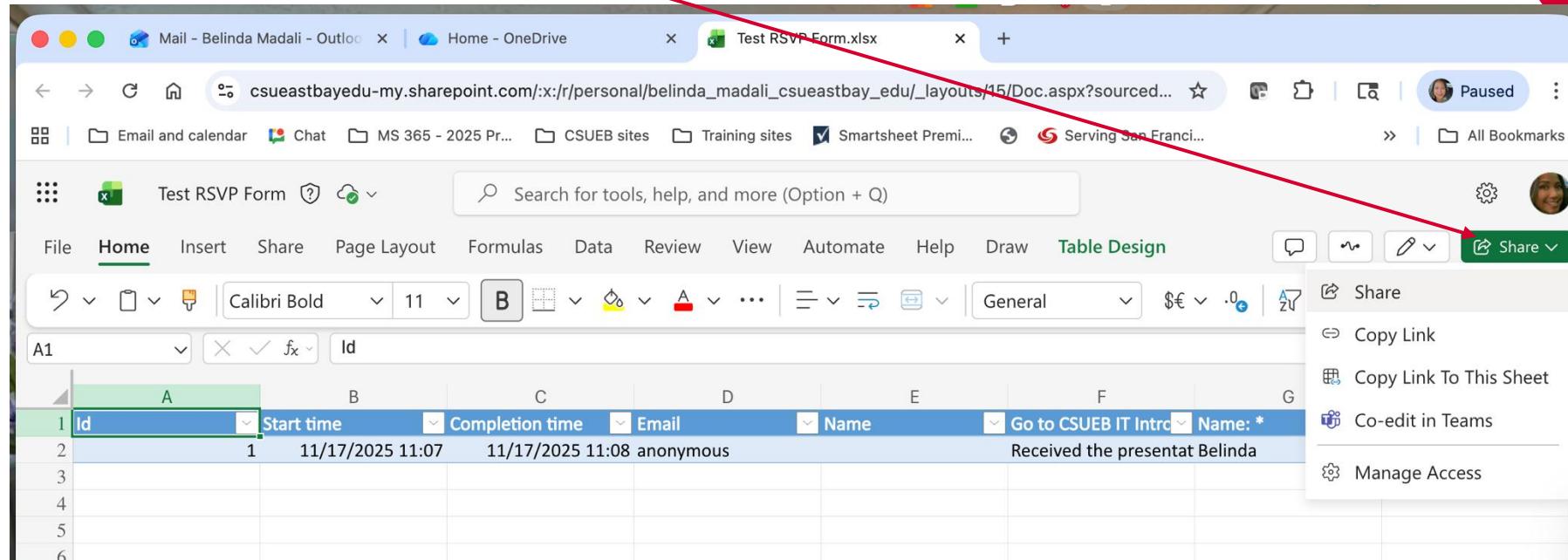
Or click the three dots to the right of the file, then open and choose browser or app.



