

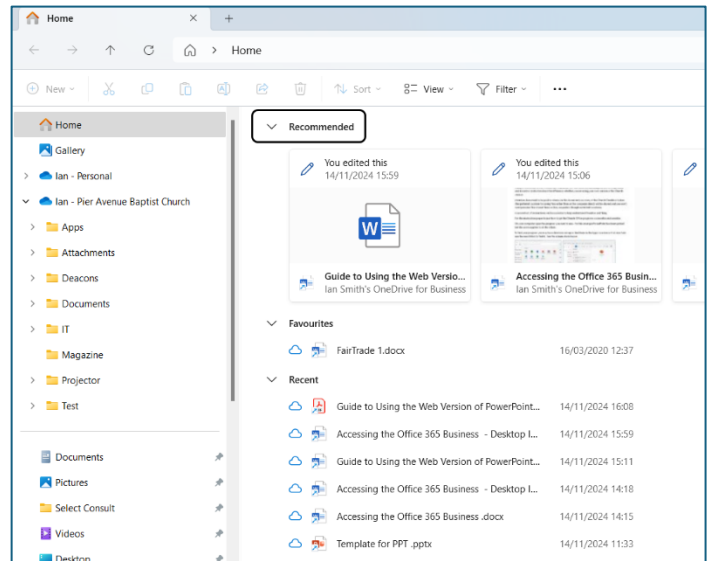
Guide to Using OneDrive - PC Installation

This guide is to aid understanding of how OneDrive works on your PC.

OneDrive is essentially a set of Folders – in the ‘Cloud’ and for our Church Office 365 Business Pro linked to our common account and shareable with other Office users and any external recipients we wish to send files to.

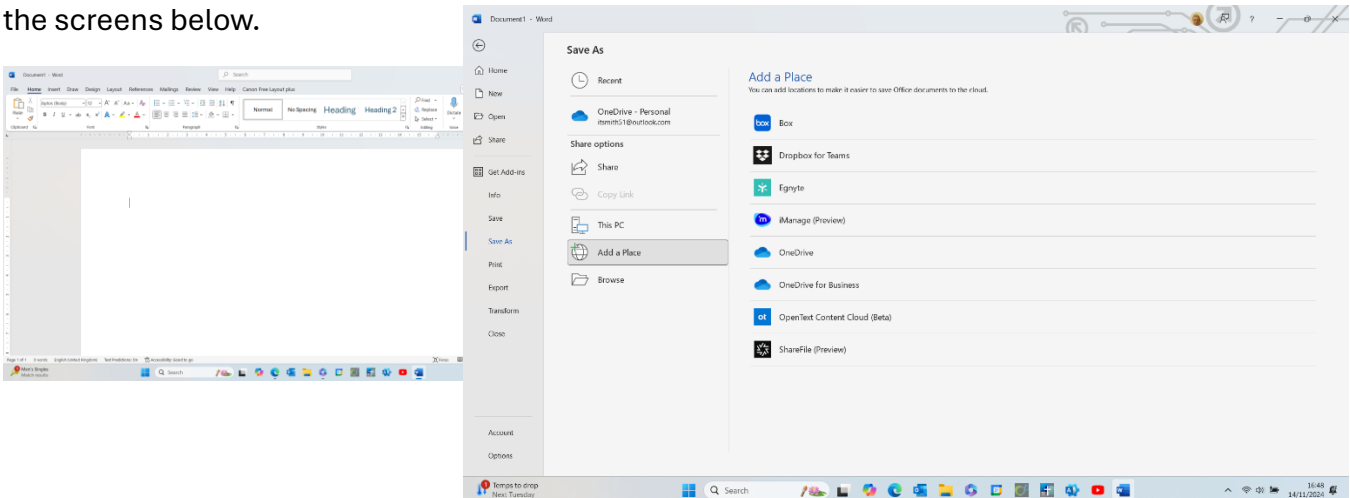
One drive should have been set up on your PC to be a part of your normal Windows File Manager/Explorer. Opening File Explorer you should be seeing something like this.

File Explorer will be showing files it has available for easy one click access, these are recent files you have been working on.



