

File Collaboration with OneDrive



Table of Contents

Introduction	2
Part One: Saving to Your EWU OneDrive	3
Using a Web Browser.....	3
Using an Office 365 Application Desktop Client.....	3
Part Two: Sharing Files with OneDrive	5
Using a Web Browser.....	5
Share Using 'Get a Link'	5
Share by Invitation	5
Using an Office 365 Application Desktop Client.....	6
Share a File Saved on OneDrive	6
Share a File Not Saved on OneDrive	7
Part Three: Collaborating on Shared Files.....	8

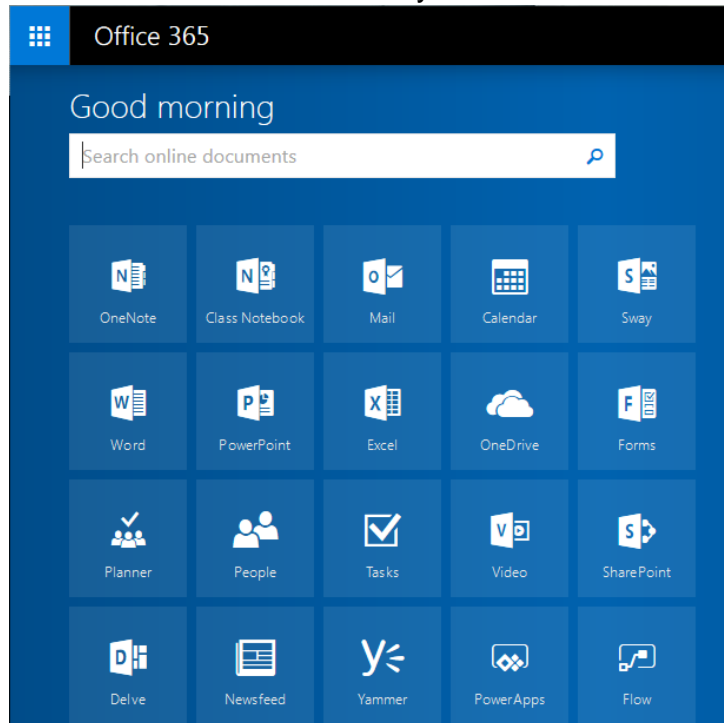
Introduction

This manual details how to save documents to OneDrive so that they can be shared and collaborated on using Office365. If you simply wish to share a document see [Share a File Not Saved on OneDrive](#).

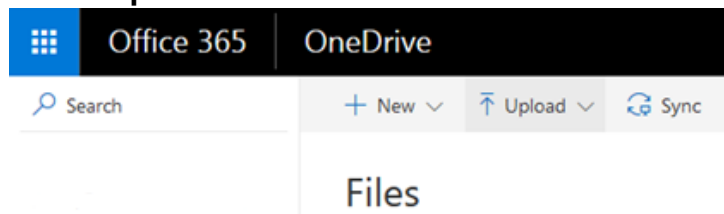
Part One: Saving to Your EWU OneDrive

Using a Web Browser

1. Login to [Office365](#) using your Eastern Single Sign On (SSO) credentials.
2. Select the OneDrive icon on your Office 365 dashboard.



