



ONEDRIVE-LMETB

ABSTRACT

This is a brief Handout to follow up on the session that you did covering the basics of using OneDrive for Business.

LMETB IT Department

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Log into One Drive

Go to www.lmetb.ie and click on the **Staff email** link as circled below

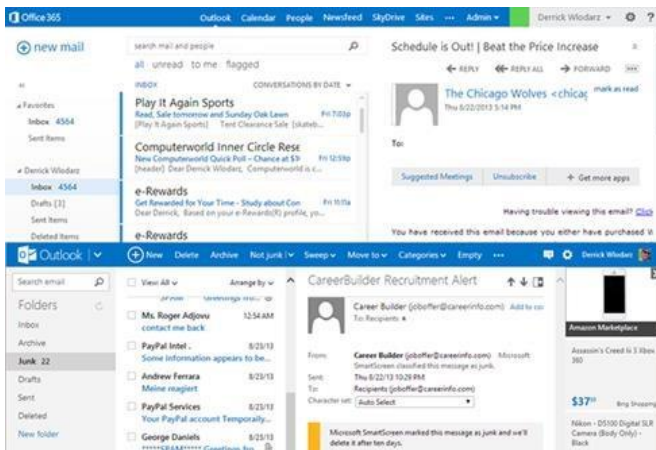
It is best to use Internet Explorer as browser on your PC/Laptop; but it is also accessible through Chrome or Safari browsers

This is a Microsoft Office365 account with Outlook email and One Drive functions, you must be on line with a computer or using Wi-Fi to access and use it

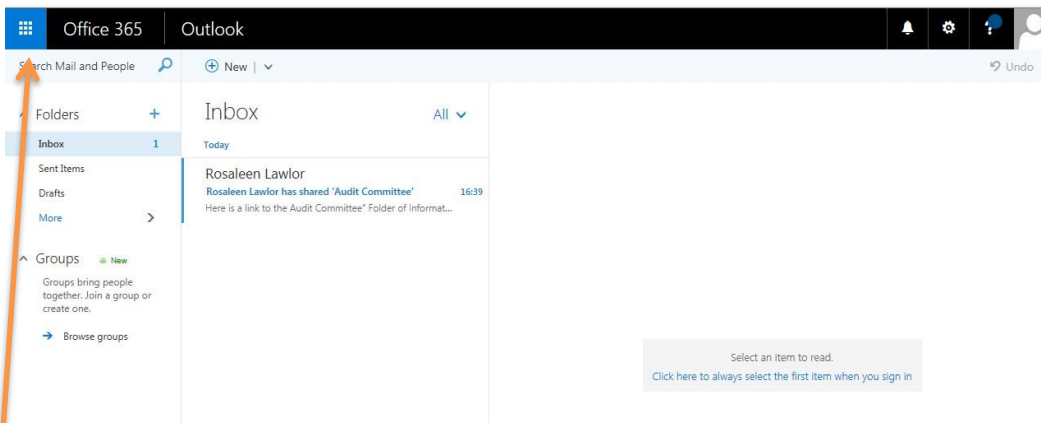


When you click on the link you will be prompted for your email username and password.

You will then have access to your Outlook Web Access e-mail service (see below image as an example).



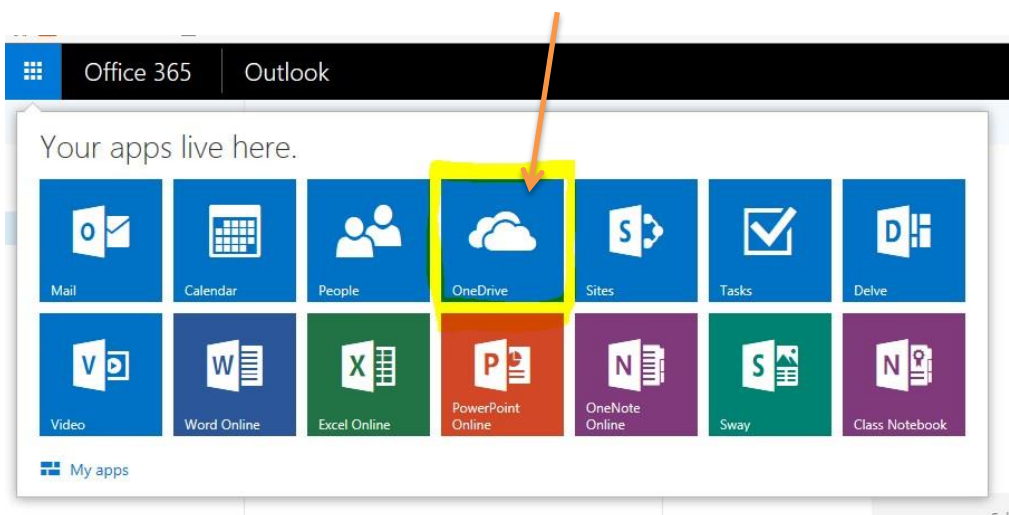
You will be brought to this landing page



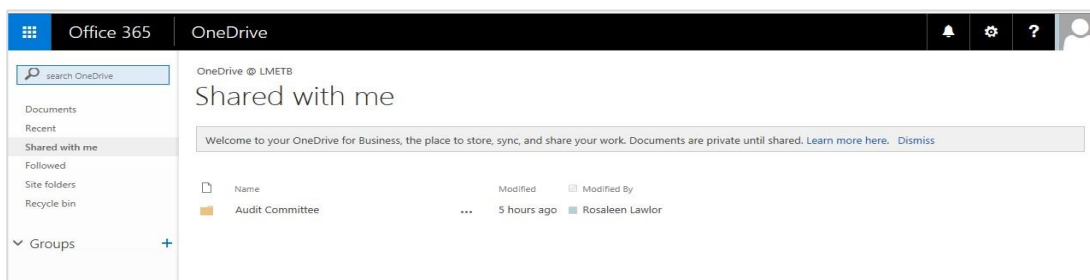
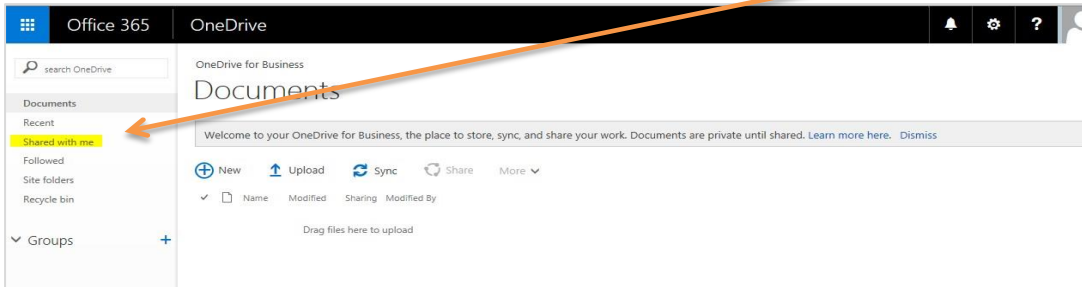
To navigate to the App Menu, Click on the App Launcher, or waffle menu, ie the button with nine little white squares on it.



