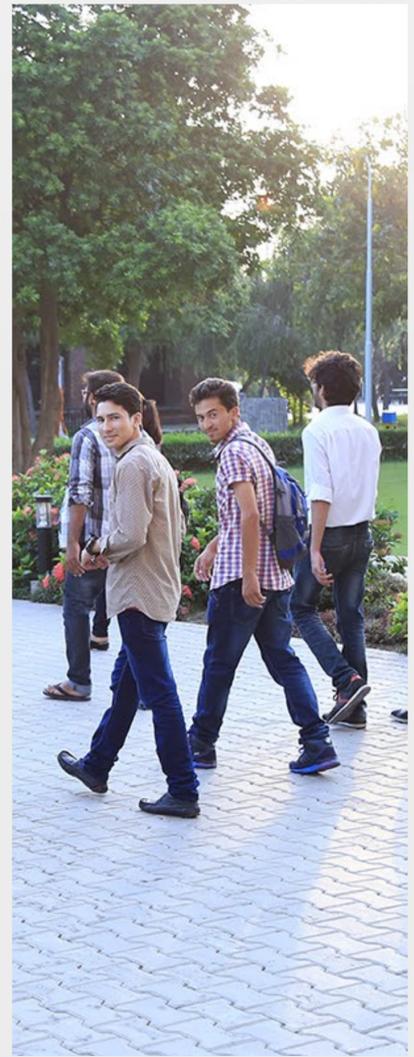
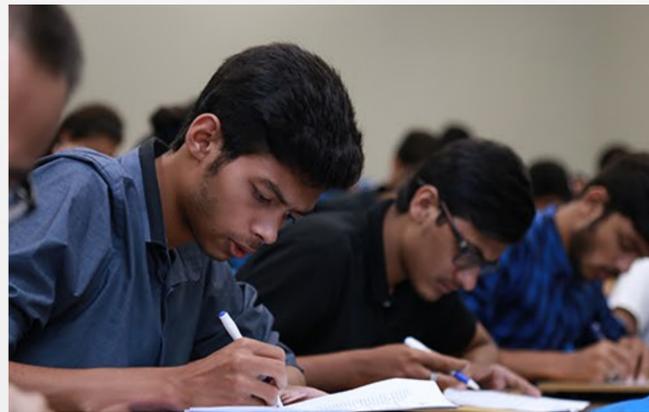


OneDrive *for* **BUSINESS**



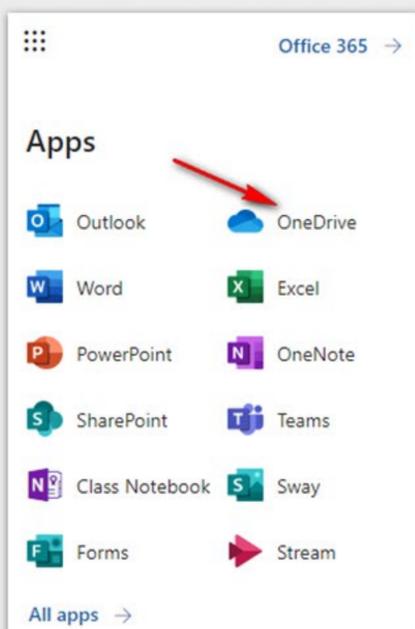
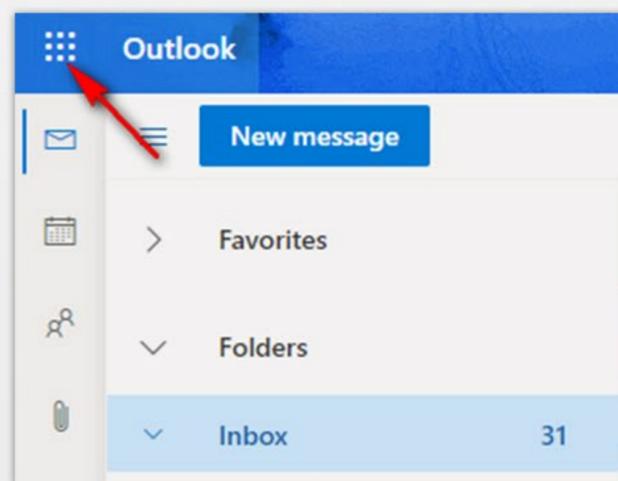
Store, Share & Sync with OneDrive



Microsoft OneDrive is a file hosting service and synchronization service operated by Microsoft as part of its web version of Office. Seamlessly switch devices and keep your files in Sync across different PCs, Mac's, and Mobile devices. Access your files securely from anywhere. Use the simple OneDrive apps on your phone (Android/iOS), iPad, or tablet. Quickly move files between home and school/University—1 TB of file storage per person.

