



UNIVERSITY OF THE PHILIPPINES OPEN UNIVERSITY

OneDrive in Browser Guide

Note: This is a resource prepared by Information and Communication Technology Development Office (ICTDO) for UPOU students, faculty, and employees.

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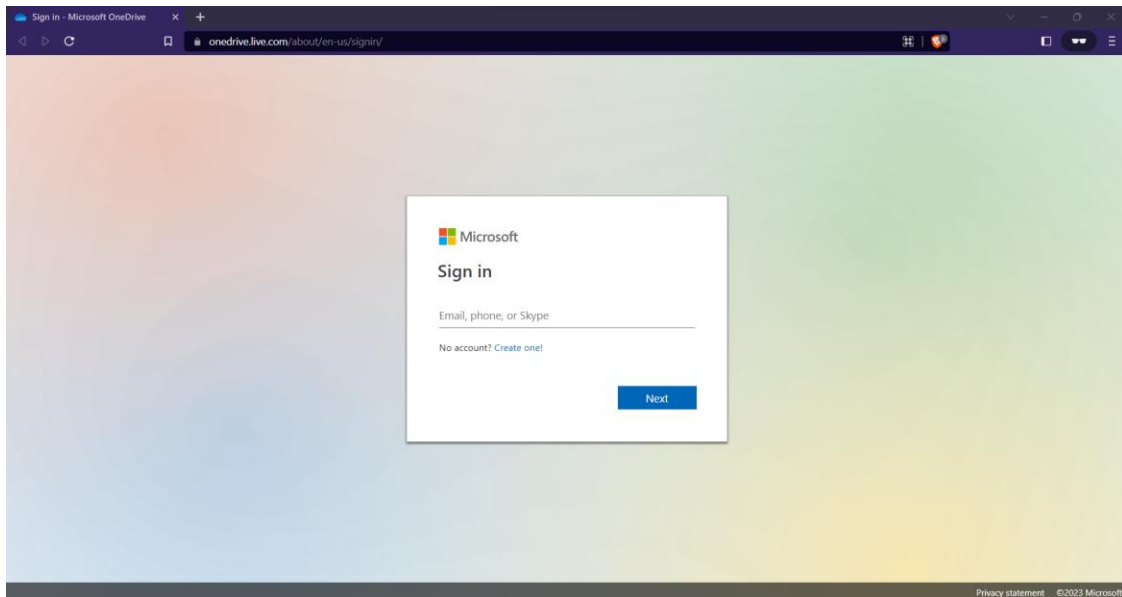
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About this guide

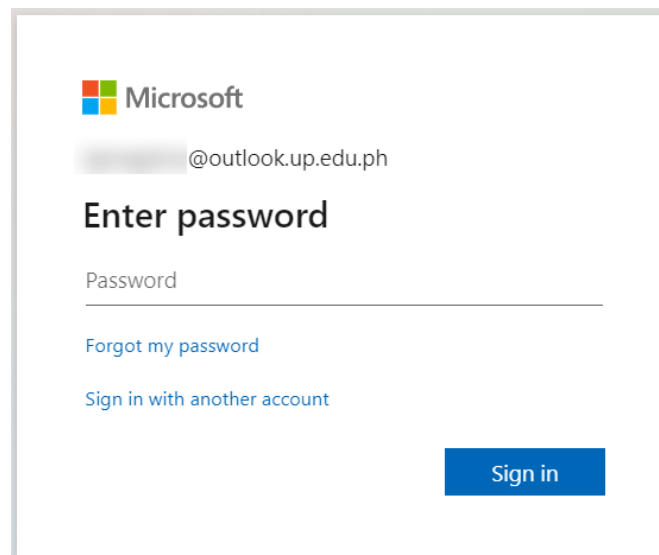
This guide serves as an extension to the first OneDrive Guide but to access OneDrive through the browser instead of downloading the application. All screenshots and examples are made in Windows workstations as this will also reflect other Operating Systems since there is no installation required, its minimum requirements are a device with a browser and a stable internet connection. Going deeper into this guide, the OneDrive application is a must.

How to access OneDrive through the browser?

1. First and foremost, make sure you have a browser installed on your device, whether it be Chrome, Mozilla Firefox, Safari, or other web browsers so you can access OneDrive.
2. Type '<https://onedrive.live.com/about/en-us/signin/>' in the address bar of your browser and press Enter. You will be directed to the login page.

