



# Microsoft **OneDrive** Bootcamp:

SYNC, SHARE, SUCCEED

Extension Speaks



College of Agricultural, Consumer  
and Environmental Sciences  
Cooperative Extension Service

Presented by: ACES IT

## INTRODUCTION

# What is OneDrive?

---

OneDrive is Microsoft's cloud storage service that allows you to store files and access them from virtually anywhere. It offers a secure and convenient way to save, share, and collaborate on documents, photos, and other files.





# Key Features

## Cloud Storage

Store files in the cloud and access them from any device with an internet connection.

## Collaboration

Work on documents simultaneously with colleagues using Office apps like Word, Excel, and PowerPoint.

## File Sharing

Easily share files and folders with others, with customizable permissions.

## Syncing

Sync files across your devices, ensuring you always have the latest version.

## Security

Protect your data with robust security features, including encryption and Personal Vault.

# Benefits

## Accessibility

Access your files from anywhere, whether you're on a computer, tablet, or smartphone.

## Integration

Seamlessly integrates with other Microsoft services like Teams, SharePoint, and Outlook.

## Backup

Automatically back up important files to prevent data loss.

## Productivity

Enhance productivity with tools for collaboration and file management.





## Online

**OneDrive can be accessed anytime, anywhere, as long as you have a computer and an internet connection**



## Desktop

**OneDrive's desktop app is ideal for your own office/personal computer and is perfect for daily use**



## Mobile

**OneDrive's mobile app is great if your on the move and you need to access or share a file quickly**

1

## Online

OneDrive can be accessed anytime, anywhere, as long as you have a computer and an internet connection

2

## Desktop

OneDrive's desktop app is ideal for your own office/personal computer and is perfect for daily use

3

## Mobile

OneDrive's mobile app is great if your on the move and you need to access or share a file quickly



# OneDrive Icons: File Icons

## Icon    Meaning



File only available online



File available for editing offline and online



File always available offline



File is shared with someone









File is shared with someone (on Mac)



Book1.xlsx    File is being created/new file

# OneDrive Icons: Status Bar Icons

**Icon    Meaning**

-  File syncing is in progress
-  File(s) cannot be synced
-  Files are not currently syncing
-  OneDrive account need attention
-  Account is blocked, no entry to OneDrive
-  OneDrive is not signed in, or not setup

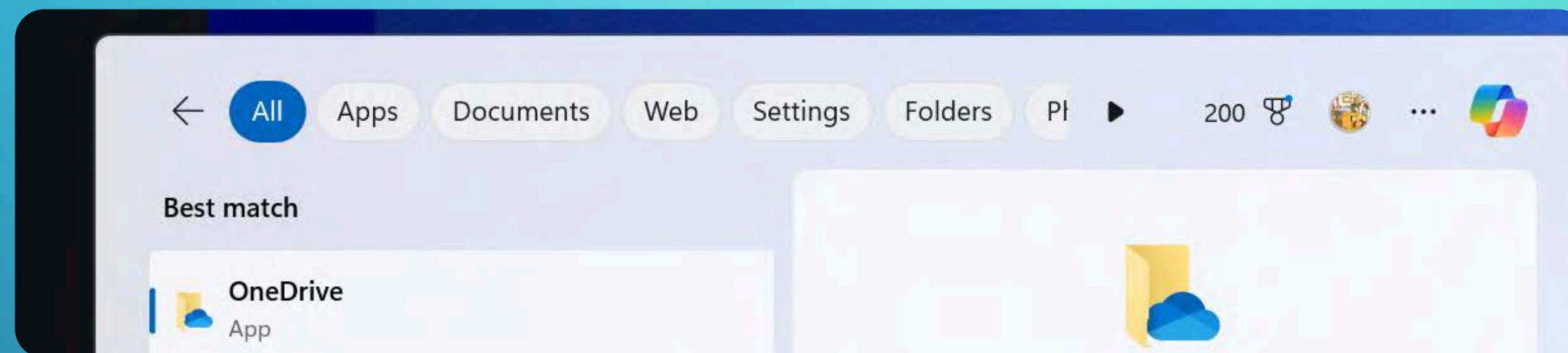


LET'S GET STARTED

# OneDrive Desktop


---

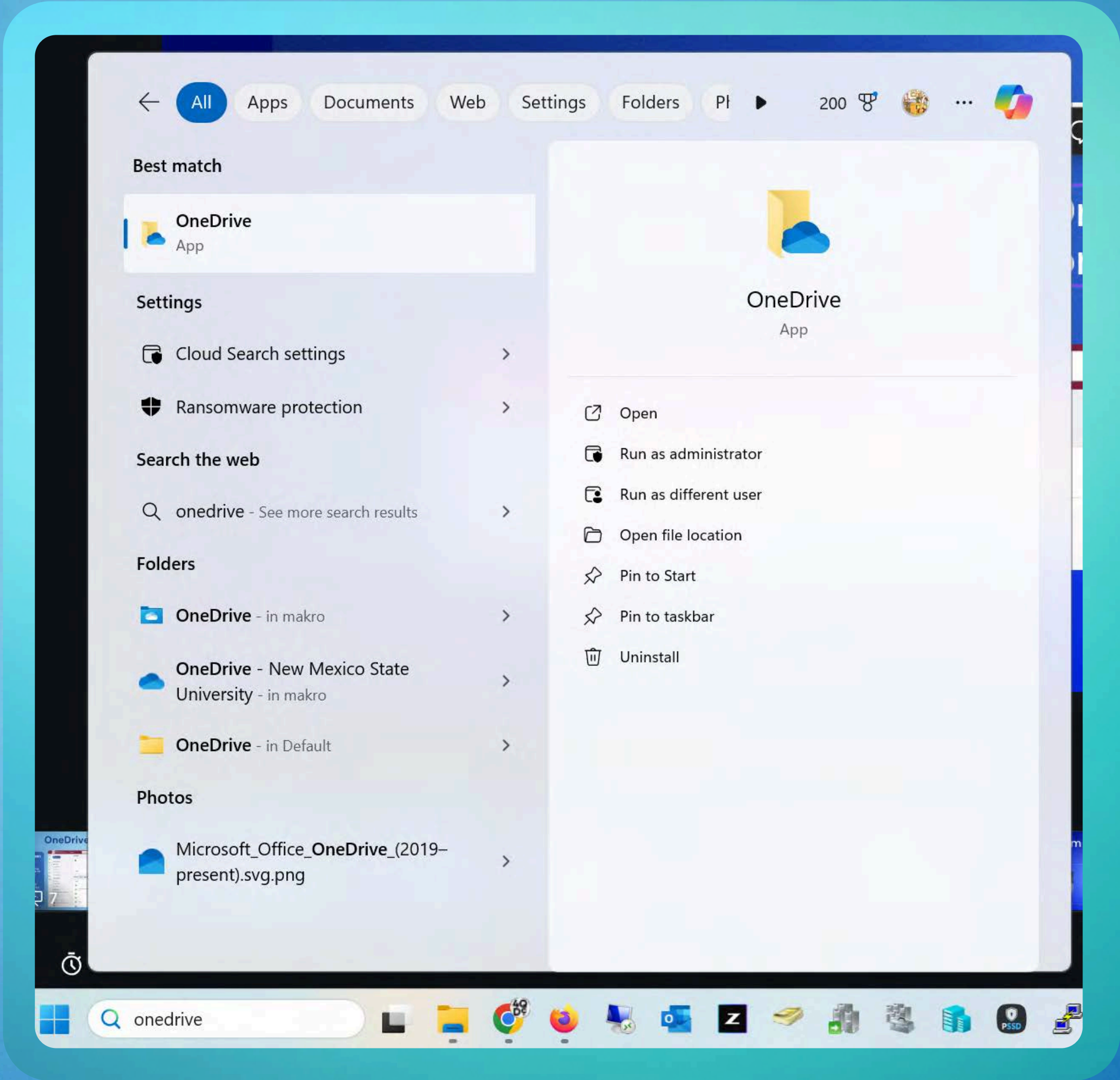
Let's get started with the OneDrive Desktop app. To get started, click on the start menu and search for "OneDrive"



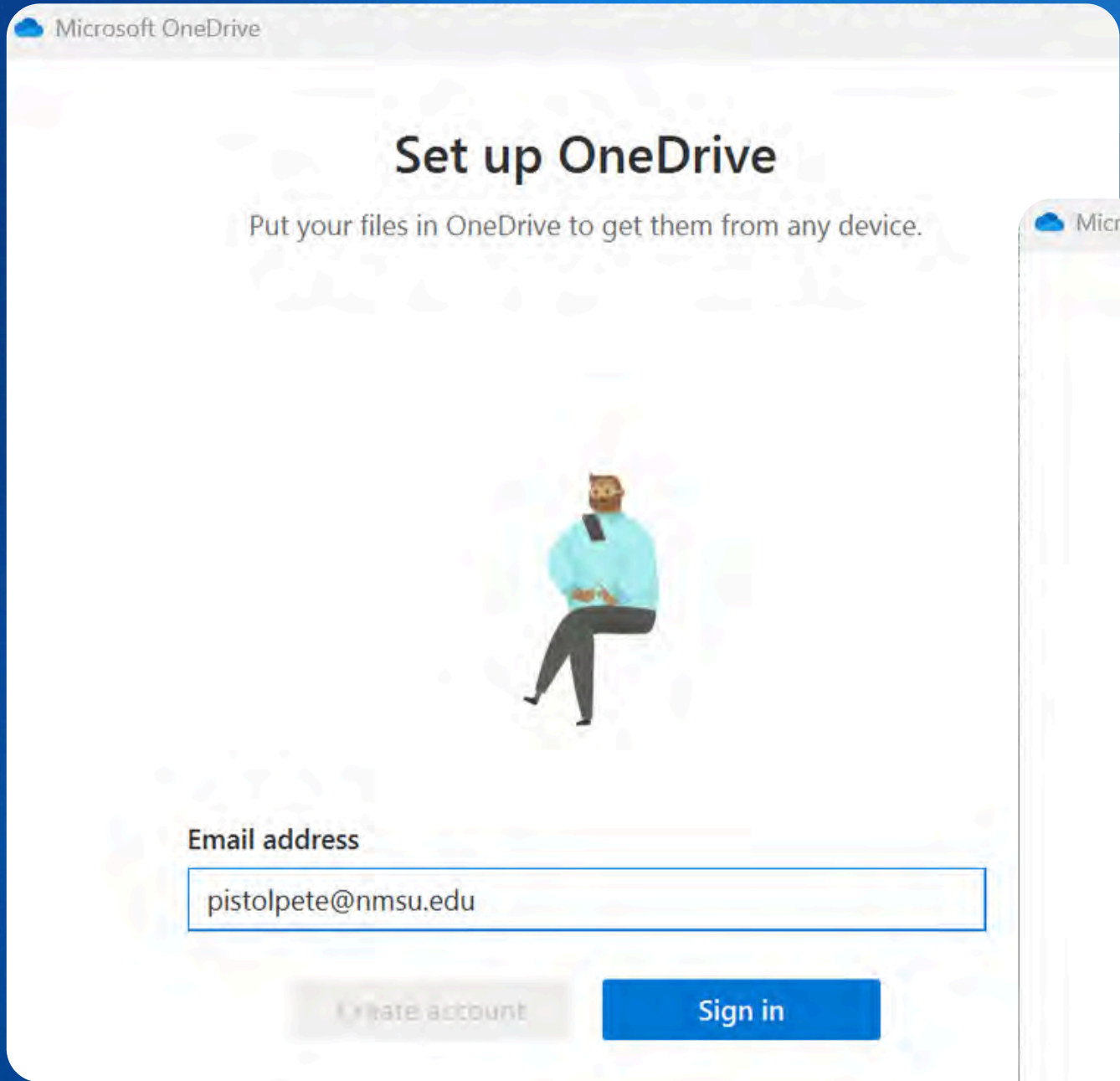


# Opening OneDrive

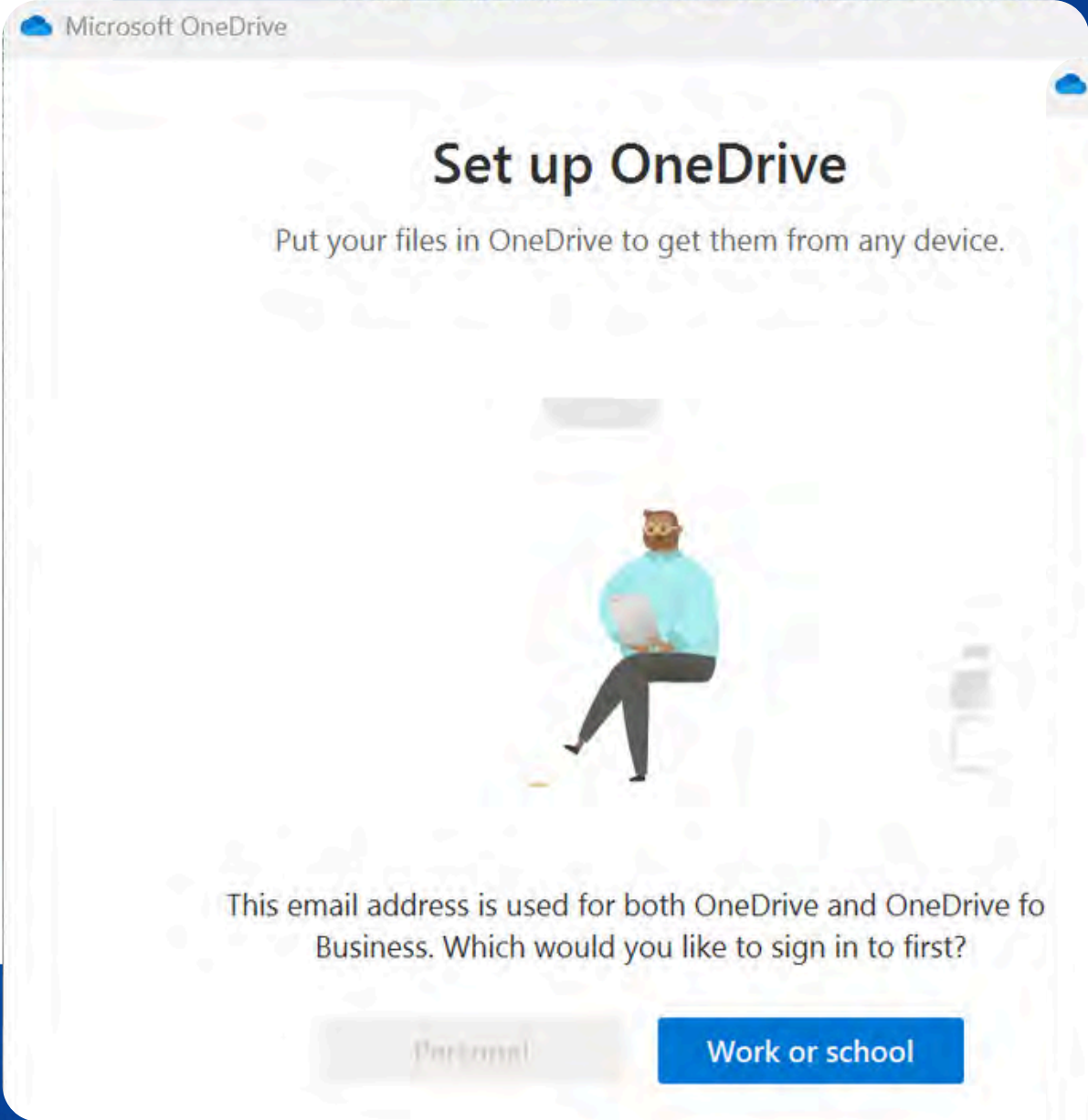
Click on the Start button  and then type in “OneDrive” into the search bar. Once you see the OneDrive application, click on that icon to open OneDrive. You will then be prompted to sign in.



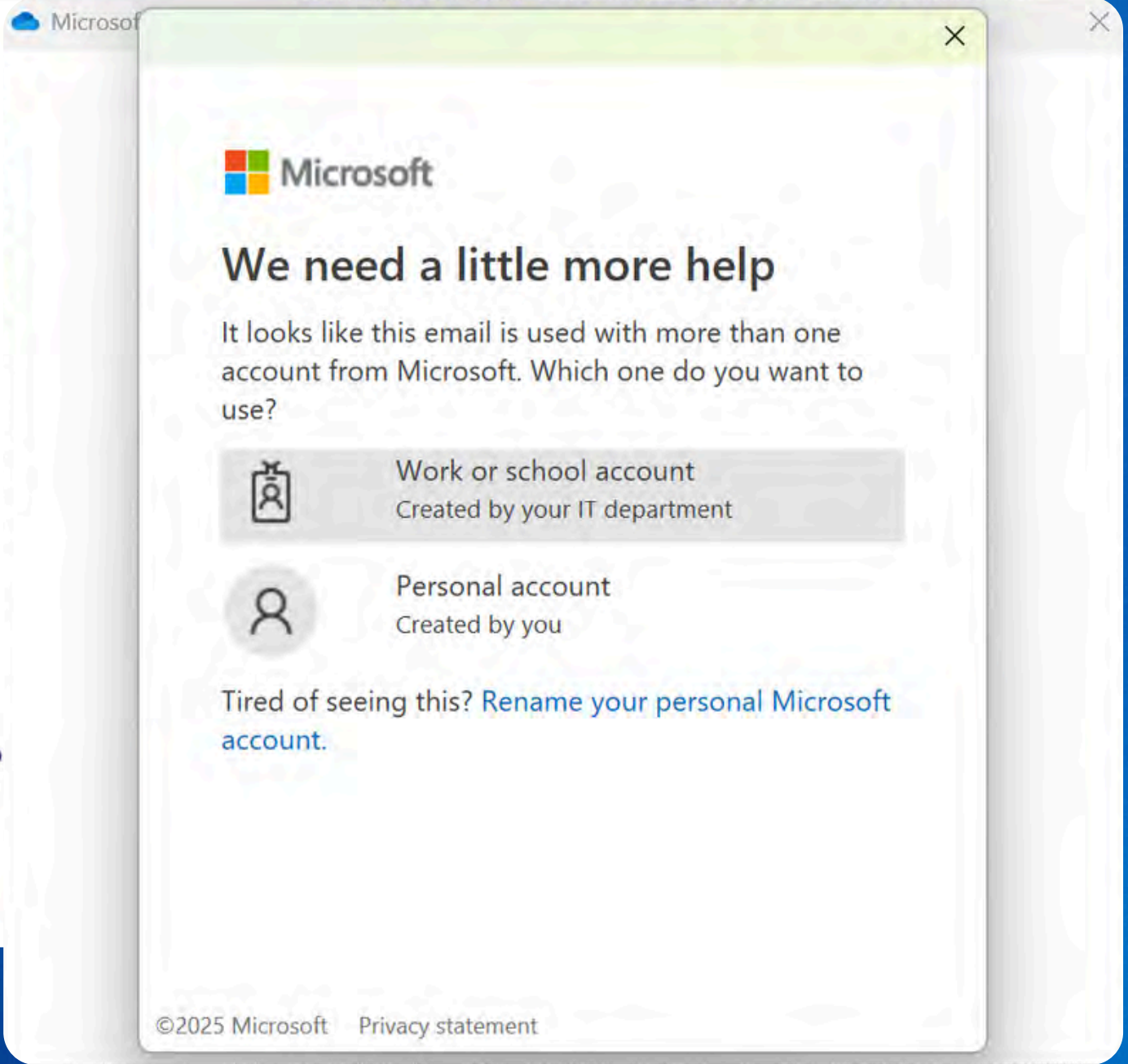




Once you open up OneDrive, go ahead and sign in with your full NMSU email address.