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

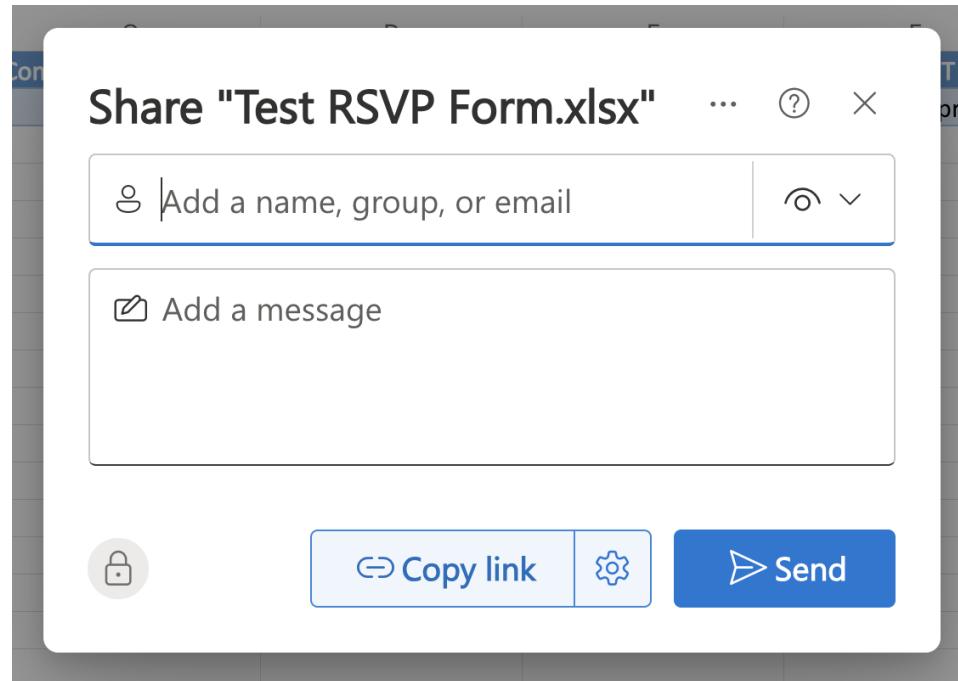
# How to Share a File

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

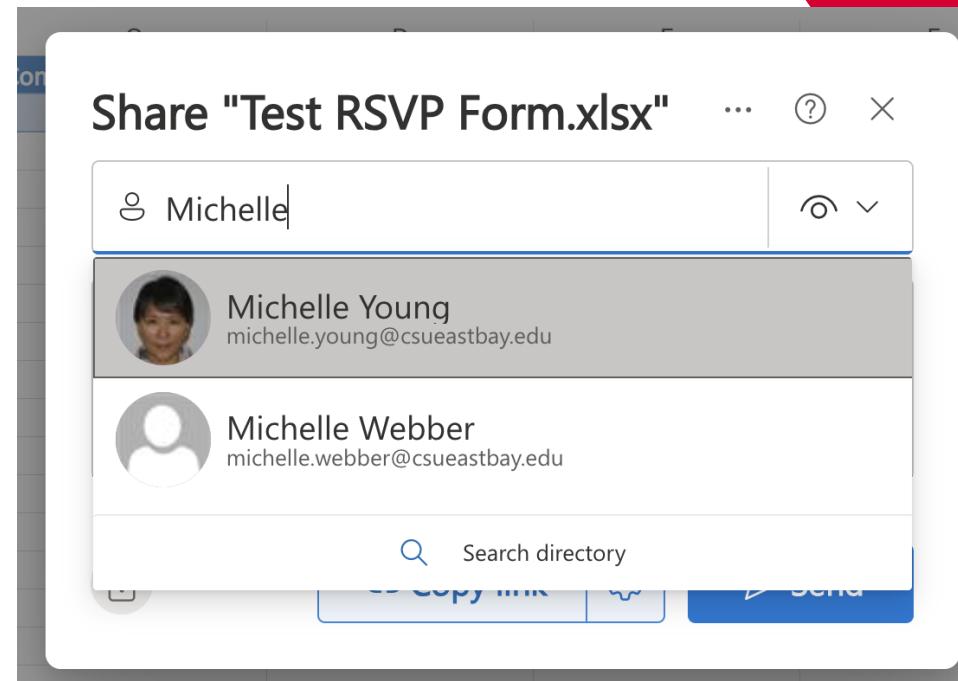


