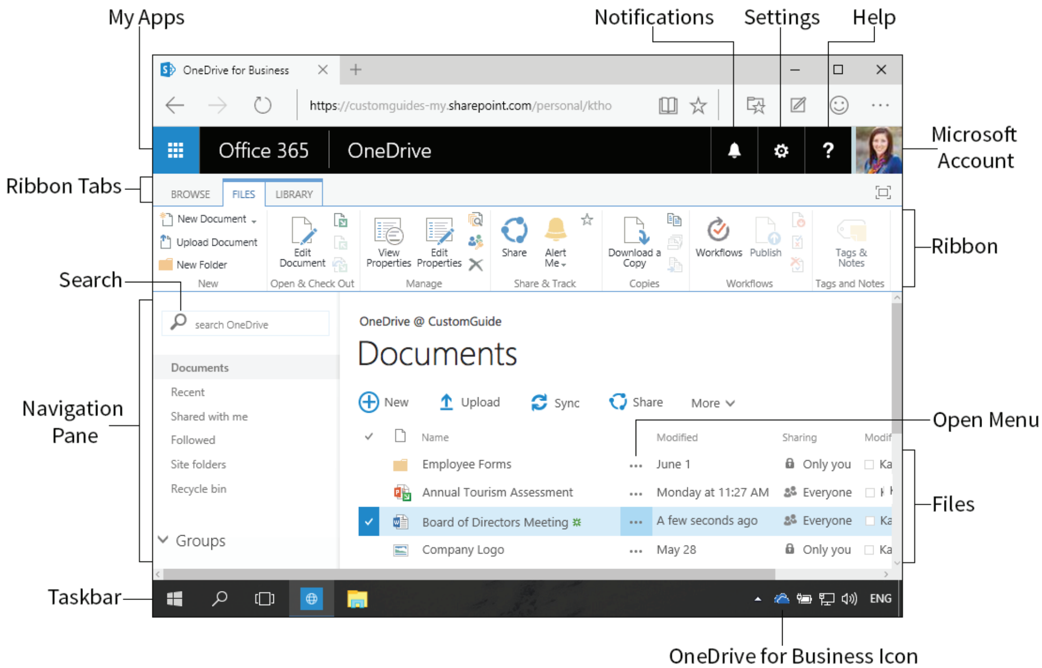
Microsoft®

OneDrive for Business

Quick Reference Card

The Screen



Keyboard Shortcuts

Create Item	ALT + N
Upload a File	ALT + U
Expand Menus	SHIFT + ENTER
Select All	CTRL + A
Change View	CTRL + ALT + 1
New Folder	CTRL + SHIFT + N
Open With...	CTRL + O
View Folder	CTRL + ALT + O
Download	CTRL + S
Copy	CTRL + SHIFT + V
Move	CTRL + SHIFT + Y
Rename	F2
Refresh	F5

Basics

- **Log In to OneDrive for Business:** Enter your work email address and password, click **Sign In**, then click **OneDrive**.
- **Turn on the Ribbon:** Click the **Settings button** and select **Show Ribbon**. Click the **Files** or **Library tabs** to view the Ribbon commands.
- **Collapse the Ribbon:** Click the **Browse tab** to hide the commands.
- **Search Current Location:** Click in the **Search box** in the Navigation Pane, type search keywords, then select a result.
- **Expand a Search:** If you don't find what you're looking for in the current search location, click **Search Everything** to see more results.
- **Get Help:** Click the **Help button** in the upper right corner, select **Help**, then browse or search for topics.
- **Upload a File:** Click the **Upload button**, navigate to and select the file(s), then click **Open**. Or, just drag the file(s) from the File Explorer window into the OneDrive for Business library.
- **Preview a File:** Click the file's **Open Menu button**. Use the navigation arrows to preview other pages. Click **Close** when you're done.
- **Open a File in Office Online:** Click a file name, then click **Edit Document/Spreadsheet/ Presentation**. Select **Edit in Office Online**.
- **Download a Copy of the File:** From Office Online, click **File** and select **Save As**. From here, click **Download a Copy**, and then click **Open**. Or, just select the file and click **Open Menu**. Then, click **More Actions** again and select **Download**.
- **Connect OneDrive to Office:** Click the **Library tab**, click **Connect to Office**, then select **Add to SharePoint Sites**. Now you can save directly to OneDrive for Business from Office applications.
- **Save a File from Office:** From an Office application, click the **File tab**, click **Save As**, and select **Other Web Locations**. Select the **OneDrive for Business Documents folder**.
- **Delete a File:** Select a file, click the **Files tab**, and then click the **Delete Document button**. Click **OK** to confirm.
- **Restore or Permanently Delete an Item:** Click the **Recycle Bin**, then check the item's checkbox. Click **Restore Selection** or **Delete Selection**, and then click **OK**.
- **Create a New File:** Click the **New button** and select a file type.

Symbols

OneDrive Up to Date	OneDrive Not Up to Date
File Synced	File Not Synced
File Syncing	New File
Word File	Excel File
PowerPoint File	OneNote File
Not Shared	Shared
Image	PDF File
Folder	Checked Out

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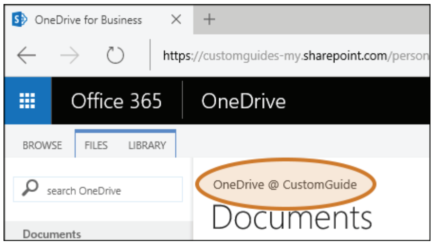
What's the Difference?

