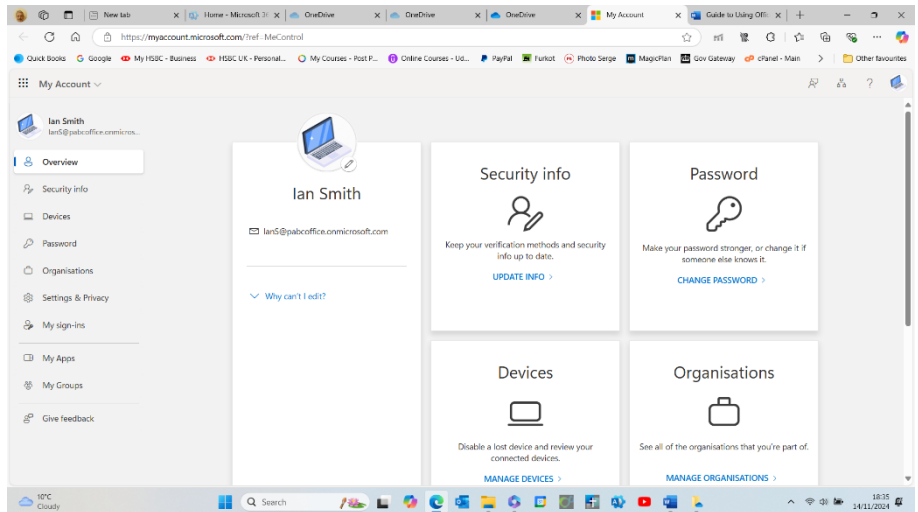


Guide to Using OneDrive - Web Version

This guide is to aid understanding of how OneDrive works on your PC with Web/Browser Access.

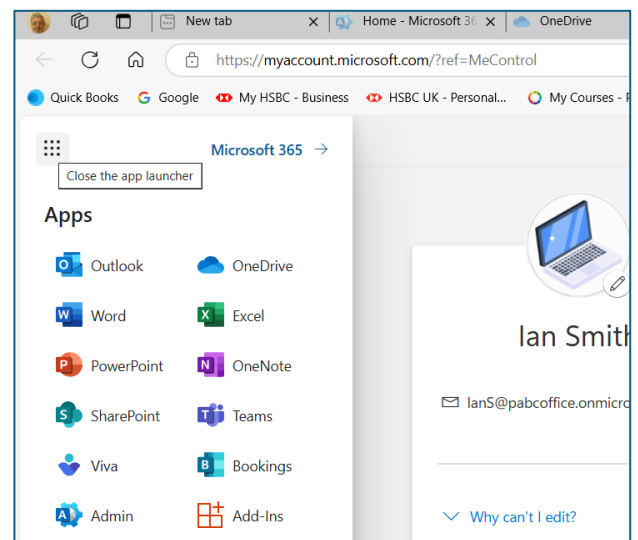
OneDrive is essentially a set of Folders – in the ‘Cloud’ and for our Church Office 365 Business Pro linked to our common account and shareable with other Office users and any external recipients we wish to send files to.

In the Guide to using the Web Apps there are instructions on accessing your Office Admin panel and the next screen is where you should have arrived at.

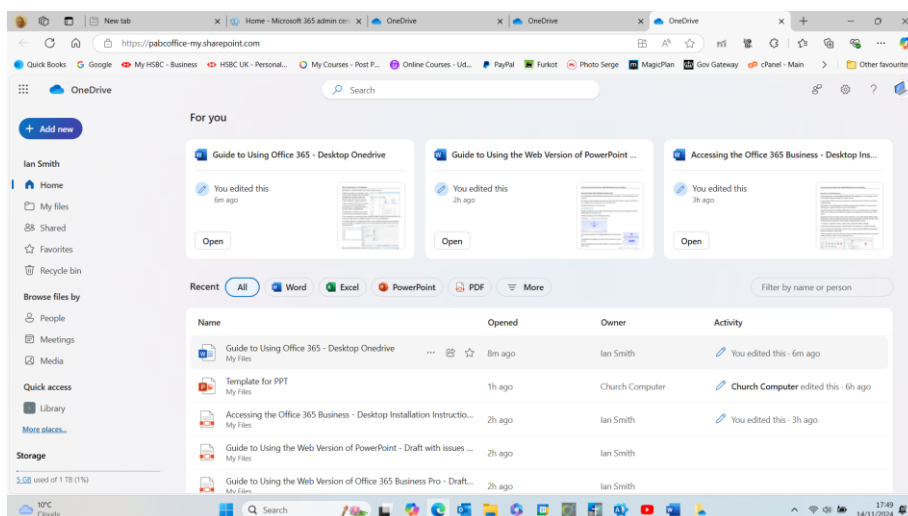


The App Launcher in the top LH corner opens up your Apps and OneDrive.

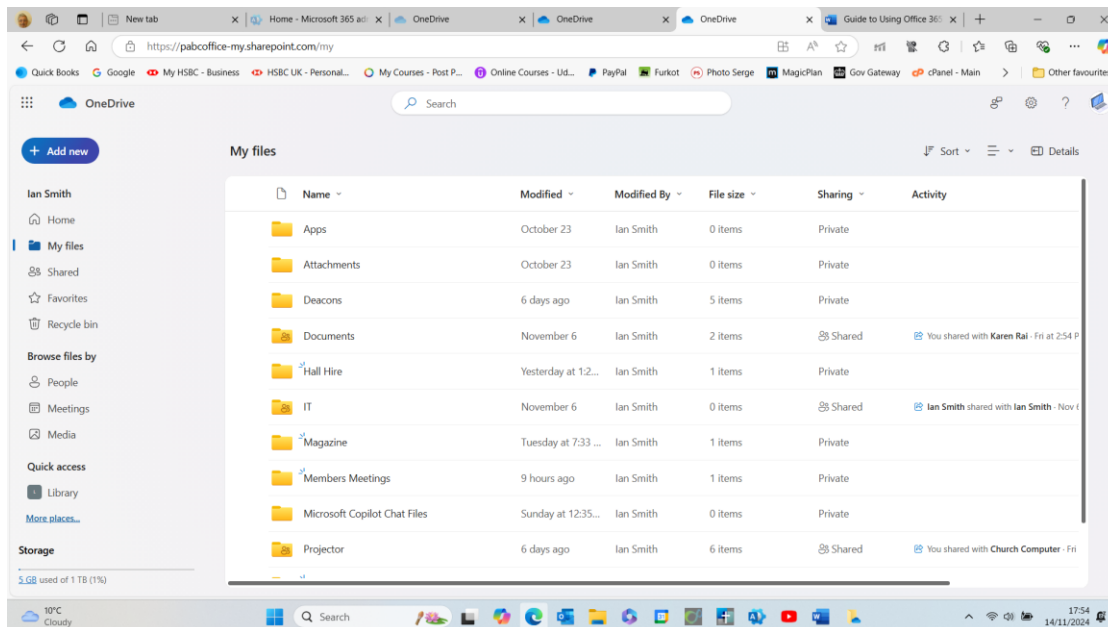
This list has a link to open OneDrive.



Selecting the link opens up the OneDrive Home page with a view of recent files accessed as in the screen below.



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.