



# One Drive and Office Online Guide

The Virginia Community College system provides student access to the Microsoft One Drive for Business and Microsoft Office Online services through the Student Advantage portal. These two services combine to provide up to 1 TB\* (terabyte) of cloud based file storage and online editing ability of Word, Excel, PowerPoint and OneNote files using only a compatible web browser. The following quick-start guide outlines how to access and use the basic features.

Please note that a student will lose access to Microsoft OneDrive if they are not enrolled for two consecutive semesters (including summer), with access terminated and content deleted on the last day of the second semesters of no enrollment. You are advised to keep copies of your files in another location (examples include a USB drive or your own personal computer) for your own permanent record.

\* Fun fact: 1 TB of storage can hold the equivalent of approximately 86 million pages of Word documents!

[For a short OneDrive overview – Click Here](#)

**See Page 9 for more training video links**

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## Signing In

To access, open a web browser and go to <http://office.vccs.edu>. Log in to the portal using the same user name and password as your student Gmail account.

## Interface

You'll be directed to the main apps landing page where you can access all of the online Office applications and also options for downloading Office to your device.



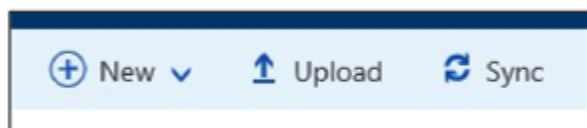
## The OneDrive App

Click on the OneDrive tile on the landing page (shown above) or click the grid icon in the top left hand corner to access OneDrive as shown below.

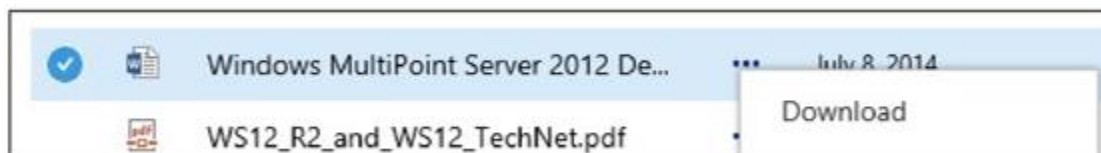


## Document Handling

- To create a new document, click the **+ New** button and choose the type you want to create (Word, Excel, etc.).
- To upload a document, click the **Upload** button and choose the file(s) you want to upload.
- You can sync your documents between your computer and OneDrive if you click the **Sync** button. This does require you to download and install the OneDrive for Business app on your computer. For more information, see the [Sync OneDrive Files to your Computer](#) section below.

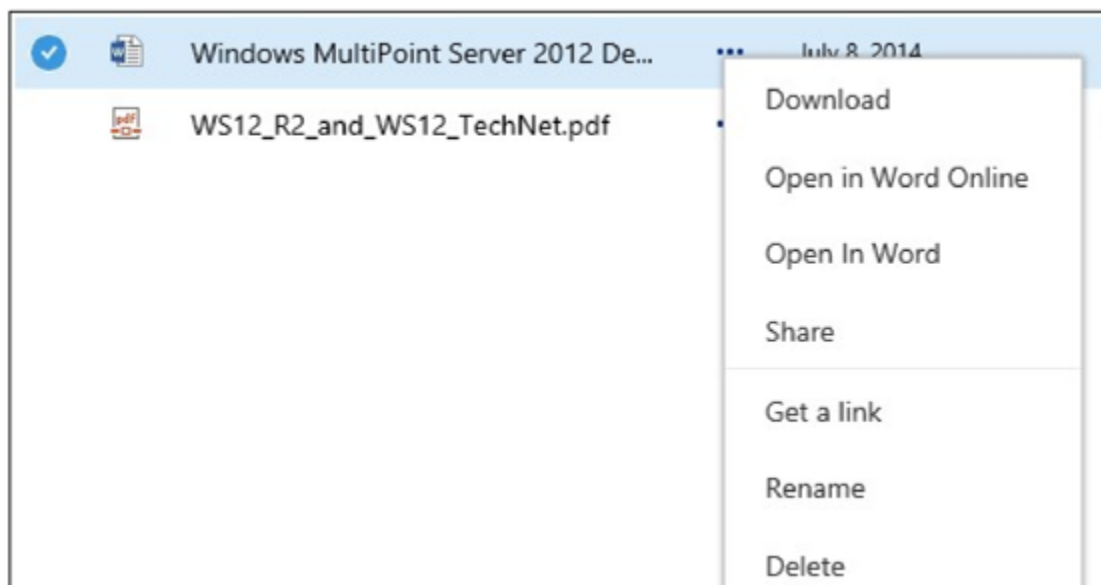


- To open a document, click on it. You can also download a document by clicking on the ellipses and choosing **Download**.