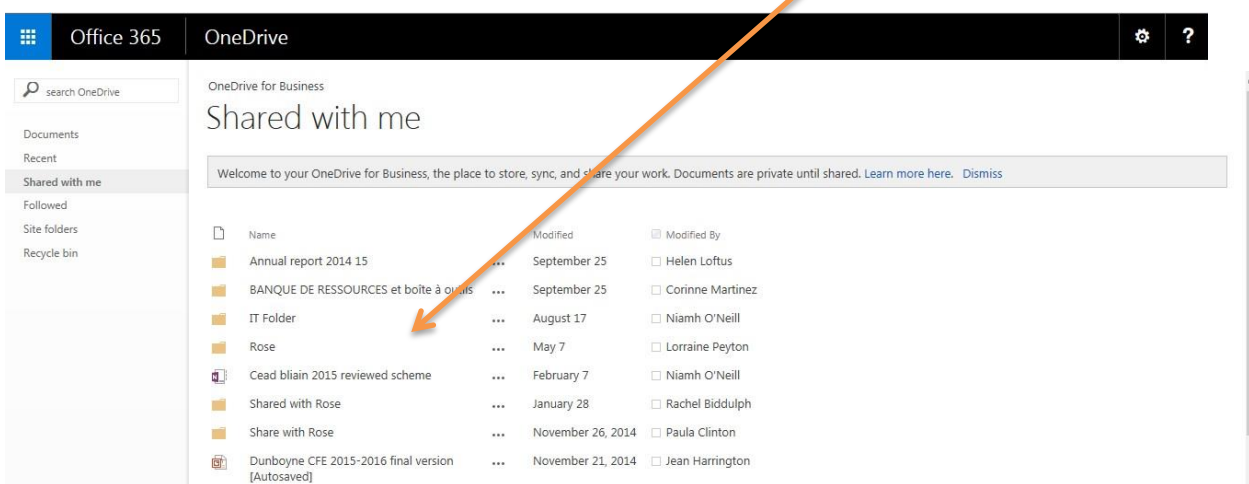
This will open, and you need to select the “One Drive” option



To See any Folder or Document that others have shared with you, select “Shared with Me” on the left hand side.

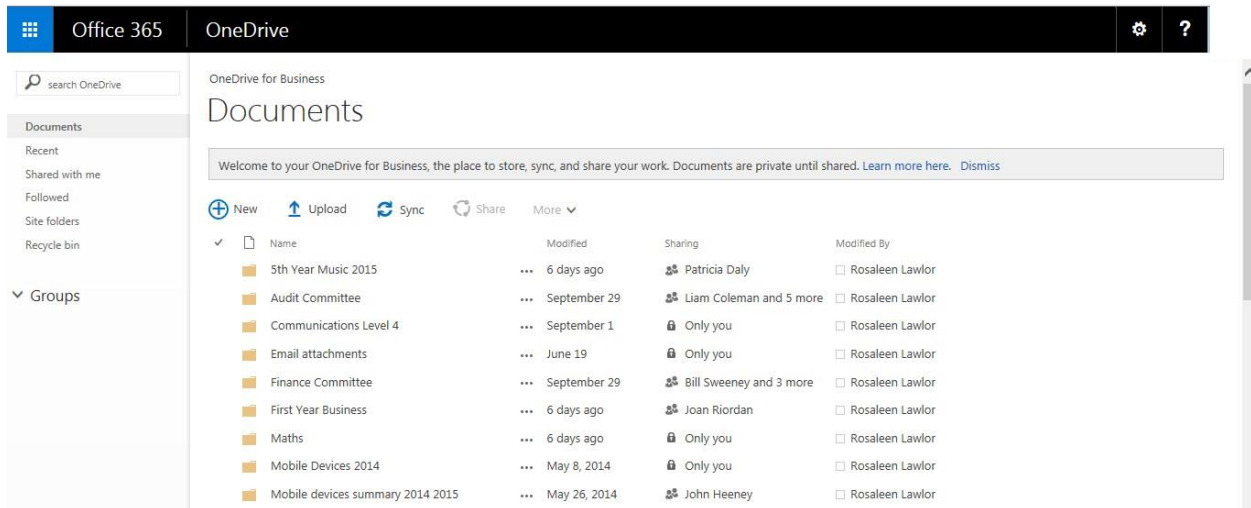


Click on the title of any folder to open the Folder and view the contents.



To navigate back to the top level - select “One Drive in the Banner - this will take you back again to the start.





Office 365 OneDrive

search OneDrive

Documents

Recent
Shared with me
Followed
Site folders
Recycle bin

Groups

OneDrive for Business

Documents

Welcome to your OneDrive for Business, the place to store, sync, and share your work. Documents are private until shared. [Learn more here.](#) [Dismiss](#)

