

## Introducing OneDrive for Business

OneDrive for Business is Microsoft's cloud storage service, which comes as part of the Conservatoire's Office365 subscription. OneDrive for Business allows you to access your files from any computer, tablet or phone that has an internet connection. You can share your documents securely with other people.

OneDrive for Business is a completely separate service from OneDrive (which is tied into your personal email account). You should not save Conservatoire-related business documents into your personal OneDrive account.

### FAQs

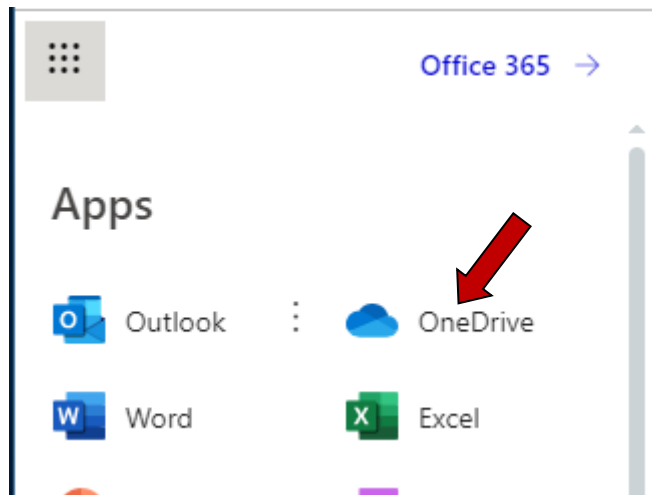
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### Q. How do I access OneDrive for Business?

There are several ways to access your OneDrive for Business storage.

#### **Using an internet web browser**

- Log into your email at <https://outlook.com/rcs.ac.uk>
- Click on the Apps button  in the top left hand corner
- Select OneDrive



#### **Using a mobile device**

- You can download the OneDrive for Business app from your device's app store or from the [Microsoft website](#)

### Q. What should I be uploading to OneDrive for Business?

As with all cloud-based storage services, you must be aware of uploading and sharing sensitive content onto OneDrive for Business.

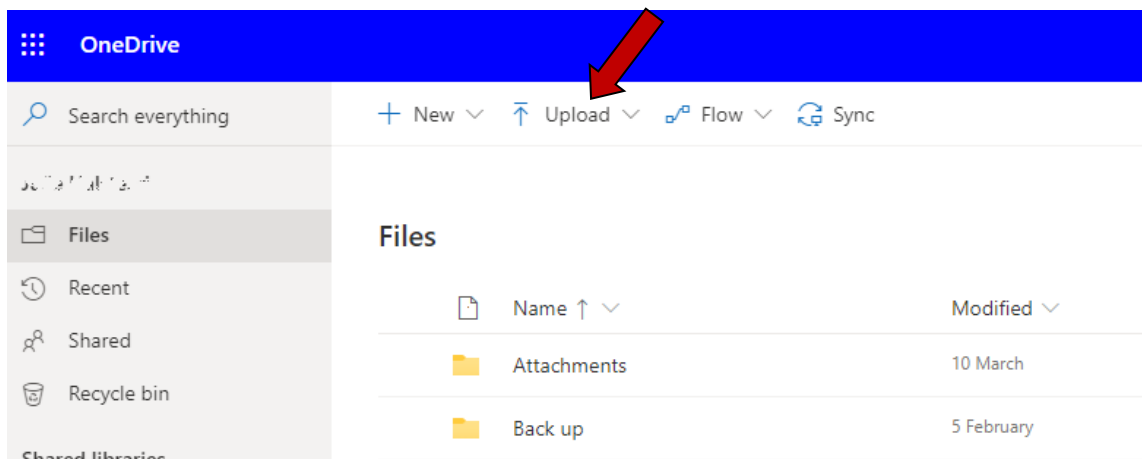
OneDrive for Business should not be used for storing or transferring restricted, sensitive or legally regulated information. This includes personal information such as financial account numbers, credit / debit card numbers, usernames or passwords, etc.

Copyrighted material should also not be stored in OneDrive for Business.

