

## OneDrive for Business in Pembina Trails

### Audience: All Staff and Students

OneDrive for Business is a place where you can store and share your work files. As part of Office 2013, Office 365, OneDrive for Business lets you update and share your files from anywhere and work on Office documents with others at the same time.

Note: OneDrive for Business is different from Microsoft OneDrive, which is intended for personal storage separate from your workplace. OneDrive for Business is also different from your team site, which is intended for storing team or project-related documents through use of SharePoint.

## Store your work documents and related files

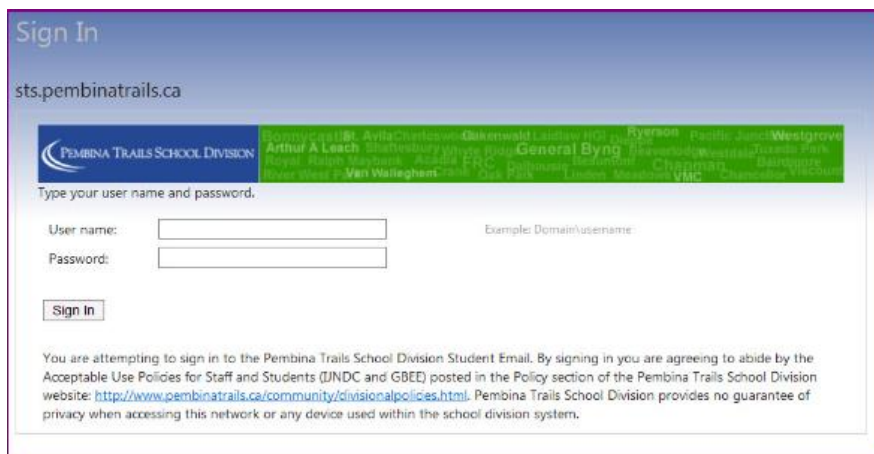
**All staff and students in Pembina Trails are afforded 1Terabyte (or 1000 Gigabytes) of storage space in the cloud!!**

All files that you store in OneDrive for Business are private unless you decide to share them. You can also share files with specified co-workers so you can collaborate on projects.

## How to access OneDrive


From inside or outside of Pembina Trails School Division buildings, go to the following address:

<http://onedrive.pembinatrails.ca>



In the **User name** box type in your Pembina Trails username without the @pembinatrails.ca

In the **Password** box type in your computer login password.


Click the  button to proceed.

**First time users will see the screen change, and display the following:**

Welcome to OneDrive for Business

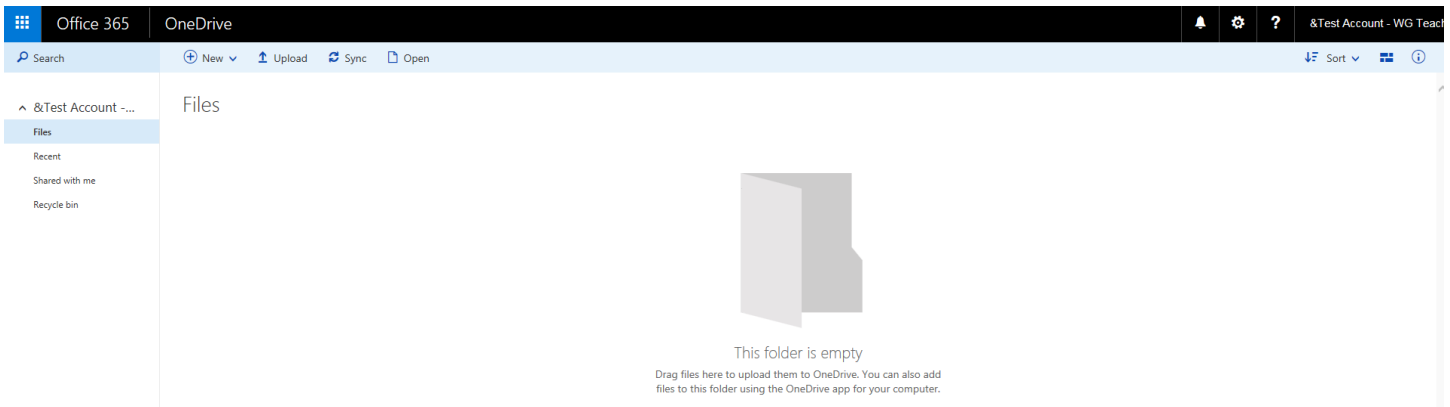


One place for all your work files.