New Upload Sync Share More

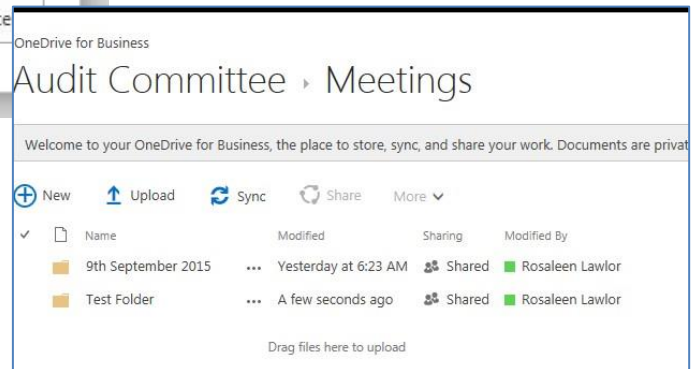
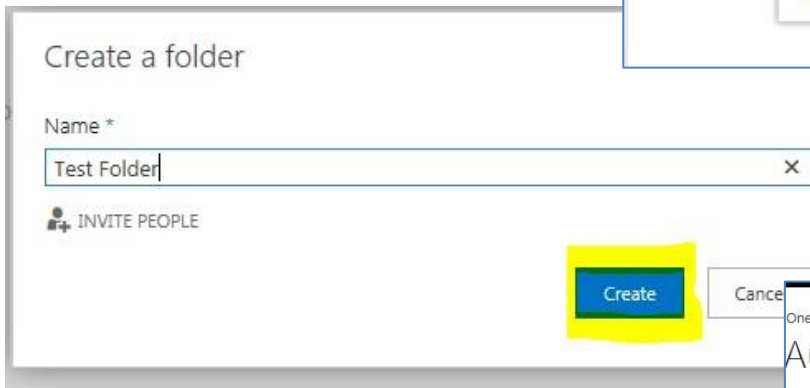
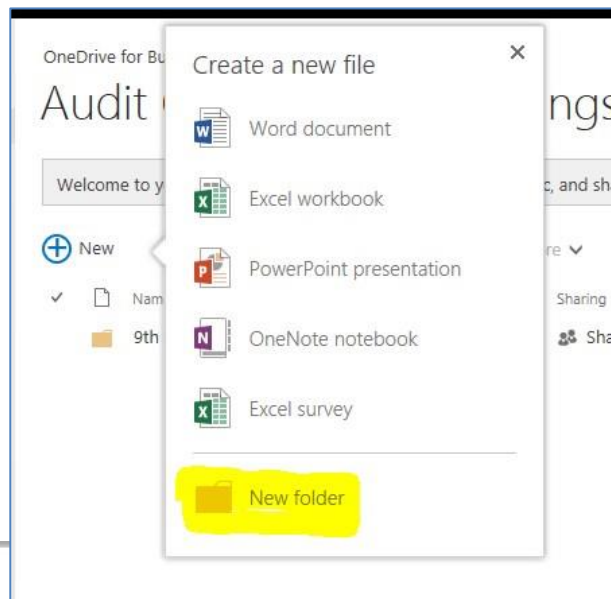
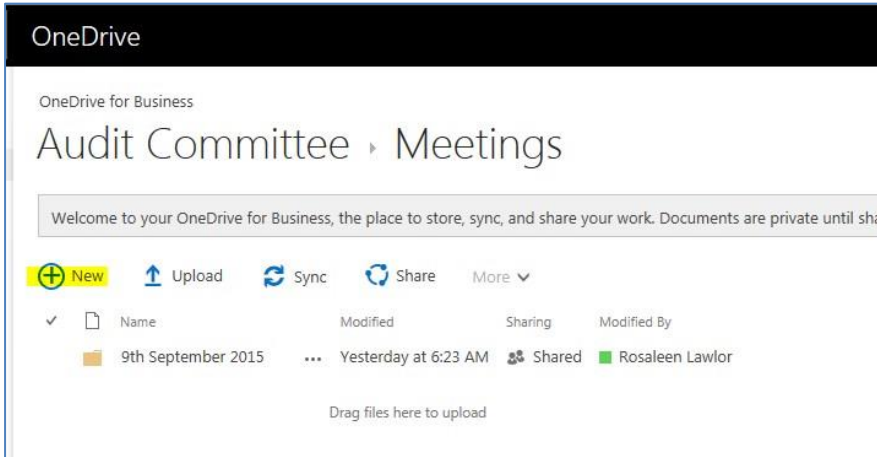
Name	Modified	Sharing	Modified By
5th Year Music 2015	6 days ago	Patricia Daly	Rosaleen Lawlor
Audit Committee	September 29	Liam Coleman and 5 more	Rosaleen Lawlor
Communications Level 4	September 1	Only you	Rosaleen Lawlor
Email attachments	June 19	Only you	Rosaleen Lawlor
Finance Committee	September 29	Bill Sweeney and 3 more	Rosaleen Lawlor
First Year Business	6 days ago	Joan Riordan	Rosaleen Lawlor
Maths	6 days ago	Only you	Rosaleen Lawlor
Mobile Devices 2014	May 8, 2014	Only you	Rosaleen Lawlor
Mobile devices summary 2014 2015	May 26, 2014	John Heeney	Rosaleen Lawlor

Create new Folders/Upload content into the folders at any time.

To Create a new Folder within a Folder - follow the steps below..

