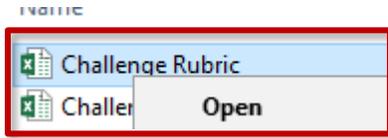


Manage OneDrive

Open a document from the File Explorer



1. Open the *File Explorer* and locate **OneDrive - University of the Incarnate Word**



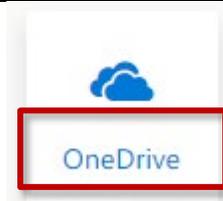
2. Choose the folder and document by *double-clicking* on the **document name**. You can also right-click the document name and click **Open**

No matter what document you choose, Microsoft will open the document in the desktop version of the application.

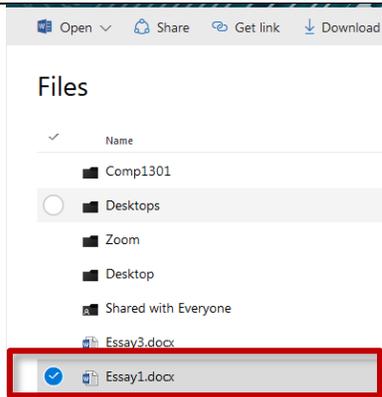
Open a document from the OneDrive



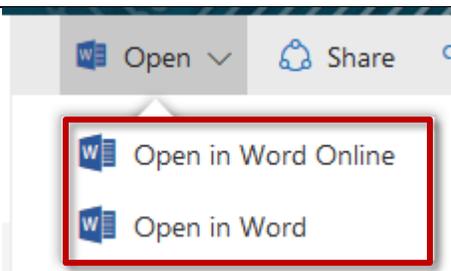
3. Go to www.uiw.edu, and open *Cardinal Mail*
4. Click the **Office 365** link or the **waffle**, both located in the upper-right corner



5. Click **OneDrive**
-



6. The OneDrive opens. **Select a document**



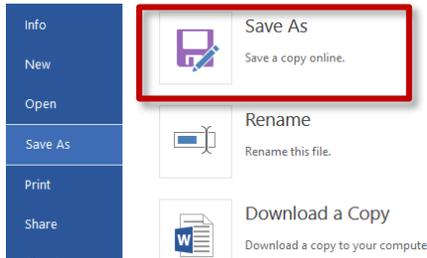
7. Click Open and choose an option.
 - Open in **Word Online**
 - Open in **Word**, which will open the document in the desktop version of Word

You can also right-click the document name and choose an open option from the menu

Save documents in OneDrive

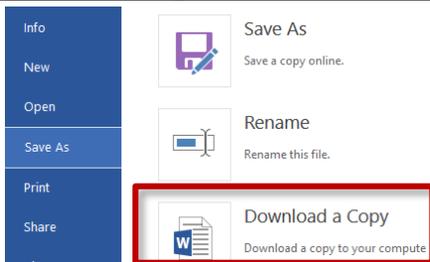
There is not a save option in Office Online. Your document is continuously saved to the OneDrive. However, if you open an online document in the desktop version of Office, you will need to determine where the document will be saved, either in the OneDrive on the computer.

Save to OneDrive

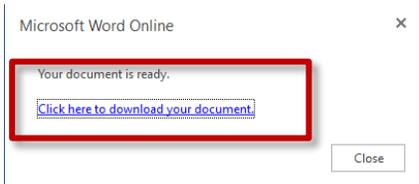


1. Click **File**
2. Click **Save as**
3. When the OneDrive opens, click **Save**
4. From now on, each time the document is saved, it will be saved to the *OneDrive*

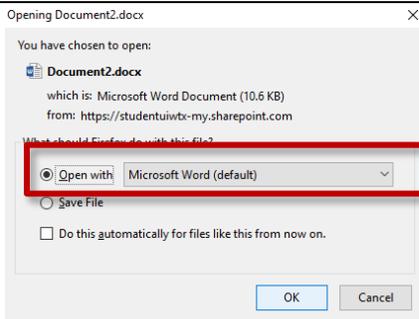
Save to computer



1. Click **File**
2. Click **Save as**
3. Choose **Download a Copy**



4. Click the link **Click Here to download your document**

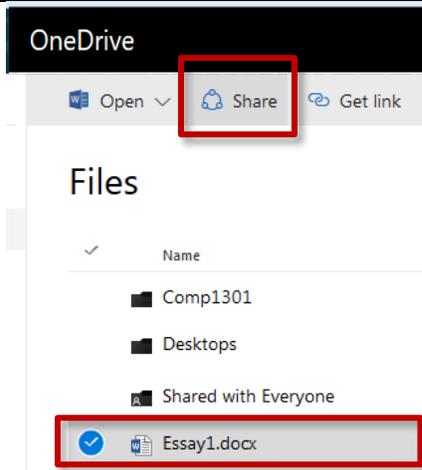


5. Click **Open With**
6. The document will open in Word

Share documents

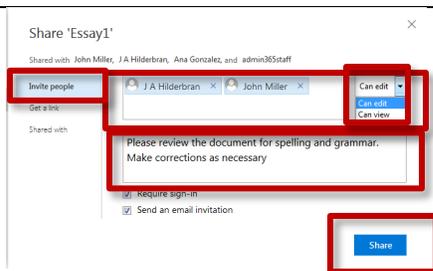
There are two sharing options; by *invitation* and by *link*

