OneDrive for Business User Guide

OneDrive for Business provides a fast, easy way to store, sync, and share your files. Because they are saved in the cloud, they are quickly accessible from any internet-connected device.

With OneDrive for Business, you can easily sync your files across multiple devices while always having the latest version of the files. You even have access to earlier versions of the files.

All MCW faculty, staff, and students are licensed for Office 365 and OneDrive for Business through our agreement with Microsoft and has 5 TB of storage space – that's 5,000 GB!

OneDrive can be used in a variety of ways including a sync folder that's on your computer, a mobile app, and a web browser.

## Sync Folder: How to Install to Your Desktop or Laptop

When a sync folder is installed and configured, you can save, delete, and drag-and-drop files into it just like any other file folder.

OneDrive for Business is automatically installed with Office 365, which is the MCW standard. As an MCW employee, you are permitted to install Office 365 on up to 5 PCs or Macs, 5 smartphones, and 5 tablets – including your personal devices – at no charge to you.

To complete this process, you must have administrator rights to your computer.

1. Open an internet browser and go to **portal.office.com**. Log in with your MCW email address and password.
2. Click the **Install Office** button and select **Office 365 apps**. This will download a file to your computer.
3. Run the file when the download is complete. Follow the prompts.

After the installation is complete, you may need to set up your OneDrive sync folder.
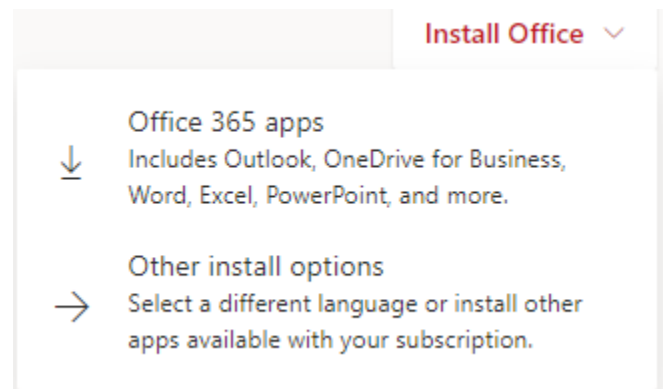
Windows
1. Select the **Start** button, search for **OneDrive**, and then open it.
2. When OneDrive Setup starts, enter your MCW email address and then select **Sign In**.
3. When complete, you can access your OneDrive folder in File Explorer:

Mac
1. Start OneDrive by pressing **cmd** + **Space** to launch a Spotlight query and type **OneDrive**. This starts the OneDrive setup.
2. Enter your MCW email address and then select **Sign In**.
3. When complete, you can access your OneDrive folder in Finder:

Configure in Office apps
To make it easier to save your Office files your **OneDrive – mcw.edu** sync folder, follow these steps:

1. Open Word, PowerPoint, or Excel.
2. Go to **File > Open**.
3. Click **Add a Place**.
4. Click **OneDrive for Business**. Do not select OneDrive, as that is the personal version and not the MCW version.
5. Enter your MCW email address and password.
6. When complete, you will be able to select OneDrive – mcw.edu for opening or saving files.

Mobile App

OneDrive is available in the Apple App Store and the Google Play Store. After you download and install the app, open it and log in with your MCW email address and password.

Web Browser: How to Use without Installing

Office Online allows you to create, edit, and collaborate on Office files without needing to install to your computer.

1. Open an internet browser and go to **portal.office.com**. Log in with MCW email address and password.
2. Using the tiles at the top, you can run Word, Excel, PowerPoint, and other Office applications right in your browser.
3. Click the OneDrive tile to access files you've saved there or files and folders that have been shared with you.

How to Share Your Files

You can share files saved in OneDrive for Business with both internal and external colleagues. Internal means that the individual has an mcw.edu email address. All other individuals are considered external.

You can use the sharing feature to collaborate in real-time with your colleagues – multiple can open and edit the file at the same time!

There are multiple ways that you share files. Here are the two most common methods:

Share OneDrive files from your Office apps

1. Select [icon] **Share** on the ribbon when working on the file.
2. By default, everyone in MCW with the link could edit the file. To change this, click that button. We recommend selecting **Specific people** as the permission level. Click **Apply**.
3. The blue line is a field. Click there and enter the name or email address of people you wish to share the file with. If the person is an MCW employee, search by their name. Otherwise, enter their complete email address.
4. Add an optional message and click **Send**.

Share OneDrive files from Office Online

1. Open an internet browser and go to **portal.office.com.** Log in with your MCW email address and password.
2. Click on the **OneDrive** tile.
3. You can choose to share a folder or a file. Click on the file or folder you wish to share and then click **Share** in the top menu bar. You can also right-click the file or folder and then select **Share.**
4. By default, everyone in MCW with the link could edit the file. To change this, click that button. We recommend selecting **Specific people** as the permission level. Click **Apply**.
5. The blue line is a field. Click there and enter the name or email address of people you wish to share the file with. If the person is an MCW employee, search by their name. Otherwise, enter their complete email address.
6. Add an optional message and click **Send**.

Frequently Asked Questions

Q: What is the maximum file size permitted?
A: OneDrive for Business has a maximum file size of 15 GB.

Q: Can I store EPI in OneDrive for Business?
A: The transfer and collaboration of documents that contain EPI is permitted in OneDrive for Business, but we recommend you do not use this service as a long-term storage solution.

How to Get Support

If you have any questions regarding OneDrive for Business, please contact your department's IT support representative.