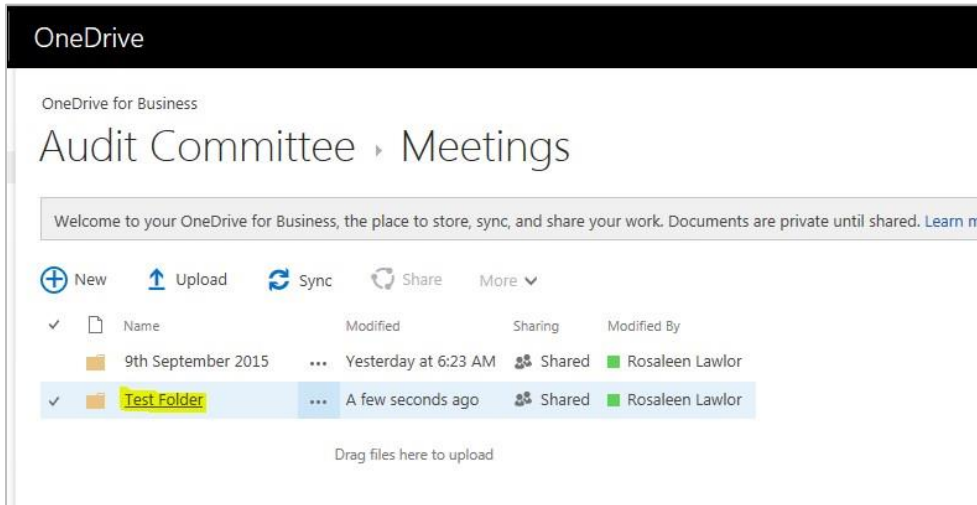
Select “+ New” and choose Folder,

Give the Folder a name and select **Create**

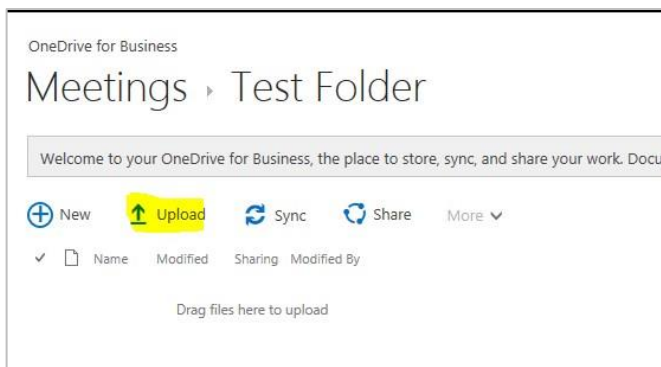


Upload Documents into this or any folder as follows

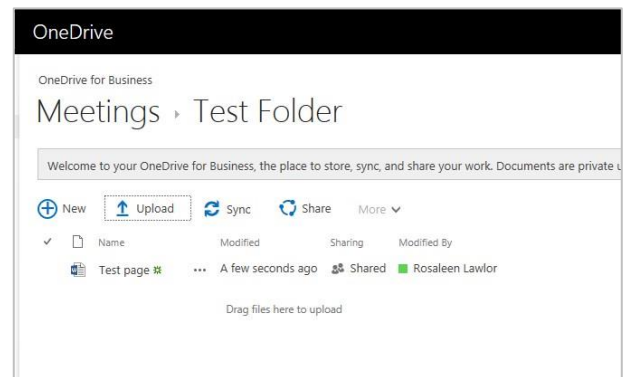
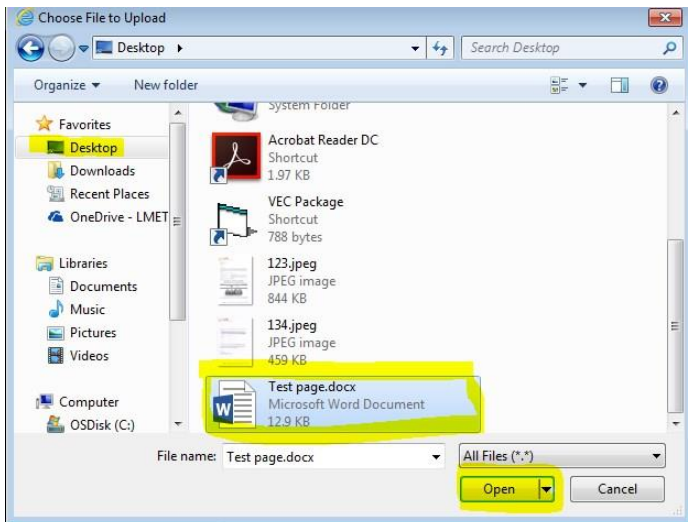
Click on the folder you wish to add a document into it, and it will open as follows



Click on “Upload”

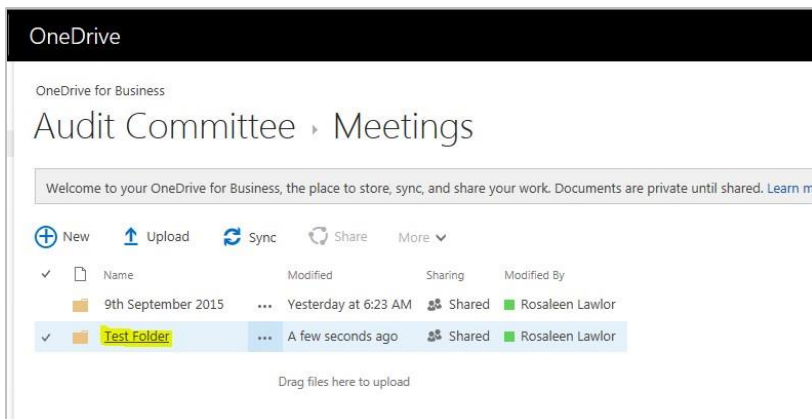


Browse for the document and select it and choose Open, it will upload to the folder then

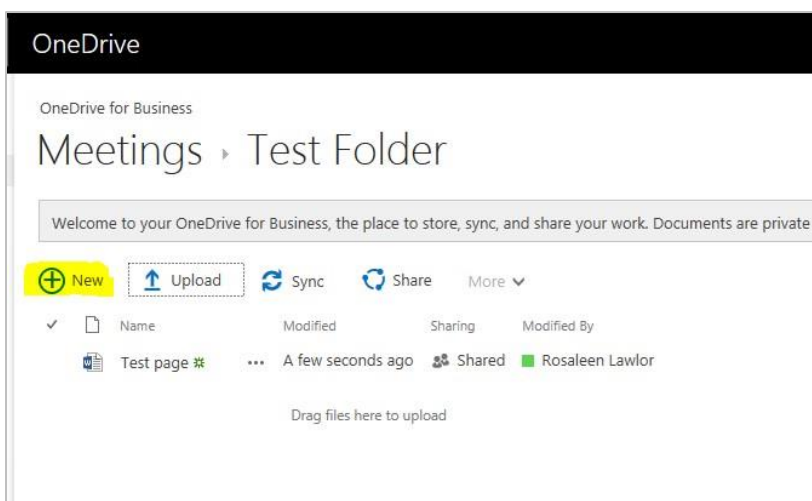


Create a document directly into the folder rather than uploading one in.

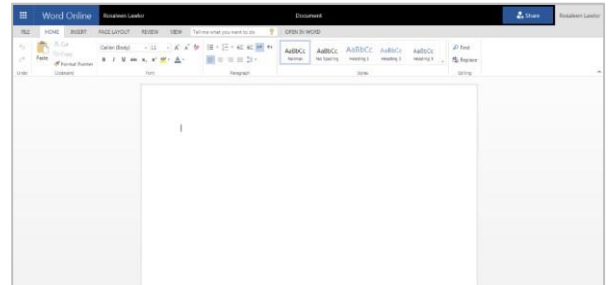
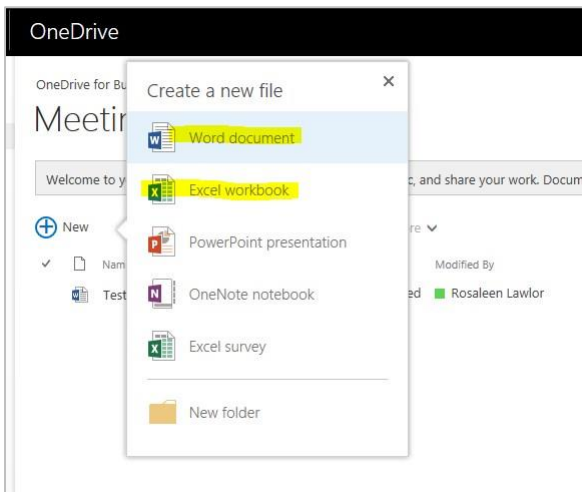
Click on the folder you wish to add a document into it, and it will open as follows



