Using your SMCCD Microsoft OneDrive

1.1 ACCESSING YOUR ONEDRIVE REMOTELY FROM ANYWHERE.

You can log into your OneDrive library using a web browser on your PC, Android, or iOS device.

A. Using a web browser from anywhere (IE 10 recommended):

1. Go to our website webmail.smccd.edu (no www.)
2. Log in with your @smccd.edu account
3. Click "OneDrive" from the ribbon at the top of the page

B. Installing OneDrive on your Windows PC with Office 2013

1. Click the 'Start' icon
2. Click on to **All Programs** then select **Microsoft Office 2013**
3. Click to launch **'OneDrive for Business'**
4. A OneDrive@SMCCD folder will be added to your favorites in **File Explorer**.

File explorer icon
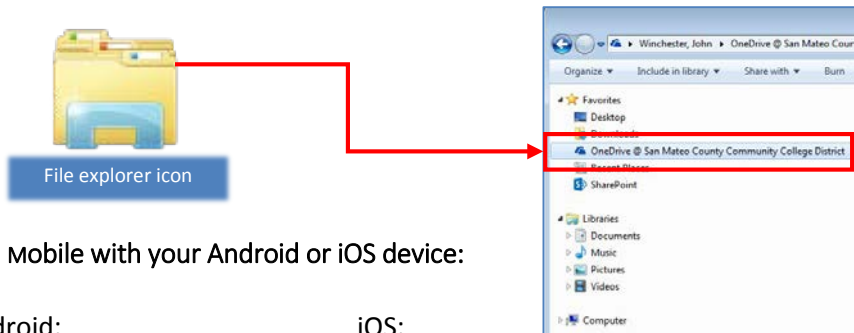
C. Mobile with your Android or iOS device:

Android:
1. Go to:
   https://play.google.com/store/apps/details?id=com.microsoft.office.officehub
2. Enter your @smccd.edu account information

iOS:
1. Go to:
   https://itunes.apple.com/us/app/microsoft-office-mobile/id541164041?mt=8
2. Enter your @smccd.edu account information

Scan the QR code with your phone or tablet to download the App

1.2 BACKING UP YOUR FILES TO ONEDRIVE.

By default any file you upload to your folder will be private until shared.
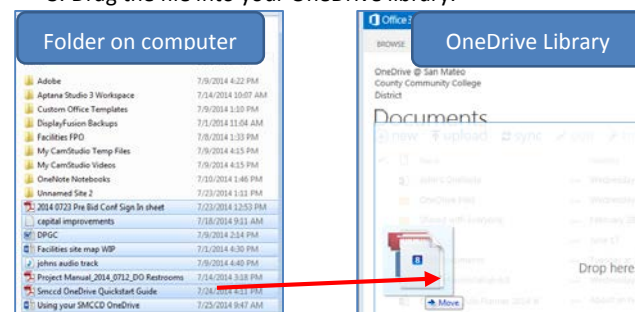
⚠️ **Anyone can view files saved in your "Shared with Everyone" folder** ⚠️

A. Copy your files to OneDrive with a web browser:

1. Go to our website webmail.smccd.edu (no www.)
2. Locate the file you wish to upload to OneDrive
3. Drag the file into your OneDrive library.

Folder on computer   OneDrive Library

B. Backup your files with the OneDrive folder:

1. Open your OneDrive folder found in your favorites of File Explorer
2. Copy the file and paste into the OneDrive folder.

Folder on computer   OneDrive Folder
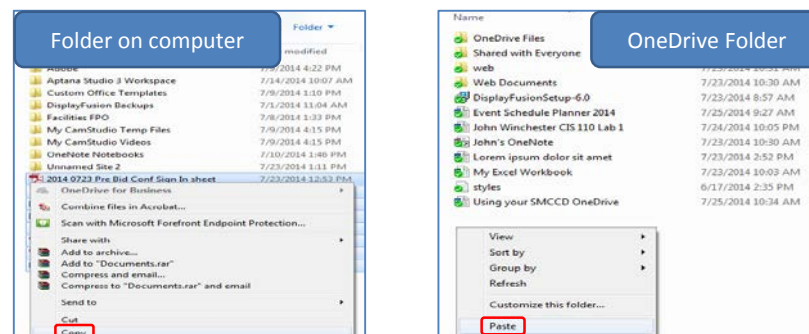
C. How to save to OneDrive directly from Microsoft Office:

1. Select 'Save As'
2. Click "OneDrive @ SMCCD"
3. Choose where in your OneDrive that you would like the file to be saved

⚠️ **Important note when saving to directly to OneDrive:**
If you have no internet connection the file will stored for **14 days** on your computer until you have an active internet connection for the upload to finish. ⚠️

1.3 SHARING YOUR FILES.

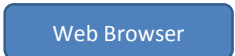You can see if your file is public or private by looking at the symbol under the 'Sharing' column in your web browser.
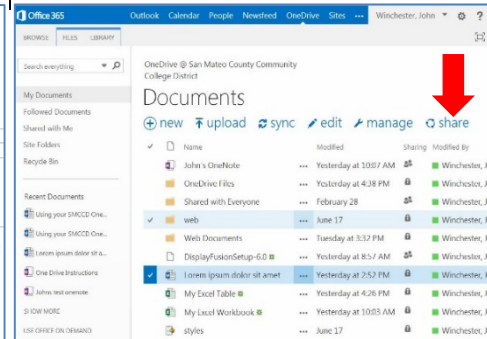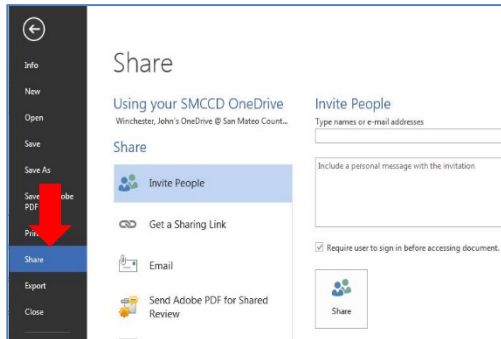
= Shared