Next 

Click **Next**  to proceed.

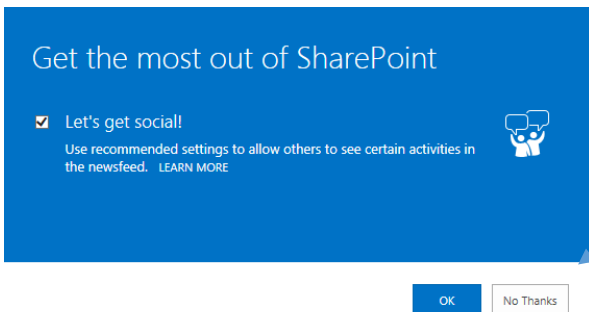
**When you sign in to OneDrive, the screen will change to display the main OneDrive page:**



If a message about 'Get the most out of SharePoint' appears, for now click the

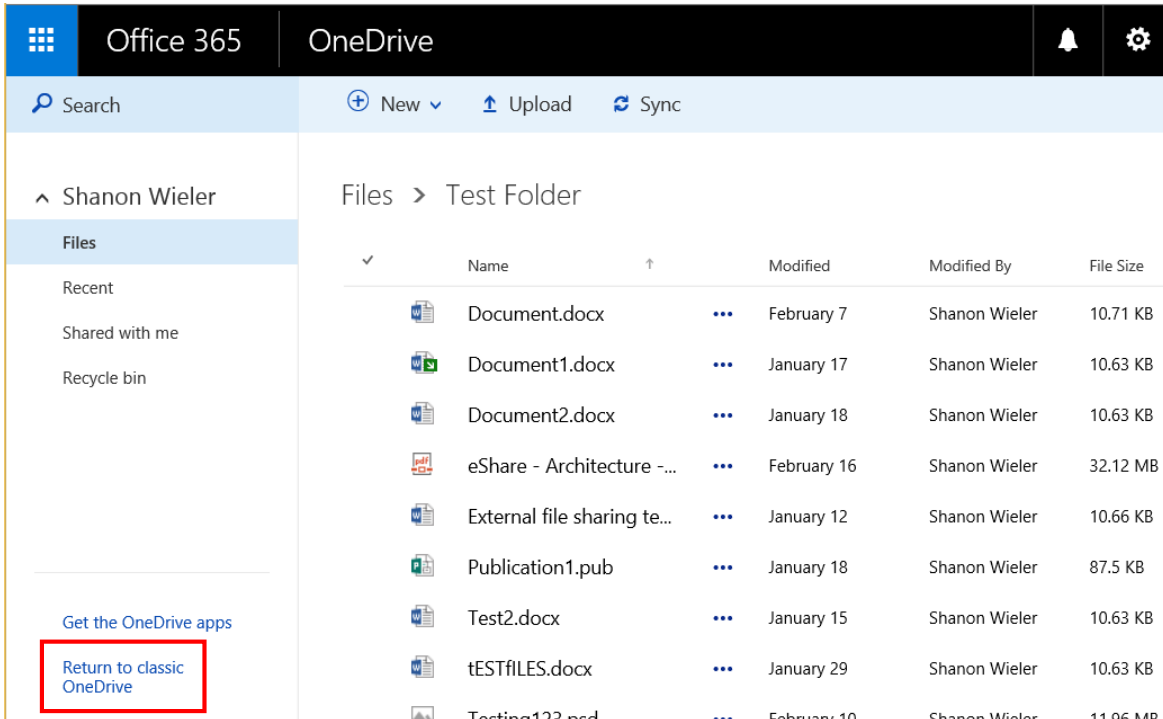
No Thanks

button to



## How to return to the Classic User Interface

The old user interface is one click away! Just click **Return to classic OneDrive**.