3. Select **Upload** and then either **Files** or **Folder**.

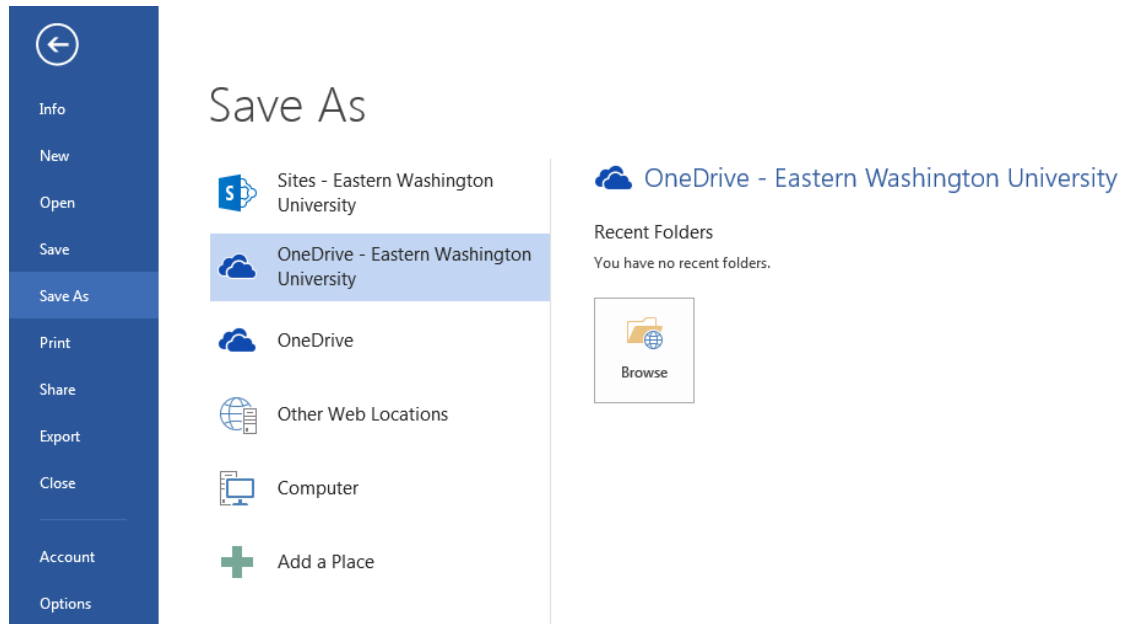


4. In the file dialog, select the files or folder you wish to upload, then select **Open**.

Alternatively you can drag files from the File Explorer directly to the OneDrive website.

Using an Office 365 Application Desktop Client

1. Open the file in the corresponding Office 365 application (i.e. open a '.docx' in Microsoft Word.)
2. In the navigation bar select **File**
3. Select **Save As** then **OneDrive – Eastern Washington University**.



4. Select **Browse** then the folder you want to save a copy of the file to. Once done select **Save**.

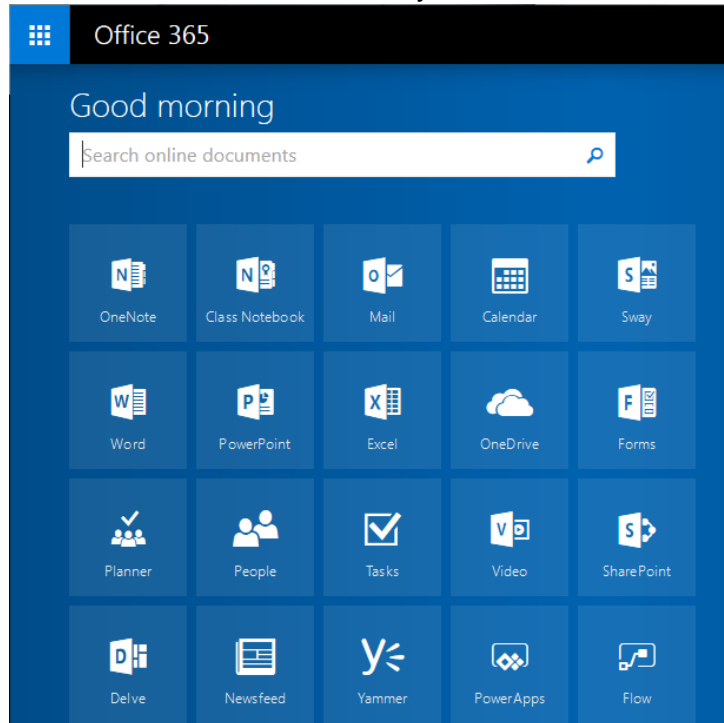
Note that this will create a copy of the file. One on your local drive and another on OneDrive. If you share the file on OneDrive ensure that you edit the file on OneDrive. Otherwise users the file is shared with will not be able to see your changes and you will not see theirs.

Part Two: Sharing Files with OneDrive

Using a Web Browser

Share Using 'Get a Link'

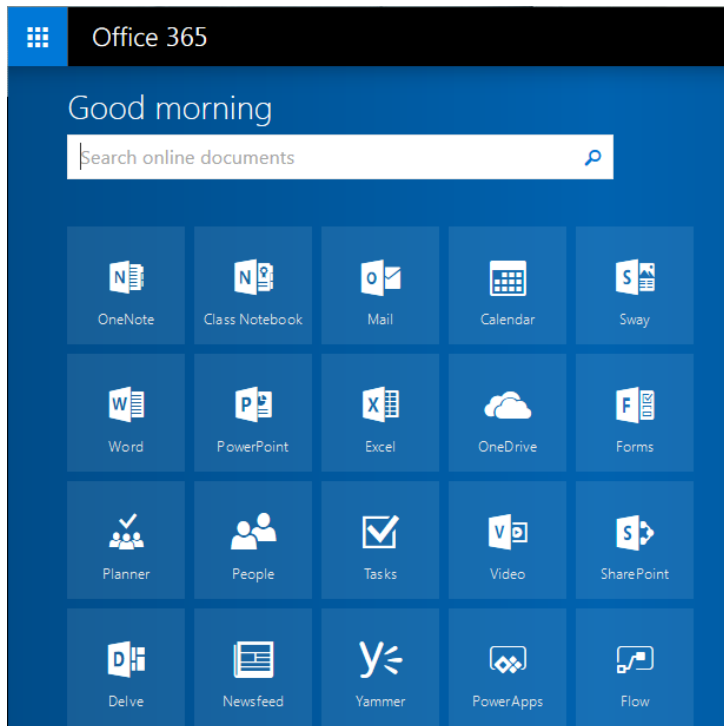
1. Login to [Office365](#) using your Eastern Single Sign On (SSO) credentials.
2. Select the OneDrive icon on your Office 365 dashboard.



