# Nexus 365: Up and Running with OneDrive

# The small print

## Prerequisites

Time in the workshop is precious – it is an opportunity for you to interact with the workshop leader and other participants through questions and discussions and to share your experiences and concerns. To make the most of this time we sometimes ask you to carry out learning activities ahead of the workshop so that everyone comes into the class with the same basic knowledge. We keep this prior learning to a minimum and often make use of online videos. Online videos provided through LinkedIn Learning can be accessed by University members anytime, anywhere, through a browser or app.

Your course booking will tell you if any prior learning activity is required. If you don't have an environment where you can do this learning, you can come along to one of our LinkedIn Learning sessions. These are a quiet space where you can work through videos or other workshop resources.

If you arrive for a workshop without having done the prior learning, the workshop leader may suggest that you come back on another session.

## Copyright

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## About the workshop designers

Kieran Suchet has more than twenty years' experience teaching across the UK and Europe. His effective use of communicating ideas through text and digital media has benefitted clients ranging from university students to top level government officials and industrialists. In tandem with his work in bespoke tutoring, Kieran works as an actor and writer.

## Revision history

| Version | Date | Author | Comments |
|---------|------|--------|----------|
| 1.2 | March 2024 | Kieran Suchet | Course book updated |
| 1.1 | January 2024 | Kieran Suchet | Slides updated |
| 1.0 | November 2023 | Kieran Suchet | Created |

# About this workshop

This course is aimed at those who are already using Nexus 365 apps such as OneDrive for their work and would like to learn more about its cloud-based functionality.

## What you will learn

This course will cover Microsoft OneDrive functionality at the University and look at developments in individual and group collaboration. Participants will have an opportunity to try out some of the tools in real time.

In this session we will cover the following topics:

- Navigate your OneDrive

- Save, upload and manage your files in OneDrive

- Create and share your work using OneDrive

- Maintain your own work-in-progress in your OneDrive

- Understand different types of OneDrive sharing permissions

## What you need to know

We will assume that you have some knowledge of the Mac/PC interface and that you are familiar with Nexus 365.

## The resources you need

A computer with digital resources will be provided for you.

# What is OneDrive for Business

**OneDrive for Business allows you to store, share and synchronise work files: each user gets 5TB of storage\***

OneDrive for Business is Microsoft's file-hosting service that allows you to store, share and synchronise work files: each user gets 5TB of storage*. It is different from the OneDrive you might already have seen or used through your personal Microsoft account.

It is certified against the internationally recognised information security standards and approved by the University for all data. However, you are responsible for using it in a safe and secure way.

*\*Storage allowances are due to be reduced from 5TB to 100GB from August 2024*

## OneDrive via the web

To log in to Nexus365, open a browser and navigate to https://www.office.com/

Use your Oxford username (in the format of abcd1234@OX.AC.UK) and your Single Sign-On password and authentication method.

Once you are logged into your Nexus 365 Homepage, select the App Launcher in the top left of the webpage and select OneDrive. It will open in a new tab.

NB. The OneDrive app can be downloaded from your Nexus 365 Homepage by selecting the Install apps ⌄ dropdown in the top right of the page.

The app can be used to sync files and folders on your computer to your Nexus 365 OneDrive.

You can also download the OneDrive mobile app from your app store.

More information can be found here: Overview: OneDrive for Business | IT Help (ox.ac.uk)

# Further information

## Getting extra help

### Course Clinics

The IT Learning Centre offers bookable clinics where you can get pre- or post-course advice. Contact us using courses@it.ox.ac.uk.

### Study Videos from LinkedIn Learning

On our website, you will find our collection of self-service courses and resources. This includes providing LinkedIn Learning video-based courses free to all members of the University. Visit skills.it.ox.ac.uk/linkedin-learning and sign in with your Single Sign-On (SSO) credentials.

Some courses recommend pre- and/or post-course activities to support your learning. You can watch the online videos anywhere, anytime, and even download them onto a tablet or smartphone for off-line viewing.

### About the IT Learning Portfolio online

Many of the resources used in the IT Learning Centre courses and workshops are made available as Open Educational Resources (OER) via our Portfolio website at skills.it.ox.ac.uk/it-learning-portfolio.

## About the IT Learning Centre

The IT Learning Centre delivers over 100 IT-related teacher-led courses, which are provided in our teaching rooms and online, and we give you access to thousands of on-line self-service courses through LinkedIn Learning.

Our team of teachers have backgrounds in academia, research, business and education and are supported by other experts from around the University and beyond.

Our courses are open to all members of the University at a small charge. Where resources allow, we can deliver closed courses to departments and colleges, which can be more cost-effective than signing up individually. We can also customize courses to suit your needs.

