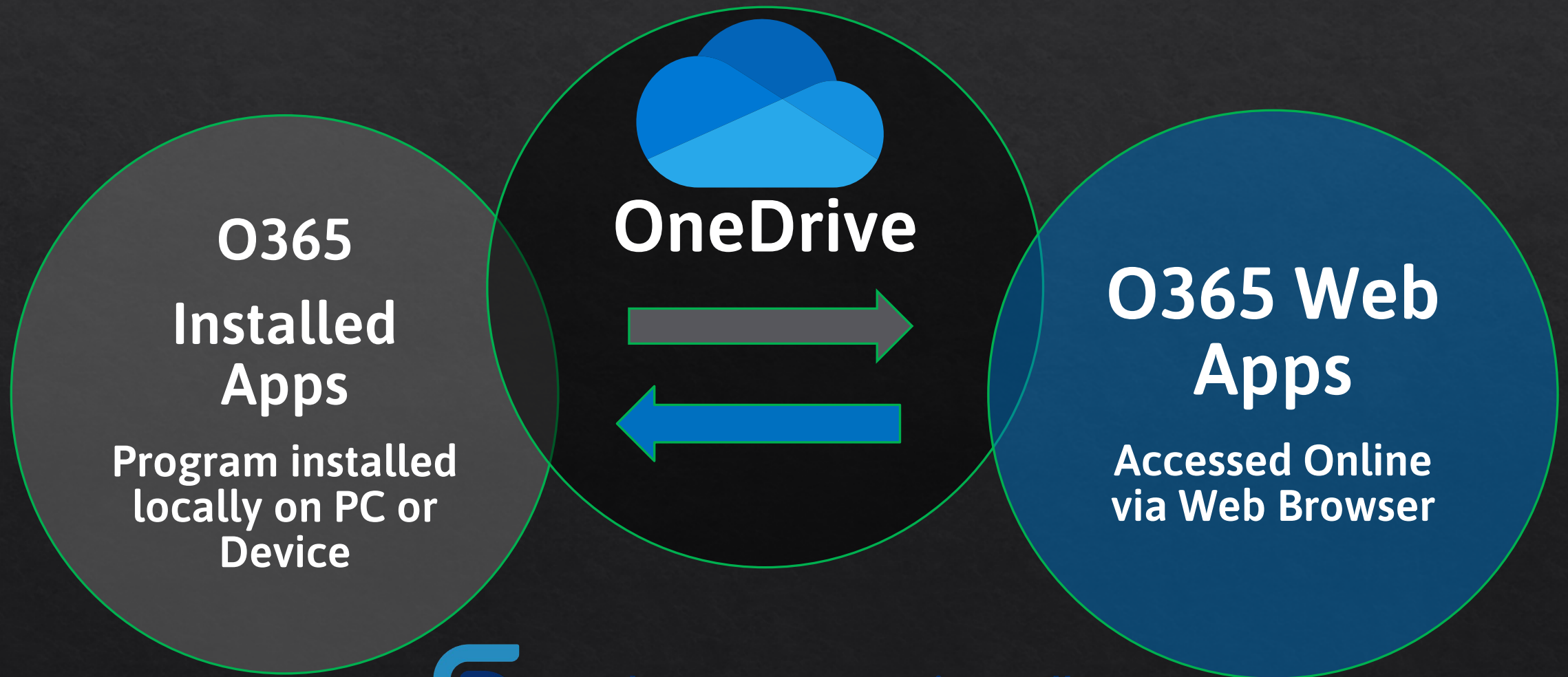


**Microsoft 365** is easier to understand if you consider it as **two main parts**, interconnected by **OneDrive!**



## Web Version vs App Version: Key Differences!

- The **Web version** of **OneDrive** is accessed via a browser such as Chrome or Firefox. You can access your SCC Files from a browser anywhere by logging in to the SCC Hub and clicking on the OneDrive link on the top right of your screen. You can upload files from regular folders into OneDrive from the Web App. The OneDrive Web-App is part of a full suite of *web-version* MS Office apps available *in-browser*.
- The **OneDrive** Installed **Application** will give you access to Local Windows Folders that mirror and automatically sync with your SCC One Drive Cloud Storage. This folder will appear and operate just like any local Windows/File Explorer folder with a few differences to account for sync and sharing status. Any modifications made to files in this folder are synced to the cloud in real time!

# Web Version vs App Version Key Differences continued:

## OneDrive Web App

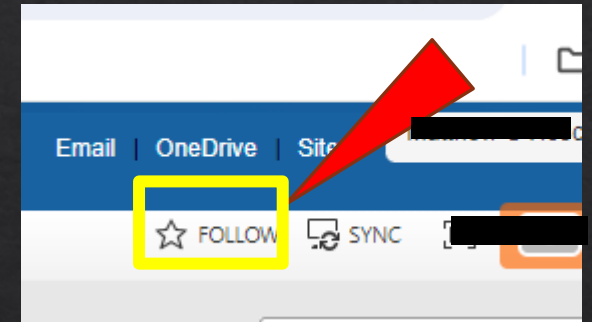
Accessed Online  
via Web Browser

### What do I do?

- Allow access to files from a Web Browser ANYWHERE
- Allow you to directly open files in browser-based MS Web Apps\*  
*(\*an option to then open in local app exists)*
- Allow upload of files from local folders

### Where can you find me?

Just click on “**OneDrive**” from the top right of the SCC Hub!



## OneDrive PC Application

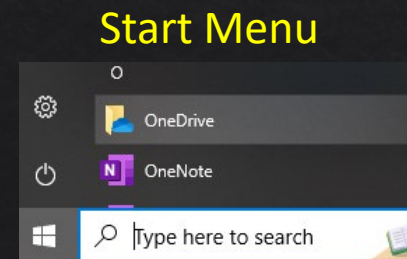
Program installed locally  
on PC or Device

### What do I do?

- Allow access to your OneDrive files via one or more Windows Folders ON YOUR PC or device file system
- Allow you to directly open files in installed MS Office Apps
- Allows saving, transfer, deletion of OneDrive files in a regular Windows 10/11 Folder

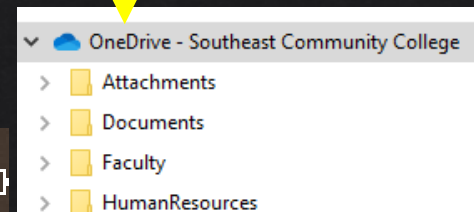
### Where can you find me?

- Log into the One Drive App and you will see a blue (SCC) or white (Personal) OneDrive cloud icon in your system tray!
- You can also launch from the Start Menu, the file explorer or a shortcut!