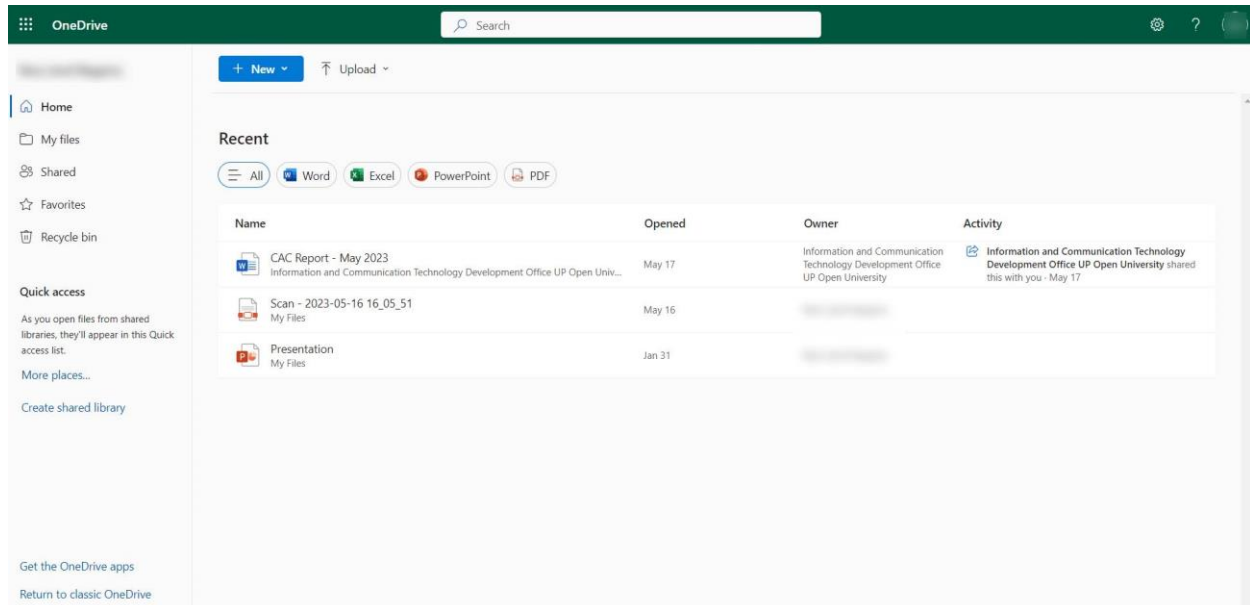


Make sure to log in with your Microsoft account by using your @outlook.up.edu.ph account.



If you have enabled two-factor authentication for your Microsoft account, you may be prompted to enter a verification code sent to your registered email or mobile device.

3. Once you have successfully logged in, you will be directed to the OneDrive homepage.



Navigating the Interface

There are a lot of things you can do in OneDrive. Like Google Drive, you can create, upload, modify, share, and delete files and folders. The only difference between those two is OneDrive provides a simple, yet detailed interface while Google Drive provides a modern interface.

To know more about the interface, we will have the category breakdowns of OneDrive:

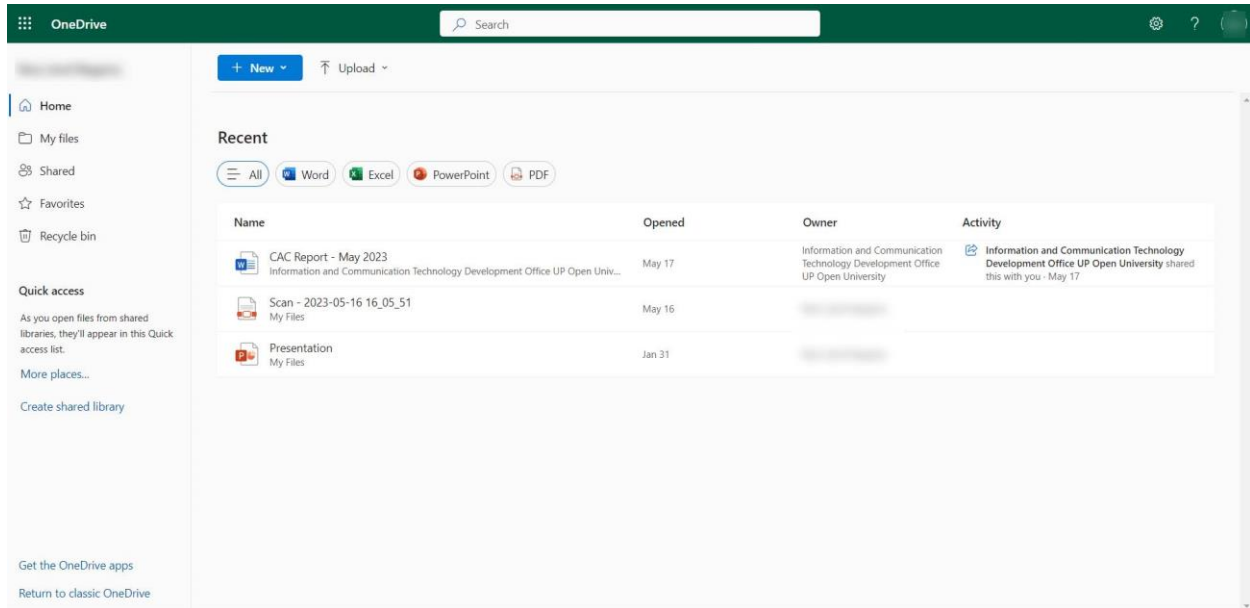
Search:

This can be easily found at the top middle of the website. You can search any file within the OneDrive website. This also will let you know if the file you are looking for is in OneDrive or not.