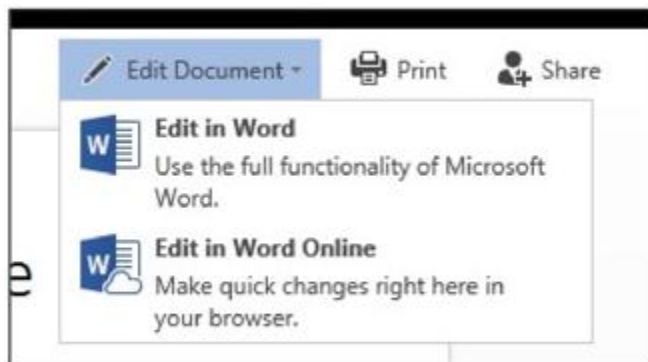
## Deleting Documents

To delete a document, click on the ellipses on a document or folder and choose **Delete**. The file or folder will be sent to the Recycle Bin. It will be stored there for 90 days in case it needs to be recovered.



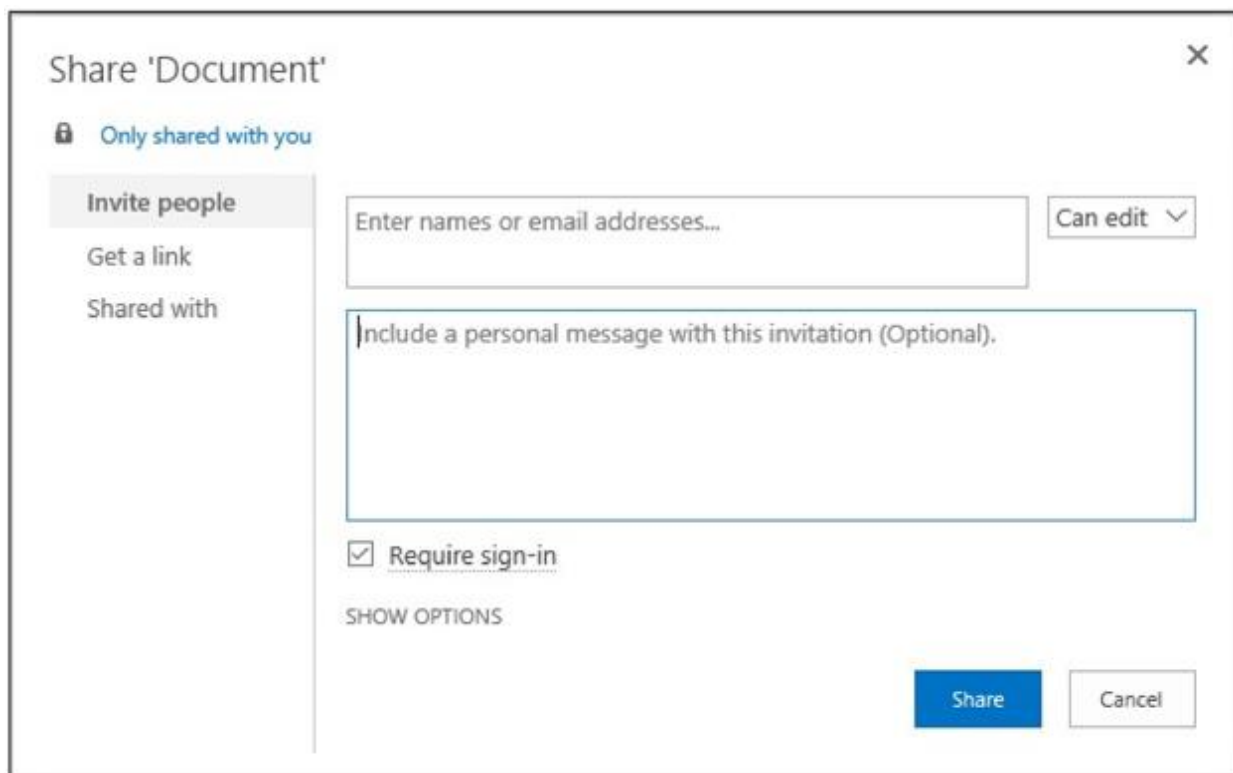
## Edit Documents Online

To edit a document online, choose the Edit Document drop down and choose the second option. Changes are automatically saved when you edit online. If you edit in the desktop version, changes are synced back to OneDrive when you save and close the document.