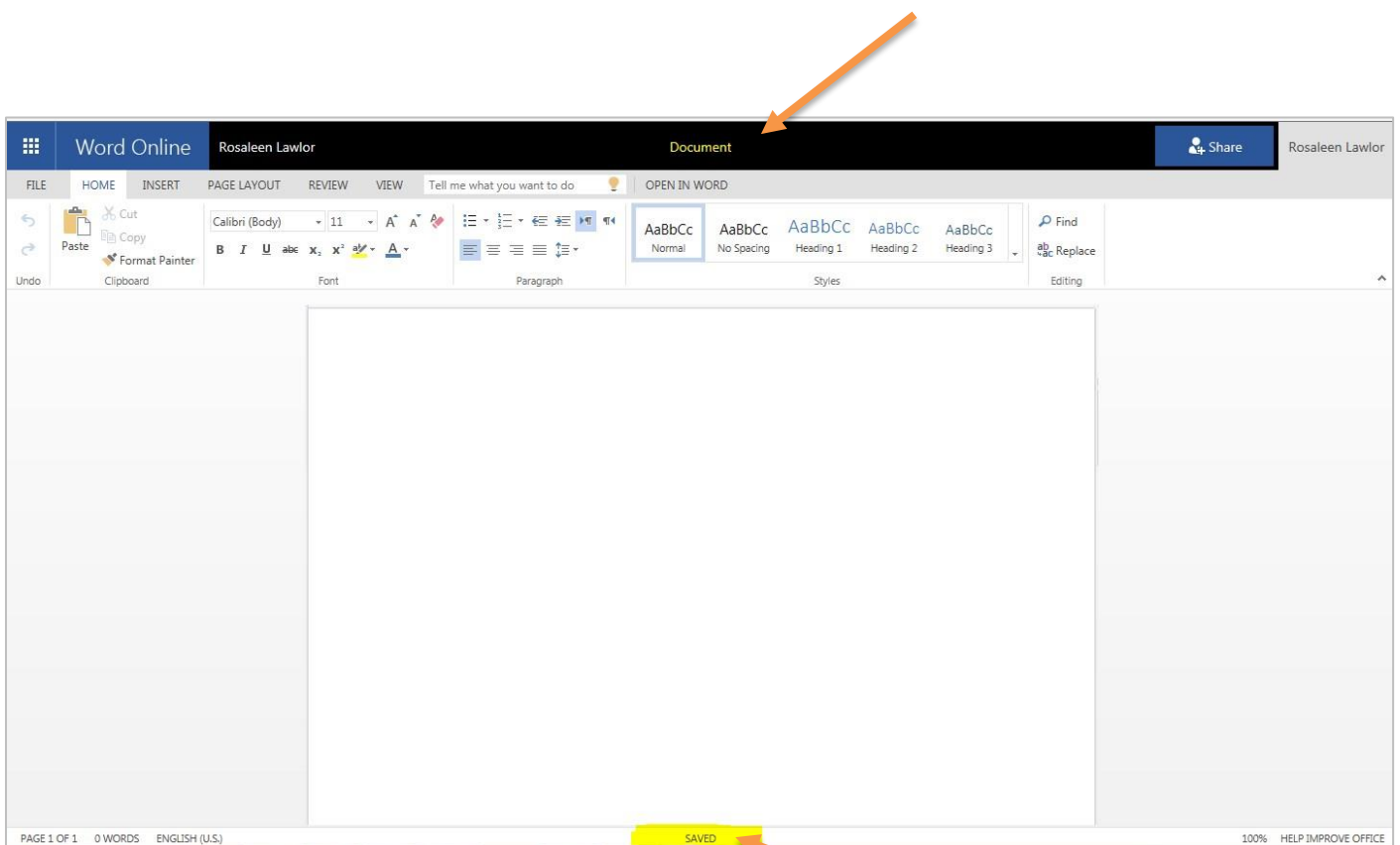
Click on + New



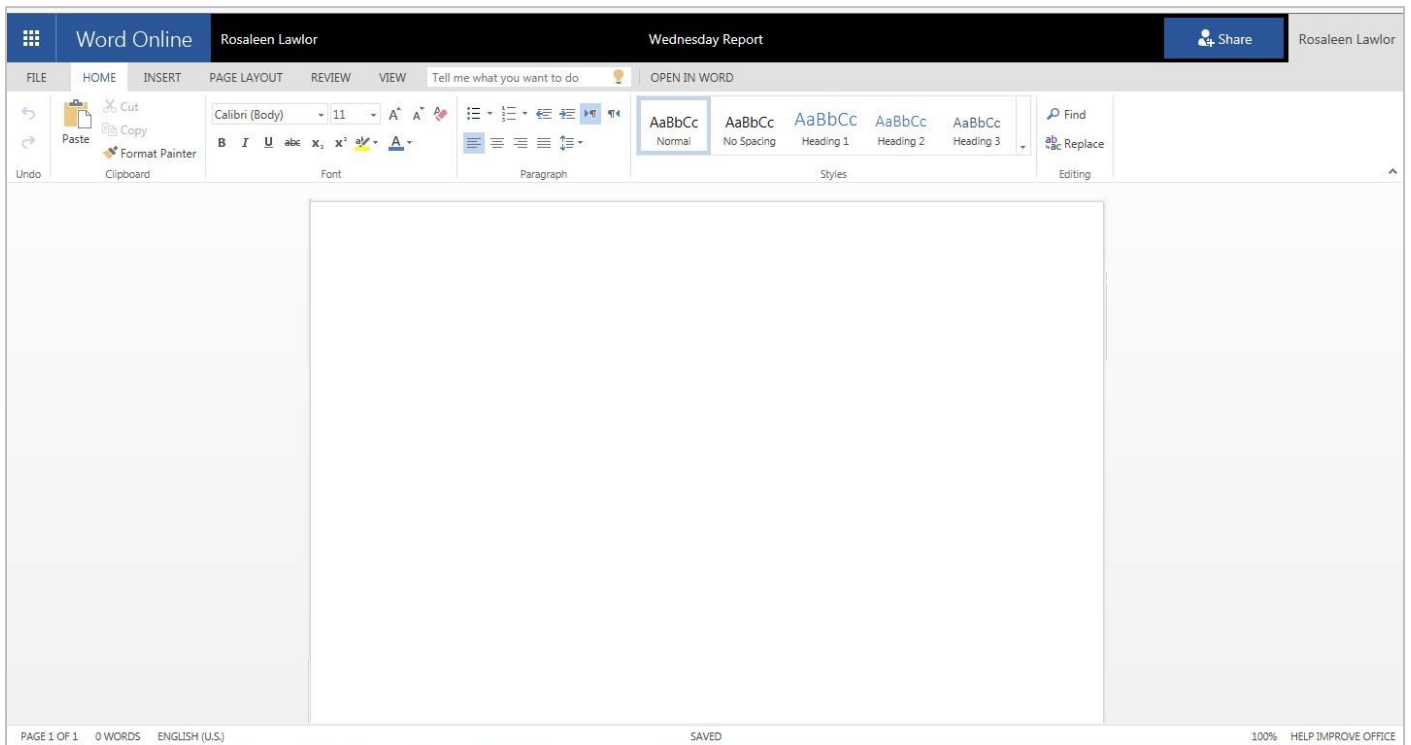
Double click on the new document type required, Word, Excel etc as required, and it will open as follows



Give the File a name by typing the in the Black Banner where the word “Document” appears.

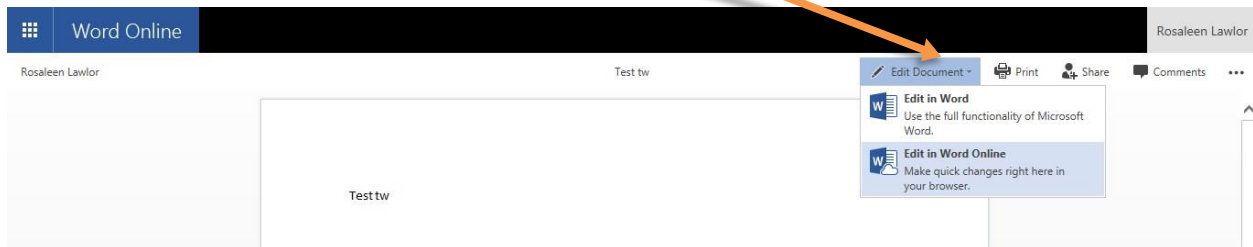


As you type Office online will save as you go, no need to resave, just watch for the saved word, then you know it is saved