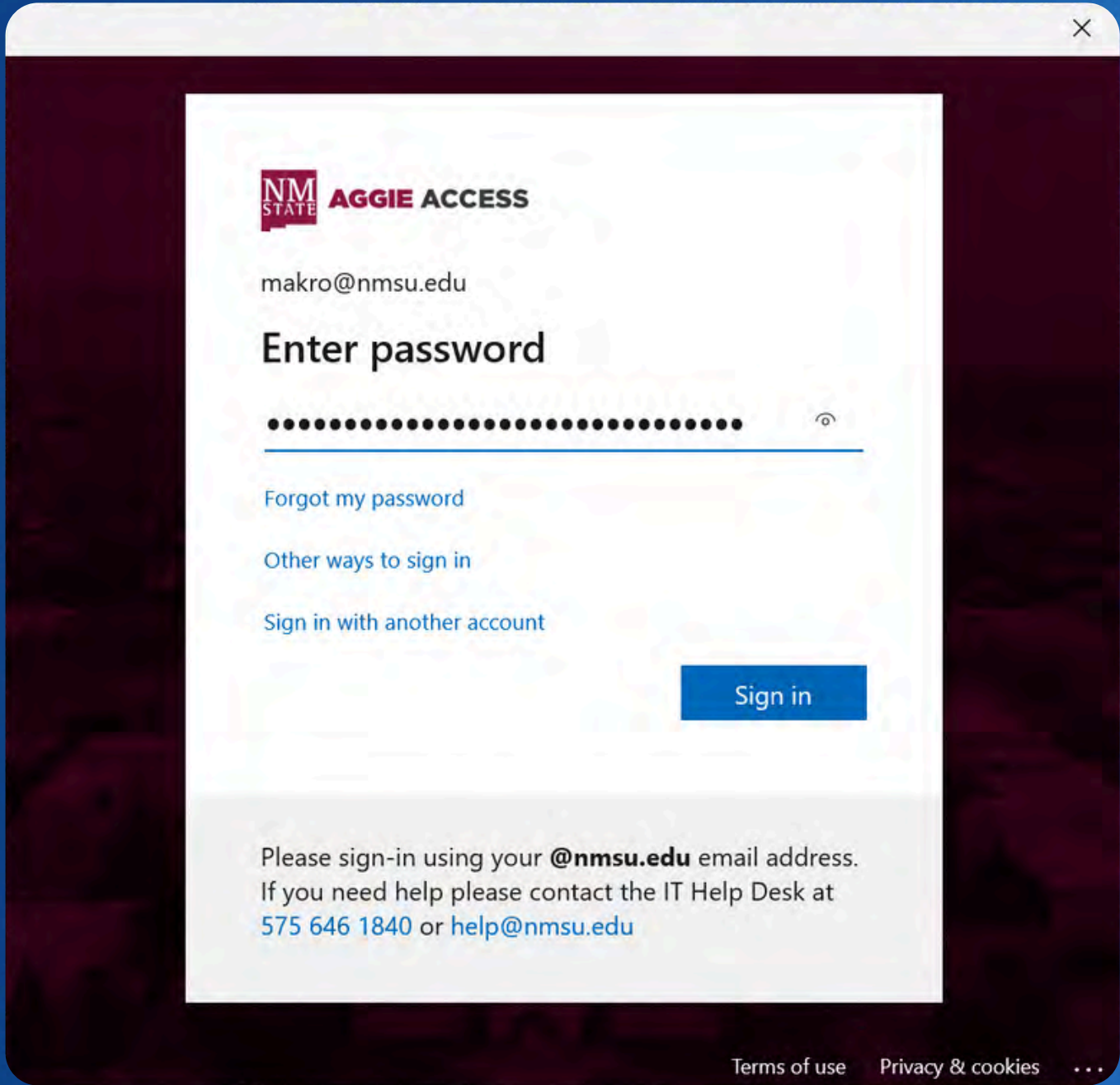


Select “Work or School” Account

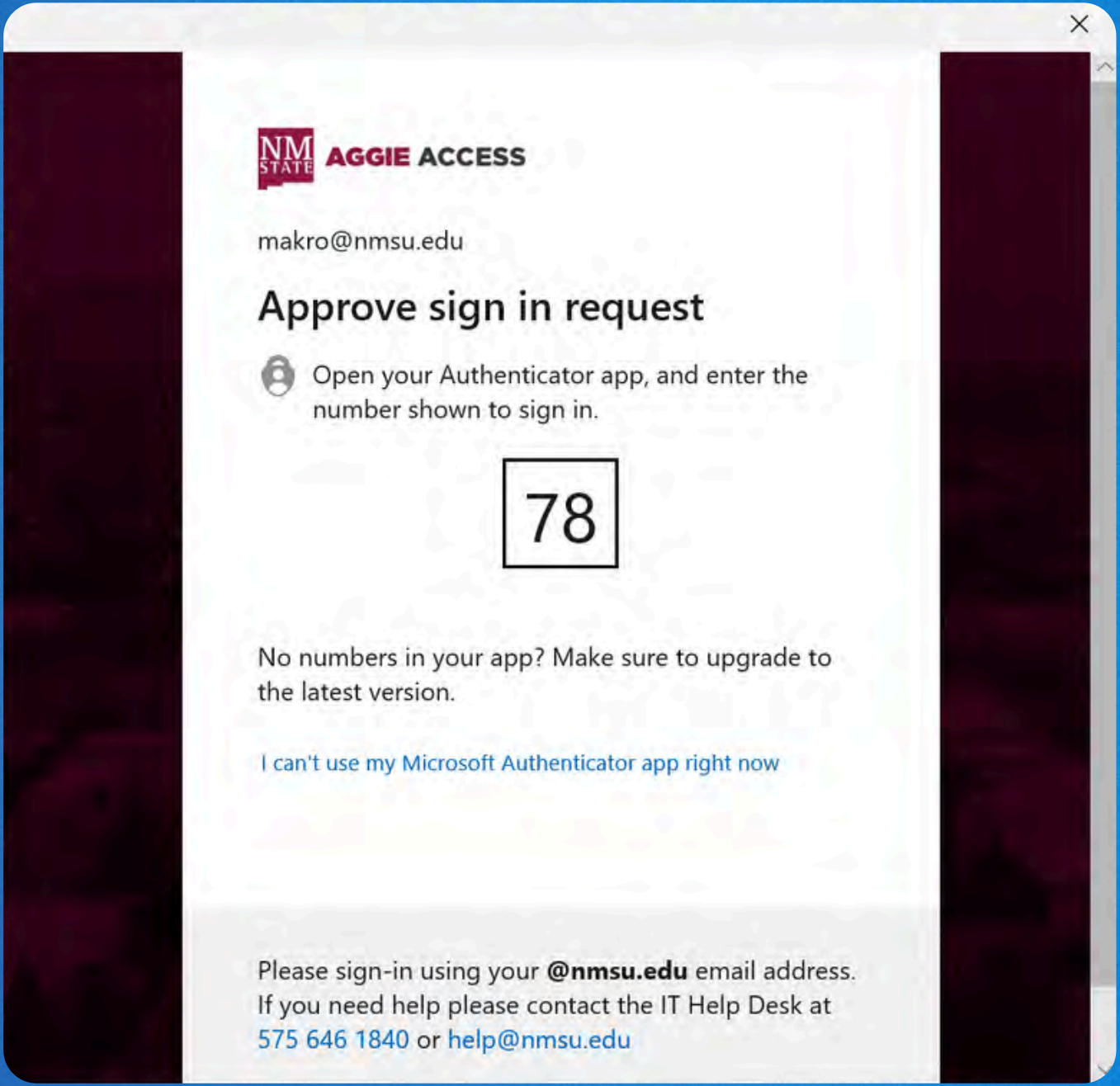


Select “Work or School Account” again, and proceed with the sign in through MyNMSU



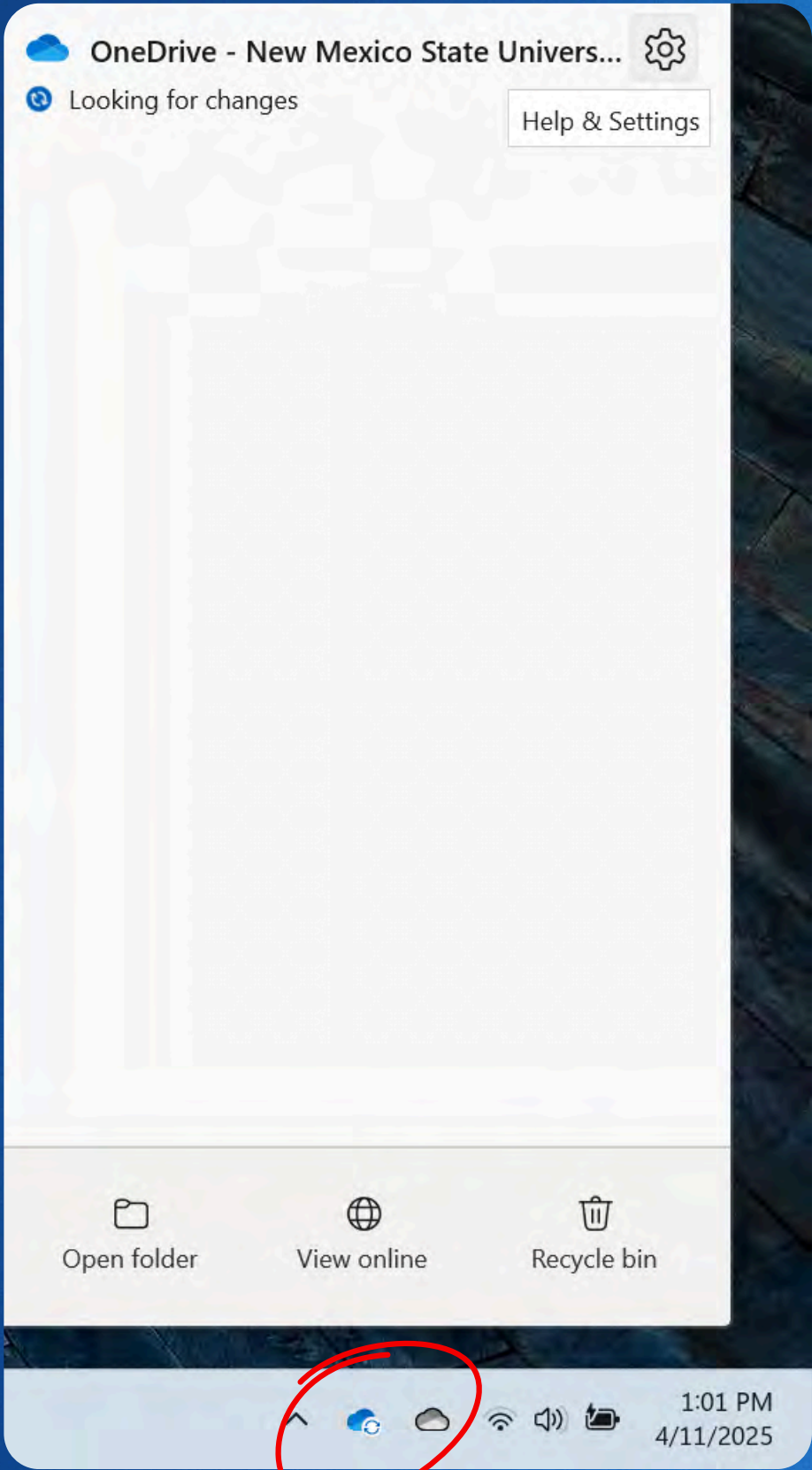


Enter your MyNMSU password



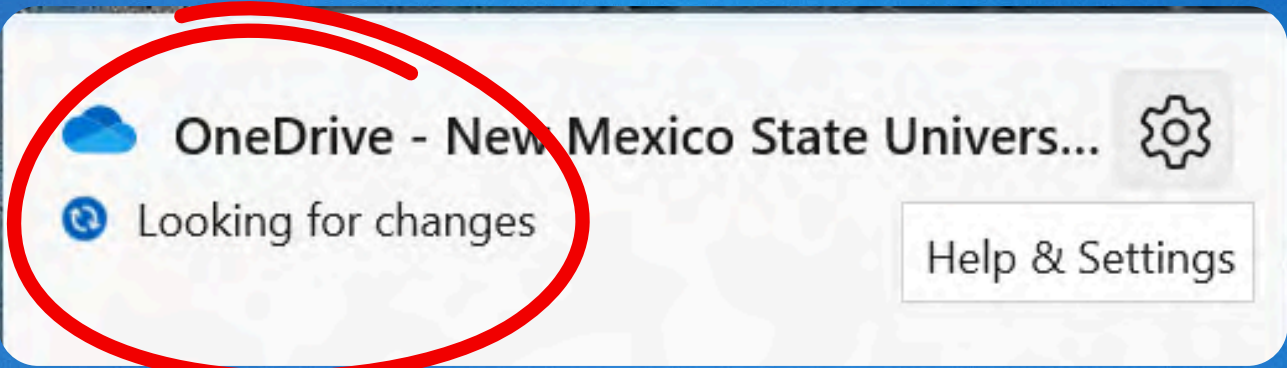
And then use your MFA method to authenticate your sign in





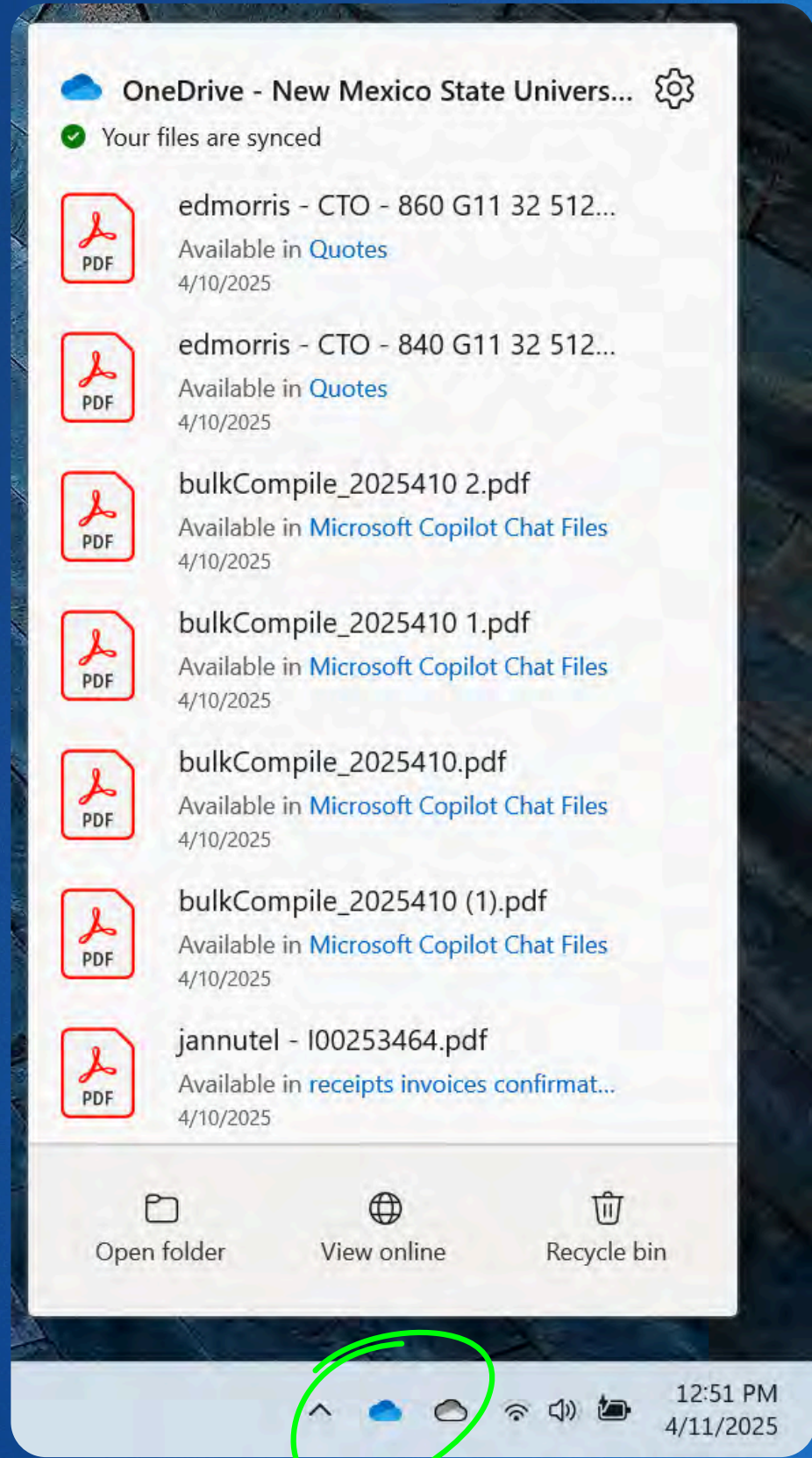
Once you sign into one drive, you will see the icon in your toolbar will be syncing.

You will see two arrows in a circle to show the syncing process and you will see the notice: "Looking for changes"

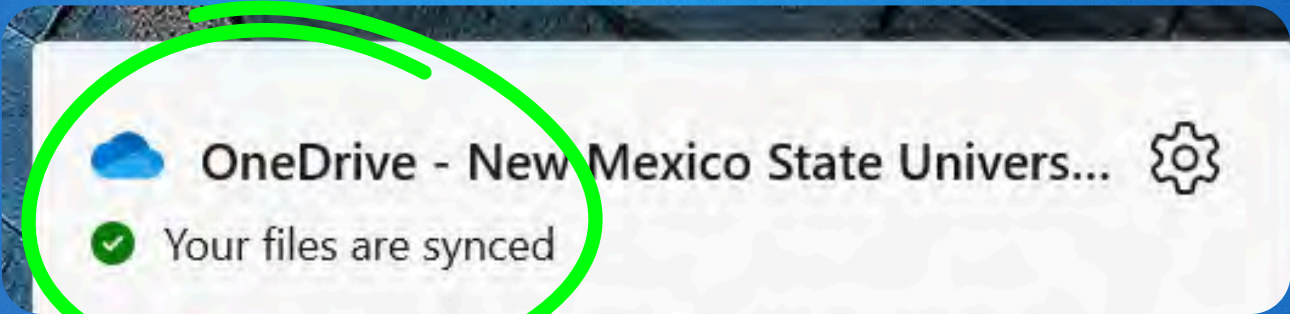


File syncing is in progress





Once OneDrive has synced all of your files, you will see just the OneDrive icon in the toolbar. You will see the notice: “Your files are synced”



Your files are synced

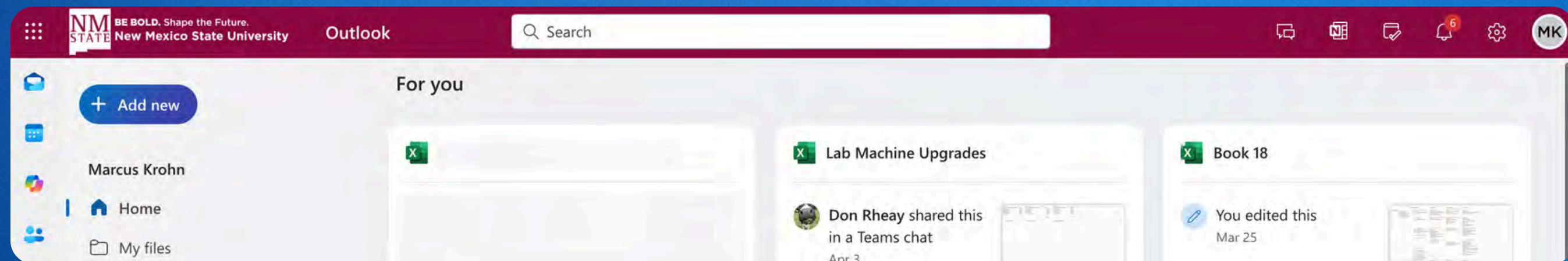


LET'S GET STARTED

# OneDrive Online

---

To get started, navigate to a web browser, and enter [Outlook.Office.com](https://outlook.office.com) into the url.



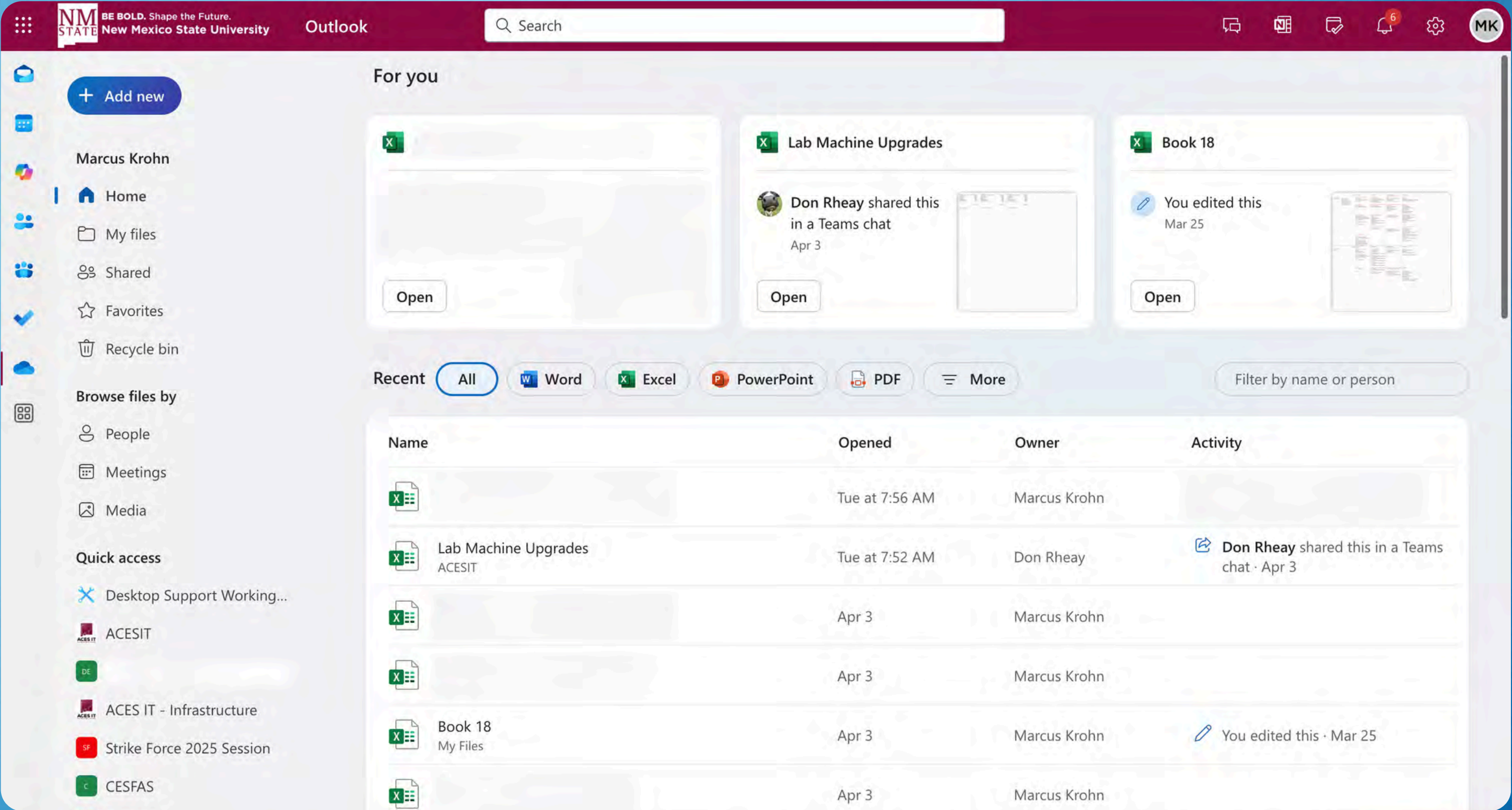


# OneDrive Online

**Home Screen**

On the Home Screen of OneDrive online, you will see all of your files and folders.

