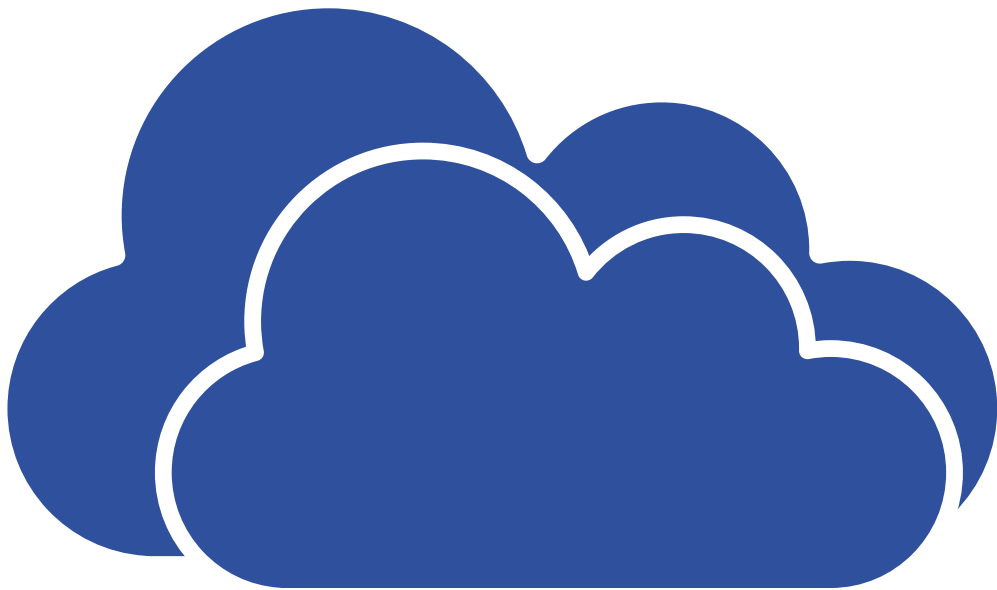
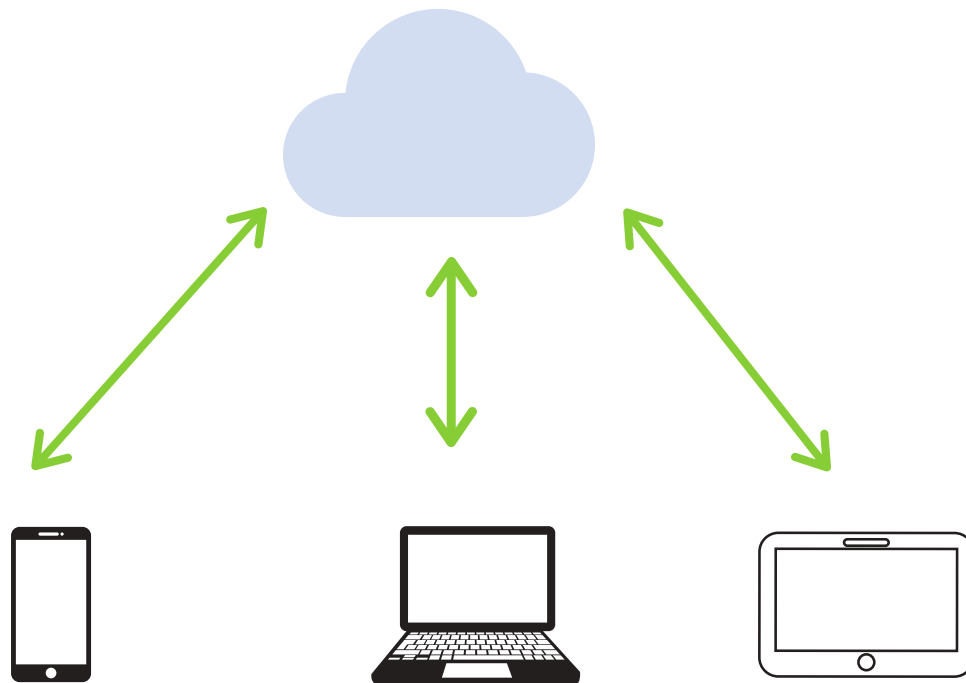


OneDrive for Business



What's "The Cloud?"

Cloud Computing (defn): Storing and accessing both data and programs over the internet instead of your computer's hard drive.