Web Access

- Open URL <http://outlook.office365.com> into any system/device internet browser.
- Log in with your LUMS email ID xyz@lums.edu.pk and with its Password to access.
- Click on **App Launcher**
- Click on **OneDrive**



OneDrive for Business

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Functions

- **My Files**

Where all stored data show.

- **Recent**

Where all recently accessed items show.

- **Shared**

Where all shared files, links and folders show.

- **Recycle bin**

Where deleted files remain available as per the defined period by the organization

- **Shared Library**

A shared library lets your group store and access files from anywhere on any device. The group automatically gets access to the files that members put in the shared library. If you want to create a shared library, then click on Create shared library.

- **Menu**

New, Upload, Sync, Automate

- **Add New**

Click on **+ New** to create required. Like Folder, Word Document, Excel workbook, PowerPoint presentation, OneNote notebook, Form for Excel, and Link

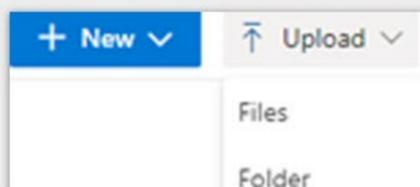
- **Upload**

- i. **Files**

Files use to upload files like (Word Document, Excel workbook, PowerPoint presentation, OneNote notebook, Form for Excel).

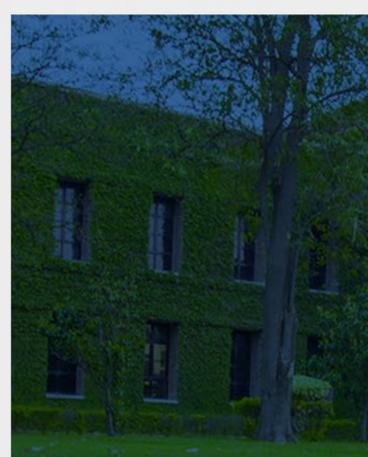
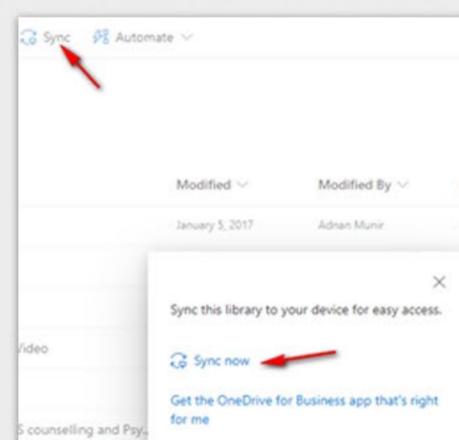
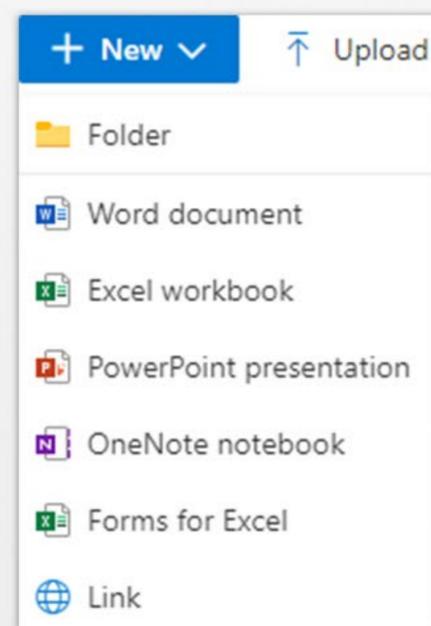
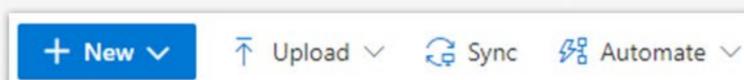
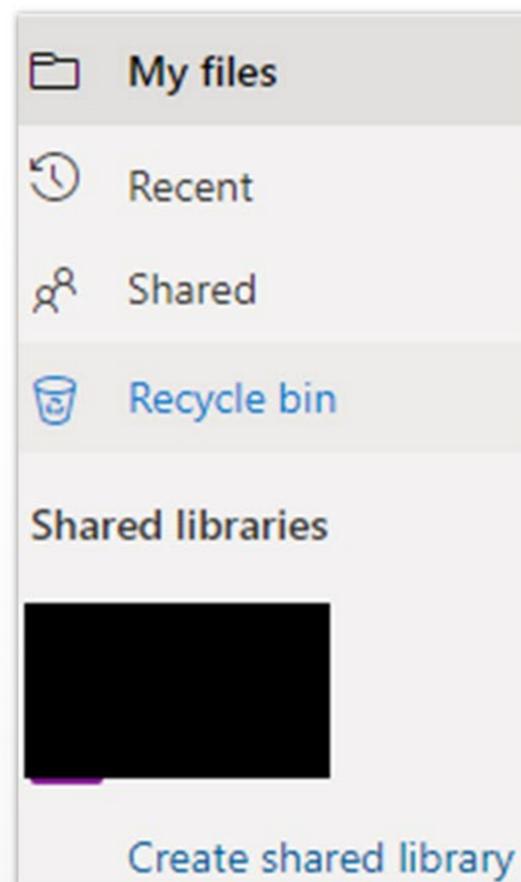
- ii. **Folder**

