

[www.csu.edu.au/division/dit/staff/training/self-help/collaboration-and-communications/office-365/onedrive](http://www.csu.edu.au/division/dit/staff/training/self-help/collaboration-and-communications/office-365/onedrive)

Microsoft OneDrive

## Set up OneDrive

Put your files in OneDrive to get them from any device.

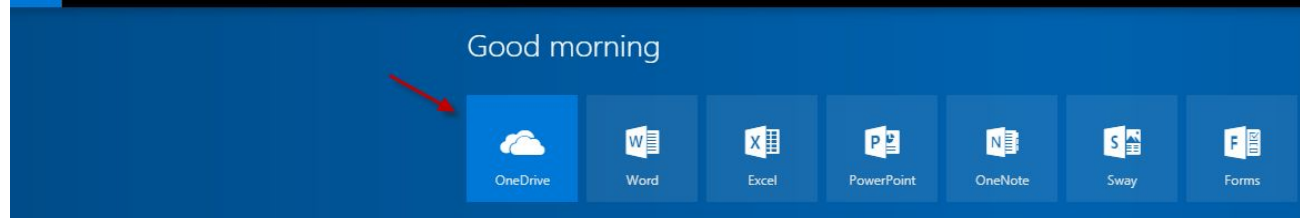


Enter your email address

Sign in

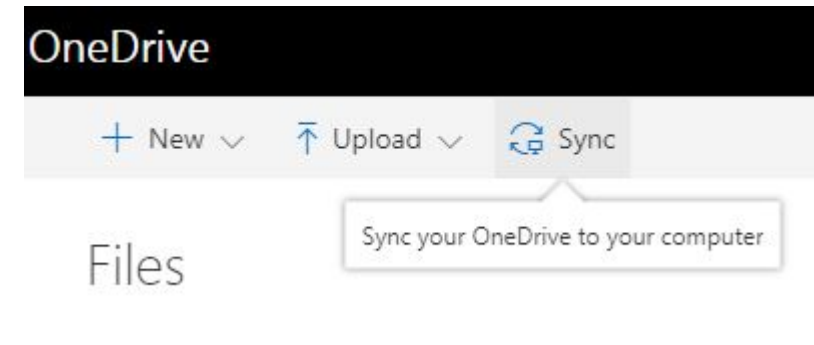
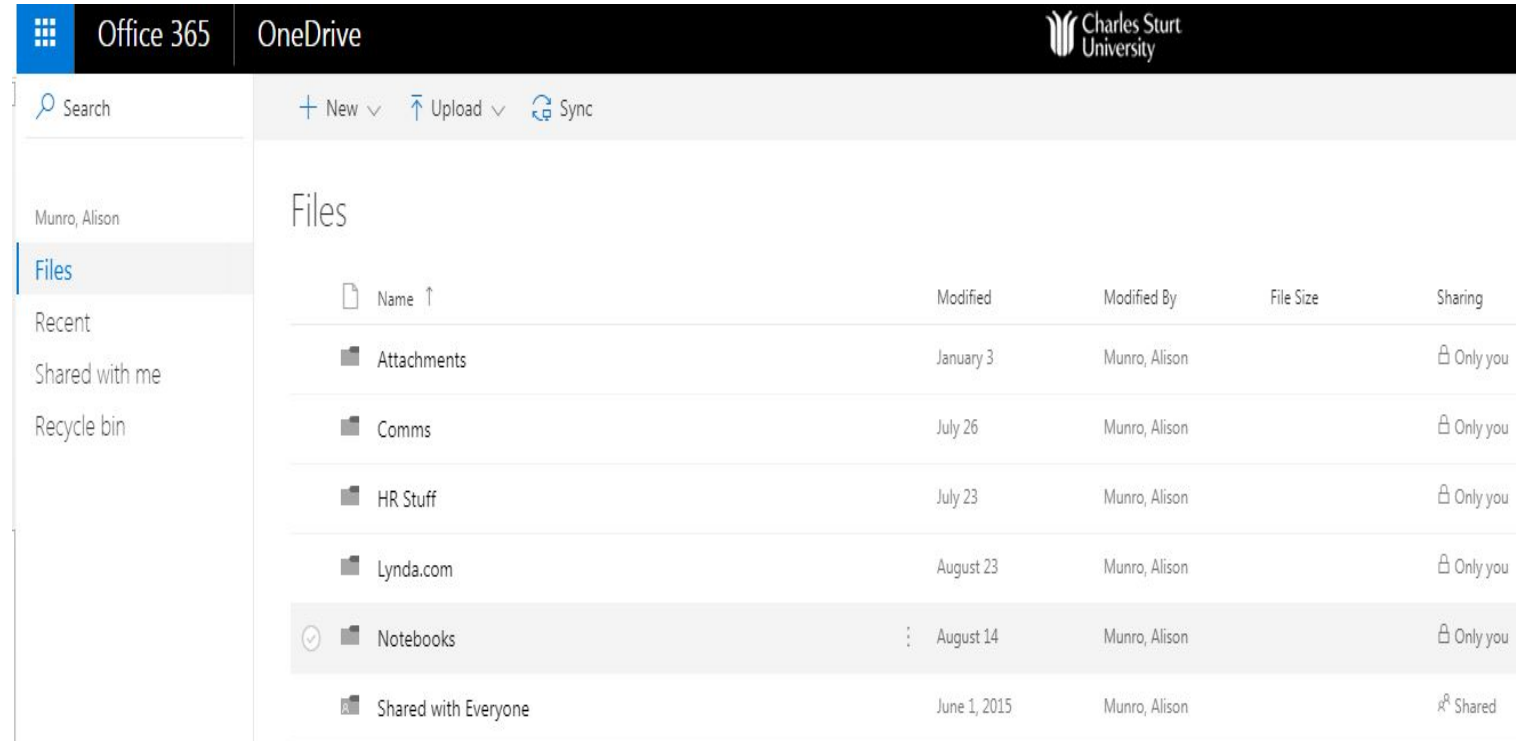
## What is it?