To edit a File that you have in your One Drive

Open the document and then select Edit Document



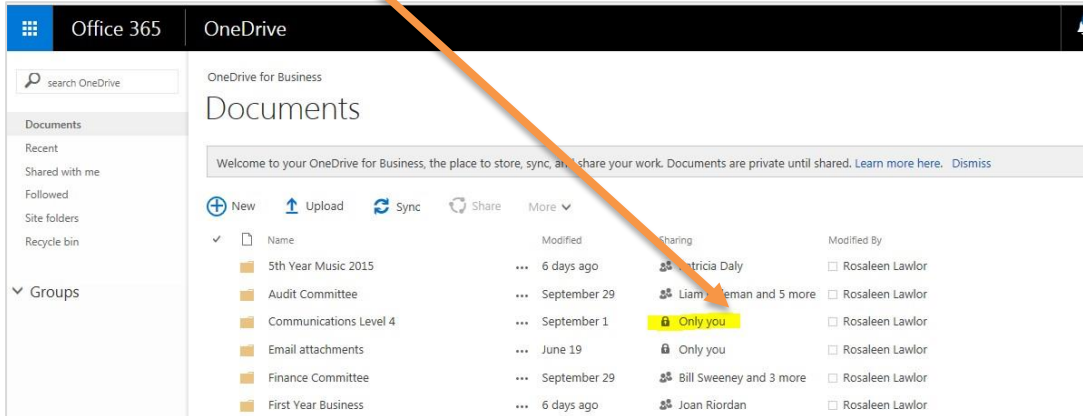
Then you choose either...

1. Edit in Word Online: this will edit the document within your One Drive and changes will save as you go.
2. Edit in Word: Here the full version of word will open, you will need to save the document locally to the computer and then re upload it, it will not save as you go in the One Drive.

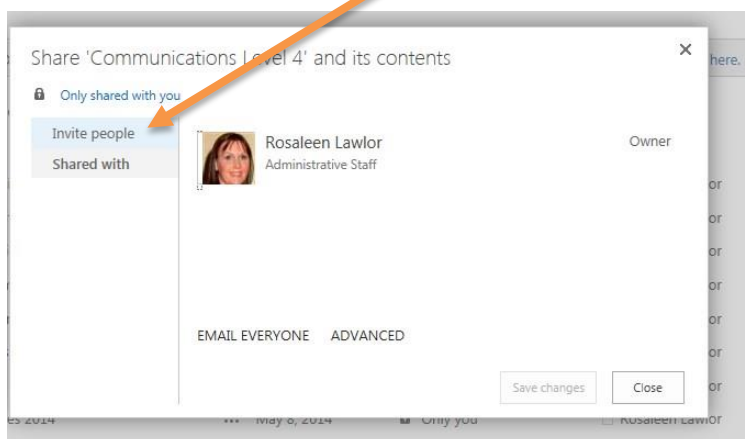
To Share a Folder with anyone.

Create a folder, and it will be created and locked to Only You.

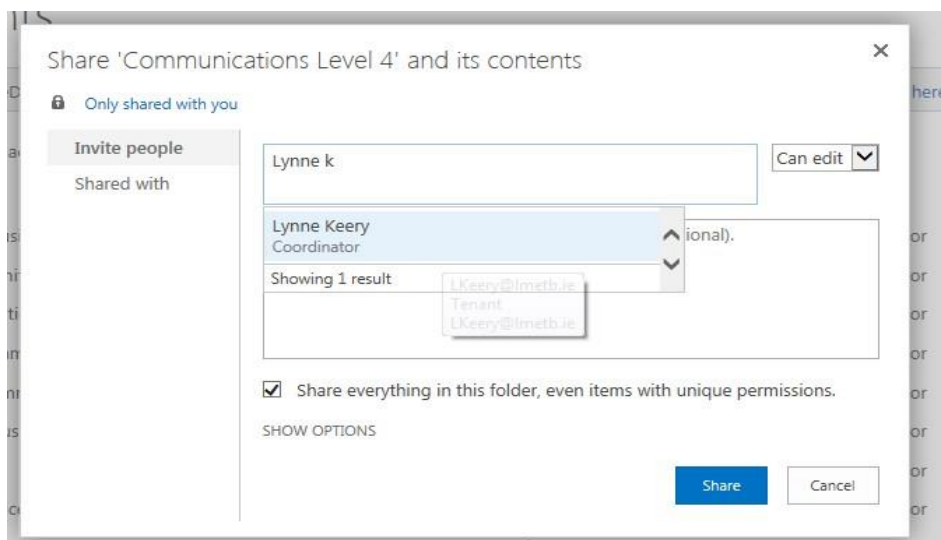
Click on the “Only You” section, the search box will open.



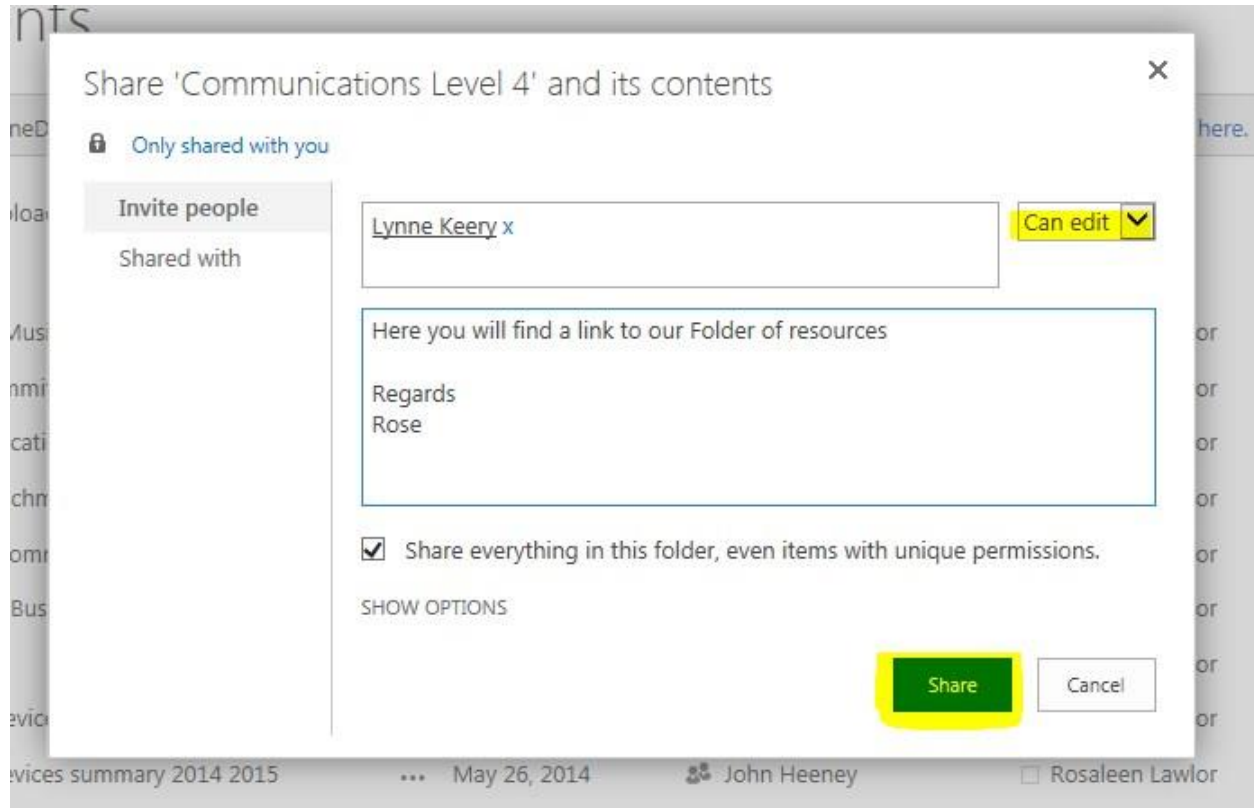
This will open, and select Invite People



