



UNIVERSITY OF THE PHILIPPINES OPEN UNIVERSITY

## OneDrive Guide

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

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### About this guide

The examples and screenshots in this guide are made in a Windows workstation. Most examples here will involve Windows programs, such as the File Explorer (formerly known as the Windows Explorer). The operations here will most likely have an equivalent on other operating systems such as MacOS, albeit with a different name or way of access.

### Prerequisites for using UP Microsoft 365 OneDrive

1. A UP Google Account (@up.edu.ph)
2. A UP Microsoft 365 account which you can apply for here: <https://itdc.up.edu.ph/services/software-services/microsoft-office-365-for-up>
3. A stable Internet connection

## What is OneDrive?

Microsoft offers OneDrive, which is a service for cloud storage and file hosting. With OneDrive, users can conveniently store, retrieve, and share files and folders on various devices and platforms. It provides both personal and business options, ensuring a secure and reliable method for storing files in the cloud.

UP students, faculty and personnel are very fortunate to have access to the Microsoft 365 (formerly known as Office365) business plan which includes a 1 Terabyte (Tb) online storage capacity. For reference, this could accommodate 100000 Office documents at 10 Mb each, which should be more than enough storage capacity for regular office operations.

### Here are some key features of OneDrive:

1. **File Storage and Syncing:** OneDrive offers users a dedicated cloud storage area where they can securely store their files and folders. These files can be accessed across multiple devices, including computers, smartphones, and tablets. Updates or edits made on these files will be synced across devices.
2. **Collaborative Editing and Sharing:** OneDrive allows users to easily collaborate and edit files and folders in real-time by sharing them with others. Users can customize permissions, determining who can view, edit, or provide comments on the shared files.
3. **Microsoft Office Integration:** OneDrive is deeply integrated with Microsoft Office tools like Word, Excel, and PowerPoint. This integration enables users to effortlessly create, edit, and save Office documents directly within OneDrive, ensuring a seamless experience when working on files across various devices.
4. **Version History and Backup:** With OneDrive, users have access to a version history feature that keeps track of file changes. This allows for easy retrieval of previous versions if required. Additionally, OneDrive offers a backup functionality that safeguards important files and folders from accidental deletions or hardware malfunctions.
5. **Mobile Access and Offline Sync:** OneDrive offers mobile apps for iOS and Android devices, allowing users to access their files even if they are far from their workstations. It also provides an offline sync feature, which enables users to access files in the event of intermittent network connection.
6. **Integration with Windows 10:** OneDrive is deeply integrated into the Windows 10 operating system. By right-clicking on a file or folder in Windows Explorer, the user will be presented with a dropdown menu of available OneDrive options for sharing, managing access, or keeping the file always available on the device. Files saved in the OneDrive folder have the AutoSave feature automatically enabled, so you don't have to manually save your files whenever you make changes to them.

## How do you install OneDrive?

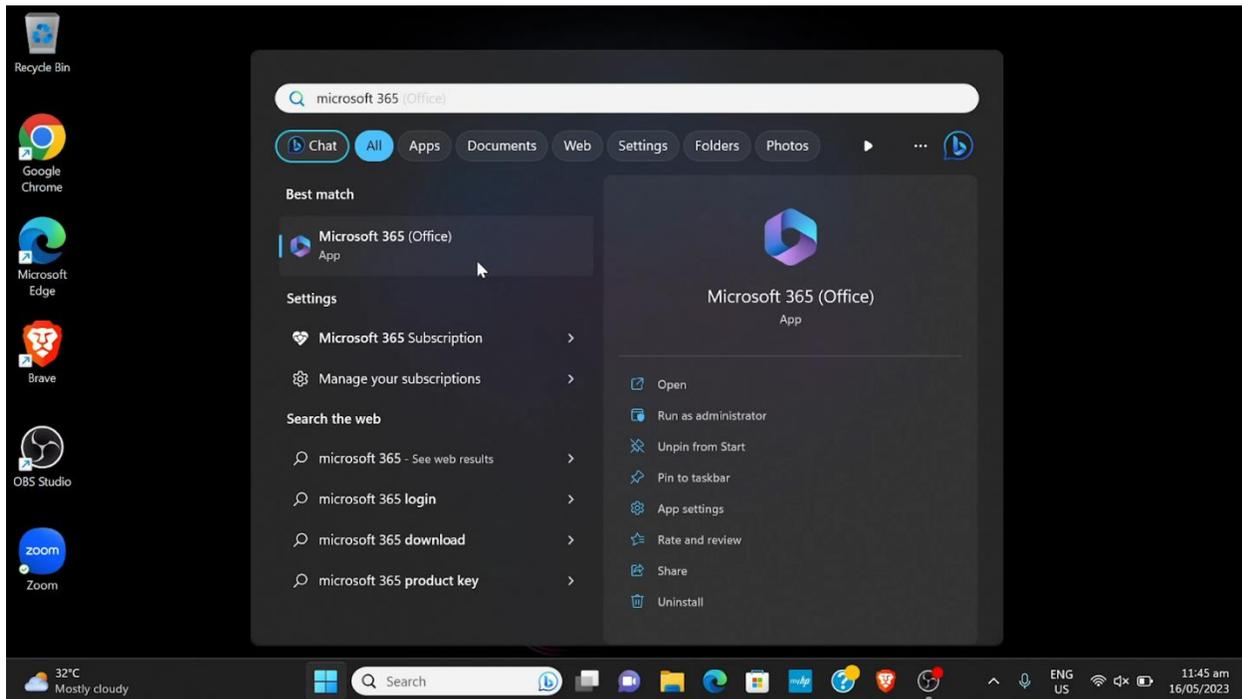
First things first: to be able to access the UP premium subscription for Microsoft 365, use your @outlook.upou.edu.ph whenever prompted for a login during installation. This is not to be confused with the @up.edu.ph account which, in contrast, is used for the UP Google Workspace (Google Drive, Google Docs, GMail, etc.).

If you don't have an @outlook.up.edu.ph account yet, click on the link below to request one from UP ITDC. Please note that you will need your @up.edu.ph account when filling up the form.

<https://itdc.up.edu.ph/services/software-services/microsoft-office-365-for-up>

The @outlook.up.edu.ph account is the only account you should be using to fully utilize the features of this Microsoft 365 premium subscription for the UP System. Using or creating any other account such as @gmail.com or @up.edu.ph will result in the creation of a Personal Microsoft 365 account with only a 5Gb cloud space (as opposed to 1Tb), and only a free trial of Office apps such as Word or Excel.

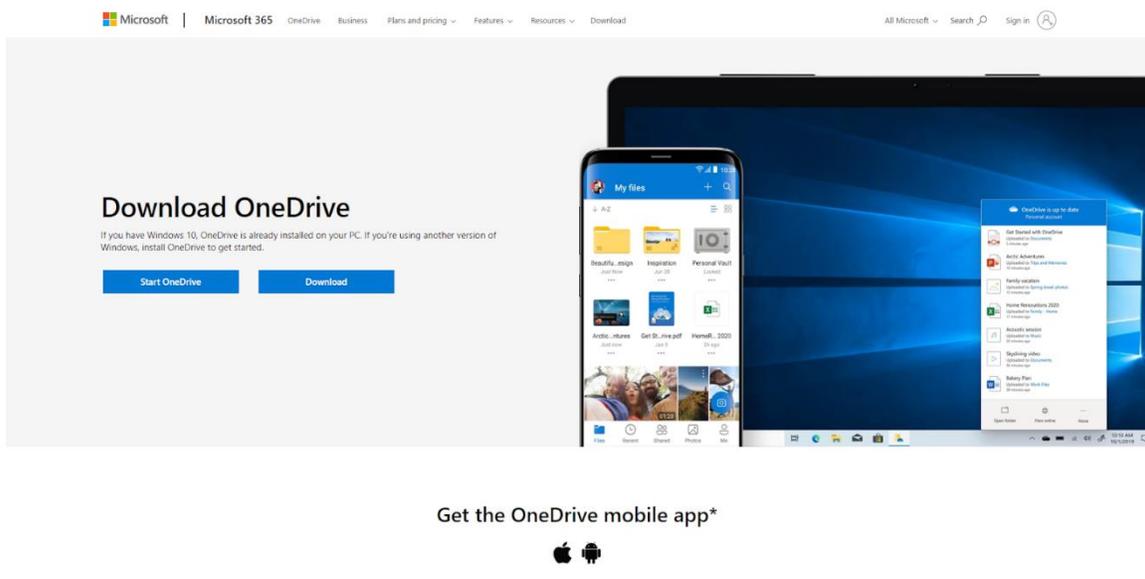
Most office workstations procured through bidding should have OneDrive installed by default, along with a trial version of Microsoft 365. You can check this by pressing the Windows key and typing 'Microsoft 365' in the pop-up menu. If this is not the case, please follow the installation instructions below.



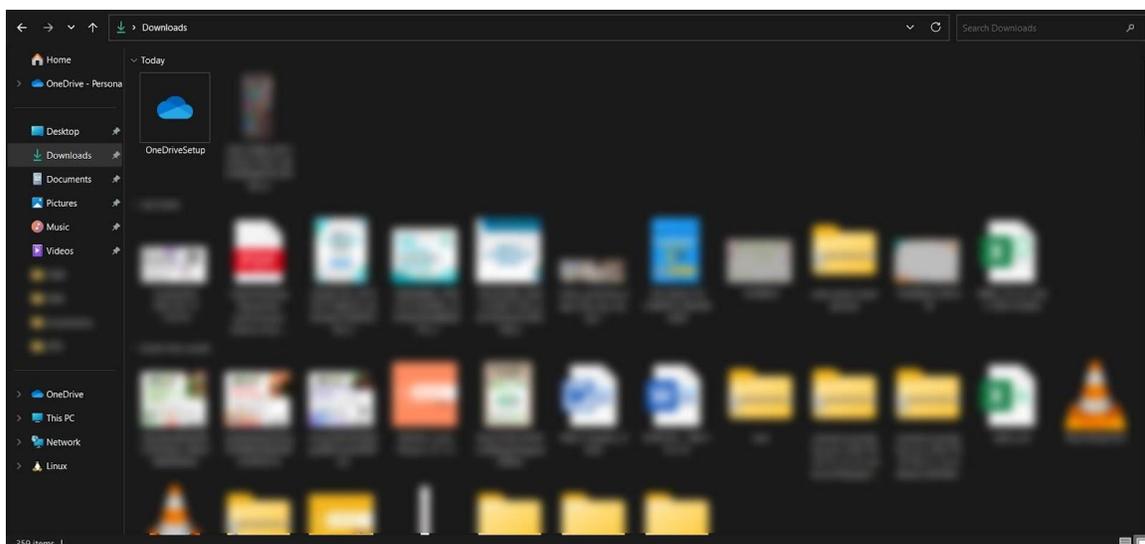
Installing OneDrive varies slightly depending on the operating system you are using. Here are the general steps to install OneDrive on different platforms:

## Windows:

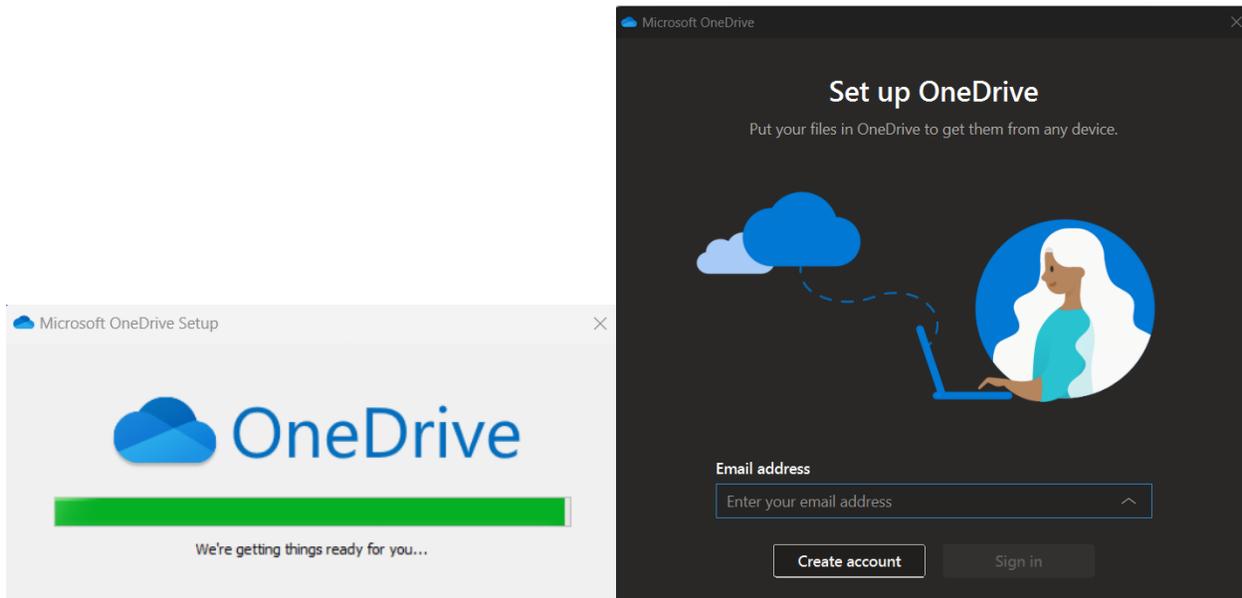
1. Visit the Microsoft OneDrive website (<https://www.microsoft.com/en-us/microsoft-365/onedrive/download>) and click on the "Download" button.



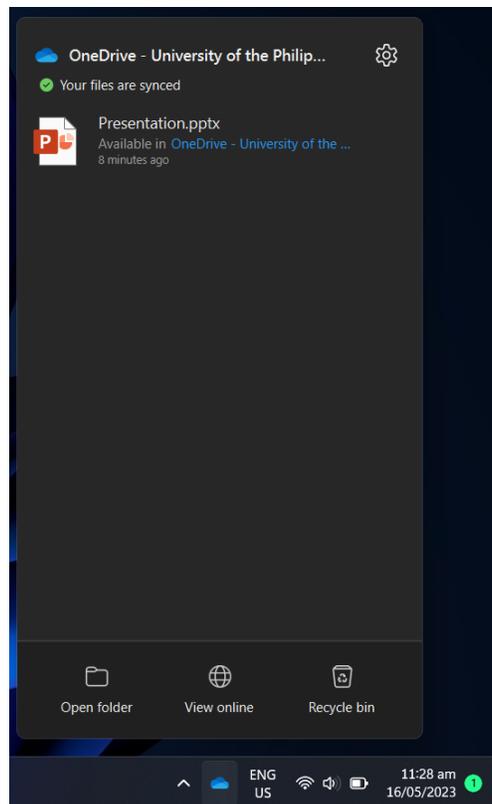
2. The installer file will be downloaded. Locate the downloaded file (usually in the 'Downloads' folder) and double-click on it to start the installation process.



3. Follow the on-screen instructions to install OneDrive. You will be prompted to sign in with your Microsoft account; use your @outlook.upou.edu.ph account to sign-in.



4. Once the installation is complete, you should see the OneDrive icon in your system tray (near the clock). Click on the icon and sign in to start using OneDrive.



## Mac:

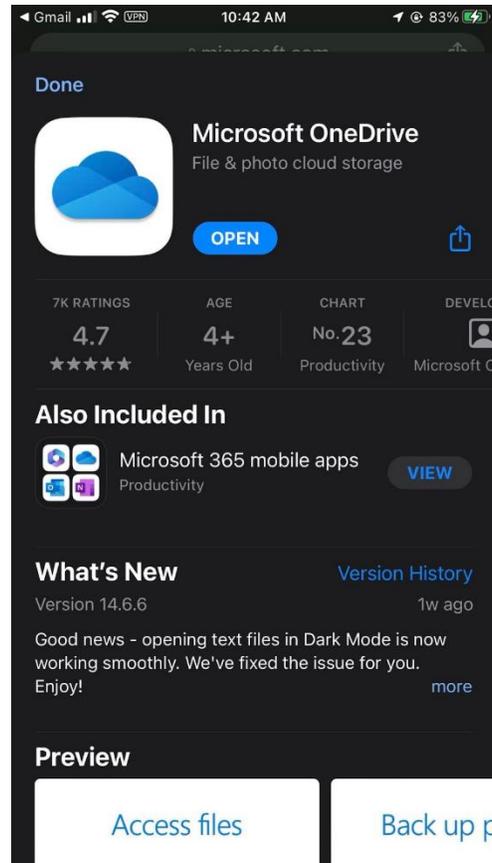
1. Go to the Mac App Store or visit the Microsoft OneDrive website (<https://www.microsoft.com/en-us/microsoft-365/onedrive/download>) and click on the "Download" button for Mac.
2. Depending on your MacOS version, the App Store will open, or the installer file will be downloaded. Follow the prompts to install OneDrive.
3. After installation, launch OneDrive from your Applications folder.
4. Sign in with your Microsoft account by using your @outlook.upou.edu.ph account.
5. OneDrive will create a folder in your Finder sidebar and start syncing files.

## iOS (iPhone/iPad):

1. Go to the Mac App Store or visit the Microsoft OneDrive website (<https://www.microsoft.com/en-us/microsoft-365/onedrive/download>) and click on the "Download" button for Mac.



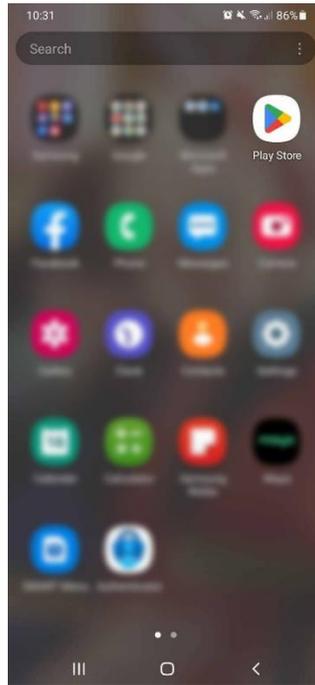
2. The App Store will open. Click on the download icon (a cloud with a downwards pointing arrow).
3. The download icon will become an Open button once download and installation are complete.



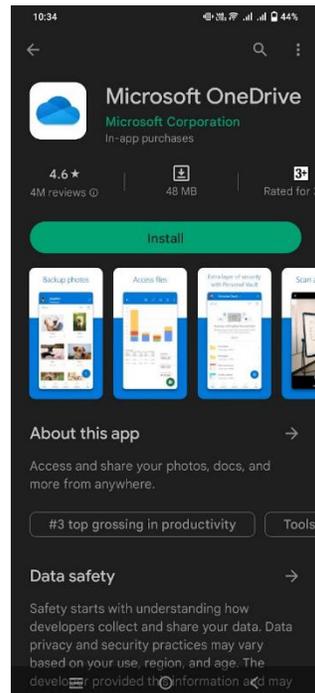
4. Upon opening OneDrive, you will be prompted to sign in with your Microsoft account; use your @outlook.upou.edu.ph account to sign-in.
5. You can now access and sync your files on your iOS device.