Benefits of "The Cloud"

- **Sync Between Devices.** The cloud keeps track of your files and folders so that you can access your info from your phone, desktop/laptop, and tablet.
- **Always Have a Backup.** If your machine dies, or becomes lost or stolen, you won't have to worry because you'll always have the info you need on the OneDrive for Business cloud.
- **Store Info in One Place.** Instead of having some files in Google Drive, some files on a USB, some on the Shared Drive, and some on your personal desktop – you'll have OneDrive to keep things organized.
- **Global Accessibility.** If you need to access your files when you're not in the office, you can! With OneDrive, you can get the data you need – anytime, anywhere.
- **Keep Data Secure.** Rather than leaving data at risk to corruption, you can rest easy knowing everything is secure in OneDrive for Business.



Everything You Need to Know

- 1) OneDrive for Business is referred to as ODfB.
- 2) ODfB is "the cloud."
- 3) ODfB does the same thing every other cloud storage provider does: it gives you somewhere to store your files on the internet.
- 4) There is a web/cloud app, a desktop app, and a mobile device app for ODfB.
- 4) You don't need to do anything to get ODfB - it's already installed for you on your new APS laptop.
- 5) ODfB basically replaces your H: drive for individual document storage.
- 5) When you save files, save them to **OneDrive - Automated Packaging Systems**.
- 6) Because ODfB is a Microsoft product (and Microsoft guarantees they'll never have an outage 99.999999% of the time), ODfB will almost always be available.
- 7) Since you'll be storing your data on "the cloud," you can access your info from anywhere, at any time - as long as you have an internet connection.
- 8) You can go to www.office.com or myapps.microsoft.com *from any computer with internet* and be able to view your files on ODfB once you login (just use your Autobag email address and Windows password).

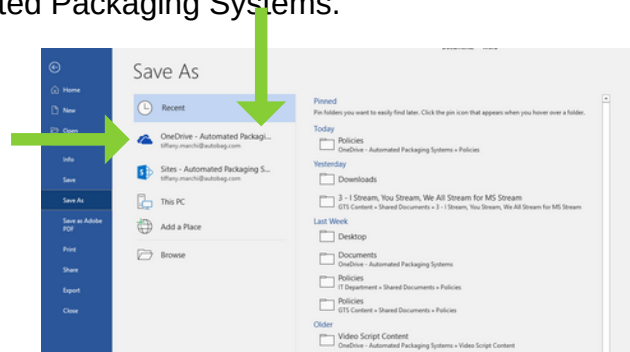


Everything You Need to Know

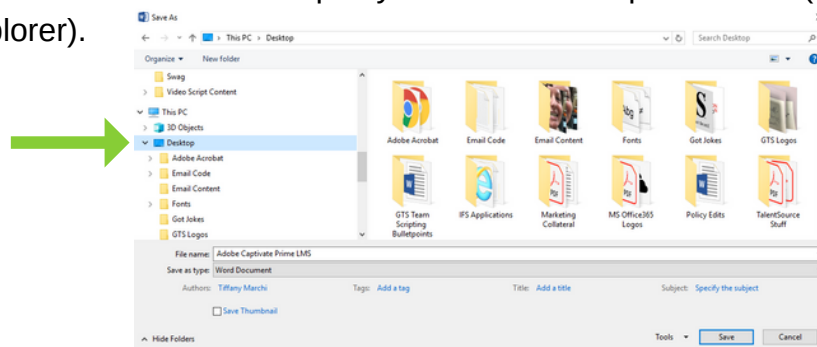
How Do I Save to ODfB?

There are a few ways to do this:

1) Save As. In any Microsoft program, click Save As and then chose to save in OneDrive - Automated Packaging Systems.



2) Save to Desktop. Instead of clicking OneDrive - Automated Packaging Systems, you can click Browse and look for Desktop in your list of File Explorer icons (this resides under This PC in File Explorer).



3) Save to Documents or Pictures. Same as number two above, but choose your Documents or Pictures folder under This PC, instead of Desktop.

BOTTOM LINE: Use whichever method above you like to save data and the GTS programming will automatically save things to the ODfB cloud for you!