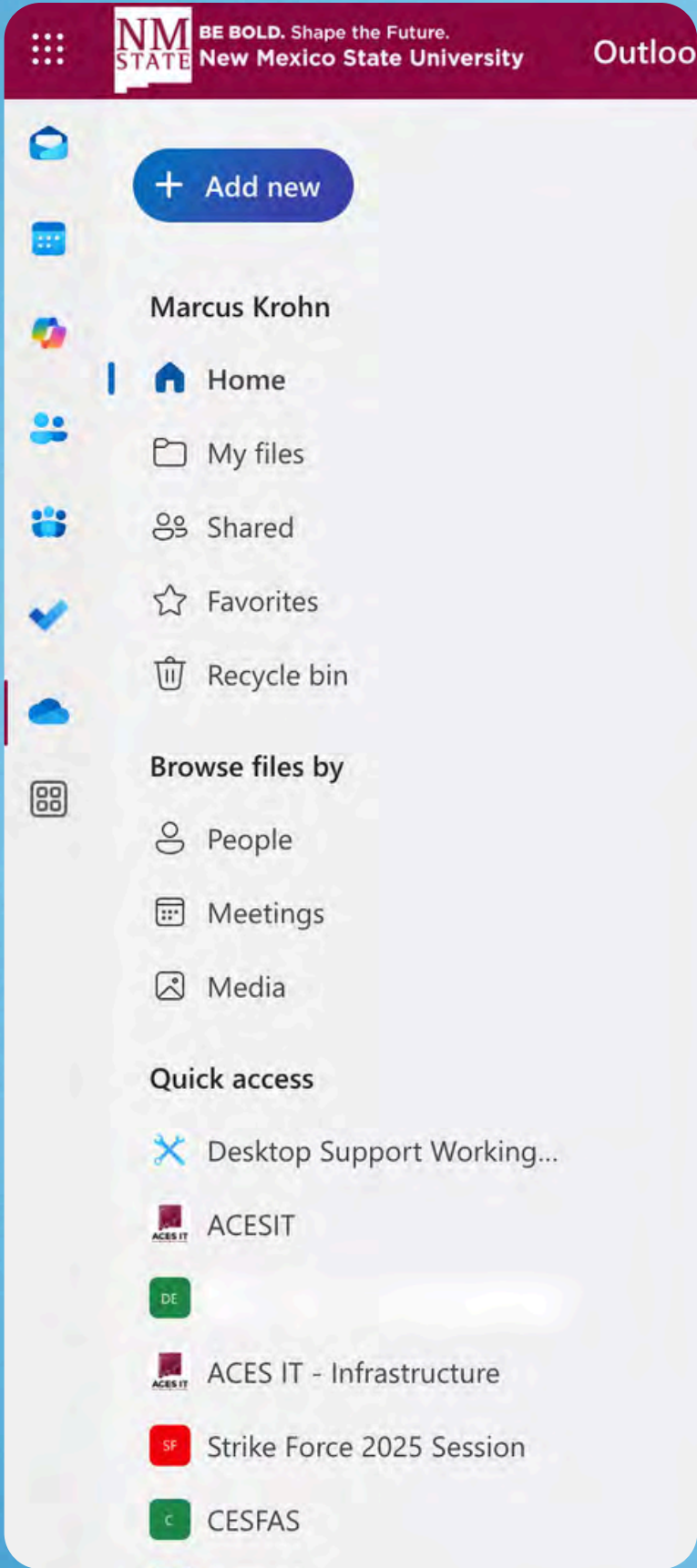
You will notice your recent files, shared files, as well as files for Teams that you are a part of.





# Menu

In the side Menu, you will see your Files, your Shared files, your Favorites, and your Recycle Bin. You can also see additional items below.



# Browse By

You can browse files by People (people that have shared files with you or that you have shared files with, by Meetings (this will only include Teams meetings), and by Media (shared photos or videos)

# Quick Access

Quick Access which shows the Teams that you are a part of, and you can navigate the Teams files through this section of OneDrive online.

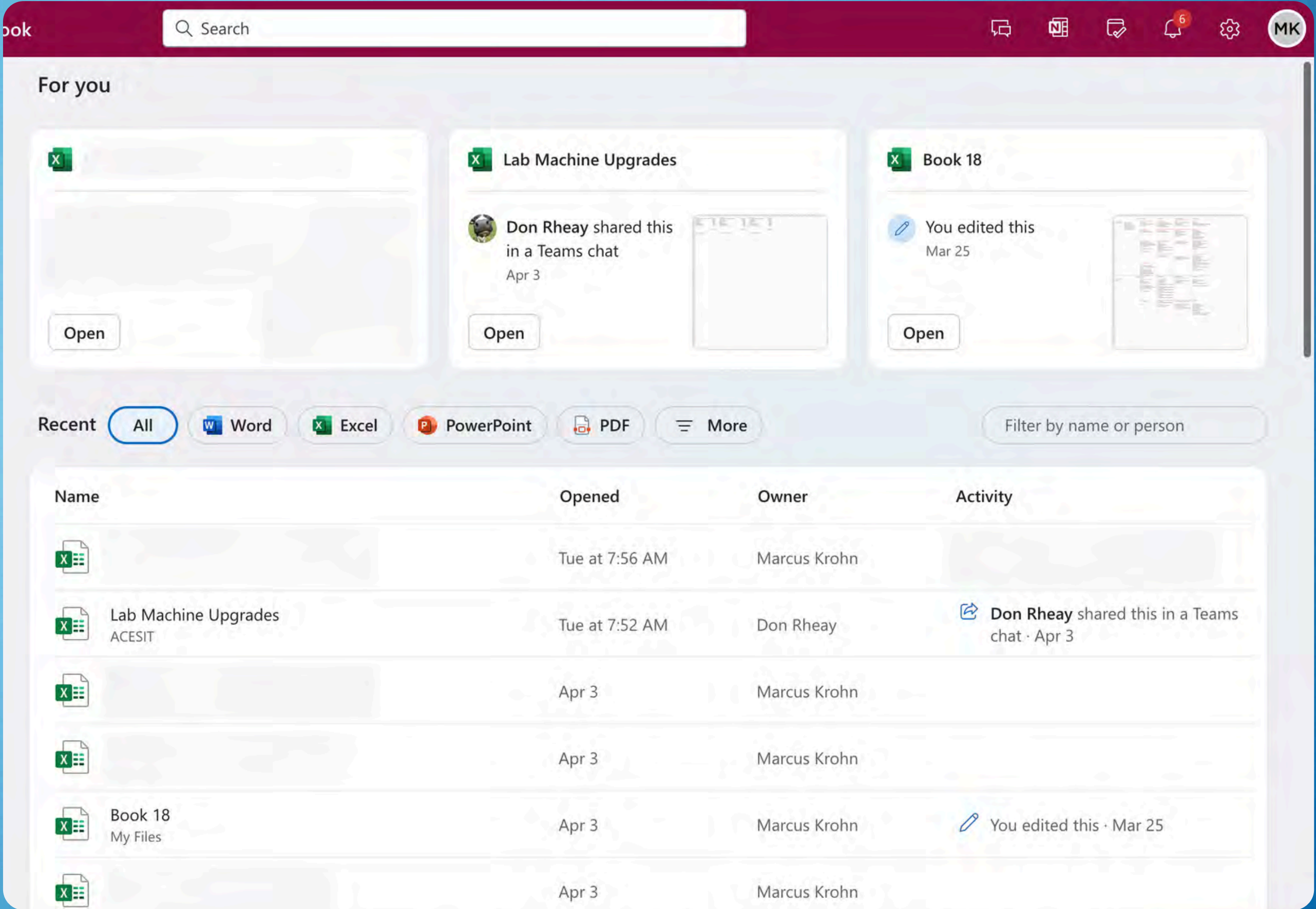


**Recents**

in the Recent menu you will see all of your recently modified documents, as well as when you last opened them and the most recent activity on the files.

You will also notice if these files are shared and any activity on the shared files.

You can also sort files by file type, or by file name, or person.



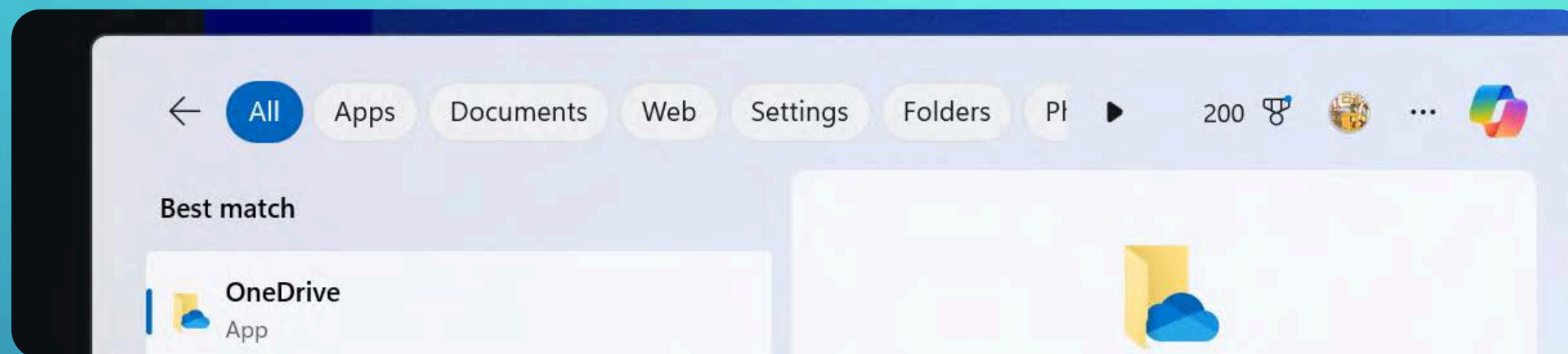


LET'S GET STARTED

# OneDrive Demo

---

Let's start using OneDrive. Here is a demo of some of the features that we have covered, and how it all works and integrates.





**Desktop Demo**

As we previously covered, you can access your OneDrive files in the bottom right hand corner of the screen.

**Settings**

Your OneDrive settings will let you know about important information and notify you of any account issues.



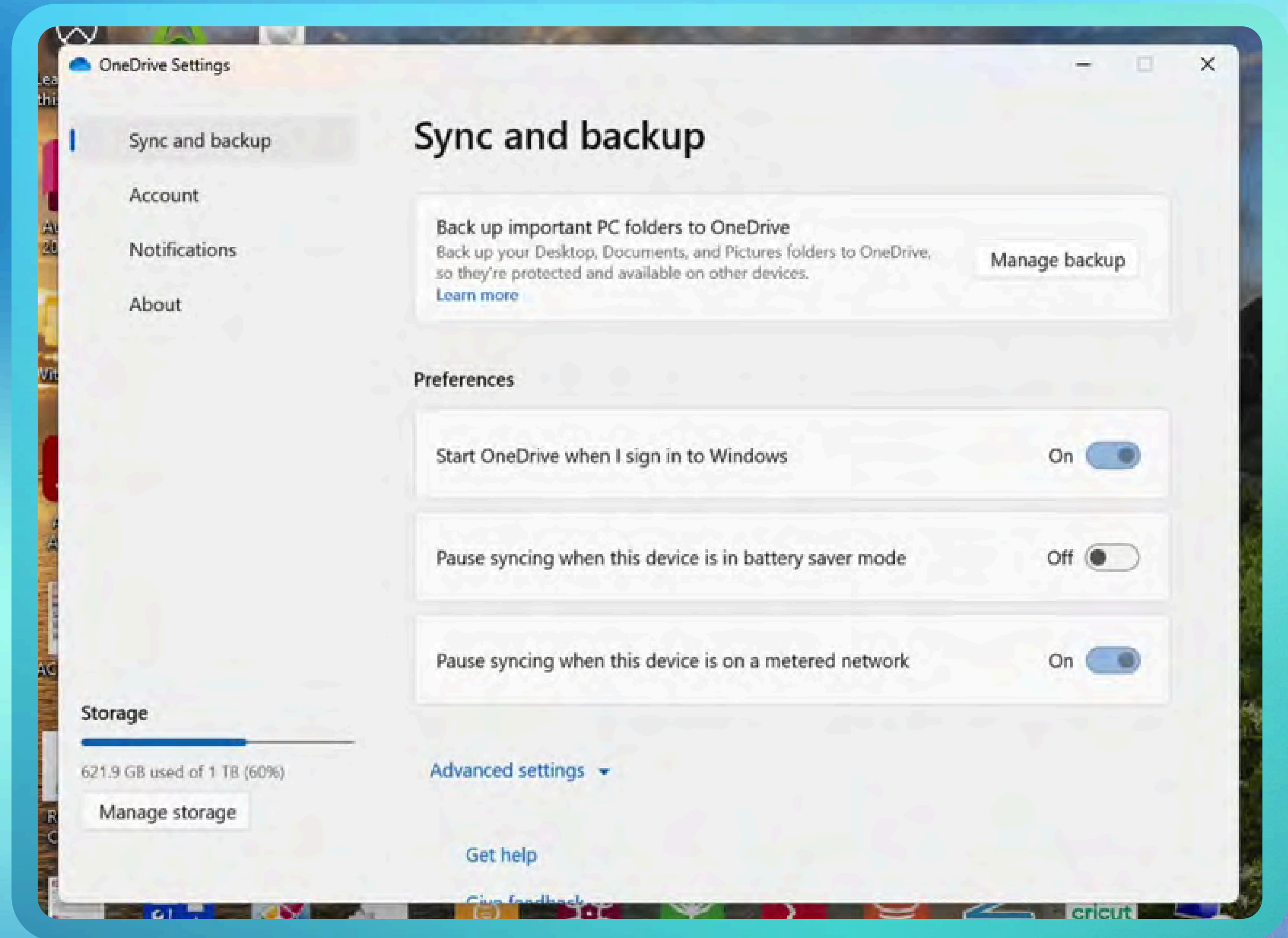


## Desktop Demo

As we previously covered, you can access your OneDrive files in the bottom right hand corner of the screen.

## Settings

Your OneDrive settings will let you know about important information and notify you of any account issues.



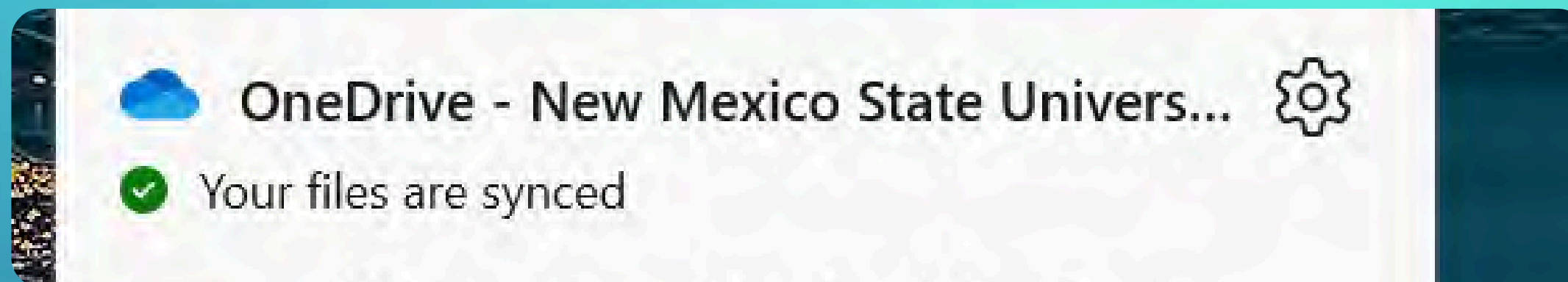


## OneDrive Features

# Backup

---

OneDrive backup automatically saves copies of your files and folders to the cloud, ensuring they are protected against data loss. This feature allows you to restore your files from any device in case of accidental deletion, hardware failure, or other issues, and also allows you to move to a new computer with ease.





**Backup**

You can set a file level backup on OneDrive, and that will allow you to access your local files from anywhere

**Syncing**

Backups also make it easier when moving from computer to computer to allow you to be more effecient and not miss a beat.





## Backup

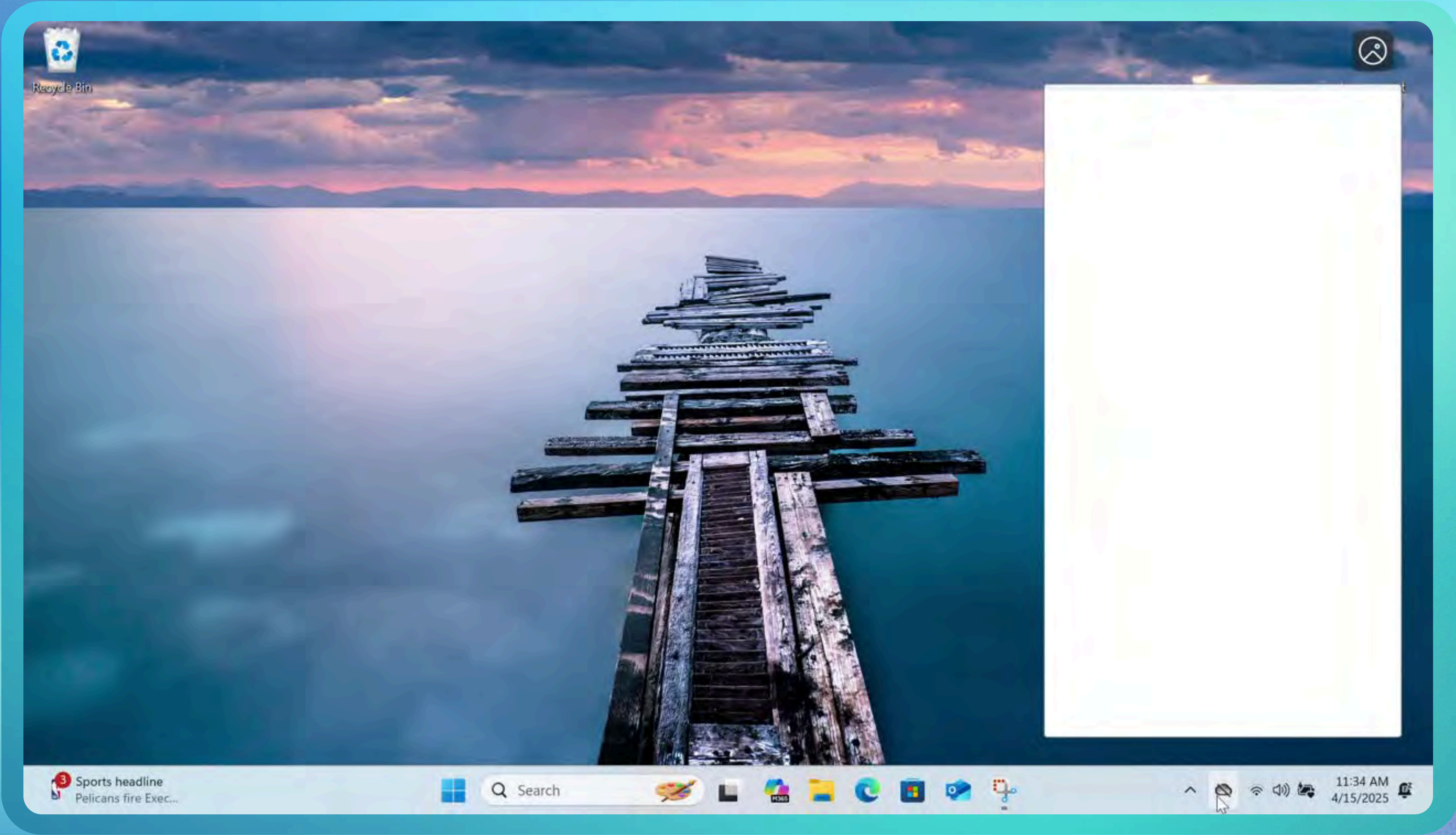
You can set a file level backup on OneDrive, and that will allow you to access your local files from anywhere

## Syncing

Backups also make it easier when moving from computer to computer to allow you to be more efficient and not miss a beat.





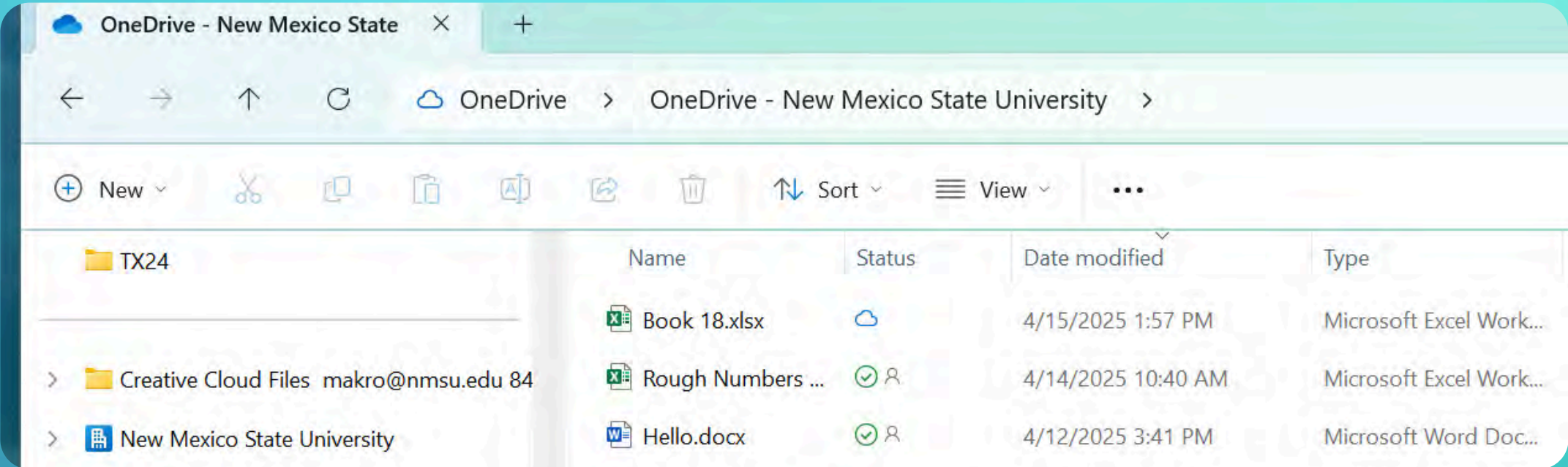




OneDrive Features

# File Location

All of your OneDrive files and folders on the desktop will be stored in File Explorer for easy access.





**Desktop Files**

Where do the OneDrive files live?

In File Explorer you will see the OneDrive folder with all of your files.