The folder uses to upload a complete folder along with its content.



- **Sync (Access OneDrive using client)**

To Sync OneDrive for Business. Click on **Sync** >> **Sync now**.

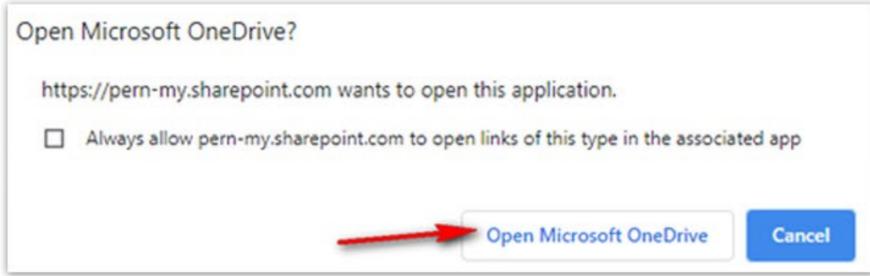


OneDrive for Business

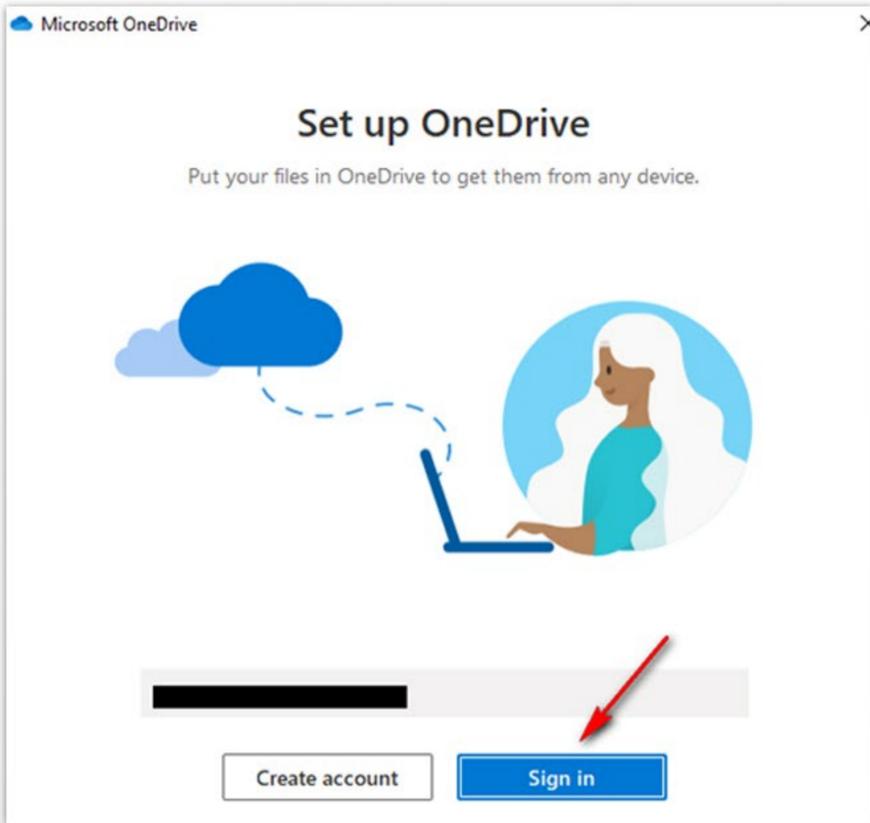
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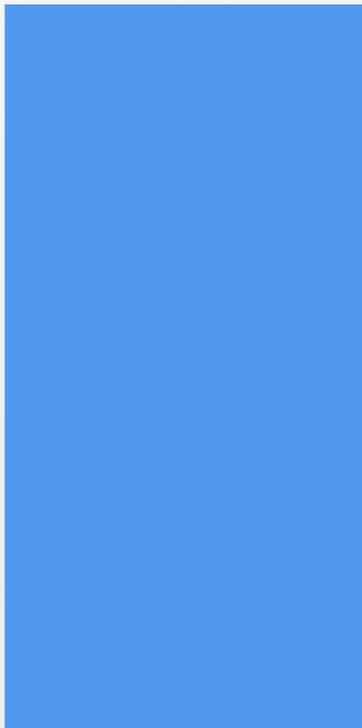
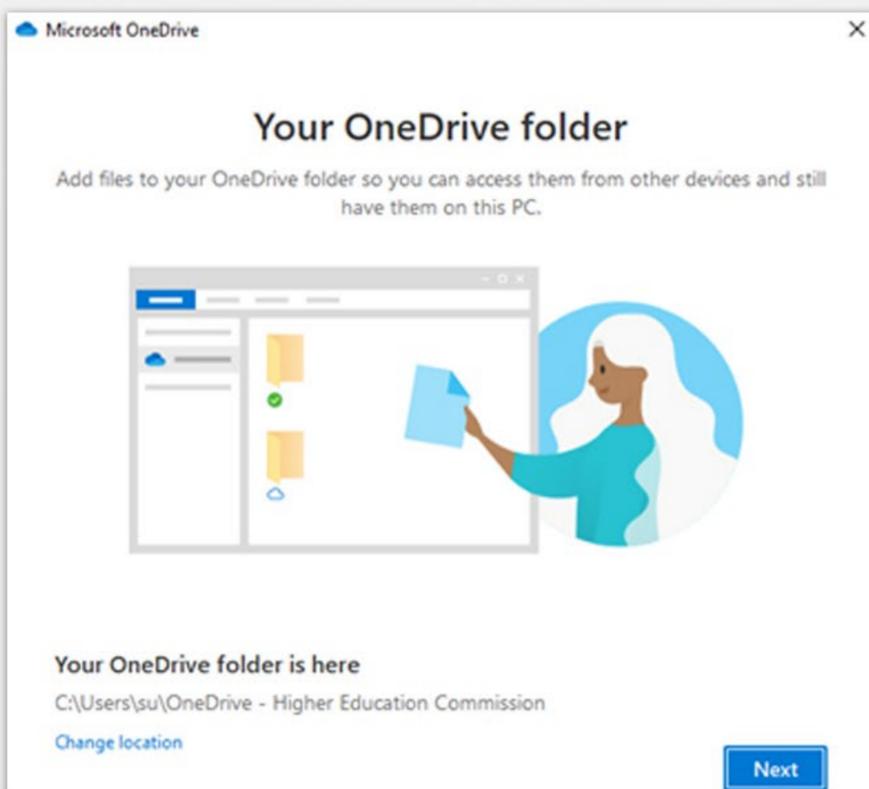
- Click on Open **Microsoft OneDrive**



