



MICROSOFT 365 USER INTERFACE MAPS

NAVIGATING ONEDRIVE FOR BUSINESS

CONTENTS

- GLOBAL INTERFACE
- MY FILES
- SHARED
- RECYCLE
- SHARED LIBRARIES
- HELP





OPEN ONEDRIVE FROM THE WAFFLE MENU







GLOBAL USER INTERFACE



ONEDRIVE USER INTERFACE OVERVIEW



	S E T T I N G S H E L P	& 🔅 ? 👀
		$\downarrow = \text{Sort} \lor = \lor (i)$
		SORT, VIEW & DETAILS PANEL
odified By \smallsetminus	File size \smallsetminus	Sharing
bra Berger	0 items	Private
bra Berger	5 items	۶ ^۹ Shared
bra Berger	5 items	۶ ^۹ Shared
bra Berger	1 item	Private
bra Berger	0 items	Private
ebra Berger	1 item	Private
bra Berger	0 items	x ^R Shared

GLOBAL USER INTERFACE

learn more at MOWO.CA

::: OneDrive SEAR	CH \wp expense	All files \checkmark		юз ? б а
Debra Berger	🕂 Automate 〜	My files		= 7 0
🗅 My files		✓ All files	OPE	
🕄 Recent	Results from All files	Whole organization		
x ^R Shared				
🗑 Recycle bin	Name	Location	Modified By	Date modifi
Shared libraries	Expense Reporting	Sales and Marketing > Teams Wiki Data	Patti Fernandez	6/1/2020
As All Staff	Expense Reporting	Sales and Marketing > Shared Documents	Patti Fernandez	6/1/2020
Social Committee	Director Expenses	All Staff > Shared Documents > General	Patti Fernandez	1/11/2021
 DebrasNewTeamSite 	Expense Report Forms	FinanceDepartment > Shared Documents	Debra Berger	5/5/2020
нs Health Services	Sales Team Expense Report.xlsx	Sales and Marketing > Shared Documents	SharePoint App	27 days ago
Dobro's Doportmont Too				

SEARCH ACROSS ONEDRIVE AND SHAREPOINT DOCUMENT LIBRARIES

VIEW YOUR ACTIVITY HISTORY IN THE DETAILS PANEL



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	Modifie V I	EW ACTIV
	March 4	VHEN NC SEL
edit	February 26	Debra Berger
	February 26	Debra Berger
	February 19	Debra Berger
	February 17	Debra Berger
	February 17	Debra Berger
	January 26	Debra Berger
g	December 15,	Debra Berger
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epoint	December 3, 2	Debra Berger

			-	\$\$P	
- /	C	LICK	TO V PA	IEW DETAILS NEL	()
				uments	×
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			Last week		
IVIT OIT LEC	Y HISTOR TEMS ARE TED	Y	0	You and Guest Contributor edited Document5.docx 4 days ago	
r	5 items		+	You created Document5.docx 4 days ago	
r	1 item		Ē	You deleted Folder 1 4 days ago	
r	0 items		Ŵ	You deleted Folder 2	
r	1 item			4 days ago	
r	0 items		Ē	You deleted Resources	
r	1 item			o uays ago	
r	1 item		Ē	You deleted MOWO SHOW Outro.txt from Personal	
r	0 items			o uays ago	
r	3 items	-		More details	

DETAILS PANEL

MANAGE FILE ACCESS AND METADATA FROM DETAILS PANEL





	All files V	\$\$ \$\$ \$	
d	Delete ···	$\downarrow = \text{Sort} \lor \times 1 \text{ selected} \equiv \lor (i)$	
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r	2 items	+ You created Notes.pdf in Al Hero	
bu	11.2 KB		
r	12.9 KB	More details	Ŧ

ACCESS **ONEDRIVE AND OFFICE** SETTINGS





SELECT GEAR TO VIEW SETTINGS PANEL



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Debra Berger

ONEDRIVE SETTINGS

::: OneDrive	Search
Debra Berger	Notification Settings TOGGLEEMAIL NOTIFICATIONS
D Notifications	
ố More Settings	Reminders for missed Sharing emails
	Email notification when OneDrive detects lots of files are deleted at once
	Email notification when others reply to your comments
	Email notification when others comment on my documents
	Email notification when the link in a sharing email you sent was clicked
	Email notification when others upload files to your file requests