OneDrive Cloud Icon >  
(Bottom right, System Tray)

Click File Explorer >  
OneDrive Folder

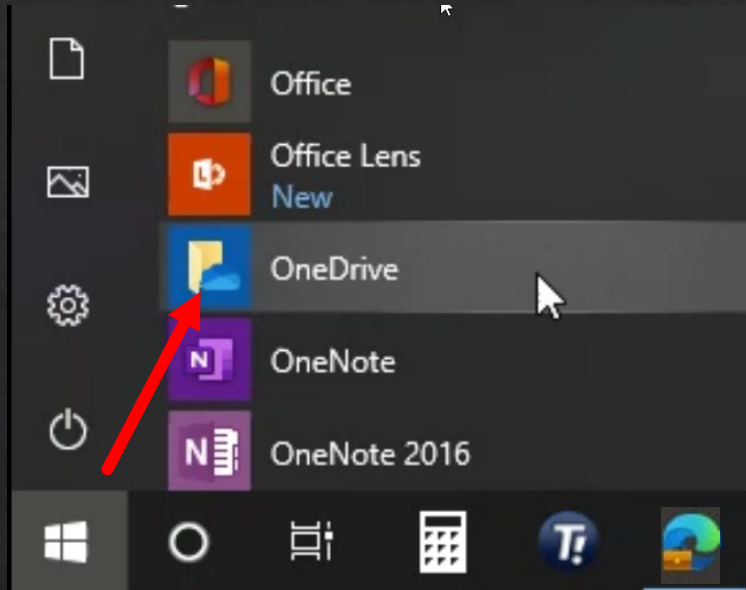




# Installing/Activating the OneDrive Application:

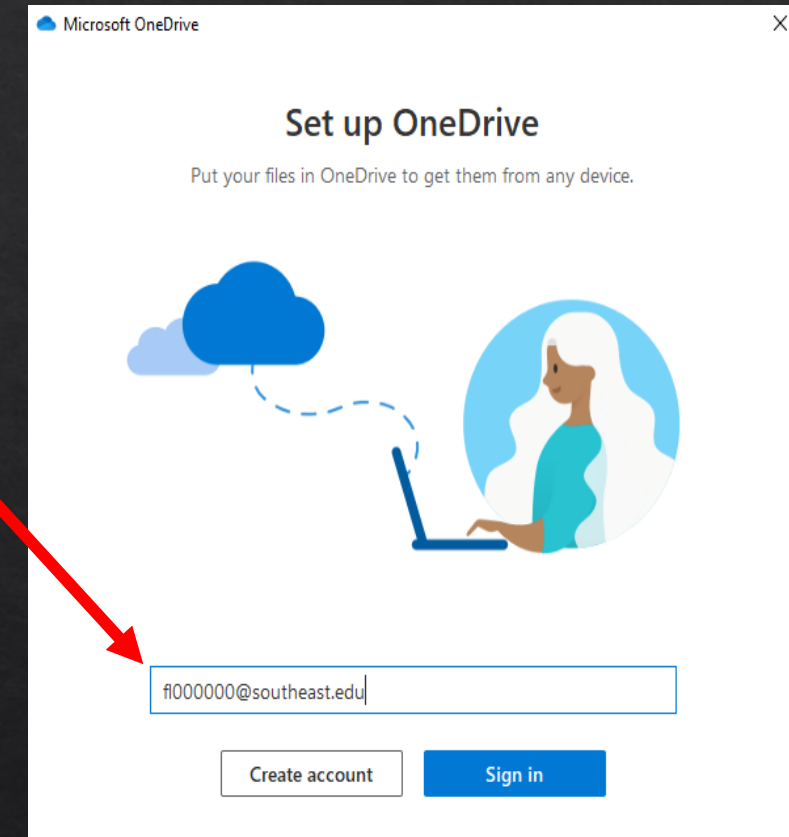
Windows 10/11 should have OneDrive installed by default, but it will not sync until opened and logged into.

To begin, click on the Start Button, then choose the OneDrive app from the Start



You can also Search for OneDrive in the Search Box or button next to your Windows Start Button.

Once you open the OneDrive app, you will see the Set up OneDrive screen and will need to enter your SCC Hub Credentials



Once you have completed sign in, your blue (SCC) or white (Personal) **OneDrive** cloud icon will appear in the system tray. You are ready to go!

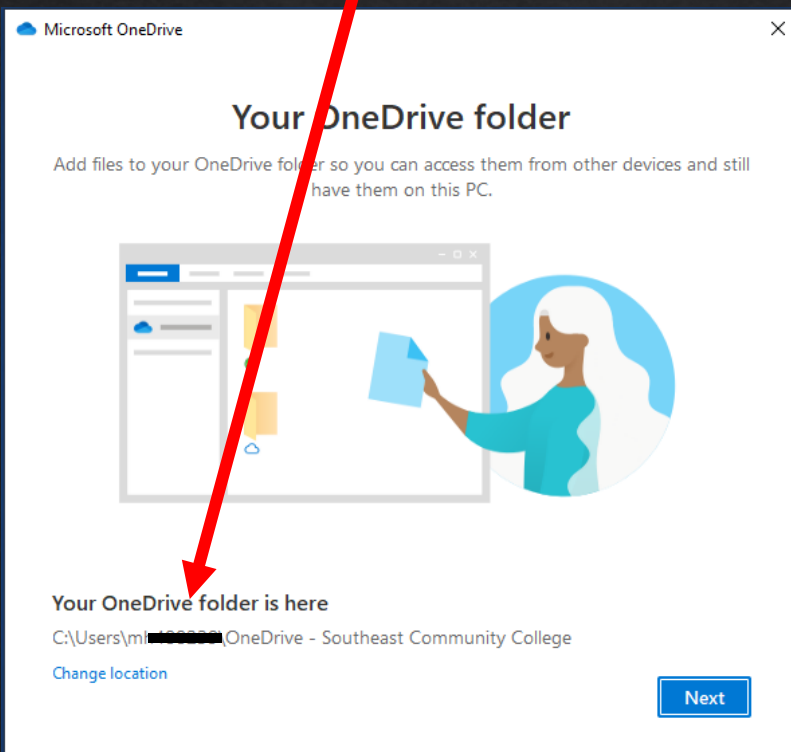
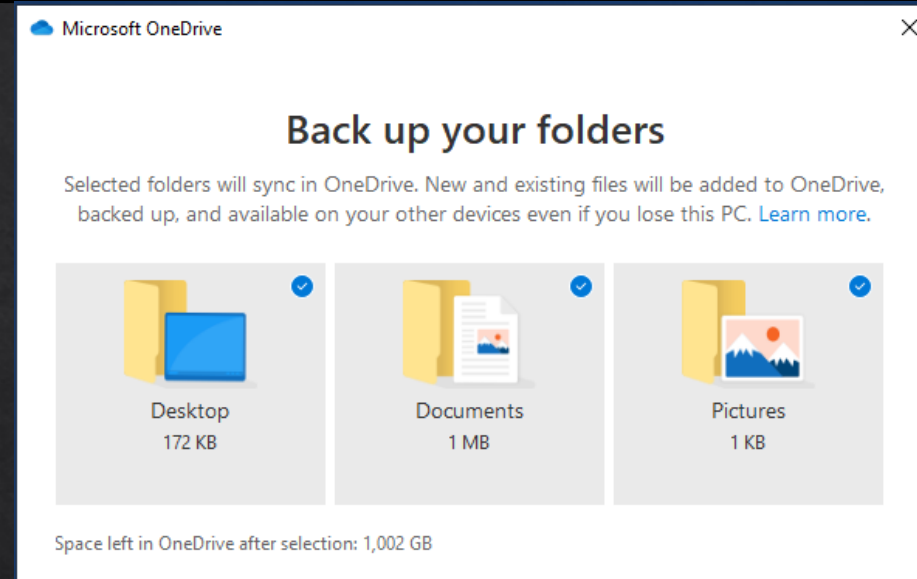
# OneDrive App- Installation Options

Location of your OneDrive folder is shown, you can open via File explorer, shortcut or Blue Cloud Icon on bottom right!

