

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

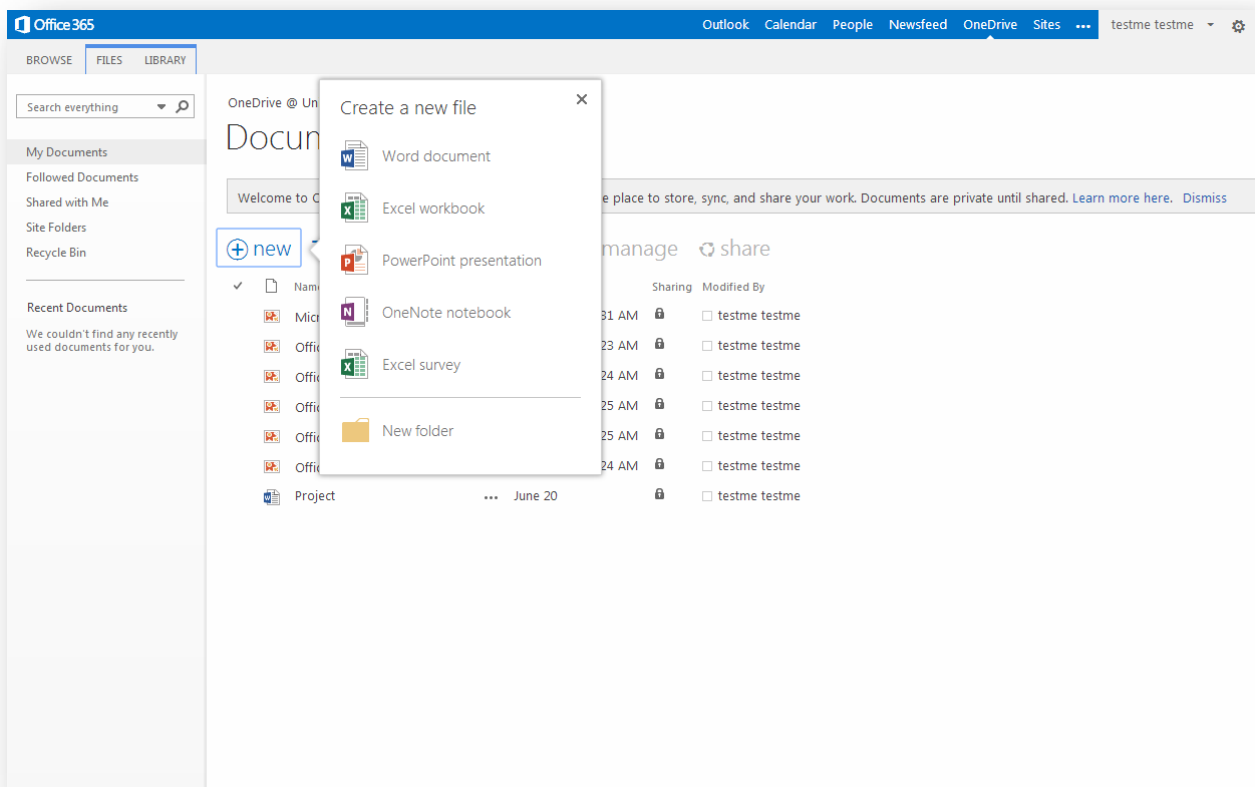
Log in to Office 365 by going to: www.outlook.com/knights.ucf.edu

Click on **OneDrive**.

