

OneDrive Quick Start

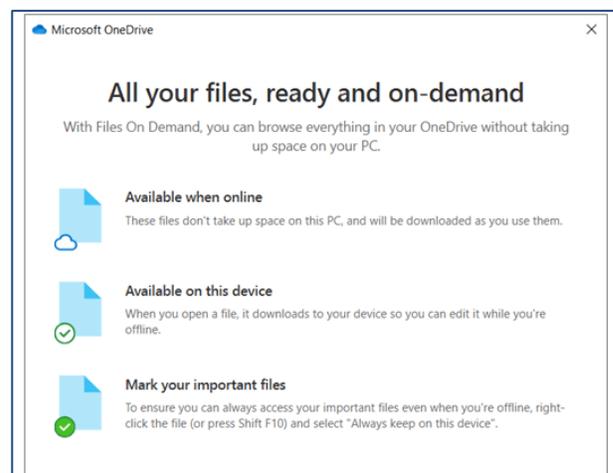
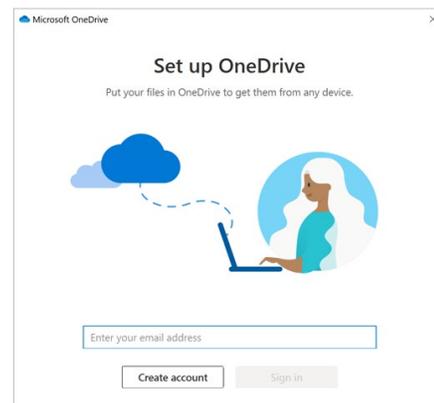
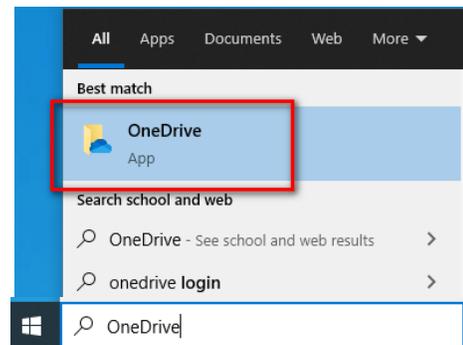
How to set up OneDrive

OneDrive is available to all MTSU employees and students, providing you with 5TB of space. OneDrive comes with Windows, and it is also available when you install Office 365 (Windows & Mac)

- Type **OneDrive** in the search box on the Windows taskbar.
- Click on the OneDrive app to start your first-time setup.
- Sign in with your MTSU **fsa** credentials.
- Ex.: jdoe@mtsu.edu or jd4s@mtmail.mtsu.edu
- In the **Your OneDrive folder** screen, click on Next. Then, select next on the **All your files, ready and on-demand** options.
- Your OneDrive will be set to **Files on Demand** by default. Files on-demand mean files do not take up space on your computer but are available to you on demand.
- Once you have successfully set up your OneDrive, the cloud icon will turn blue in the taskbar.

OneDrive File Icons Explained

- When a file has a cloud icon, it means only available online. These files do not take up space on your PC and will be downloaded as you use them.
- The green check on an unfilled circle means available on the device you are currently using. When you open a file, it downloads it to your device so you can edit it even if you are not connected to the network. The file will automatically sync with the OneDrive cloud once you connect back to the network.
- The white check on a green circle means you have access offline, and the file is always on this device. Once you connect to the network, the changes made will automatically sync to the cloud.