The system will default to sync your Desktop, Documents and Pictures Folders.

We normally recommend **UNCHECKING** these options (shown, bottom right) as any duplicated files from across multiple PCs will be renamed as COPY, and it can be time consuming to determine which files are the most current.

These settings can be adjusted later via the Cloud Icon > Settings



# One Drive Symbols and Cloud Icons. What do they mean? Why are they there?

All files and folders accessed via the OneDrive App will have one of three status icons



Online-only

These files don't take up space on this device, and they download as you use them.



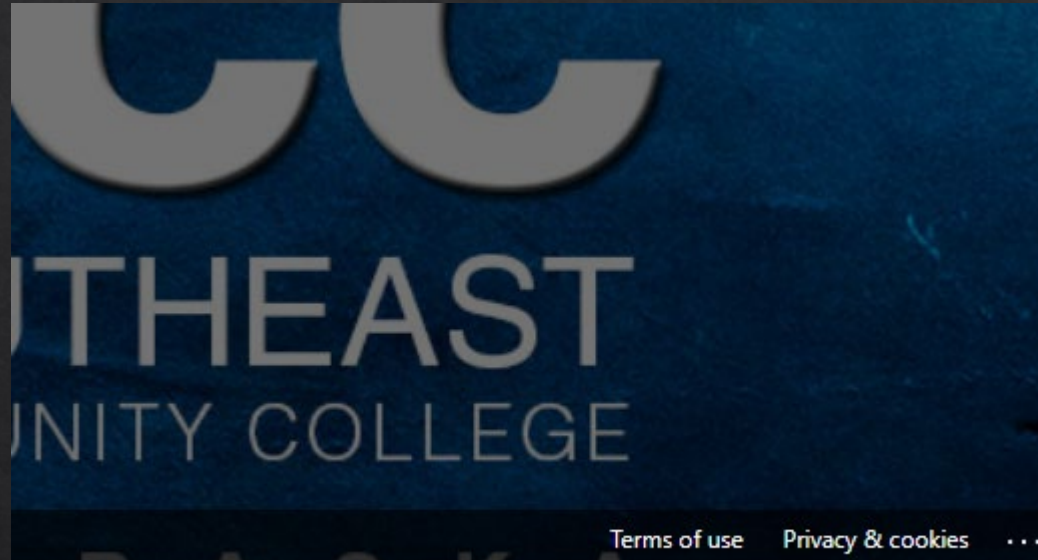