### Q. How do I upload files?

You can easily upload files using OneDrive for Business through Outlook Web Access. The default landing page will show you all of your documents currently stored in OneDrive for Business.

Click on the upload button and then select files through Windows Explorer

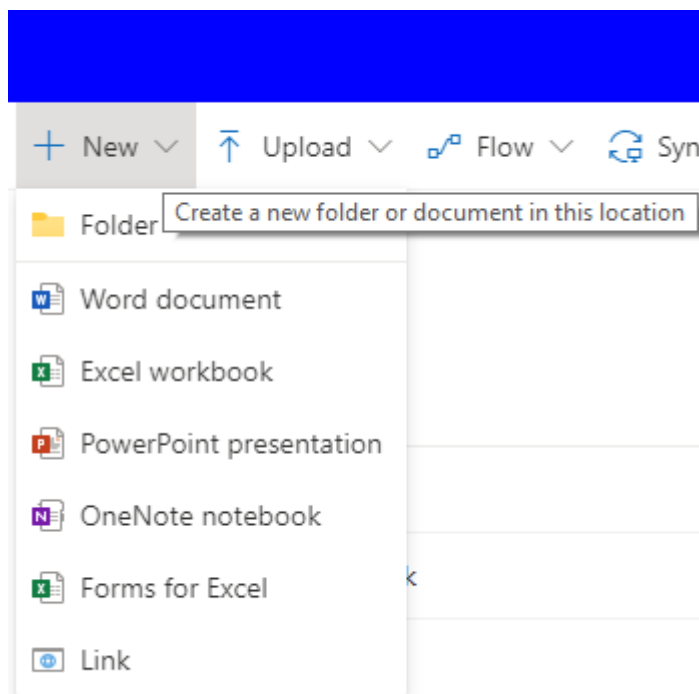


You can also drag and drop files from your PC into your OneDrive for Business documents window. You must be using Internet Explorer for this to work.

Only appropriate content should be uploaded and stored in OneDrive for Business.

#### Q. How do I create new files?

Click on New and then select the file type you wish to created



You can also create new folders in here in which you can store and share documents.

## Q. How do I share my files?

OneDrive for Business can be used to share documents with others, both inside and outside the Conservatoire. With the exception of documents placed into the 'Shared with Everyone' folder, all documents are private until shared.

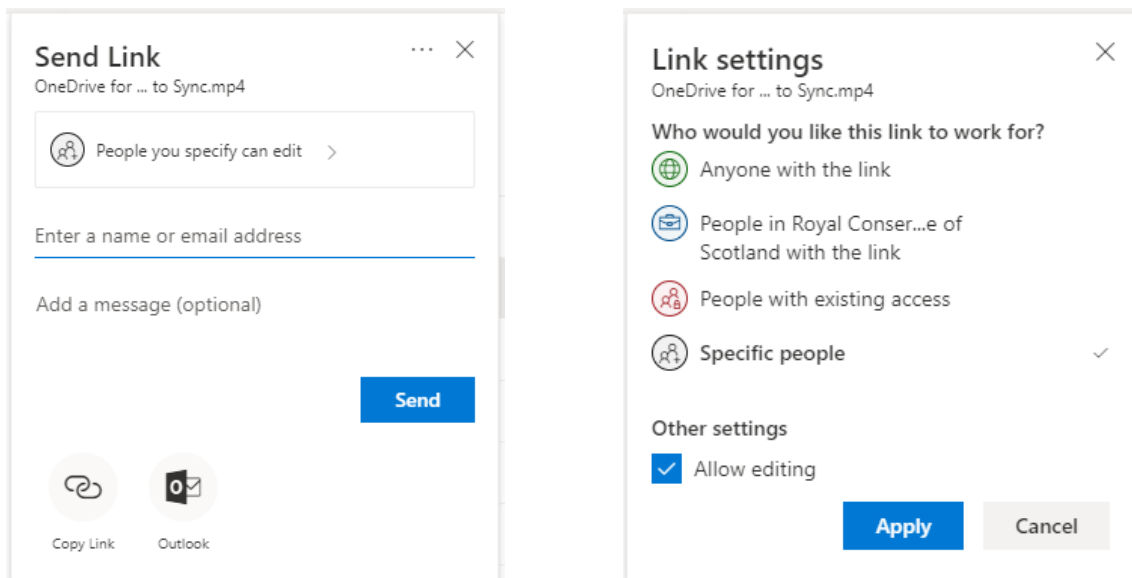
To share a file, select the file from the documents list and click Share