If your own Windows account does not have OneDrive included you will only see the Church one and it will be listed with your Name and PABC reference so it's easy to see the difference.

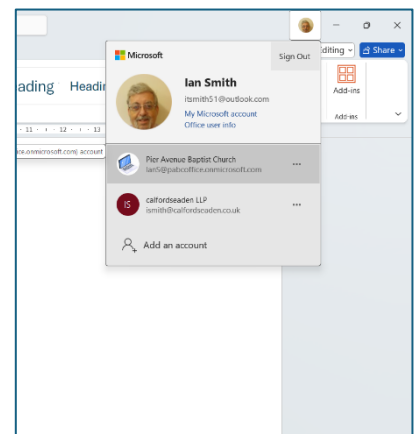
If you open up Word, or any other program and try to save a document and cannot see the OneDrive folder you are likely to be logged in on your own account rather than the Church Office as shown on the screens below.



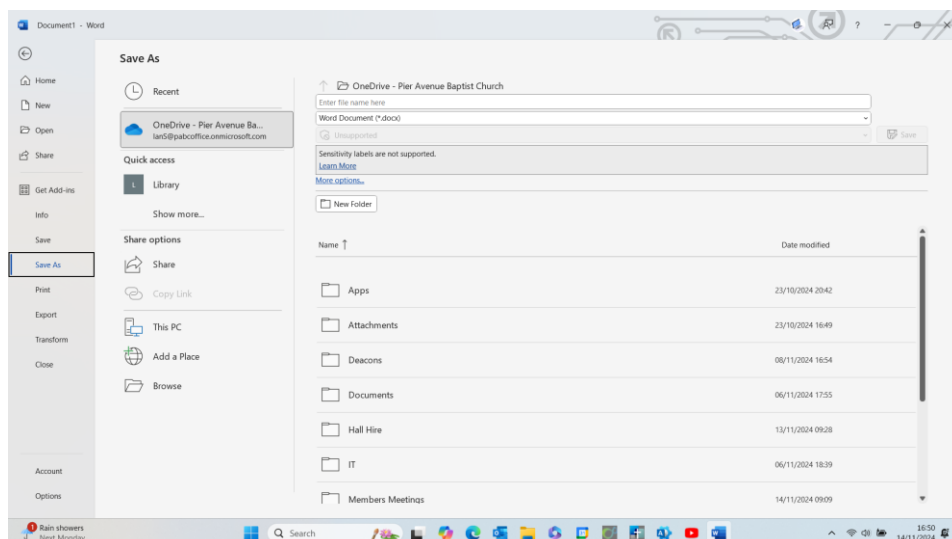
The account will be identified by your normal Office logo (for me my personal one has my photo and the Church one as a little laptop graphic).

If you're not logged in correctly switch the account as in this screenshot.

Switch to your '**pabcoffice.onmicrosoft.com**' one.



When you have switched to the correct account you will now have access to the Church OneDrive as shown below.



Filing in OneDrive is exactly the same as normal file operations.

There are folders and files. You are free to create folders that you need but to make life easier and file locations that can be found there will have been some instructions produced regarding how documents should be filed (not yet available).

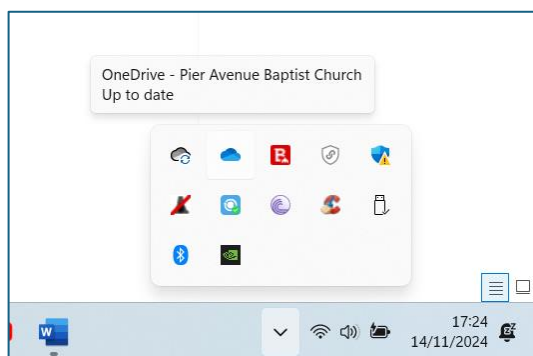
Folders and Files that you create will only be visible to others if you share the file or folder or place the document in a folder that I already shared.

When folders are shared you are able to limit access to 'read only' or provide full access where others are then able to contribute to the document.

The next section shows how to share a Folder or File (same process for both) but there is one final area to understand and check on your PC.