## Android:

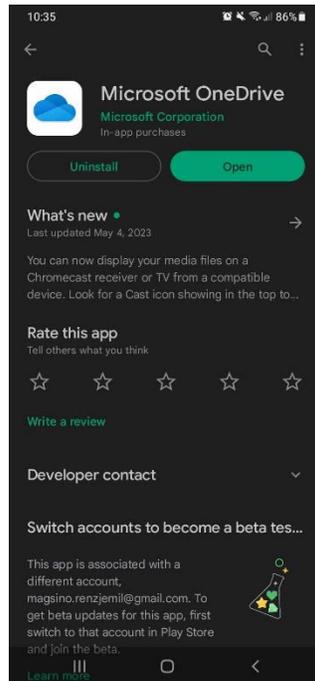
1. Open the Google Play Store on your Android device.



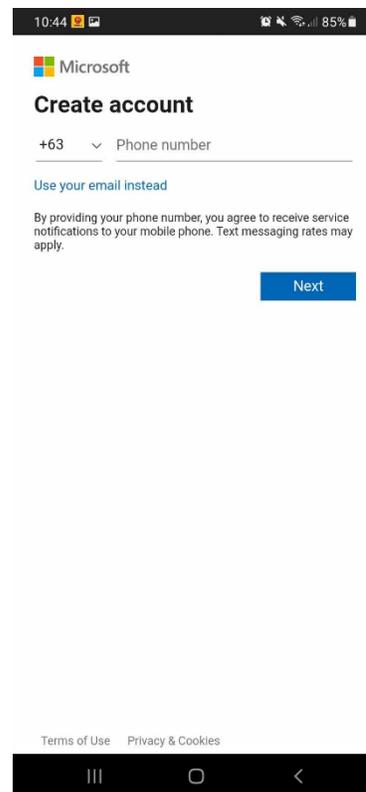
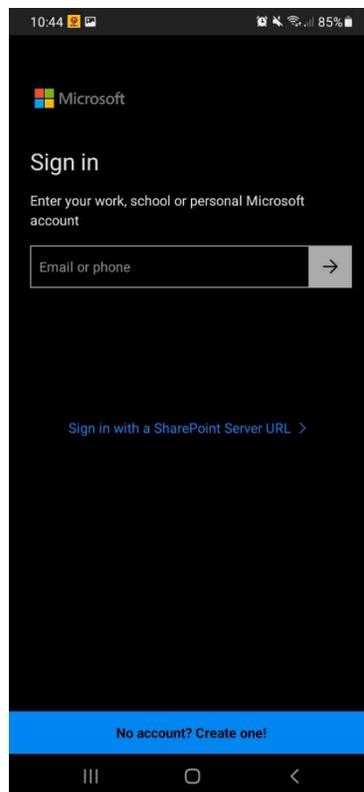
2. Search for "Microsoft OneDrive" and tap on the "Install" button to download and install the app.



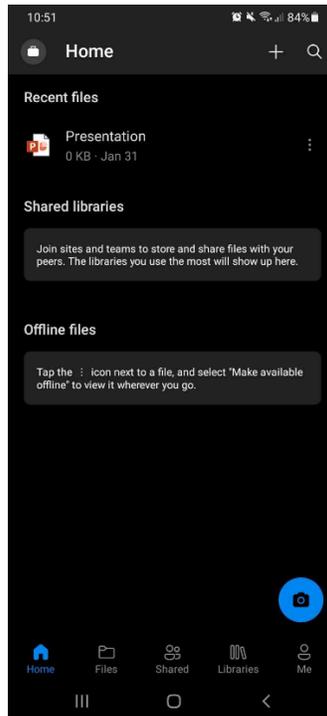
3. Once the installation is complete, open the OneDrive app.



4. Sign in with your Microsoft account or create a new account.



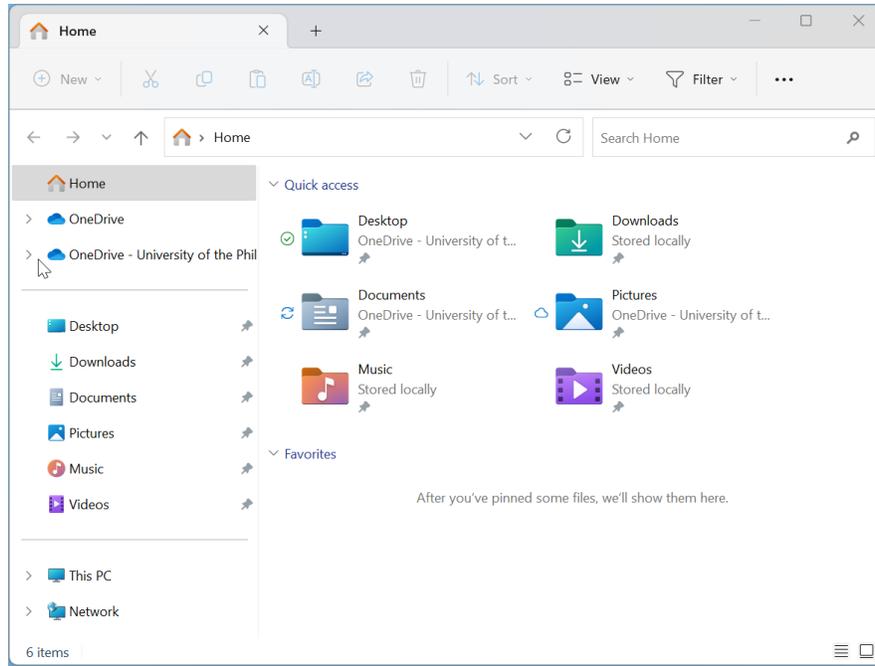
5. You can now access and sync your files on your Android device.



After installing OneDrive, you can set up the syncing preferences, choose which folders to sync, and start using the service to store and access your files from different devices.

## The OneDrive folder (Windows)

You can access the OneDrive folder in the Windows File Explorer by clicking on the Quick access link on the left side of the window, as shown below:

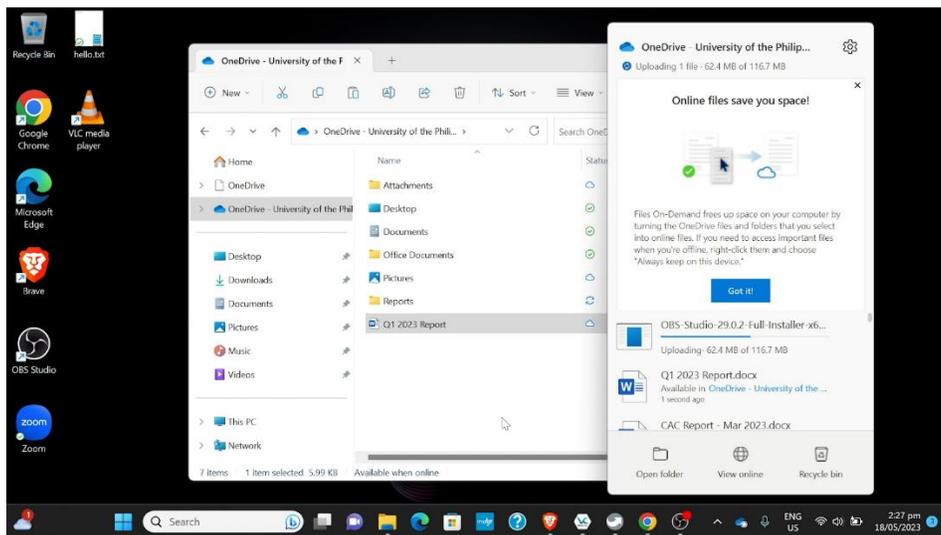


As you can see above, the files on your Desktop, Documents and Pictures folders are synced and safe with OneDrive.

You can also check the most recently synced files by OneDrive by clicking its System tray icon. It looks like a blue cloud near your workstation's date and time display.



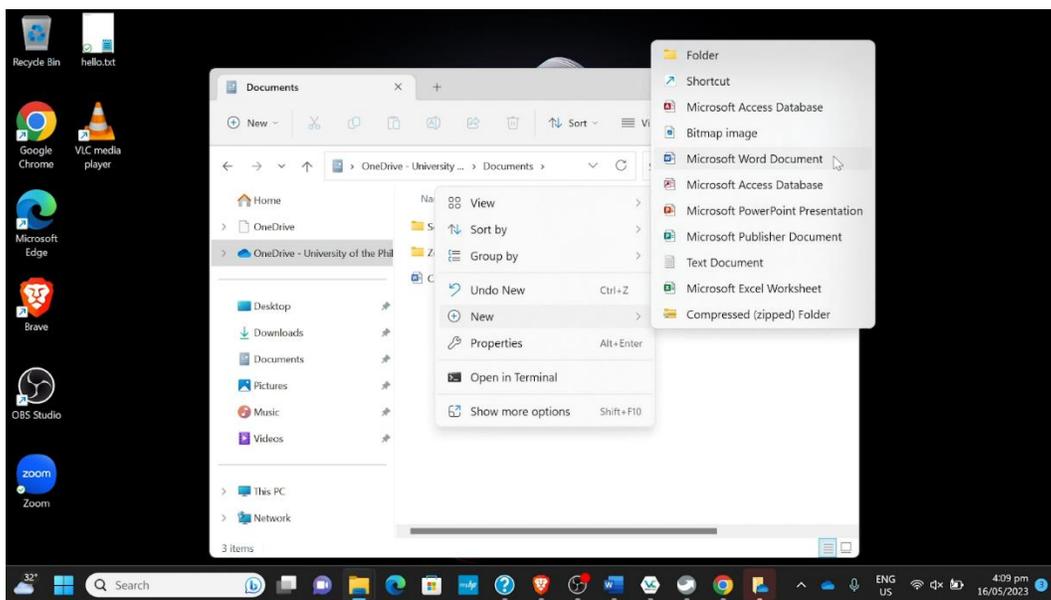
Clicking on the OneDrive system tray icon will open a small pop-up window indicating what it's currently doing or syncing, the most recently synced files, and some helpful notifications or tips.

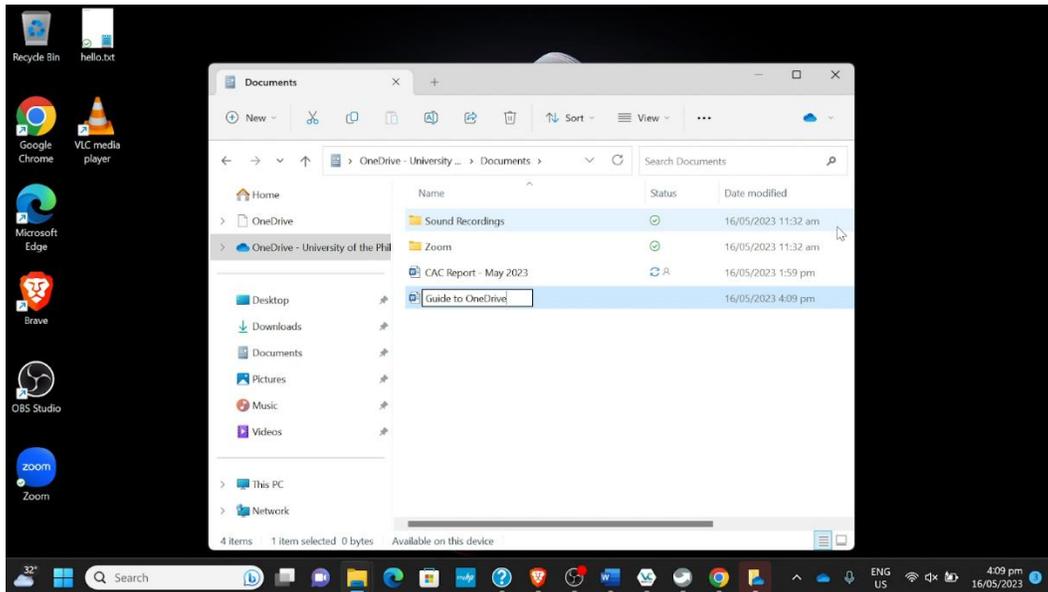


## Saving documents and files in OneDrive

### Windows:

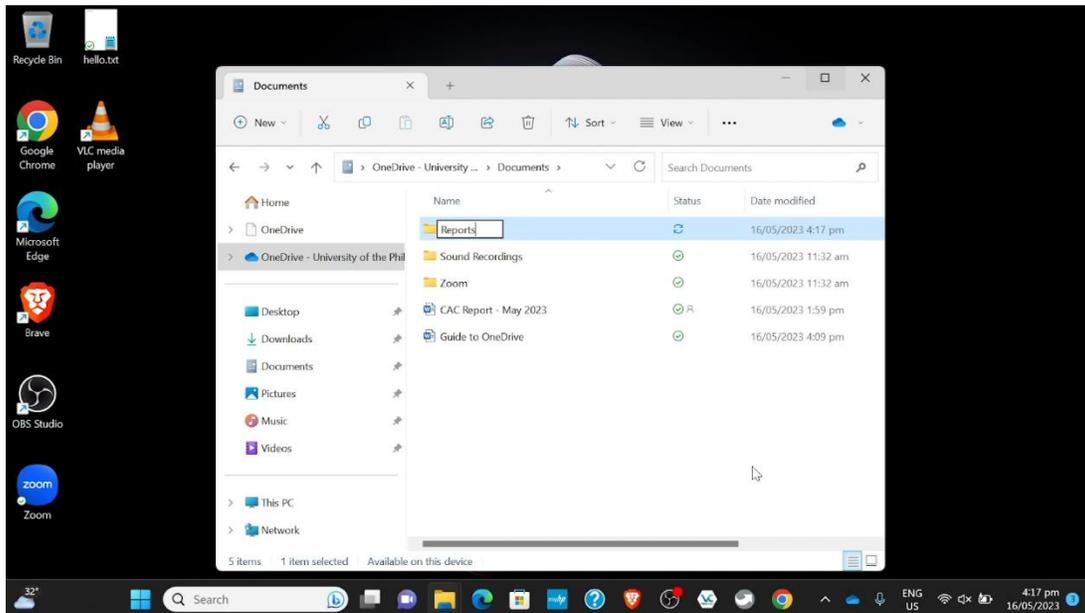
In File Explorer, go to your OneDrive folder, then Documents. Create a Word document by right clicking on the empty space, selecting New from the context menu, then selecting Word Document.

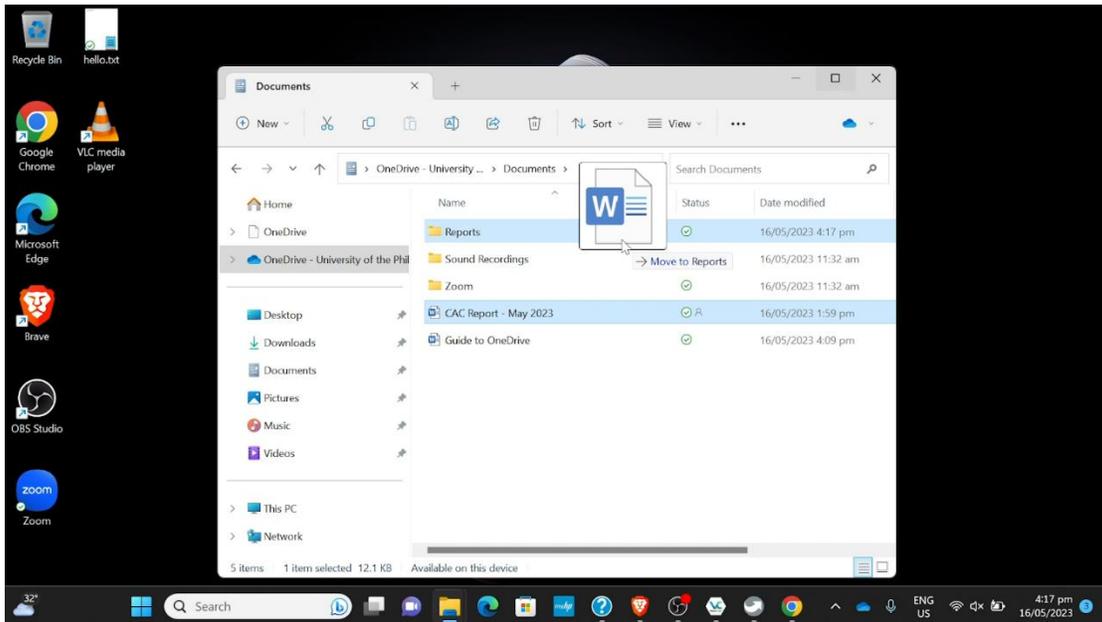




You can now rename this document and start editing it. All changes made to this document will now automatically be synced to OneDrive's cloud storage. In case you lose your laptop or desktop, by theft, damage, or any other means, all you have to do is to reinstall OneDrive on your new workstation, and you can pick up where you left off.

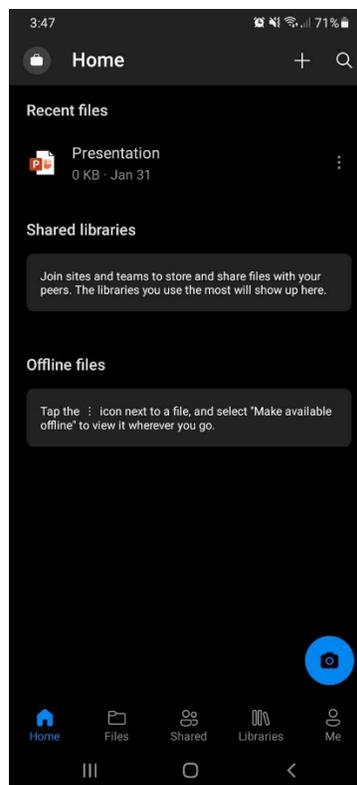
Just like any Windows file folder, you can create folders, and reorganize files within those folders. All reorganizations you do will be synced with OneDrive as well.



