Using Office 365 OneDrive

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Purpose
This training material highlights Office 365’s OneDrive, and describes how to manage and use.

Audience
This training material is designed for University faculty students and staff that will be using OneDrive.
Using Office 365 OneDrive

Logging into Office 365 and Accessing OneDrive

1. Using any web browser navigate to the UofM website.

2. Click on the webmail link in the menu.

3. Enter your full UofM email address, click Next.
4. Enter your password that is associated with your UofM email address and myMemphis account.

5. Once you have entered your password you will see the message screen for Office 365 Outlook. Click on the nine small squares located at the top left-hand corner of the message screen window.
6. Select the OneDrive icon from the list.

7. You are now accessing OneDrive.

8. The Column to the left contains navigational links to Files, Recent files, Shared and Recycle Bin (files or folders that you have deleted located in the recycle bin).
Uploading Files

1. Choose upload from the file menu.

2. From the drop-down menu on upload choose to Upload Files or a Folder.

3. Browse to find (A) file to upload, select that file, then (B) click Open.
Once uploaded, your file will appear.

Creating a folder for Use in OneDrive

1. From the drop-down menu of new choose, Folder.

2. (A) Type the name of your folder in the provided blank field, then (B) click Create.
3. Once the folder is created it will appear.
Sharing a document or Folder in OneDrive

1. First, select the file or folder to share by selecting the radial check mark button located to the left of it.

   ![OneDrive interface showing file selection and menu options]

   *Note: When the radial button is selected more options for the file will appear in the menu at top of window. This menu will allow you to Share, Copy Link, Download, Delete, Move to, Copy to, and Rename files.*

2. Once you click share, the share window will appear. From here (A) enter a recipient’s email address, and/or (B) include an optional message. Once you have entered the recipient’s email and optional message, (C) click Send.
Note: Only people with the link can view and edit. People who are outside the UofM are able to view. From this window, you can also copy the link or send the link out via email.
Locating Help Resources

The Center for Teaching and Learning offers support to faculty, staff, and students. Upon completing the training covered in this course; faculty, staff and students are able to receive additional training help and resources. Such help can be located as follows:

Service Desk Request

Submitting a Ticket

- Login URL:
  - [Here is a link to our service desk ticketing system](#)
  - After logging in, choose the link Request Help or Services.
  - Choose Request Help or Services.

Call the ITS Service Desk (901-678-8888) on a 24x7 basis (Excluding Some Holidays)

- Call the Service Desk for immediate assistance with login problems or issues with using the Service Desk Request Form.

- If you do not receive a response from via the Service Desk Request Form after 24 hours, email The Center for Teaching and Learning, [umtech@memphis.edu](mailto:umtech@memphis.edu) (Using this email will automatically generate a help desk ticket). Please provide your Service Desk ticket number for faster assistance.

Important Links

- [Explore the umTech Website](#)
- [Center for Teaching and Learning (CTL) Website](#)
- [Search our Training and Documentation](#)