On this device

When you open a file, it downloads to your device so you can edit it while you're offline.



Always available

Right-click a file to make it available offline.



**Blue Cloud = OneDrive**  
(School/Business- *Your SCC*  
*OneDrive should appear blue*)

OneDrive - Southeast Community College  
Up to date

**White Cloud = OneDrive**  
(Personal)

OneDrive - Personal  
Up to date

**A red X on your cloud means you are not signed in or you are having a syncing error:**

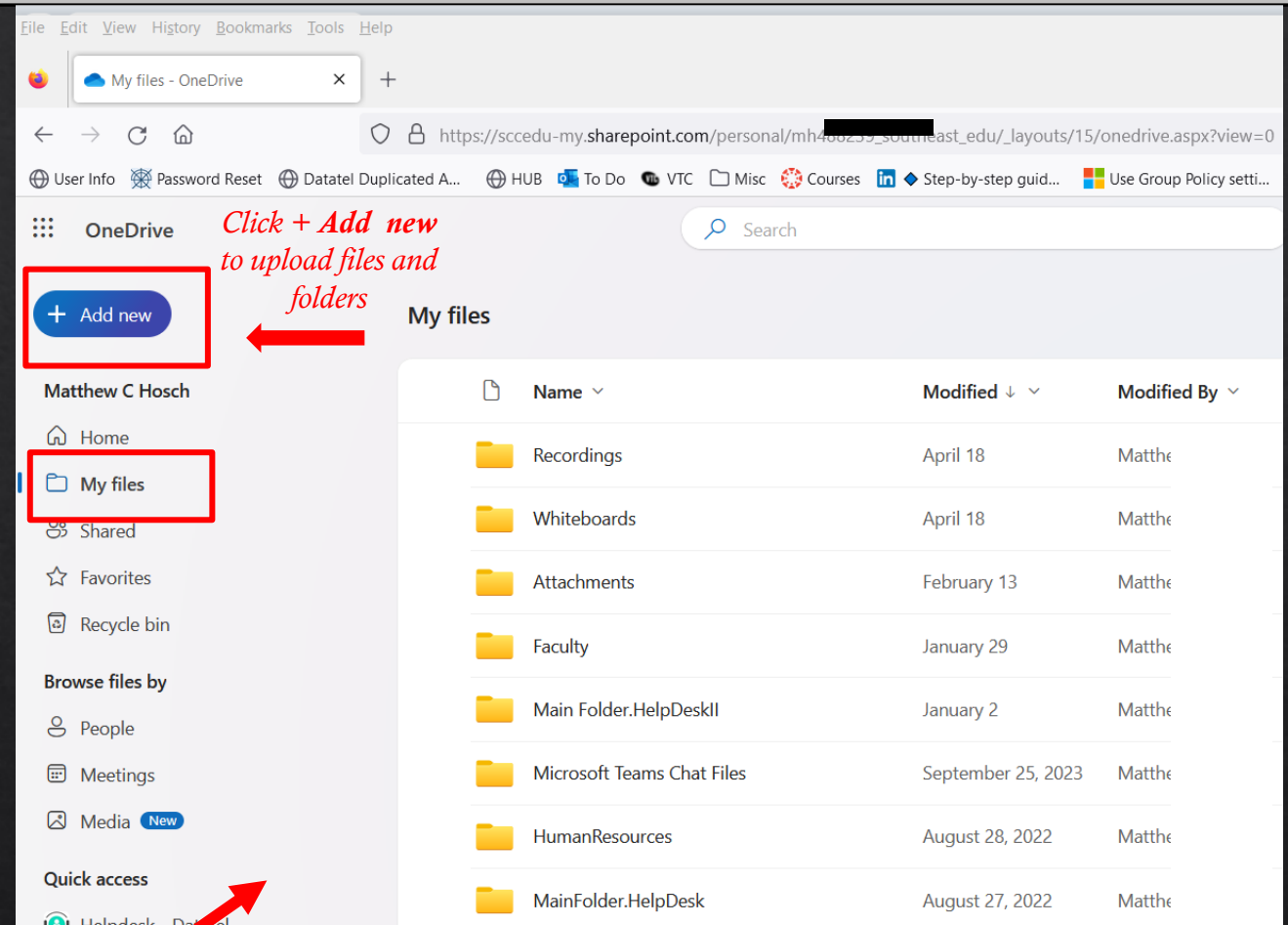
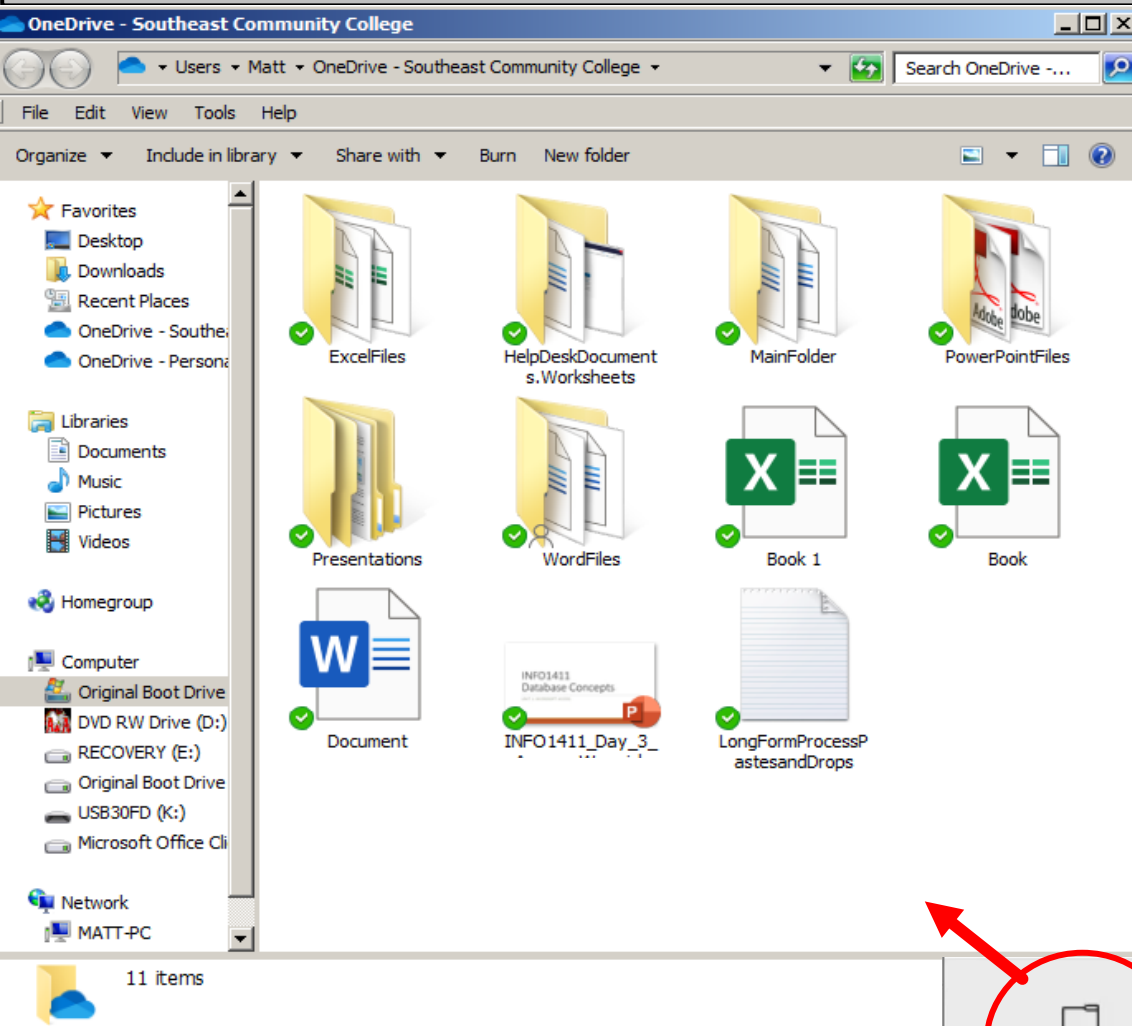
- Click to log in or view the error
- To log in, just enter SCC Credentials to fix!