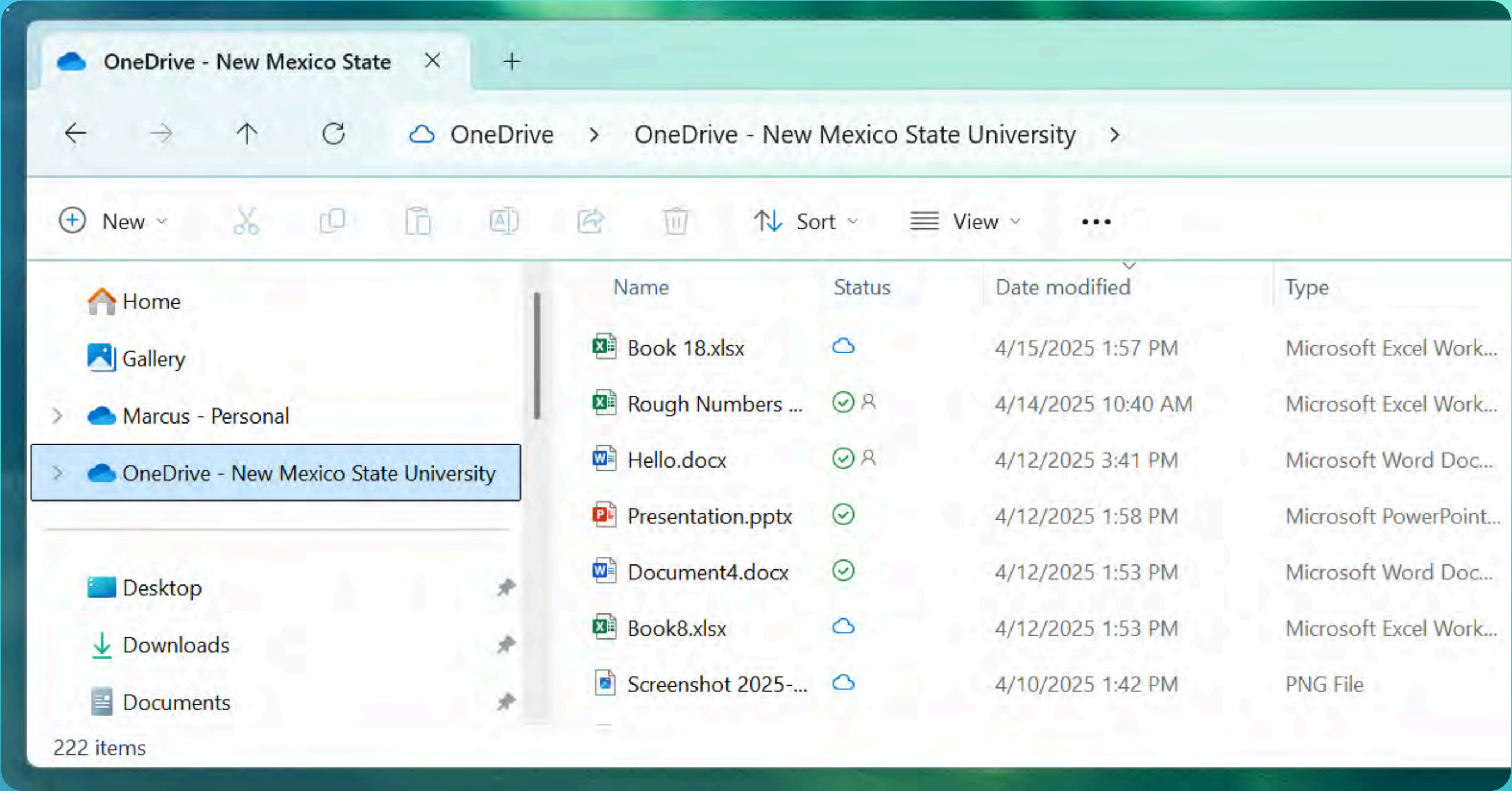




**Desktop Files**

Where do the OneDrive files live?

In File Explorer you will see the OneDrive folder with all of your files.

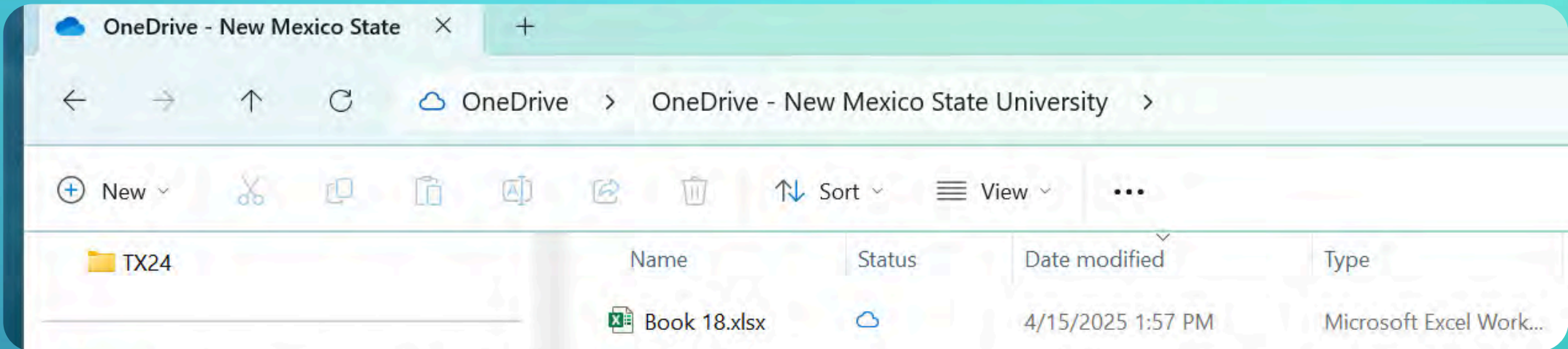




OneDrive Features

# Syncing...

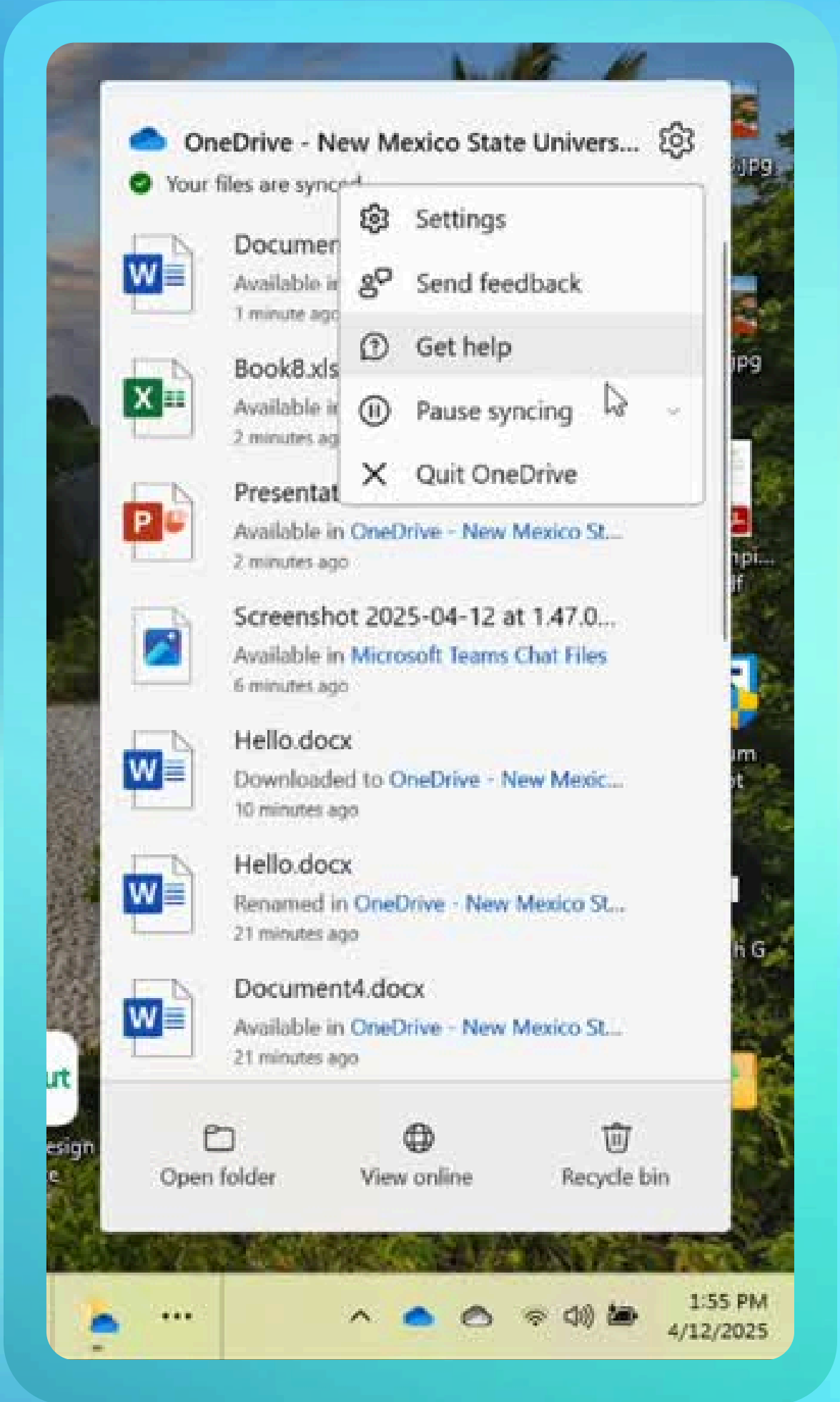
OneDrive syncing ensures that your files are automatically updated and accessible across all your devices. When you save or modify a file in your OneDrive folder, the changes are synchronized to the cloud and any other devices linked to your OneDrive account.



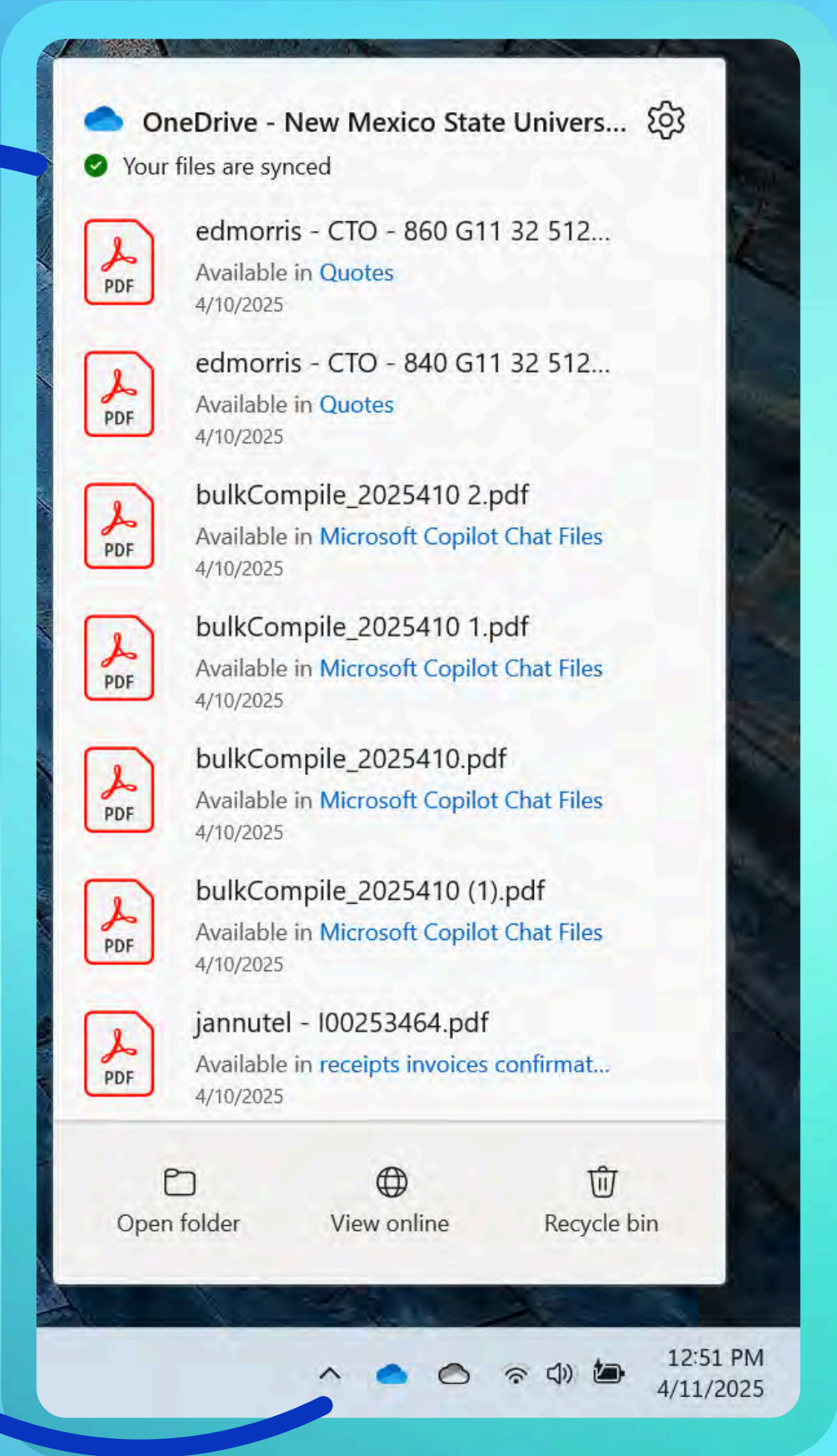
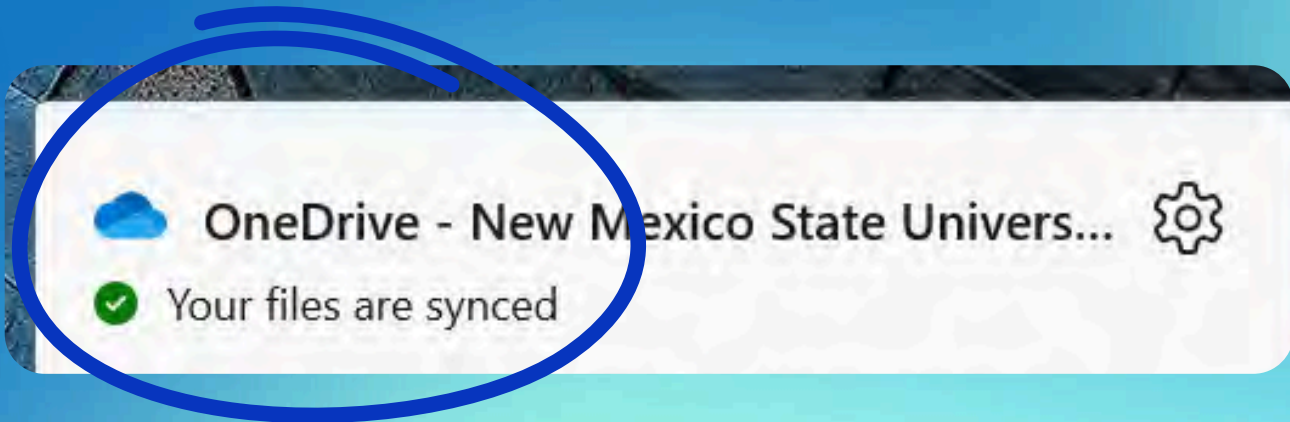


# Syncing

All your files will be synced as you start your computer. Occasionally you will need to re-sync the files. Sometimes, all that is needed is a “pause” and “resume”



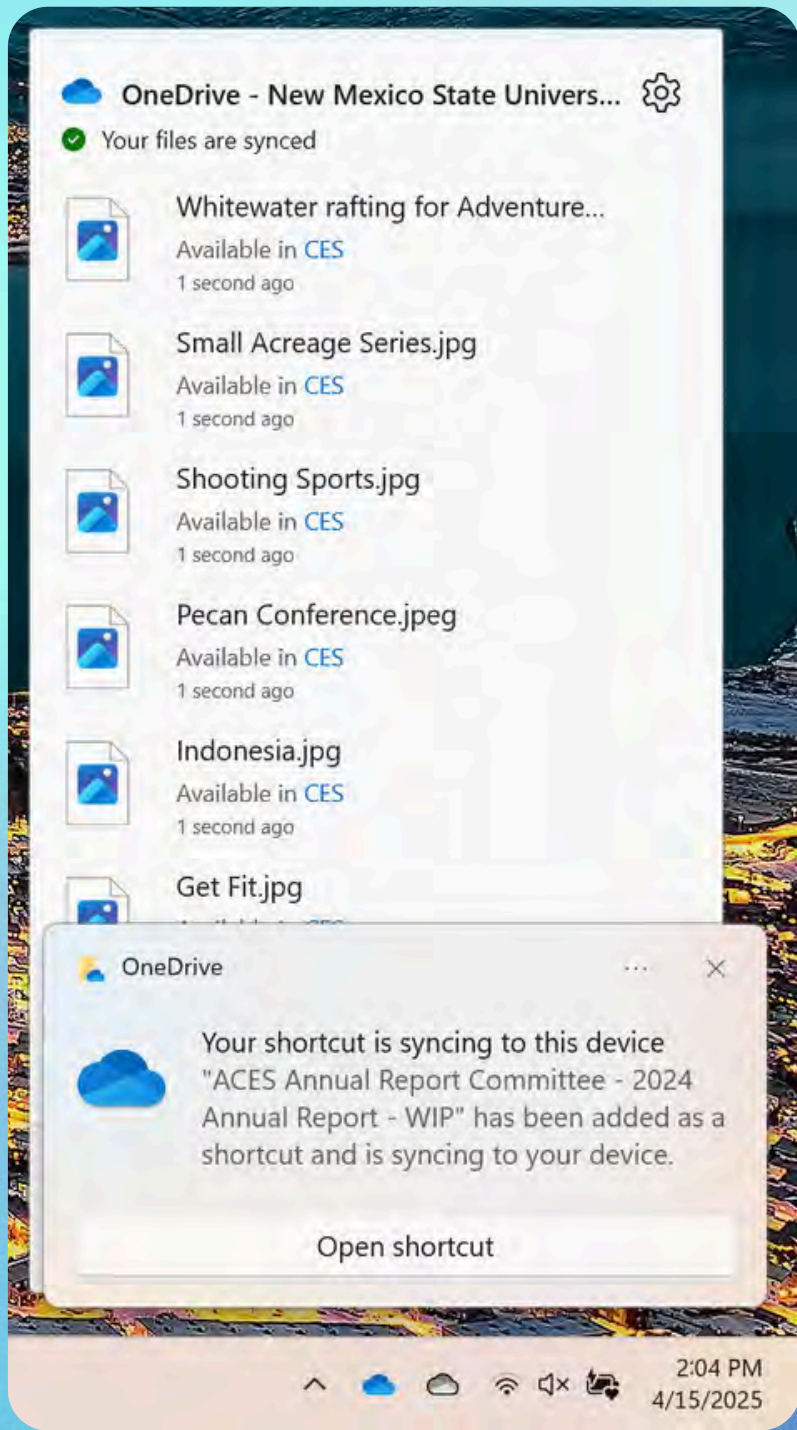
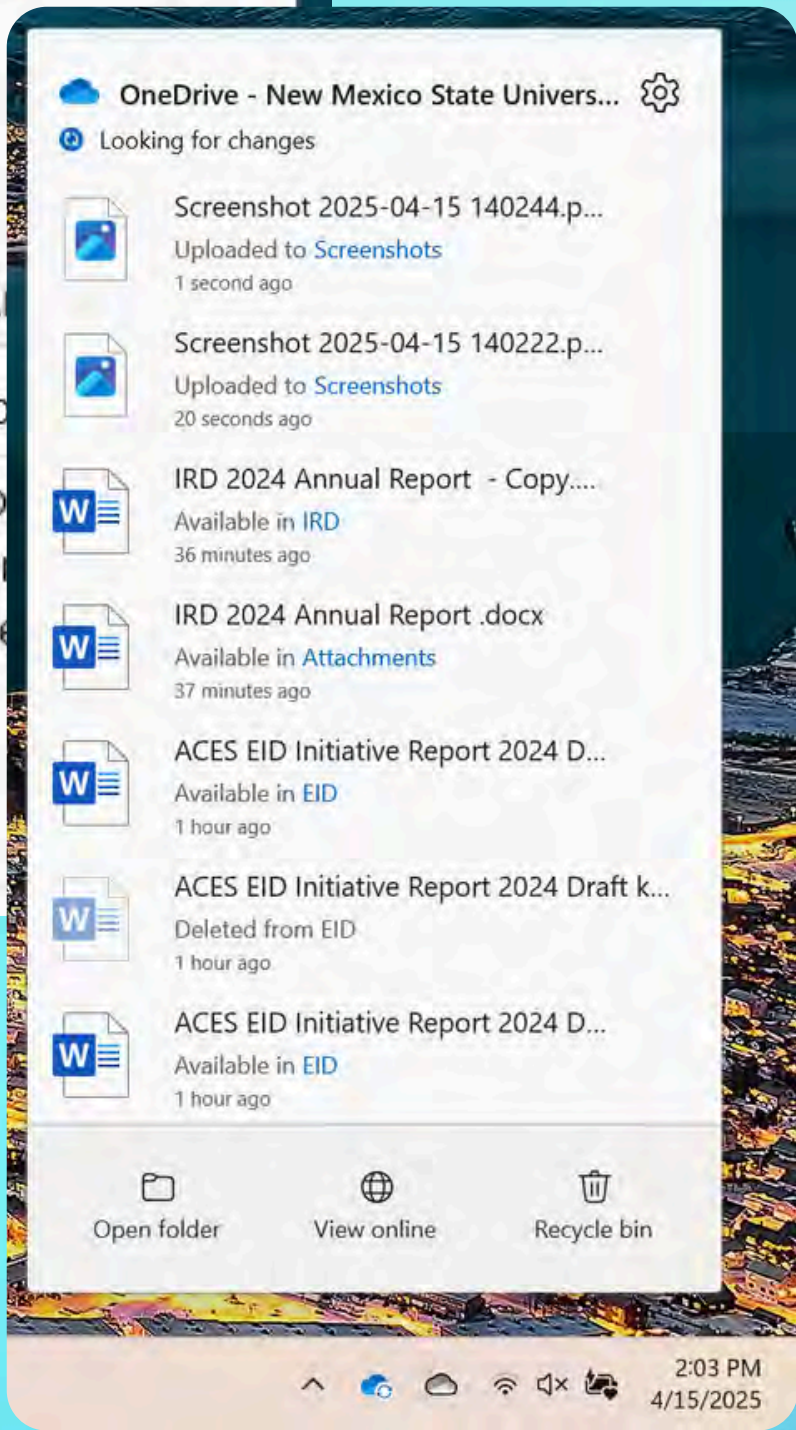
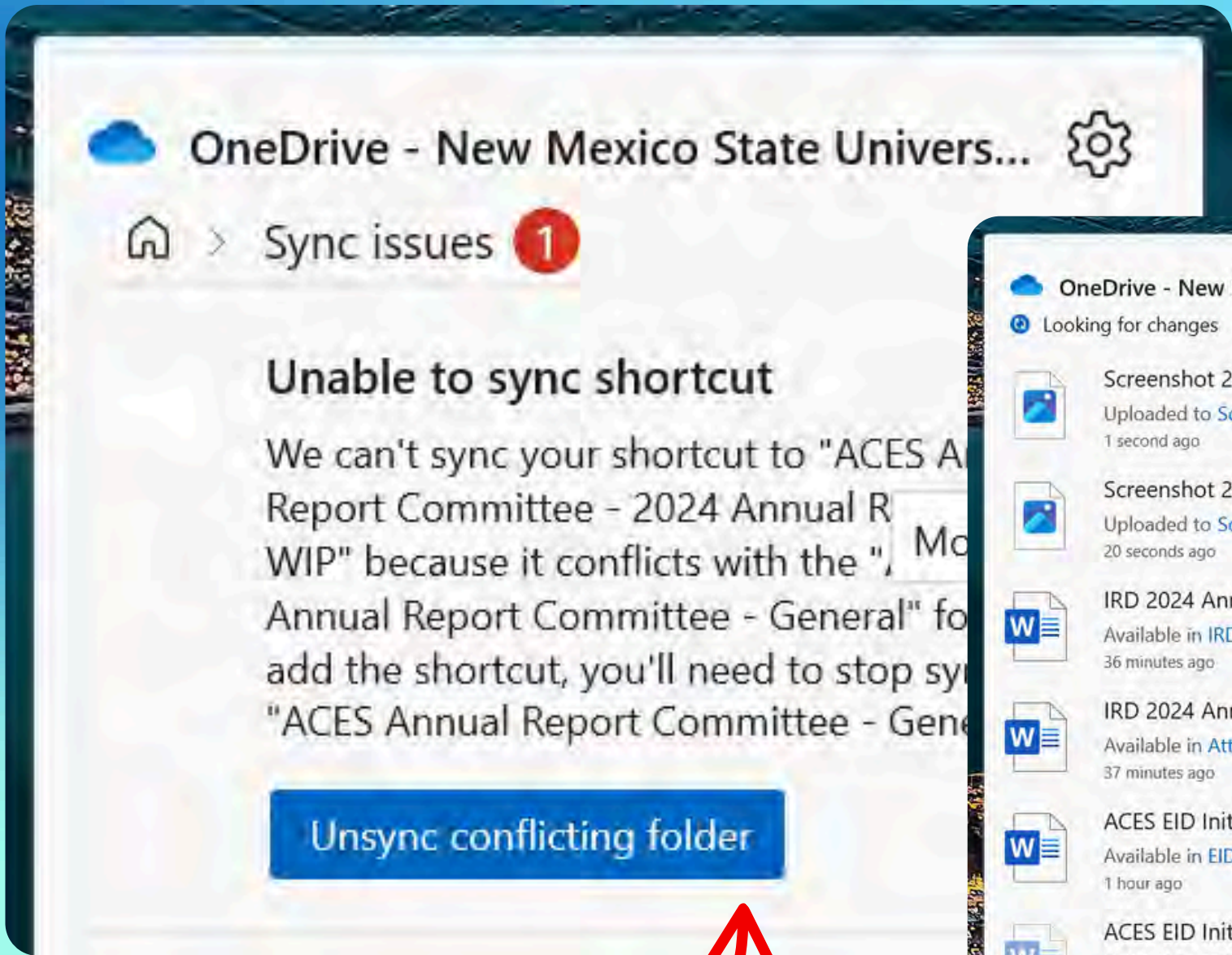
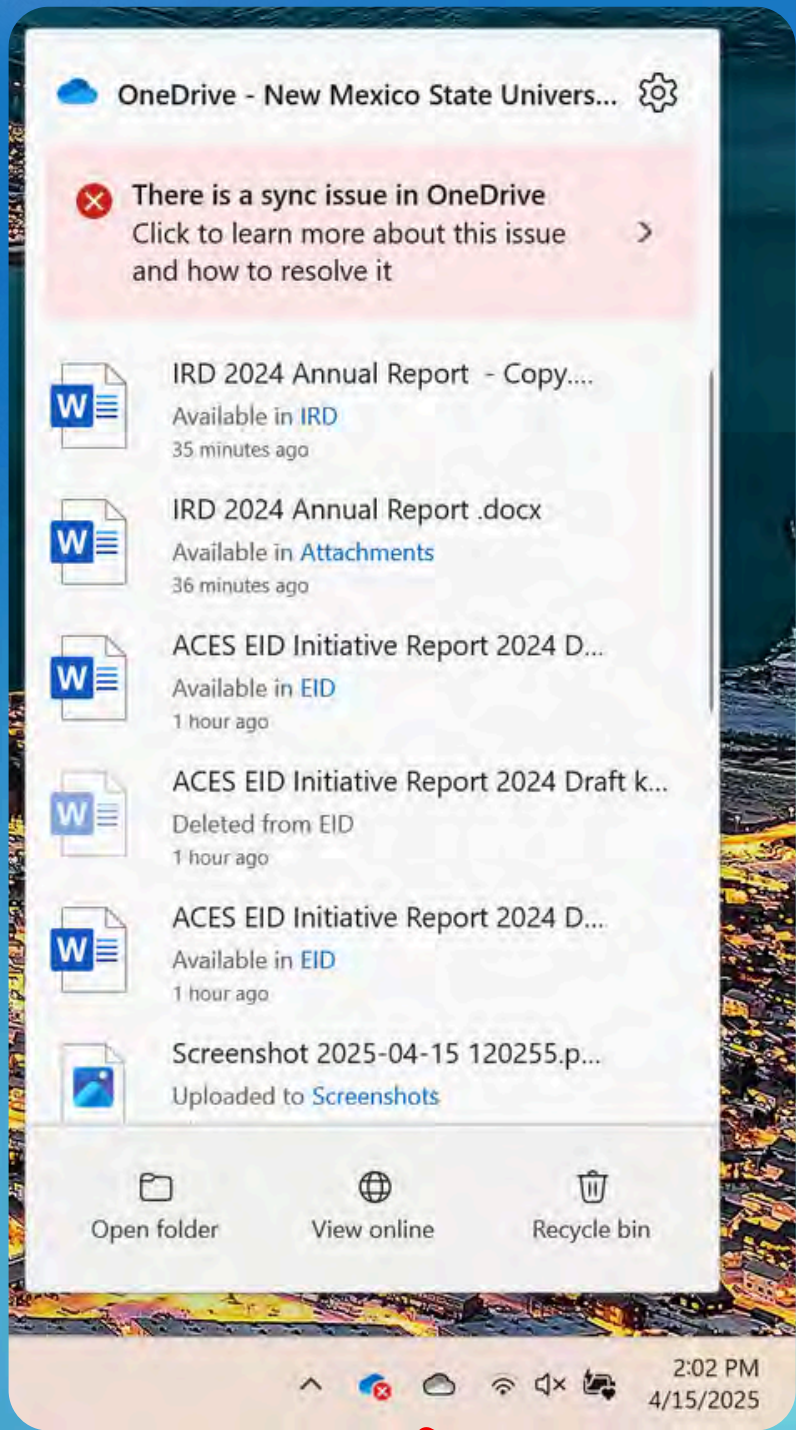