= Private

A. Share a file with others using OneDrive

You can share files with others by following these steps:

Microsoft Office

Web Browser

1. Select 'File' from the top left corner in Office
2. Click the 'share' tab
3. Select how you would like to share

1. Open OneDrive with your web browser
2. Select the file you wish to share
3. Click the 'share' button

B. SHARING PERMISSIONS:

When you share your file with others you can choose whether or not you want the recipients to be able to make changes to the file.

Microsoft Office

Web Browser
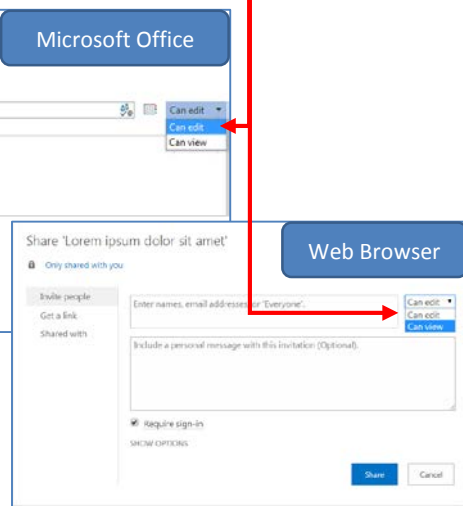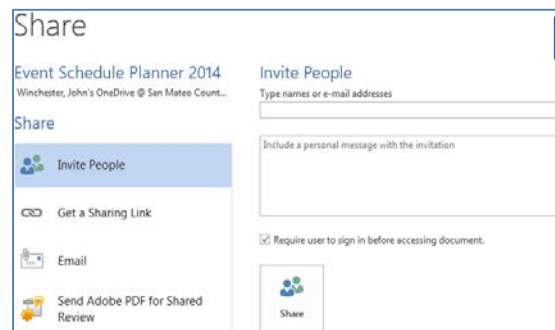
1.4 USING VERSION HISTORY AND THE RECYCLING BIN.

A. How to view Version History with Office 2013:

1. Click the 'File' tab
2. Find the version of your file that you wish to open in the 'Info' section

Microsoft Office

Web Browser
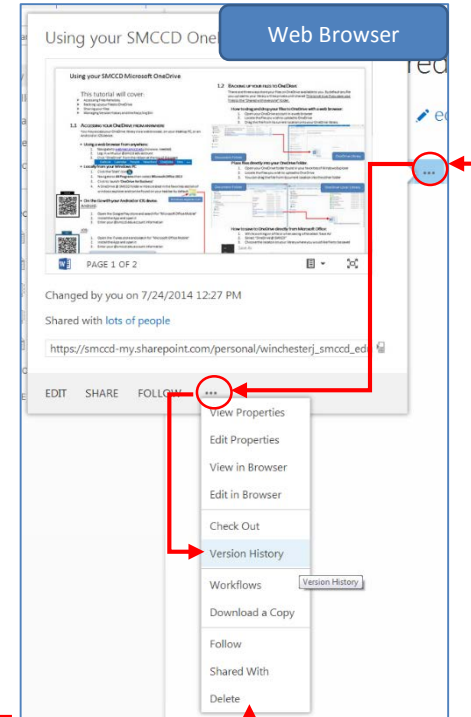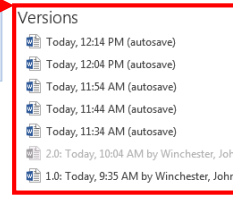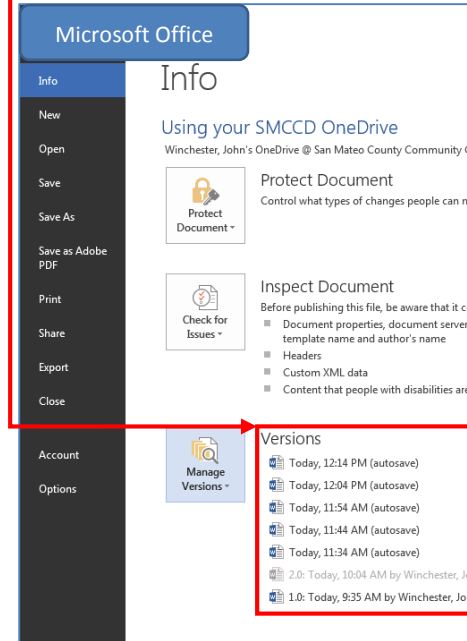
B. How to view Version History online:

1. Click the ••• icon on the file
2. Select the second ••• in the pop-up menu
3. Select 'Version History'

C. Sending items to the Recycling Bin

1. Click the ••• icon on the file
2. Select the second ••• in the popup menu
3. Select 'Delete'

D. Using the Recycling Bin in windows:

1. Open your OneDrive folder
2. Right click on the file
3. Select 'Delete'