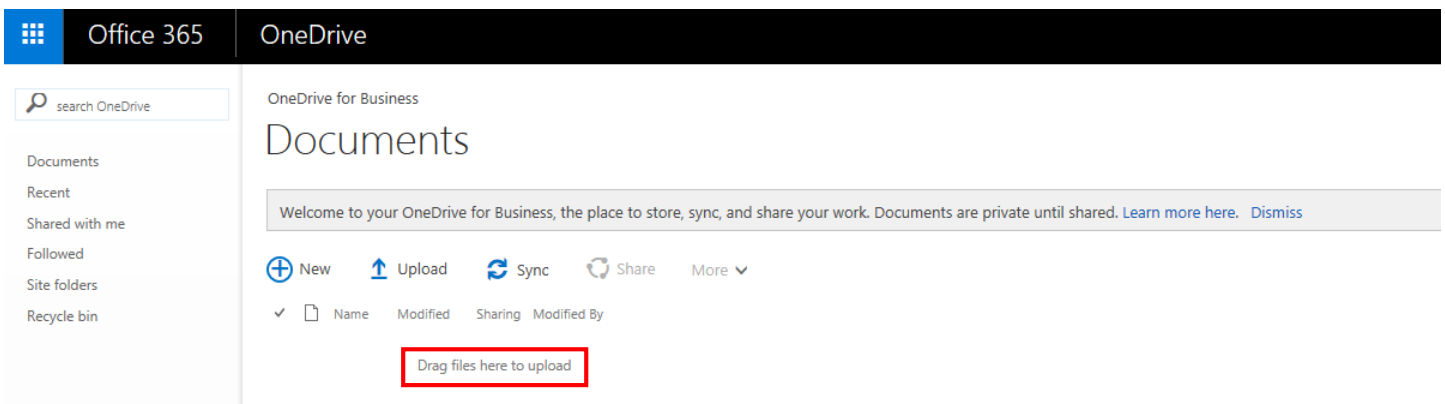


The screenshot shows the modern OneDrive interface. In the left-hand navigation pane, under the 'Files' section, there is a link labeled 'Return to classic OneDrive' which is highlighted with a red rectangular box. The main content area shows a list of files in a 'Test Folder' with columns for Name, Modified, Modified By, and File Size.


Name	Modified	Modified By	File Size
Document.docx	February 7	Shanon Wieler	10.71 KB
Document1.docx	January 17	Shanon Wieler	10.63 KB
Document2.docx	January 18	Shanon Wieler	10.63 KB
eShare - Architecture -...	February 16	Shanon Wieler	32.12 MB
External file sharing te...	January 12	Shanon Wieler	10.66 KB
Publication1.pub	January 18	Shanon Wieler	87.5 KB
Test2.docx	January 15	Shanon Wieler	10.63 KB
tESTFILES.docx	January 29	Shanon Wieler	10.63 KB
Testing123 nsd	February 10	Shanon Wieler	11.96 MB


## How to copy files to your OneDrive account (Upload)

You can drag files into the space where it specifies: **'Drag files here to upload'**