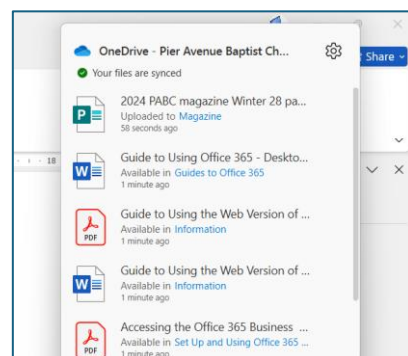
OneDrive, although it looks like its part of File Explorer is actually an application that should be running and visible on your computer task bar.

Select the little UP arrow and a popup will open with running Aps and processes. The little blue cloud is the Church OneDrive and it you click you will open up a screen that shows the status of OneDrive (see the next screen).



The screen shows that local files are connected to the Cloud copy and in sync.

If you don't see the little Cloud icon try running the OneDrive App in Windows to restart it.

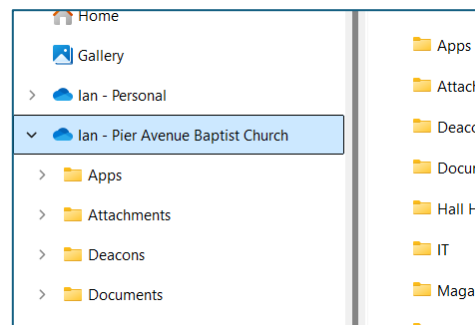


Moving on to the wider understanding of the Folders and Files.

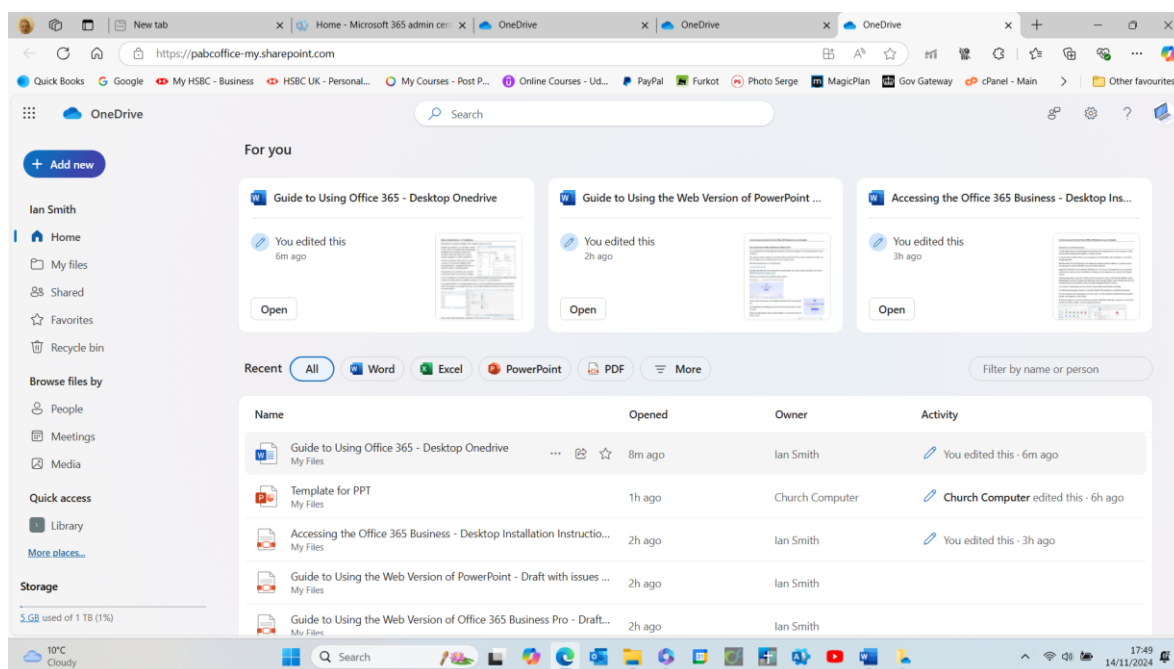
This is best viewed in the Web version of OneDrive and is not visible in File Explorer.

To access the Web view, right click on the OneDrive as in the screenshot and towards the bottom of the list select OneDrive which will open a menu with View Online – select this option.