Our fully equipped suite of seven teaching and training rooms are usually available for hire for your own events and courses.

For more information, contact us at courses@it.ox.ac.uk.

## About IT Customer Services

The IT Learning Centre is part of the Customer Services Group. The group provides the main user support services for the department, assisting all staff and students within the University as well as retired staff and other users of University IT services. It supports all the services offered by IT Services plus general IT support queries from any user, working in collaboration with local IT support units.

The Customer Services Group also offers a data back-up service; an online shop; and a PC maintenance scheme. Customer Services is further responsible for desktop computing services – for staff and in public/shared areas – throughout UAS and the Bodleian Libraries.

# Nexus365 OneDrive

*OneDrive* is a secure, personal, University-approved cloud storage area. It is for your working documents, until they are finally stored or published elsewhere. Where appropriate, you can share these documents with anybody, even outside the University.

In this task you will upload some files from this computer to your *OneDrive*, share and edit a file with a colleague, explore *OneDrive's* versioning capability and practise using other OneDrive functionality.

- Open a browser and go to <u>Office.com</u> and sign in using your Oxford single sign-on
- On the *Nexus365* homepage, use the *waffle* to start *OneDrive* ☁
- Upload some files to your *OneDrive,* from the computer:

    Choose **My files** on the left, select  + Add new  and choose 📑 Files upload

    Browse to the **OneDrive example resources** folder on the desktop and upload a few files (please include some *Word* documents)

    (*Files and folders can also be added to OneDrive by drag and drop*)

- Delete and Restore a file

    Choose **My files** and put a tick ☑ to the left of just one of your *Word* documents

    Choose **Delete** and send the document to the recycle bin

    On the left choose **Recycle Bin** and find the deleted file

    Put a tick ☑ to the left of the file and choose ↺ Restore

    The file will now be back in your **My files** area

    (*NB The Recycle Bin is automatically emptied every 90 days*)

- Edit a *Word* document using *Word Online*:

    Put a tick ☑ to the left of just one of your *Word* documents

    Choose **Open in browser** from the **Open** menu at the top of the window

    The document opens in a new browser tab, with a simple version of *Word*

    At the end of the document, make an edit eg. type the name of your department or group

    *Note that files stored in OneDrive are saved automatically with each change*

    Close the document's browser tab and return to *OneDrive*

- Create an office resource within your OneDrive

    Select  + Add new  and choose Word or Excel, etc. It will open in a new browser tab

    In the top left (Word) select  🔲 Document ⌾ ⌄  and rename the document

    The type some content, it will save automatically.

    Close the document's browser tab and return to **My files** to see the newly created resource

- Work in a group to share the document with a colleague(s):

  Nominate someone to go first

  In *OneDrive*: put a tick ✓ beside a *Word* document to select it, then select 📤 Share , or just hover over the document name until the Share button appears

  Enter the email addresses of the people you want to share with and send

  (The default setting is that recipients **can edit**)

  Recipients should now see the document in their **Shared** tab on the left

  Now, everyone open the shared document in *Word Online* and makes some edits

  Notice each other's edits appear on your screens as you make changes

  After a few edits, all of you close the document and return to your own *OneDrives*

  *Repeat the exercise so each one of you gets the chance to share a document*

- Explore the version history for the edited document

  Click to put a tick ✓ to the left of the edited document, then select **...** and 🗂 Version history

  *The Version History window appears, showing previous versions, which you could examine or restore*

- Stop sharing the document and return it to your own control

  Click to put a tick ✓ to the left of the edited document, then select **...** and **Manage access** then click **Stop sharing**

  *The individual or group no longer has access to the document*

- Explore sharing permissions

  In *OneDrive*: put a tick ✓ beside a *Word* document to select it, then select 📤 Share , or just hover over the document name until the Share button appears

  Choose the Sharing Settings wheel in the bottom of the box  [ ⊖ Copy link  ⚙ ]

  In the More Settings dropdown choose **Can't download**

  Now share the document again with a classmate

  While recipients can open the file, they will be unable to edit, share or download it

- Explore the Quick Access area

  Find the Quick Access area on the left

  Underneath the list choose **More places**

  Explore the Teams and SharePoint online sites you have recently visited.

  Navigate to a file or other resource, hover the mouse over it and select the star icon ☆ to add it to the **Favourites** tab on the left.

  Now it is easily accessible in your OneDrive

**Nexus 365: Up and Running with OneDrive**

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**Resources for your learning**

Activities for you to practice today
  In the coursebook
  Work at your own pace!
  Be selective

Videos with today's topics   **Linked** in Learning

Follow-up work
  Continue with exercises after the session
  Bookable Course Clinics later

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**Your safety and comfort are important**

Where is the fire exit?