# How to Share a File

3. The Share dialog box will come up.

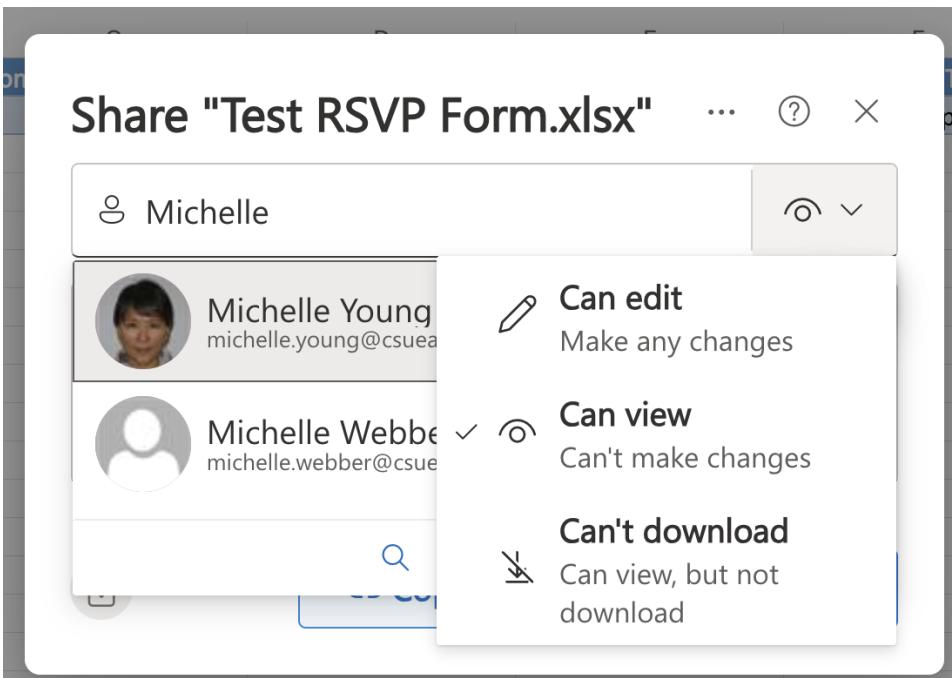


4. Start typing name of person you would like to share with.

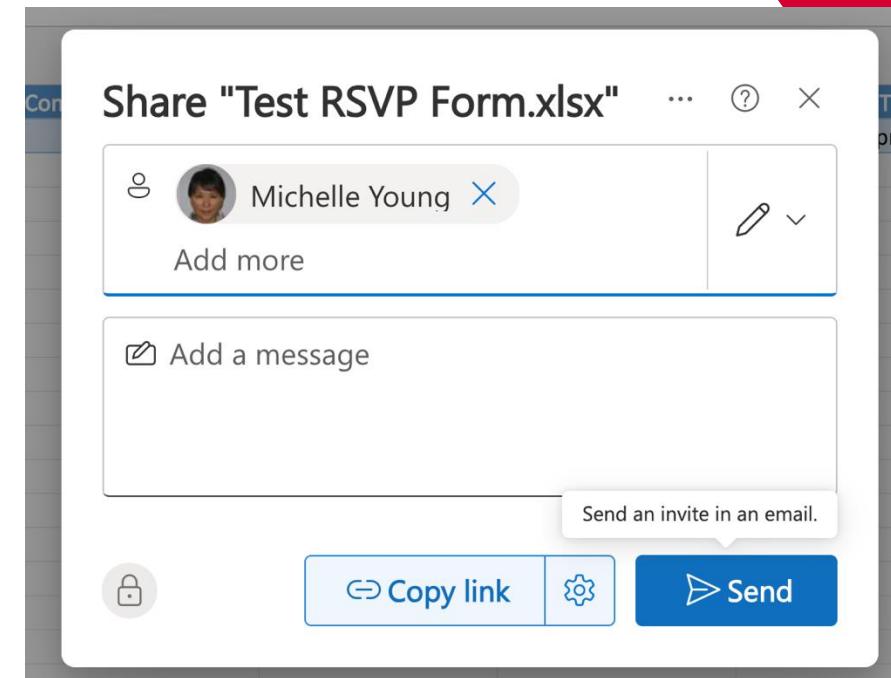


# How to Share a File

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