**Syncing**

Once OneDrive has synced all of your files, you will see just the OneDrive icon in the toolbar. You will see the notice: "Your files are synced"



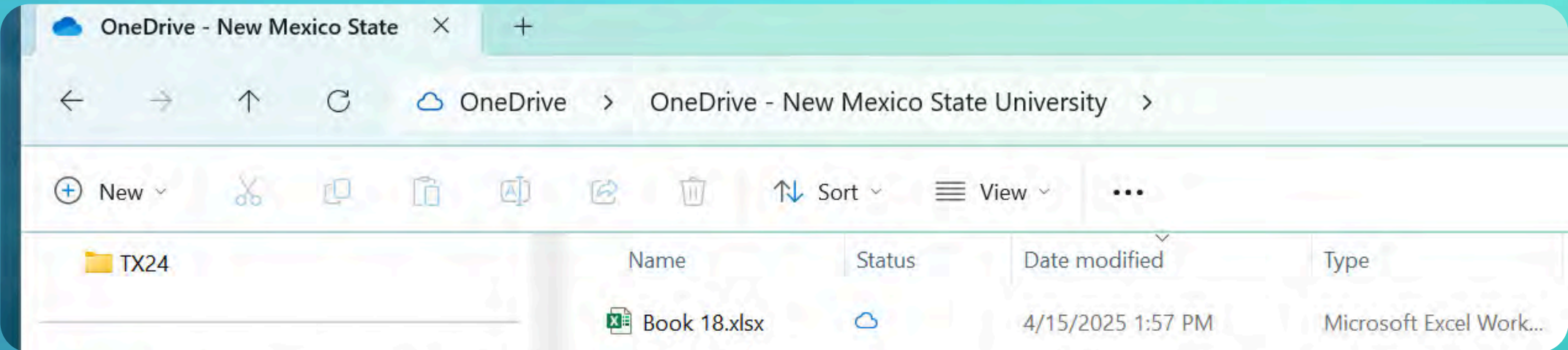




OneDrive Features

# Auto Save

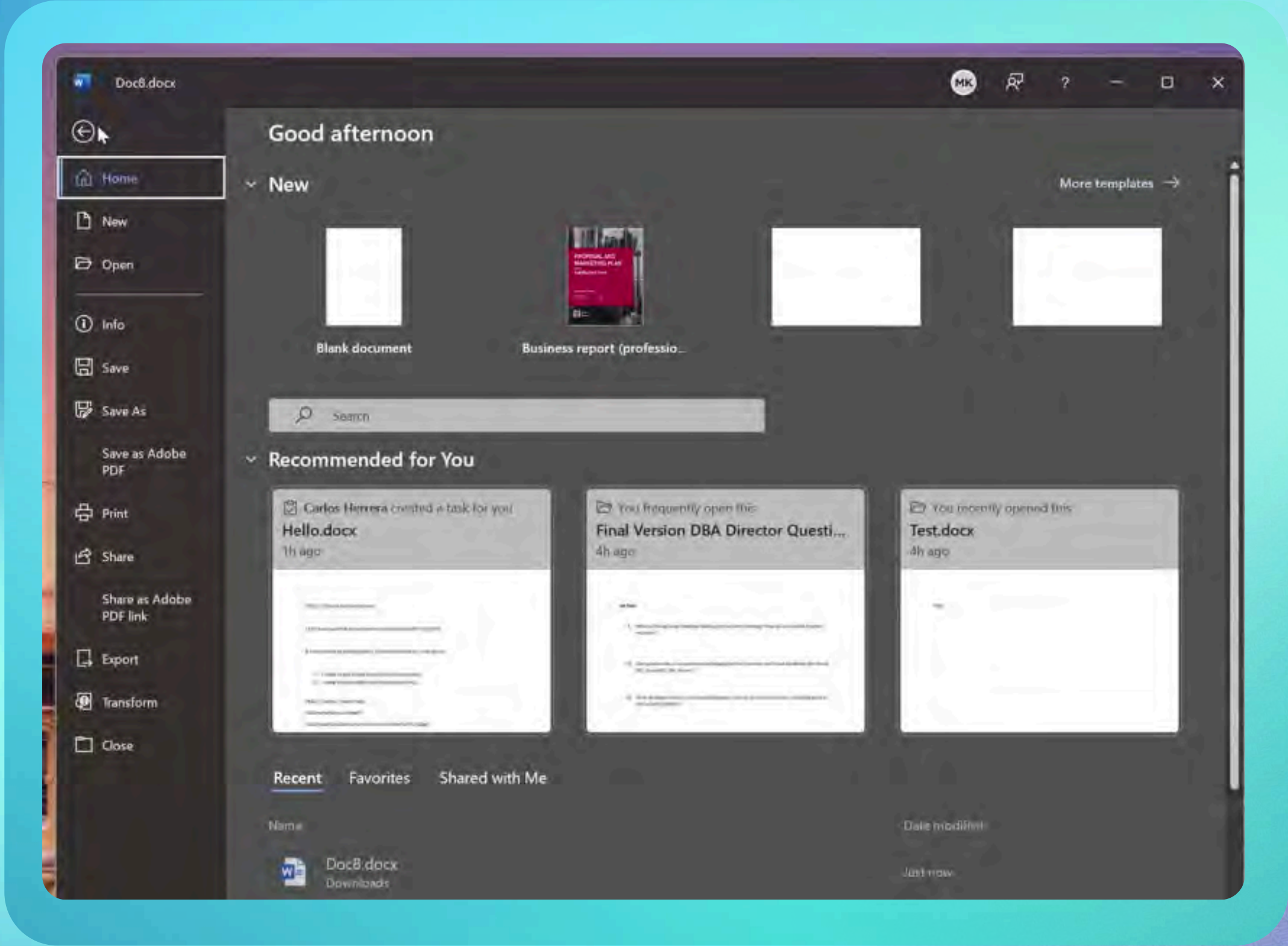
Any local files that are not on OneDrive will not be autosaved. This feature has been changed, and only works with OneDrive now.





**Autosave**

Local files will not be autosaved as they may have in the past. To enable autosave on files, they will need to be in OneDrive.

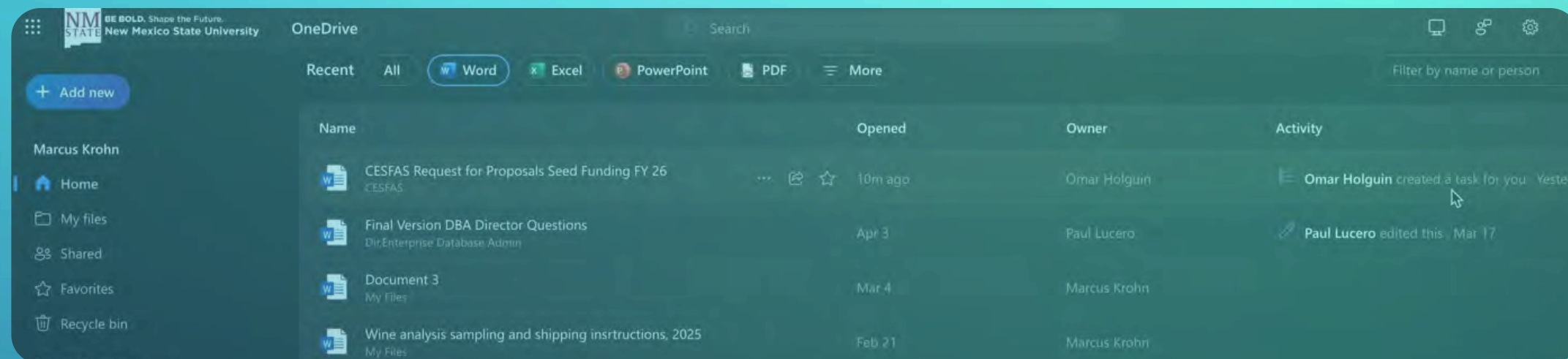




## OneDrive Features

# Desktop to Online

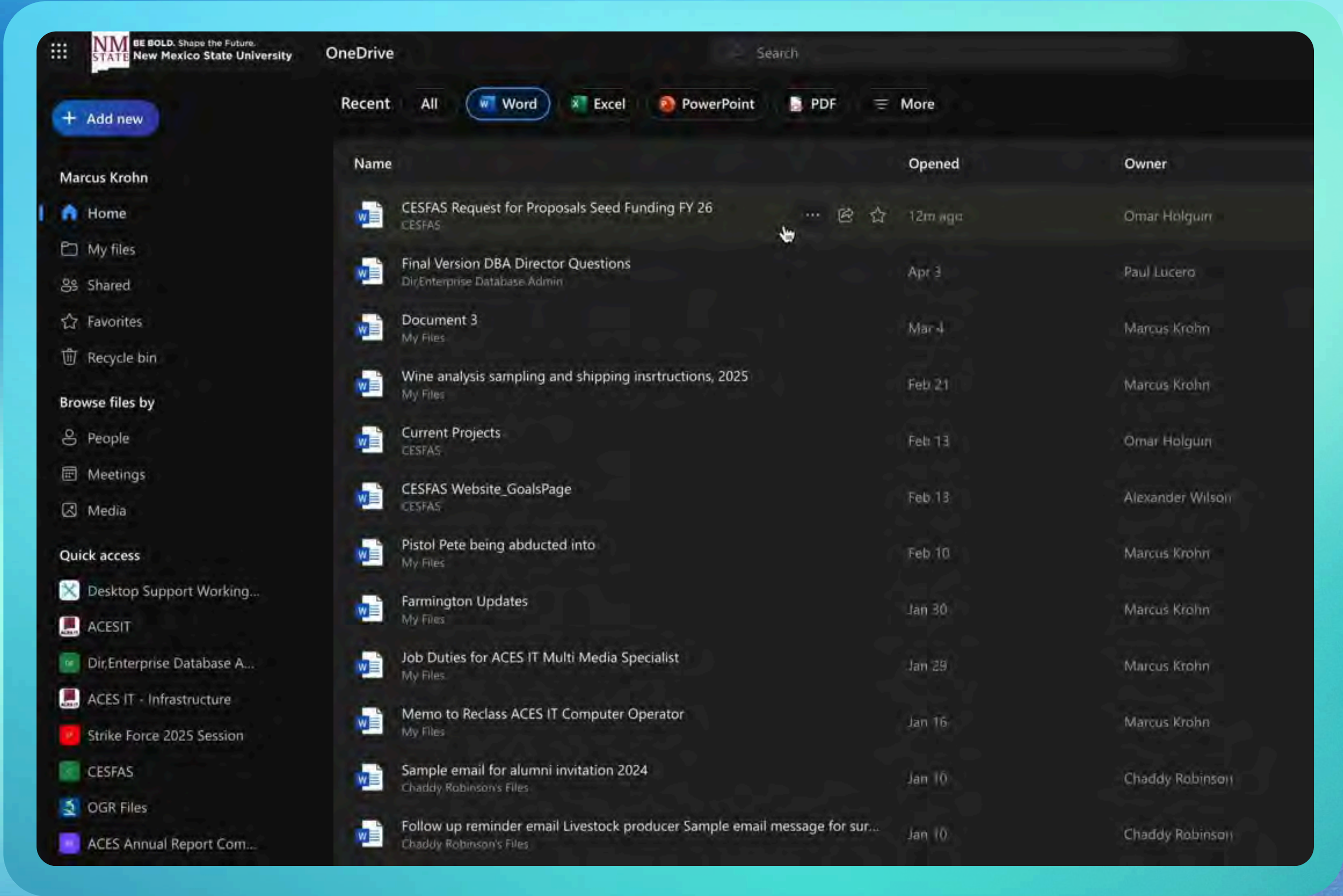
Let's pivot to OneDrive online real quick. We will show you how to create a document, how to navigate the documents, how they integrate with the OneDrive desktop app.





**Word File**

Let's create a quick Word file so we can share it with the team for quick collaboration.



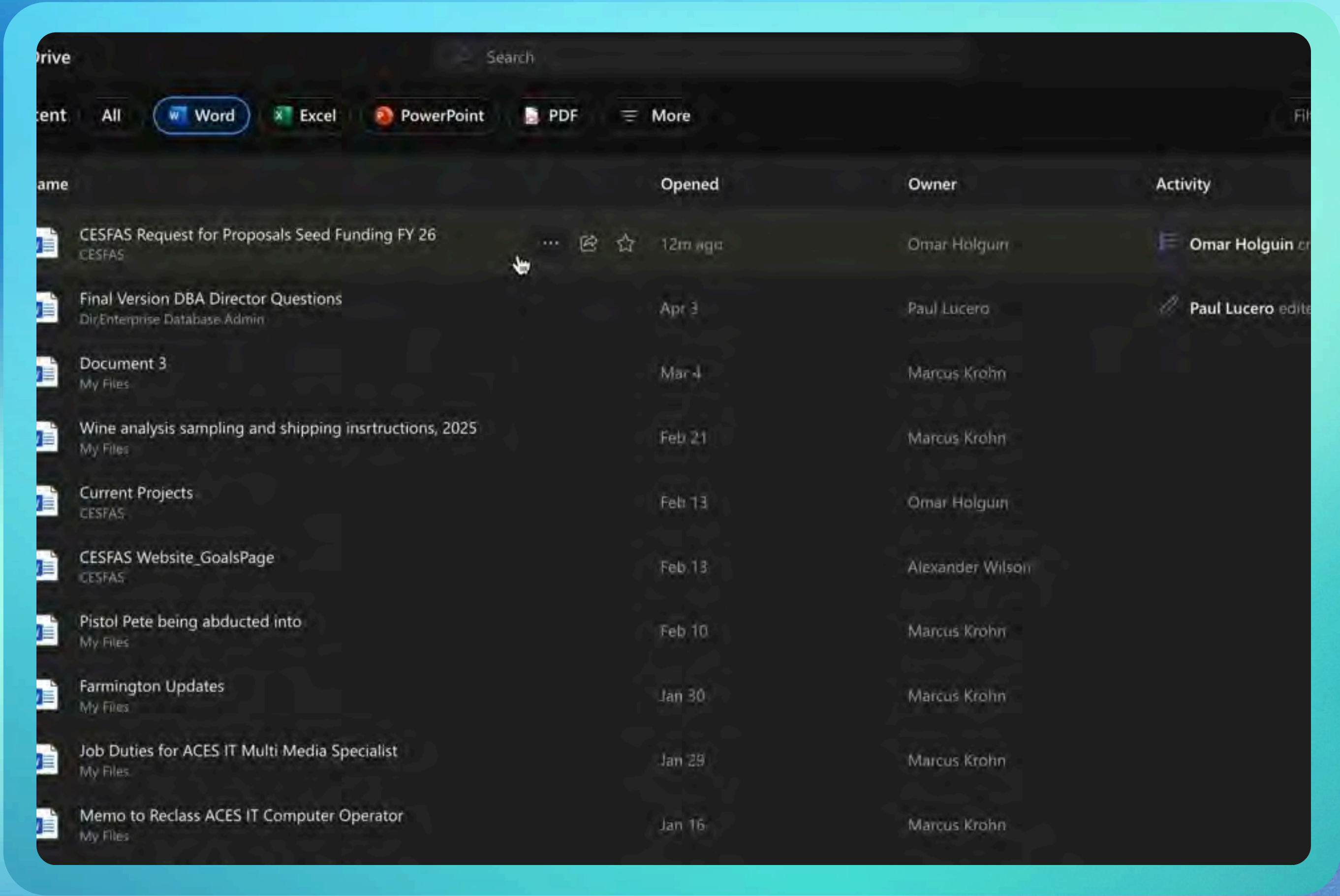


**Word File**

Let's add some comments for quick and easy collaboration on a document.