Everything You Need to Know

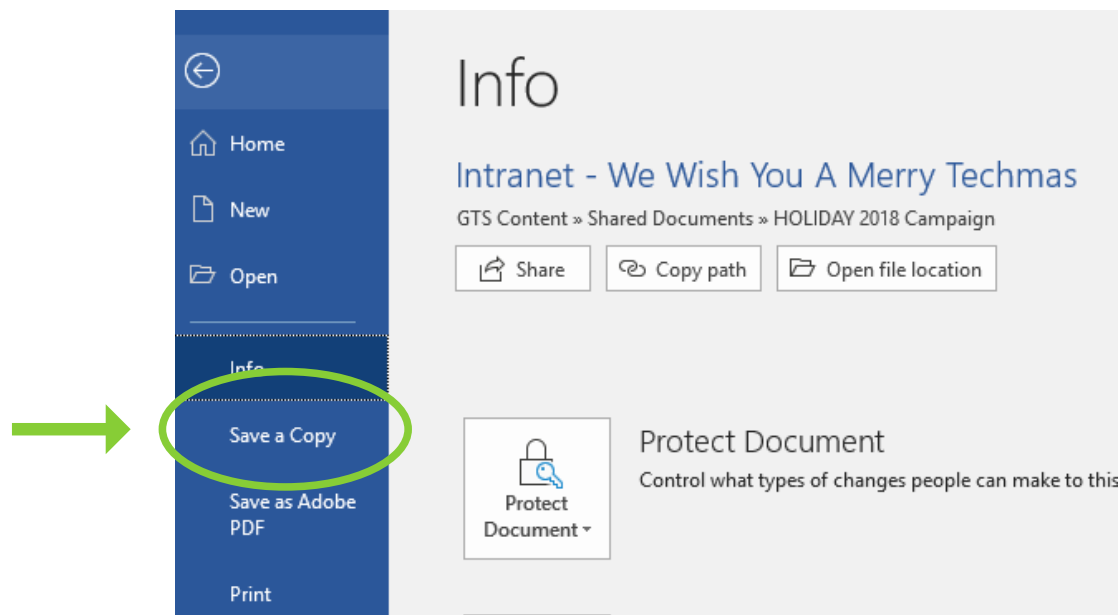
IMPORTANT: Save A Copy, THEN edit.

ODfB automatically overwrites existing information and auto-saves your changes to files/folders. This means:

1) ANY edits you make to an existing file will be automatically pushed to the live version of it.

2) You can't make changes to a file and Save As a new file any more.

So instead, you need to **Save A Copy FIRST** and then make your changes to that new copy, (rather making changes first then going through the familiar Save As process).



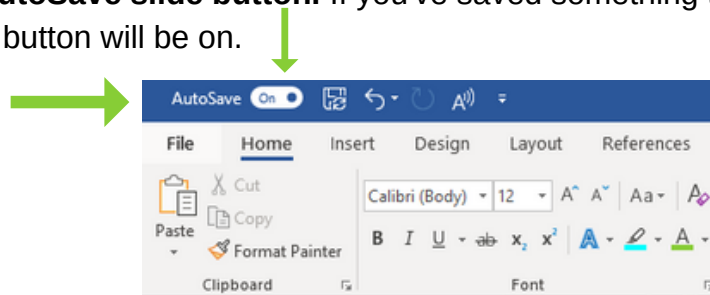
BOTTOM LINE: If you don't want your edits to overwrite the existing file, you need to **Save A Copy first** (then make your changes on the new copy you've just saved).



Everything You Need to Know

How Can I Tell If I've Saved Something to ODfB?

Look for the AutoSave slide button. If you've saved something to the ODfB cloud, the AutoSave slide button will be on.

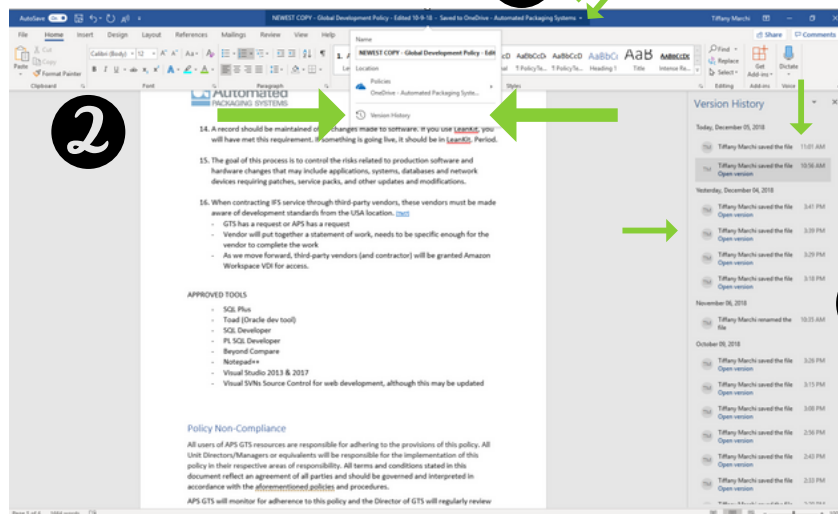


What If I Accidentally Edited Something I Shouldn't Have?