OneDrive for Business vs. OneDrive

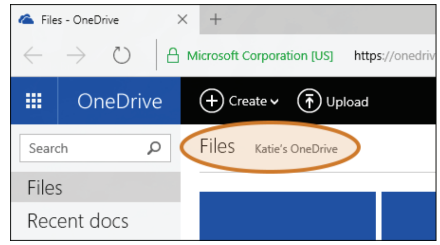
OneDrive for Business

- ✓ Store work-related files in a secure 1TB space online.
- ✓ Advanced versioning and document history.
- ✓ Tied to SharePoint and accessed with work email.
- ✓ Easily shared with coworkers.
- ✓ Auditing, reporting, and advanced administration tools.



OneDrive

- ✓ Store personal files in a secure, private 15GB space online.
- ✓ Simple versioning and document history.
- ✓ Accessed with a personal email.



Manage Files

- **Create a Folder:** Click the **New button** and select **New Folder**. Enter a name for the folder, then click **Create**.
- **Move Files to a Folder:** Click and drag the files into the folder.
- **Upload Files to a Folder:** Click the folder, click **Upload**, then navigate to and select a file. Click **Open**.
- **View File Properties:** Select a file, click the **Files tab**, then click **View Properties**. From here you can view and edit the File's properties. When you're done, click **Close**.
- **Edit File Properties:** Select a file, click the **Files tab**, then click **Edit Properties**. Make any necessary changes, then click **Save**.
- **Check Version History:** Select the file, click the **Files tab**, then click **Version History**. Use the drop down menu to **View**, **Restore**, or **Delete** a version.
- **Create a Column:** Click the **Library tab** and click **Create Column**. Enter the column settings and descriptions, and then click **OK**.
- **Sort and Filter Files:** Click a column header and choose to sort by **Ascending** or **Descending** order, or select a filter criteria.
- **Create Views:** Click the **Library tab** and then click **Create View**. Select a view option or use SharePoint Designer to create a custom view.
- **Quickly Edit File Information:** Click the **Library tab** and then click **Quick Edit**. Now you can easily edit all the file names and information at once. When you're done, click the **View button**.
- **Set Up to Sync with a PC:** Click the **Library tab** and then click **Sync**. Click **Get the OneDrive for Business app that's right for me**. Install the app then return to OneDrive and click **Sync Now** to launch the app. Click **Sync Now** again and a OneDrive for Business folder will be created on your computer.
- **Sync:** Click the **Library tab**, click **Sync**, then click **Sync Now**. Click **Show my files** to open Windows Explorer.
- **Pause Syncing:** Right-click the **OneDrive for Business icon** in the taskbar at the bottom of your screen, then select **Pause syncing**. To resume syncing, right-click the icon again and select **Resume syncing**.
- **Stop Syncing:** Right-click the **OneDrive for Business icon** in the taskbar at the bottom of your screen, then select **Stop syncing a folder**. Select a folder, click **Stop syncing**, then click **OK**. The folder will permanently stop syncing but the files will remain on your computer.
- **Work Offline:** If you have synced your OneDrive for Business with your PC, you can easily access files while not online. Open Windows Explorer and click the **OneDrive folder** under Favorites to access your files.

Share Files

- **Share a File:** Click the file's **Open Menu button**, then click **Share**. Enter the names or email addresses of the people you'd like to share with, add a message, then select a permissions level. When you're done, click **Share**.
- **Check Out a File:** Select the file, click the **Files tab**, then click the **Check Out button**. Open and edit it the file, then click **Save**.
- **Check In a File:** Select the file, click the **Files tab**, then click the **Check In button**. Complete the form, then click **OK**.
- **Discard a Check Out:** If you don't want to keep changes you made to a checked out document, select the file, then click **Discard Check Out**, and click **OK**.
- **Open the Shared with Everyone Folder:** Navigate to the Documents library, then click the **Shared with Everyone folder**. Everything in this folder will automatically be shared with everyone in your organization.
- **Share a Folder:** Click the folder's **Open Menu button**, then click **Share**. Enter the names or email addresses of the people you'd like to share with, add a personal message, then select a permissions level. When you're done, click **Share**.
- **See Who File is Shared With:** Select the file, click the **Files tab**, and then click the **Shared With button**.
- **Email a Link:** Select the file, click the **Library tab**, then click **E-mail a Link**. An Outlook email is automatically created. Add an address, message, and subject, then click **Send**.
- **Co-Author a File:** Open the file at the same time as another person. Click the **Authors button** to see who else is currently in the file. Click **Save** to refresh and see any updates.
- **Follow a File:** Select the file, click the **Open Menu button**, then click **Follow**. Or, click the **Follow button** on the Files tab. Now updates for this item will appear in your Newsfeed.
- **Create an Alert:** Select the file, click the **Files tab**, then click **Alert Me**. Select **Set alert on this document**, enter the alert details, then click **OK**.
- **Manage Alerts:** From the **Files tab**, click **Alert Me**, and select **Manage My Alerts**. To delete an alert, check its checkbox and click **Delete Selected Alerts**.
- **Create a Group:** Click **Create Group**. The Outlook Web App will open. Add a group name and description. Click **Create**. Add members, and then click the **Add button**.
- **View Group Files:** Click the group name under the Groups heading in the Navigation pane.
- **Access OneDrive for Business Settings:** Click the **Library tab**, then click **Library Settings**.