**Quick Tip**

You can add comments to notify other users about clarification, tasks, comments, review, etc. Just use “@User Name” to invite them



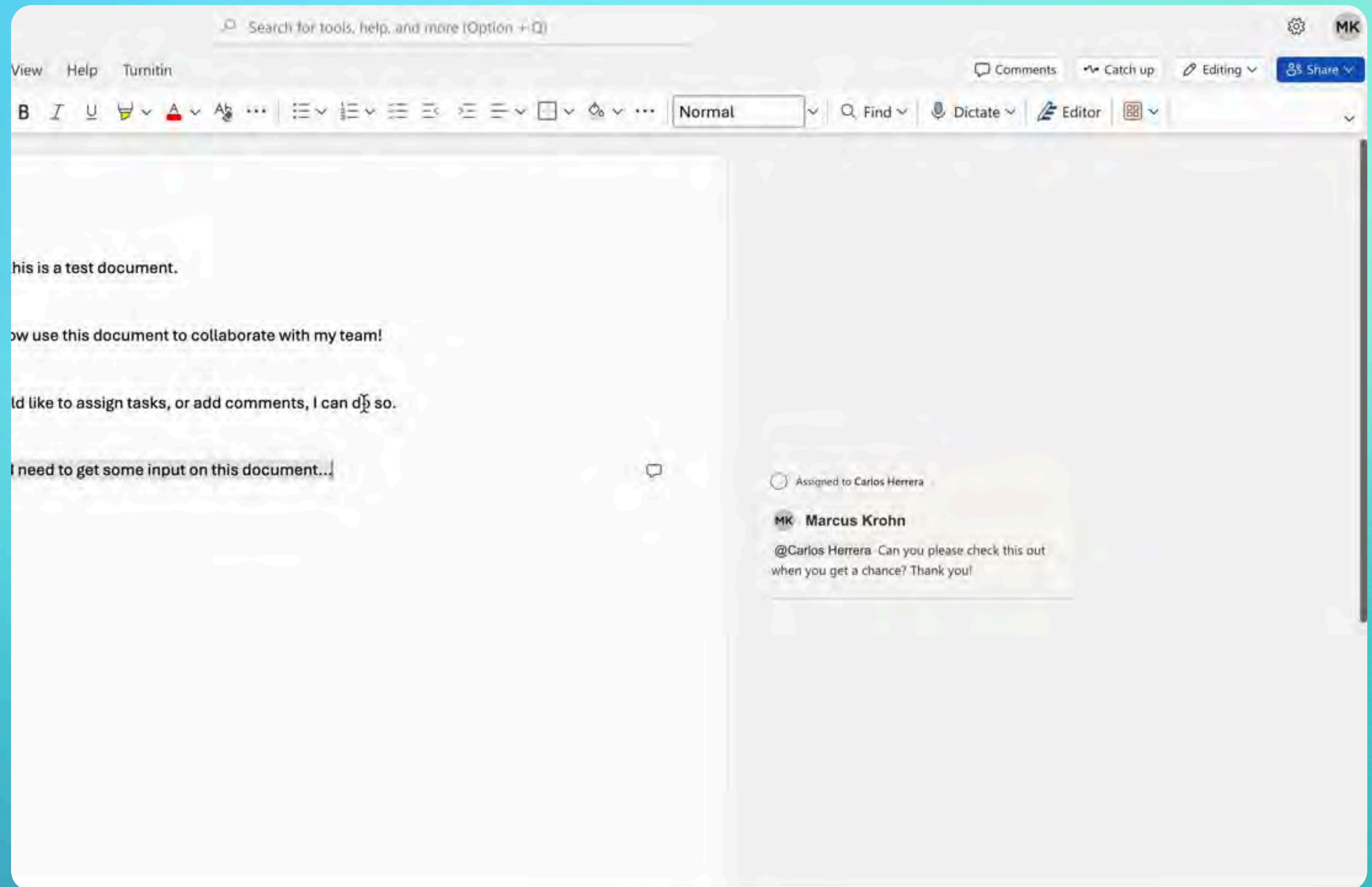


## Manage Access

How can we make sure the right users have the correct access to each document?

## Quick Tip

Under the “Share” section, you can see who has access, and what levels of access user currently have.





# Manage Access

You can manage access to your OneDrive files by sharing them with specific people, setting permissions, and controlling whether they can view, edit, or share the files further.

# Quick Tip

If the file being created or edited belongs to a certain Team, you will not have to add access for Team members.

## Icon

## Meaning



**Can edit**

Make any changes



**Can review**

Suggest changes



**Can view**

Can't make changes



**Can't download**

Can view, but not download



Quick Tip

# Rule of Least Privilege

---

The rule of least privilege recommends granting users and systems the minimum level of access necessary to perform their tasks to enhance security and minimize risks.





**Word File**

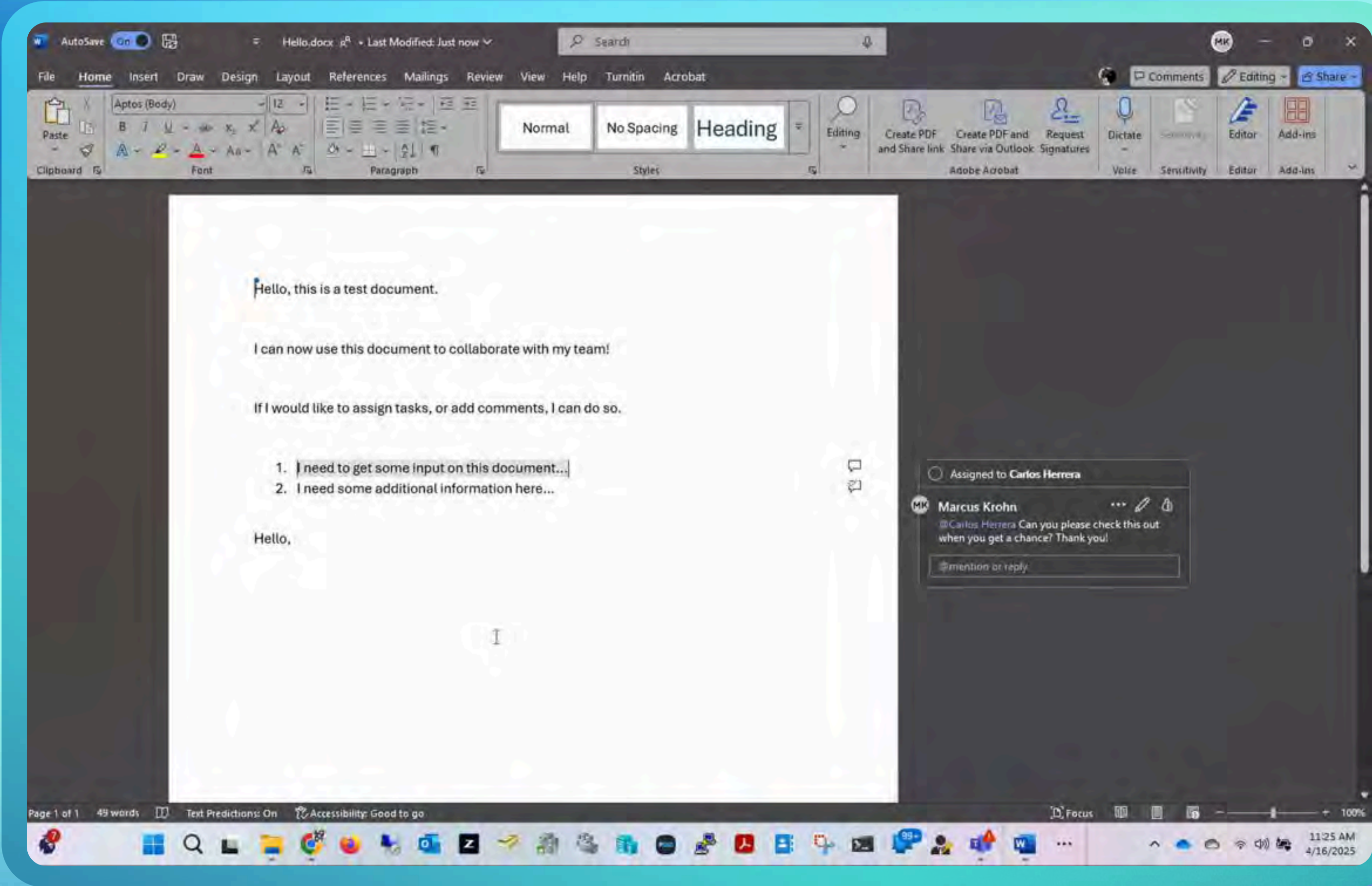
Let's check on the file that was just created online. On the desktop, we can hit open Word and see our of our online and desktop files as one. We can open them, edit them, share them, etc.





**Collaboration**

OneDrive can allow multiple users to edit a document, spreadsheet, presentation, etc. all simultaneously.





OneDrive Features

# Version History

Version history in OneDrive allows you to view and restore previous versions of your files. This feature is useful if you need to recover an earlier version of a document or if you want to see the changes made over time.

CES Internet Speeds

Search for tools, help, and more (Option + Q)

Back to document

September 26, 2024, 10:26 PM

Save a Copy

Restore

	A	B	C	D	E	F	G	H
1	Site	Internet Service Provider (ISP)	Latency	Packet Loss	Uptime	Internet Speed (Provided) Mbps	Speed Test (Actual) Download	Speed Test (Actual)
2	ABQCENTER	Comcast Cable	18 ms	Concerning	>99.99% - 1:14 min	300	254	40
3	Bernalillo_CES	Comcast Cable	19 ms	Concerning	99.98% - 3:28 min	250	949	25
4	Catron CES	WNM Communications	24 ms	Concerning	99.98% - 2:45 min	10	10	5
5	Chaves CES	Plateau Telecommunications Incorporated	11 ms	Concerning	100%	20	22	20
6	Cibola CES	Red Bolt Broadband	2.8 ms	Detected	100%	110	101	81
7	Colfax CES	Sierra Communications	13 ms	Detected	100%	200	151	117
8	Curry CES	Plateau Telecommunications Incorporated	17 ms	Detected	100%	150	111	35
9	De Baca CES	Plateau Telecommunications Incorporated	5 ms	None	100%	150	110	97
10	Dona Ana CES	DA County Internet	22 ms	Concerning	>99.99% - 1:02 min	50	28	16
11	Eddy CES	TDS Telecom	31 ms	Concerning	99.89% - 31:24 min	150	118	23
12	Grant CES	WNM Communications	21 ms	Detected	100%	150	103	75

Version History

Show edits ☒

1 of 8 edits < >

March 12, 10:21 AM

Current Version

March 12, 10:21 AM

Marcus Krohn modified

October 5, 2024, 8:17 PM

Marcus Krohn

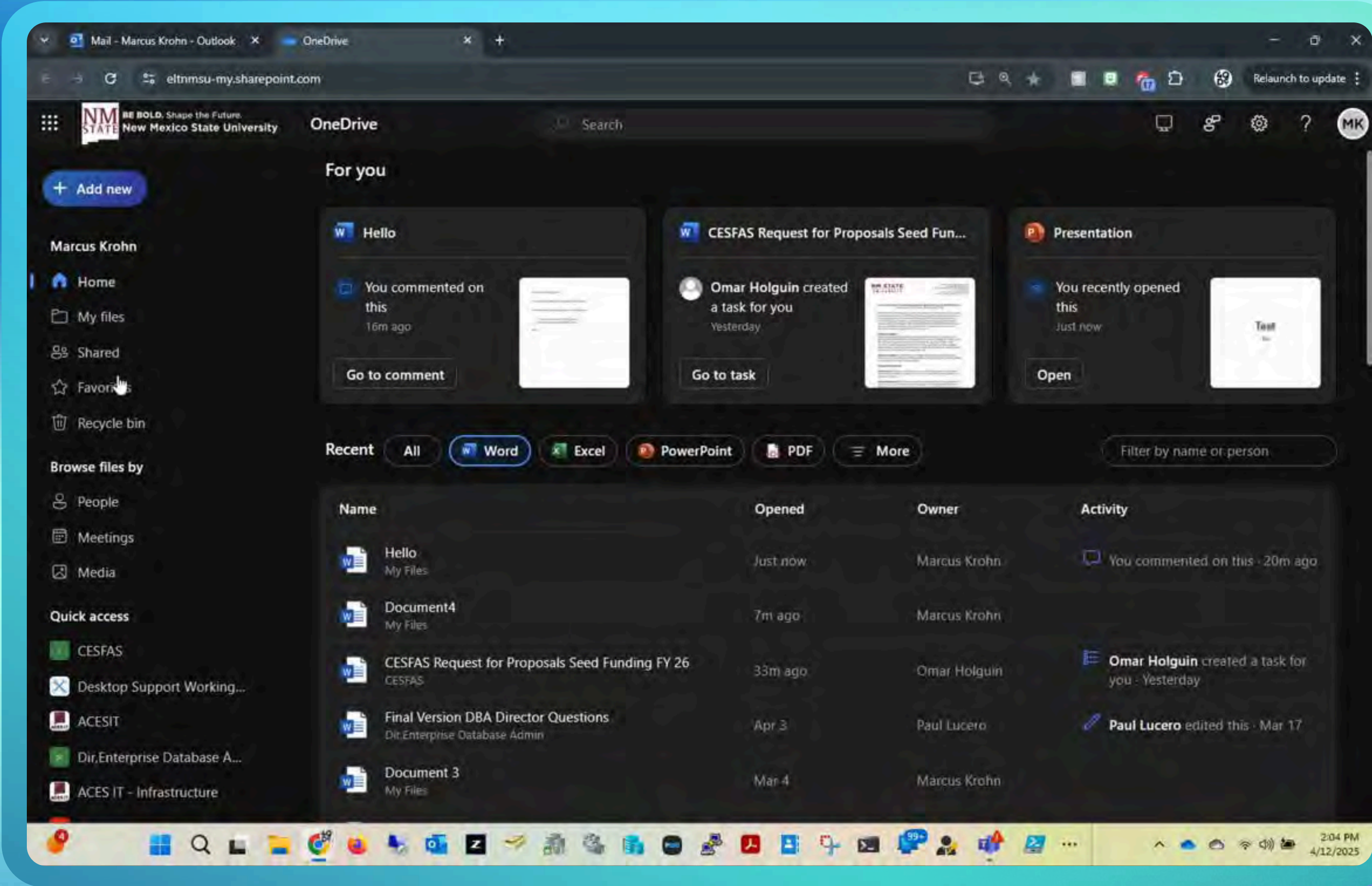
October 2, 2024, 3:18 PM





**Version History**

Let's say we had a file that has already been modified, whether once or multiple times and some important information is missing. We can go back to the Version History and restore a previous version.

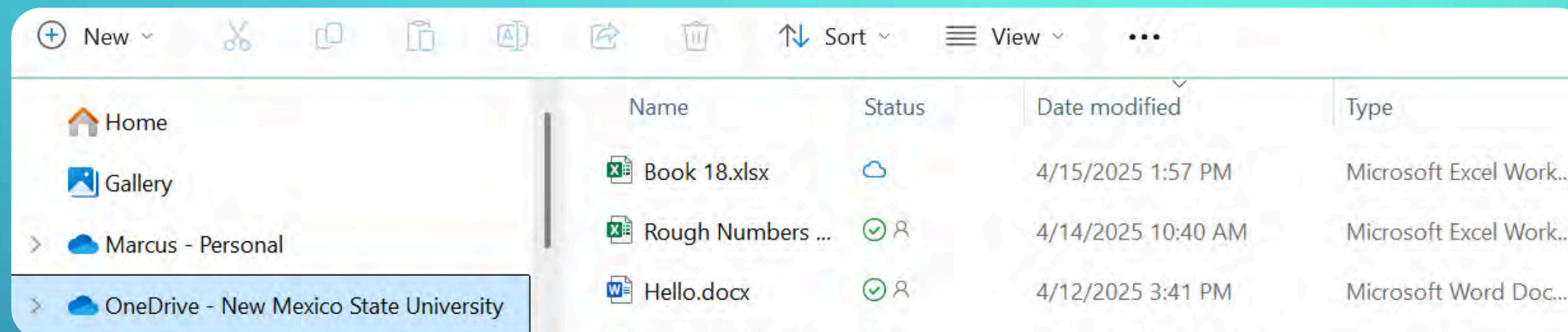




OneDrive Features

# Local Files

Local files for OneDrive are files stored on your device that are synced with your OneDrive account, allowing you to access them offline. Changes made to these files are automatically updated to the cloud and other connected devices when you reconnect to the internet.





**Local Files**

If you have an internet connection, all of your OneDrive files will be available. If you do not have any internet, only local files that have been “downloaded” will be available. When you open a file, it will “download” a local copy. After a certain time of inactivity, that file will be removed from local, and back to cloud only.





# OneDrive Icons: File Icons

**Icon    Meaning**



File only available online



File available for editing offline and online



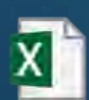
File always available offline



File is shared with someone



File is shared with someone (on Mac)



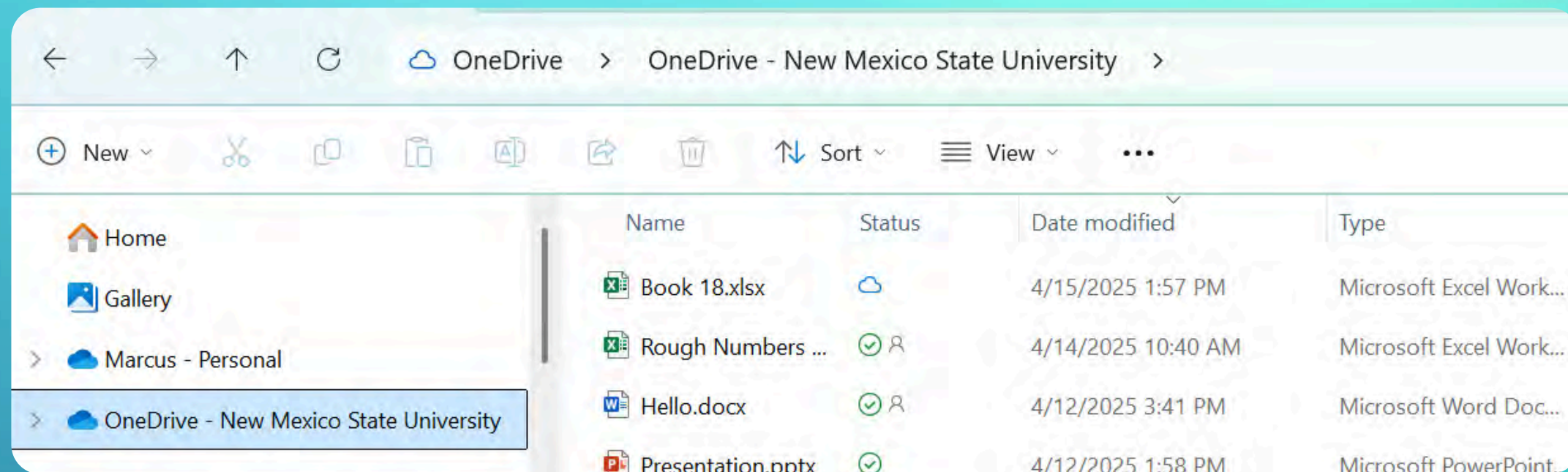
Book1.xlsx    File is being created/new file



OneDrive Features

# Other File Types

OneDrive can edit Microsoft 365 files, such as Word documents, Excel spreadsheets, and PowerPoint presentations.





**Other File Types**

We can edit multiple file types, Word, Excel, PowerPoint, etc. You have the same options for editing including adding comments, version history, etc.





**Other File Types**

We can edit multiple file types, Word, Excel, PowerPoint, etc. You have the same options for editing including adding comments, version history, etc.





## OneDrive Features

# Uploading Files

---

You can easily upload files to OneDrive by dragging and dropping them into your OneDrive folder, and you can attach files from OneDrive to an Outlook email by selecting them directly from your OneDrive storage when composing your message.