Check your Version History. If you've accidentally overwritten something you shouldn't have, it's OK! Look for your Version History Dropdown Menu arrow in the top ribbon and select it. Then, a pane will appear on the right side and show you all the different revisions you've made. Just click the one you want to go back to and the program you're using will open a new, Read-Only version of the older copy you mistakenly edited.

1 Version History Dropdown Menu.

2 Click "Version History" at the bottom.



3 Version History pane appears!



Everything You Need to Know

How Do I Access ODFB?

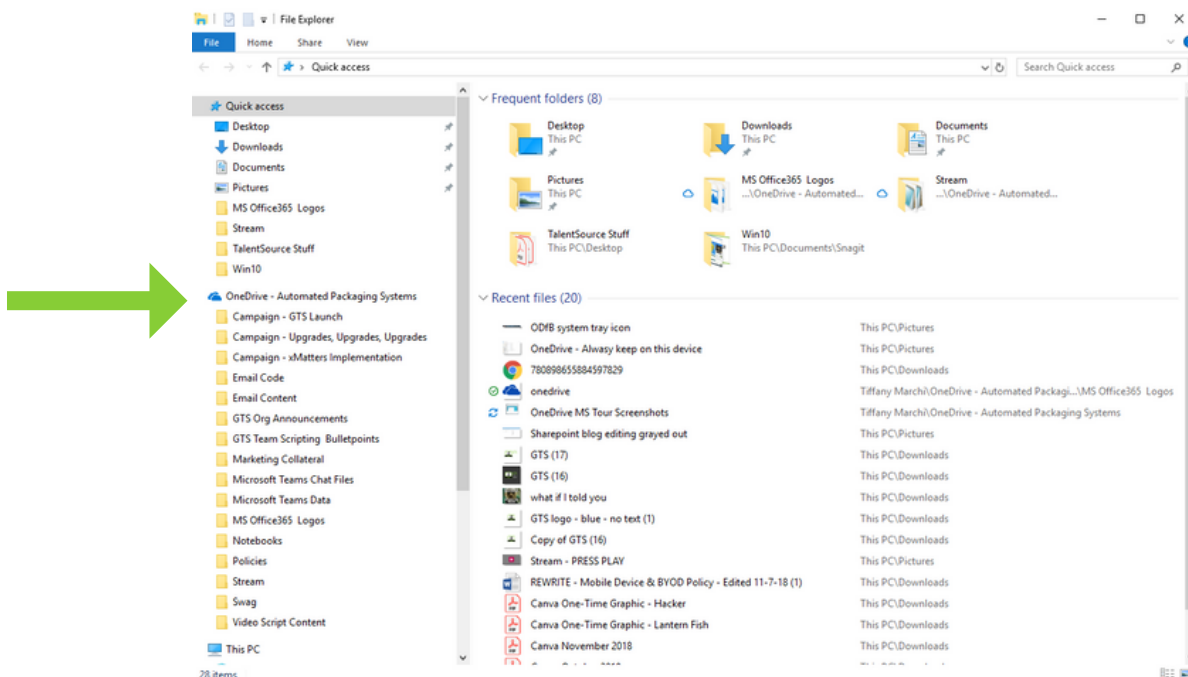
There are a few ways:

1) System Tray. Look for the OneDrive icon in the System Tray on your Task Bar.

Look for the OneDrive cloud logo icon.