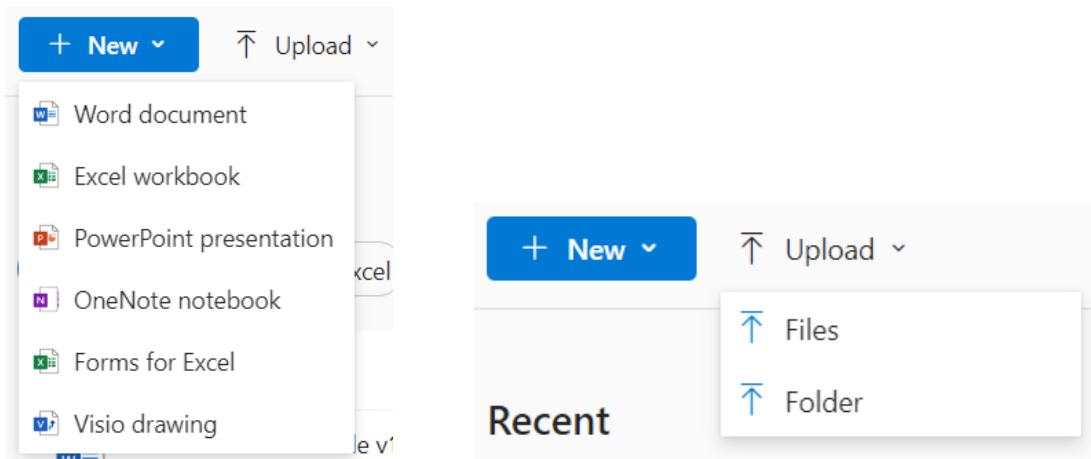


Home:

What you will see on this page are the recent files and folders you opened and uploaded.

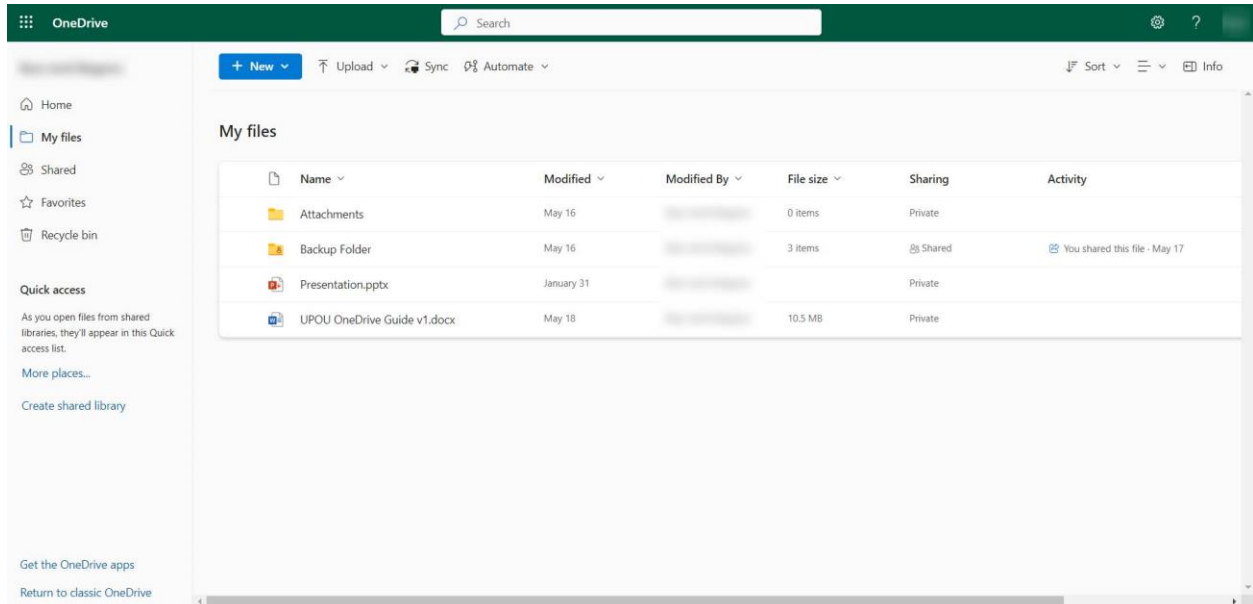


You may create a new file by clicking the “New” button or upload a file or folder by clicking the “Upload” button.

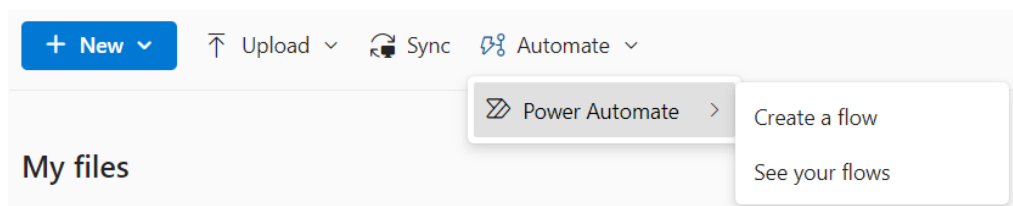


My Files:

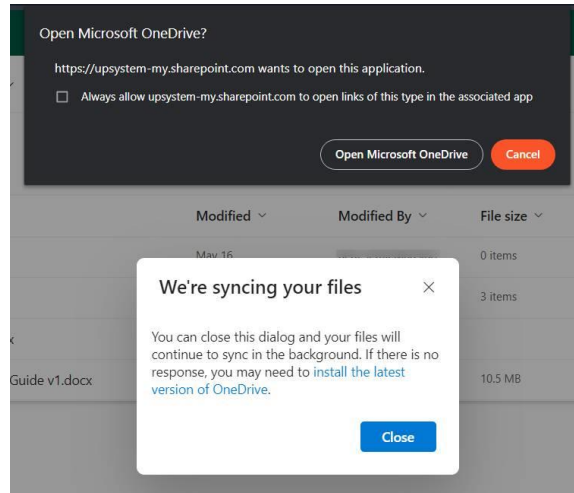
On this page, you will see all the files you uploaded to OneDrive.