Files > OneDrive Training

Name	Modified	Modified By
Registers	1 April	J. [unreadable]
OneDrive for Business App Ch...	1 April	J. [unreadable]

Enter the names or email addresses of the people you want to share the file with. If you want to change the permissions, click on 'People you specify can edit >'.



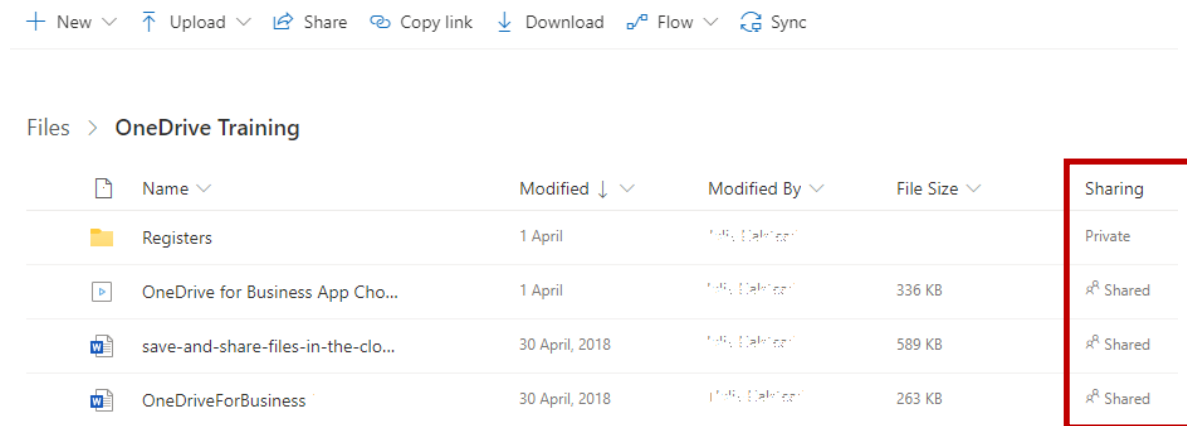
To set the share as read only, remove the tick from 'Allow editing' then select Apply. You can add a message that will be included in the email that's sent to all invitees. This is optional.

Click Send to complete.

Further information can also be found on Microsoft's website [here](#)