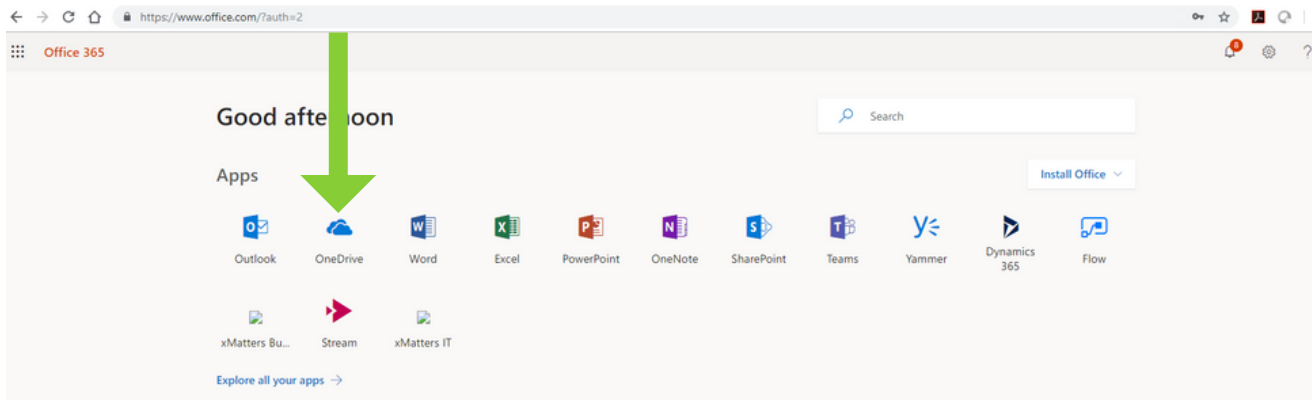
2) File Explorer. Click the Start Menu and search for File Explorer. When you open it, you'll see ODFB right away.





Everything You Need to Know

3) Online. Go to www.office.com or myapps.microsoft.com and sign in using your email address and Windows password. You should see the ODfB icon and can click on it from there.



PRO-TIP: Bookmark those two pages above in your browser - they'll be incredibly important as we move forward with the Office 365 upgrades.



Everything You Need to Know

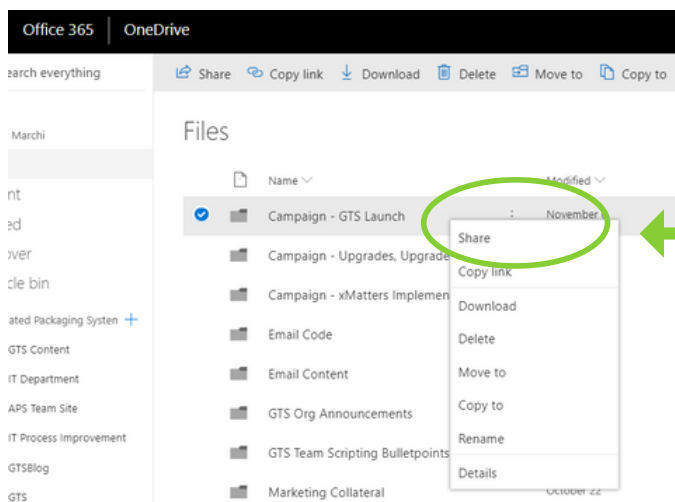
How Can I Share My OneDrive Info?

Just right-click and share! Sharing files and folders from ODFB is really that simple.

From OneDrive on the web

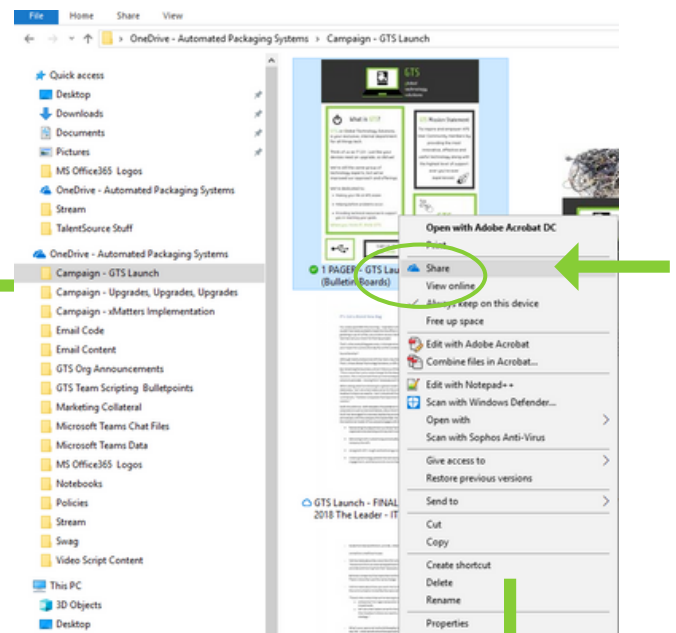
(office.com or myapps.microsoft.com):

Right-click and share.