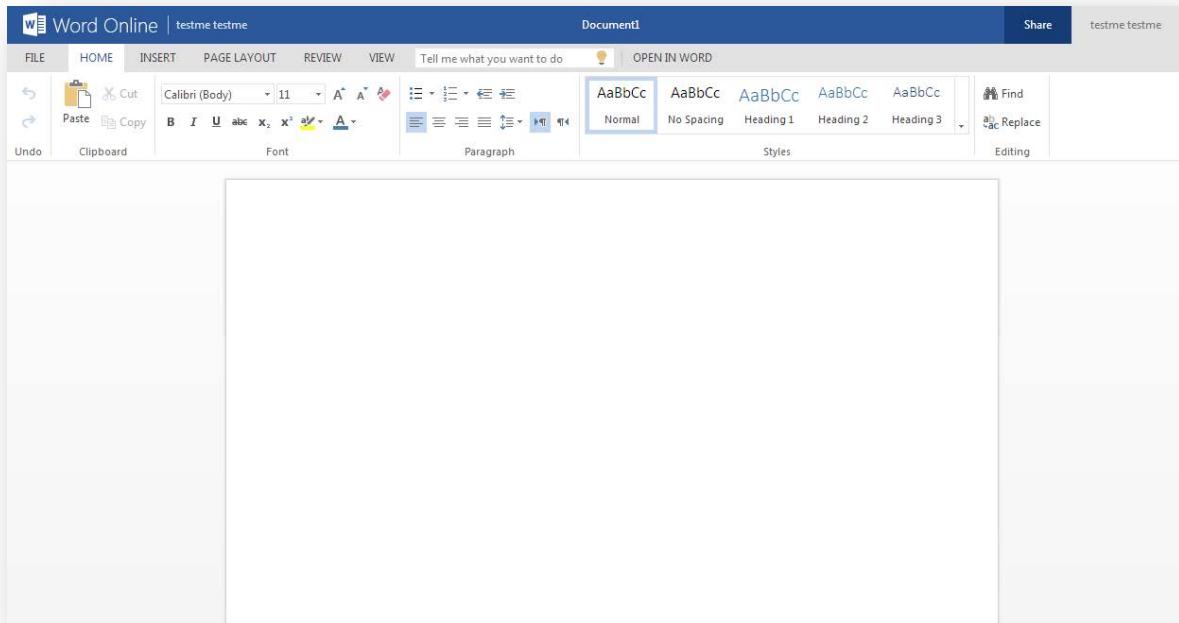


Creating Documents in the Cloud

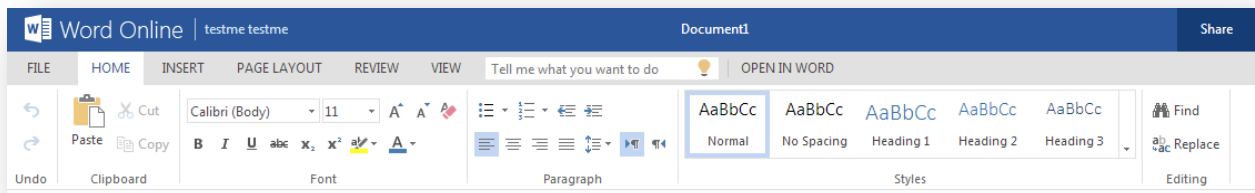
Click **new document** and select the type of document you would like to create.



You will be brought into the Office Web App version of Office to begin editing your document.



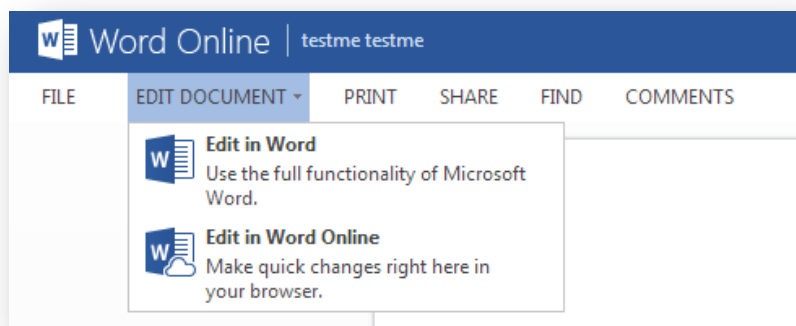
The Office Web Apps are similar to the desktop versions and allow you to have styles, pictures, tables, etc. as if you were using the desktop version, except free and can be used in any modern browser.