Share by invitation



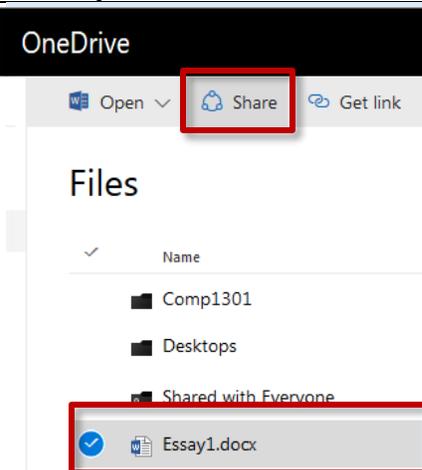
1. In the OneDrive, **choose a document**
2. Locate and click **Share**

*Right-click on the document title and choose **Share** from the menu*



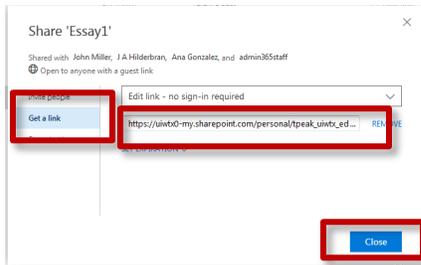
3. Click **Invite People**, and in the space provided, add the **email addresses** of the users you want to review the document
4. Add a **comment or instructions** in the space provided
5. Choose a status: **Edit** or **Review**
6. Click **Share**

Share by link



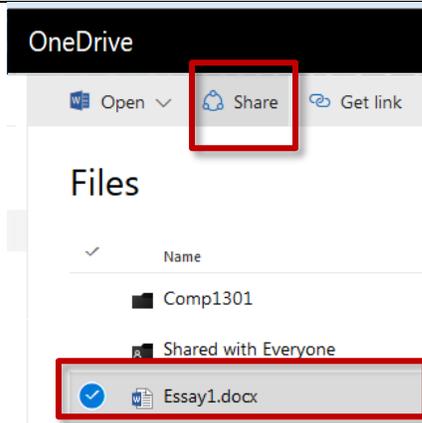
1. In the OneDrive, **choose a document**
2. Locate and click **Share**

*Right-click on the document title and choose **Get Link** from the menu, or click the **Get Link** tab*



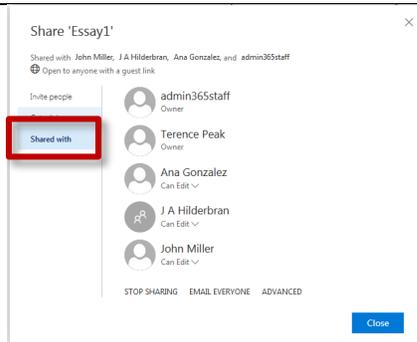
3. Click **Get a link** to send a link to the shared document.
4. *Copy and paste* the link and email it to users who will have direct access to the document.
5. Click **Close**

View the shared with list



1. In the OneDrive, **choose a document**
2. Locate and click **Share**

*Right-click on the document title and choose **Share** from the menu*



3. Click **Shared with**.
4. The list appears on the right

Download documents



1. In the OneDrive, **choose a document**
2. Locate and click **Download**

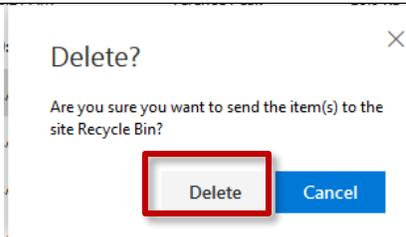
*Right-click on the document title and choose **Download** from the menu*