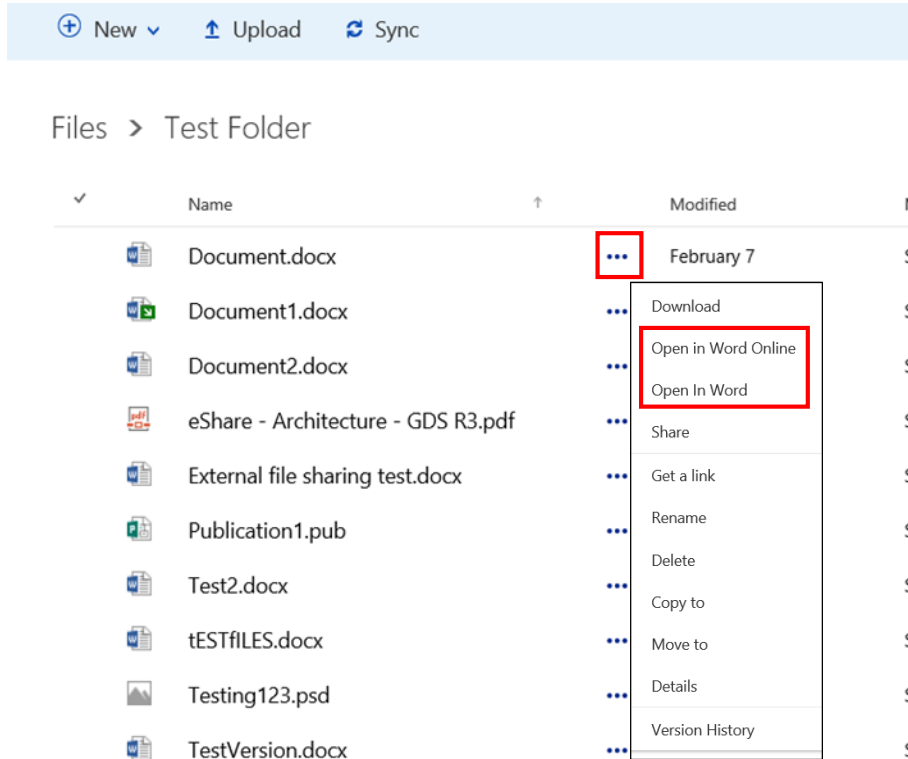
The screenshot shows the modern OneDrive interface. In the main content area, below the 'Documents' header and a welcome message, there is a large area with the text 'Drag files here to upload' highlighted by a red rectangular box. Above this area are buttons for 'New', 'Upload', 'Sync', 'Share', and 'More'.

You can also click the  **Upload** link to upload files using Windows file explorer.

Note: if you use the Chrome  web browser, you can also upload *folders* through the **Upload** feature.

## How to Edit your documents in OneDrive (Word example)

Click the ellipsis **...** button beside the file you want to edit. Click **Open in Word Online** or **Open in Word**.



The screenshot shows the OneDrive interface. At the top, there is a navigation bar with 'New', 'Upload', and 'Sync' buttons. Below that, the breadcrumb 'Files > Test Folder' is visible. A table of files is displayed with columns for Name, Modified, and M. The file 'Document.docx' is selected, and its context menu is open, showing options like 'Download', 'Open in Word Online', 'Open In Word', 'Share', 'Get a link', 'Rename', 'Delete', 'Copy to', 'Move to', 'Details', and 'Version History'. The 'Open in Word Online' and 'Open In Word' options are highlighted with a red box.

✓	Name	↑	Modified	M
	Document.docx	...	February 7	St
	Document1.docx	...		St
	Document2.docx	...		St
	eShare - Architecture - GDS R3.pdf	...		St
	External file sharing test.docx	...		St
	Publication1.pub	...		St
	Test2.docx	...		St
	tESTFILES.docx	...		St
	Testing123.psd	...		St
	TestVersion.docx	...		St

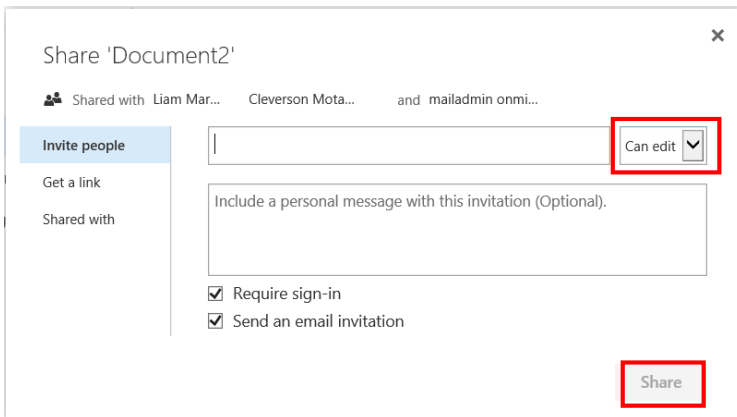
## How to share documents with others

Click the ellipsis **...** button beside the file you want to edit. Click **Share**. You will be presented with some options – **Invite People**, **Get a Link**, **Shared with**.