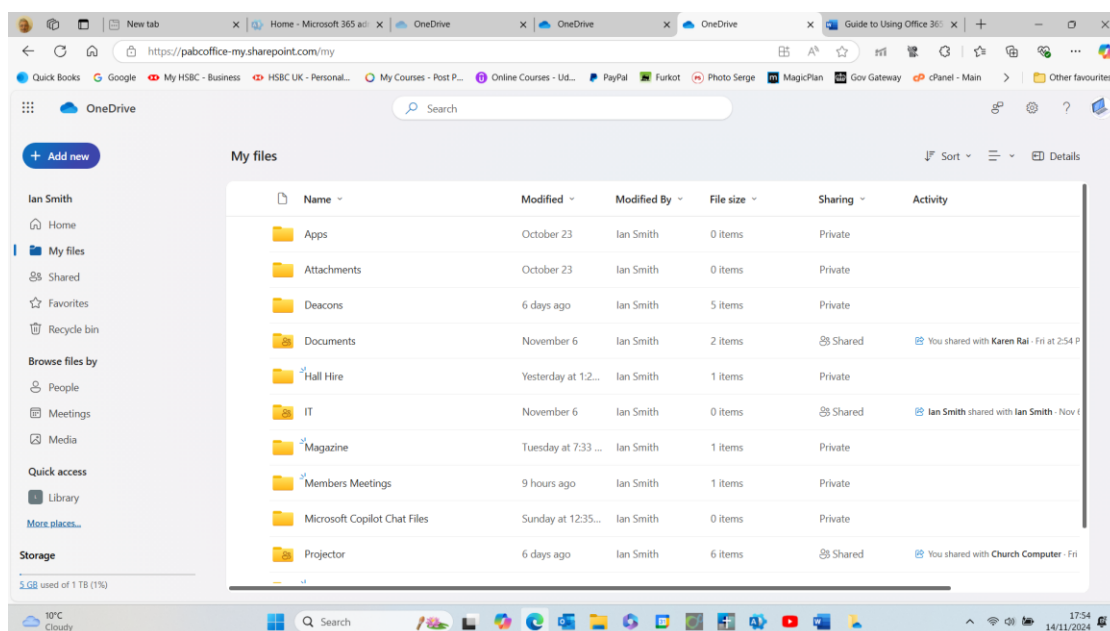
This opens the screen below with full visibility of all of the OneDrive folders and files you may have been recently working on.



Selecting any of these files will open them in the Web version of the program (Word/PowerPoint/etc,) and not your normal desktop applications.



If on this screen you move down from the Home page to 'My Files' it opens a Folder view of the OneDrive and all of the Folders you have access to.



Then one down is the Tab for ‘Shared Folders’ where any Folders and Files that have been shared by others will be found.

On the Home Tab there is information about who Folders/files have been shared with and when.

 Name	Modified	Modified By	File size	Sharing	Activity
 Attachments	October 23	Ian Smith	0 items	Private	
 Deacons	6 days ago	Ian Smith	5 items	Private	
 Documents	November 6	Ian Smith	2 items	Shared	 You shared with Karen Rai - Fri at 2:54 P
 Hall Hire	Yesterday at 1:2...	Ian Smith	1 items	Private	
 IT	November 6	Ian Smith	0 items	Shared	 Ian Smith shared with Ian Smith - Nov 6
 Magazine	Tuesday at 7:33 ...	Ian Smith	1 items	Private	
 Members Meetings	9 hours ago	Ian Smith	1 items	Private	
 Microsoft Copilot Chat Files ...  	Sunday at 12:35...	Ian Smith	0 items	Private	
 Projector	6 days ago	Ian Smith	6 items	Shared	 You shared with Church Computer - Fri
 Set Up and Using Office 365 Business	4 hours ago	Ian Smith	4 items	Private	
 Test	November 6	Ian Smith	0 items	Shared	 Ian Smith shared this file - Nov 7

Some or much of this information may seem very daunting and too complicated but if taken in small bits it becomes less frightening. After you have been using it for a few weeks it will suddenly all become ‘the norm’.

Ian Smith

14/11/24

Rev 1.