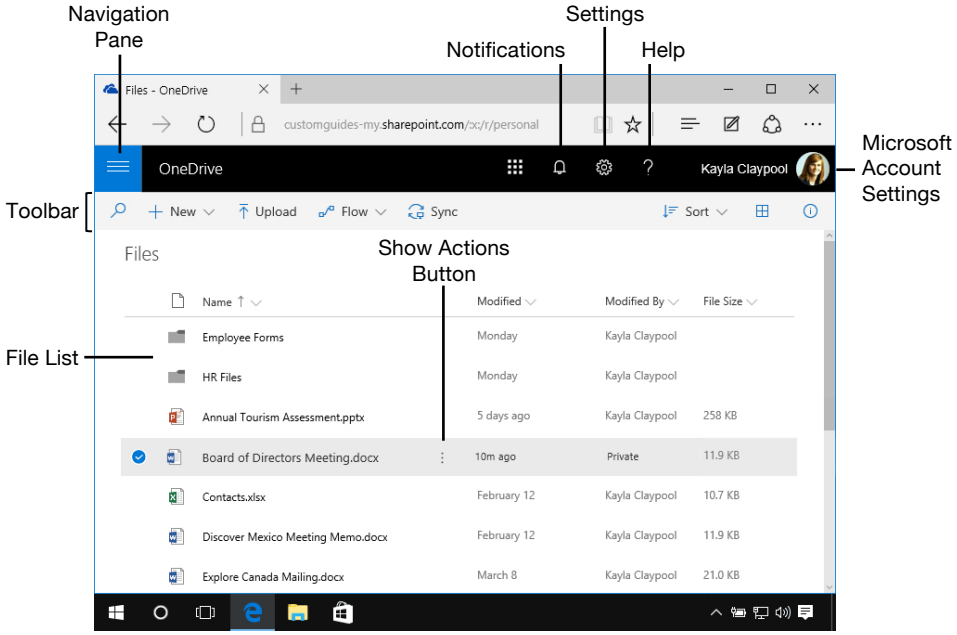
Microsoft®

OneDrive for Business

Quick Reference Card

The OneDrive for Business Screen



Keyboard Shortcuts

Create item	**Alt** + **N**
Upload a file	**Alt** + **U**
Expand menus	**Shift** + **Enter**
Select all	**Ctrl** + **A**
Change view	**Ctrl** + **Alt** + **1**
New folder	**Ctrl** + **Shift** + **N**
Open with	**Ctrl** + **O**
View folder	**Ctrl** + **Alt** + **O**
Download item	**Ctrl** + **S**
Copy item	**Ctrl** + **Shift** + **V**
Move item	**Ctrl** + **Shift** + **Y**
Rename item	**F2**
Refresh	**F5**

Symbols

PDF File

Image

Word File

Excel File

PowerPoint File

OneNote File

Folder

Shared File

New File

Private File

Online Only File

Locally Available File

Always Available File

File Not Synced

File Syncing

Application Sync Error

OneDrive for Business Fundamentals

Sign In: In a browser window, enter your work Office 365 email address and password. Click **Sign In**, then click the **OneDrive** app.

Search the Current Location: Click in the **Search** field, type a search word or words, and select a result from the list.

Expand a Search: If you don't find what you're looking for while searching the current location, click **See more results** at the bottom of the search results menu to see additional results.

Get Help: Click the ? **Help** button in the upper-right corner. Click in the **Search** field, type a help topic, and select a topic from the list.

Upload a File: Click the **Upload** button in the toolbar, navigate to and select the file(s) to upload, then click **Open**. Or, drag files from the File Explorer window into the browser window.

Preview a File: Click the file's **Show actions** button and select **Preview**. Use the navigation buttons at the bottom of the screen to preview the file.

Open a File in Office Online: Click the file's **Show actions** button and select **Open in [Word, Excel, PowerPoint, etc.] Online**.

Download a Copy of a File: Select a file in the OneDrive for Business library and click the **Download** button on the toolbar. Click **Save** in the notification at the bottom of the window, then click **Open**.

Connect OneDrive to Office: From a desktop Office application, click the **File** tab, click **Open** or **Save As**, and select **Add a Place**. Select the OneDrive option and log in with your OneDrive for Business account information.

Save a File from Office: From a desktop Office application, click the **File** tab, click **Save As**, and select the **OneDrive for Business** location. Select the folder you want to save to, give the file a name, and click the **Save** button.

Delete a File: Select the file you want to delete and click the **Delete** button on the toolbar. Click **Delete** in the confirmation dialog box.

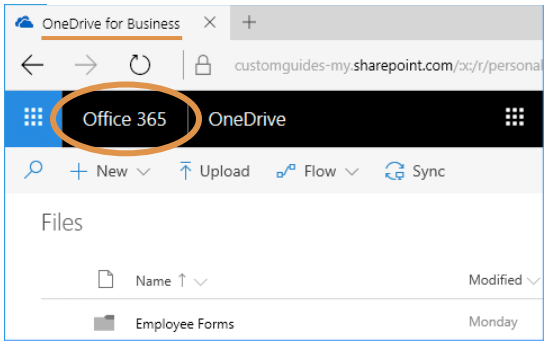
Restore or Permanently Delete an Item: Click **Recycle bin** in the Navigation pane, then select the check box for the item you want to permanently delete or restore. Click **Restore** or **Delete** in the toolbar, and then click **OK**.