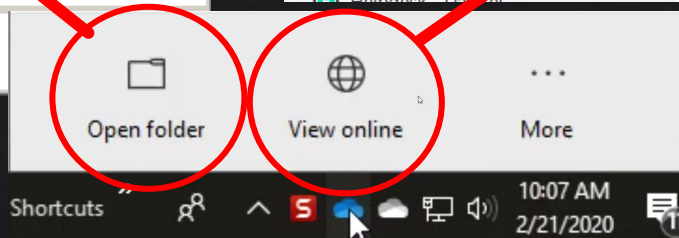


# Microsoft OneDrive – Cloud Icon for PC App

Click on cloud icon in system tray (Available after logging into the OneDrive App) on bottom right to begin!!



**OPEN FOLDER-** Opens your OneDrive folder on local drive



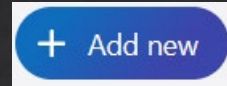
**VIEW ONLINE-** Opens your OneDrive folder in browser. This is the main Files view, requires that you click "My Files" as shown....

# Uploading/Creating Files in OneDrive Via Microsoft (Office 365) OneDrive Web App

**You can access your online SCC OneDrive right from the SCC Hub main page! Just click on the "OneDrive" link on the top right to open the OneDrive M365 Web App**

## M365 Web App:

Click

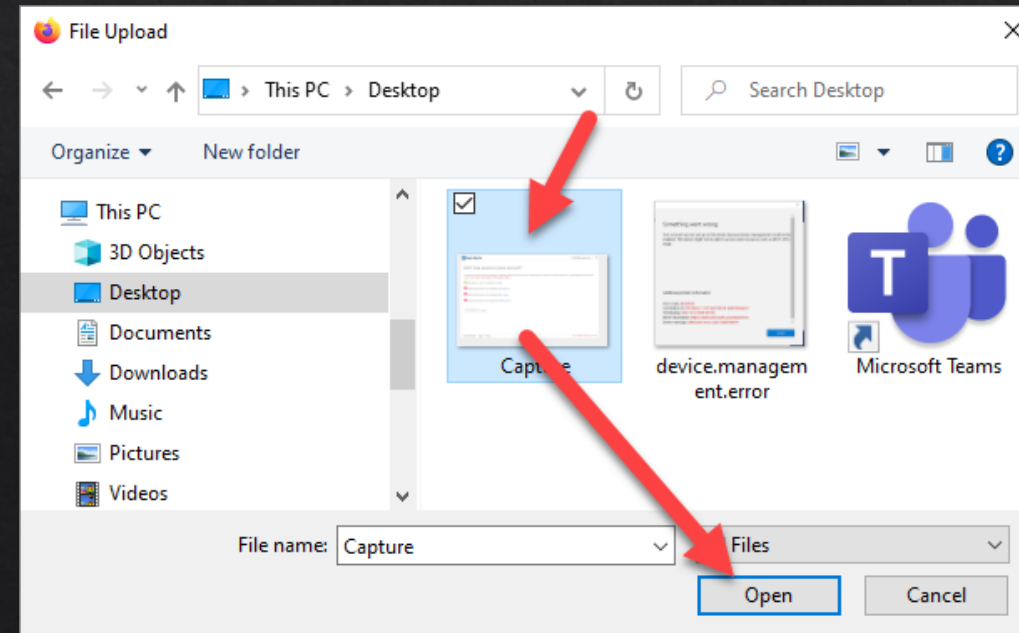
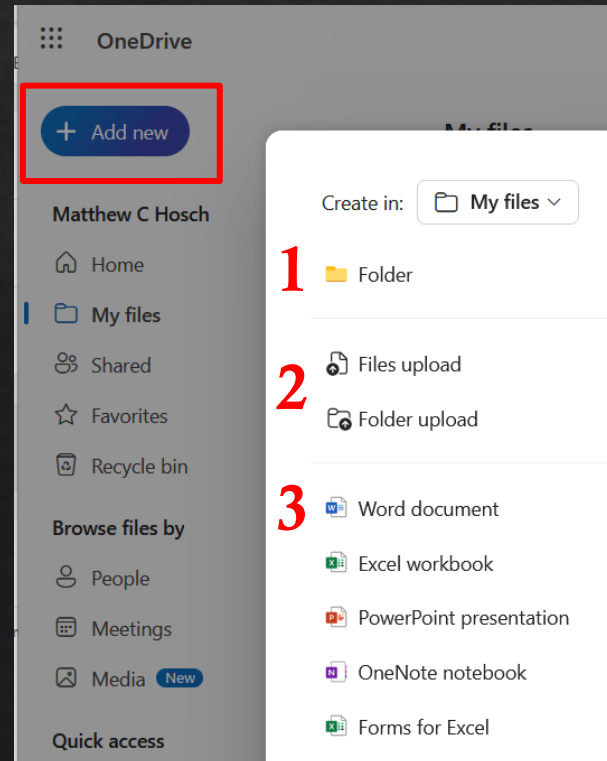
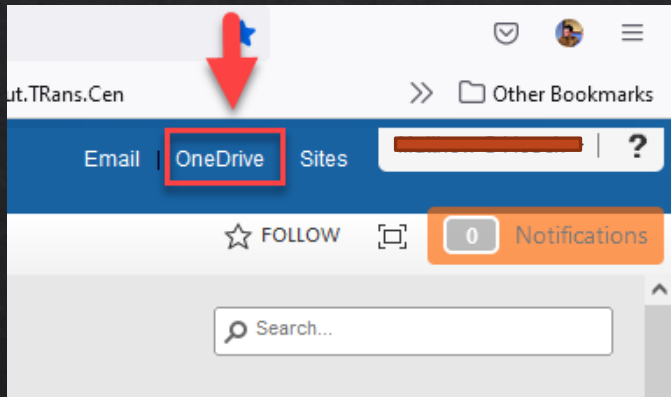


You can:

1. Create a new folder
2. Upload Files or Folders
3. Open a new Office document in your OneDrive file folder

## M365 Web App:

- Navigate to the folder/file you want to upload to OneDrive
- Click on it and click "Open"
- **NOTE: The file still exists in the original location. Once this is done, it is recommended to work from the OneDrive cloud-synced copy and consider the original location to be archival.**



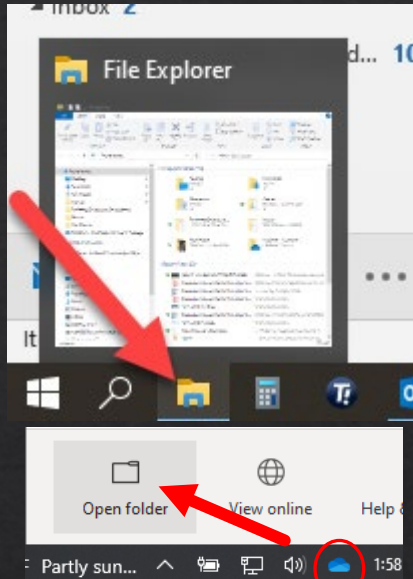


# Uploading Files in OneDrive by adding to OneDrive Folder in Desktop Application

Files added to this folder are also automatically synced to OneDrive Cloud storage

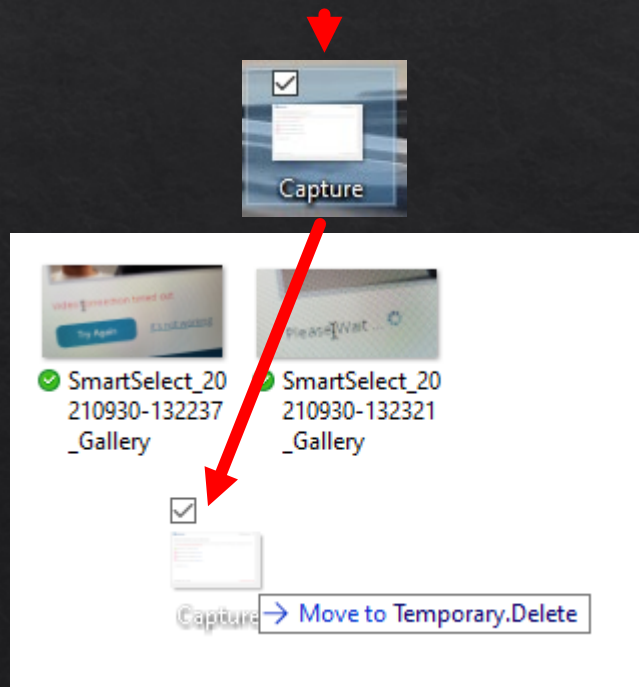
**1- Access your OneDrive folder by clicking on the File Explorer icon on the bottom left of your screen (or the Blue Cloud Icon in the System Tray > "Open Folder")**