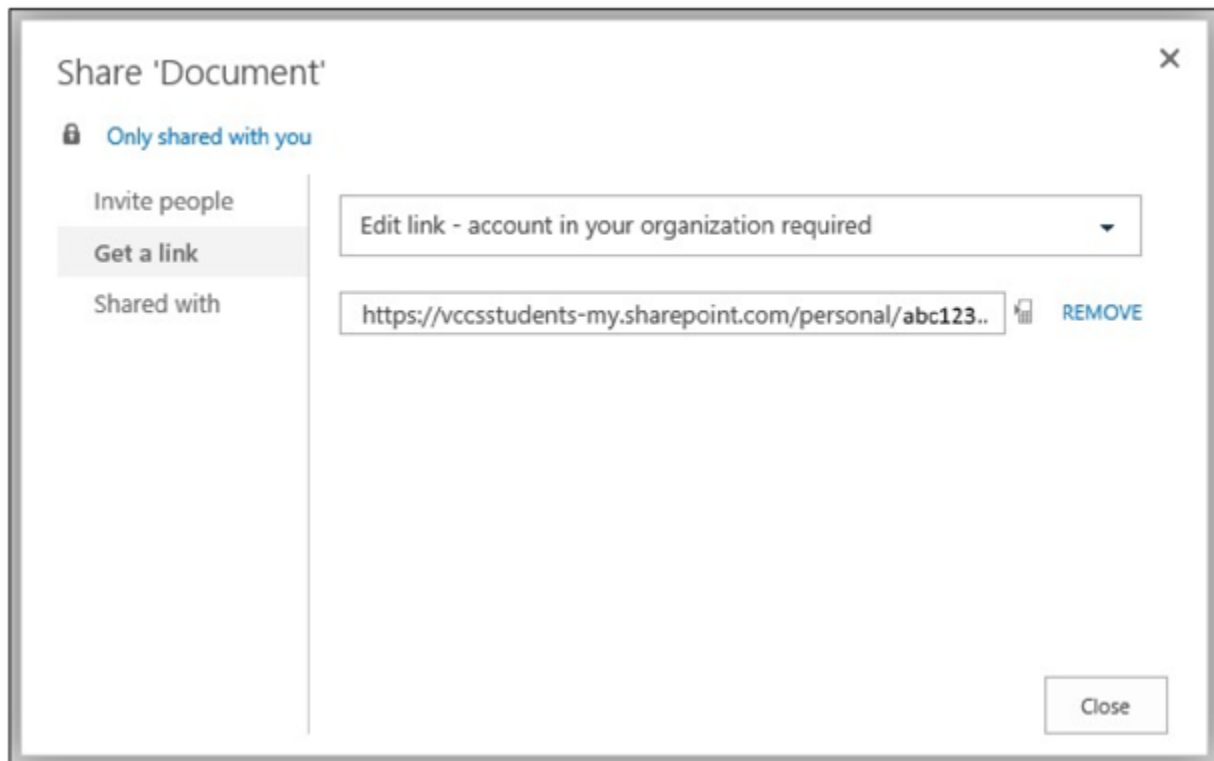


## Share a Document or Folder

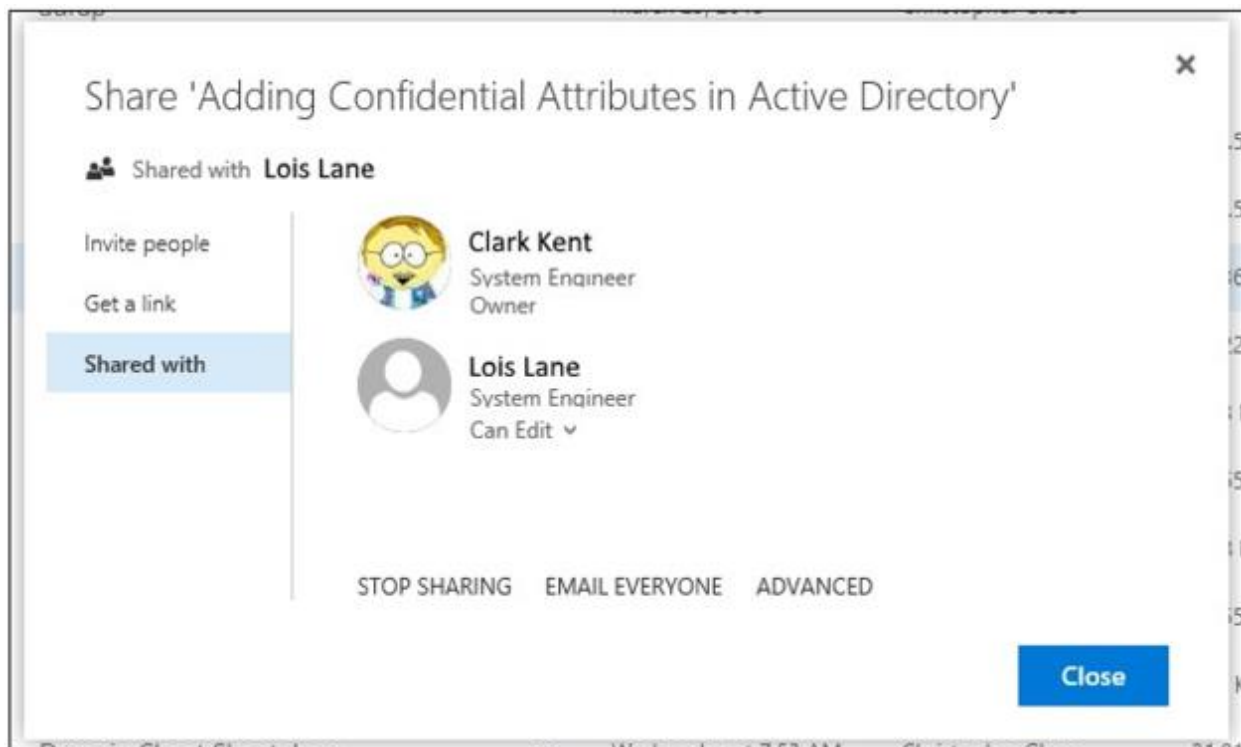
To share a document or folder, click on the ellipses and click **Share**. Note that when you share a folder, **ALL** items in the folder are shared out as well. On the **Invite people** tab, enter the name or email address of someone and choose if they can edit or just view it. You can type a message if you want and also choose whether you want them to sign-in to view it or not.



If you want a direct link to the document or folder, select the **Get a link** tab. Choose what kind of link you wish to get and set a link expiration date if it shows up.