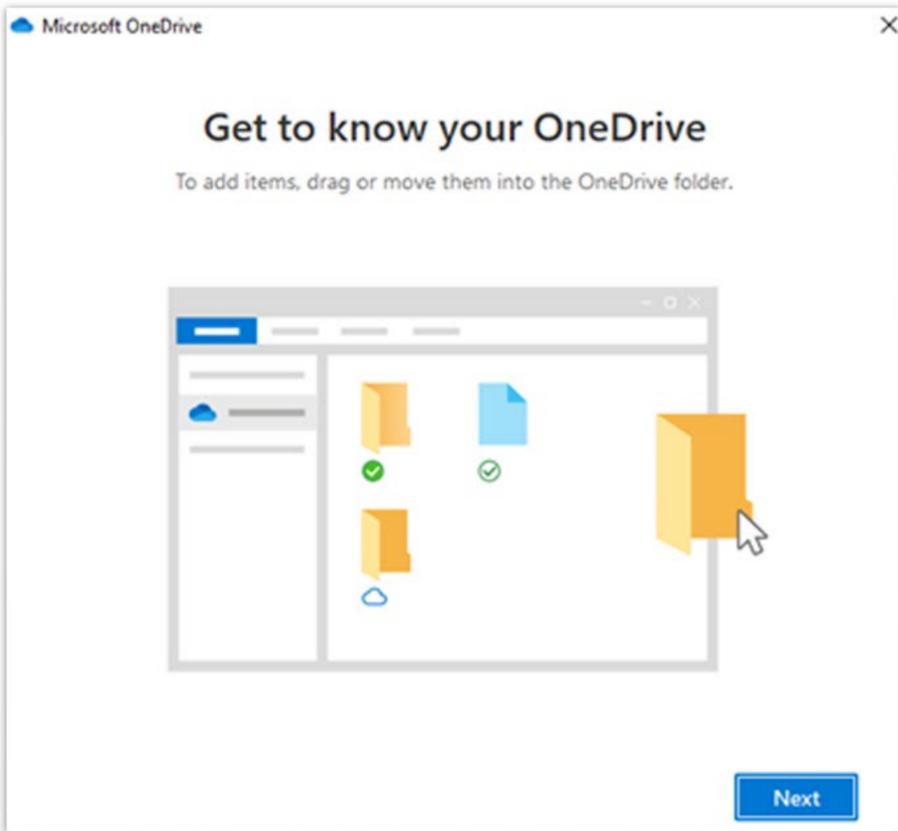
- Click on **Sign in**>> Enter your Email ID and Password and click on **Sign in**



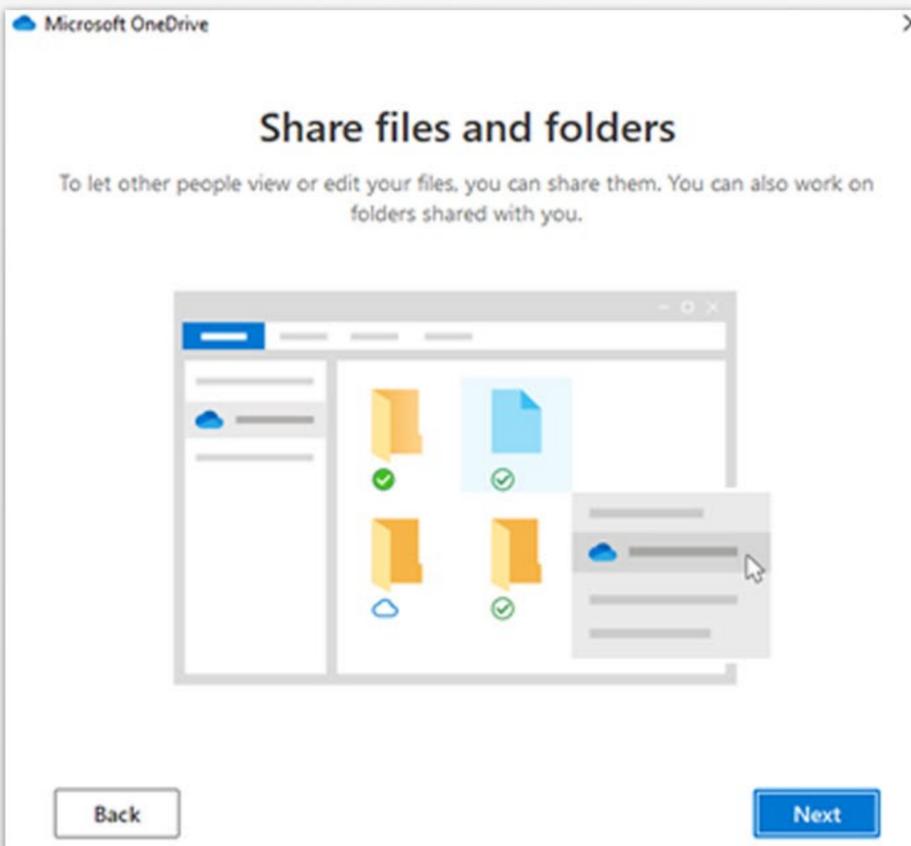
- If you want to change the location of your OneDrive folder, then click on change location and select the desire location where you want to sync OneDrive and click on Next



