

Microsoft 365: Using your University OneDrive

The cloud storage service Microsoft OneDrive, enables users to store files and retrieve them from a web-based platform.

Student email accounts will be deactivated within a one-year period after you have completed your studies and graduated from the university. Before your email account is deactivated, please ensure you back up any important emails and documents to your personal email account.

In this guide we will focus on:

- Access MDX OneDrive via University Email
- Create new files/folder in OneDrive
- Uploading existing files/folder to OneDrive
- Sharing files

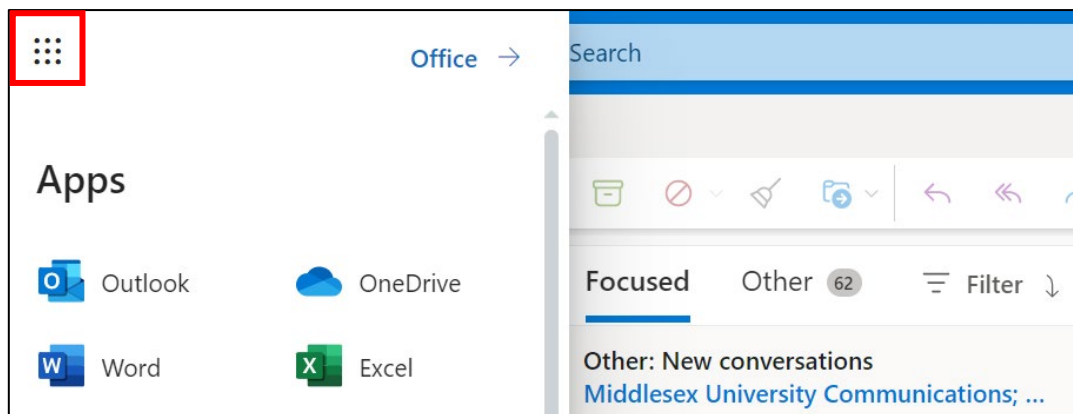
Why Use OneDrive?

OneDrive allows you to store your files such as Word documents, PDF files, photos and many more in the cloud. Saving your files in the cloud allows you to share with others, very easily. Think of OneDrive as your very own online portable USB stick.

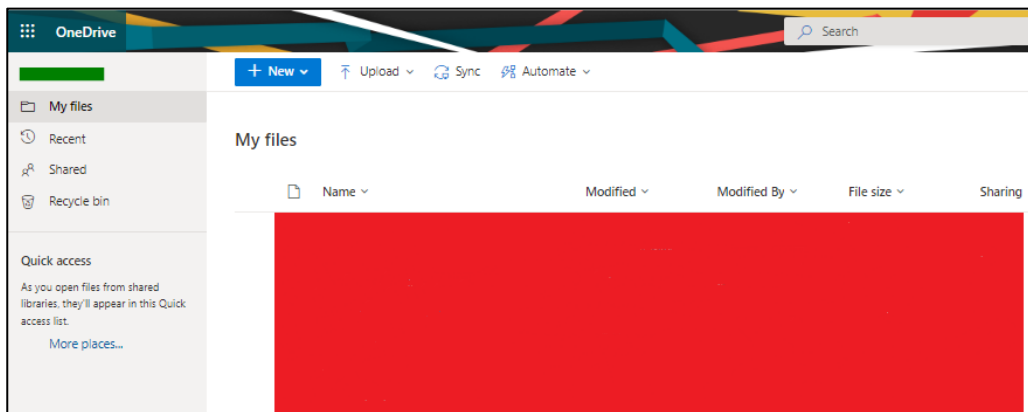
How To... Access MDX OneDrive via University Email

To access your university OneDrive, login to the myUniHub portal first and then access your university email.

