OneDrive – Using Office Documents

OneDrive is your personal cloud storage. It also provides you with Microsoft’s Office Web Apps so you can create or edit documents in the cloud, all from your browser.

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Find Your OneDrive
Log in to Office 365 by going to: www.outlook.com/patriots.cf.edu

Click on OneDrive.

Creating Documents in the Cloud
Click new document and select the type of document you would like to create.
You will be brought into the Office Web App version of Office to begin editing your document.

The Office Web Apps are similar to the desktop versions and allow you to have styles, pictures, tables, etc. as if you were using the desktop version, except free and can be used in any modern browser.
Editing a Document

Word Online
When you click on a document, you will be shown a preview. On the top bar, you can choose to edit in the Word Online Office app or Edit in Word.

Clicking on the Edit in Word Online will bring you to the online editor where you can make quick changes in your browser.
Local Office
When you click on a document, you will be shown a preview. On the top bar, you can choose to Edit in Word Online or Edit in Word.

If you click Edit in Word you may be asked to enter your credentials for Patriot Email. This allows Office save documents in the cloud. Enter you Patriots Email and Password, then click Sign in.

If you are having issues opening your document in the desktop version of Office, visit this link for help:
Help in Word Online

Your local version of office will come up with the document and allow you to edit as you would any document.
To save the document back to the cloud, just click the **Save** icon.

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**Sharing a Document or Folder**

OneDrive allows you to share documents with anyone.

Click on the document you want to share and then click **Share**.
Type out the full email address of the person you wish to share the document with. Select if you would like them to Edit or View. You have the option to add a message to an email request. When you are ready, click Share.
Sharing a Document or Folder Outside of CF

OneDrive also allows sharing with people outside of CF. Sharing can be done by invitation or generating an anonymous link.

Click the document you wish to share and click Share.

Type out the full email address of the person you wish to share the document with. Select if you would like them to Edit or View. You have the option to add a message to an email request.
The other option is to create a link that can be shared that will allow access to view or edit your file. Be careful because this link can be created and sent to others without your knowledge. Only files can be accessed this way. Folders cannot be shared using anonymous links.
Connect Office 2013 to SharePoint

Within your desktop application of Word 2013, click File → Open → Add a Place → Office 365 SharePoint

Enter your Patriots Email address and click Next. Then enter your password and click Sign in.
You can now access SharePoint data and your OneDrive data by clicking OneDrive @ College of Central Florida – CF. Then click Browse. You can click you Documents and you will see your OneDrive documents.

**Desktop OneDrive App**

Another option to get your OneDrive files onto your desktop is to use the OneDrive application to sync your documents from your computer to the cloud. You will be able to access your files on your computer just as you would any other folder and changes will be automatically saved to the cloud.

Learn more about the application here: OneDrive App