To see and manage who a document or folder is shared with, click on the **Shared with** tab. You can change the permissions someone has to the document and also stop sharing it.



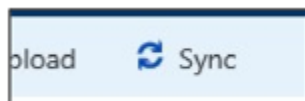
## View Documents Shared with You

To view documents other people have shared with you, click on Shared with me.

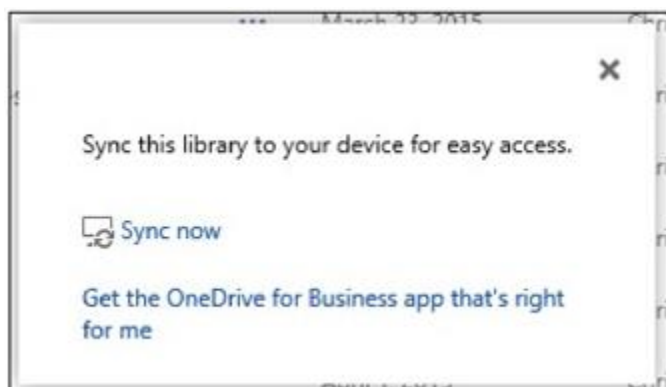


## Sync OneDrive Files to your Computer

If you downloaded and installed Office on your personal computer from Student Advantage, you should have OneDrive for Business already installed. To sync your OneDrive files with your personal computer, click the **Sync** button.