1. Click on the square dotted icon on the top left-hand corner and select OneDrive.

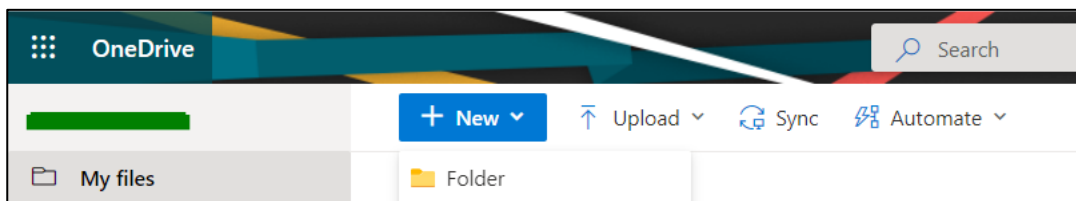


2. You will be directed to the OneDrive dashboard page.

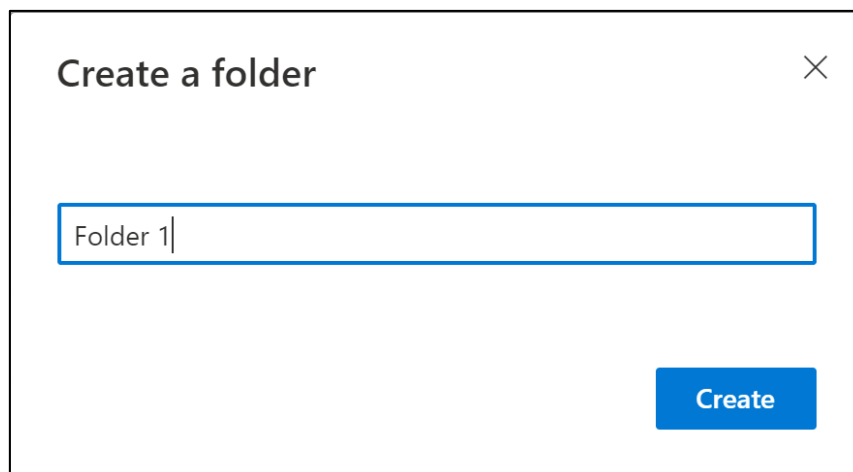


How To... Create Files/Folders in OneDrive

1. Select **New** and then select **Folder**



2. A small widget will appear, name your folder and select **Create** to store the folder on OneDrive.



3. Folder will now appear on your OneDrive dashboard.

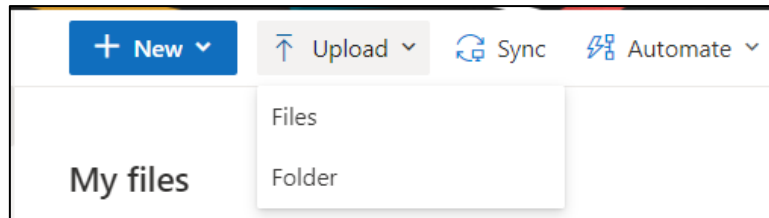


Side Note: When creating or adding a new item on your OneDrive account, 3 blue lines will appear on that document to show that a new item has been added.

