**What is One Drive?**

One Drive is a tool that makes it easy to collaborate, manage, and share your documents from anywhere and any device. Use OneDrive as the primary place for secure file storage, syncing, and sharing. It's easy to use and flexible enough so different groups can organize OneDrive to suit their needs.

OneDrive gives you:

- Access to your files at any time, from anywhere, on your favorite devices
- Ability to share internally and externally your organization as needed
- Easy co-authoring without the hassle of versioning
- Seamless integration with your favorite Office apps
- Trusted security features you can rely on

Quickly find files with intelligent recommendations based on what you are working on and who you are working with.   It is the smarter online storage system that makes it simple to create, upload, share and edit files from your desktop, favorite browser, or your mobile devices.

**How do I get to One Drive?**

One Drive URL: https://portal.office.com and select OneDrive
or https://westvirginiaot-my.sharepoint.com
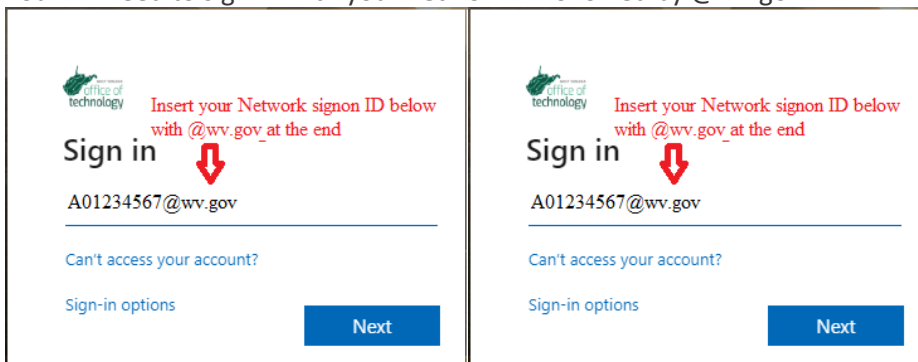
**Can I get to One Drive from my home internet connection?**

Yes.  You do not need to be on VPN in order to access your One Drive files.

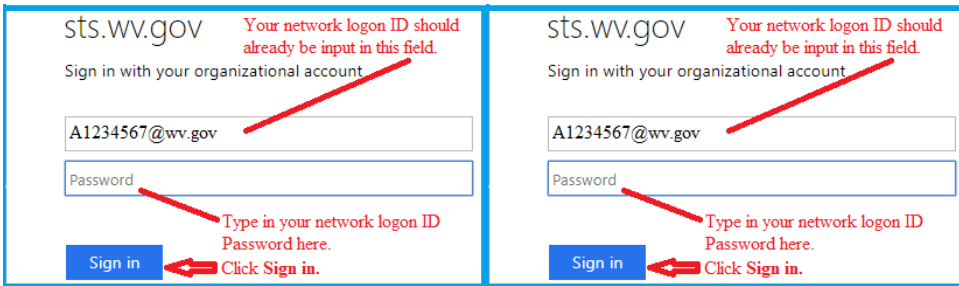**Upload and save files and folders to OneDrive**

**Use OneDrive in your browser**

1. Sign in to https://portal.office.com and select OneDrive or https://westvirginiaot-my.sharepoint.com.
   You will need to sign in with your network ID followed by @wv.gov



Then if presented with the sts.wv.gov screen your network logon ID should already be input, you will need to supply your network logon ID password and then click **Sign in**.

2. Right-click a file, and select a command.
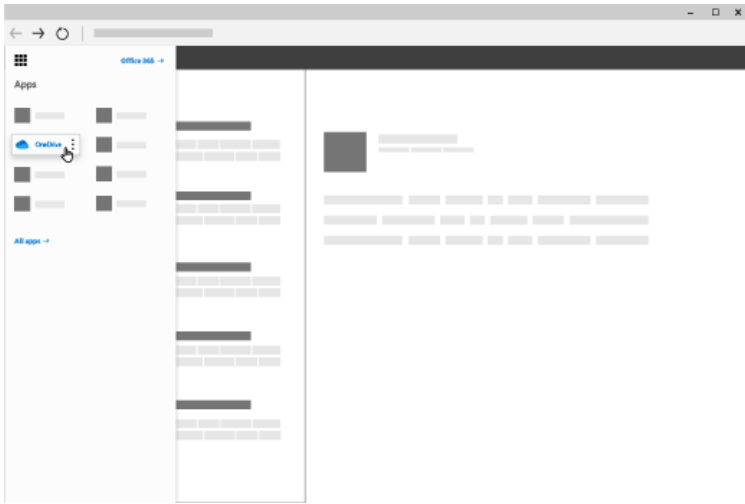


**Upload files or folders to OneDrive**

You can store over 300 types of files on OneDrive.