## Q. How I do I see who I'm sharing a document with?

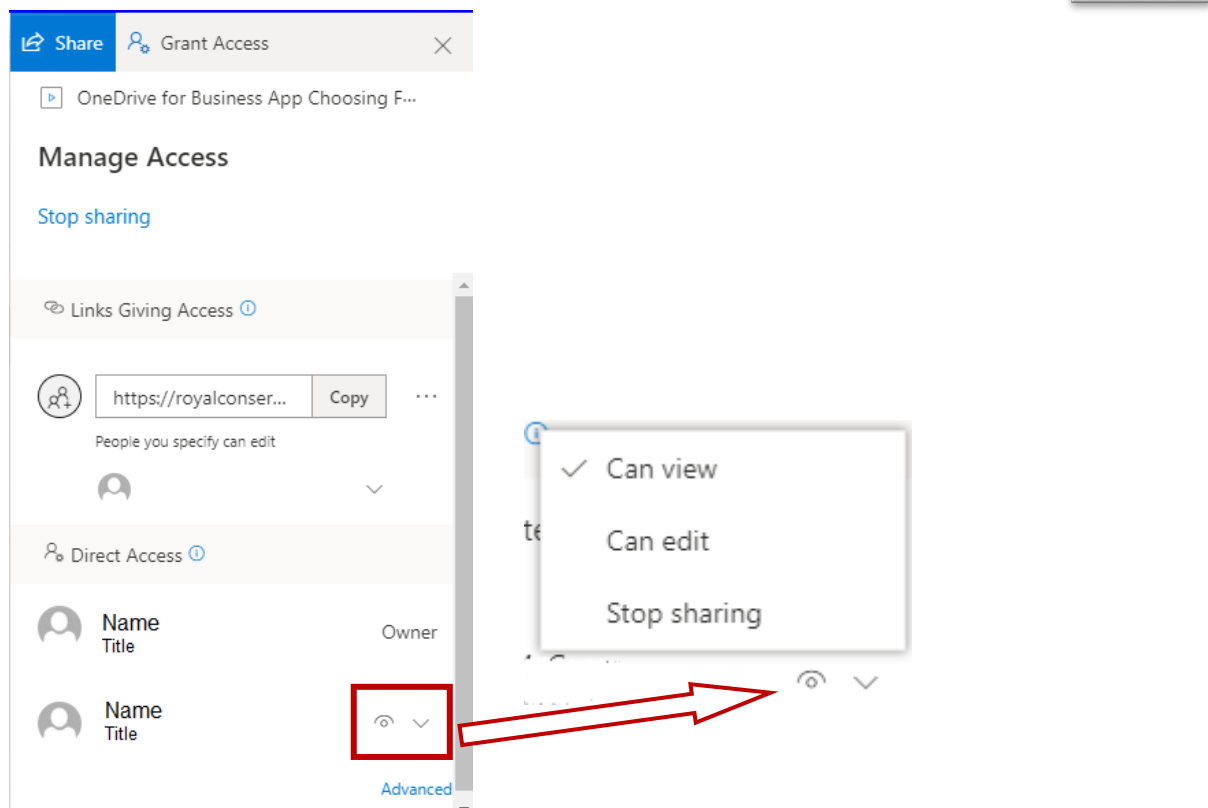
From a quick glance, you can see which of your documents are shared in OneDrive for Business



The screenshot shows the OneDrive interface with a table of files. The 'Sharing' column is highlighted with a red box. The files listed are:

Name	Modified	Modified By	File Size	Sharing
Registers	1 April	[User]		Private
OneDrive for Business App Cho...	1 April	[User]	336 KB	Shared
save-and-share-files-in-the-clo...	30 April, 2018	[User]	589 KB	Shared
OneDriveForBusiness	30 April, 2018	[User]	263 KB	Shared

You can see a full list of users who have access to a file by clicking on Shared this will reveal the users that the document is shared with in a pane on the right-hand side of the screen.



The screenshot shows the 'Manage Access' pane in OneDrive. It includes sections for 'Links Giving Access' and 'Direct Access'. A red box highlights the eye icon and a dropdown arrow next to a user entry. A red arrow points from this box to a context menu that appears, showing options: 'Can view', 'Can edit', and 'Stop sharing'. A 'Shared' button is also visible in the top right corner of the pane.

To amend the permissions for someone listed, click the down arrow next to the eye symbol, then choose the new permission. To add someone new, click Grant Access and add their email address and select permission, as before.

Q. Can I transfer items from my personal OneDrive to OneDrive for Business?

Your personal OneDrive and OneDrive for Business accounts are completely separate. If you wish to transfer files from your personal OneDrive account you need to download them to another location such as desktop or USB drive, and then upload them to your new OneDrive for Business account.

Q. How do I recover a deleted item?

Documents that you have deleted from your OneDrive for Business account will be held in the recycle bin for 30 days. **After 30 days the files are automatically deleted permanently and will not be recoverable.**

Q. What happens to my documents when I leave the Conservatoire?

Any files stored in your OneDrive for Business account will be inaccessible when you leave the Conservatoire and deleted permanently

Q. What browser should I use?

We recommend that you use Internet Explorer for full functionality of OneDrive for Business.

Q. Where is data on OneDrive for Business kept?

Microsoft have made investments to create European based only data servers where all of the Universities OneDrive for Business storage is kept. Further information can be found [here](#)