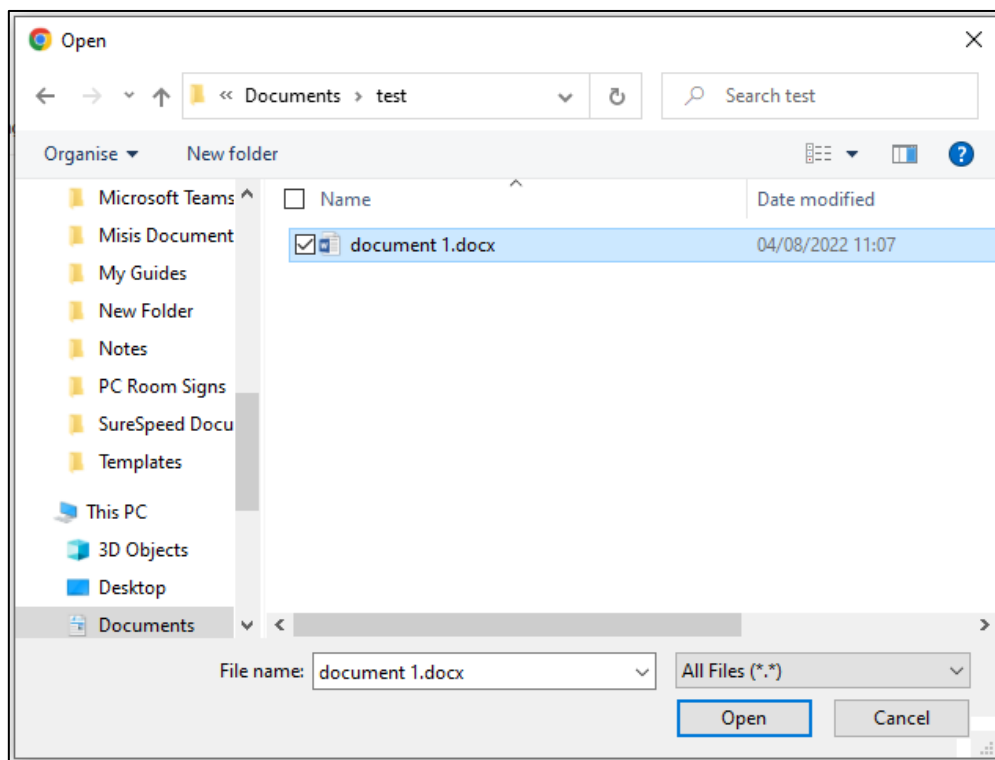
How To... Uploading existing files to OneDrive

OneDrive provides the option to upload files currently saved on your personal device onto OneDrive.

1. On the OneDrive dashboard select **Upload** and then **Files**



2. This will open up your system files browser. Ensure the desired file is **highlighted/selected** and then select the **Open/Upload** option displayed on your file explorer.



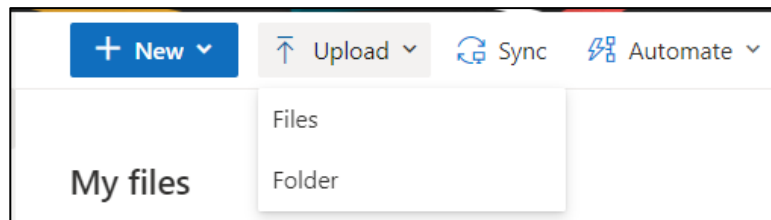
3. The file selected will begin to upload onto OneDrive. This usually takes a couple of seconds to be completed but results may differ.
4. The file should now be displayed in your OneDrive dashboard. File upload has been successfully uploaded.



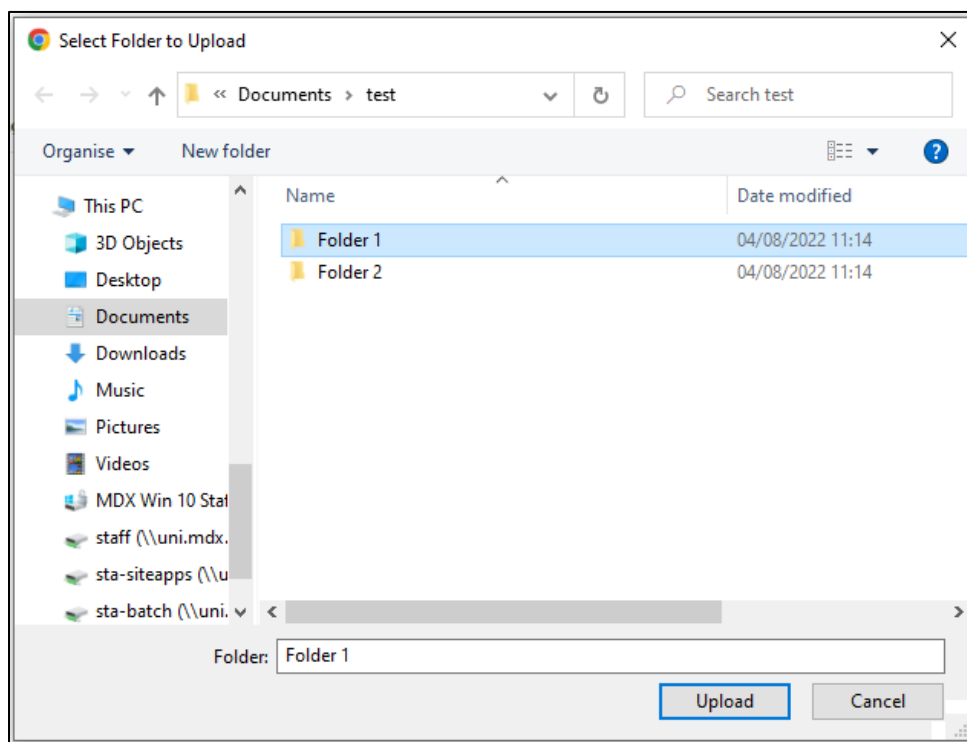
How To... Uploading existing folders onto OneDrive