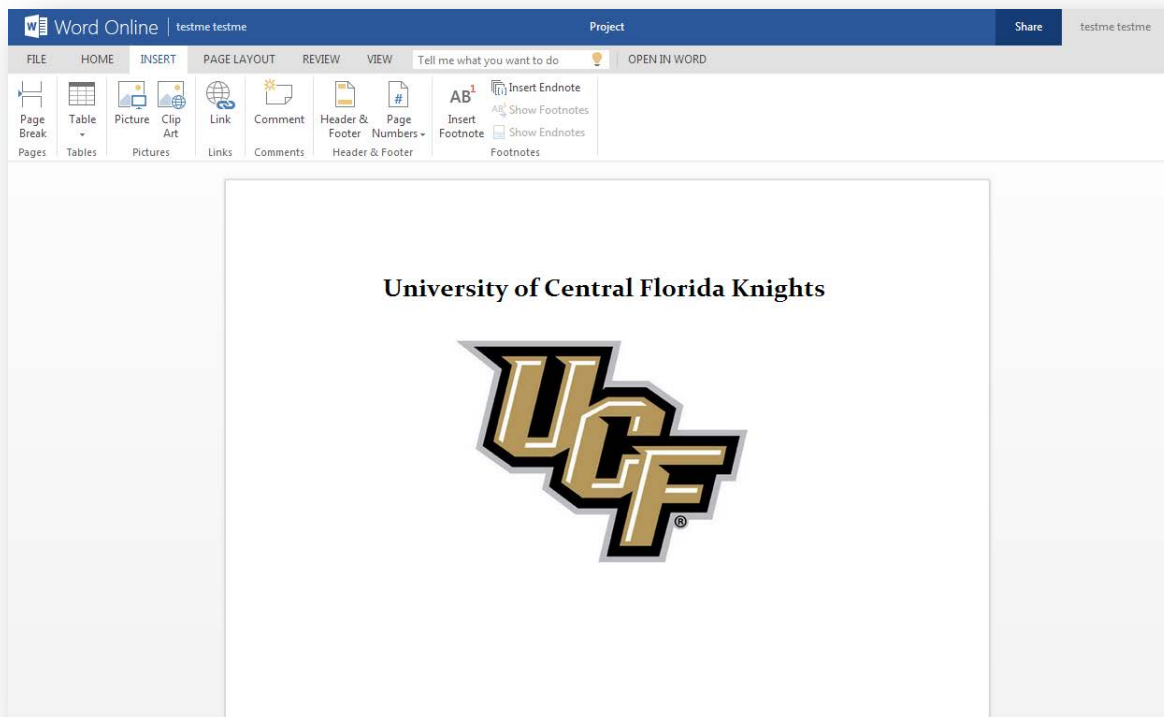
Editing a Document

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.

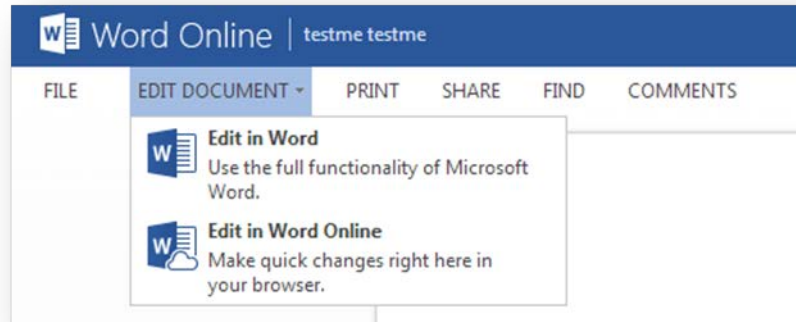


Clicking on the **Edit in Word Online** will bring you to the online editor where you can make quick changes in your browser.



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.

