What is the OneDrive service?
The ESADE OneDrive service for Office365 provides users with up to 25 GB of cloud storage capacity for all their academic-related documents.

How do I access the service?
Users can access the service by visiting [http://webmail.esade.edu](http://webmail.esade.edu) and clicking on the OneDrive link found in the top menu.

OneDrive applications
OneDrive has a client application for Windows, another app for Windows 8 and an app for iPhone/iPad:

- Windows desktop application: described below
- App for iPhone/iPad: [App Store](https://apps.apple.com)

Installing the desktop application for Windows
The OneDrive application makes it easier to use this service, allowing users to work with local folders in their PCs and synchronise them with the files stored in the cloud.

To install the OneDrive application, you have to access the service and follow these steps:

1. Click on the “Sync” option on the top right.
2. Click on “Download the OneDrive application” in the new window.
3. Select the language and version depending on the Office version installed on your computer (32bits \(\rightarrow\) x86 or 64bits \(\rightarrow\) x64) via the fold-down menu, “OneDrive for Business (formerly SkyDrive Pro)”, in the new window.
4. The application is downloaded and installed in the background, allowing you to continue working without interruptions. Once the client has been installed, you’ll be asked to introduce your username and password. Close this window without logging in and continue with the set-up.

App set-up for PCs
1. After installing the app, access the service again and click on “Sync” and then on “Sync now”.
2. The OneDrive application will open automatically, detailing with the navigation route for the cloud library and your local library. You can change these by clicking on the option, “Change”.
3. Click on “Sync now” and wait until the operation finalises.
4. Click on “Show my files…”

5. The folder in your PC where the content has been synchronised with that in the OneDrive cloud opens.
Upload documents

Web version
Uploading documents from your computer using the web version is as easy as dragging and dropping the document to the centre of the browser window.

You can also upload a document by clicking on “New document” and then on “Upload existing file”.

If you’re interested in another specific guide or manual, please send a request by e-mail to: cau@esade.edu

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**OneDrive app version**
To upload documents to OneDrive with the installed app, you have to drag and drop or copy and paste the document in question to the OneDrive folder. The OneDrive client will then upload the document automatically and keep it up to date.

![OneDrive app screenshot](image.png)

**Create new documents**

**Web version**
To create new documents directly in OneDrive, you have to click on “New document” and then select the type of document in question (Word, Excel, PowerPoint, OneNote or Excel surveys) or “New folder”.

**OneDrive app version**
To create new documents via the OneDrive app, follow the same steps you normally would in your local PC within the synchronised OneDrive Pro folder.
Delete documents

Web version
To eliminate a document or folder using the OneDrive web version, click on the ellipses (dots) to the right of the document or folder you want to eliminate. A new window will open asking you to click on the dots again and then on “Delete”. A dialogue box will open asking if you’re sure you want to delete the document or folder selected. Click on “Ok”.

OneDrive app version
To delete a file or folder using the OneDrive app, open the synchronised OneDrive folder and delete the document or folder in question. This change will be automatically reflected in the OneDrive cloud.
Share documents

Web version
To share a document or folder using the OneDrive web version, click on the dots to the right of the document or folder in question. A new window will open. Click on “Share”.

You’ll see three options in the new window:

a) Invite people
You can easily invite people to work with your documents and folders, simply by introducing their e-mail addresses or only their names if they work at ESADE.

Select the permission level for each person (“Can view” or “Can edit”), add a personal message which will be sent via email along with a link to the document or folder, and click on “Share”.

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b) Create a link

Another way to easily share a document is by creating a link which you can send directly to whomever you wish without them having to log in. You can create two types of links depending on the level of access you want to assign (“View Only” or “Edit”).

![Create a link](image1)

![Shared with](image2)

c) Shared with

In this section you can see with whom you’re sharing a specific document or folder. You can also edit each user’s individual permission level (“Can view” or “Can edit”) and even stop sharing the item.
ESADE OneDrive

OneDrive app version
With the OneDrive app version, you can right-click on the document or folder you want to share and then click on the OneDrive menu. Click on “Share...” to open up a new browser window by default. You’ll be taken to the OneDrive web version with all the options detailed in the previous section.

![OneDrive app version](image)

Restore documents from the recycle bin

Web version
Follow these steps to recover an item in the recycle bin:

1. Click on the gear icon at the top right of the screen and then on “Site settings”.

![Site settings](image)
2. Select “Recycle bin” from the set of options in “Site collection administration”.

3. On the new screen, tick the documents in the Recycle bin that you want to restore. You can opt to restore them, completely eliminate them or empty the entire bin.
Previous document versions

Web version
To recover a previous version of a document stored in OneDrive via the web version, click on the dots to the right of the document. A new window will open. Click on the dots once more and finally on “Version history”.

![OneDrive interface showing version history option]
A new window will open detailing all the document versions the system saved previously.

Click on a given date and modification time. A menu will open allowing you to choose from three options: View, Restore or Delete.
Online collaboration

With OneDrive you can collaborate online and simultaneously with others working on the same document. For this, you must first share the document with the “Can edit” permission enabled.

When you open a document that other users are working on, you’ll see their online status and name in the area they’re working on.

If they’re registered users, you’ll see their names and online statuses.

In the case of external collaborators, you’ll see them listed as “Colaborador Invitado”.

![Image of OneDrive collaboration interface with example text interaction]

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