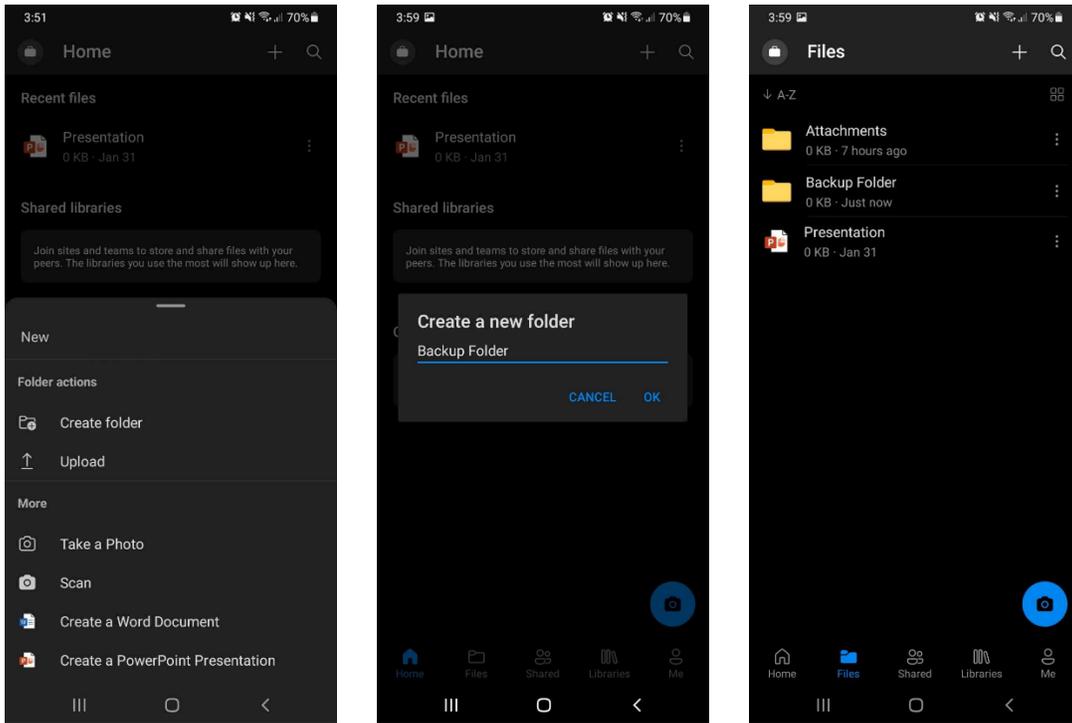


## Android:

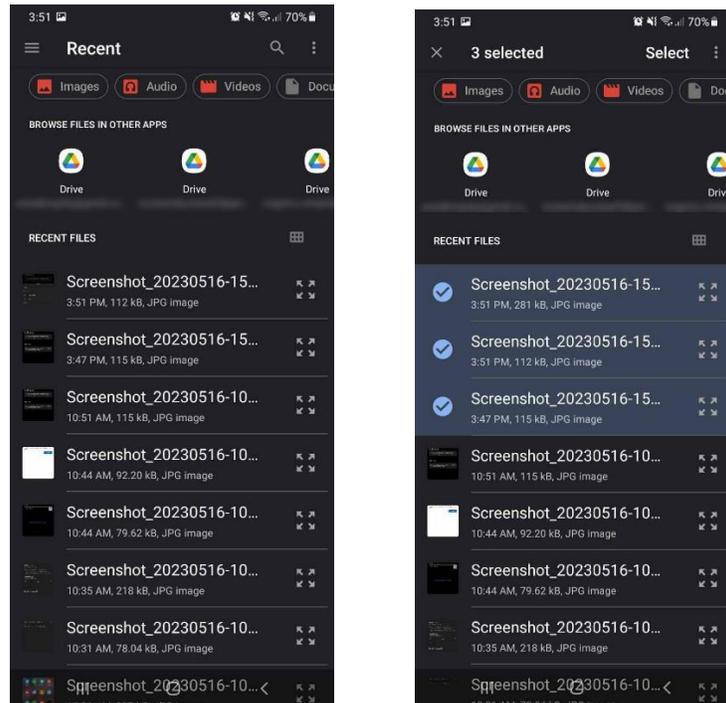
Open OneDrive App and click the plus (+) button found on the upper right corner of the screen.



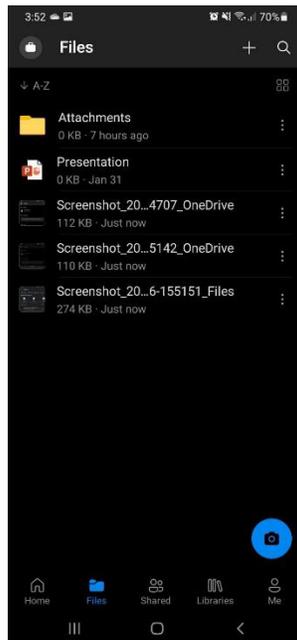
Click the Upload button. You may also create a new folder to make your files organized.



Select the files you want to save in OneDrive. You may also hold a file and select other files for bulk uploading.



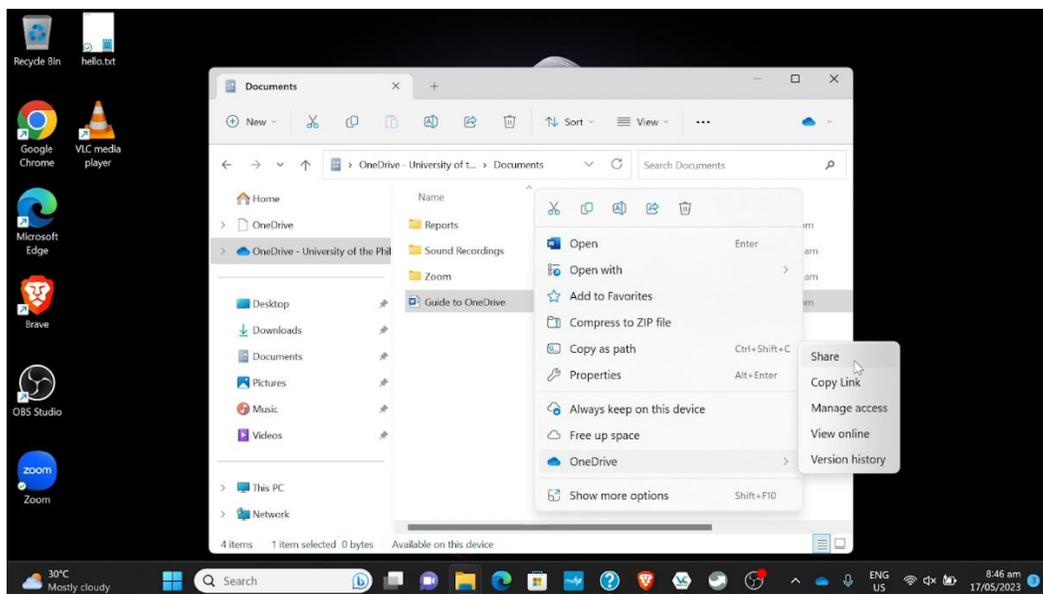
Wait for a few moments and your files are uploaded to OneDrive. You may see your uploaded files in the “Files” tab.



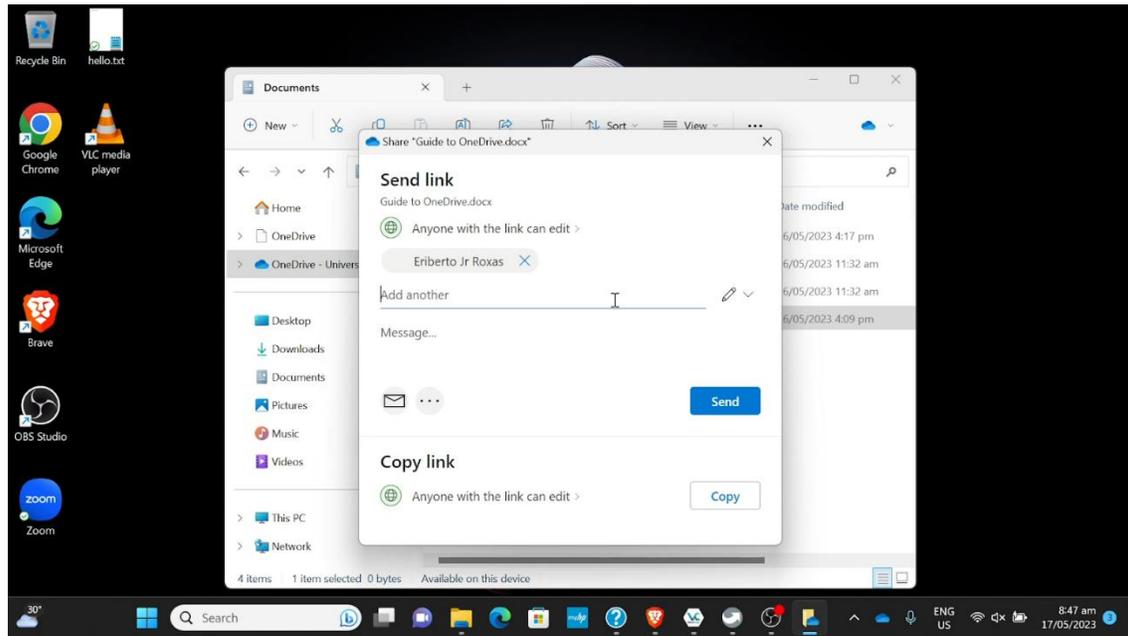
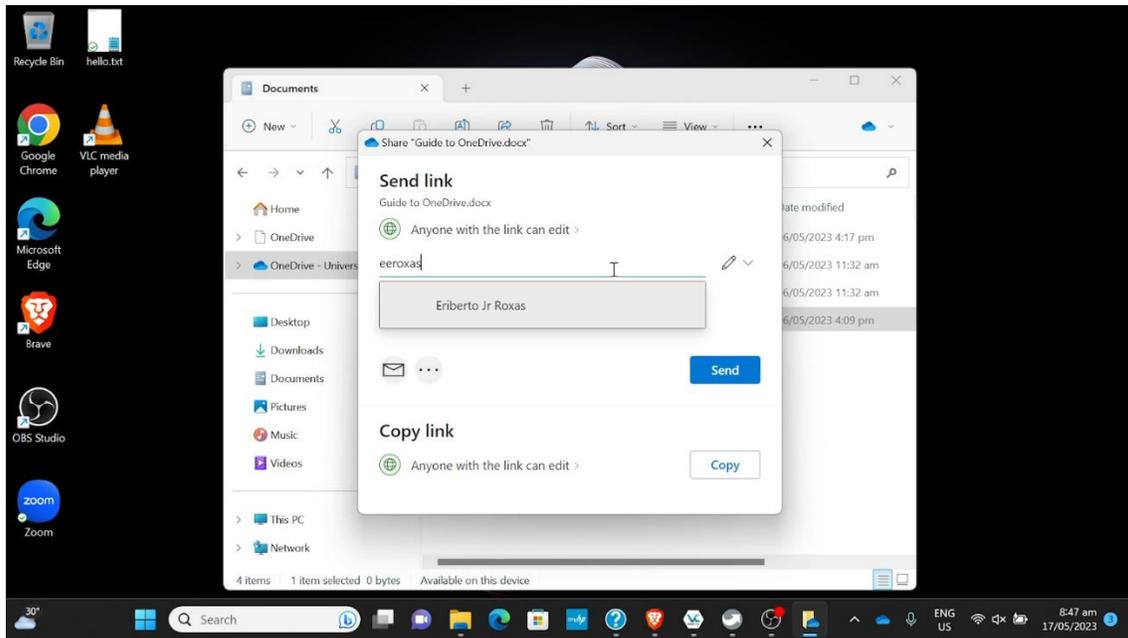
## Sharing files to other OneDrive users

### Windows:

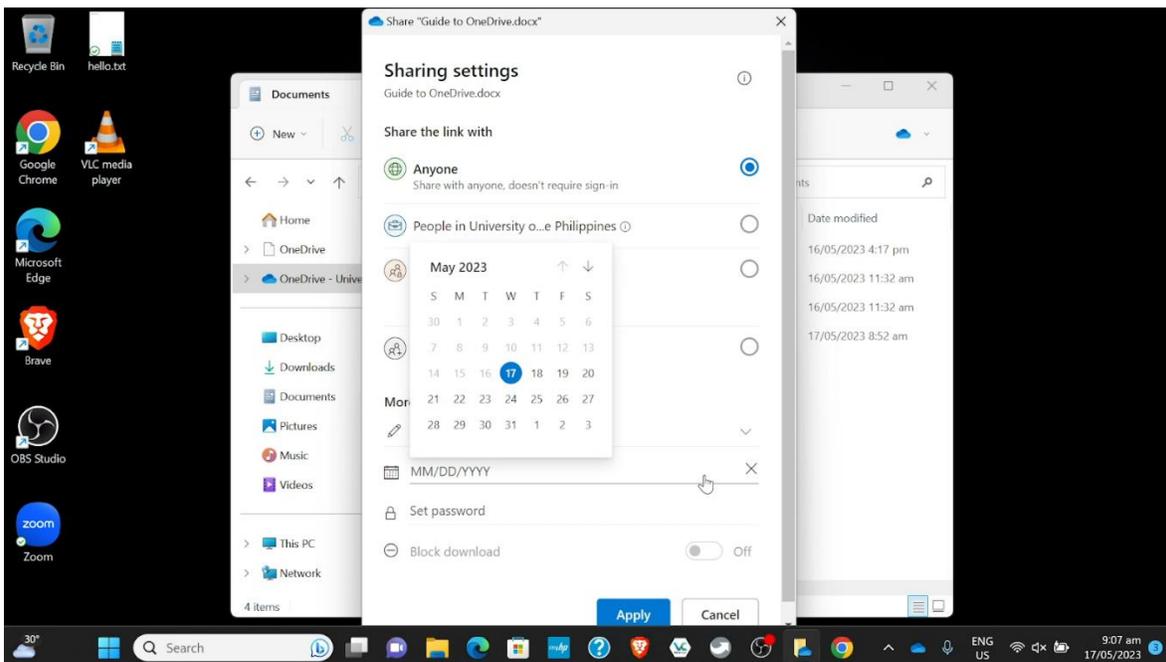
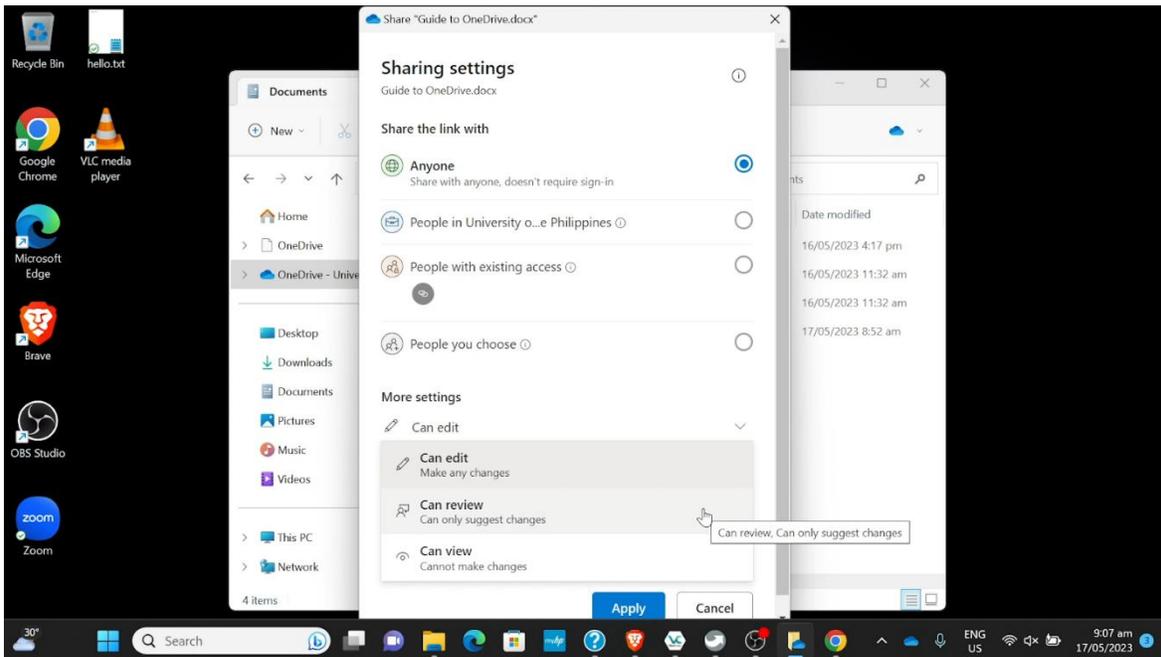
To share files or folders with another OneDrive user, right-click on the file, hover your mouse on OneDrive on the menu, then select Share.



A window should pop up where you can type part of the names or usernames of the OneDrive users you want to share the document with. The search conveniently narrows down to a particular user as you type, but you can scroll down and select the user once you see their name.