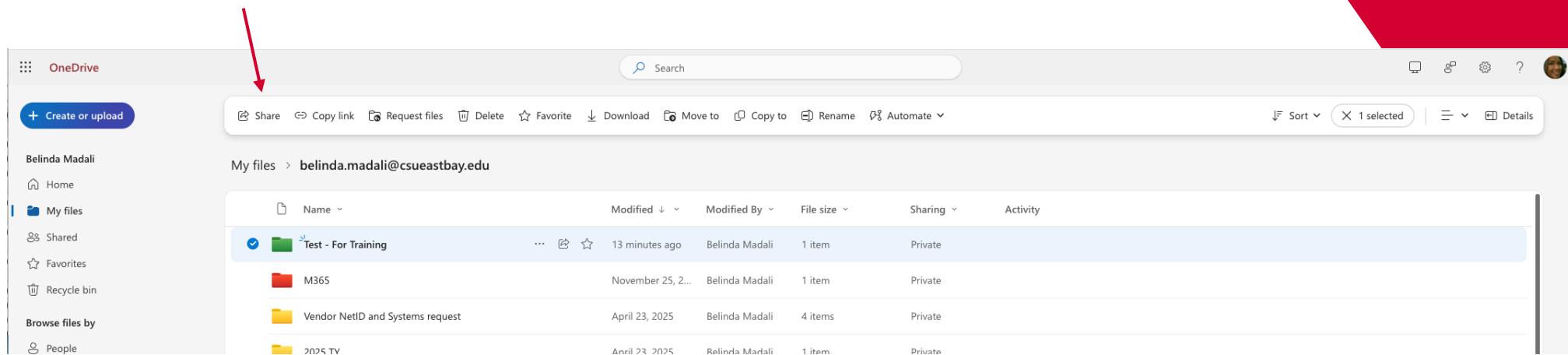


7. Click Send and an email will go to the person you are sharing with.



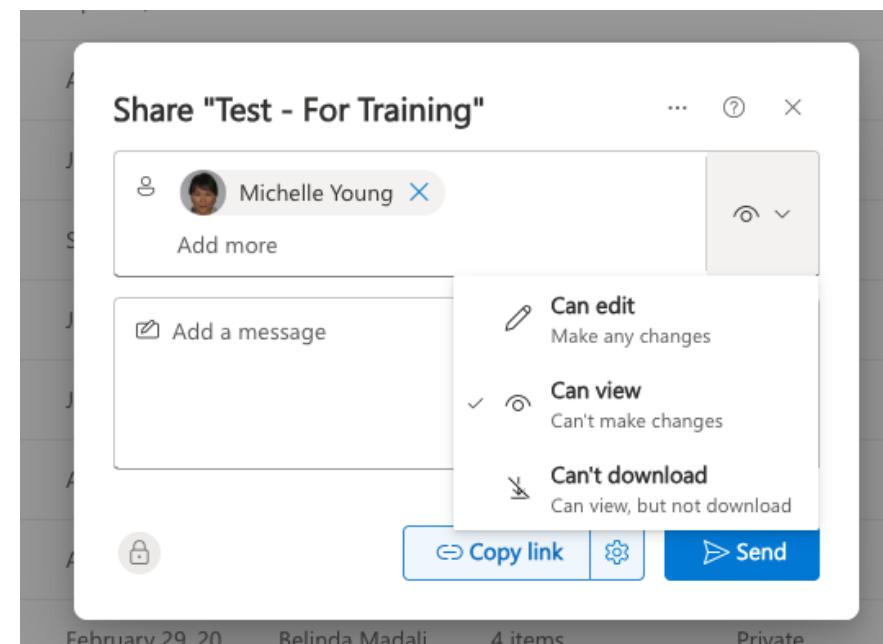
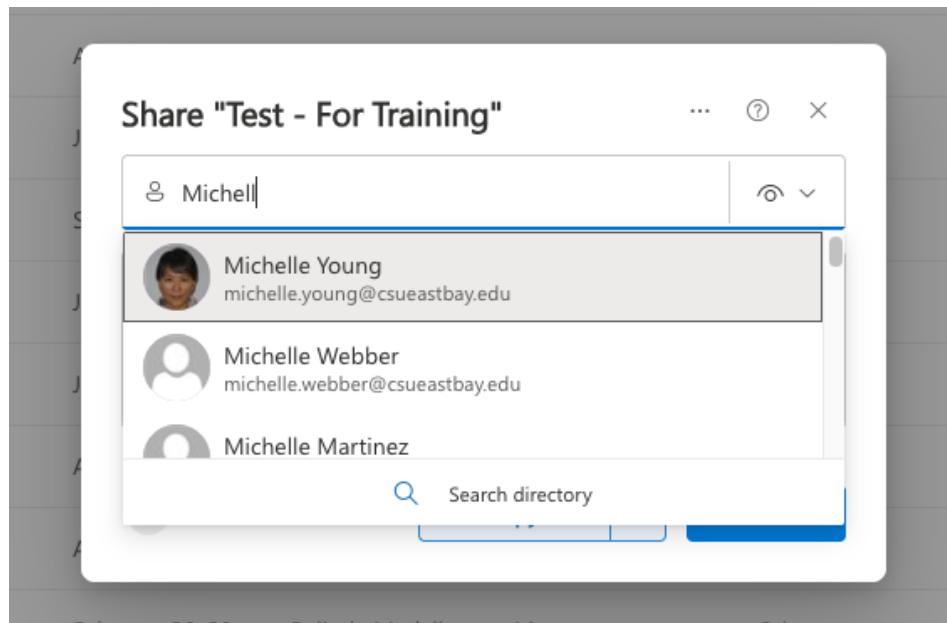
# How to Share a Folder

