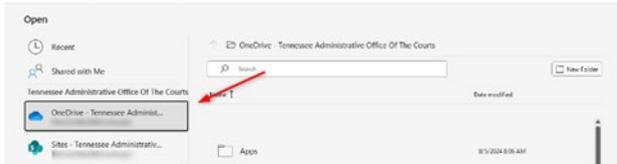


OneDrive Job Aid



Access OneDrive Locally

Launch any application.
Select **Open**.
From the location listing, select **OneDrive Tennessee Administrative**
All files are listed.



Access One Drive from Web or Mobile

Access your M365 account.
From your **Home** page, select the **OneDrive** icon



All saved files are listed.

Set OneDrive as the Default Save Location

Choose AutoSave for files to save automatically to OneDrive.
Open an application.
Select **File > Options > Save**
Verify that **AutoSave files stored in the Cloud by default** is selected.

Add Folders to OneDrive

Select **Save As**
Choose **OneDrive -Tennessee Administrative**
Select the **New Folder** button.



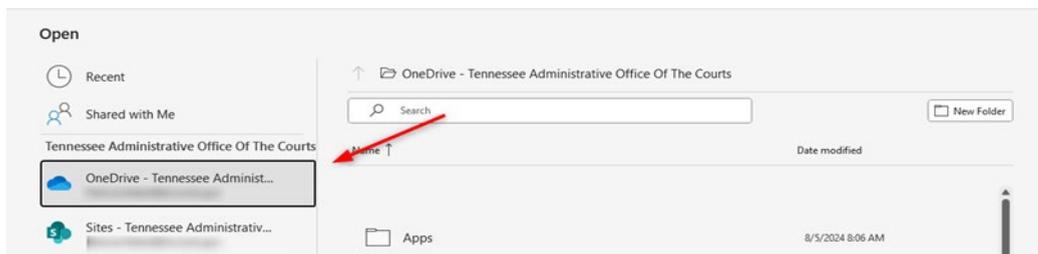
Add a **new folder name** and click **OK**.

Content saved to OneDrive can be shared from your desktop or M365 account. To share a document from OneDrive, choose the file to share, who to share it with and set access to the document.

Share OneDrive Content from an Application

Select the application then select **File > Open**.

1. From the Location listing, choose **OneDrive Tennessee Administrative**.

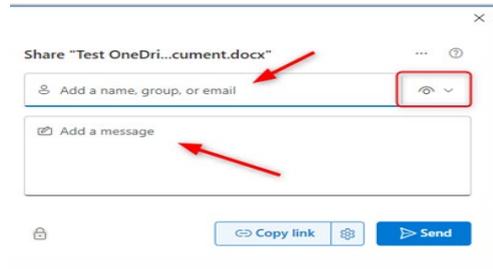


2. Select the file to be shared.

3. Select the **Share** icon or right-click the file again.

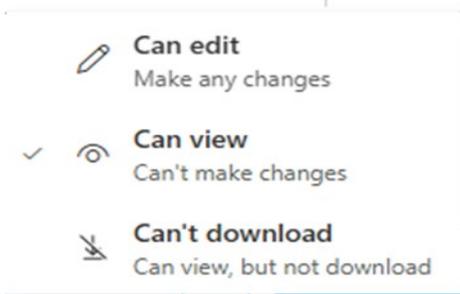


4. Click into the **Add a name, group or email** field and select the name(s) from the list.



5. Select the **Can view** drop-down list to choose the level of access to the Shared file.

Select:



Can edit to allow selected names to make any changes.

Can view allows the names selected to view and download the file.

Can't download restricts the names to view the file only.

6. Add any message needed for the file in **Add a message**.

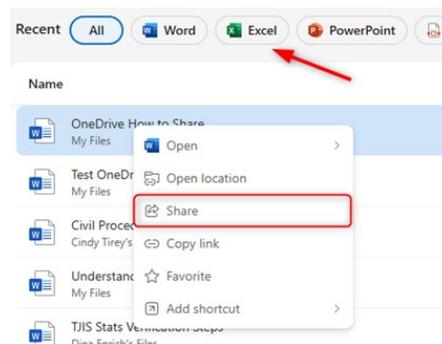
7. Choose either **Copy link**, to email a link to the document, or **Send** to email the document.

Share Content from M365 Accounts

Access your M365 account.

1. Select  from the left navigation menu to view the list of files saved to OneDrive. Filter the files listed by selecting an application.

2. Select a file then right click and select **Share**.



3. Click into the **Add a name, group or email** field and select the name(s) from the list.

4. Select the **Can view** drop-down list.



5. Choose the level of access to the shared file. See the available options in Step 3 in Share OneDrive Content from an Application.

6. Add any **Message** needed for the file. Choose either **Copy link**, to email a link to the document, or **Send** to email the document.