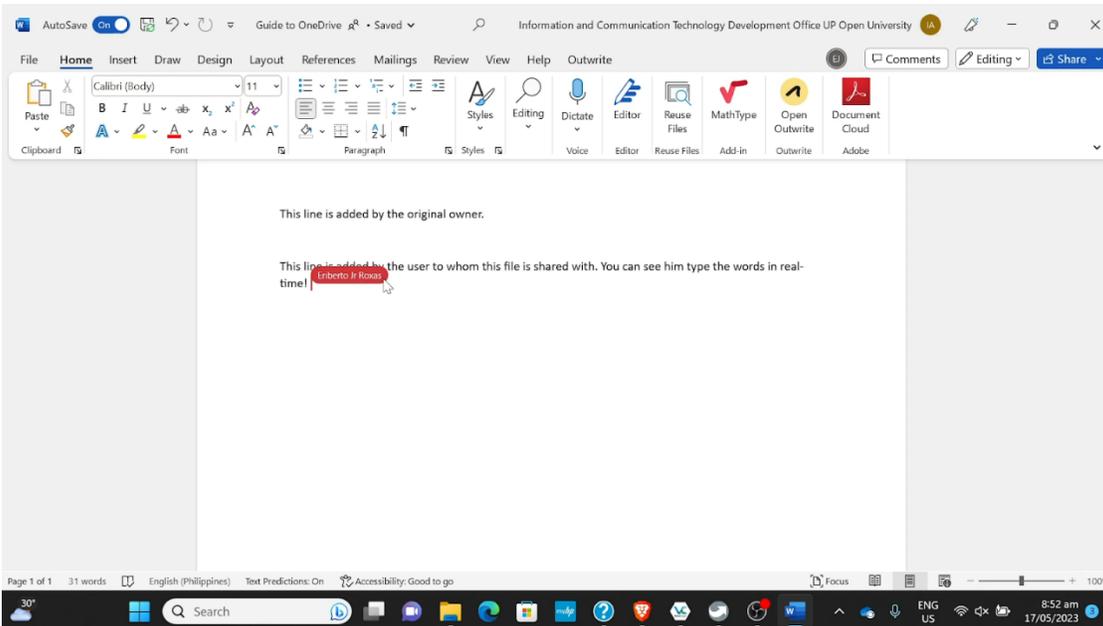
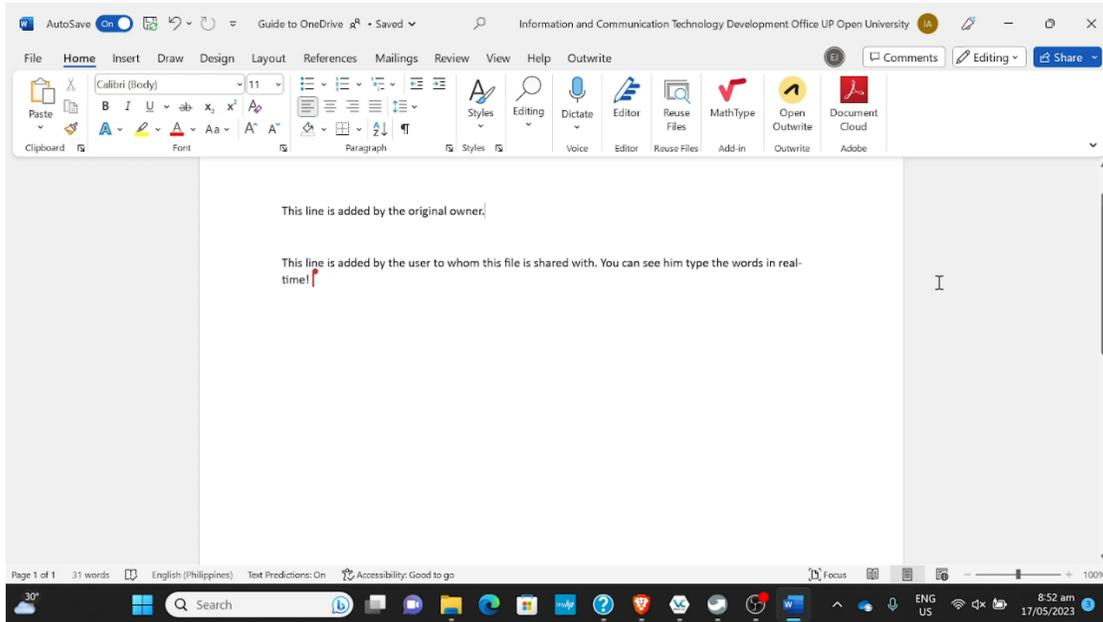
You can also adjust the share recipients' permissions by clicking on the permission settings above the recipient's name. By default, it is set to 'Anyone with the link can edit'.



As you can see, you can modify the permissions to suit your needs. You can set it to 'Can review' so the recipients can only suggest changes and you as the owner can approve or disapprove those changes. You can also set the share to expire on a particular date, so you are assured that

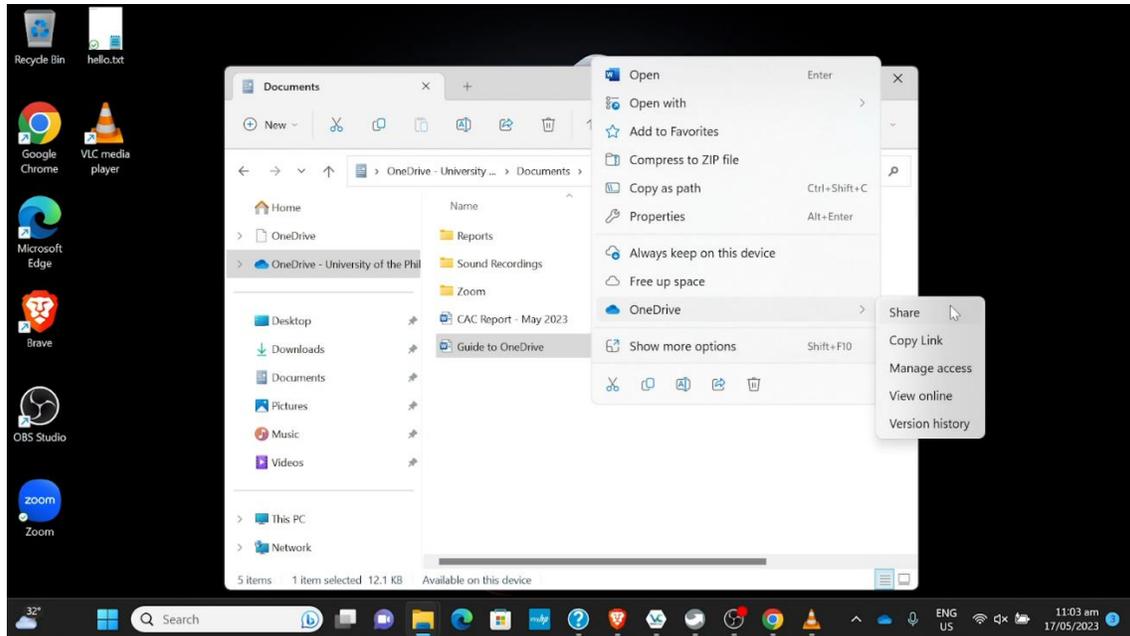
there will be no changes to the document thereafter. And finally, you can set a password for the share, if you are editing a confidential document.

If you give edit permissions to your recipients, you can see their contributions appear as they edit the document.

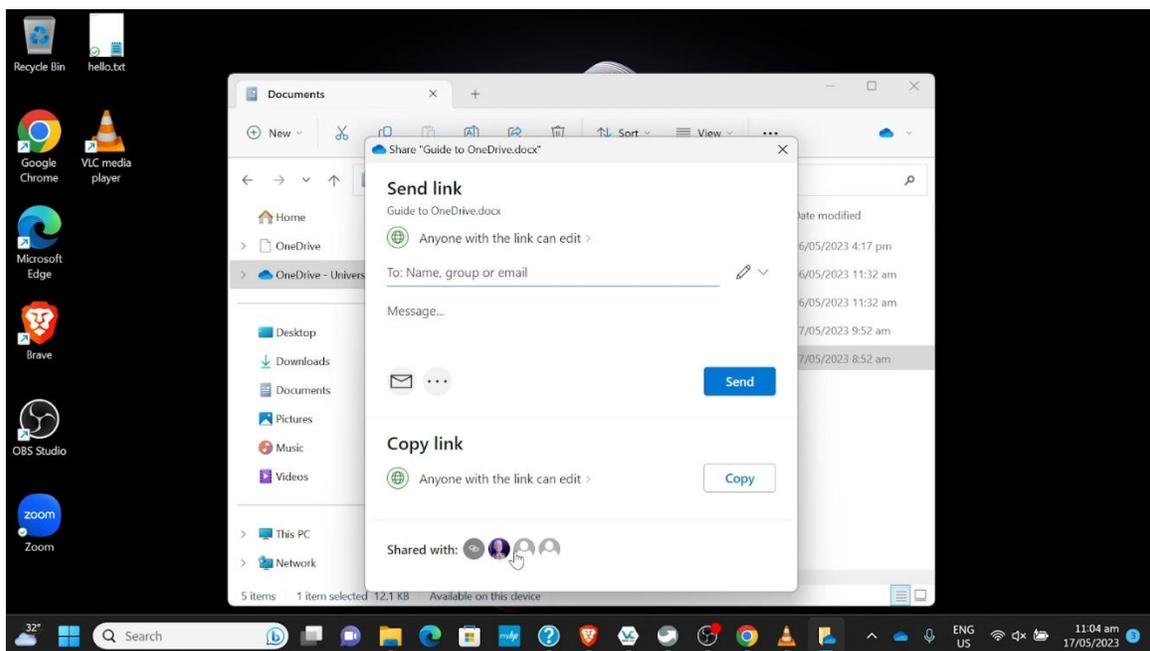


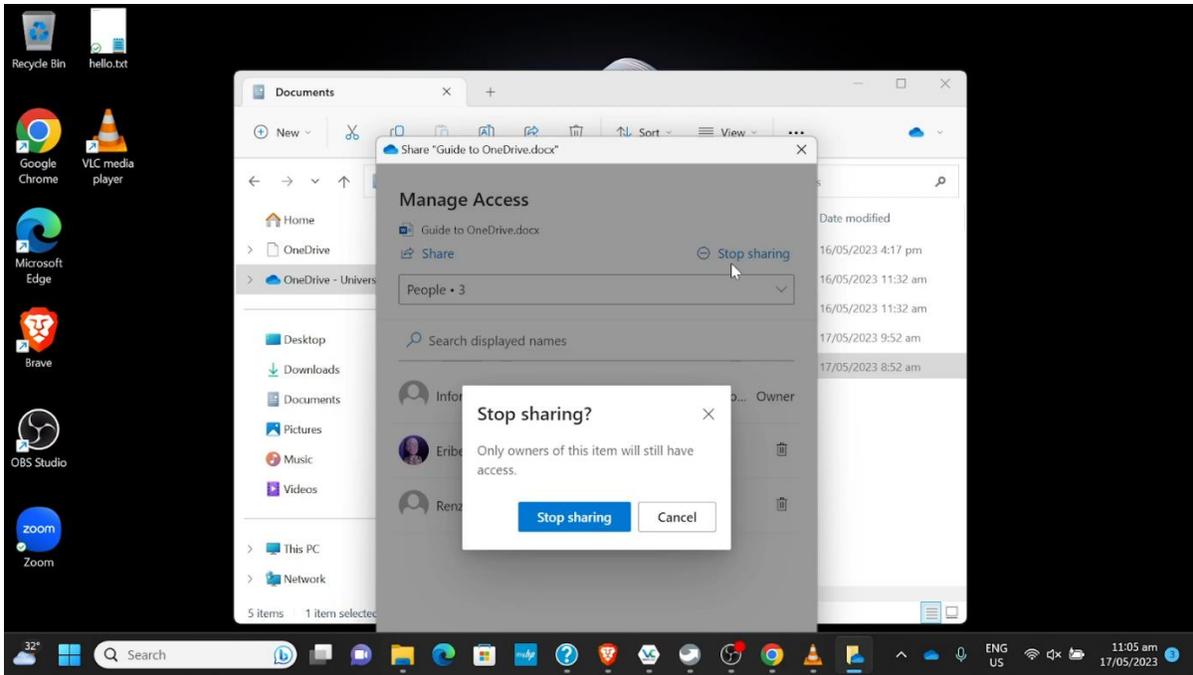
## Revoking share permissions:

If you are the owner of a document, you can remove editors from the document by again right-clicking on the document, selecting OneDrive, then selecting Share.



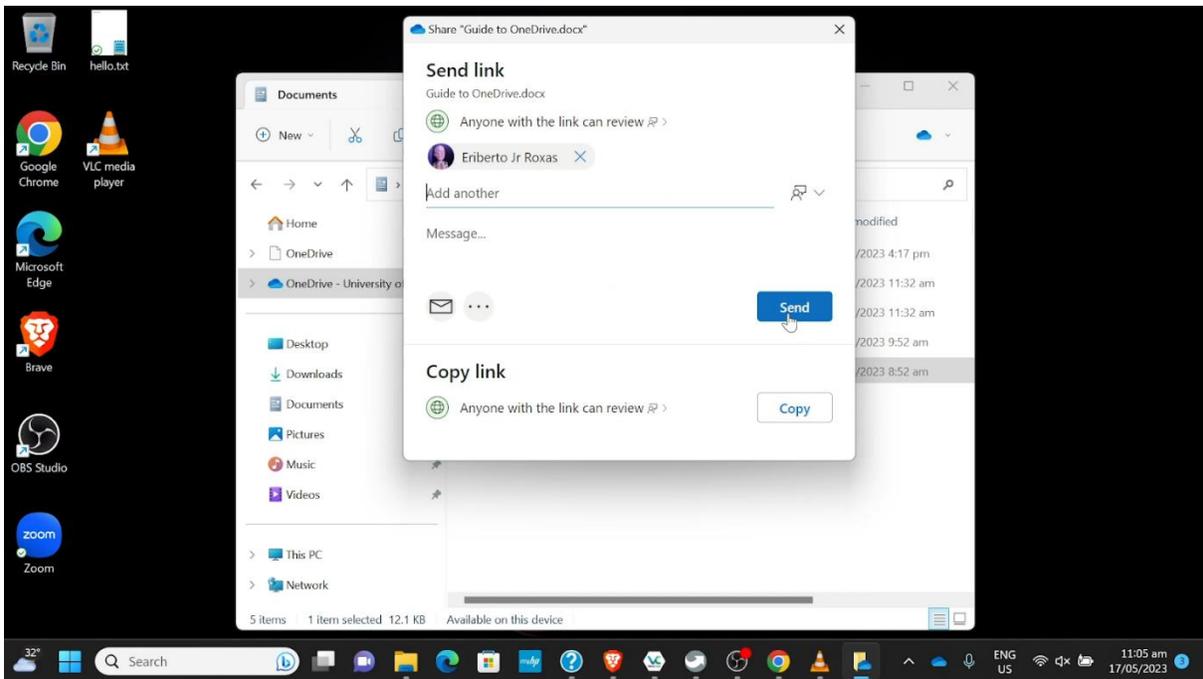
On the 'Send Link' window, click on the share recipients at the bottom. A new window will appear, titled 'Manage Access'. Here you can remove a particular share recipient or click on '- Stop sharing' to stop the share for all recipients.

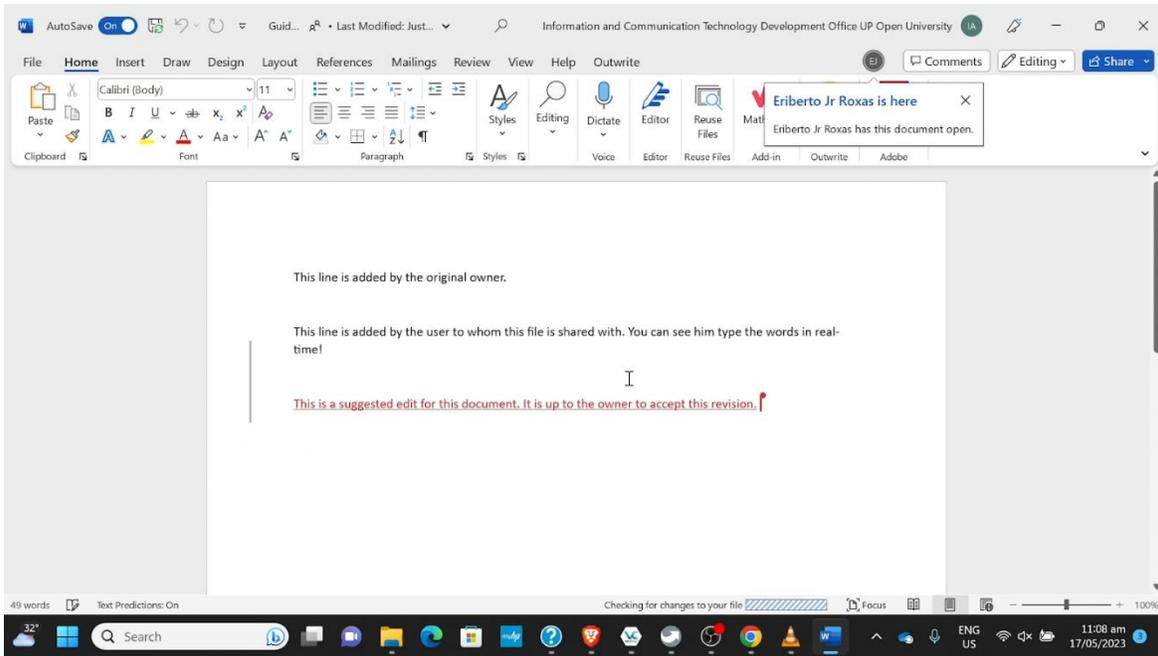




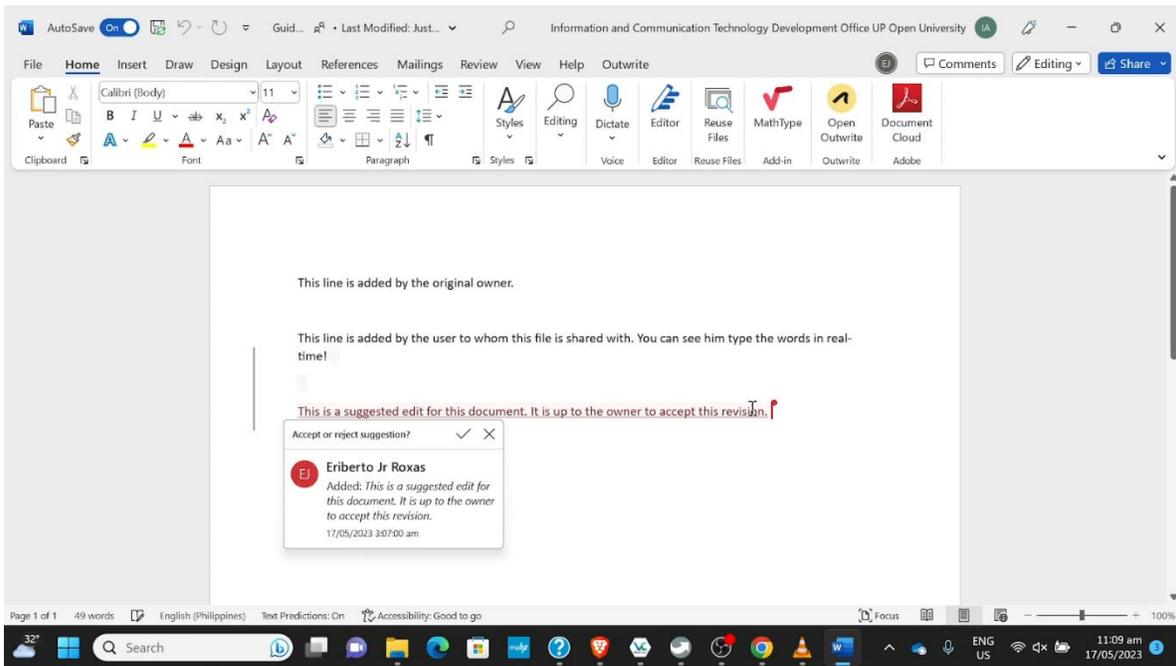
**‘Can review’ / Edit suggestions:**

If you edit the default sharing from ‘Anyone with the link can edit’ to ‘Can review’ in the ‘Send Link’ (the sharing dialogue), the recipient can only make edit suggestions to the document.