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



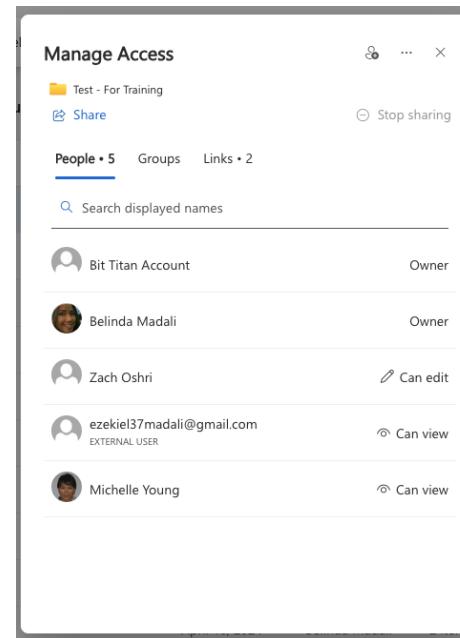
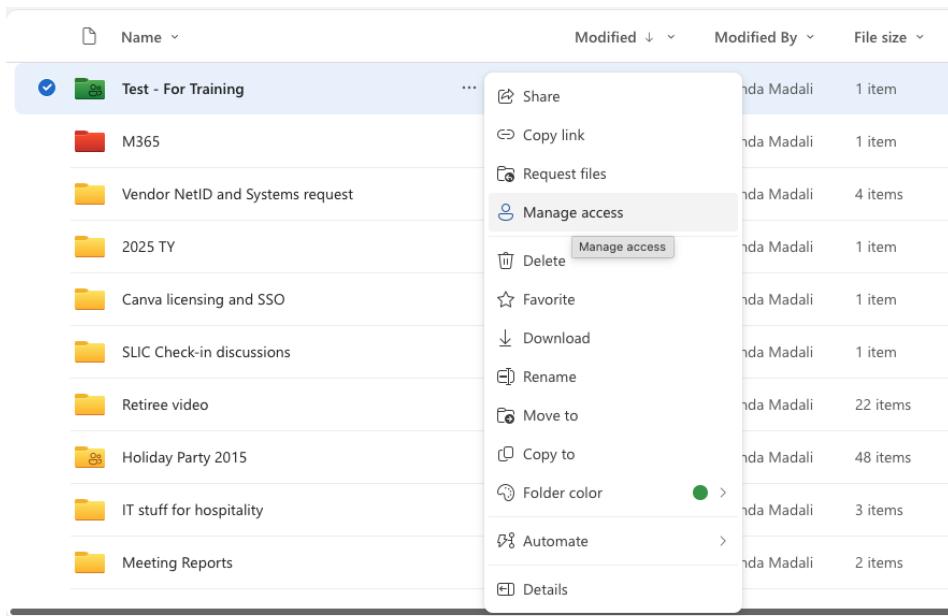
# How to Share a Folder