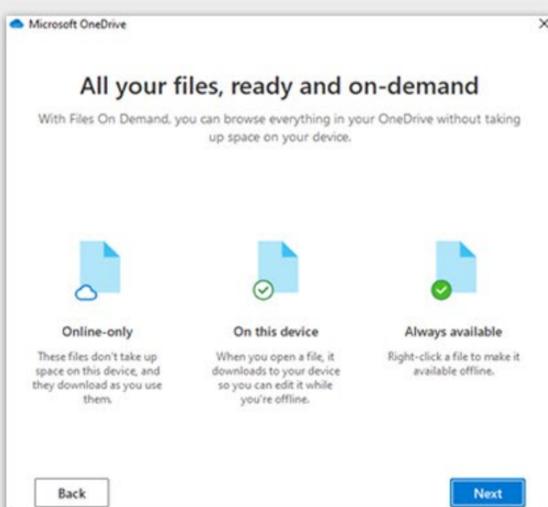
- To add items, drag or move them into the OneDrive folder >> Click on **Next**



- Share files and Folders, To let other people view or edit your files. You can share them. You can also work on folders shared with you >> Click on **Next**.



- All your files, ready and on-demand: With Files on Demand, you can browse everything in your OneDrive without taking up space on your device >> Click on **Next**

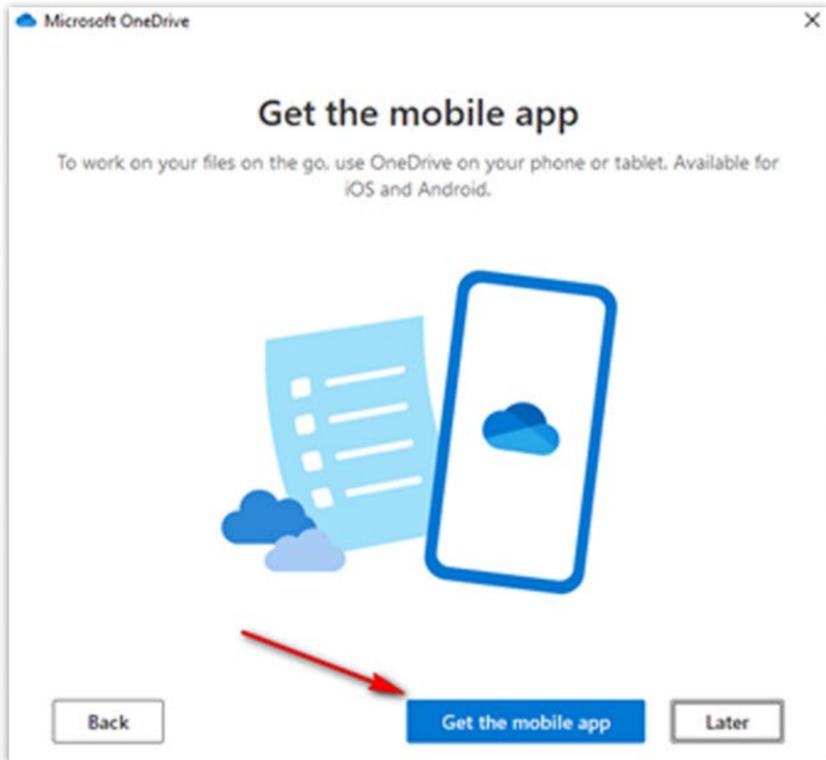


OneDrive for Business

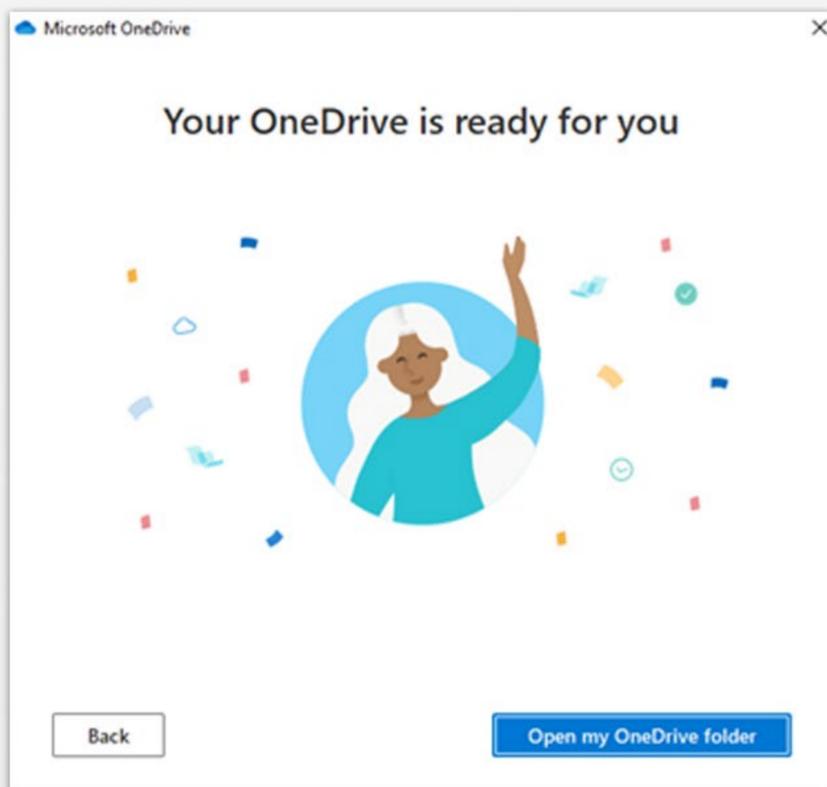
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- Get the mobile app, To work on your files on the go. Use OneDrive on your phone or tablet. Available for iOS and Android. Click on Get the mobile app. A link <https://www.microsoft.com/en-us/microsoft-365/onedrive/mobile> shall open in the browser; enter your mobile no. or email and click on Send Now button to get the app download link or click on Later.



- Click on Open my OneDrive folder. One Drive folder shall be open for you



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- You can keep files online or can download/sync files by right click on the selected files/folder and choose from the list. Always keep files on this device.

1. When files are available online, Status is 