Type in the first name and surname and the person will be found

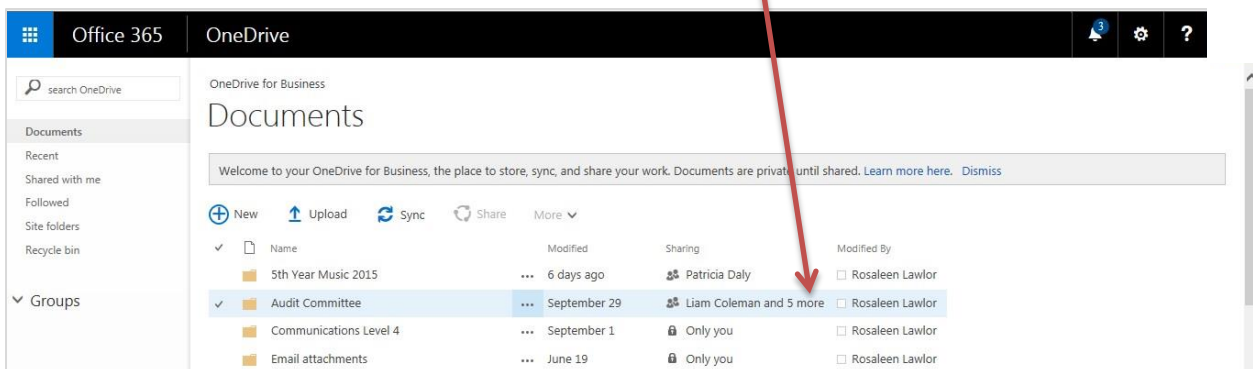


Then select their name, chose whether they can edit your notes, or can view,
 Then type in a welcome message, and select Share

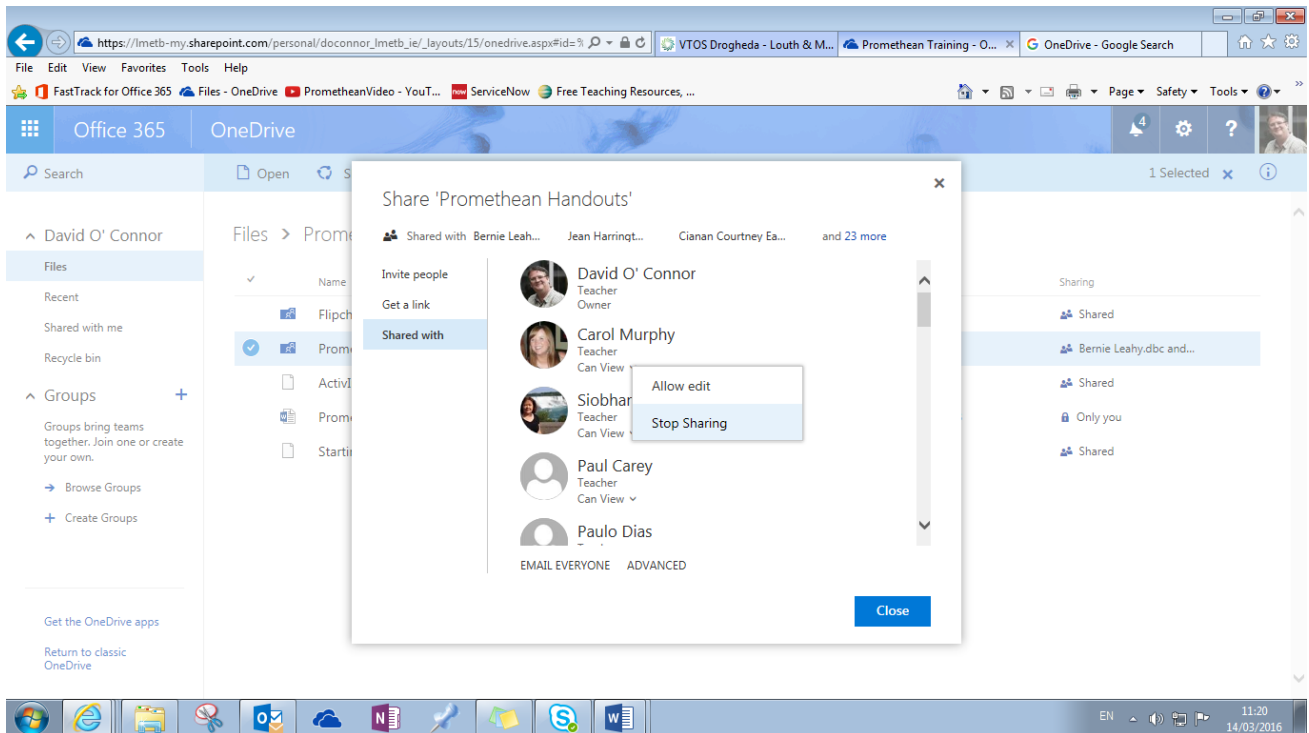


To Stop Sharing with Someone

Click where you can see who the folder is shared with on the main page



This brings you to the list of people who have shared your document and you can just click the arrow under their name and you will see the permission to edit, which can be changed retrospectively and the Stop Sharing button.



The screenshot displays the SharePoint OneDrive interface. A 'Share' dialog box is open for the document 'Promethean Handouts'. The dialog shows a list of people who have shared the document:

- Shared with: Bernie Leahy, Jean Harrington, Cianan Courtney, and 23 more.
- Invite people
- Get a link
- Shared with:

 - David O' Connor (Teacher, Owner)
 - Carol Murphy (Teacher, Can View)
 - Siobhan (Teacher, Can View) - Context menu open with options: Allow edit, Stop Sharing
 - Paul Carey (Teacher, Can View)
 - Paulo Dias (Teacher, Can View)

At the bottom of the dialog, there are options for 'EMAIL EVERYONE' and 'ADVANCED', and a 'Close' button.