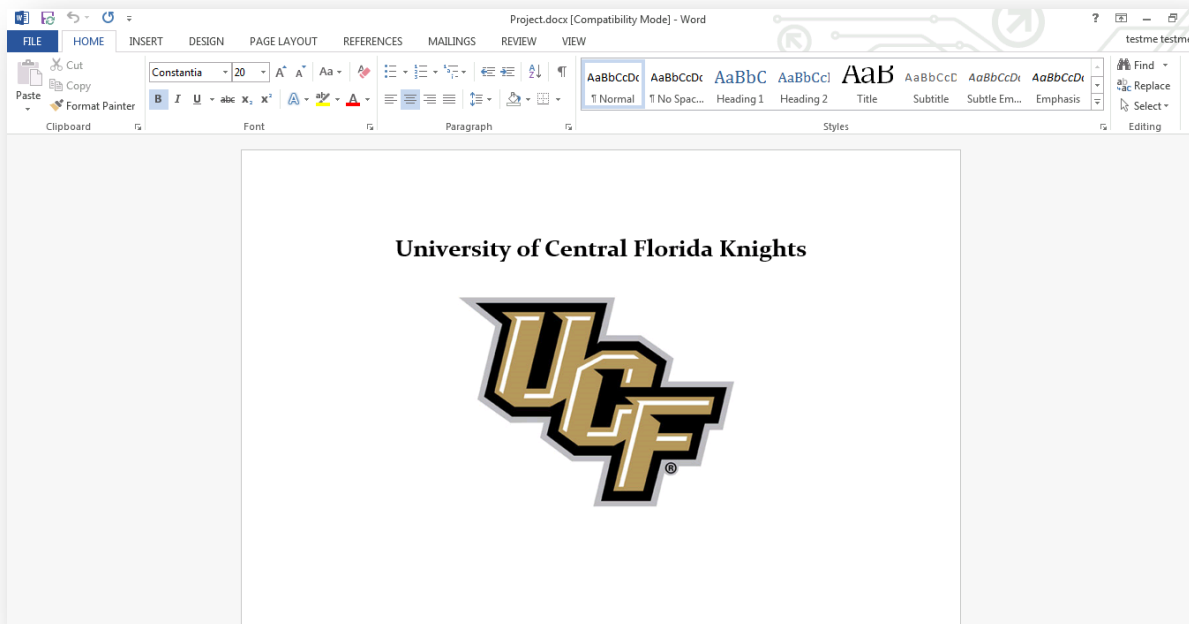


If you click **Edit in Word** you may be asked to enter your credentials for Knights Email. This allows Office save documents in the cloud. Enter you **Knights Email** and **Password**, then click **Sign in**.

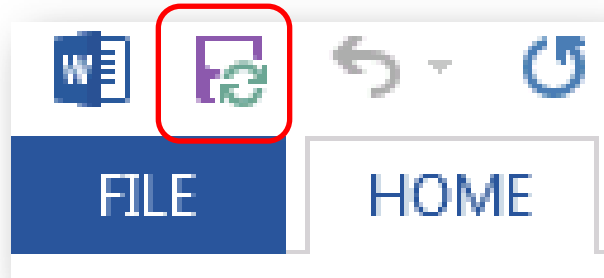
If you are having issues opening your document in the desktop version of Office, visit this link for help:

[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.



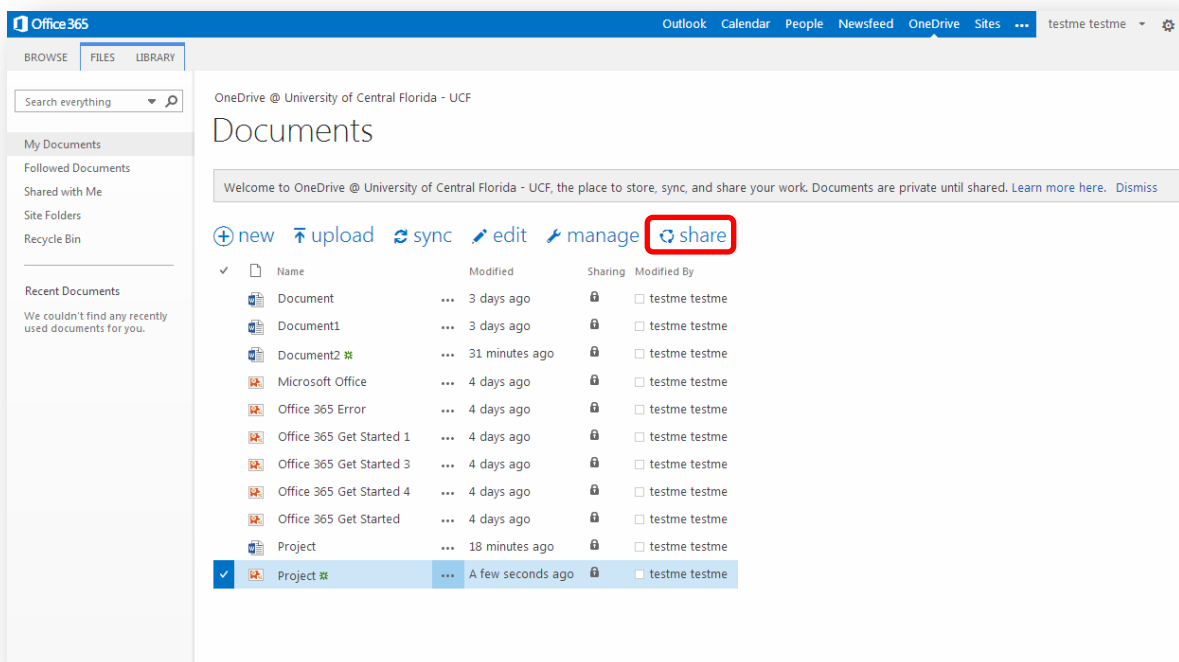
To save the document back to the cloud, just click the **Save** icon.