If you have any issues connecting to them, please let me know and we will get you squared away. Thank you for you

 [Recording\\_2025-04-16 004641 1.mp4](#)

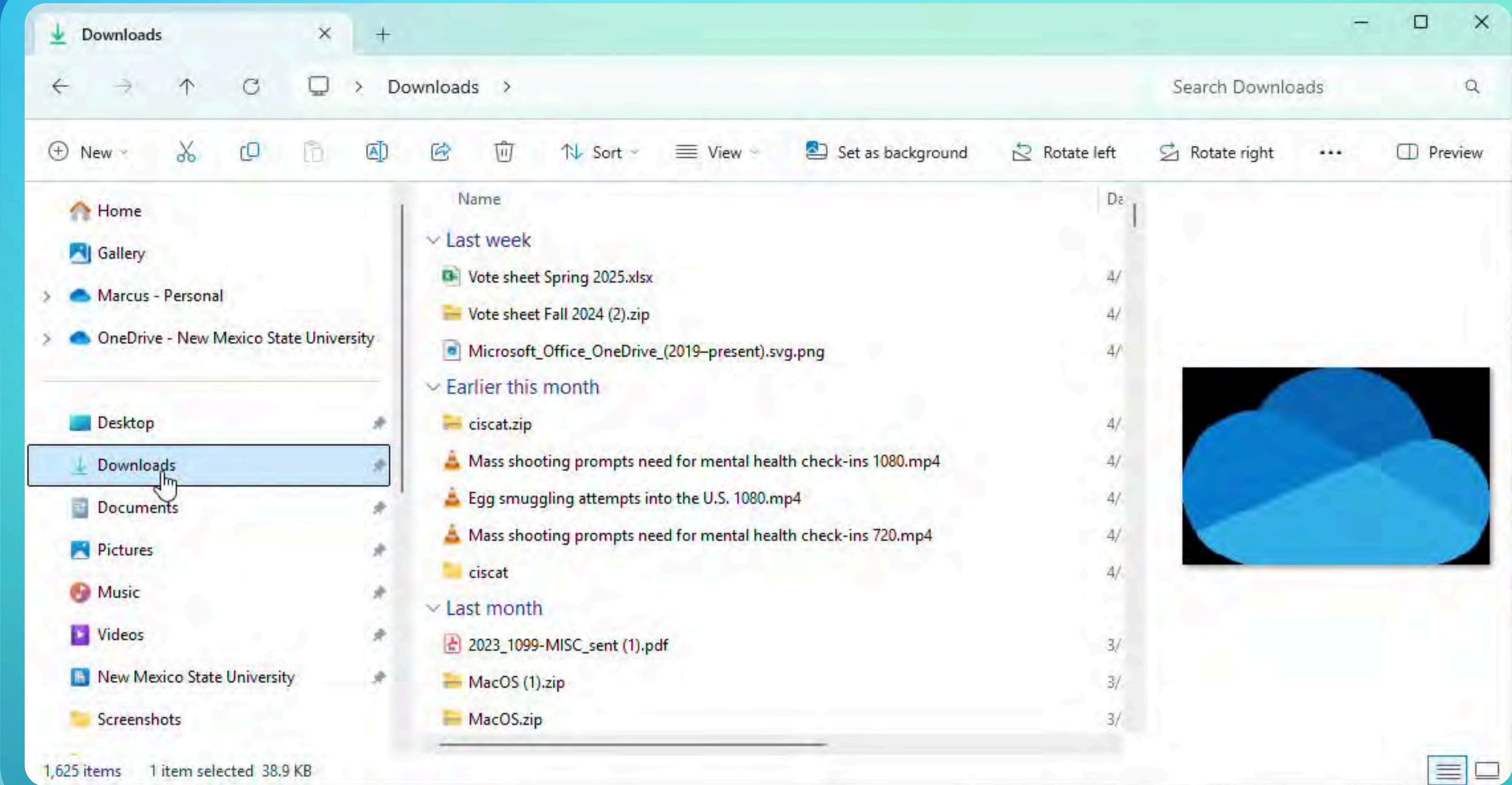
Thank you,  
**Marcus Krohn**  
575-646-6443  
ACES IT





# Uploading Files

To upload a file to OneDrive you can “cut” and “paste” your file(s) into the desired OneDrive location. You can also right click and select the “OneDrive” option to add it to the root folder of your OneDrive.

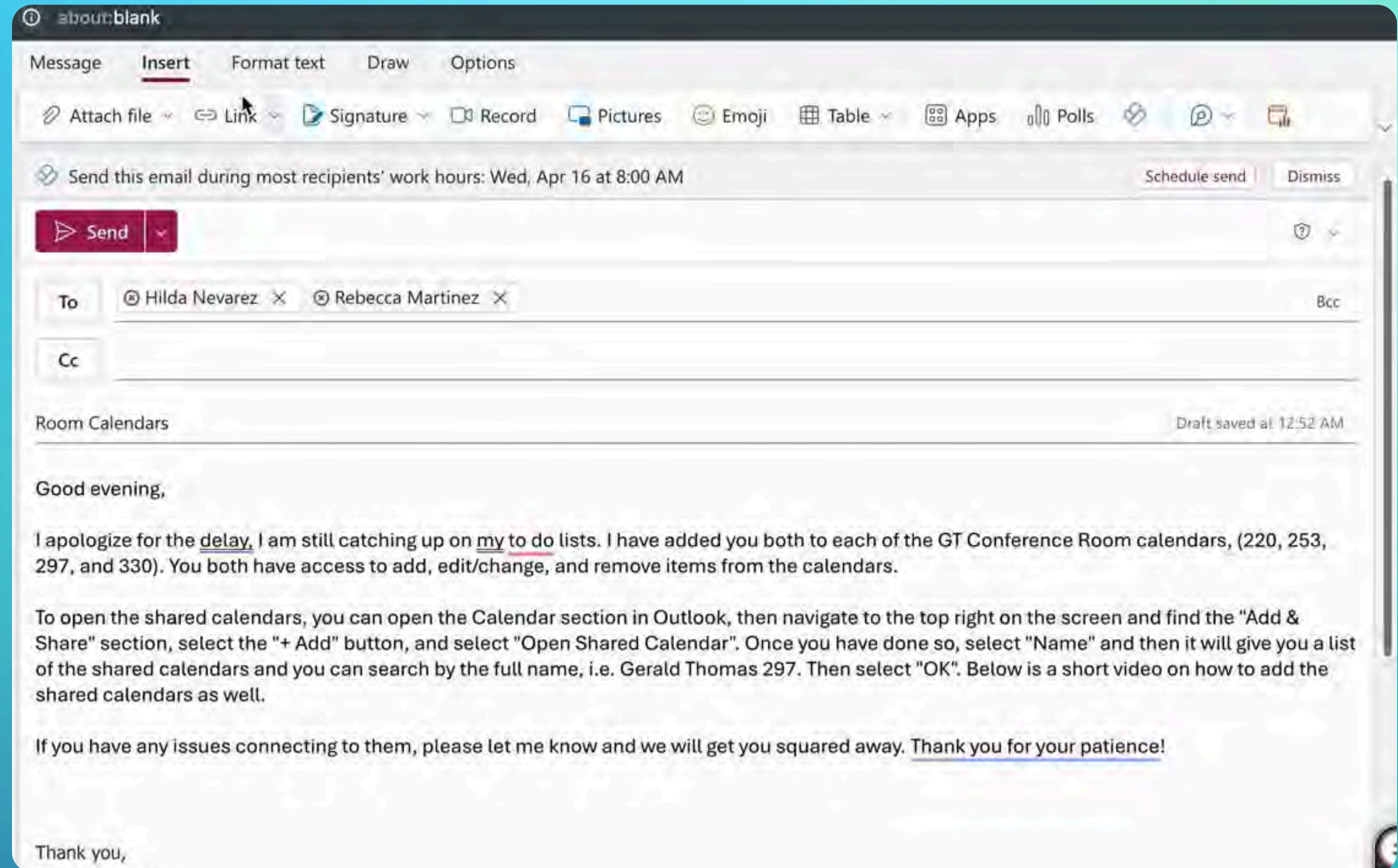




## Uploading Files

To upload a file to an email from OneDrive, or a file to send from OneDrive, you can "Attach File" on Outlook. You can add a file from OneDrive, or attach from your computer.

If you attach from your computer, you have the option to send as a OneDrive link, and it will share the file with the recipients.

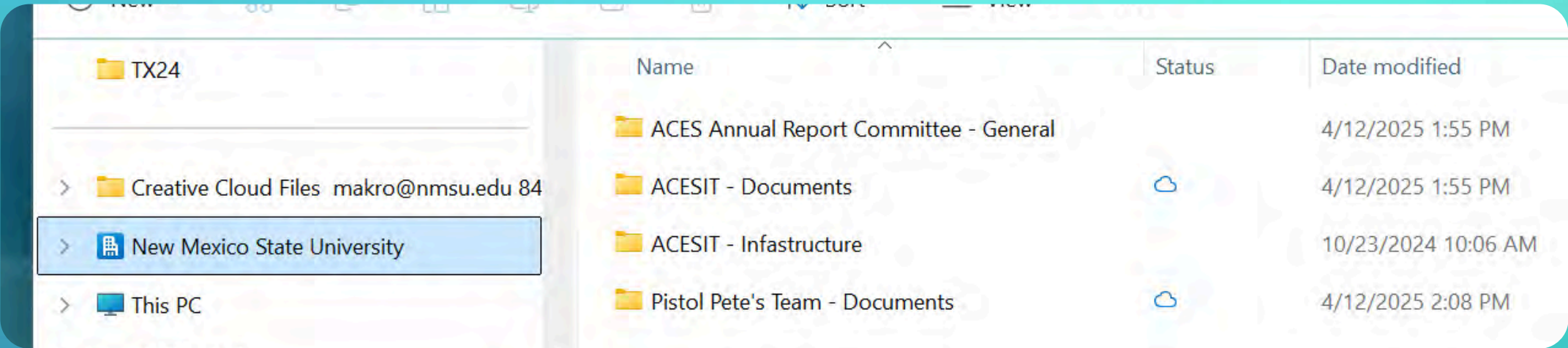




OneDrive Features

# Sharing Files

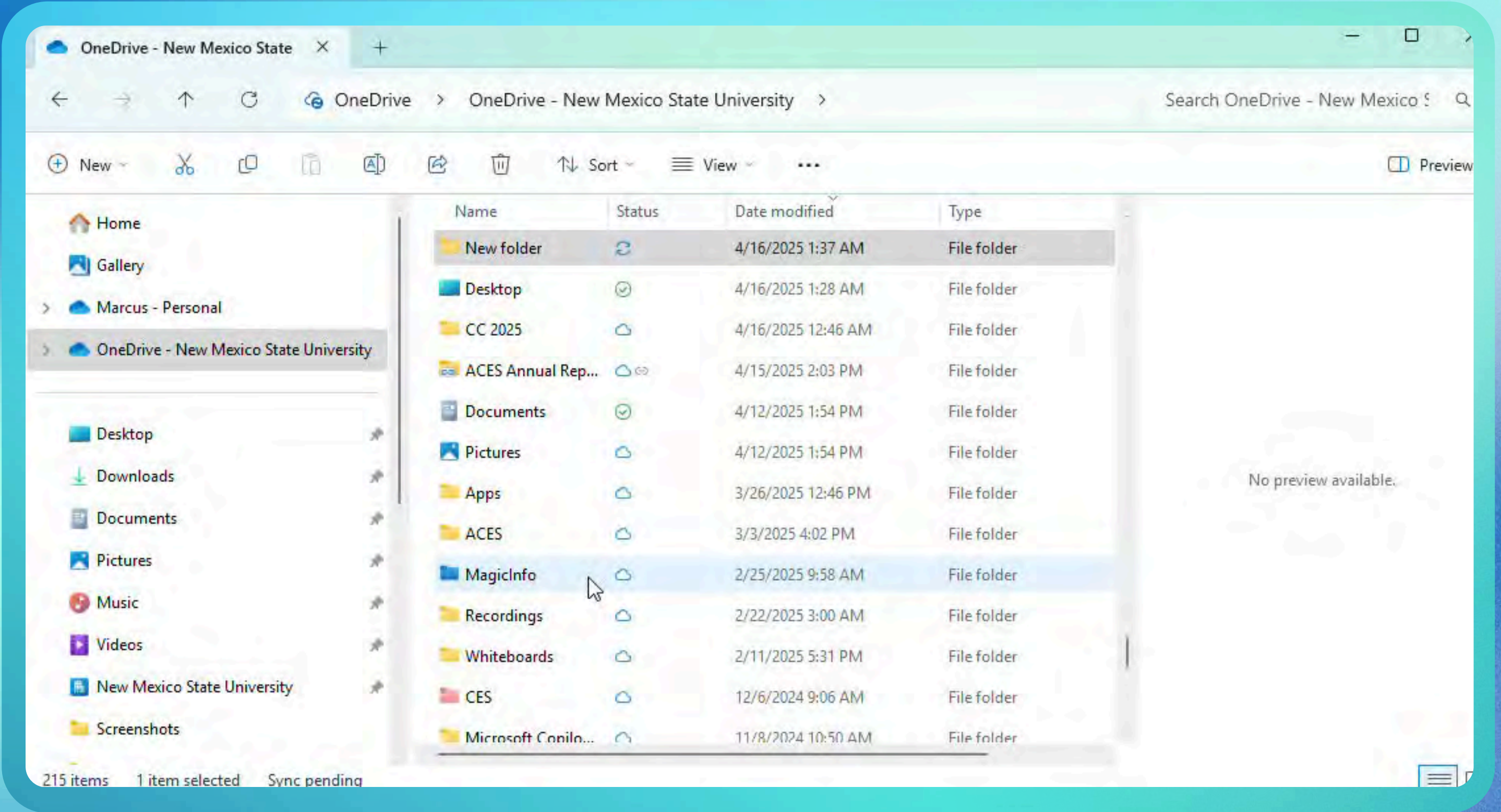
You can share files and folders in OneDrive by generating a shareable link or inviting specific users, allowing you to set permissions for viewing, editing, or further sharing.





**Sharing Files**

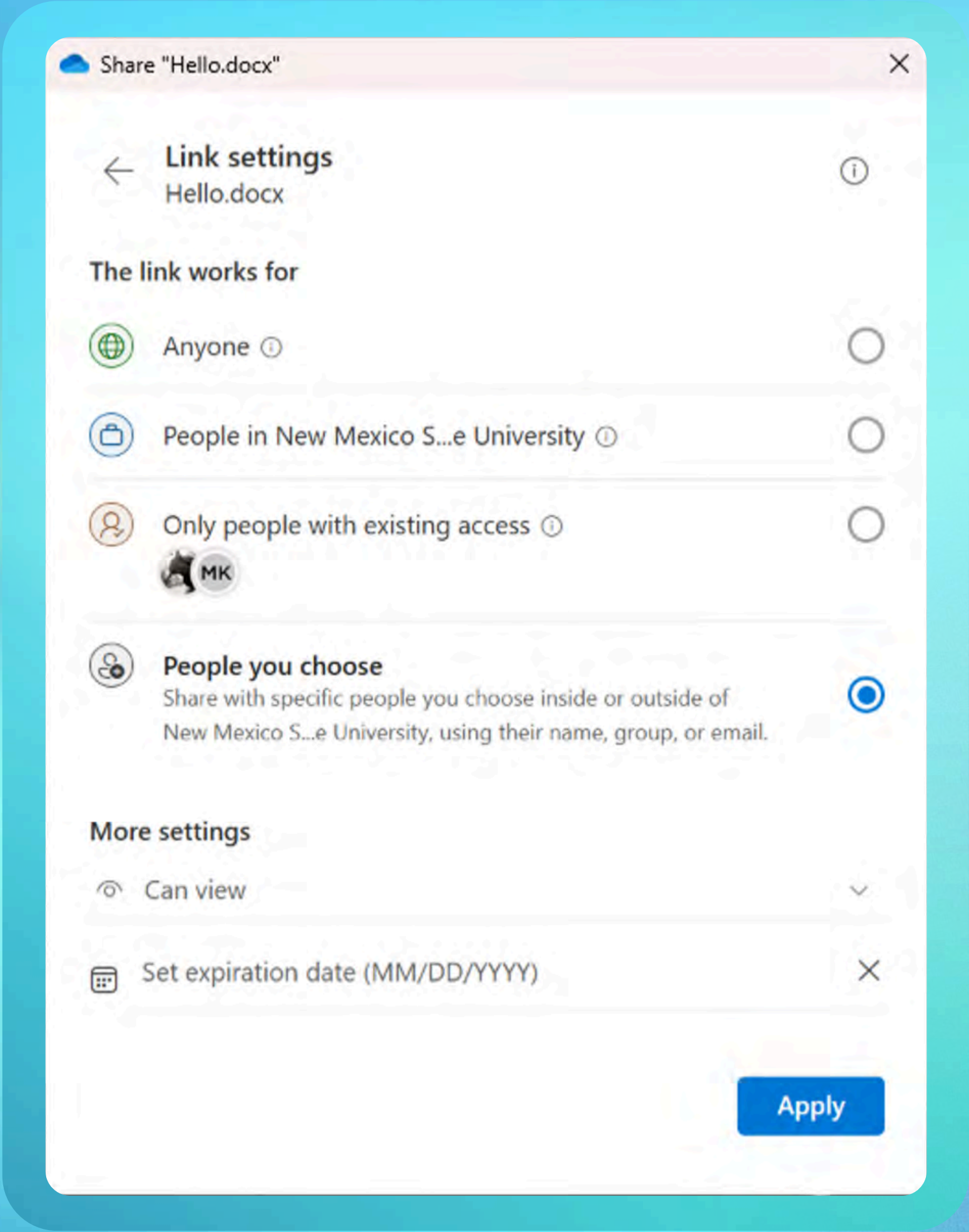
To share files you can right click on the file or folder, and navigate to the OneDrive section. From there you can select “Share” or “Manage Access” and share it with an individual or a group.





# Sharing Files

Ensure that you share the files or folders with only the individuals that need to see that content. You can edit these settings under the Sharing settings.





## Manage Access

You can manage access to your OneDrive files by sharing them with specific people, setting permissions, and controlling whether they can view, edit, or share the files further.

## Quick Tip

If the file being created or edited belongs to a certain Team, you will not have to add access for Team members.

### Icon

### Meaning



#### Can edit

Make any changes



#### Can review

Suggest changes



#### Can view

Can't make changes



#### Can't download

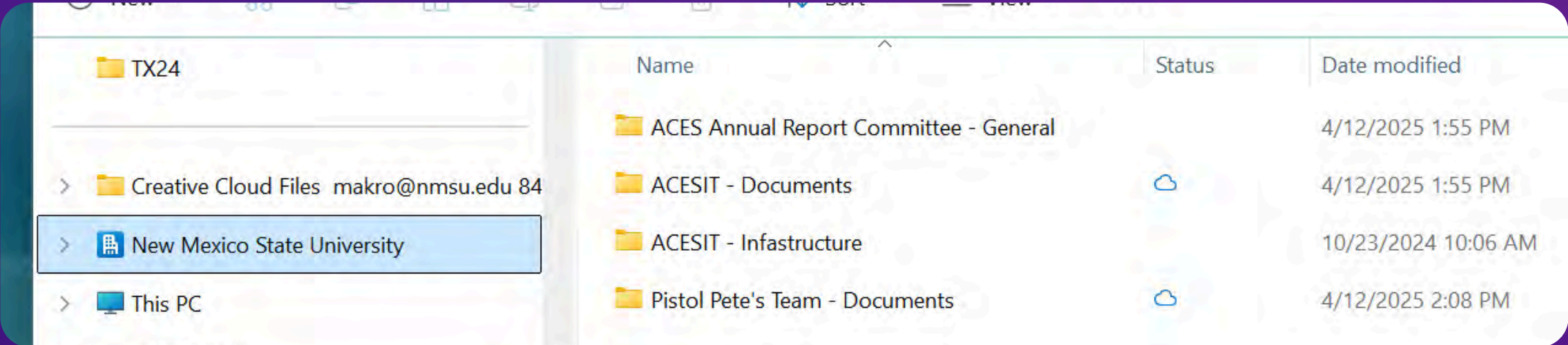
Can view, but not download



OneDrive Features

# Teams Files

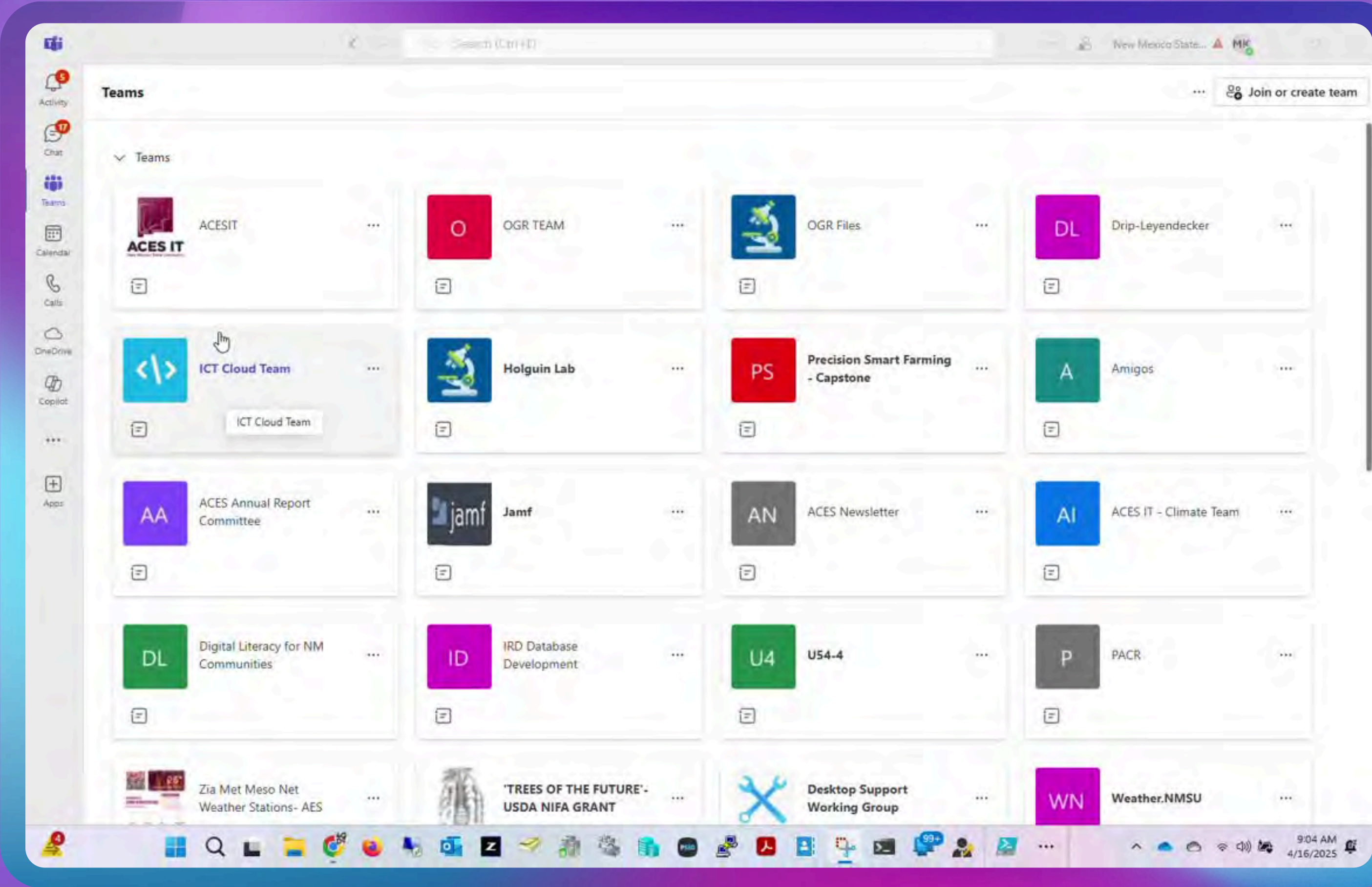
Teams SharePoint files are stored in a shared document library accessible to all team members, while OneDrive individual files are private until shared with specific individuals