Like the Home page, it also has the New and Upload buttons. But in My Files, it also has Sync and Power Automate buttons.

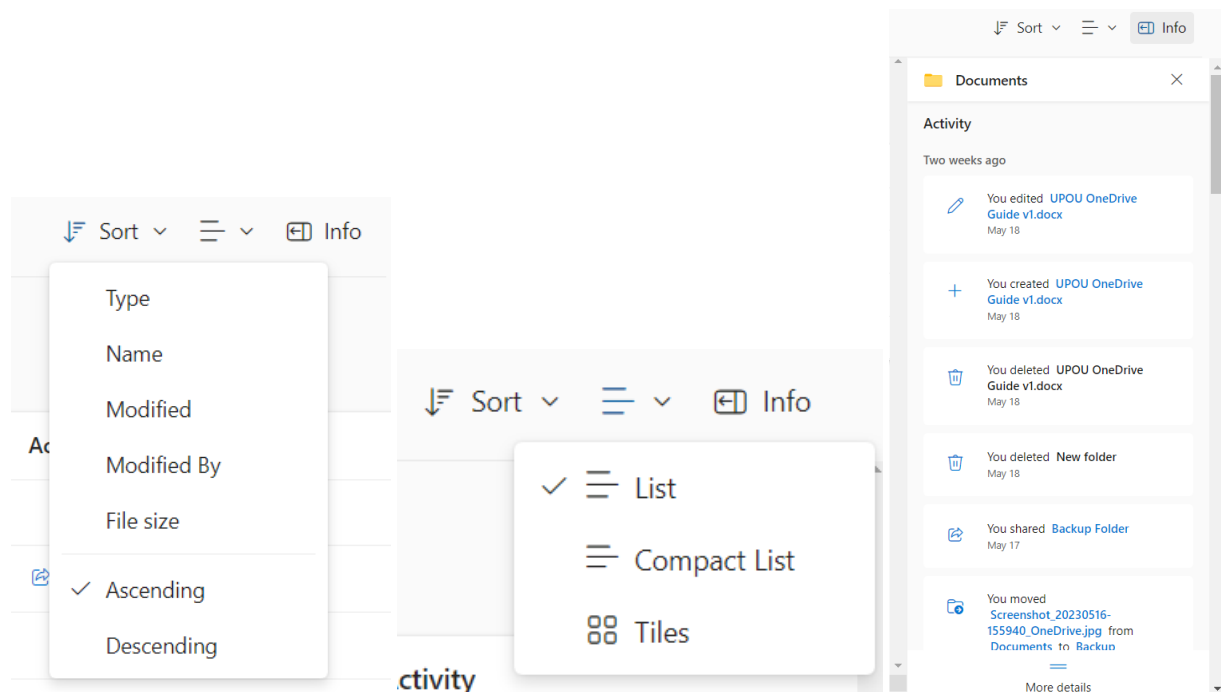


The "Sync" button in the OneDrive browser interface is used to synchronize your OneDrive files and folders with your computer. When you click the Sync button, it initiates the process of downloading your files and folders from the cloud to your local device, creating a local copy of your OneDrive content.



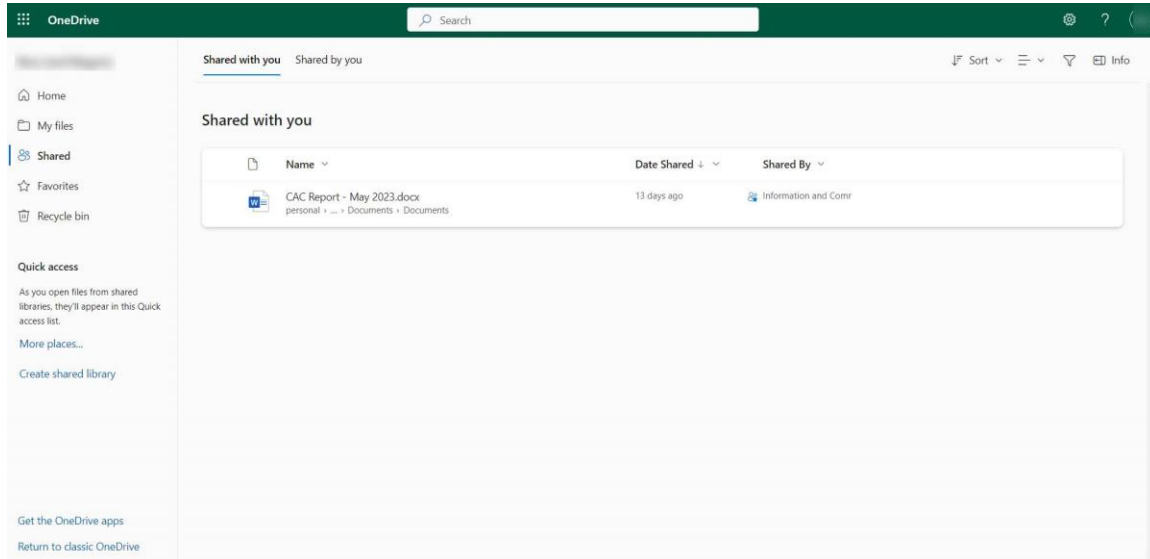
On the other hand, Power Automate is a cloud-based service that allows you to create automated workflows and integrate different applications and services. With Power Automate, you can automate tasks and processes, such as moving files between OneDrive and other cloud storage platforms, sending notifications based on specific events, collecting data from forms, and much more.