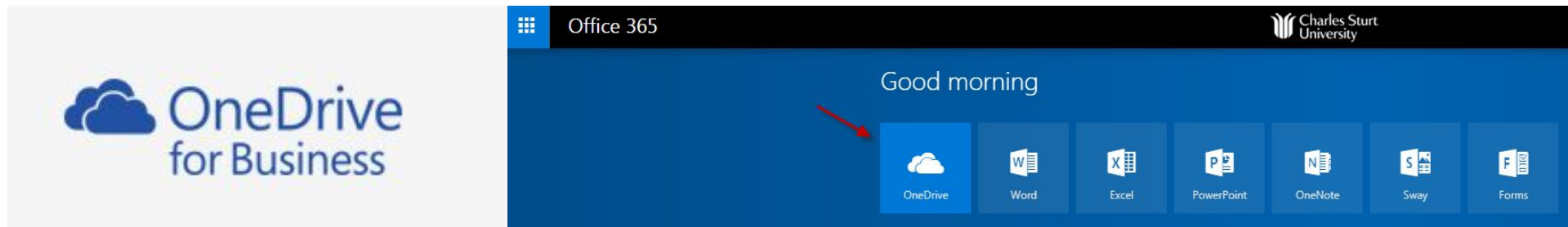
- Private and secure online storage area where you can store and back up files
- Managed by CSU – temporary storage area for work related files
- Available through single sign-on – synchronises with your CSU credentials, use your CSU login to access
- Provides 1,000GB storage capacity
- Integrated with Office 365
- Accessible on a variety of platforms
- Add any file type to your storage area, e.g. photos and videos
- Sync tool – allows you to work offline
- Collaboration tool – share files with colleagues both within or outside of CSU, work simultaneously with shared files in the browser
- A replacement for your staff P: Drive



## What are the benefits?

- Free storage – 1,000GB
- User friendly interface allows for easy organisation
- Anytime, anywhere access to files
- Edit documents from your browser
- Work offline using the Sync tool – a local copy is saved to your computer and once you reconnect to the Internet the changes are uploaded to the cloud
- Provides several ways to share documents within CSU and with external users
  - Set document to require sign-in
  - Set document to read-only or allow for edits
  - Set link to expire
- Collaborative office document editing
  - the whole team views the same document version
  - integrates with Word, Excel and other applications
  - see changes to documents in real-time through co-authoring

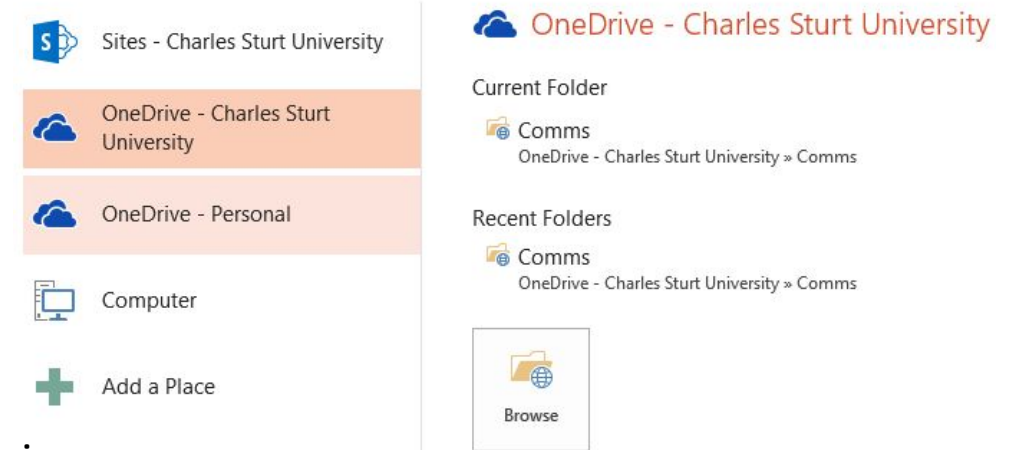




## How can I use it?

- Work productively from your mobile device – flag documents and access them offline
- Review documents on the move – draw, highlight and add comments to PDFs from your mobile device
- Avoid filling your local disk by choosing which files and folders are synced to each device
- Save email attachments straight to a chosen folder in OneDrive for Business
- Collaborate on documents with your team and use version control to track the changes made

## Save As



## Access and training:

[office.csu.edu.au](http://office.csu.edu.au)

[www.csu.edu.au/division/dit/staff/training/self-help/collaboration-and-communications/office-365/onedrive](http://www.csu.edu.au/division/dit/staff/training/self-help/collaboration-and-communications/office-365/onedrive)



OneDrive for Business Essential Training –

[www.lynda.com/OneDrive-Business-tutorials/OneDrive-Business-Essential-Training/490092-2.html](http://www.lynda.com/OneDrive-Business-tutorials/OneDrive-Business-Essential-Training/490092-2.html)