Contact IT Helpdesk with any issues:

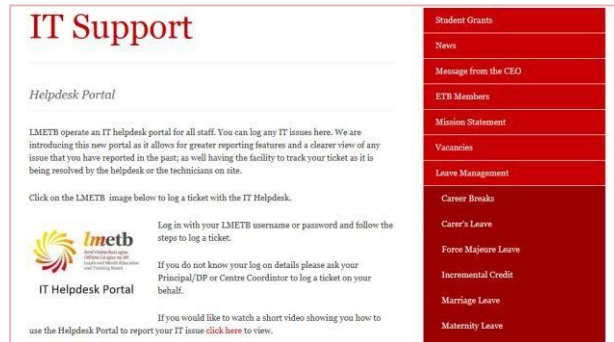
Click on this link: <https://mjf.service-now.com/> and log in with your details

as per page 1 the link for the helpdesk is also on www.lmetb.ie website

Useful Links



Or under About Us > IT Support

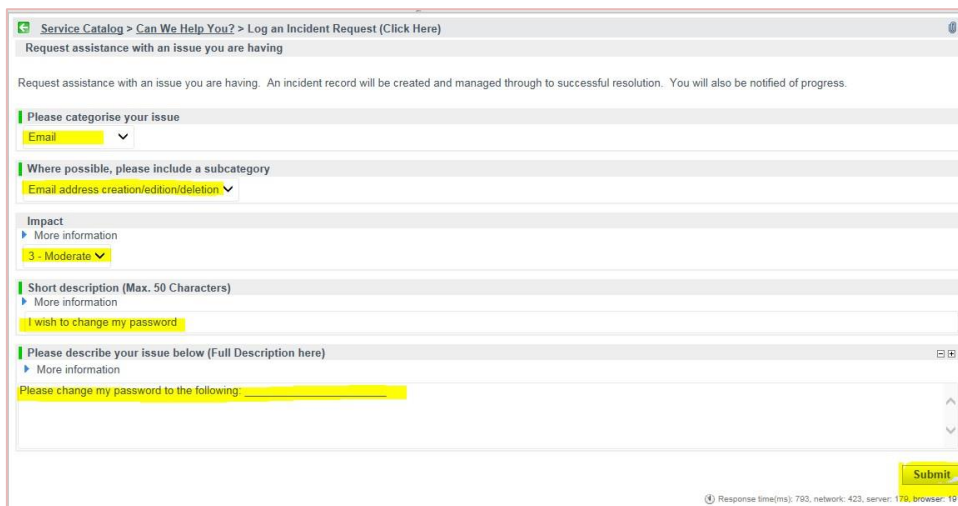


Follow the steps in the drop down menu that will open to report that you wish to change your password, as in the image below (I have selected the options that you need to replicate and choose) when you are finished select Submit.

Detail what you want your password to be changed to; bearing in mind the protocol.....

A password must have at least 8 characters; it must have at least one capital letter and it must have at least one number. It cannot be any derivation of your name.

If you are reporting a hardware issues in a classroom, please include the room number and the location in the ticket information.

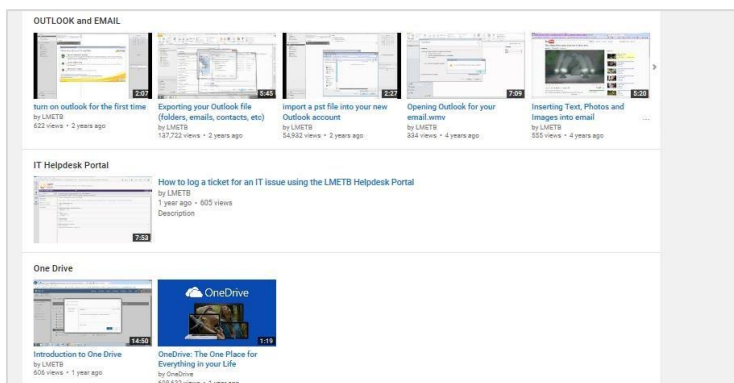
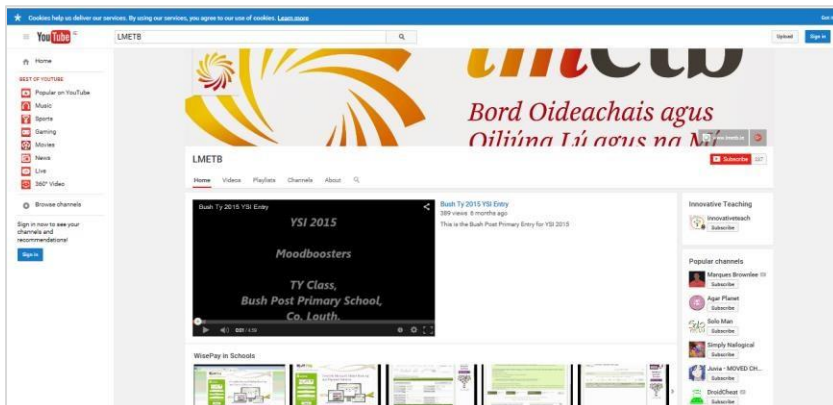
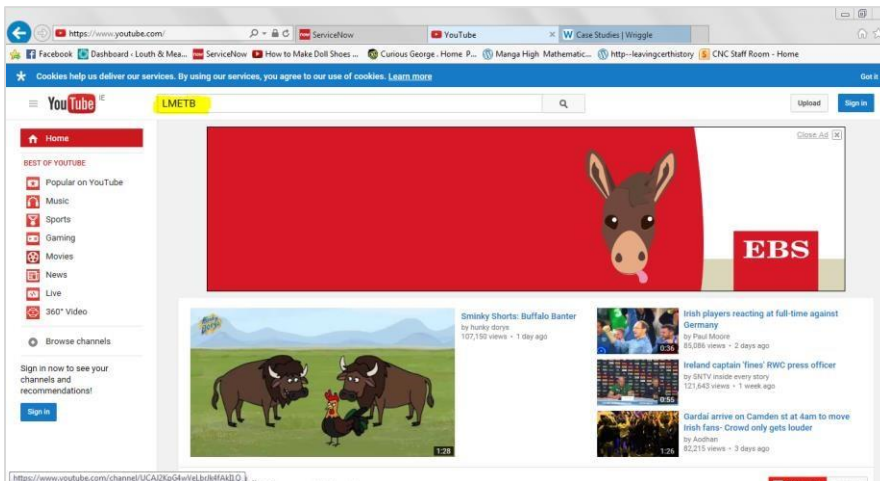


Your password will be changed as requested, once it has been done, you will receive an email resolution into your email account, which appears as soon as you log in. From this point forward to log in with this new password.

LMETB You Tube Channel

More tips and tricks can you be found on your LMETB You Tube Channel.

Go to www.youtube.com, search for “LMETB” and you will see lots of videos there



Contact David O' Connor

If you have any queries please contact me

David O' Connor | IT Trainer | LMETB | Email: doconnor@lmetb.ie

