

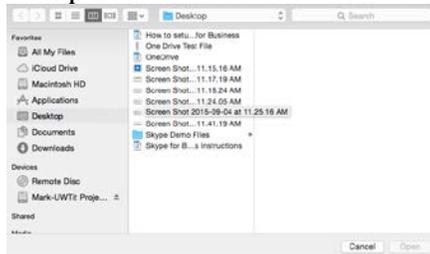
How to setup and sync OneDrive Web App to your computer (PC & MAC)

Log in to Office 365 with your UW NetID. In the upper left hand corner of your browser select the App Symbol and click on the “OneDrive” symbol . This will take you to the page shown below.

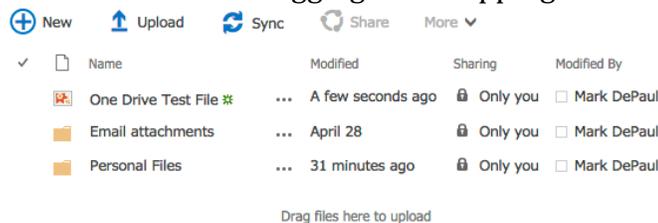


From here you can upload new documents via  Upload or create new Word, Excel, PowerPoint, OneNote, or Excel Survey files via , folders may be created via this function as well.

To upload a file select  Upload and the following window will open

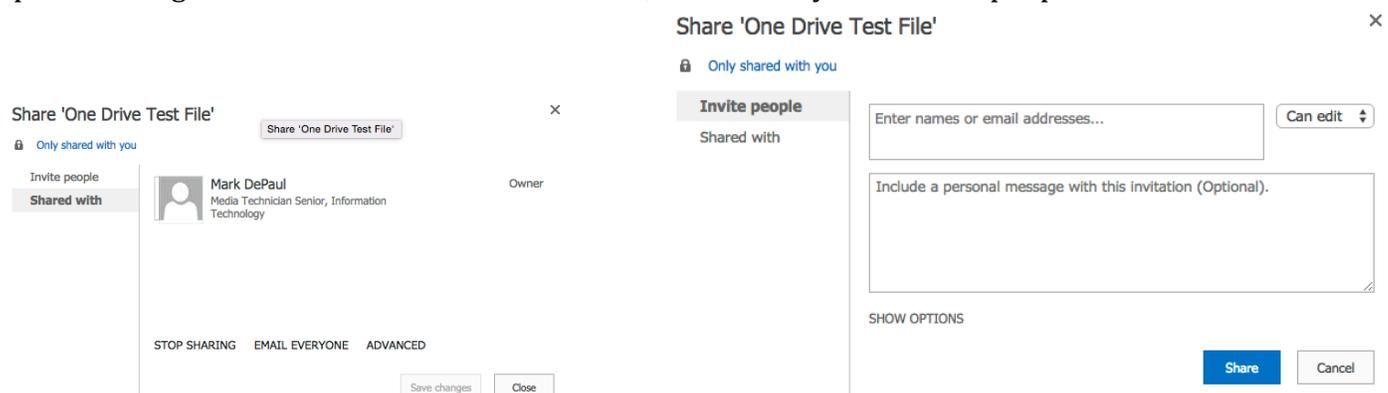


Select the file you'd like to upload and click . The window will close and you can now see your file on the OneDrive. Dragging and dropping a file in your browser can also perform this action.



Sharing

When uploading files to OneDrive the default permission is restricted to your account only. To change sharing permissions select  Only you on the file you'd like to modify permissions for. A new window will open showing who the document is shared with, and allows you to invite people.



To invite people select *Invite people* on the left hand side. Enter the users you'd like to share with and from the drop down choose  If you'd like to give editing permissions, or  to allow users

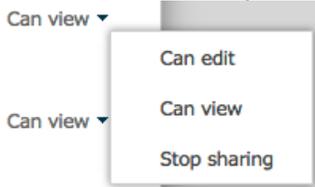
to only view. OneDrives default setting e-mail's an invitation to all new users. If you do not want to send an e-mail select **SHOW OPTIONS** and uncheck *Send an email invitation*. Select **Share** to complete the process. The window will close and now your file looks like this



You can customize who can edit or view or document, or remove users from sharing your document by selecting **Paul Lovelady and 3 more** and the share window will open again showing users the document is shared with.



To change user permissions from *Can view* to *Can Edit* select the drop down to the right of the users name. From here you can change the permissions or stop sharing with the user all together.

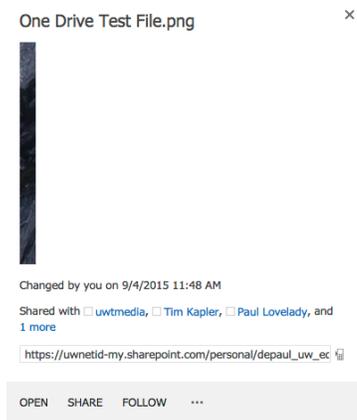


You can also stop sharing from all users by selecting **STOP SHARING** in the bottom left hand corner of the window.

Viewing and Downloading

To preview a file on your OneDrive in the browser click on the file you'd like the view, a new window will open. You can download the file from here by selecting **DOWNLOAD** in the upper left hand corner.

Files are also downloadable through the *Menu Dialog* which can be accessing by clicking on ******* to the right of your file name. The following menu will open



Here you can see who the file is shared with, obtain a link, open the file, share, or download. To download select ******* in the bottom of the window and select **DOWNLOAD**.