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Viewing Files

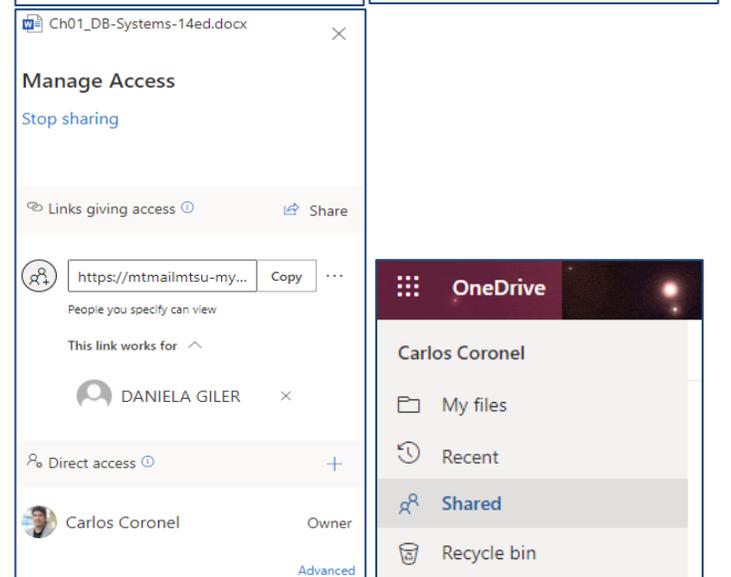
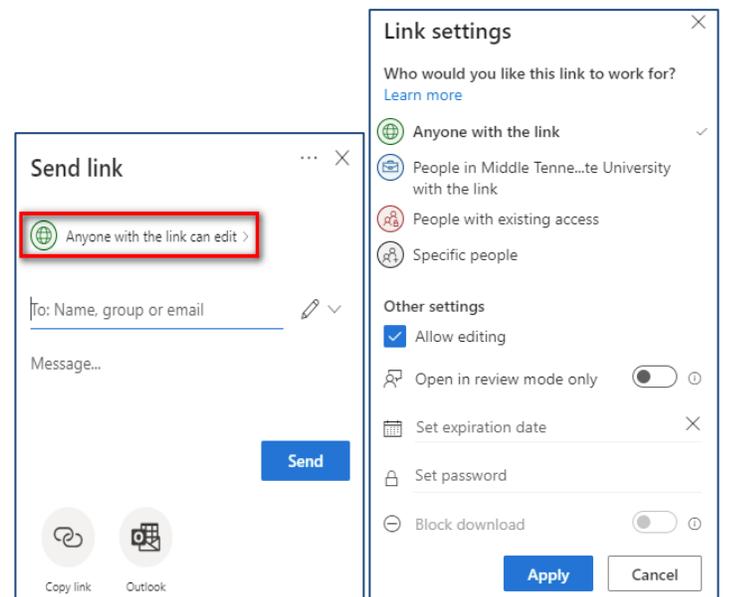
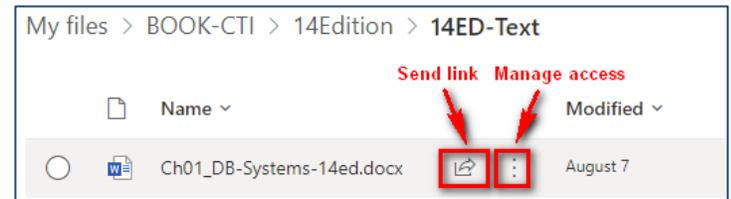
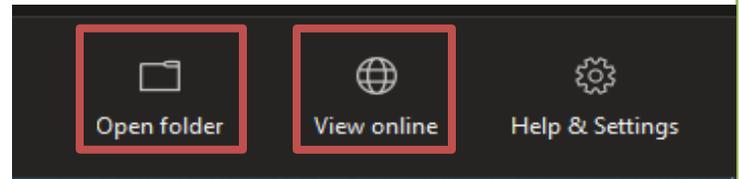
You can view your files through File Explorer or the web browser. Choose whichever you are most comfortable with using.

Sharing Files

You can use OneDrive to share documents with other people (faculty, staff, students, or anyone else.) To share documents in OneDrive, follow these steps:

- Open the **View online** version.
- Highlight the desired file, and then click on the **Send link** icon.
- Enter the email of the person you want to share the file with and click on **[Send]**. The person will receive an email with a link to the file.
- By default, the file access permission is **“Anyone with the link can edit.”** Click on that setting to open the **Link settings** window and change the access permission and other settings such as *who can access the file, disable editing, set an expiration date, set a password, etc.* Click **[Apply]** when done.
- Alternatively, you can see who has access to a file using the **Manage access** window. Click on the three dots (ellipses).
- Select **Manage access**. The Manage access window shows everybody who has access to the file and their permissions.
- You can use **Direct access** to give access to the file to specific people. Click on the **“+”** sign to provide access to other users.
- Any user can see what files are shared with them by clicking on the **Shared, Shared with you** option on the OneDrive web page.

****Disclaimer**** Be aware whomever you share with can share the shared document with anyone they want.
****To restrict this behavior, please contact us***



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Using OneDrive with a web browser

You can access OneDrive via the web browser. To access OneDrive, follow the steps below:

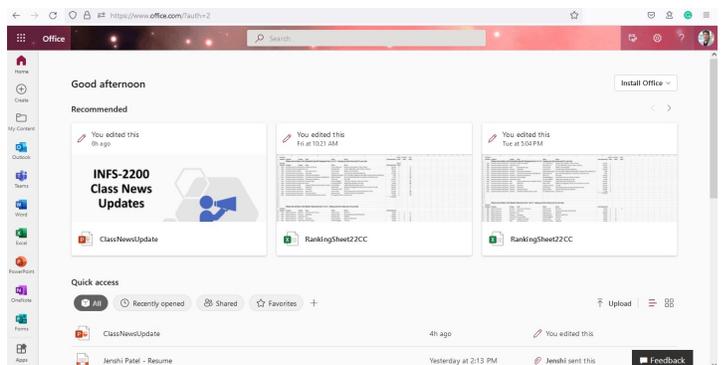
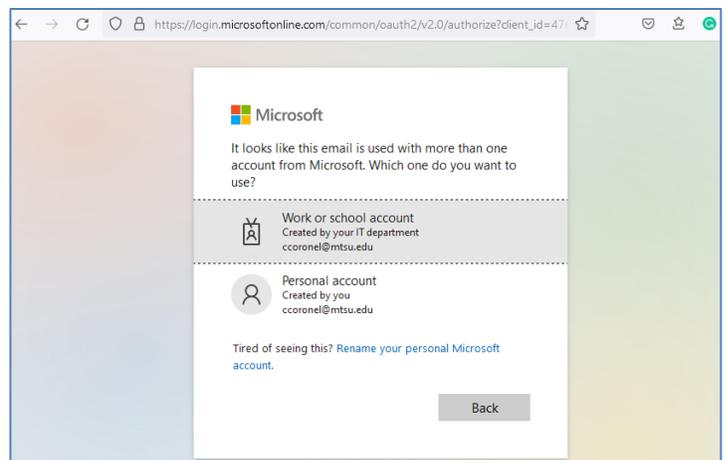
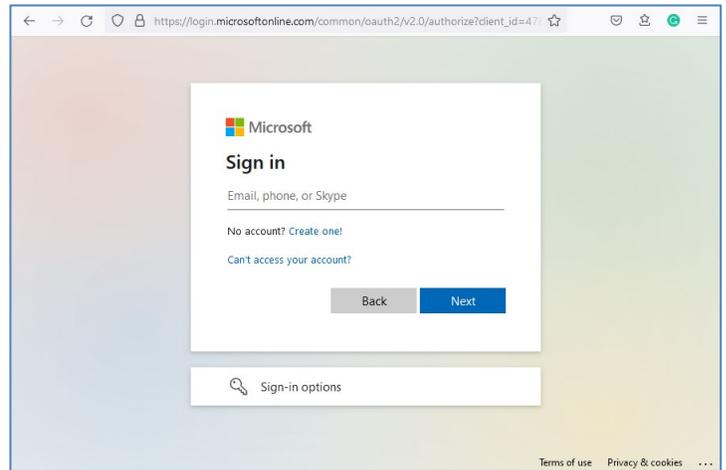
- Open the web browser
- Go to <https://portal.office.com>
- Students should log in with the FSA email address (i.e., dn3y@mtmail.mtsu.edu)

Teachers/Staff must log in with their FSA credentials ([i.e. jDoe@mtsu.edu](mailto:j.Doe@mtsu.edu))

- Click on **Next**

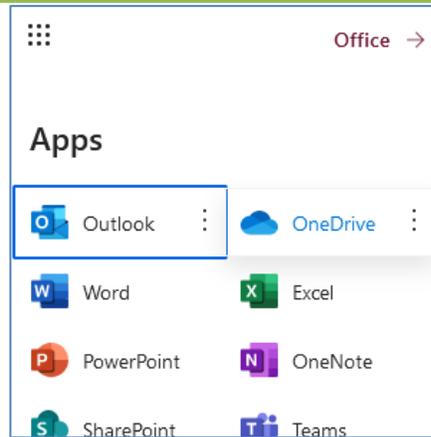
- Another screen may appear asking you to select your Work/School or Personal account. Select your Work/School Account.
- Enter your MTSU email password

- Your Office 365 portal will appear
- Click on the **App Launcher** ()

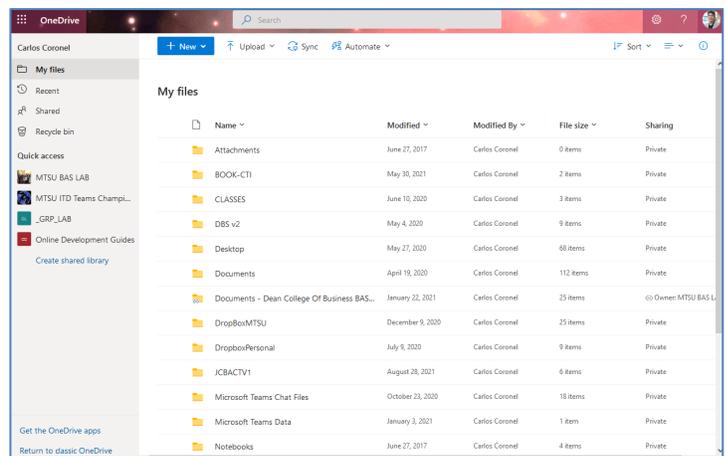


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- The application list will appear
- Select **OneDrive**



- The browser will open the OneDrive page
- You can navigate the folders
- Select a file to share



- Click on the three dots () and select **Share**
- Follow the instructions as explained earlier in this document.