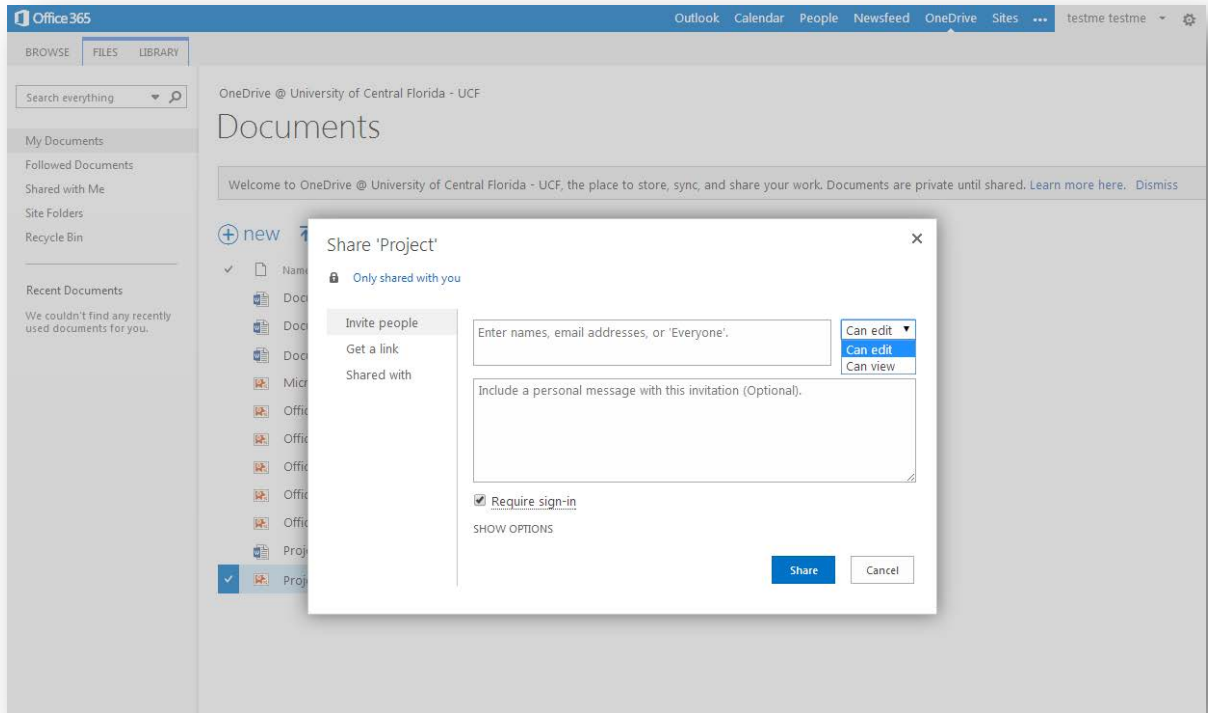
Sharing a Document or Folder

OneDrive allows you to share documents with anyone.

Click on the document you want to share and then click **Share**.