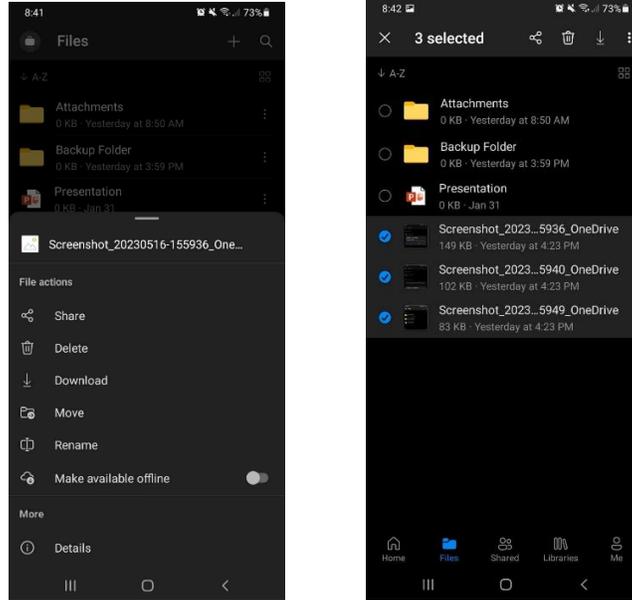


As the owner of the document, you can Accept or Revoke the edits made by your share recipients.

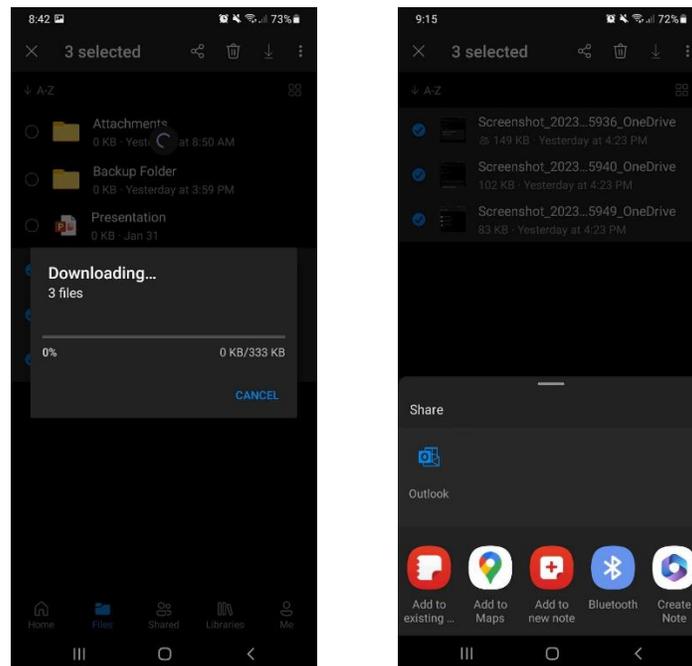


## Android:

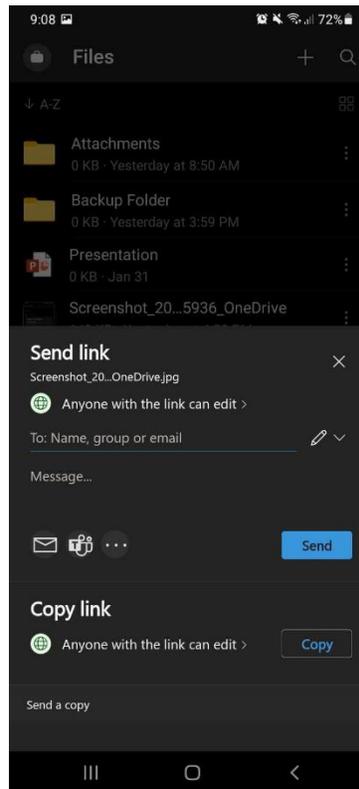
To share a file or document, either click the three dots on the right side of the file or hold down the file and select more files for bulk sharing. Then, click the share button located at the top middle of the screen.



Note that when you attempt to bulk share, OneDrive will download the selected files. There is a possibility of download failure, so it is recommended to move your files into a folder and share the folder with others.



After clicking the share button, this will be displayed on your screen. You can share your file through email or copy the link to send it to others.



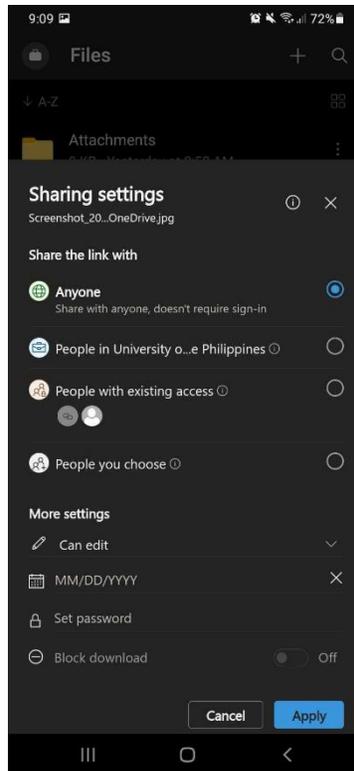
You have the option to modify the settings of the shared link.

#### **Share the link with:**

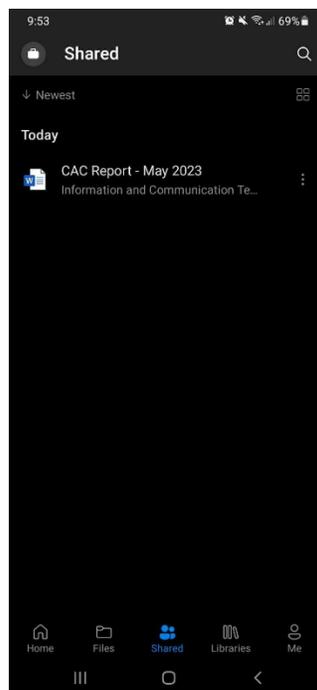
- Anyone - Accessible to anyone with the link.
- People in the organization: Accessible to people within the organization.
- People with existing access - Accessible to those who already have access to the document.
- People you choose - Accessible only to those you have emailed.

#### **More settings:**

- Can edit / Can view - Determines whether the link provides editable or view-only access to users.
- MM/DD/YYYY - Sets an expiration date for the link. After the specified date, access to the document will be restricted.
- Set password - Adds extra security by requiring a password input when accessing the document via the link.
- Block download - Prevents users from downloading the document when accessing the link.



To access documents shared with you, check the 'Shared' tab.



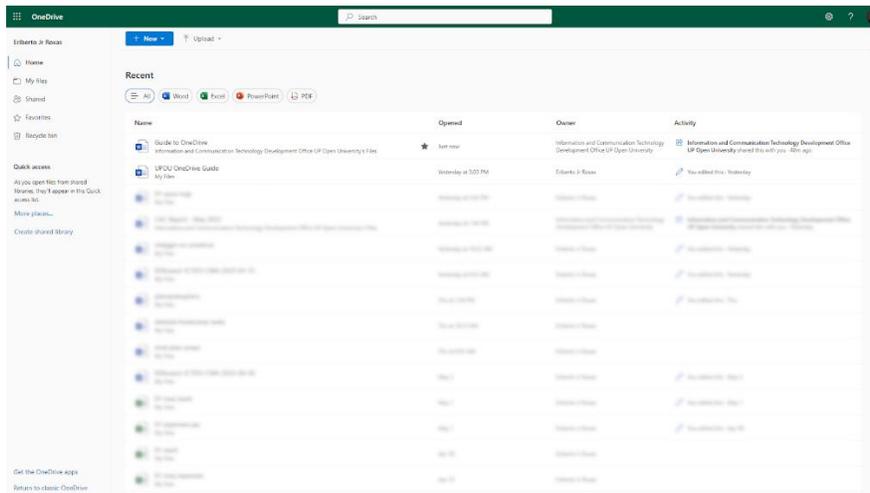
## Editing a shared document

### Windows:

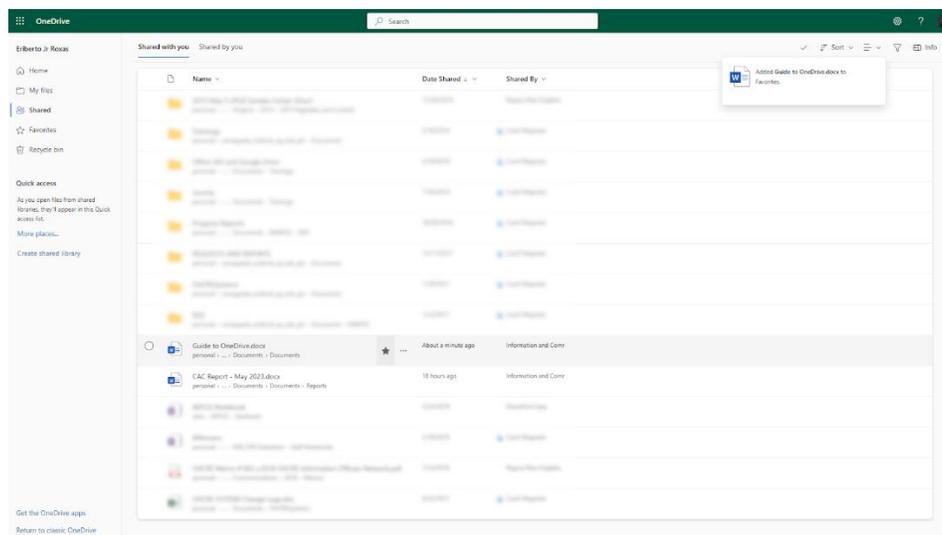
If you are invited to edit a document, go to the following link using any browser (Chrome, Brave, Microsoft Edge, Firefox etc.) to login to your web-based OneDrive:

<https://upsystem-my.sharepoint.com/>

Log-in when prompted using your @outlook.up.edu.ph account. Once logged in, you will see your most recent files.

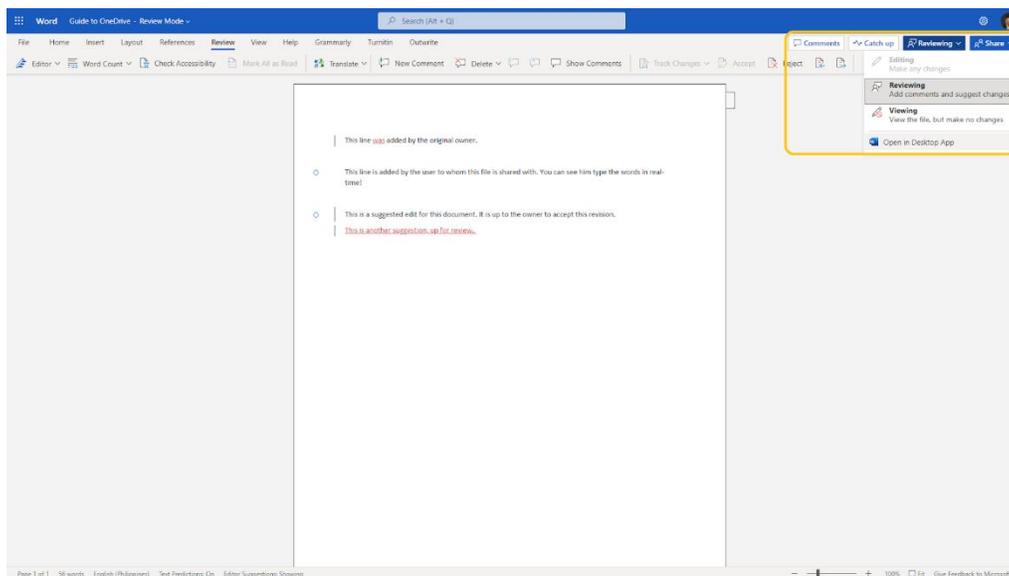


If you were editing a lot of files, the most recently shared file to you might not appear on your recent list. Click on the 'Shared' link on the left navigation bar to see the files shared to you.

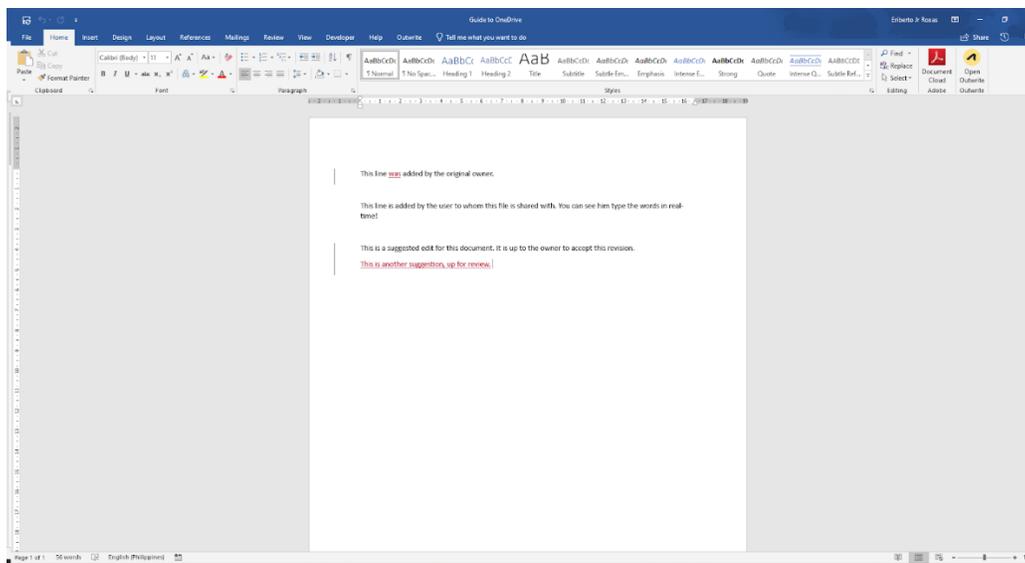


If you're working on a lot of files, it might be a good idea to mark the files you are currently working on as a Favorite. Click on the star icon to mark a file as Favorite so you can easily find it. Click on any file to start editing it.

Please remember that you can only see shared files initially on your browser. You can edit it directly on the browser-based Word app, or you can edit it using the Word app on your computer, where you might find the interface to be more familiar. To do that, click on the Mode dropdown menu on the upper right corner of the screen, then select 'Open in Desktop App'.



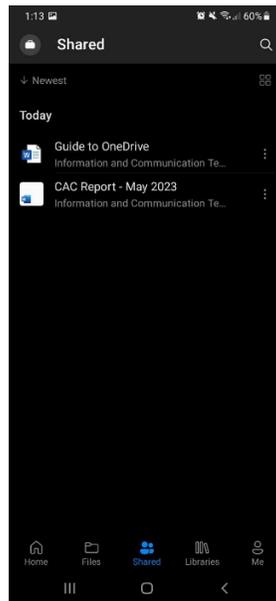
This will open the file in your Word desktop app. You may notice that the desktop app has more options and menus, while the browser-based Word app above have a more compact interface.



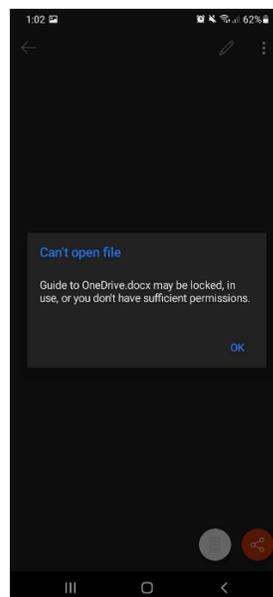
Changes you've made on either the desktop or browser-based Word app should automatically sync with OneDrive.

### Android:

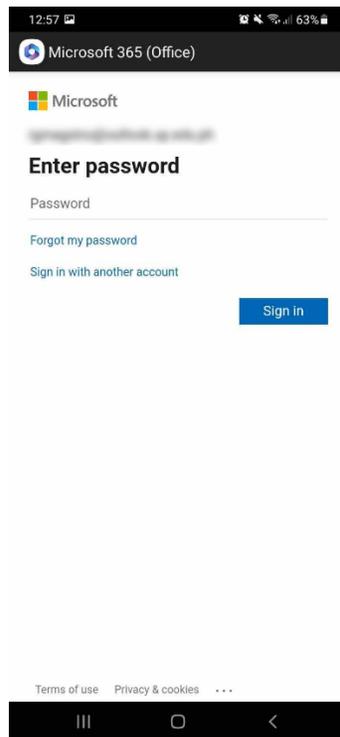
Open your OneDrive app, navigate to the 'Shared' tab, and open the desired shared file for editing.



Note that you have the option to choose different third-party applications that support documents, but for this guide, Microsoft 365 was used. You cannot access a file if it is locked, currently in use, or if you don't have permission from the owner.



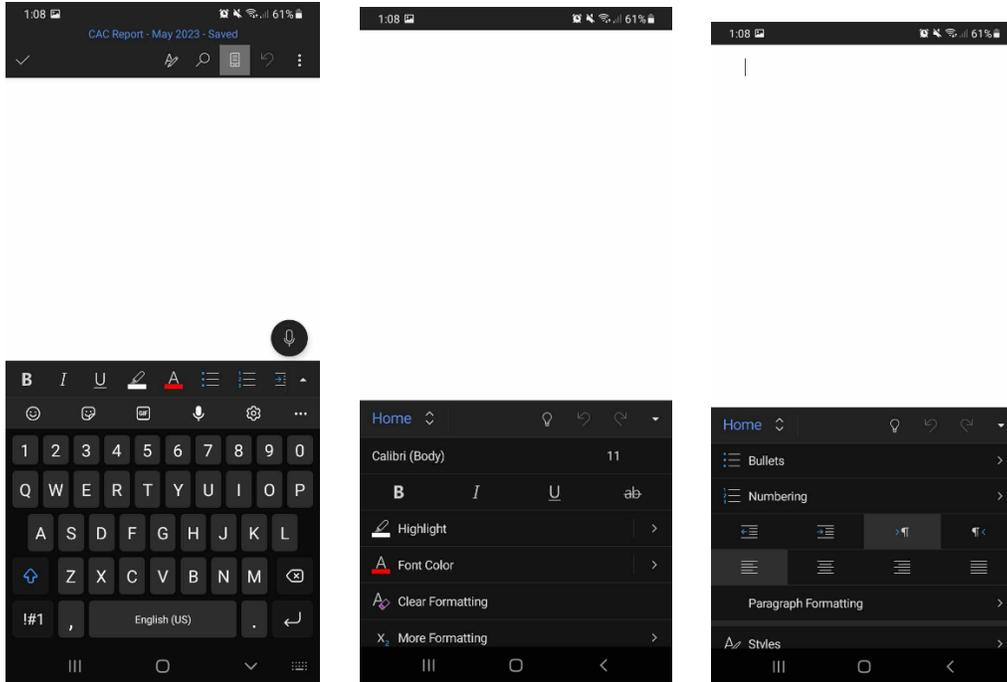
For Microsoft 365, please log in using your @outlook.up.edu.ph account.