3. Navigate to the folder where your file is located.
4. Right click on the file you want to share and select **Get Link**.
5. Select **Get Link** again in the dialog box that pops up and then select **Copy**.
6. Paste this link in a place where the individuals you want to share the file with have access to (e.g. in an e-mail.)

Share by Invitation

1. Login to [Office365](#) using your Eastern Single Sign On (SSO) credentials.
2. Select the OneDrive icon on your Office 365 dashboard.

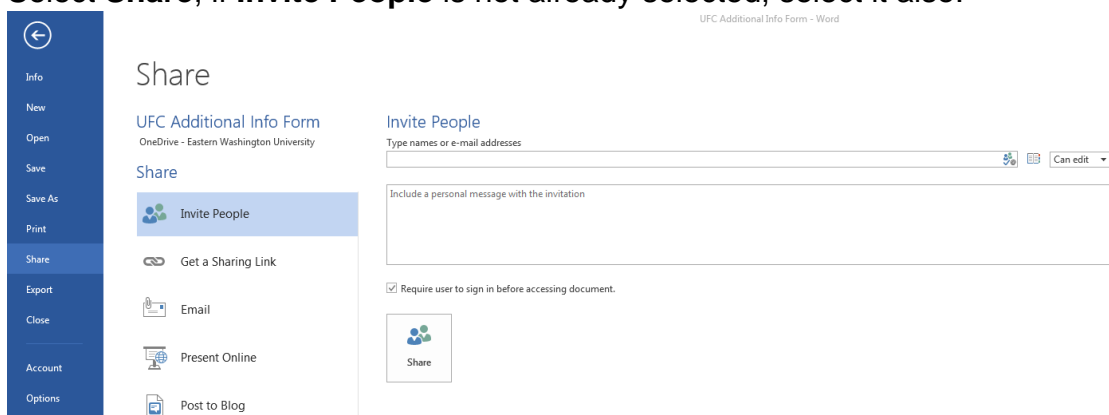


3. Navigate to the folder where your file is located.
4. Right click on the file you want to share and select **Share**.
5. In the dialog box enter the name or e-mail addresses of the individuals you want to share the file with. You also have the option to enter a message.
6. Select **Share**.

Using an Office 365 Application Desktop Client

Share a File Saved on OneDrive

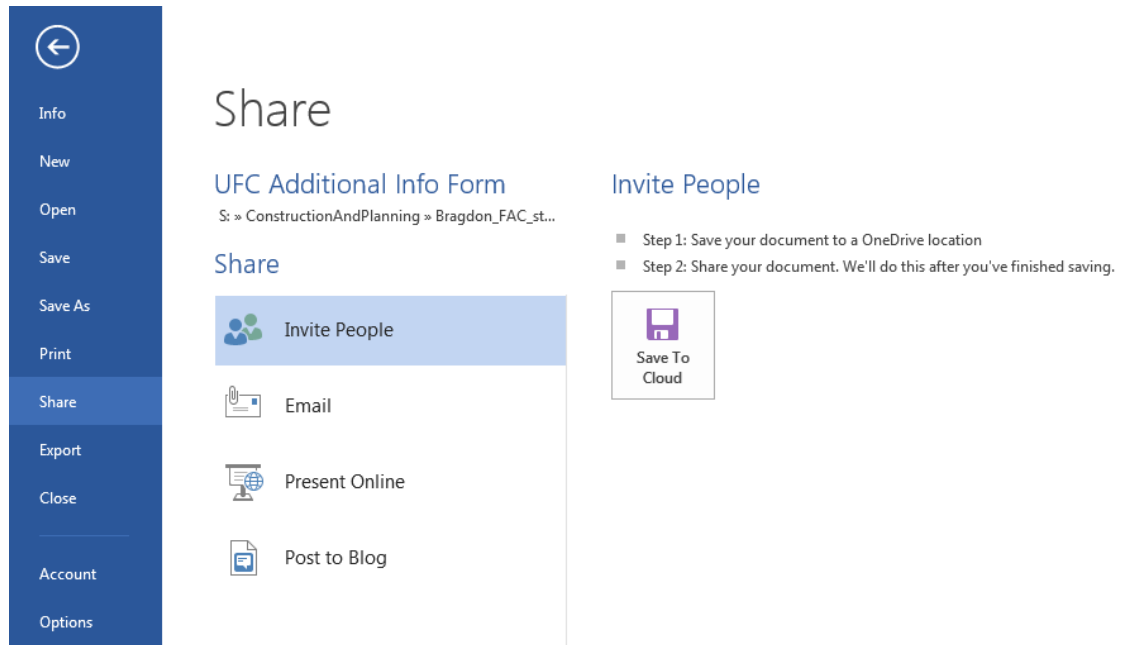
1. Open the file in the corresponding Office 365 application (i.e. open a '.docx' in Microsoft Word.)
2. In the navigation bar select **File**.
3. Select **Share**, if **Invite People** is not already selected, select it also.