With **Microsoft Edge or Google Chrome**:

1. Select **Upload** > **Files or Folders**
2. Select the files or Folders you want to upload.
3. Select **Open**

**With other browsers:**

- Select **Upload**, select the files you want to upload, and select **Open**.
- If you don't see **Upload** > **Folder**, create a folder, and then upload the files to that folder.
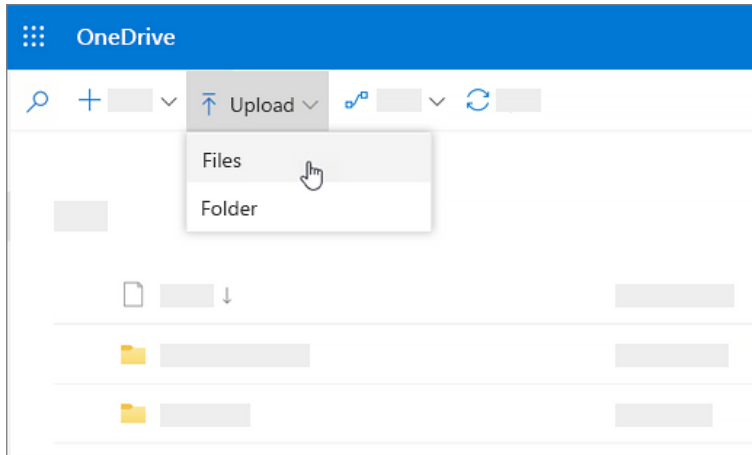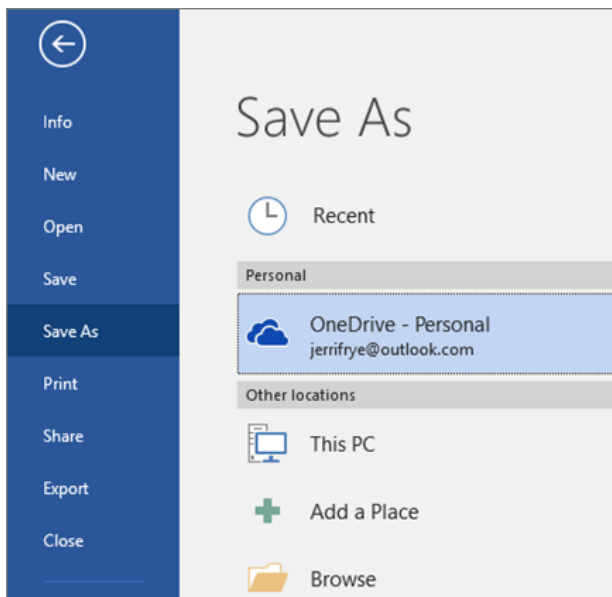
**Save a file to OneDrive**

1. Select **File** > **Save As** > **OneDrive - Personal**.
2. Select **Enter file name here** and type a name.
3. If you want to save to another folder, select **Browse**, and select the folder you want.
4. Select **Save**.

The next time you open the Office app, you'll see your saved file in the **Recent** list.

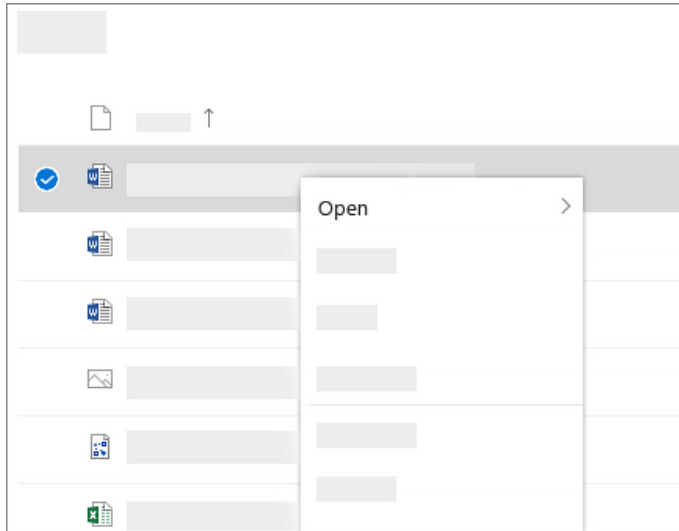**Note:** Requires Office 365, 2019, or 2016.