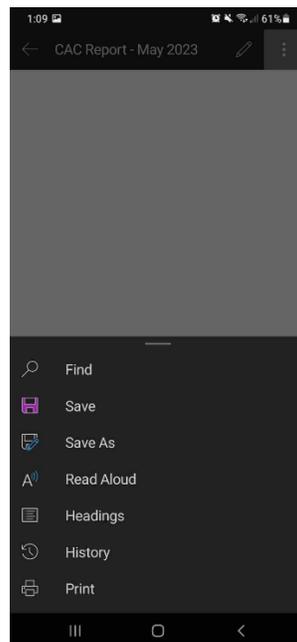
After logging in, your document will automatically open. At the top of the screen, you will find a back button (←), the file name, an edit button (✎), and a more options button (⋮).



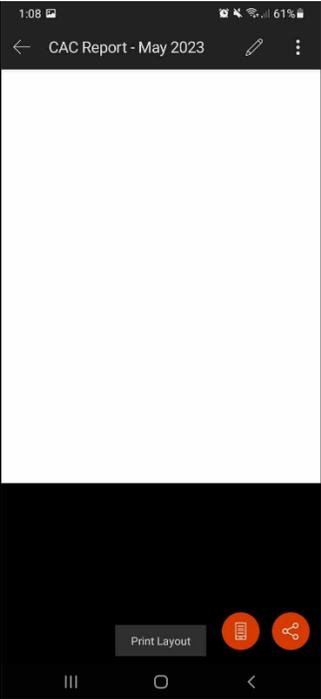
Clicking the edit button allows you to freely edit the document. You can also apply text styles such as Bold, Italicize, and Underline, like Microsoft Office Tools in Windows. To access additional styles, click the small triangle ( ^ ) on the right side of the tab next to the microphone. Once you have finished editing, click the check button ( ✓ ).



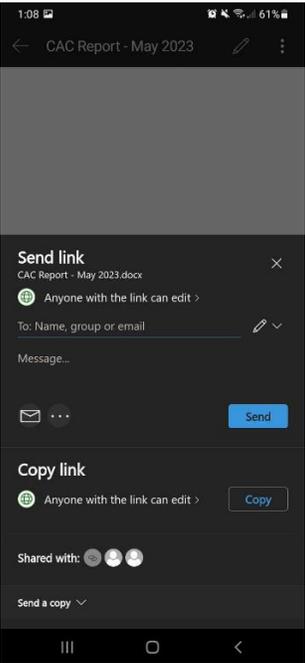
Clicking the three dots on the upper right corner of the screen will display this menu.



At the lower part of the screen, there are two buttons: Layout and Share. The Layout options include Mobile, which displays the current screen view, and Print Layout, which shows the entire document as it would appear when printed.

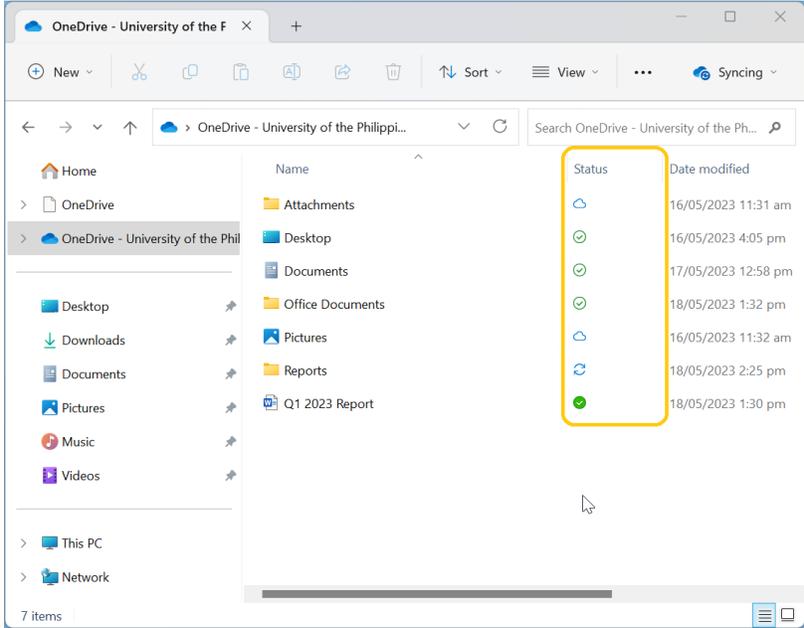


The share button displays a menu like the one used for sharing files with others.



## OneDrive File and Folder Status (Available when online, Available on this device, Sync pending, etc.)

Let us look at OneDrive’s folder and file status icons, and what they mean:



The in-depth explanation of these icons can be found at the link below:

<https://support.microsoft.com/en-us/office/what-do-the-onedrive-icons-mean-11143026-8000-44f8-aaa9-67c985aa49b3>

The most common icons and their explanations in the list below are hereby cited to be originally from the above resource.

1.  If you see a "people" icon next to your OneDrive files or folders, this indicates the file or folder has been shared with other people.
2.  A blue cloud icon next to your OneDrive files or folders indicates that the file is only available online. Online-only files don't take up space on your computer. You can't open online-only files when your device isn't connected to the Internet.
3.  When you open an online-only file, it downloads to your device and becomes a locally available file. You can open a locally available file anytime, even

without Internet access. If you need more space, you can change the file back to online only. Just right-click the file and select “Free up space.”

4.  Files that you mark as "Always keep on this device" have the green circle with the white check mark. These always available files download to your device and take up space, but they're always there for you even when you're offline.

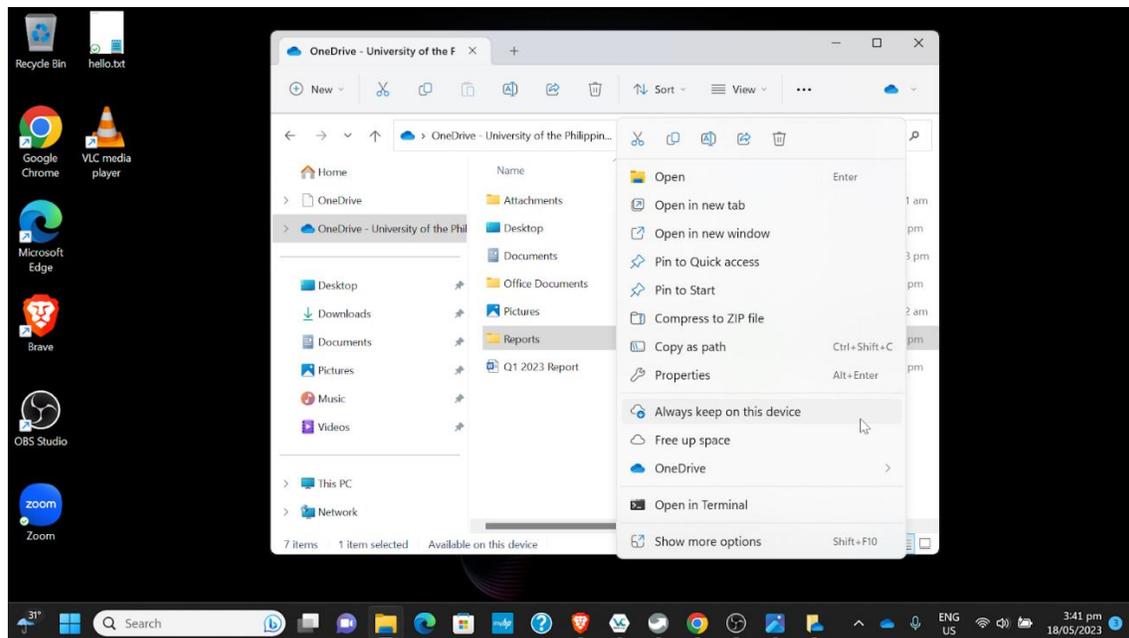
### Free up local disk space occupied by “Always keep on this device” files (offline files):

Files that are synced to OneDrive’s cloud storage are eventually removed from your local storage to conserve space. If you need to read or edit these files, all you have to do is open them, and OneDrive will download the files in the background, for you to access.

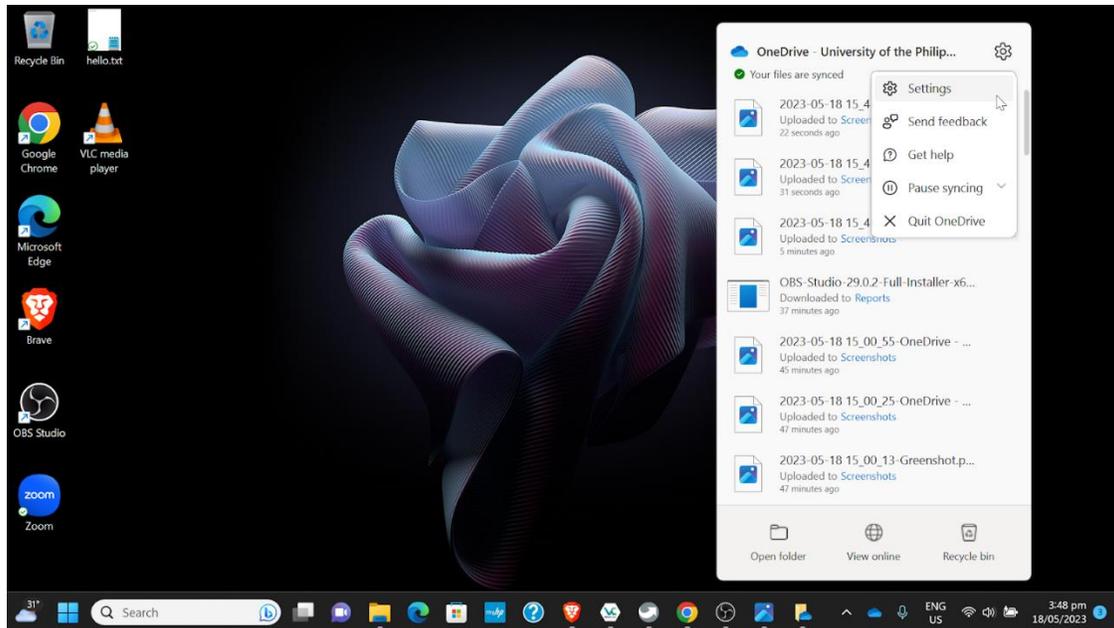
Marking files or folders as “Always keep on this device” will trigger OneDrive to download a copy of your files to your device, enabling you to work on said files even without an Internet connection. This is also known as **offline files**. Changes you’ve made to these offline files will still be automatically synced to the OneDrive cloud storage.

It might be tempting to mark all your files and folders as “Always keep on this device”; while this is definitely a good strategy, keep in mind that this will take up precious storage space in your workstation. This is particularly important for laptops or mobile devices with limited storage; if you are going to keep all your files and folder on the device all the time, you will need to match the 1Tb capacity of UP OneDrive to make sure you won’t run out of local disk space.

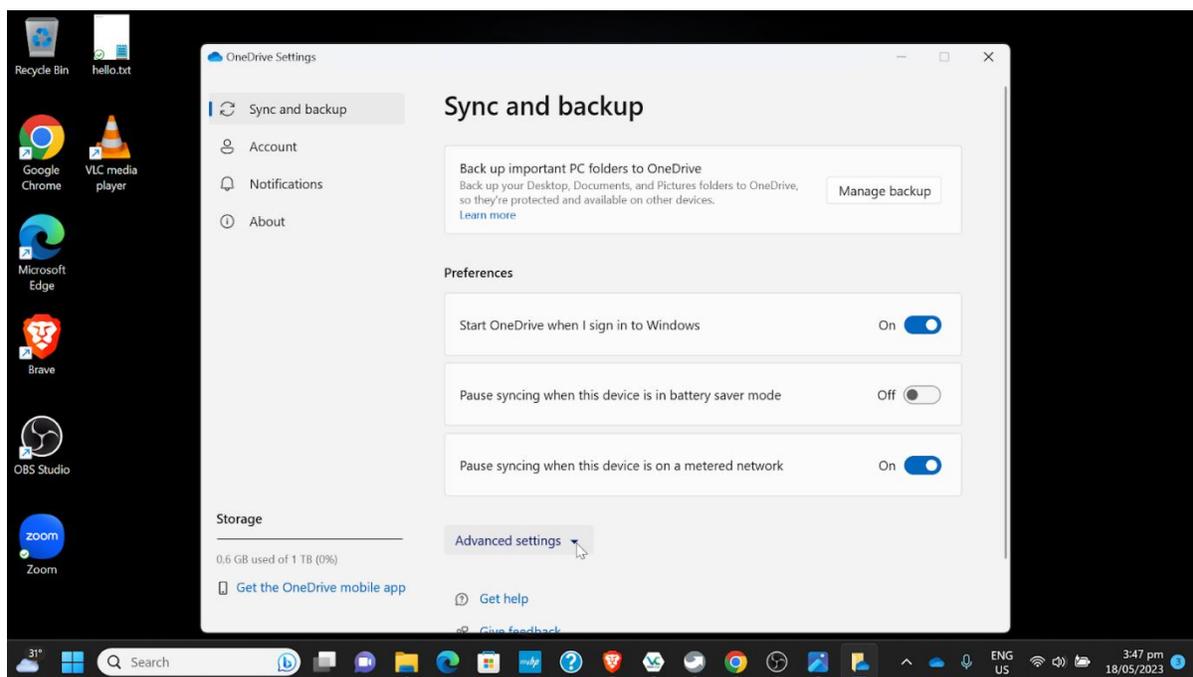
A better approach will be to mark only the files and folders you are currently working on as “Always keep on this device”. This will ensure that your work files will be available to you especially if you expect to be going to a place with limited Internet access like on fieldwork.

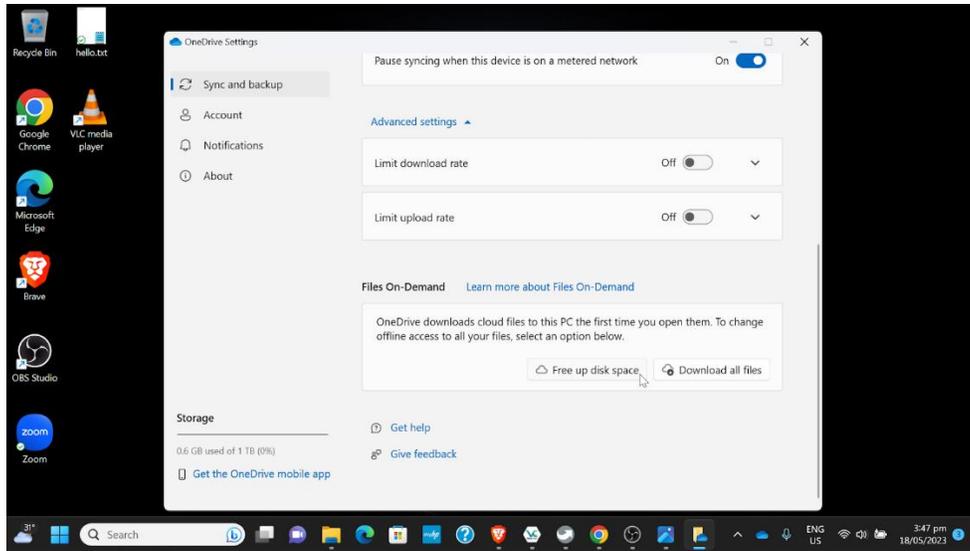


Afterwards, once you are done working, you can do a regular cleanup of your offline files. First, make sure you have a stable Internet connection. Click the OneDrive system tray icon, then click on the gear icon on the upper right corner, then select 'Settings'.



The OneDrive Settings window will appear. In this window, click on 'Advanced settings', and finally, click on the 'Free up disk space' to move all your files to the online OneDrive cloud storage.





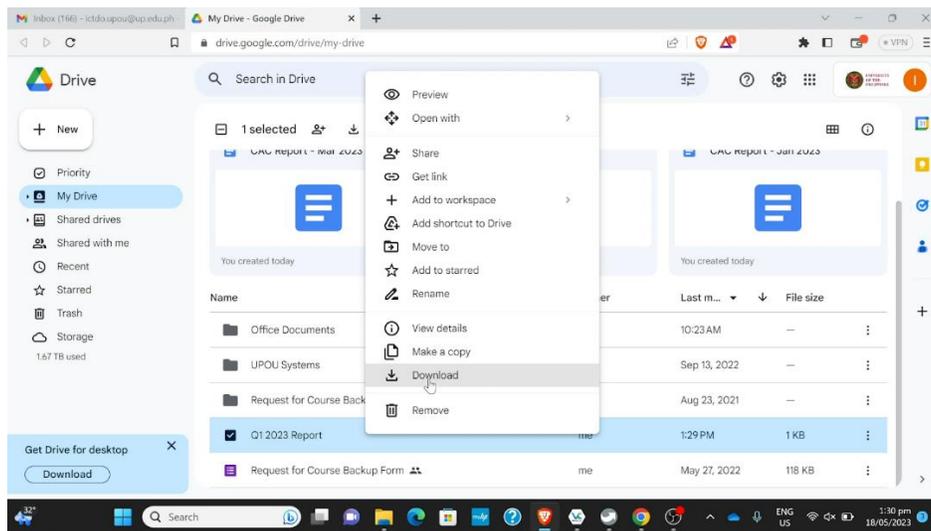
Take note that this will NOT delete your files; this will only make them accessible to OneDrive's cloud storage. Anytime you need to work on your files, you can open them, then start working on them immediately. Make sure you have a stable Internet connection.

## Migrating files from Google Drive to OneDrive

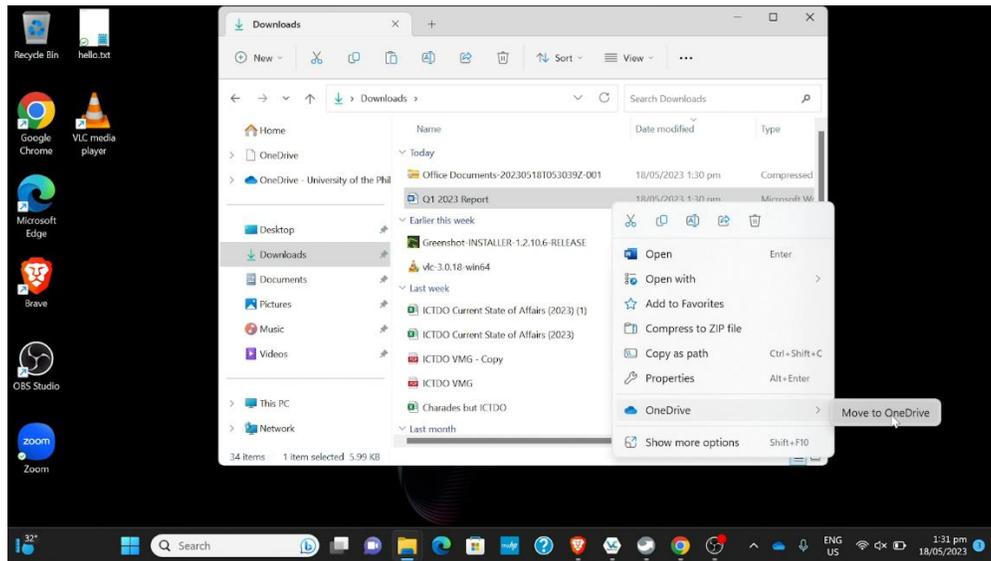
### Windows:

To migrate your files from Google Drive to OneDrive, first, you need to open your web browser and log in your Google Drive.