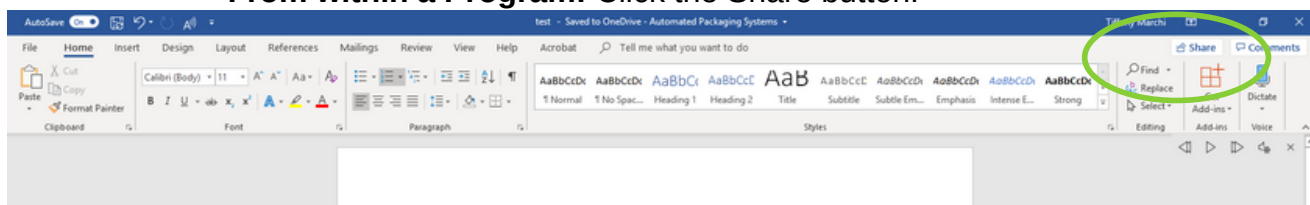


From OneDrive in File Explorer:

Right-click and share.



From within a Program: Click the Share button.



But wait - there's more!



Everything You Need to Know

IMPORTANT: File / Folder Default Permissions.

- When sharing files and folders from your ODfB, you are creating a [link](#) to share your data (*gone are the days of sharing as attachments through email*).
- The person you share your info with will get an email invite with a link to the file/folder you've shared with them.
- When sharing through ODfB, **you get to tell ODfB who you want to share your info with and what you want your recipient to be able to do with the file/folder.**
- When you share something, you'll be prompted with a pop-up window that looks like below. Just type in the email address of the person you'd like to share your folder or file with.
- You can share info internally (within APS) or externally (with people who DON'T work for APS).

A screenshot of the "Send Link" dialog box in OneDrive. The title bar says "Send Link" with a close button (X) and a menu button (three dots). Below the title bar, it says "Campaign - GT...ch (9 items)". There is a section with a lock icon and the text "Only the people you specify who have this link can edit." followed by a right-pointing arrow. Below this is a text input field with the placeholder "Enter a name or email address". Underneath that is a smaller text input field with the placeholder "Add a message (optional)". At the bottom is a blue "Send" button. Below the "Send" button are two circular icons: one with a link icon labeled "Copy Link" and one with an Outlook icon labeled "Outlook".

CLICK HERE
to change edit
permission and
other settings.

BUT BEWARE, the default settings for sharing allows your recipient to EDIT your file or folder. To change this (or other settings), click the **Only the people you specify this link can edit** arrow.



Everything You Need to Know

IMPORTANT: How to Edit Link Settings.

If you click the **Only the people you specify this link can edit** arrow, the **Link Settings** window will appear (see below). This shows your default sharing settings.

Your info will also default to sharing with **Specific People** only. This means:

- 1) **Only the people you choose** will have access to your link and your file/folder.
- 2) Your recipients will be able to forward your link to other unintended people, **but the other people your recipient forwards their email invite to will not be able to login and view your data.**
- 3) You have to add people on an **individual basis** when you click back to the Sharing window.

A screenshot of the OneDrive "Link settings" window. The window title is "Share '1 PAGER - GTS Launch Tech Talk Corner ...'". The main heading is "Link settings" for the file "1 PAGER - GTS... Boards).pdf". Below this, it asks "Who would you like this link to work for?" with a "Learn more" link. There are three options: "Anyone" (with a globe icon), "People in Automated Packaging Systems" (with a briefcase icon), and "People with existing access" (with a person icon). Below these is the "Specific people" option, which is selected with a blue checkmark. Under "Other settings", the "Allow editing" checkbox is checked. At the bottom are "Apply" and "Cancel" buttons. Green arrows point from the text on the left to the "People with existing access" and "Allow editing" options.

People with existing access

Use this if you sent someone a link and they lost their email invite.

If you **DON'T** want people to be able to edit your file/folder, **UNCHECK THIS BUTTON.**

People in Automated Packaging Systems

Choose this option if you want your recipients to be able to forward your link to **ANYONE** in APS and either view or edit your file/folder.

CHOOSE WISELY if selecting this.

BOTTOM LINE: It's your info, so you get to set permissions on what people can do with it, and who those people are. Remember to click Apply if you change the link settings!