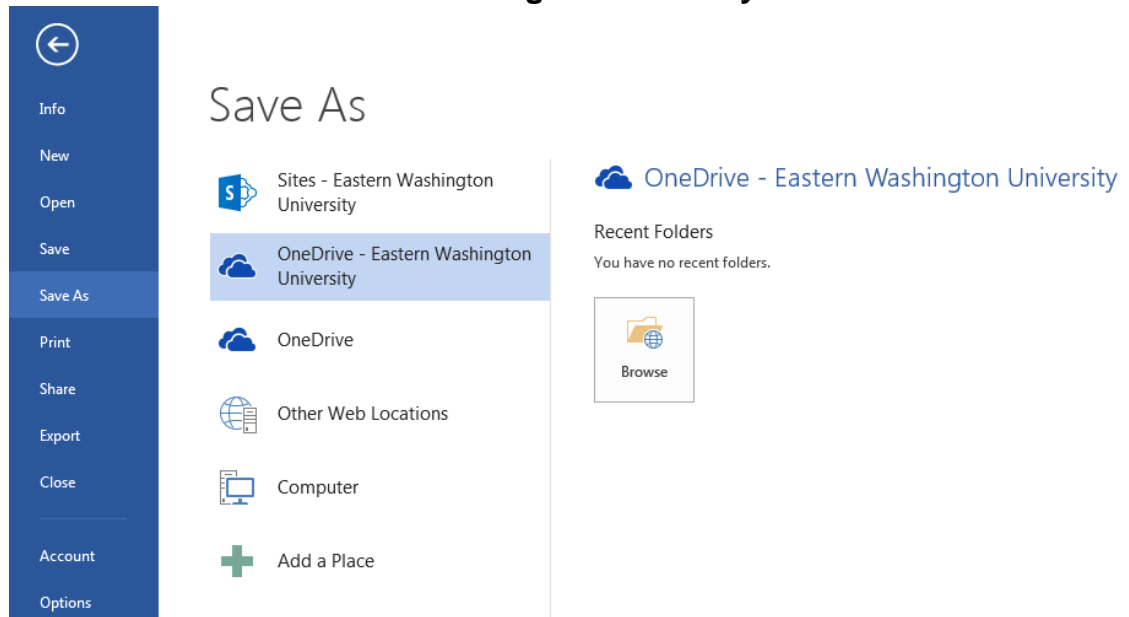
4. Enter the names or e-mail addresses of the individuals you want to share the file with and select **Share**.

Share a File Not Saved on OneDrive

1. Open the file in the corresponding Office 365 application (i.e. open a '.docx' in Microsoft Word.)
2. In the navigation bar select **File**.
3. Select **Share**, if **Invite People** is not already selected, select it also.
4. Select **Save To Cloud**.



5. Select **OneDrive – Eastern Washington University**.



6. Select **Browse** then the folder you want to save a copy of the file to. Once done select **Save**.

Part Three: Collaborating on Shared Files

1. Login to [Office365](#) using your Eastern Single Sign On (SSO) credentials.
2. Select the OneDrive icon on your Office 365 dashboard.
3. Navigate to the folder where your file is located and left click on it.
4. Select the drop down menu **Edit Document** then **Edit in Browser**