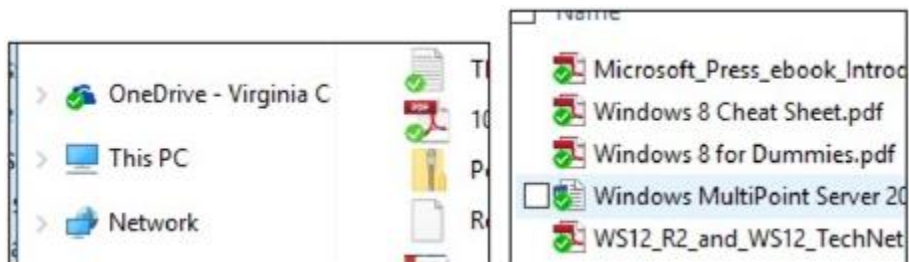
A confirmation dialog box will appear. Click **Sync now**.



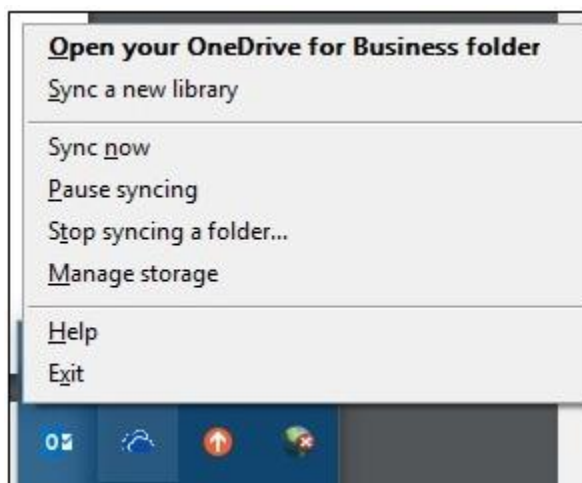
You might get various security warnings or login prompts. Sign in as required and/or click Allow for the security warnings.

In the "Ready to sync your OneDrive..." window, change the location where your files will be synced if you wish, and then click the **Sync now** button.

Once the files have downloaded and synced, you should see a shortcut to OneDrive for Business in Windows Explorer. Files edited, created or copied into this folder will automatically be synced to OneDrive. A green check mark on a file means it is successfully synced. A blue circular arrow means it's currently being synced. A red X means a file is out of sync.



You will also have a OneDrive icon in your system tray. Right click on this for some additional syncing options.