OneDrive gives you the option to upload pre-existing folders onto your OneDrive account. The procedure is the same as uploading a file

1. Go to the OneDrive dashboard and select **Upload** and then select **Folder**.



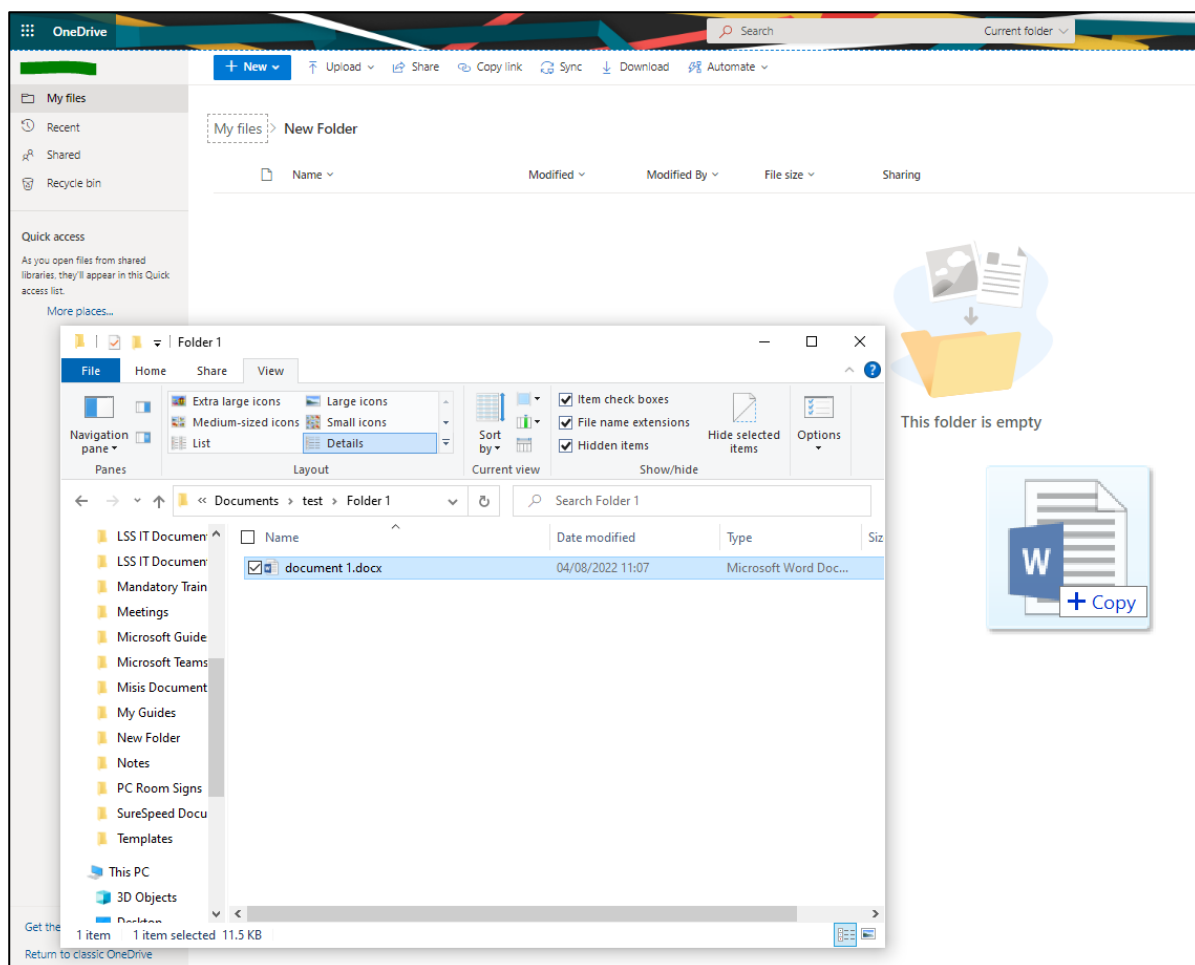
2. A window will appear displaying all folders currently saved on your personal device.