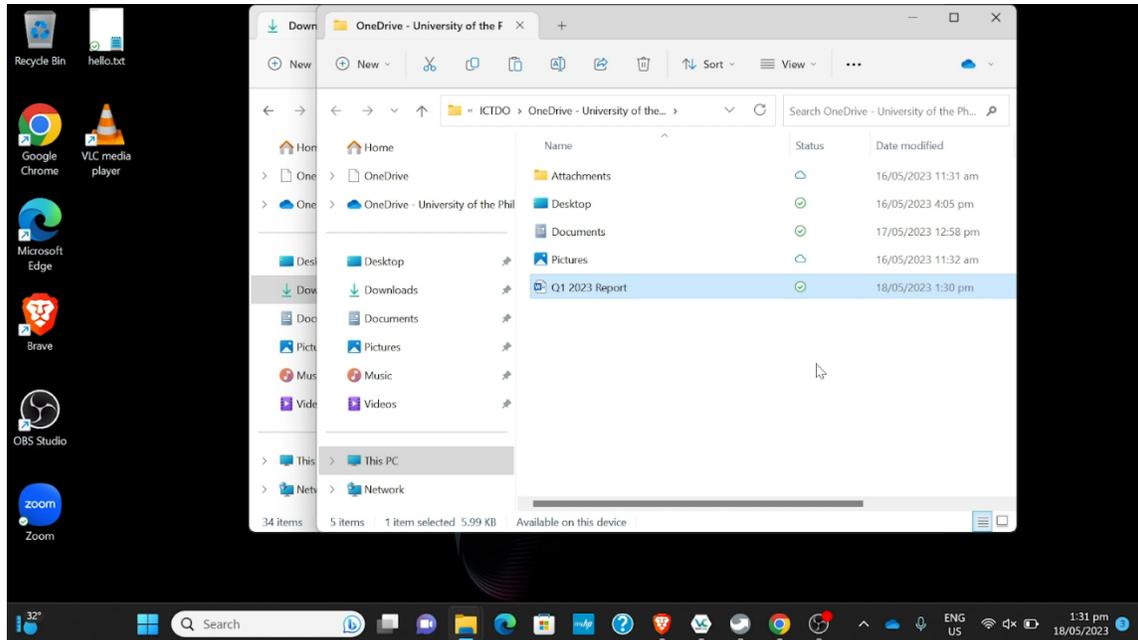
Once you are in Google Drive, you need to right click on the file you want to migrate, then select 'Download' from the pop-up menu. This will download your file to your workstation's Downloads folder.



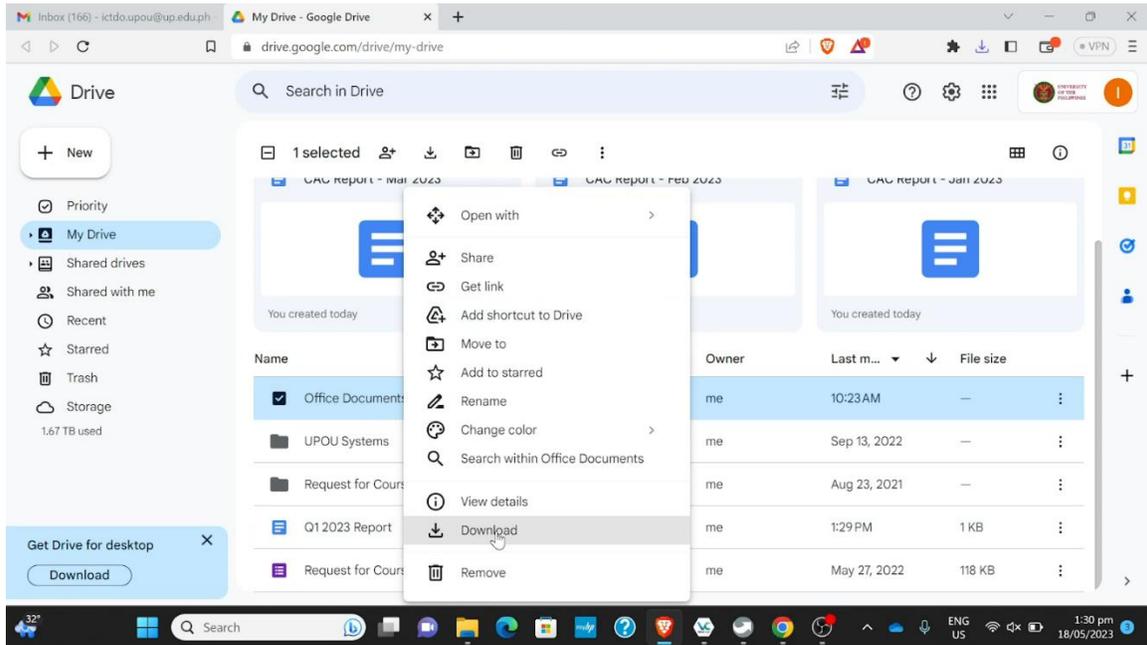
On your Downloads folder, find the file you want to migrate, right click on it, then select OneDrive, then 'Move to OneDrive'.



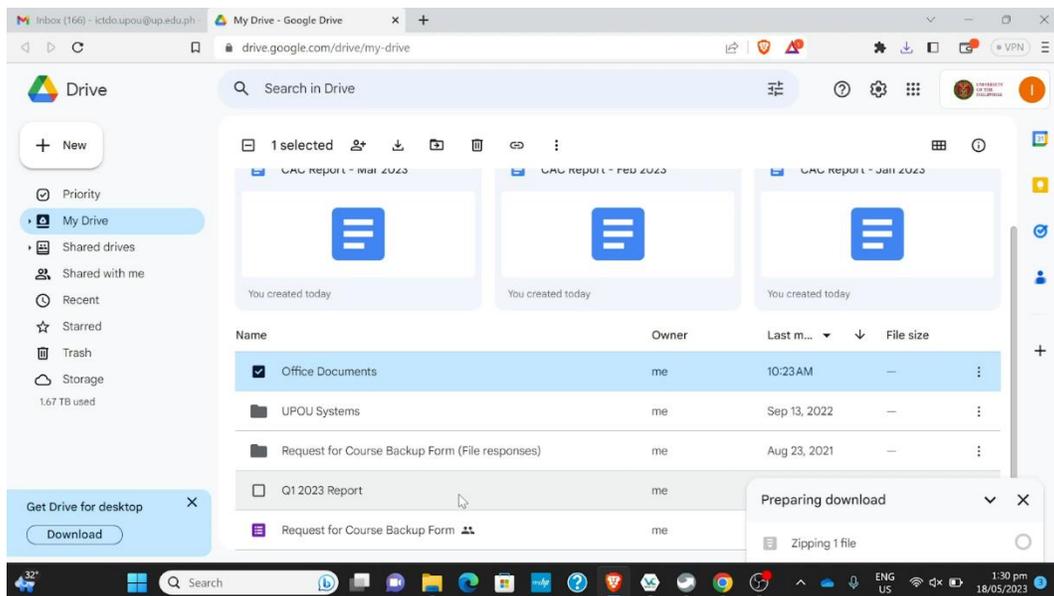
Just like with any file on your computer, you can also Cut the file out of the folder (by selecting the scissors icon), then paste it to your OneDrive folder. No matter what your preferred way is, the file should appear in the OneDrive folder, as you can see below:



For migrating a whole folder in Google Drive to OneDrive, you would need some extra steps. Start by right clicking the folder in Google Drive, then selecting Download.

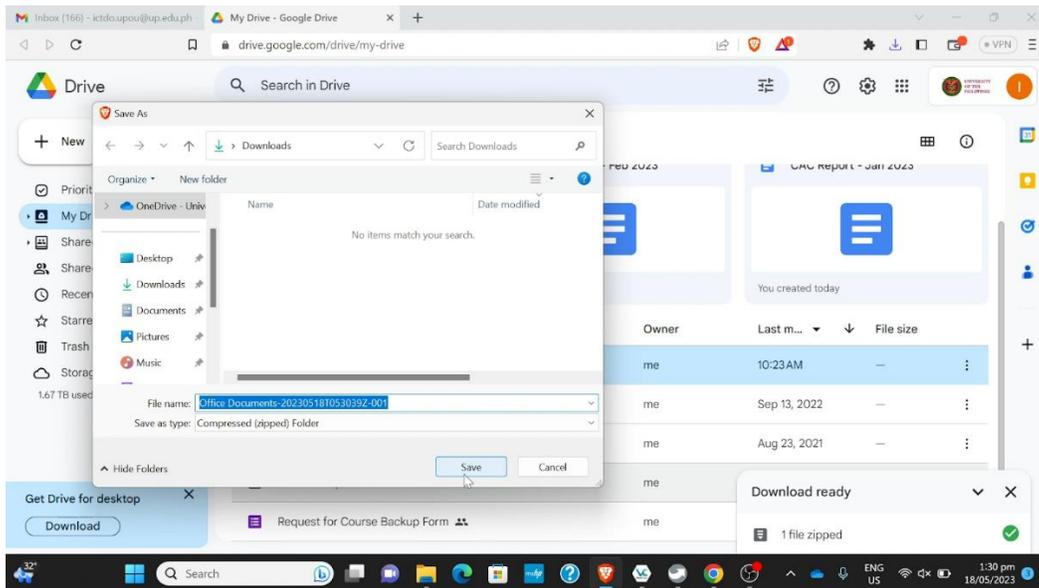


A message should appear on the bottom right of your browser window, informing you that Google Drive is preparing your download:

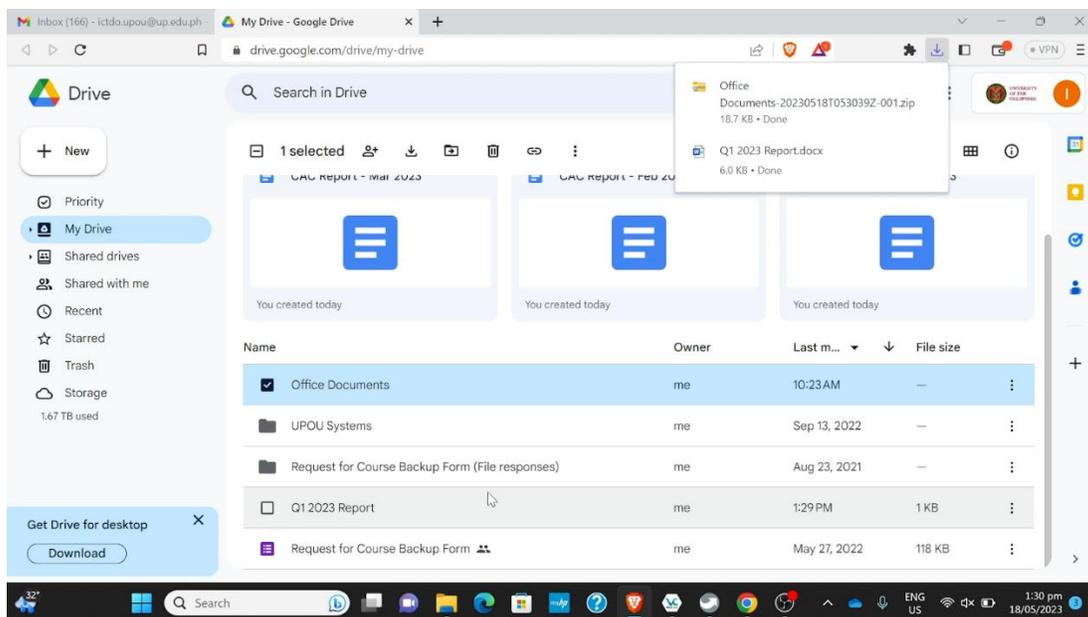


This will compress your folder into a single ZIP archive file (i.e., a zipped folder) which you will need to download to your workstation. Depending on how big your files, or how many your files are in the folder, this could take a minute or longer.

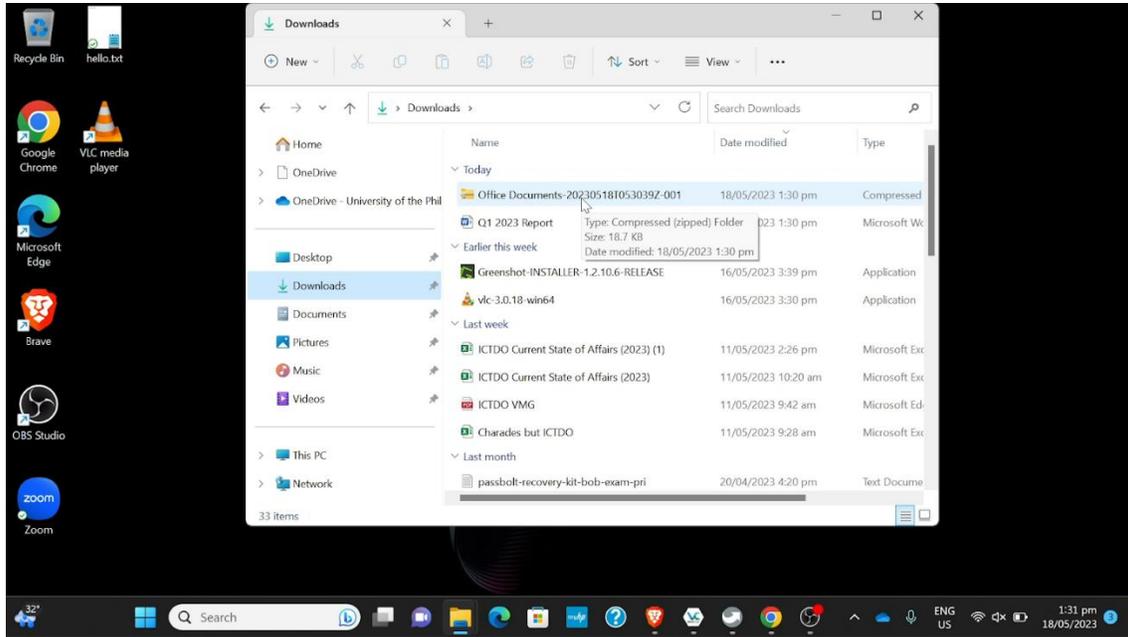
Google Drive will notify you when your zipped folder is ready for download, and your browser will automatically ask you for a location where you want to save your zipped folder. Click on Save and wait for it to finish downloading.



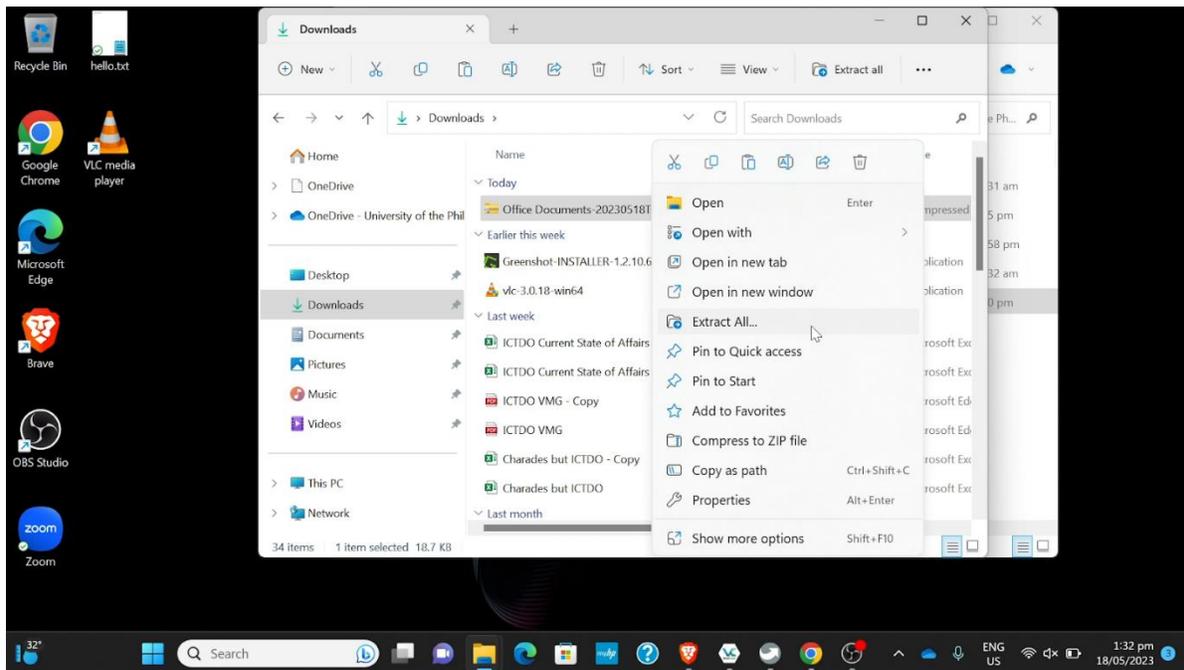
The download time will also depend on the size and number of files in your folder, and your network connection speed. Once the download is complete, most browsers will notify you, as you can see below:



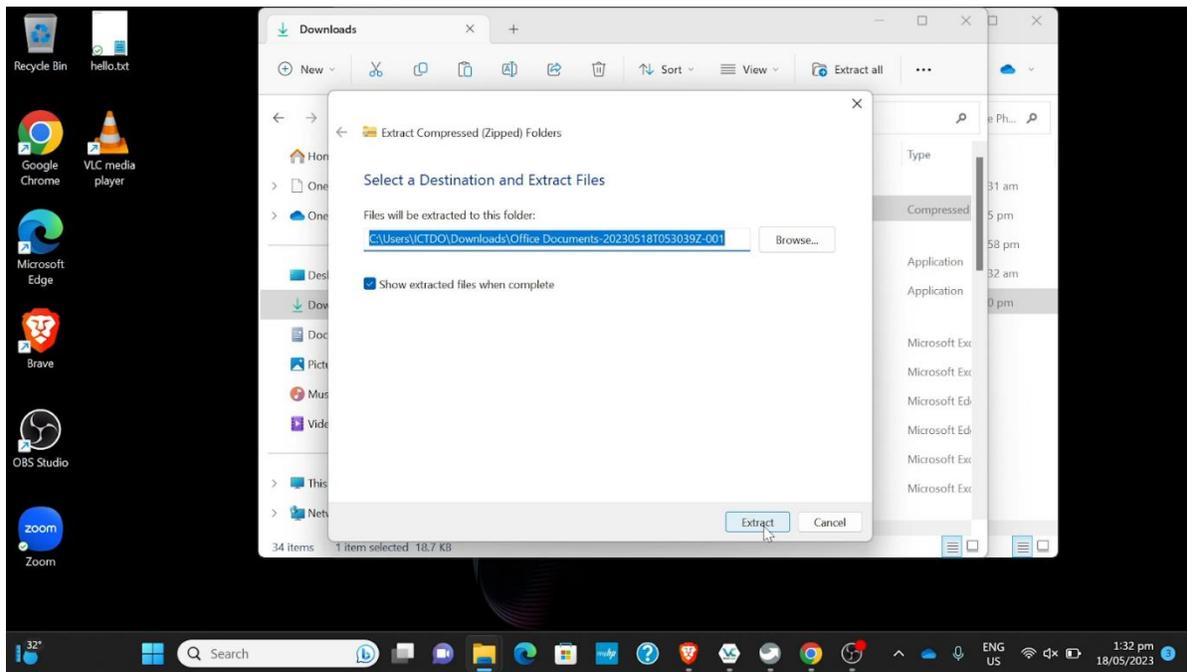
Once the download is finished, go to your Downloads folder. Notice that the zipped folder has the same name as your folder in Google Drive, but with a date and timestamp when it was downloaded conveniently included in the name. This is how you can easily find your zipped folder if you have lots of downloaded files.