MANAGE NOTIFICATIONS





REVIEW STORAGE **AND MORE** UNDER **"MORE** SETTINGS"





	 	 _	
✓ Search			All file

- Site collection administrators



- Can't find what you are looking for?
- Return to the old Site settings page

CLICK HERE TO VIEW YOUR FILES

CREATE FILES FROM ONEDRIVE





✓ Search	
New 🗸 🕴 T Upload 🗸 🤤 Sync 🛚 🕫 Automat	e \checkmark
Folder CREATE	
Word document OFFICE DOCS	
Excel workbook	
PowerPoint presentation	Modified $ \smallsetminus $
OneNote notebook	March 4
Forms for Excel	February 26
Link ADD LINKS TO WEBSITES Snared Excel Docs	February 26
Client Resources	February 19
Temp Project	February 17
Project with Client A	February 17
secret hr files	January 26
New Hire Onboarding	December 15, 2020
shared meetings	December 15, 2020
- Timesheets	December 15, 2020
THis is going to sharepoint	December 3, 2020

STORE UP TO ONE **TERABYTE OF** DATA IN YOUR ONEDRIVE



::: OneDrive

CLICK HERE TO UPLOAD FIL AND FOLDERS TO ONEDRIV



YOU CAN ALSO CLICK-AND-DRAG FILES AND FOLDERS INTO ONEDRIVE



	✓ Search	
LES VE	🕂 Upload \vee 🛛 🤂 Sync	$ mtest$ Automate $ \smallsetminus $
_	Files	
les	Folder	
D	Name \vee	Modified $ \smallsetminus $
	Projects 2021	March 4
	Shared Excel Docs1 - edit	February 26
	Shared Excel Docs	February 26
	Client Resources	February 19
	Temp Project	February 17
	Project with Client A	February 17
	secret hr files	January 26
	New Hire Onboarding	December 15, 2020
	shared meetings	December 15, 2020
G	Timesheets	December 15, 2020
	THis is going to sharepoint	December 3, 2020

SYNC ONEDRIVE TO YOUR COMPUTER

1.	CLICK HE START SY	RETO NC
	My files	
	D	Name 🗸
	-	Projects 2021
		Shared Excel Docs1 - edit

2. FOLLOW ON-SCREEN INSTRUCTIONS TO SYNC FOLD AND FILES





Search

🕂 Automate 🗸

×	
	File size \checkmark
	1 item
	5 items
	5 items
	1 item
	0 items
	1 item
Getting ready to sync	0 items
We are connecting to OneDrive on your device.	1 item
Copy library ID to configure this library to sync automatically.	1 item
If there is no response, you may need to get the latest	0 items
version of OneDrive.	3 items
November 19, 2020 Debra Berger	1 item
November 19, 2020 Debra Berger	0 items

MANAGE FILES WITH POWER AUTOMATE



⊘ Search

CLICK TO CREATE OR REVIEW

YOUR POWER AUTOMATE





Modified \checkmark	Modified By \checkmark	File size
March 4	Debra Berger	0 items
February 26	Debra Berger	5 items
February 26	Debra Berger	5 items
February 19	Debra Berger	1 item
February 17	Debra Berger	0 items
February 17	Debra Berger	1 item
January 26	Debra Berger	0 items
December 15, 2020	Debra Berger	1 item
December 15, 2020	Debra Berger	1 item
December 15, 2020	Debra Berger	0 items
December 3, 2020	Debra Berger	3 items

OneDrive



TAKE ACTION WITH THE TOOLBAR





Name \checkmark		Modified $ \smallsetminus $	Мо
Projects 2021		Share	ebi
Shared Excel Docs1 - edit		Copy link	əbi
ΝΑΤΙVΕΙΥ		Request files	əbi
ANY FILE OR FOLDER		Manage access	-
E SAME FUNCTION	S	Download	lde
теттр гтојест		Delete	ebi
Project with Client A		Move to	ebi
secret hr files		Copy to	ebi
New Hire Onboarding		Rename	ebi
shared meetings		Automate	> ebi
enaroa mootingo		Details	_
Timesheets		December 15, 2020	Debi