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.



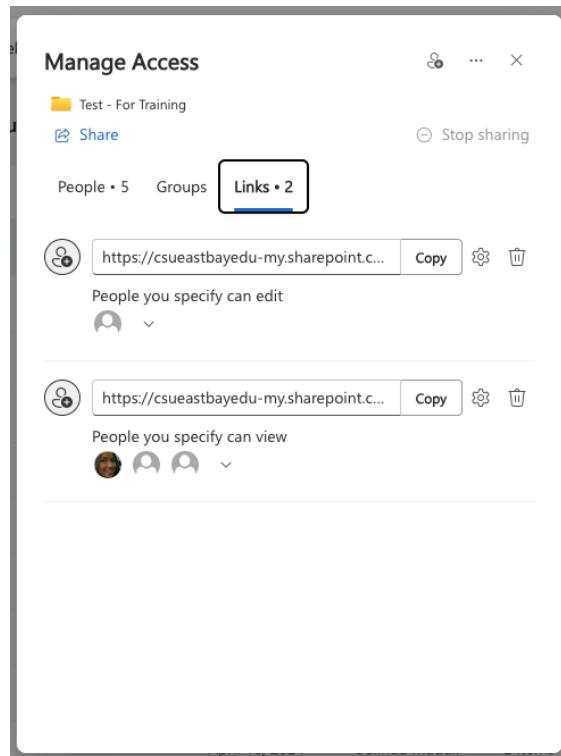
# Manage Access

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.

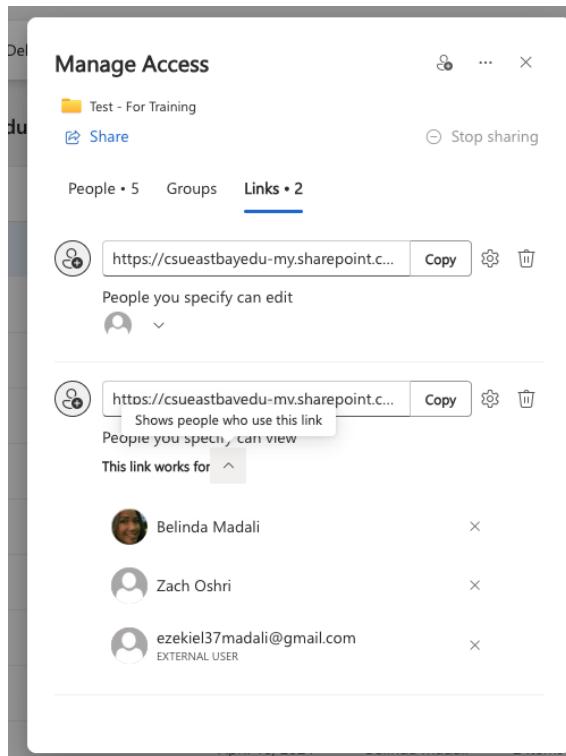


# Manage Access

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)