If you don't see **OneDrive – State of WV – userid@wv.gov** in the list:

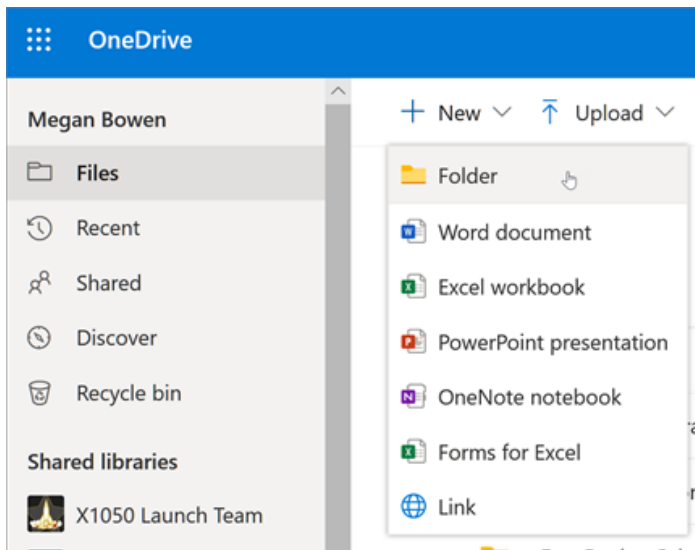Manage files and folders in OneDrive

**Select what to do with a file**

1. In OneDrive, right-click the file.
2. Select a command.
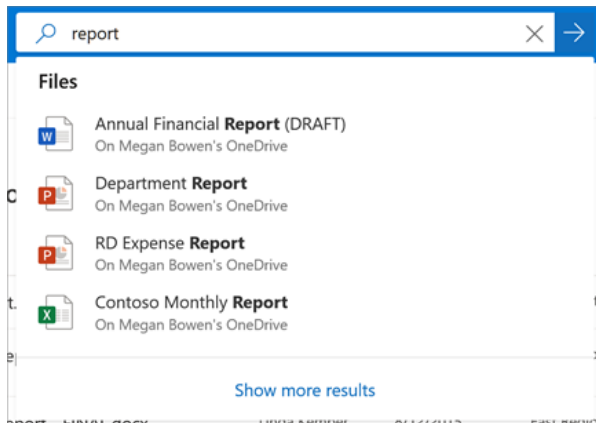


**Create a folder**

1. Select **New** > **Folder**.
2. Type a name for the folder.
3. Select **Create**.



**Search for files**

Looking for an older file? Search is a powerful tool to find all your online files.

1. Type a word or phrase in the **Search** box.
2. Select a file, or press Enter.

**Note:** If you already had an account signed in to OneDrive and you want to add another account, select the OneDrive cloud icon in the Windows taskbar notification area, select **More** > **Settings**. In **Settings**, select **Account**, select **Add an account**, and then sign in.

