# CWU OneDrive Tutorial

Created by CWU Multimodal Education Center

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Accessing OneDrive Online

You will need your CWU log-in credentials to use your CWU OneDrive. If you do not remember your credentials or are having issues logging in, please contact CWU Information Services’ Service Desk for assistance.

You can access your CWU OneDrive directly by logging into OneDrive with your CWU email and password. If you are unfamiliar with OneDrive but have used your CWU Outlook before, here is another easy way to navigate to the correct page.

1. Log in to your **CWU Outlook** and click on the **App Launcher** banner in the upper left-hand corner to open the **Applications** menu

![App Launcher](image)

2. From the **Apps** menu, select **OneDrive**.

![Apps Menu](image)
3. OneDrive is now open and you can access your OneDrive files.
Navigating OneDrive

OneDrive has many options to easily find, sort, and edit your files.

Search

Use the search bar in the upper left to locate files. Once you search for a file, a menu on the right (pictured above) will appear. You can use this menu to filter results by the following:

1. **Time** the document was last modified
2. **File type**
3. **People** who are creators and collaborators

You can remove all filters by selecting the button in the upper right (circled below).
When creating a new OneDrive file, you can select from the following options:

- Folder
- Word document
- Excel workbook
- PowerPoint presentation
- OneNote notebook
- Forms for Excel
- Link
Upload

Upload a copy of files or a folder from your computer. This will pull up the file selector for your computer. You can also drag and drop files into OneDrive to upload them.

Other Useful Functions and Folders

In the upper right, you’ll find the following options to change the Sort, change View, and get Details for your files:

Sort
Files can be sorted by the following:
• **Type** of File
• **Name** of File
• **Modified Date**
• **Modified By** username
• **File Size**

Each sort selection can be organized in **Ascending** (smallest to largest, A to Z) or **Descending** (largest to smallest, Z to A) order. You can sort using the Sort button in the upper right, or select the header of the category you want to sort by to pick the ordering.

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**View**
Change to **List**, **Compact List**, or **Tiles** (preview or type-of-file icons)

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**Details pane**
A log of your activity, including editing and moving files for a selected file or folder. The folder being reviewed is indicated at the top of the menu.
My files
View files you have on your CWU OneDrive.

Recent
View files that you have recently accessed, this includes files that were created by other people.

Shared
View files in the **Shared with me** and **Shared by me** sections.

Recycle bin
Send files to the Recycle bin by deleting them.

To recover your recently deleted files, go to the **Recycle bin** page, select the file, and select **restore**.

Shared libraries
See documents, email attachments, etc. within a shared group.
Create a group by selecting **Create shared library**, creating a name for the group, and add group members or owners.

The associated email for the group allows you to send emails within the group and access email attachments from the Attachments folder within the shared library.
Using Files in OneDrive
Once you select a file in OneDrive, there are many options to help you edit, share, and move your file for easier access and organization. You can either 1) Right-click, 2) hover over and click the **Show actions button** (3 vertical dots) to get a dropdown menu or 3) select and choose from the top options bar to do actions including the following:

- Open
- Preview
- Share
- Copy link
- Manage access
- Download
- Delete
- Move to
- Copy to
- Rename
- Flow
- Version history
- Details

Connecting OneDrive to Your Computer
Syncing your CWU OneDrive will allow you to access these files on your computer and view them in File Explorer/Finder.
1. **Check that you have the OneDrive App** installed on your computer. If you are using Windows 10, OneDrive should already be installed.
   a. If you are using a different version of Windows, [download OneDrive for Windows](#) from the Microsoft Office Products page.
   b. If you are using a Mac computer, [download the OneDrive application](#) from the Mac App Store.

2. Select the **Sync** button. A loading window will appear saying **Getting ready to sync**.

3. A pop-up window will appear. Select **Open Microsoft OneDrive**.
4. **Sign in** with your CWU email and password. Ensure the formatting is the same as the login you used to sign into OneDrive.
5. A window will appear with the location of the OneDrive folder on your computer. There is also an option to **Change Location** of the OneDrive folder.
6. A confirmation window that your CWU OneDrive is properly setup should appear. Click the **Open my OneDrive button** to see your OneDrive folder on your computer.

7. Now files can be accessed on your computer!
Additional Help
If you have questions or need additional help using OneDrive, you can use the following resources:

- Information Services’ Articles on CWU OneDrive
- Microsoft OneDrive Tutorials and Video Training
- Talk to a MEC Employee Live on Blackboard Ultra, Monday through Friday, 8 AM to 6 PM

For more information on Online Learning resources for students, visit CWU Online Learning Basics for Students.

For more information on faculty resources, visit CWU Multimodal Learning.