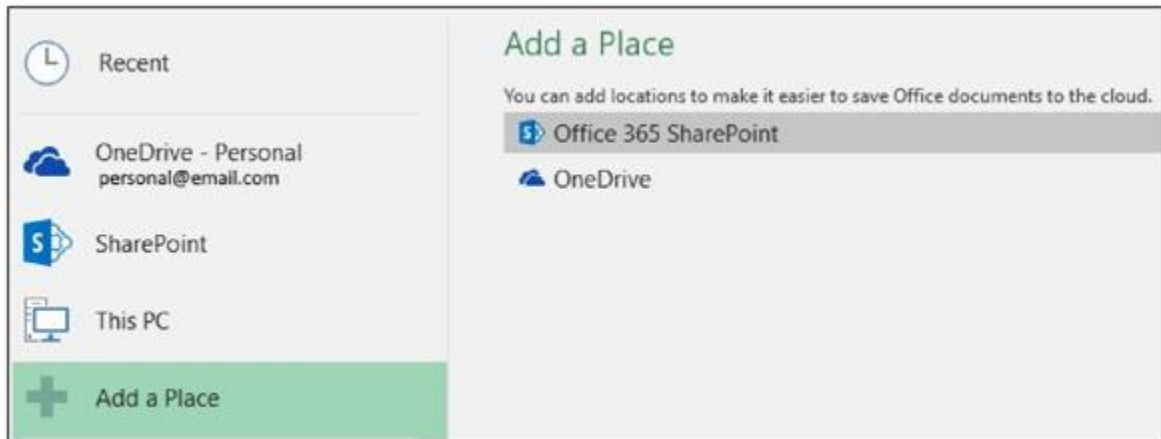


## Open OneDrive Documents from Office 2016 Applications

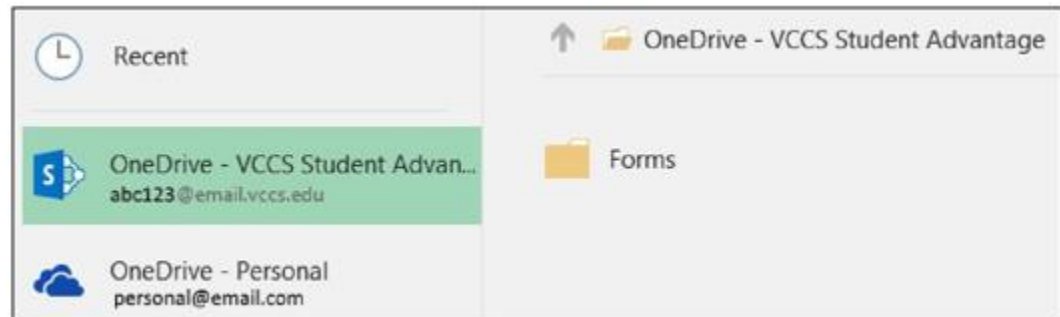
Files you store in OneDrive can be accessed directly from the Open and Save menus in all Office 2016 applications.

In the application:

1. Click **File** -> **Open**.
2. If you do not see a location called **OneDrive – VCCS Student Advantage**, then click on **Add a Place** and then choose **Office 365 SharePoint**.



- a. Enter in your email address and click **Next**.
- b. Enter in your password and click **Sign in**.
- c. It should now be added as a location.

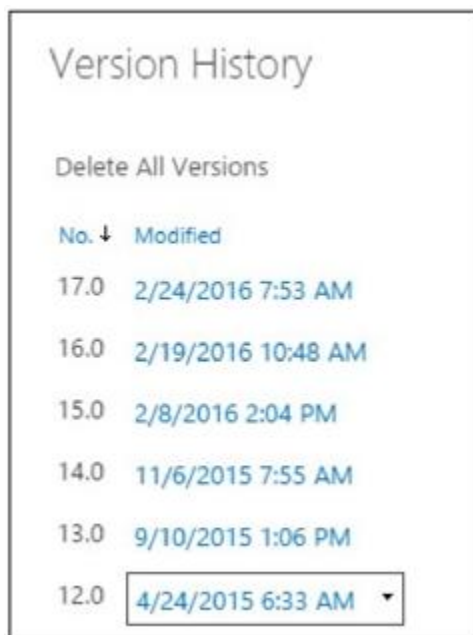


- d. Click on the location to browse your OneDrive files.

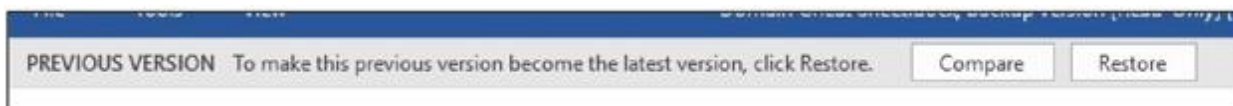


## Restore an Older Version of a Document

Select a document, then click on ellipses and choose **Version History**. A list of previous versions will come up.



Click on one of them to see the previous version. If you want to make a previous version the current version, click on the **Restore** button.



## For More Information

- One Drive Training Videos: <https://support.office.com/en-us/article/OneDrive-training-9581db03-f8b9-4722-85b5-d0059235d300?ui=en-US&rs=en-US&ad=US>
- Office 365 online help: <https://support.office.com/>
- OneNote training from Microsoft: <https://support.office.com/en-us/article/OneNote-training-1c983b65-42f6-42c1-ab61-235aae5d0115?ui=en-US&rs=en-US&ad=US>
- Store, sync and share your work files: <https://support.office.com/en-us/article/Store-sync-and-share-your-work-files-OneDrive-for-business-301817f6-9705-4525-ba3d-79082029b195?ui=en-US&rs=en-US&ad=US>