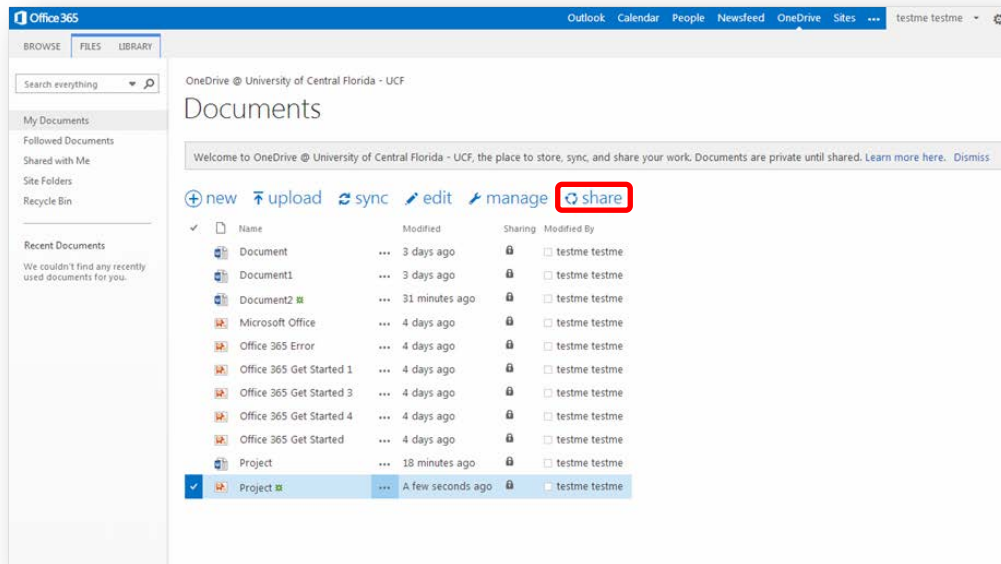
Type out the full email address of the person you wish to share the document with. Select if you would like them to **Edit** or **View**. You have the option to add a message to an email request. When you are ready, click **Share**.



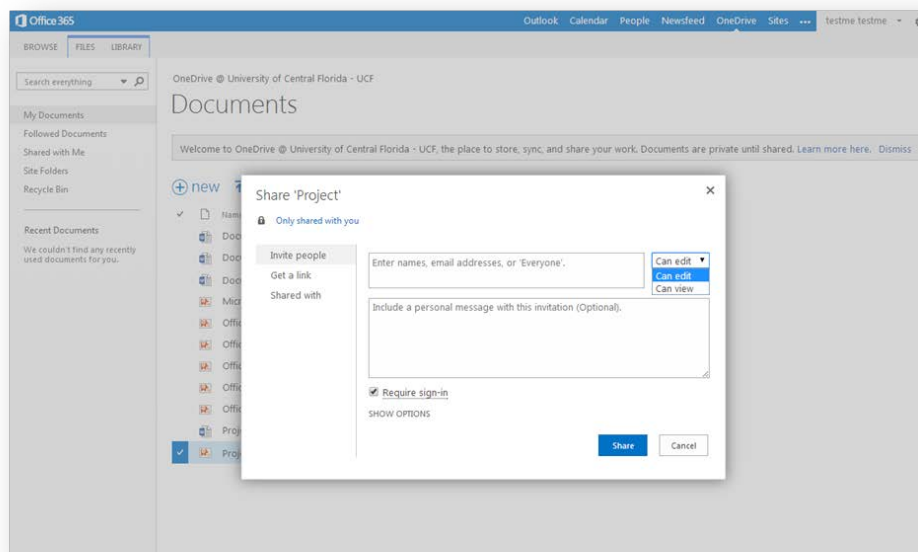
Sharing a Document or Folder Outside of UCF