Delete documents



1. In the OneDrive, **choose a document**
2. Locate and click **Delete**

*Right-click on the document title and choose **Delete** from the menu*



3. Click **Delete** again

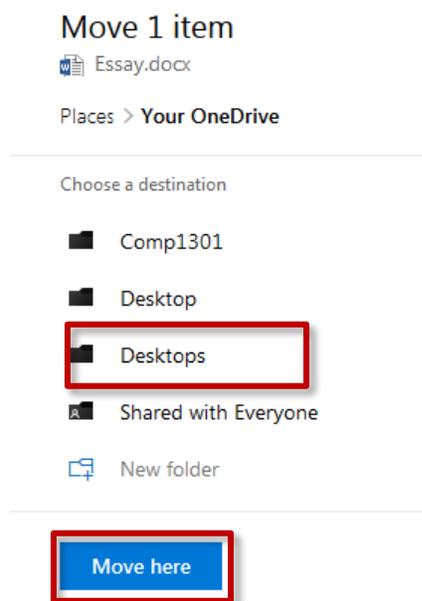
This process works for one or more documents

Move documents

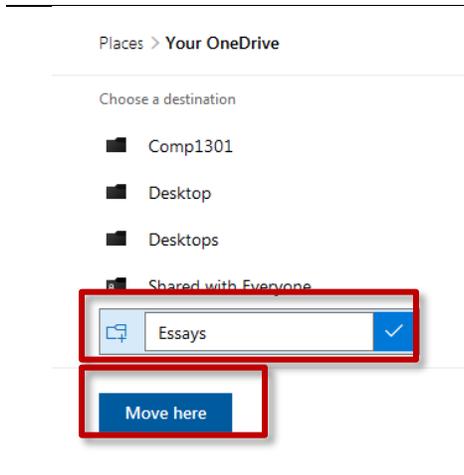


1. In the OneDrive, **choose a document**
2. Locate and click **Move to**

*Right-click on the document title and choose **Move to** from the menu*



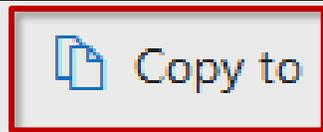
3. Look to the *right side* of the OneDrive and check **choose a folder**
4. Click **Move here**



5. As an alternative, click the **New Folder** icon to create a new folder
6. **Name** the folder
7. Click **Move Here**

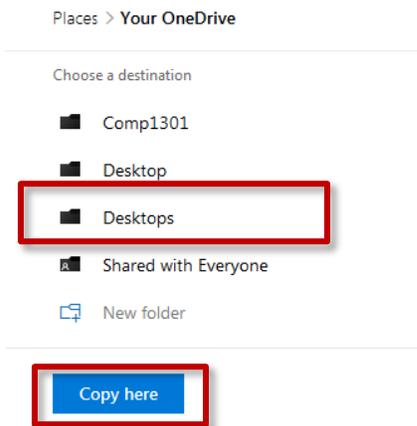
This process works for one or more documents

Copy documents



1. In the OneDrive, **choose a document**
2. Locate and click **Copy to**

*Right-click on the document title and choose **Copy to** from the menu*



3. Look to the *right side* of the OneDrive and check **choose a folder**
4. Click **Copy here**

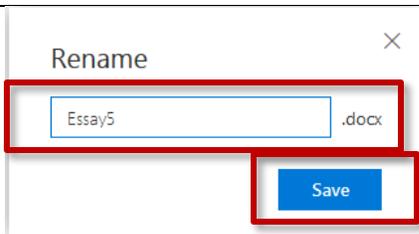
This process works for one or more documents

Rename a document



1. In the OneDrive, **choose a document**
2. Locate and click **Rename**

*Right-click on the document title and choose **Rename** from the menu*



3. **Rename** the document
4. Click **Save**

Document versioning



1. In the OneDrive, **choose a document**
2. Locate and click **Version history**

*Right-click on the document title and choose **Version history** from the menu*

No.	Modified	Modified By	Size
9.0	11/15/2016 9:24 AM	<input type="checkbox"/> Terence Peak	16.6 KB
8.0	11/15/2016 8:18 AM	<input type="checkbox"/> Terence Peak	131.8 KB
7.0	11/15/2016 8:17 AM	<input type="checkbox"/> John Miller	132.1 KB
6.0	11/14/2016 2:19 PM	<input type="checkbox"/> Terence Peak	14.8 KB
5.0	11/14/2016 1:00 PM	<input type="checkbox"/> John Miller	13.4 KB
4.0	11/14/2016 12:56 PM	<input type="checkbox"/> Terence Peak	13.2 KB
3.0	11/14/2016 9:52 AM	<input type="checkbox"/> Terence Peak	18.1 KB
2.0	11/14/2016 9:48 AM	<input type="checkbox"/> Terence Peak	12.6 KB
1.0	11/14/2016 9:43 AM	<input type="checkbox"/> Terence Peak	10.6 KB

3. The version history opens listing:
 - Version
 - Time modified
 - User who made the modification
 - Document size