Collaborate in OneDrive

**Share files or folders**

1. Select the files or folder you'd like to share.
2. Select **Share** .
3. Select **Anyone with this link can edit this item** and set the permissions:
   - Select **Allow editing** if you want others to be able to edit the file.
   - Uncheck **Allow editing** if you only want others to be able to view the file.
4. Select how you'd like to share:
   - **Get a link** - Select **Copy** and paste the link into a message, file, webpage, or other location.
   - **Email** - enter the emails of the people you want to share with, add a message (optional), and select **Share**.
   - **Social network** - Select **More** and select the social network you want.
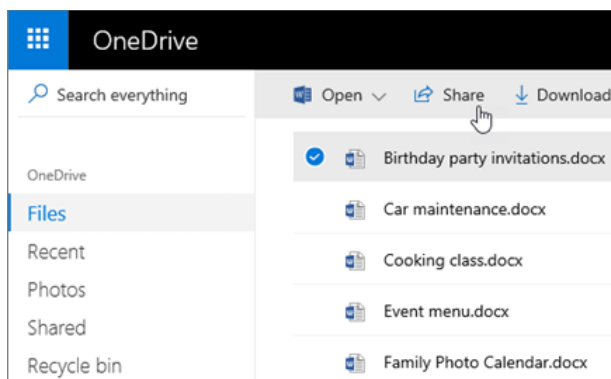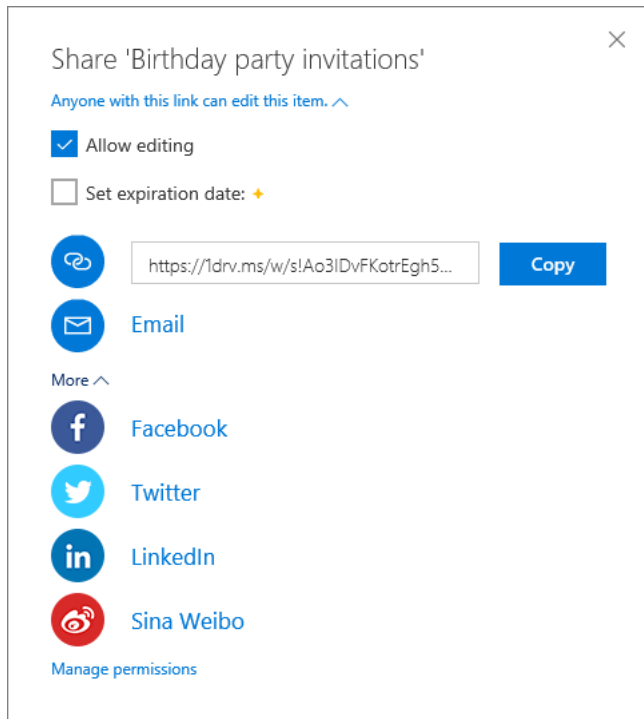
**Stop or change sharing**

If you are the file owner, or have edit permissions, you can stop or change the sharing permissions.

1. Select the file or folder you want to stop sharing.
2. Select **Information** ⓘ in the upper-right corner to open the **Details** pane.
3. Select **Manage access** and:
   - Select the **X** next to a link to disable it.
   - Select **Can Edit** or **Can View**, and then select **Stop Sharing**.
   - Select **Can Edit** or **Can View** and then select **Change to…**.
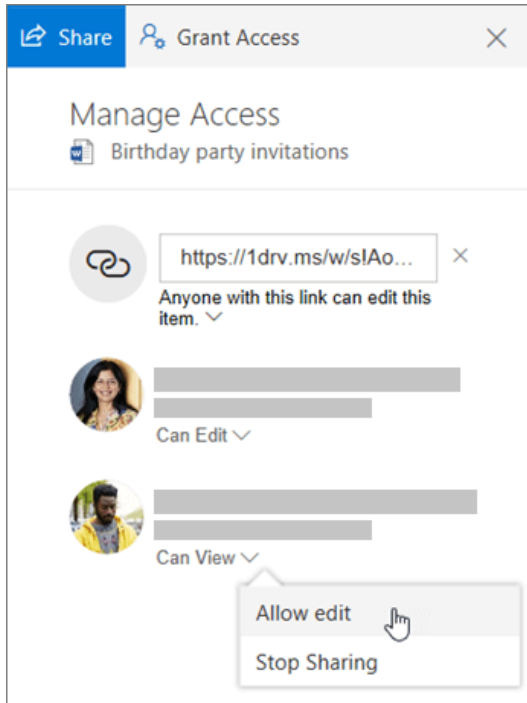
**WVOT LMS URL:** http://onlinelearning.wv.gov/cm/home.html

Training Classes Available for One Drive



| Enroll | | Catalog ID ▲ | Title | Description | Location |
|---|---|---|---|---|---|
| Enroll | | MS8070 | Microsoft OneDrive - Online Level 1 | This course provides an understanding of the basic features in using OneDrive starting with accessing/logging into your OneDrive account and continuing with basic file management. | Online |
| Enroll | | MS8071 | Microsoft OneDrive - Online Level 2 | This course provides instruction on using the advanced features of sharing files in OneDrive. | Online |

**Link to additional Microsoft Training:  Microsoft training resources**