**SCC OneDrive Folder will appear in the File Explorer Window**

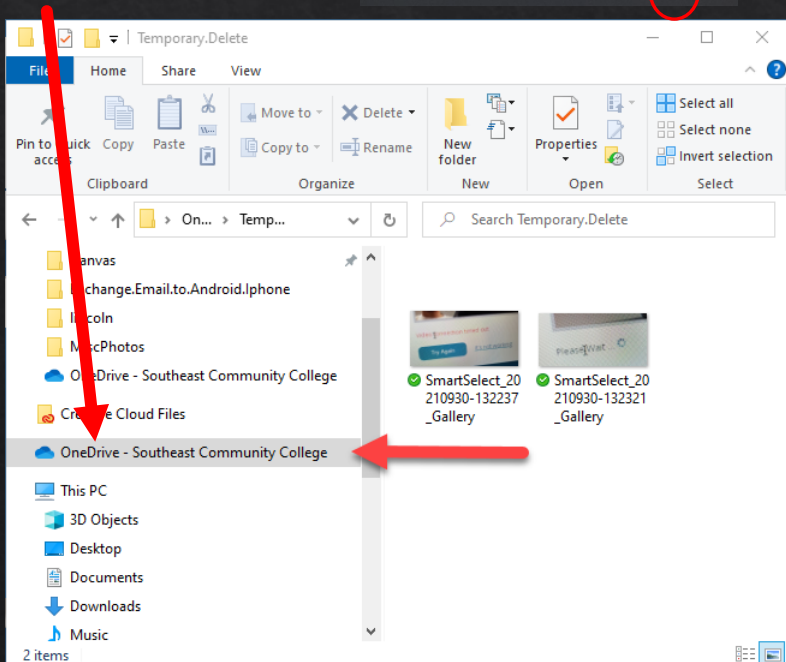
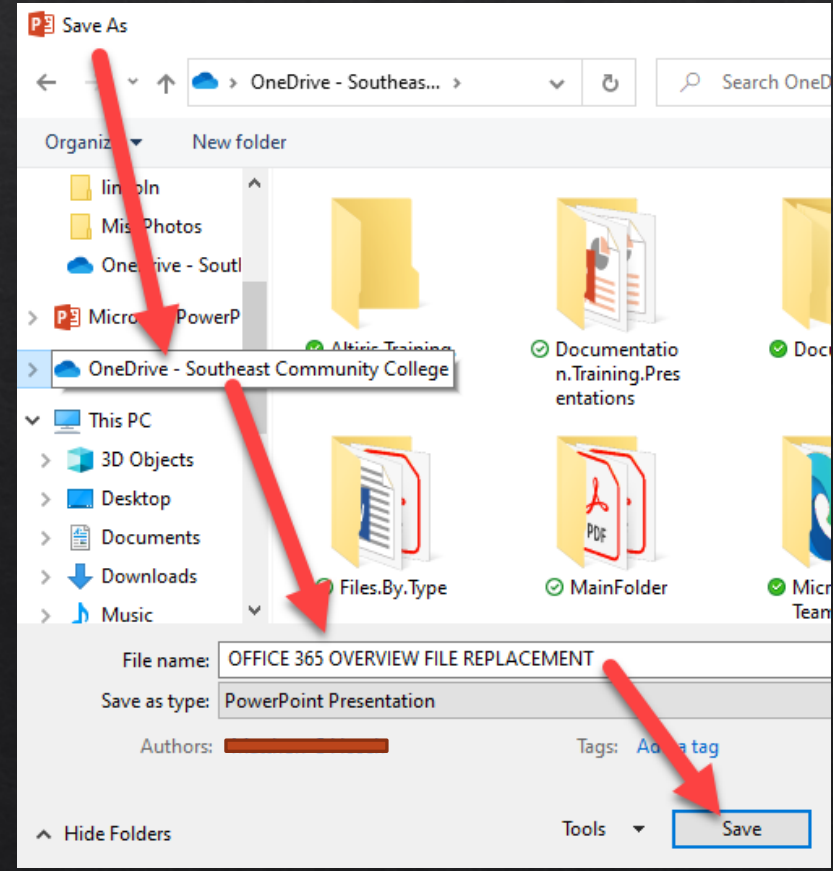


**2- Adding Files- Drag and Drop example:**

**The 'Capture' file is dragged from the desktop into a Folder in OneDrive – Southeast Community College. This is a cut and paste operation, it is permanently moved from one area to the other.**



**3- Adding Files- Save As example: Saving a Power Point file to OneDrive**



## OneDrive Installed App

- Files/Folders are Accessible Offline (*Only synced files showing green checks will be accessible offline. See next page for syncing steps*)
- Copies and syncs files to PC Hard Drive AND the OneDrive Cloud depending on settings
- Accessible from File Explorer, Start Menu, System Tray Cloud Icons
- Drag and Drop= Cut & Paste and works both ways

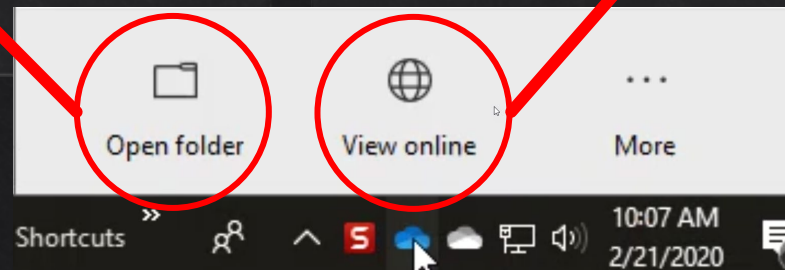
## OneDrive Online

- Must be accessed through Web Browser
- Files are Downloaded from Files Screen into local folder. This does NOT remove them from OneDrive
- Drag and Drop= Copy & Paste and only works one way (Into Online Folder)

 = unsynced file (*opening will sync file if online*)

 = synced file (*can be opened on or offline*)

 = permanently synced file (*always keep on this device selected for file or folder*)






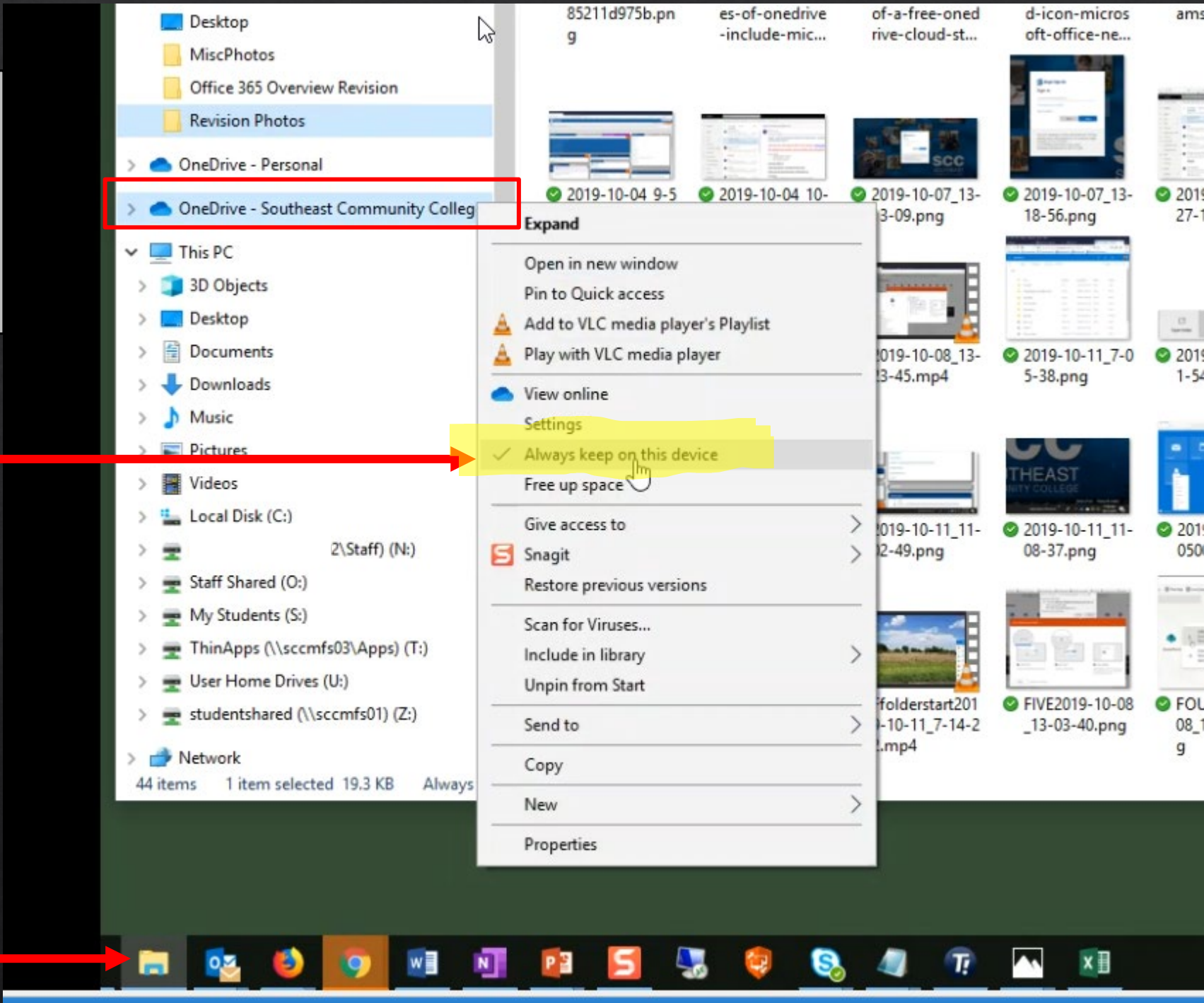
How can I make sure that my files are always synced to my PC?