There are also Sort, View, and Info buttons on the right side to organize and provide information about your files.

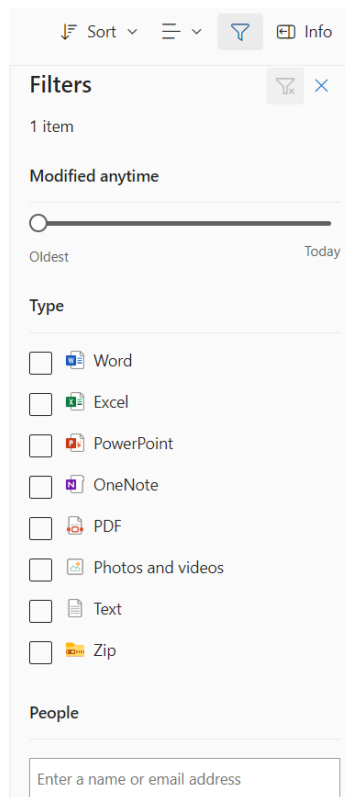


Shared:

This page shows you all the shared files. These files can be either the ones you shared with others or the files shared by people for you.

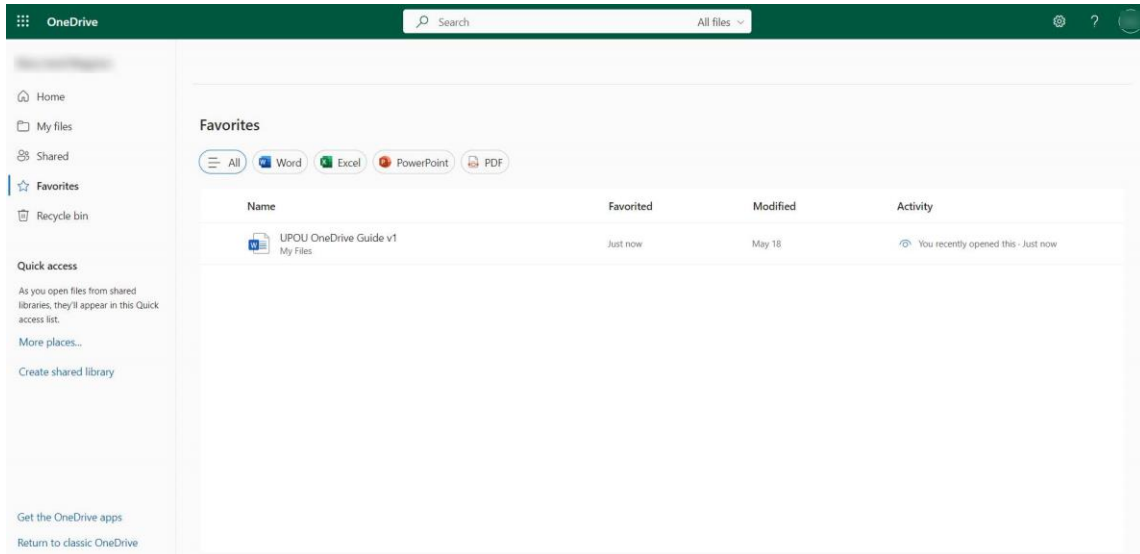


The Filter button is present on the Shared page to filter the files you want to see. You can apply filters based on the modification date, file type, and the people who have access to the files.

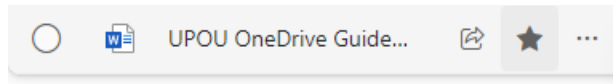


Favorites:

This page shows all files that you favorite/starred.

