



# A Quick Guide to: OneDrive



OneDrive allows you to access , share and collaborate on files from any device - browser or app (and sync content to use offline)

Your OneDrive has sections for 'my files'(those which are just yours), 'shared' (shared by you or with you) and 'libraries' (files in SharePoint or Teams sites) . In the iPad app, these can be accessed from along the bottom of your screen



## Adding / Creating Files

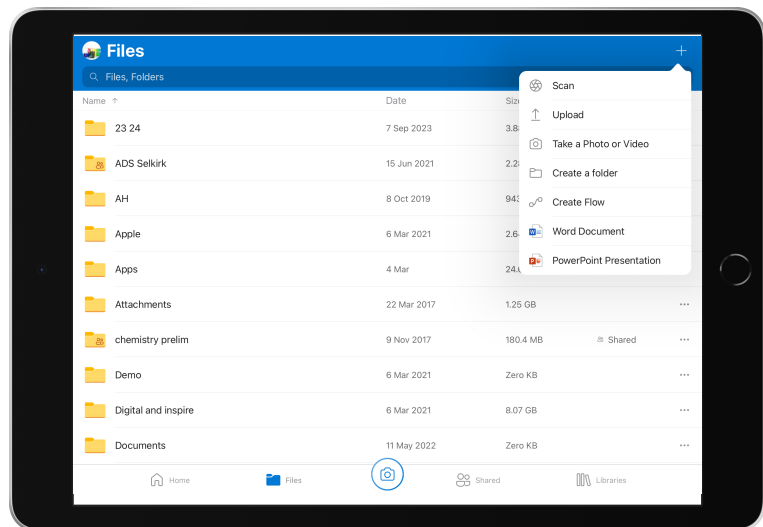
✚ Use the plus sign in the top right corner to:

- upload files or photos/videos from your device
- Take a photo and save straight to OneDrive
- Create a folder
- Create a word or powerpoint file

📷 The camera icon in the middle of the bar at the bottom of the screen can be used to:

- Take photo
- Capture a whiteboard screen
- Create a PDF by taking pictures of a document

You can also save direct to your OneDrive from a document or in your files app



## Sharing and Collaborating

Files and folders are private until the owner decides to share access with a link (shared files / folders say 'shared' by the file)

1. Select the three dots and then choose share
2. Select the cog to alter the link options
3. Sharing link options include: anyone (no restrictions and anonymous access) / people in your organisation (open access but internal) / specific people (only the named recipient)
4. Change the rights: Can edit / can view / can't download

Choose apply then either type email address in the bar or copy the link to share another way