3. Double click the desired folder and select **Open**.
4. Folder will now be uploaded onto your OneDrive dashboard

Alternatively, you can drag a file/folder from your system device onto a blank area on OneDrive, which automatically uploads the file onto OneDrive.

1. Open up a windows file containing your files or folder.
2. Ensure OneDrive is open.
3. Now drag your file or folder across from your window to a blank space in OneDrive. To do this, select the file and ensure it is highlighted using the left mouse button. Now click and hold on the highlighted item and begin to drag the item across the screen to a blank space in OneDrive and then release.

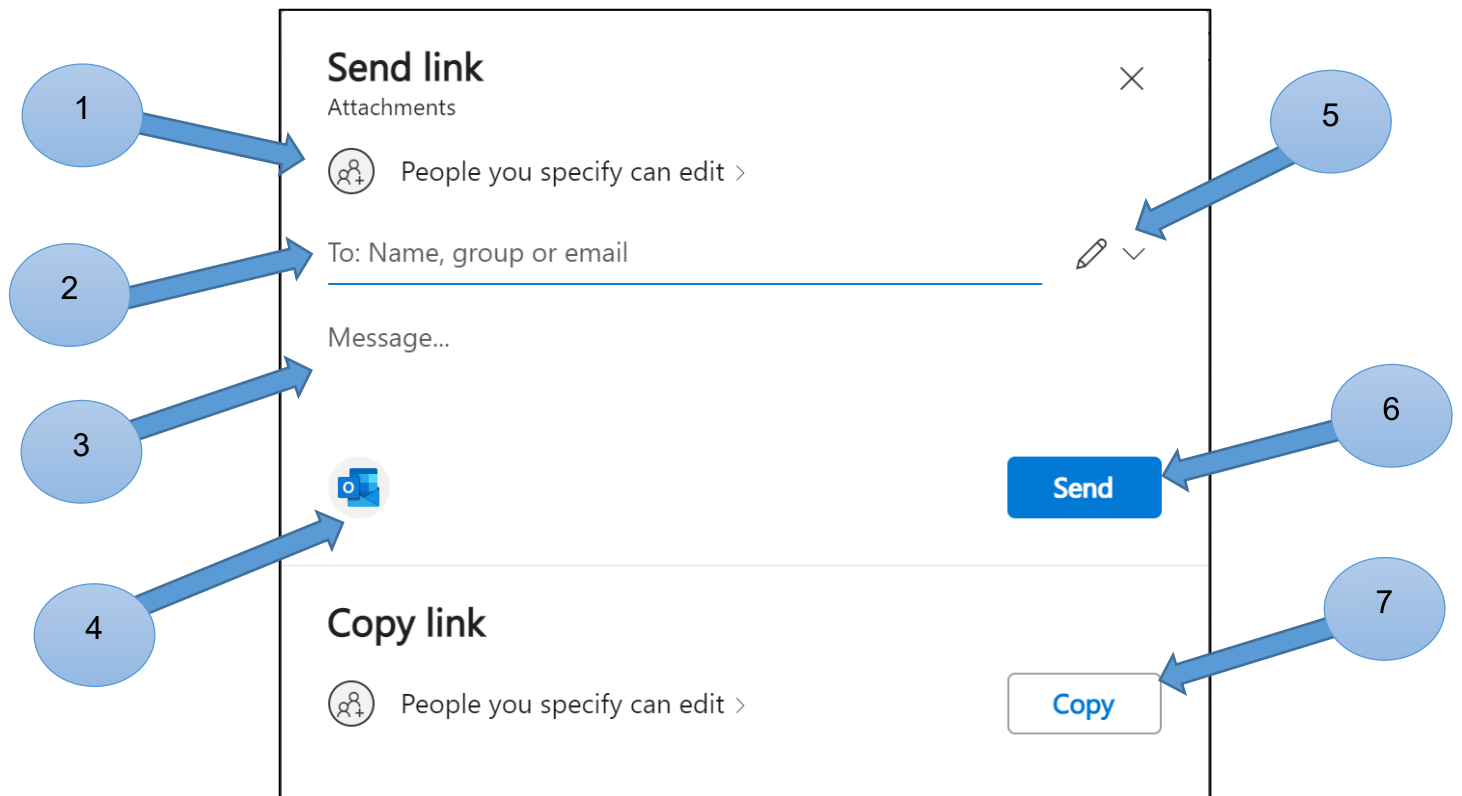


4. OneDrive will highlight as blue “+Copy”, this means the area you add the document is acceptable for OneDrive. If not, it will be highlighted in red.
5. File/folder is now added on your OneDrive dashboard

How To... Share Files

OneDrive gives you the option to share files with others. You can also control which of your shared users can edit your document.

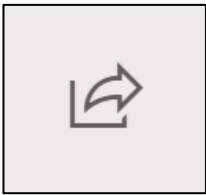
Overview of the Share Widget Window