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

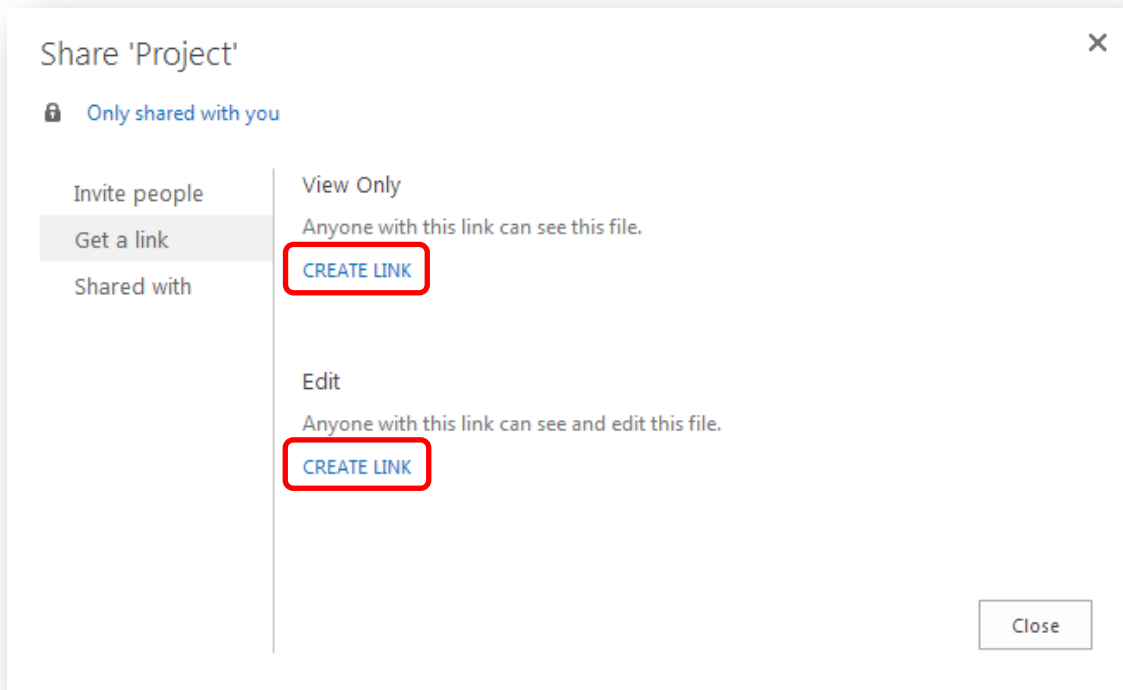
Click the document you wish to share and click **Share**.



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.

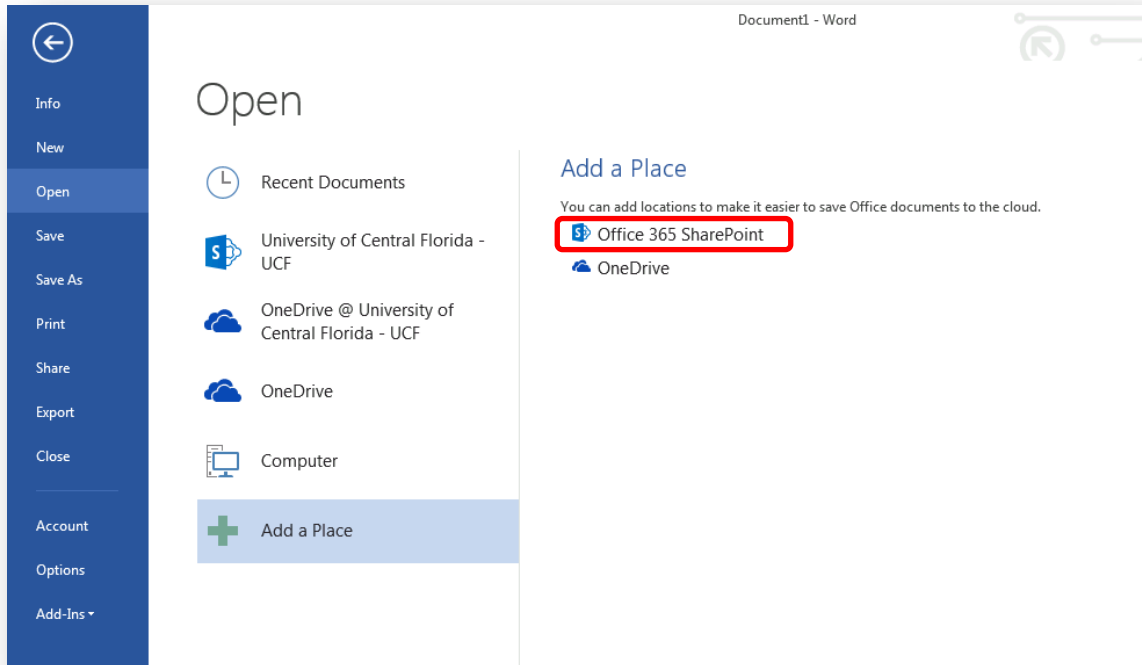


The other option is to create a link that can be shared that will allow access to view or edit your file. Be careful because this link can be created and sent to others without your knowledge. Only files can be accessed this way. Folders cannot be shared using anonymous links.