Name	Status	Date modified	Type
Attachments		15/04/2021 1:30 AM	File folder

2. When files are syncing/downloading on the Device Status is 

Name	Status	Date modified	Type
Attachments		15/04/2021 1:48 AM	File folder

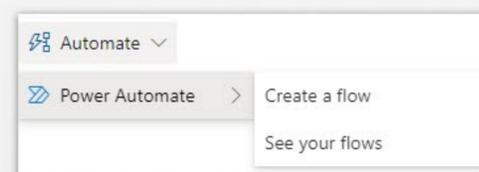
3. When files synced/downloaded on device Status is 

Name	Status	Date modified	Type
Attachments		15/04/2021 1:49 AM	File folder

• Automate

OneDrive for Business + Power Automate, Power Automate can automatically save necessary email attachments to an easy-to-find OneDrive folder. Get notified whenever there's a change to a designated file or folder so you stay up to date.

- To create a new flow, click on create a flow.
- To see your flows, click on flows.



A quick video link: <https://youtu.be/hCuxuUaGC6Y>

i. Manage attachments

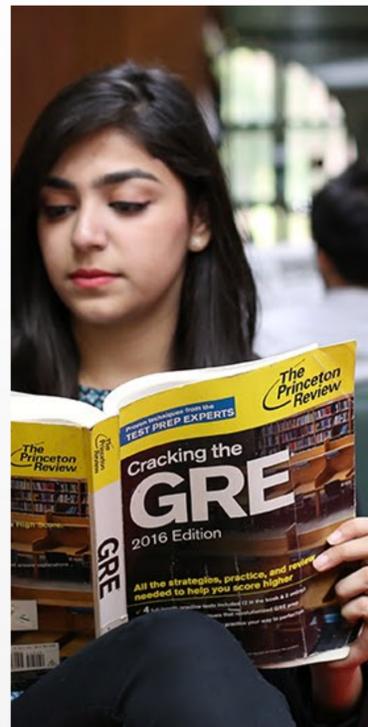
Power Automate can automatically save necessary email attachments to an easy-to-find OneDrive folder.

ii. Always know the latest

Get notified whenever there is a change to a designated file or folder so you stay up to date.

iii. Approvals improved

Create and send approval requests in Power Automate right from OneDrive for quicker decision making.



OneDrive for Business

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