Go to your local/Desktop OneDrive folder in File Explorer\*, right click and select the option **Always Keep on this device\***

*\*This will change all associated file/folder icons from the blank cloud to the full green checkmark to indicate that the file is now on the device hard drive permanently*



*\*Click on Folder icon to open File Explorer*





# N Drive VS OneDrive

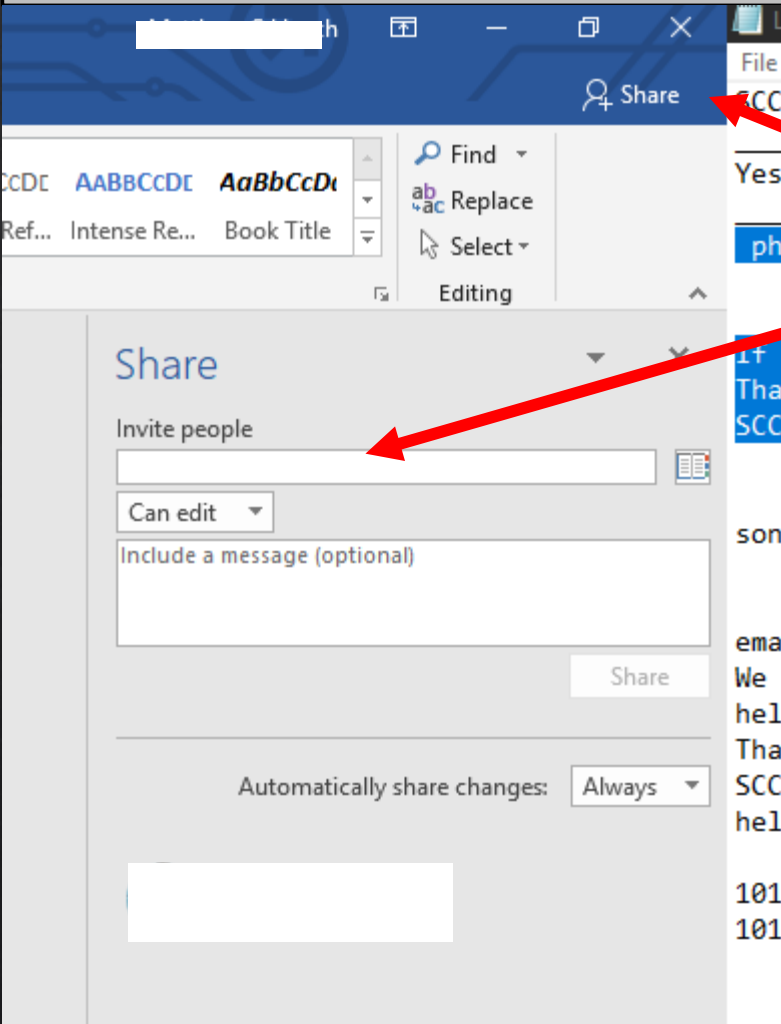
## ◆ N Drive

- ◆ Local Server based
- ◆ 5 Gigabytes Storage
- ◆ Need VPN to access Off Site
- ◆ Access Always Network Dependent
- ◆ Visible to assigned Faculty

## ◆ OneDrive

- ◆ Cloud Based
- ◆ One Terabyte Storage
- ◆ Accessible Anywhere
- ◆ Can be Synced to Local Hard Drive

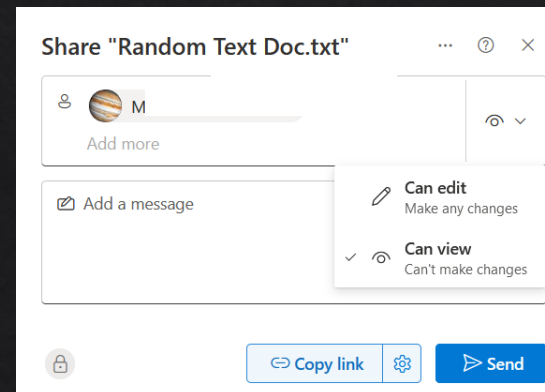
# Sharing can be done from within a MS Office Application file that is saved on OneDrive, from OneDrive Online, or from the OneDrive Desktop App within a Folder.



## Share from within MS Word Example

- Click Share button in upper right
- Select recipients by entering Email Address

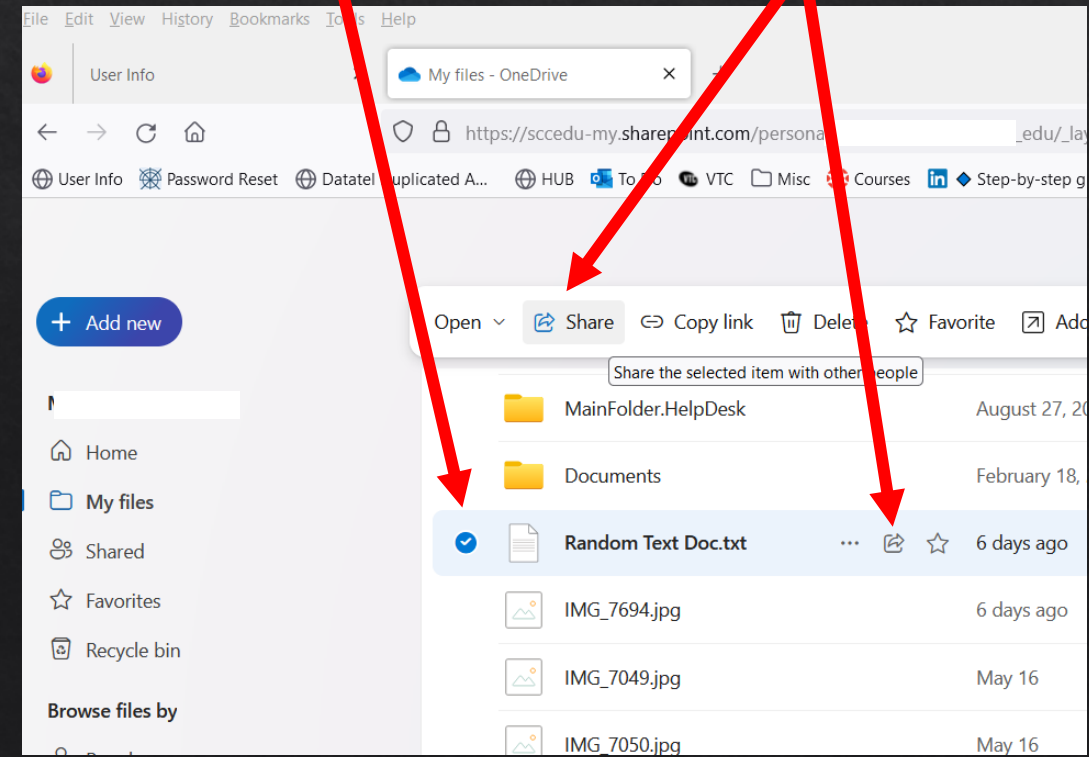
After clicking Share specify your destination(s), choose view only or editing status, and click >Send