Connect Office 2013 to SharePoint

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

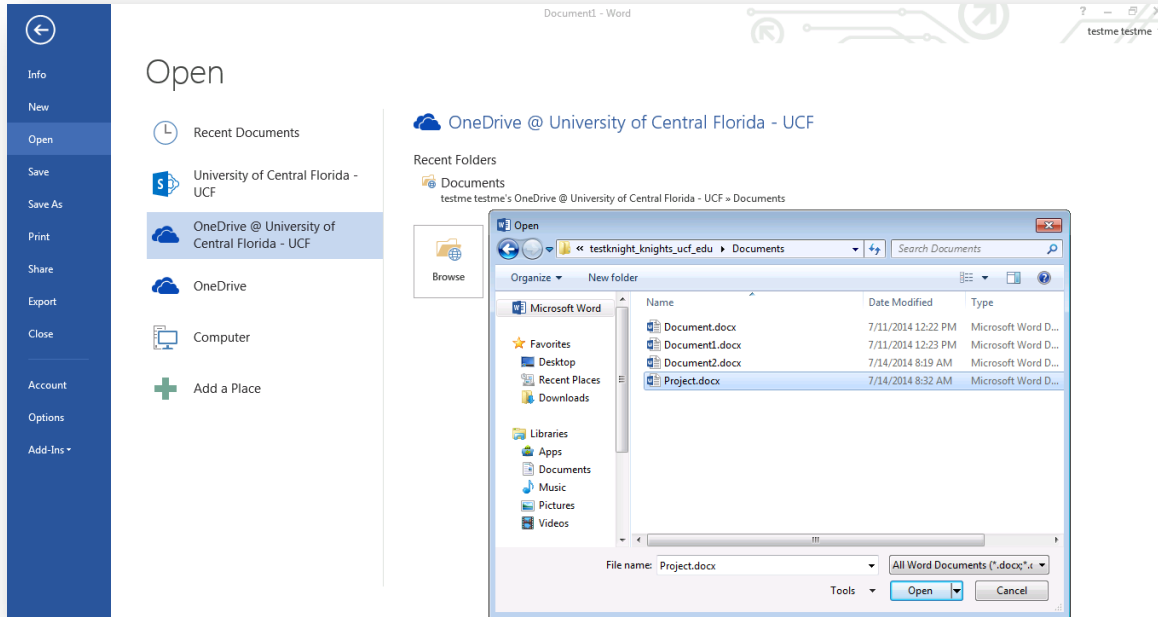


Enter your **Knights Email** address and click **Next**. Then enter your **password** and click **Sign in**.

The 'Add a service' dialog box has a title bar with a close button (X). The main heading is 'Add a service'. Below it, the text reads 'Type the email address you would like to use to sign in.' There is a text input field with the placeholder text 'Type your email address'. Below the input field is a blue button with the text 'Next'. At the bottom, there is a small note: 'When you sign in, your documents and settings are online' followed by links for 'Learn more' and 'Privacy statement'.

The 'Sign In' dialog box has a title bar with a close button (X). The main heading is 'Sign In'. Below it, there are two input fields: 'User ID:' with the value 'testknight@knights.ucf.edu' and 'Password:' with masked characters. Below the password field is a checkbox labeled 'Keep me signed in' which is checked. There is a 'Sign in' button. At the bottom, there is a link: 'Can't access your account?'. At the very bottom, there is a copyright notice: '© 2012 Microsoft Corporation Privacy | Legal'.

You can now access SharePoint data and your OneDrive data by clicking **OneDrive @ University of Central Florida – UCF**. 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](#)