## Share - Using the 'Invite People' link

You will have to specify who you want to share this file with, along with choosing the option of **'Can edit'** or **'Can view'** from the drop down menu located on the right hand side of this window:

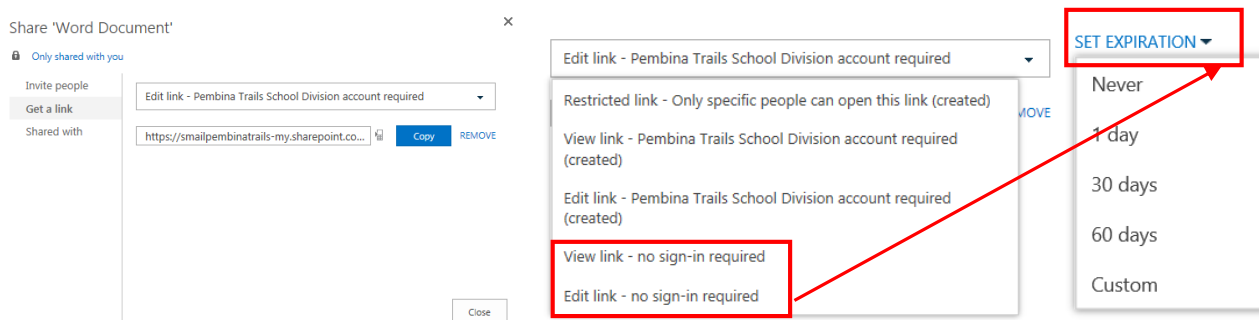
You can also enter a personal message that will be sent out to the names you specified.



When you are ready to share this file, click the **Share** button.

## Share - Using the 'Get a link' feature

The display window will change, and present you with a couple of options:



The default setting is: **'Edit link – Pembina Trails School Division account required'** (view and edit)

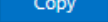
Other available menu options:

**Restricted link** – Pembina Trails School Division account required (specific people only)

**View link** – Pembina Trails School Division account required (view only)

**View link** – no sign-in required (view only – can set expiration date of link)

**Edit link** – no sign-in required (view and edit – can set expiration date of link)


Choose your menu option, then click the  button to copy the link into your clipboard. Next, go into your application and paste this link to send to others.

## Share – Shared with

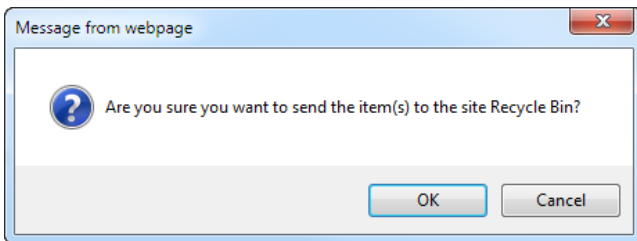
This information area will contain a listing of who you are sharing your document with, and allow the ability for you to stop sharing the document with others.

## How to delete files in OneDrive

If you want to delete a file, In the listings beside your file name, there is a check column: ✓

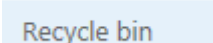
Click to the left of your document icon, to place a checkmark next to the document you want to delete, then click the  option located above your documents.

The following window will display:




Click the **OK** button to send your file to the OneDrive Recycle Bin.

## How to recover files through the OneDrive Recycle Bin

If you accidentally deleted some files in your **OneDrive**, you can recover these by clicking the  option from the **OneDrive** document menu, located on the left side of the screen.

Your file should be listed in the **Recycle Bin** screen.

In the listings beside the file you want to recover, there is a check column: ✓

Choose the file you want to recover, then click . The system will prompt you with a confirmation. Click **OK** button to proceed. Your file will be recovered and placed back into your **OneDrive** documents area. Note that the file is restored back to the *exact folder* that it was deleted from.

## Recovering files in the ‘second-stage’ area of OneDrive Recycle Bin

If you do not find your file in the OneDrive Recycle Bin area, there is one other place to check – the Second-Stage Recycle Bin.

This option is located in the main OneDrive Recycle Bin area:

Can't find what you're looking for? Check the [second-stage recycle bin](#).

Click the blue ‘second-stage recycle bin’ link to proceed.

**For recovering of files located in the OneDrive Second-Stage Recycle Bin - Follow the same steps as outlined for recovering files from OneDrive Recycle Bin. All recovered files will be placed back into your OneDrive documents.**

## For further assistance

Students will need to speak directly with their classroom teachers.

Staff can contact the ITAs at extension 1120 or by e-mail at: [it-itas@pembinatrails.ca](mailto:it-itas@pembinatrails.ca)