Please tell us if anything doesn't work

The welcome area has vending machines and a water cooler

The toilets are along the corridor outside the teaching rooms

## This session will cover …

What is OneDrive
Accessing OneDrive
Navigating your OneDrive
Primary functions of OneDrive
Practical exercises in your OneDrive



## What is OneDrive

- University supplied & supported cloud storage
- Only you have access – it cannot be shared
- Best experience is in the browser
- You can share files/folders with nominated individuals
- You have control over how you share and version history
- You cannot set expiry dates on shared files/folders
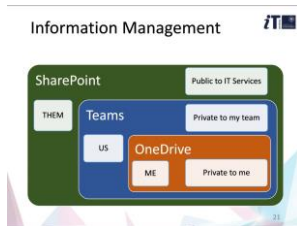


## Logging into Office.com

- Open a browser and navigate to https://www.office.com/
- Sign-in with your SSO & authenticate
- Select the App Launcher to open your OneDrive in a new browser tab
- You will land in the OneDrive Home area
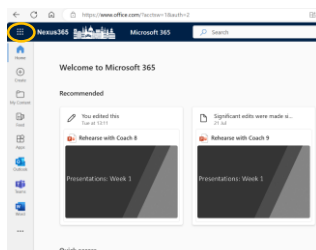
## OneDrive menu bar part 1

- Create and/or upload resources using **+ Add new**

- Find and filter recent works in **⌂ Home**

- Organise your own work in **📁 My files**

- See recent collaborations in **👥 Shared**
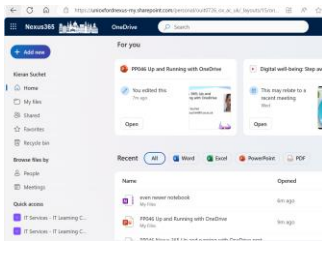


## OneDrive menu bar part 2

- Quickly find bookmarked resources in **☆ Favorites**

- Empty or Restore files in your 90 day **🗑 Recycle bin**

- See recent individual collaborations in **👤 People**

- See resources shared in recent Teams meetings in **🗐 Meetings**
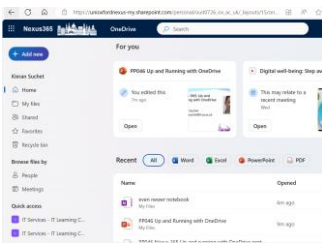


## My Files

- Organise your synced work in My Files

- OneDrive automatically creates folders for some types of Nexus 365 files

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- Transcribed files (Word)
- Whiteboards (Teams meetings)
- Recordings (Teams meetings)
- Chat files (Teams chat)
- Notebooks (OneNote)



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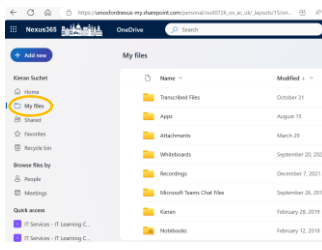
## Sharing (sending)

- You can share with anyone with an email address
- You can decide how to share (edit/view/review/etc)
- You can manage/revoke access
- You can control version history
- You are notified of any changes when you open the document



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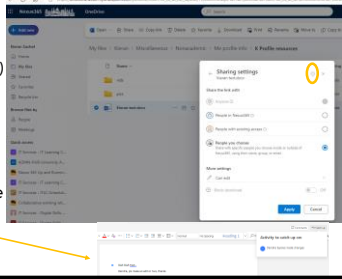
## Sharing (receiving)

- See what has been shared with you
- Filter by document type, name or person
- See what has been shared by you
- When a file is shared with you, you will receive an email notification
- The sender will then receive an email notification when you open their file



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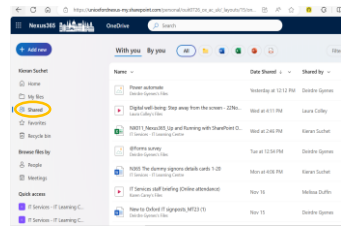
## Now it's your turn

- Look in your course book
- Follow the task card steps
- Open a browser and go to office.com
- I have dummy accounts
- Think about how best to use OneDrive
- The course book PDF is in the Examples folder
- Don't forget to sign out of Nexus 365

### Nexus365 OneDrive tasks

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    Browse to the **Examples** folder on the desktop and upload a few files (please include some *Word* documents)
    *(Files and folders can also be added to OneDrive by drag and drop)*
- Delete and Restore a file
    Choose **My files** and put a tick ☑ to the left of just one of your *Word* documents

## Where next?

On our open schedule and/or Private Courses

- Nexus 365: Up & Running with Teams
- Nexus 365: Up & Running with SharePoint Online (SPO)
- Nexus 365: Up & Running with Power Automate
- Nexus User Group (NUG) Team joining code – **w2c7be7**