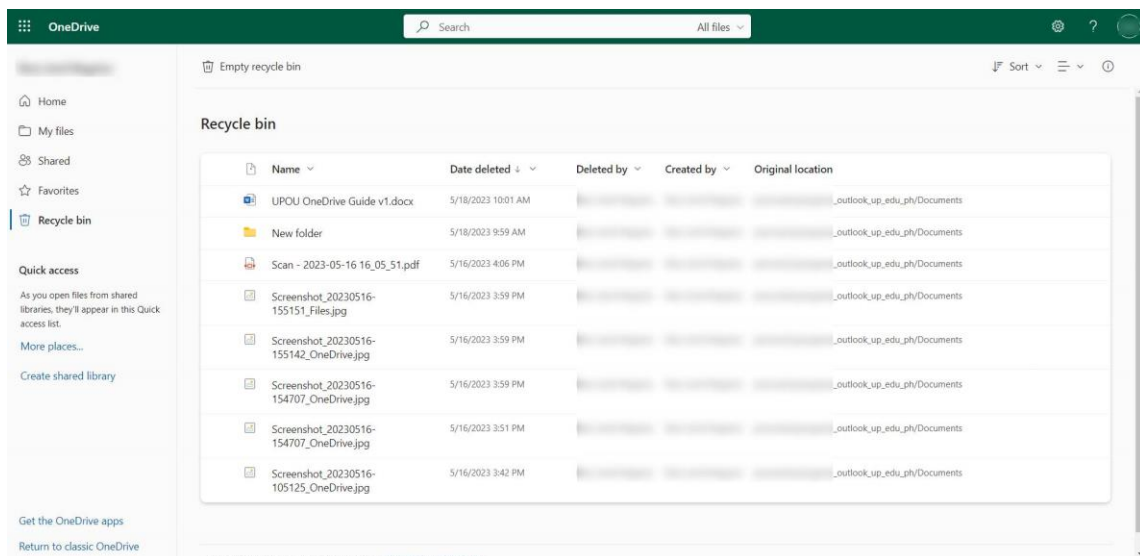


To favorite a file, just point the cursor to the file, and click the star button.

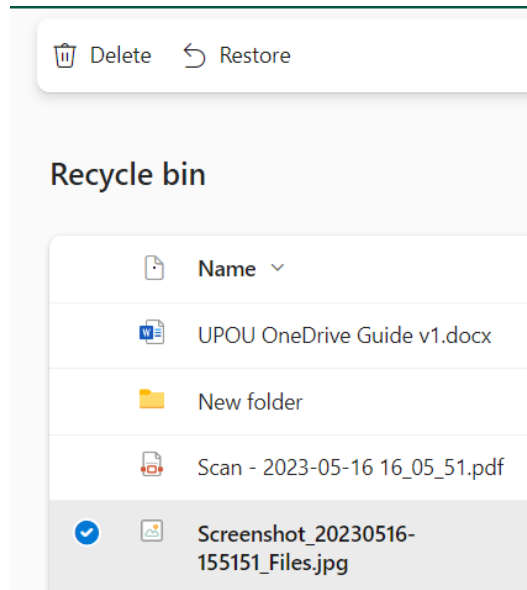


Recycle Bin:

And lastly, this page shows all the files and folders you deleted.

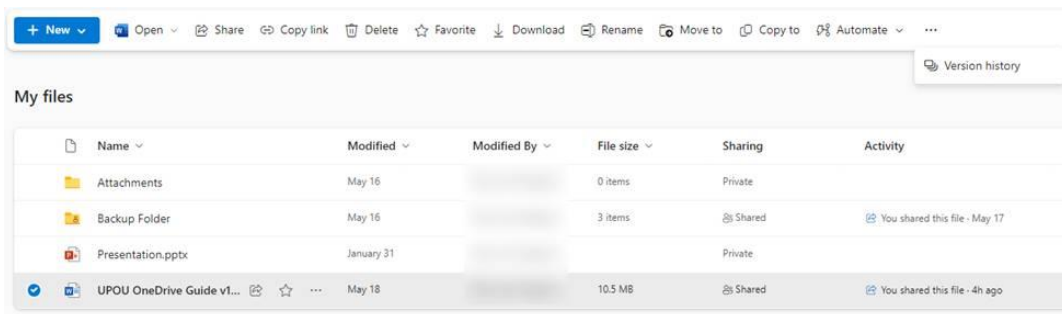


The file can also be either permanently deleted or restored by selecting a file and clicking one of the buttons above.



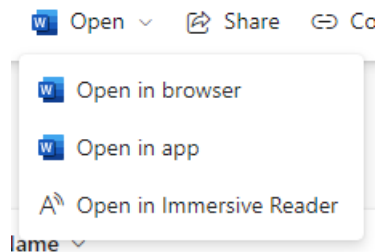
Managing a file option

Going back to My Files, when you select a file, there are options to choose to modify your file.



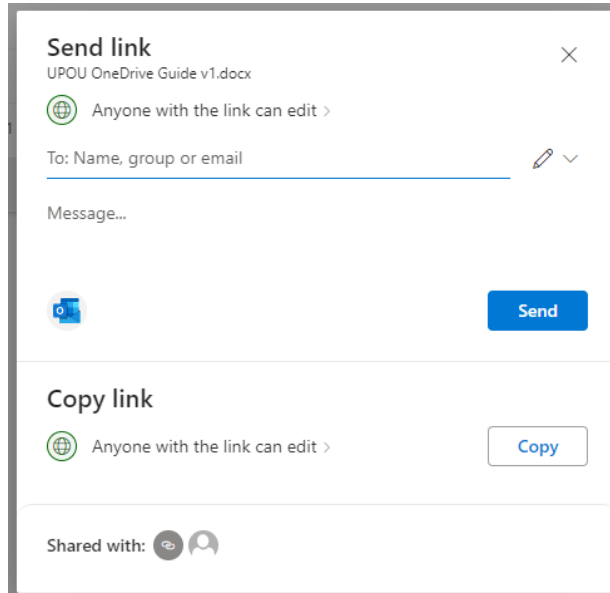
Open:

This option allows you to open a file either in the browser or in an application.



Share:

You can share your files with others by selecting the Share button. You may either send it via mail or copy the link and share it with others.