## Share from OneDrive Web App Example

First Check to select File or Folder

Then Click Share Button or icon



# Shared folders and files can best be viewed and accessed via Online OneDrive

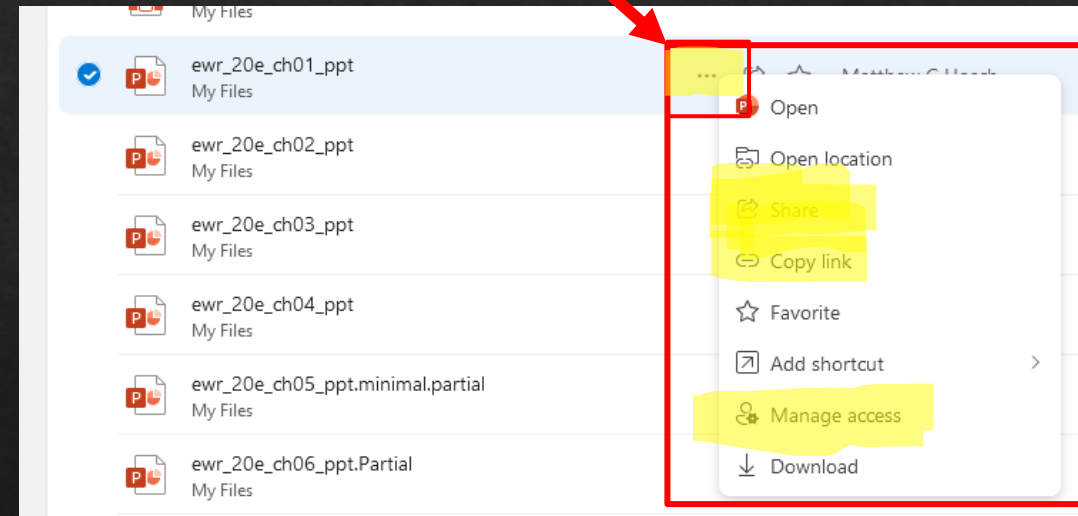
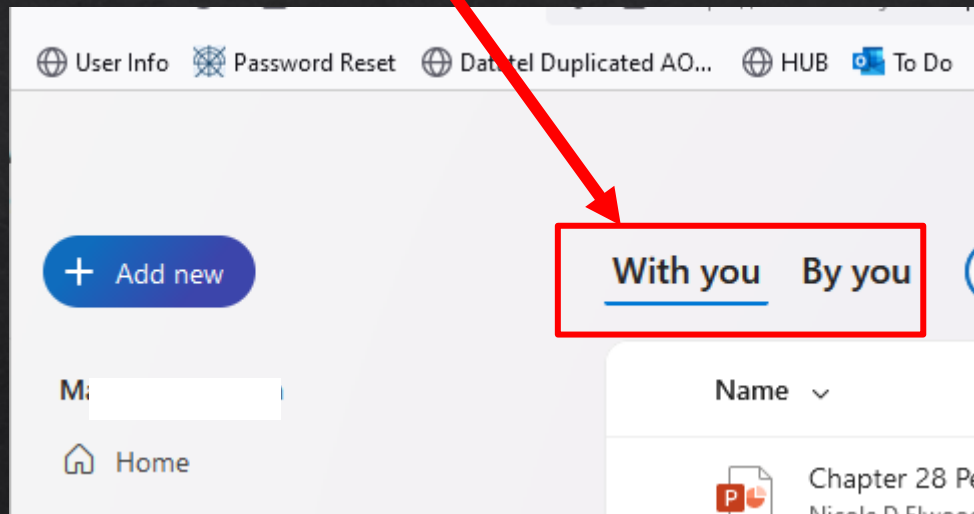
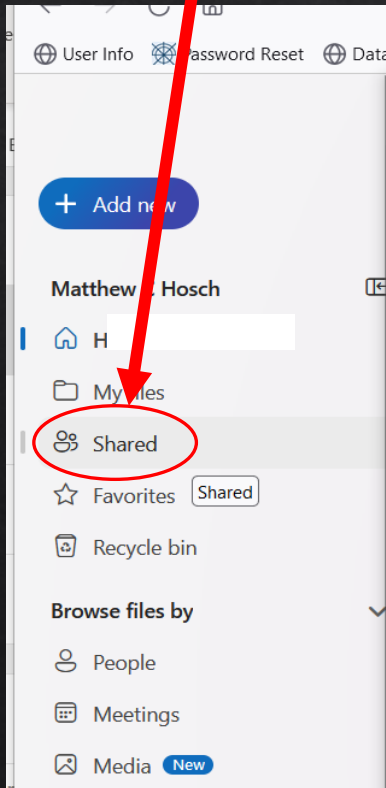
## Sharing can be initiated from regular folders or while viewing already Shared Folders!

From the main screen menu on the left hand side, select **Shared**

Choose:

- **With You:** Items others have shared with you
- **By You:** Items You've shared with others

Clicking on the **3 Dot Icon** gives options for sharing, **Manage access** offers the most functions. **Share** or **Copy Link** generates a basic sharing link\*



*\*Note: some similar functions, like **Share** and **Copy Link** are duplicated with multiple buttons/locations!*



# Once you have opened the Manage Access tool, there are a number of options available!

Directly send sharing link  
Link with Share Button

View People, Groups or  
review individual Links  
with the associated  
permissions

Search within  
list of users  
with access

**Manage Access**

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Share

Stop sharing

People • 5   Groups   Links • 1

Search displayed names

Name	Role	Permissions
M HE	Owner	Can view, Can edit
A IN	ER	Can view
M HE		Can view
Tr HE		Can view
Je	STUDENT SERVICES BUS ANALYST	Can edit

Grant access  
to additional  
users

Stop all sharing  
for this file

Note the different sharing  
permissions listed on the right  
and the chart below.  
Be careful to give editing  
access only when needed!

- Can edit  
Make any changes
- Can view  
Can't make changes
- Can't download  
Can view, but not download

Check out our **IT Help Center**  
Walkup areas on Lincoln and Beatrice  
Campus!

The SCC Help Desk is here for you!

- **Lincoln-** Across from Main Bookstore
- **Beatrice-** in the LRC (*Closed during Summer*)

The SCC Help Desk is here for you! If you have questions regarding Microsoft 365, Logging in to the Hub, Canvas, OneDrive, or any IT related matter, please contact us!

We can assist directly or get you to the right SCC Resources!

Call at: **402-437-2447**

Email us at: [helpdesk@southeast.edu](mailto:helpdesk@southeast.edu)

OR

Visit the Help Desk website at: <https://www.southeast.edu/helpdesk/index.php>