Create a New File: Click the **New** button in the toolbar and select a file type.

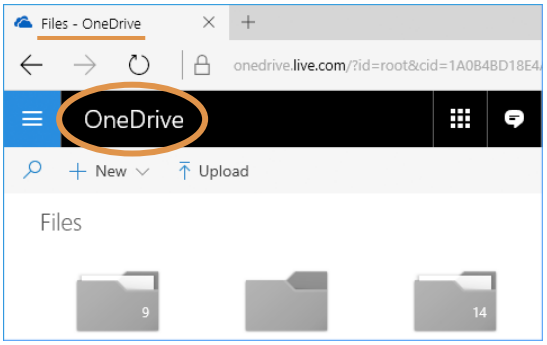
© 2018 CustomGuide, Inc.

What's the Difference?

OneDrive for Business vs OneDrive



- Store work-related files in a secure 1 TB space online
- Advanced versioning and document history
- Tied to SharePoint and accessed with work email
- Easily share with coworkers
- Auditing, reporting, and advanced administration tools



- Store personal files in a secure, private 5 GB space online
- Simple versioning and document history
- Accessed with a personal email
- Basic access is free, but upgrades are available for purchase

Manage Files

Create a Folder: Click the **New** button on the toolbar and select **New Folder**. Enter a name for the folder, then click **Create**.

Move Files to a Folder: Click and drag the files into the folder.

Upload Files to a Folder: Open the folder, click the **Upload** button, then navigate to and select a file. Click **Open**.

View File Properties: Select a file, click the file's **Show actions** button, then select **Details**. From here, you can see who has access to the file and view recent activity. Click **More details** to see additional file information.

Check Version History: Select a file, click the file's **Show actions** button, then select **Version history**. Use the Version History pane to open, restore, or delete a version.

Sort and Filter Files: Click a column header and select a sort order, or select a filter criteria.

Change Views: Click the **View options** button in the toolbar and select a view option.

Set Up PC Sync: Click the **Sync** button on the toolbar, then click **Yes** to switch to the OneDrive app. Select the folder(s) you want to sync to your PC and click **Start sync**. Click the **OneDrive for Business** icon in your computer's system tray to view the folders synced to your PC.

Pause Syncing: Right-click the **OneDrive for Business** icon in the system tray at the bottom of your screen, select **Pause syncing**, then select how long you wish to pause the sync. To resume syncing, right-click the icon again and select **Resume syncing**.

Stop Syncing: Right-click the **OneDrive for Business** icon in the system tray at the bottom of your screen, then select **Settings**. In the Account tab, click **Unlink this PC**, then click the **Unlink Account** button. The folder will permanently stop syncing; locally available files will remain on your computer while online only files will be removed.

Work Offline: If you've synced your OneDrive for Business with your PC, you can easily access files while not online. Double-click the **OneDrive for Business** icon in the system tray to view and open the files. Once an internet connection is restored, the files will sync to the online location.

Share Files

Share a Folder: Select a folder, then click the **Share** button in the toolbar. Set a permission level for the folder, enter the names or email addresses of the people you'd like to share with, and add a message (optional). When you're done, click **Send**.

Open the Shared with Everyone Folder: Click **Files** in the Navigation pane, then click the **Shared with Everyone** folder. Everything in this folder will automatically be shared with everyone in your organization. Click and drag files and folders into this folder to quickly share them with everyone.

View Only Shared Files: Click **Shared** in the Navigation pane. At the top of the page, click **Shared with me** to see the files that have been shared with you by others in your organization. Click **Shared by me** to see all the files you have shared with others.

Share a File: Select a file, then click the **Share** button in the toolbar. Set a permission level for the file, enter the names or email addresses of the people you'd like to share with, and add a message (optional). When you're done, click **Send**.

See Who a File is Shared With: Click a file's **Show actions** button, then select **Details**. See who the file is shared with under the Has Access heading.

Email a Link: Click a file's **Show actions** button, then select **Share**. Click **Outlook** to create a new email in Outlook that's populated with a link to the file.

Copy a Link to the File: Select a file and click the **Copy Link** button in the toolbar. Click the **Copy** button. Paste the link into any application, email message, or instant message, etc. to share it with others.

Co-Author a File: Open a file at the same time as another person. Any users in the file are listed at the top-right corner. Click a user's name to see what they are currently editing. Any updates are saved and synced automatically.

Access OneDrive for Business Settings: Click the **Settings** icon at the upper-right corner of the window. The Settings pane displays a Search field, a link to site settings, theme and notification settings, in addition to other OneDrive for Business settings.

© 2018 CustomGuide, Inc.