# Teams Files

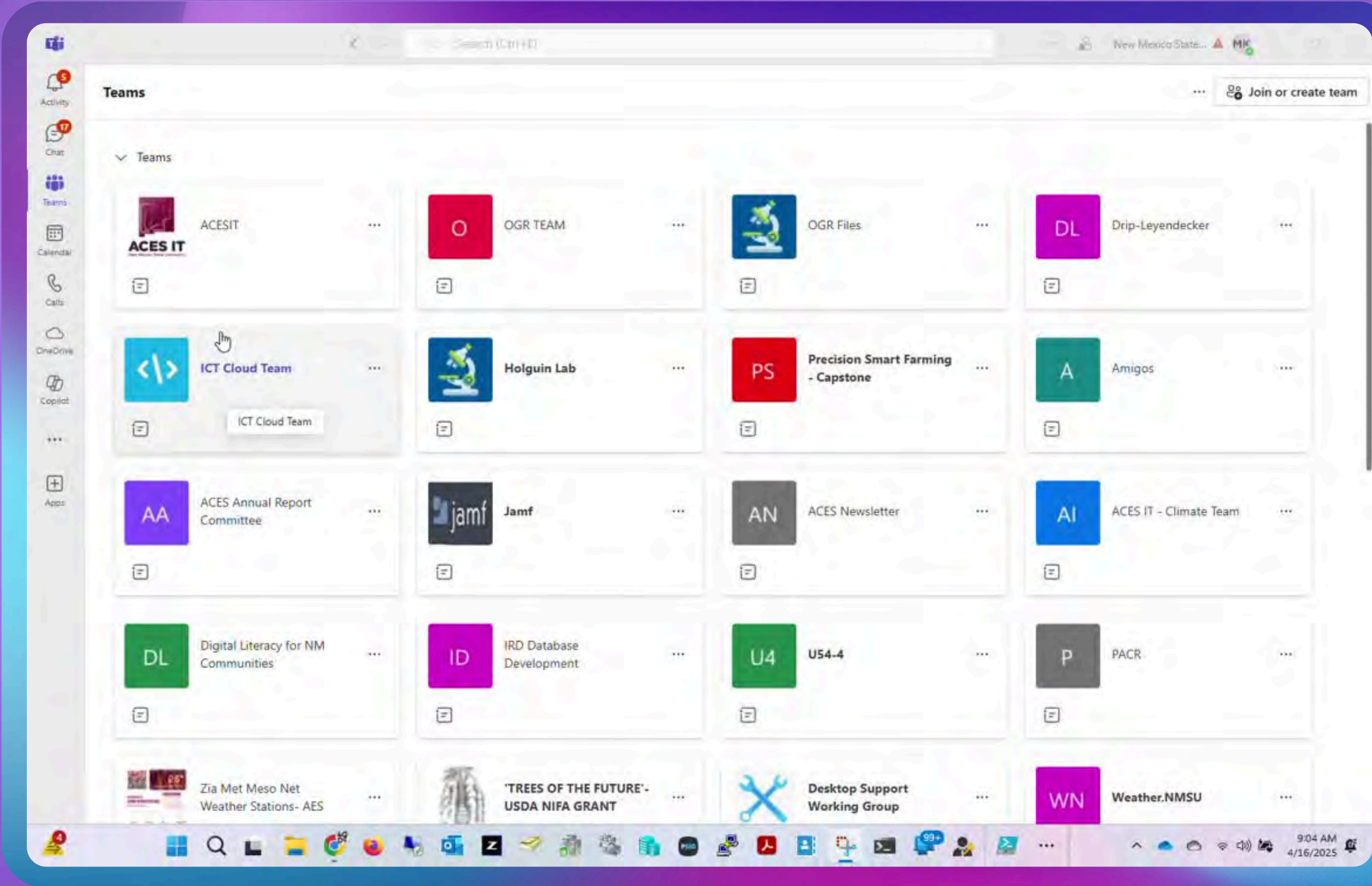
Teams SharePoint files are stored in a shared document library accessible to all team members, while OneDrive individual files are private until shared with specific individuals





# Teams Files

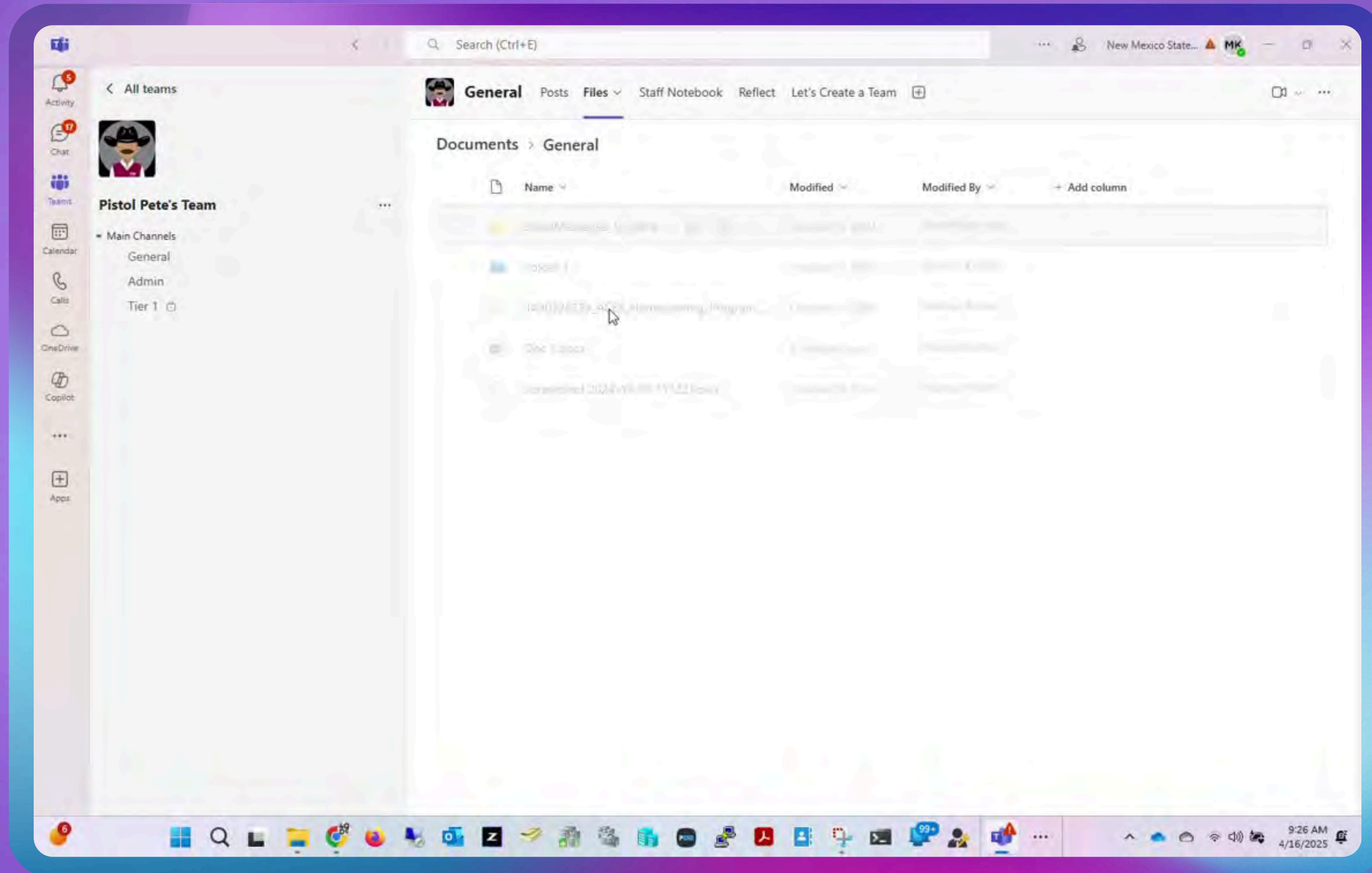
Teams SharePoint files are stored in a shared document library accessible to all team members, while OneDrive individual files are private until shared with specific individuals





## Teams Files

Teams SharePoint files are stored in a shared document library accessible to all team members, while OneDrive individual files are private until shared with specific individuals



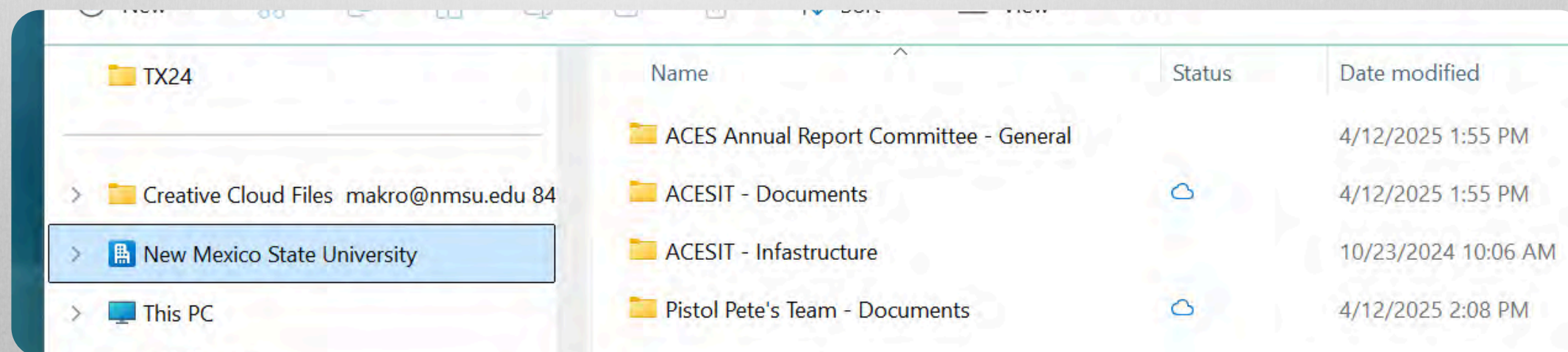


## OneDrive Features

# OneDrive Mobile

---

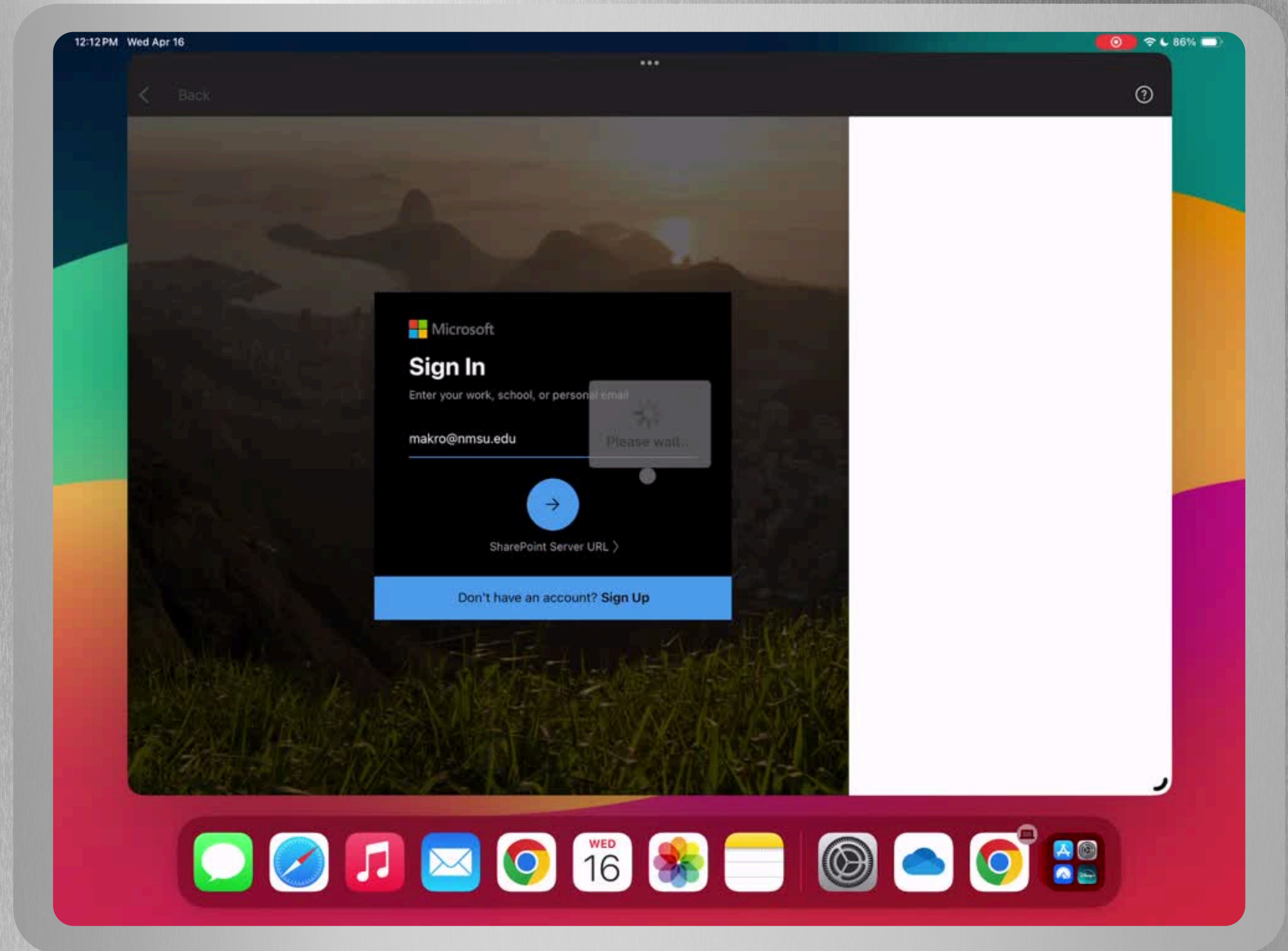
Using OneDrive on mobile devices allows you to easily access, share, and manage your files from anywhere with an internet connection.





## Apple Devices

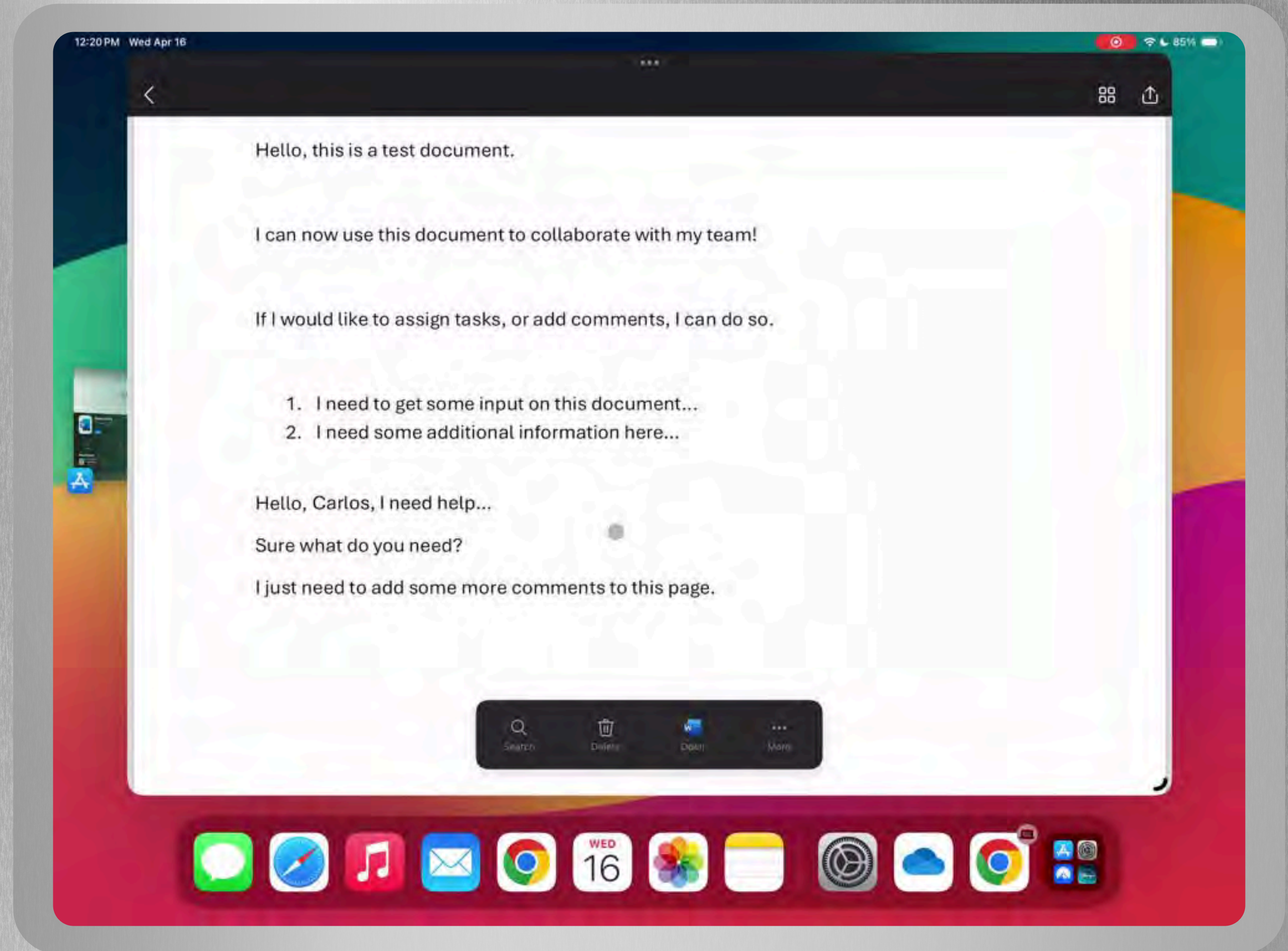
Using OneDrive on Apple devices lets you seamlessly access, share, and manage your files across iPhones, iPads, and Macs, as well as with your Windows laptops/desktop and other Windows users.





## Apple Devices

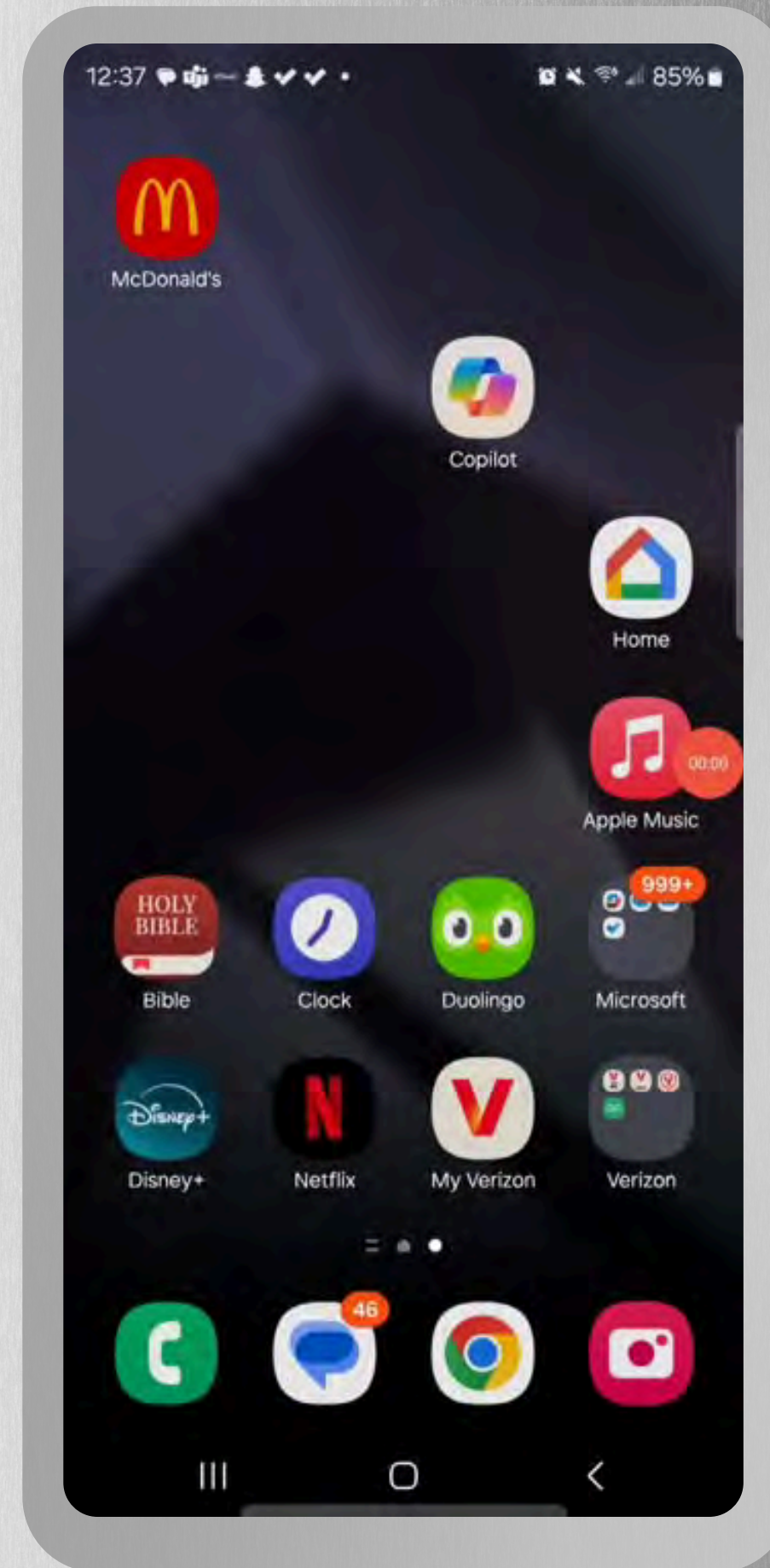
Using OneDrive on Apple devices lets you seamlessly access, share, and manage your files across iPhones, iPads, and Macs, as well as with your Windows laptops/desktop and other Windows users.





## Android Devices

Using OneDrive on Android devices also lets you seamlessly access, share, and manage your files across all your devices, as well as with your Windows laptops/desktop and other Windows users.







# Microsoft **OneDrive** Bootcamp:

SYNC, SHARE, SUCCEED

# Questions?

Extension Speaks



College of Agricultural, Consumer  
and Environmental Sciences  
Cooperative Extension Service

Presented by: ACES IT