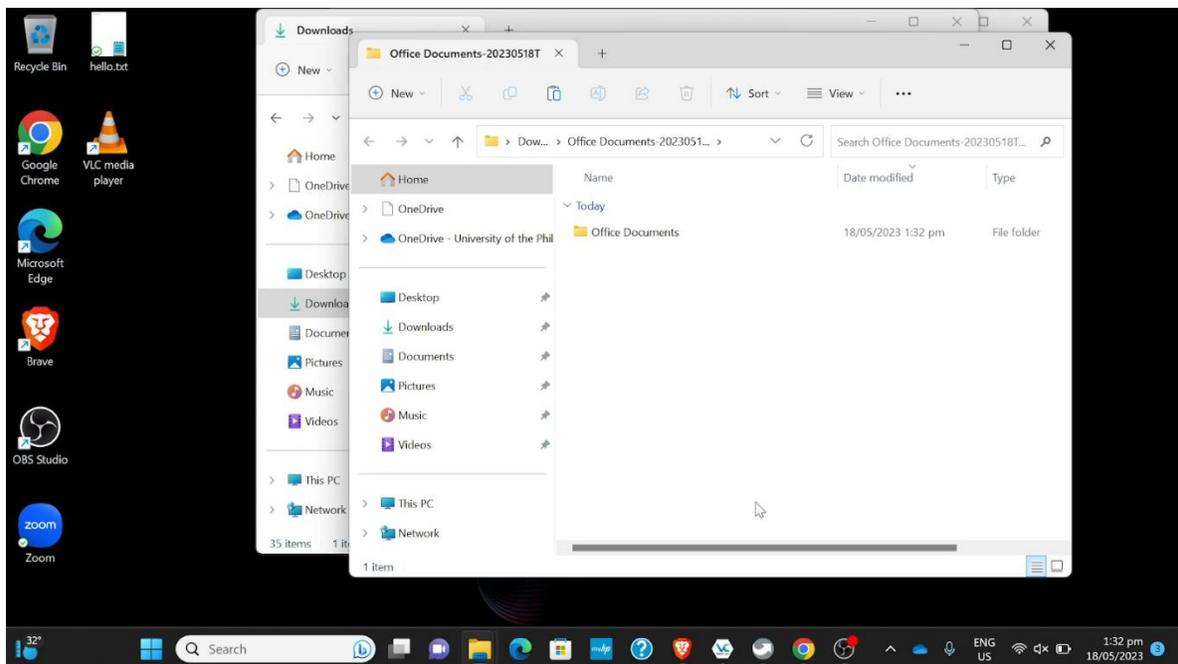
Right click on the zipped folder, then select “Extract All...”



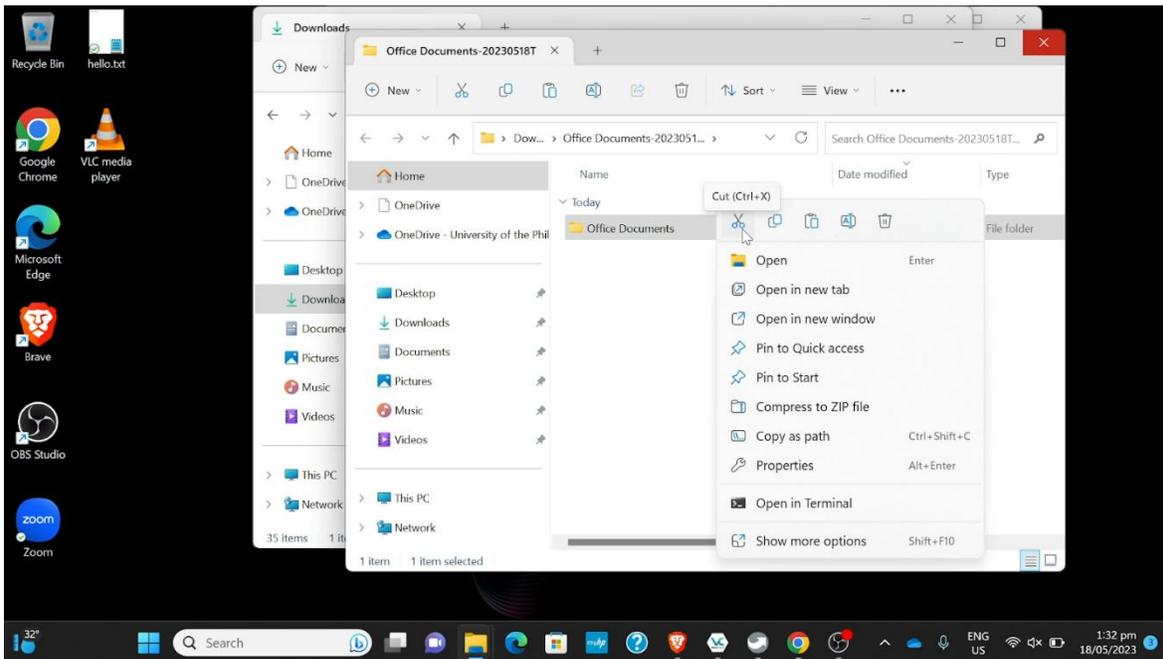
Select “Extract” on the window that will open.



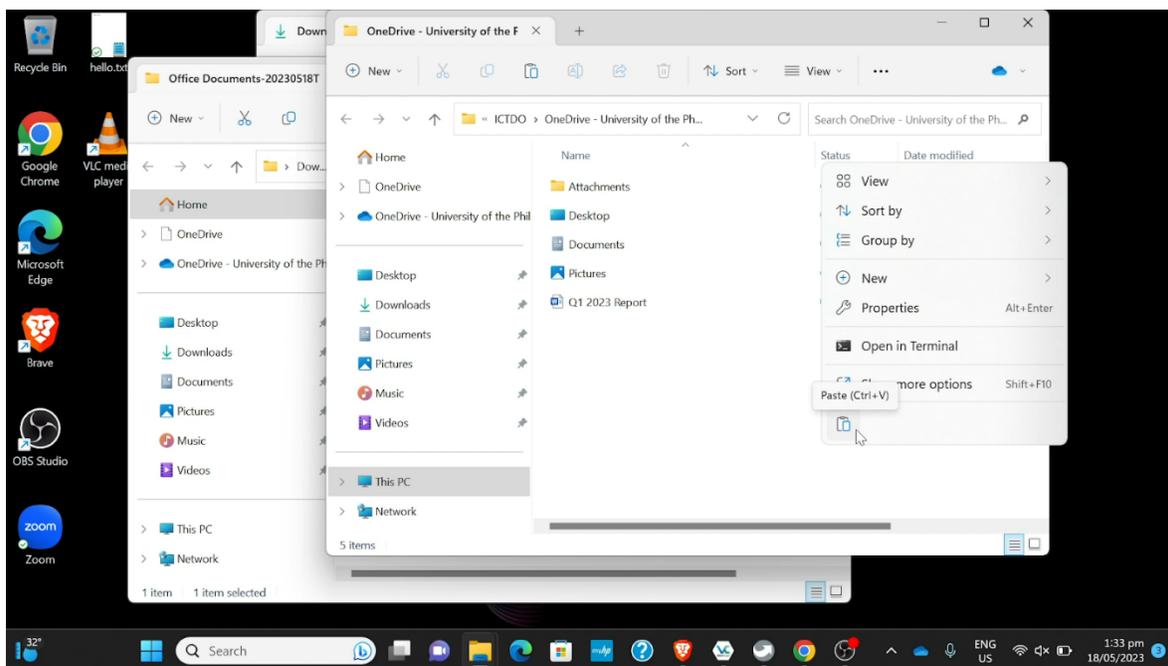
A new File Explorer window will open once the extraction process is complete. In this window, you should see the exact same folder you downloaded from Google Drive.



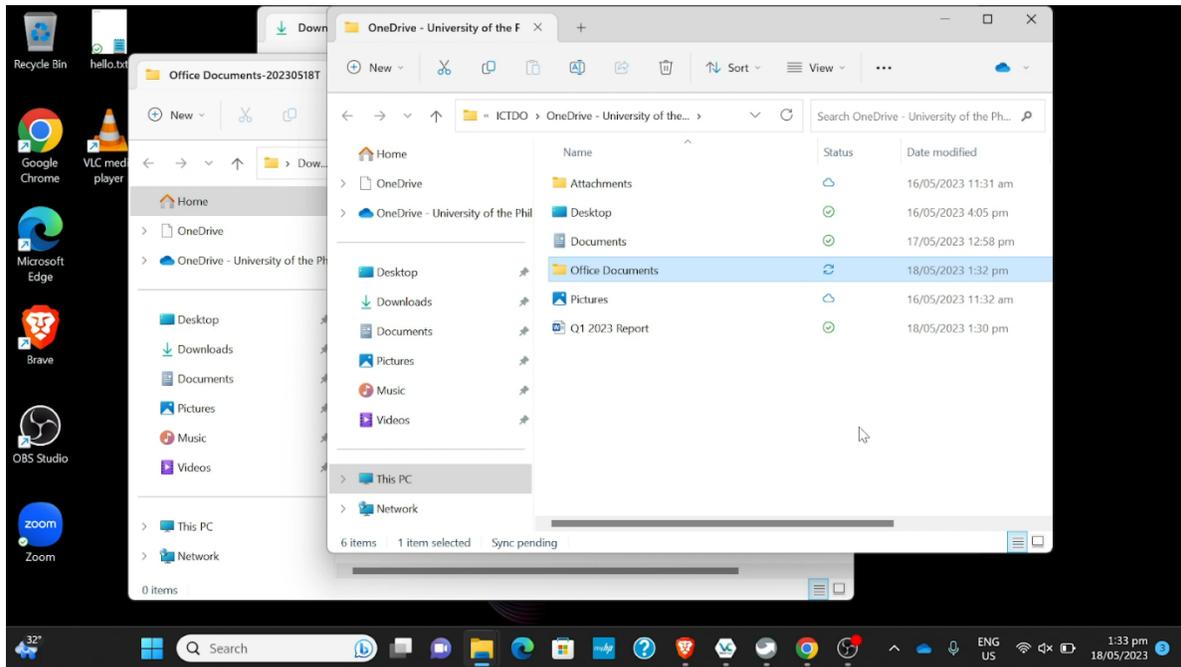
You are now ready to move this folder to OneDrive. Right click on the folder, then select Cut (the scissors icon).



Now go to your workstation's OneDrive folder, right click inside the OneDrive folder, then select Paste (the clipboard icon). This will move your folder to OneDrive.

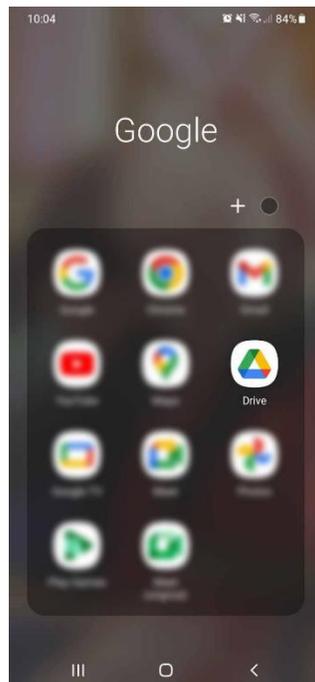


Congratulations! You have now successfully moved your folders from Google Drive to OneDrive. Notice the 'two arrows in a circle' icon in the Status column of your folder. This means that your workstation is now syncing your folder to OneDrive's cloud storage.

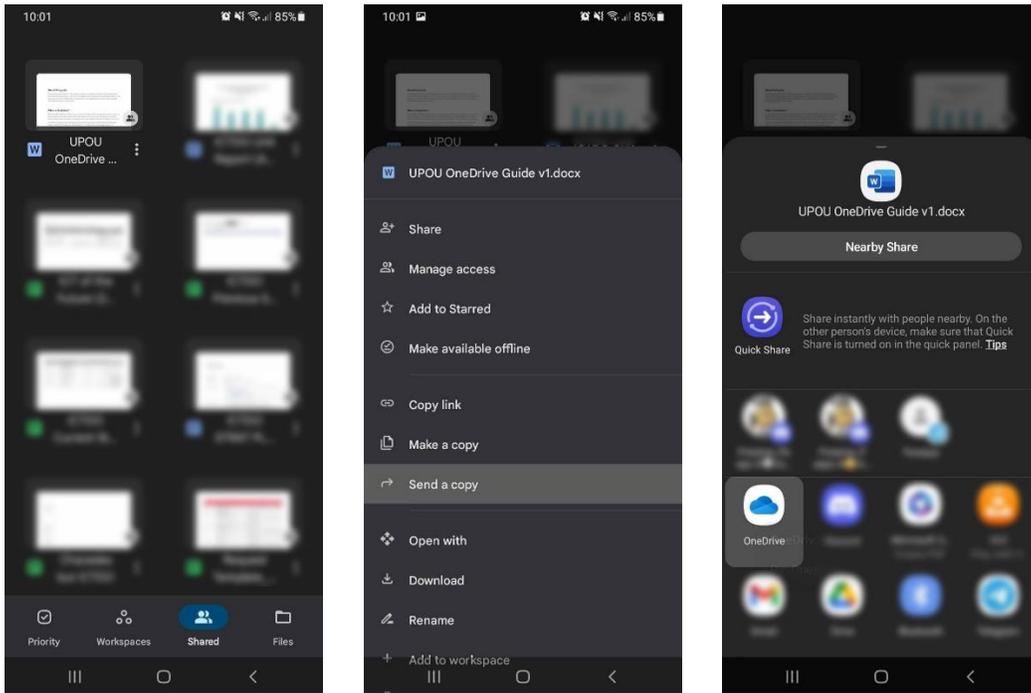


### Android:

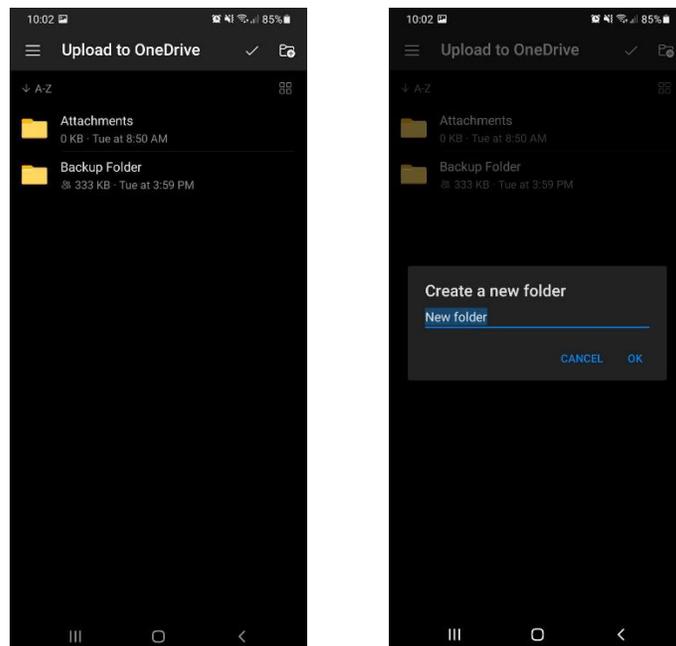
Open the Google Drive app on your phone to access your files.



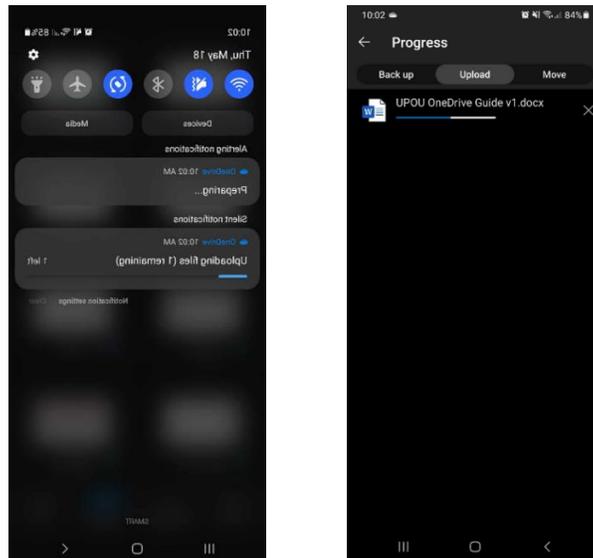
Select a file in your Google Drive, click the three dots (:), select 'Send a copy', and choose OneDrive.



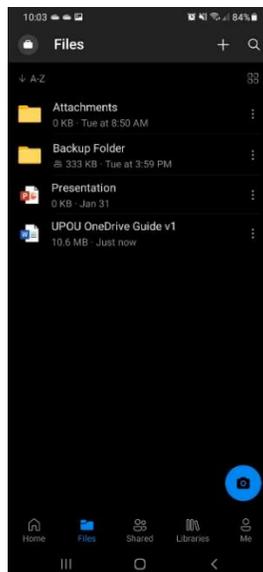
In the OneDrive app, you will be prompted to either click the check button (✓) in the upper right corner of the screen to upload the file to OneDrive, or you can create a folder and upload it inside.



After clicking the check button, please wait for a moment as the file is being uploaded. The upload time will depend on the file size and your internet connection speed. If needed, you can cancel the upload by clicking 'Uploading files' in the notification bar.



After the upload is complete, you will find your file transferred from Google Drive to OneDrive in the 'Files' tab.



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