1. Link settings options
2. Email address field
3. Message Box
4. Open desktop version of Outlook
5. Edit/View option
6. Send button
7. Direct link copy of file

To share files:

- 1. Go on the desired file and select the arrow option



- 2. A small widget will appear, enter the email address you wish to send your file to

Send link

Attachments

People you specify can edit >

ab123@live.mdx.ac.uk

Hi there!!

Hope you are well.

Send

Copy link

People you specify can edit >

Copy

- 3. Ensure the email address is correct, or sharing the file may fail or go to an incorrect user
- 4. Select the Pencil icon on the right. There will be 2 options: **Can edit** and **Can view**.

Can edit

Make any changes

Can view

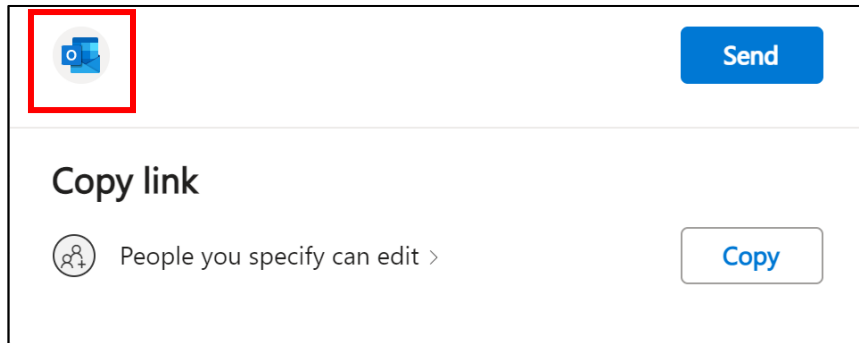
Cannot make changes

Link settings

Can edit – Shared file can be **Edited**

Can view – Shared file can **Only** be viewed.

5. Email messages can be written in the box, but space may be limited. Selecting the Outlook icon will allow you to write lengthier email messages.



6. Shared users will receive the document via their OneDrive dashboard and receive an email notification.