THis is going to sharepoint

SHARE FILES AND FOLDERS





SHARE LINK SETTINGS





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ව Copy link 🗔 Reque	st files		↓₹	Sort \smallsetminus	>
ings	×				
you like this link to work fo	or?				
with the link	~ 、	~	Modified	. ~ F	ile siz
n Modern Workplace with			Debra Berge	r O	items
vith existing access			Debra Berge	r 5	items
people			Debra Berge	r 5	items
gs diting Thursday Apr 1 2021 X			Debra Berge	r 1	item
			Debra Berge	r C	items
sword			Debra Berge	r 1	item
eed to provide the password to others			Debra Berge	r O	items
Apply Can	icel 5	,	Debra Berge	r 1	item
D	ecember 15		Debra Berge	r _1	item





VIERSION HISTROY









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Version History

 Modified Date	Modified By	Size
Feb 5, 2020	Debra Berger	515 KB
Feb 5, 2020	Debra Berger	515 KB
Feb 5, 2020	Debra Berger	31.8 KB
Feb 5, 2020	Debra Berger	27.0 KB

RECENT



	✓ Search	
Name		Last accessed
ast week		
Document5 Debra Berger's OneDrive for Business > > Docur	ments	Fri at 1:02 PM
Document SharePoint - Modern Workplace > > Shared Doc	cuments	Fri at 12:19 PM
Debbie's Department Team Notebook SharePoint - Modern Workplace > > SiteAssets		Thu at 10:27 AM
Debra's Teams Team Meeting Notebook SharePoint - Modern Workplace > > General		Wed at 3:48 PM
wo weeks ago		
Debra's Department Team Notebook SharePoint - Modern Workplace > > SiteAssets		Mar 11
hree weeks ago		
Document SharePoint - Modern Workplace > > Second fold	der for Megan	Mar 5
Group Library 9 - Yammer Notebook SharePoint - Modern Workplace > > SiteAssets		Mar 1
Test to see if this ends up in team sharepoin	nt site	Mar 1

SHARED



VIEW FILES AND FOLDERS SHARED WITH YOU



SHARED



VIEW FILES AND FOLDERS SHARED BY YOU





Activity

Debra Berger modified 8/26/2020

Debra Berger modified 7/2/2020

Debra Berger modified 2/19/2021

Debra Berger modified 12/9/2020

Debra Berger modified 4/30/2020

EMPTY OR CLICK HERE RESTORE DELETED **ITEMS FROM** YOUR **RECYCLE BIN**





Get the OneDrive apps

Name \vee	Date deleted \downarrow \checkmark	Deleted by $ \smallsetminus $	Cı
Folder 1	3/19/2021 10:36 AM	Debra Berger	De
	3/19/2021 10:36 AM	Debra Berger	De
B DAYS FROM DELETED"	3/18/2021 8:48 AM	System Account	De
d341	3/18/2021 8:48 AM	System Account	De
9a8b8168-71b6-4a44-bff3-f27ff5	3/18/2021 8:48 AM	System Account	De
Resources	3/17/2021 2:50 PM	Debra Berger	D€
MOWO SHOW Outro.txt	3/17/2021 2:50 PM	Debra Berger	De
Images	3/17/2021 2:49 PM	Debra Berger	De
Private Info	3/17/2021 2:49 PM	Debra Berger	De
Pictures	3/17/2021 2:49 PM	Debra Berger	De
Desktop	3/17/2021 2:48 PM	Debra Berger	De
cea395af-9908-4ee3-8455-ce597	3/16/2021 8:39 PM	System Account	De

DIRECT **ACCESS TO** YOUR **SHAREPOINT** DOCUMENT LIBRARIES





	✓ Search				
rePoint Home					-
raries					
Staff		SC	Social C	ommittee	
ebrasNewTeamSite		HS	Health S	Services	
ebra's Department Team			Work @	Contoso	
LIBRARIES					
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eaith Services		D	Debrasi	vew leamSi	te
ew Department		VT	Viva Top	oic Center	

SHARED LIBRARIES



CREATE AND MANAGE SHAREPOINT FILES WITHOUT LEAVING ONEDRIVE





SEARCH **ONEDRIVE HELP FOR VIDEOS AND ARTICLES BY** MICROSOFT



odified By $ \smallsetminus $	File size \smallsetminus
bra Berger	0 items
bra Berger	5 items
bra Berger	5 items
bra Berger	1 item
bra Berger	0 items
bra Berger	1 item
bra Berger	0 items
bra Berger	1 item
bra Berger	1 item

ACCESS YOUR FILES FROM NEARLY ANY DEVICE, ANYWHERE.

NO FLASH STICKS REQUIRED.