Everything You Need to Know

IMPORTANT: File / Folder Permissions

If you choose to change your link settings, **you must do so every time you share your file/folder.** (ODfB always switches back to the default settings after each time you share.)

After you click Apply or Cancel on the link settings screen, the Send Link screen will reappear. From here, just type in your recipient's email address(es), add a comment if you like and click send!

Or, if you prefer, you can just click the Copy Link button (and this will allow you to paste the link wherever you want) or you can click Outlook and this will automatically open a new message with your link already in it for you to send out as you like!

The screenshot shows the 'Send Link' dialog box for a file named 'Campaign - GT...ch (9 items)'. It includes a permissions section, a text input field for recipient email addresses, an optional message field, and buttons for 'Send', 'Copy Link', and 'Outlook'. Green arrows and text boxes provide instructions for each part of the interface.

Type in a message to your recipient(s) if you want. →

→ Add as many email addresses or employee names as you like.

CLICK HERE to copy your link and paste it manually into an email or a Teams chat. →

CLICK HERE to have Outlook auto-open a new message with your link in it. ←



Everything You Need to Know

What Do The Icons Mean?

There are a few icons you'll see in ODfB:



1) Online-only Files. Online-only files don't take up space on your computer and are only saved to the cloud. When you open that file, however, it will automatically download to your computer. You **can** open online-only files when you're connected to the internet; you **cannot** open online-only files if you're not connected to the internet (you can only view them).



2) Locally Available Files. When you open an online-only file, it downloads to your device and becomes a locally available file. *You can open and work on a locally available file anytime, even without internet access.* If you need more space, you can change the file back to online-only.



3) Always Available Files. You can choose to "Always keep on this device" which downloads the file to your device and takes up space on your device. If you do this, these files will **always** be available, even when you're offline. And, you can always change this back later, just by right-clicking and selecting "Free up space."



4) File Syncing. The blue arrows in a circle mean your file/folder is either being uploaded to the cloud or downloaded from the cloud.



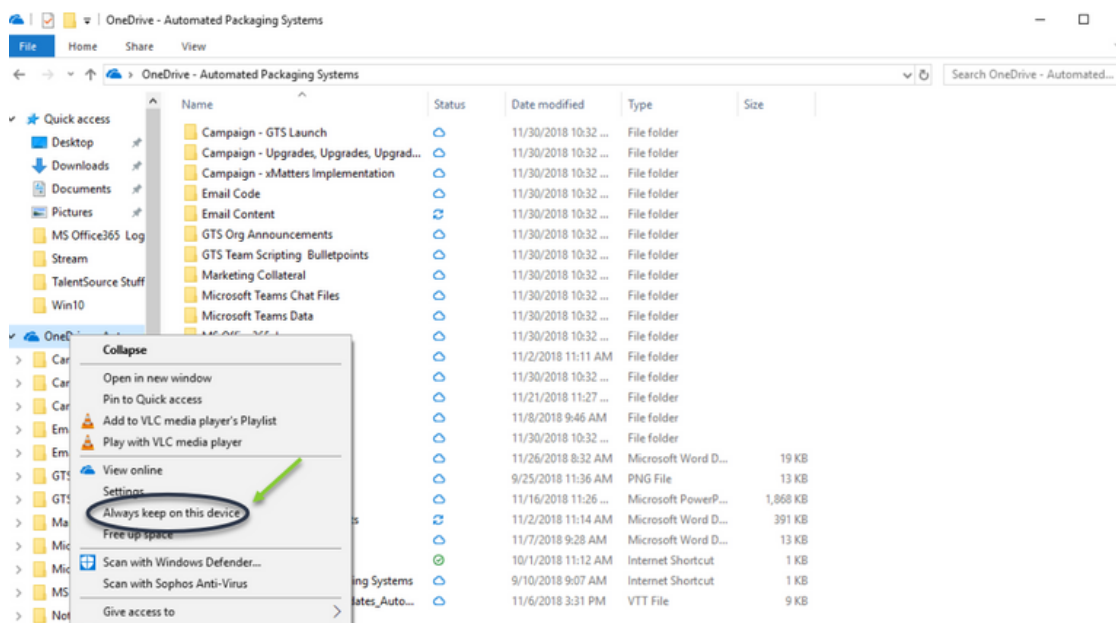
Everything You Need to Know

Why Do These Icons Exist?