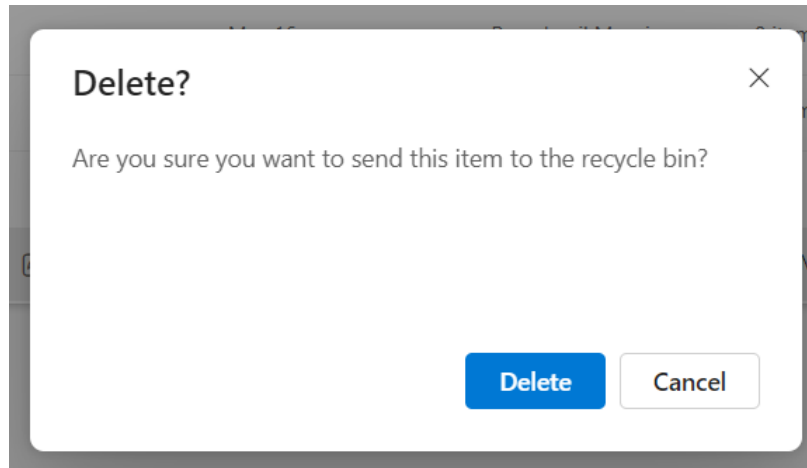
Copy link:

Instead of Copy link in the Share button, you can also get the link by clicking the Copy link button.



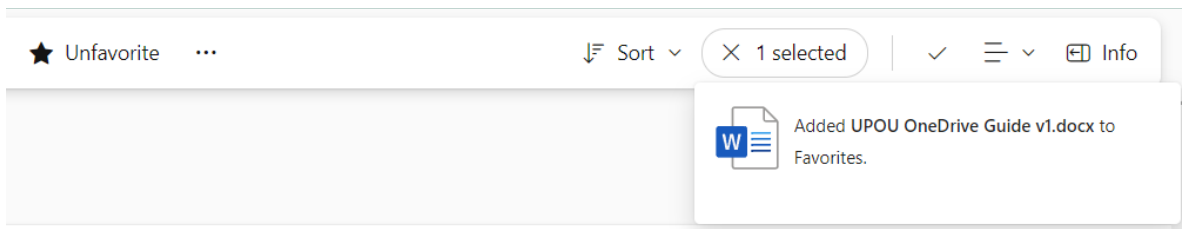
Delete:

By clicking the delete button, it will delete your file. This is a temporary delete as the permanent delete will be in the Recycle Bin. You can also restore the deleted file in the Recycle Bin.



Favorite:

This option will mark your file as one of the "favorite" files. Upon clicking the Favorite button, the star will turn black and will notify you that the file is added to the Favorites. Clicking the star again will remove the file from the Favorites.

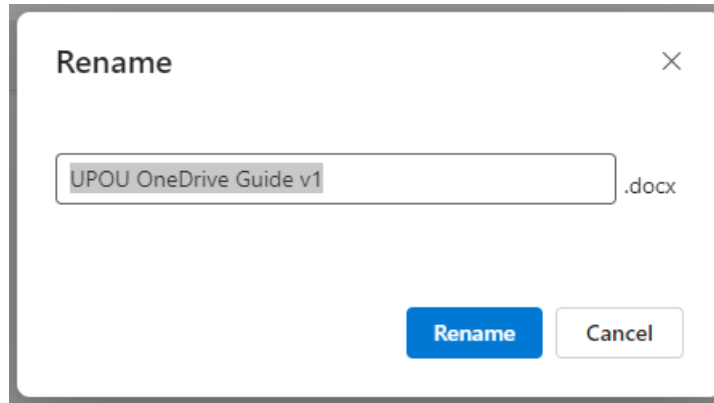


Download:

This option will download your file and save it to your device.

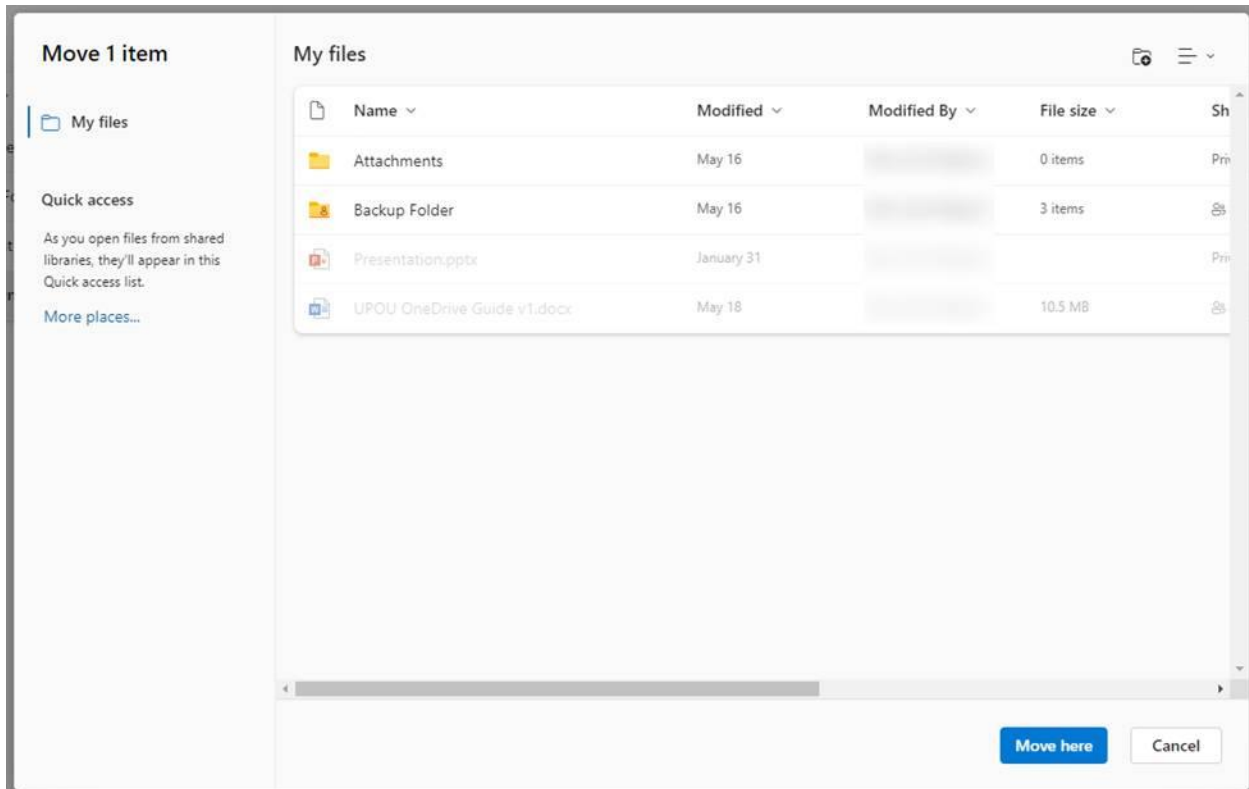
Rename:

This option will rename your file. The file format (such as .doc, .ppt, etc.) cannot be changed.



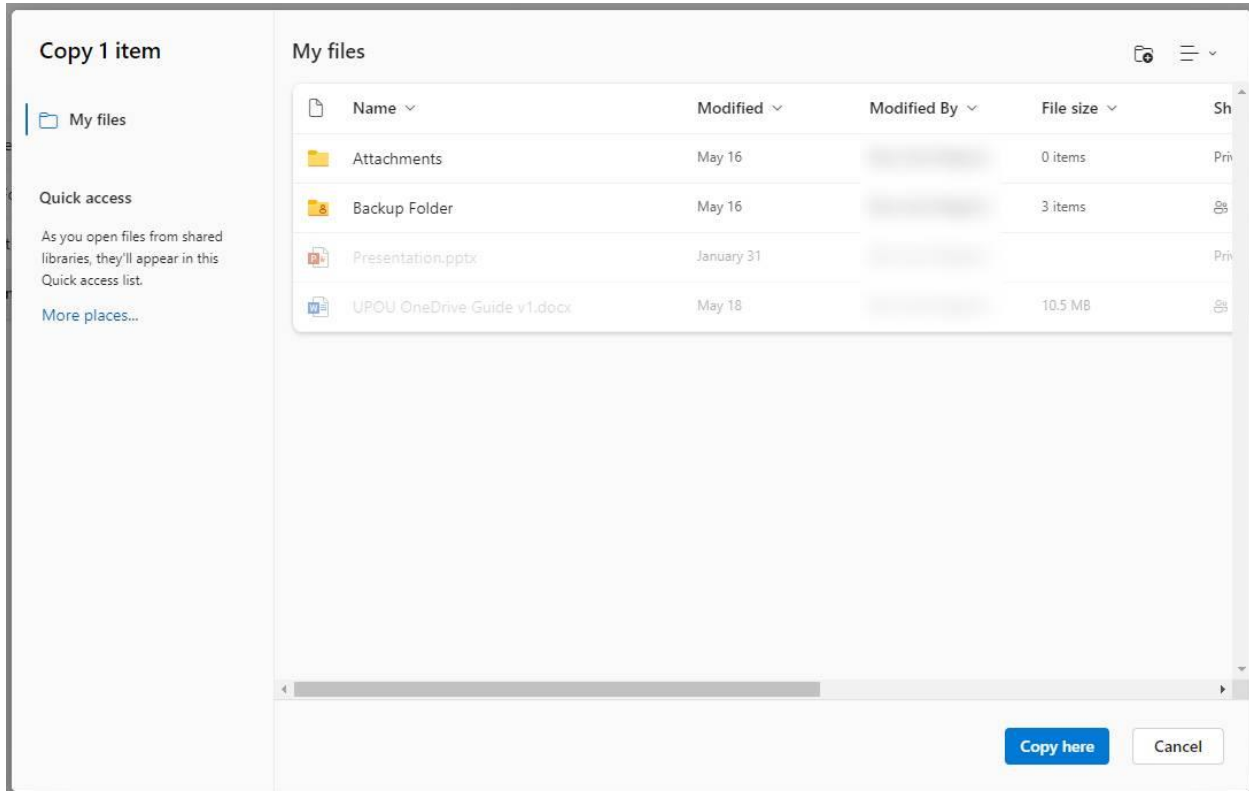
Move to:

This option will move your file to other folders within the OneDrive files. Click any folder available or you can create a new folder found on the upper right of the screen and click “Move here” to move the file.



Copy to:

This option will copy your file to other folders within the OneDrive files. Like the “Move to” option, but if you copy the file to other folders, the original file will remain in the same location.



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