To save space on your machine. Rather than saving every single file on your computer and eating up space on your hard drive, you get to choose when to download certain files to your PC/laptop/tablet/phone or to just access them online when you need.

Can I Access My ODfB Files If I Don't Have Internet?

Absolutely! In File Explorer, just right-click and select "Always Keep on This Device" and your work will be available for you, even if you don't have internet. And, as soon as you connect to the internet again, ODfB will automatically update any other existing copies that may be lingering out there.





Everything You Need to Know

What Version Gets Saved?

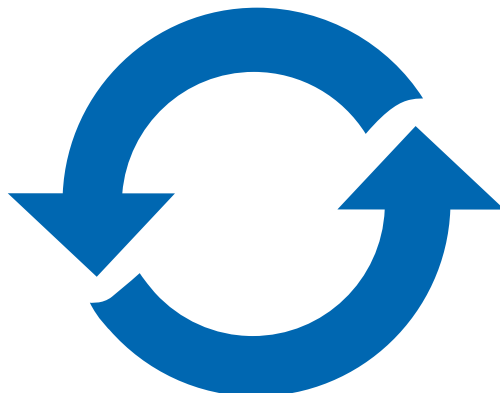
OneDrive saves every change you make and applies them in the order they were made. Then, ODfB pushes your changes out to any other existing versions.

EX: You're working on a file on your tablet and make a change to sentence A. Then, you use your laptop to work on the very same file and add a new sentence (sentence B).

OneDrive will show you the changes to sentence A when you switch to your laptop, then save your new sentence B and push this out to your tablet (and to any other versions that exist).

The same thing goes for offline files.

EX: You will be traveling by plane and need to work on something even though you won't have internet access. Just download the file to your device **before** you get on the plane and lose your internet connection and make sure 'AutoSave' is turned on. Then, work on the file as you like while you fly. As soon as the plane lands and you connect to the internet again, ODfB will automatically recognize the most recent version of the file (the one you were working on while on the plane) and push your new changes out to any older versions you have saved anywhere else.





Everything You Need to Know

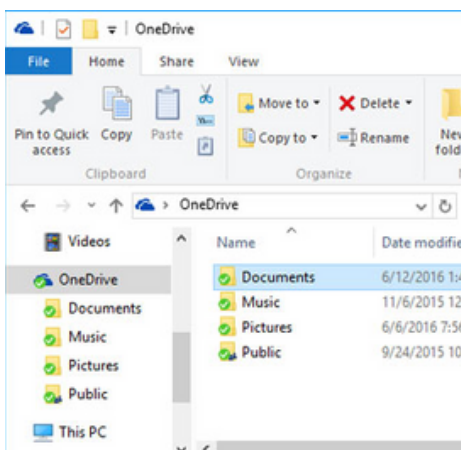
Why Can't I See All My Folders?

If you are **logged into a community PC** (one that does *not* belong to you, specifically (like a plant floor computer, for example)), you **will** be able to see to all your ODfB data through the **web/cloud** version of the program, but you **won't** see all your data by going to **File Explorer** on that community machine. You'll most likely only see the Documents and Pictures folders in File Explorer there.

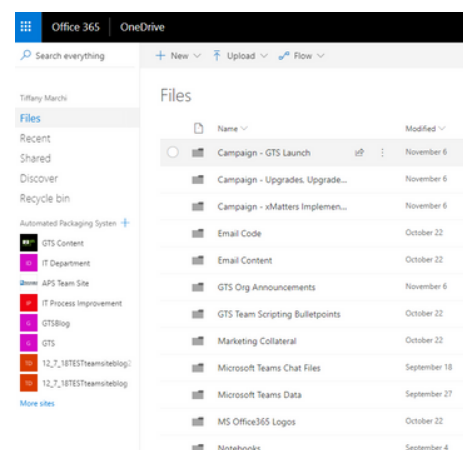
This does not mean your data has been erased or lost - it just means you can't see all of it on the community machine.

To be able to see all your ODfB data while logged into a community PC or at a kiosk, go to office.com or myapps.microsoft.com and go to ODfB on the web to view all your files/folders.

BOTTOM LINE: Don't expect File Explorer to show you everything that's yours on a community PC, trust the web version instead.



ABOVE: ODfB on a Kiosk / Community PC shows only a small amount of folders.



ABOVE: ODfB on the web shows all your files and folders. **Trust the web version.**