



### What is One Drive?

OneDrive is a Microsoft 365 application that lets you store all your documents in one place and is accessible anywhere, anytime and from any device. You do not need to connect to the VPN to store or access your documents once they are saved in OneDrive, all you need is secure internet access. OneDrive is connected to many of the Microsoft document creation applications we use every day like Word, Excel, and PowerPoint. Sharing from OneDrive eliminates the need to email

documents to yourself or save them to a thumb drive. You simply login to your Microsoft 365 account and access the document from your chosen location. Learn more about Microsoft 365 at uOttawa [here](#).

Do not forget that the information you create in the course of your administrative and operational activities and store in OneDrive is still considered **University information** and must be managed accordingly. See the [other IM tools](#) for more on how to manage your information.

**OneDrive is for ONE person, and that ONE person is YOU**

### What should I save in OneDrive?

One Drive is similar to your h: drive and you should treat it as your **individual storage space**. This is a place to store information and documents that you are not ready to make official, or that are for your personal use only. **You are the only person with access to your OneDrive.**

What to store in your OneDrive	What <b>NOT</b> to store in your OneDrive
Information about you as an individual employee, such as communications with HR.	Documents that your whole team needs to access. These go in a shared repository.
Drafts of documents that you are not ready to share with your team.	Official documents such as policies and procedures. These go in shared repositories.
Copies of committee materials that are for you as an individual employee and not your team.	Personal material such as photos of family vacations and forms for your real estate agent. This should be kept on personal home computers.
	.pst files of your Outlook content

Regularly go through your OneDrive and clean out any information that is no longer needed. Consult the [What Can I Delete Best Practice](#) and the [What to Keep Best Practice](#) to learn more about what you should keep and manage in your OneDrive. Refer to the [Information Management Handbook](#) to learn how to manage the information in your OneDrive in a way that will make it secure, trustworthy, and accessible.

## How do I access OneDrive?

Think of OneDrive as a room and there are several doors to enter that room. These are some of the doors you can use to get into your OneDrive:



Sign into [Microsoft 365 online](#) using your uOttawa email and password. You may be redirected to the uOttawa login page and asked to authenticate with multi-factor authentication.

OR



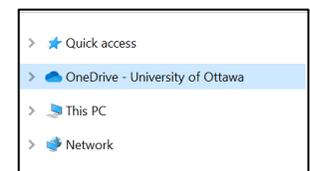
Open File Explorer from your computer. On the left-hand navigation bar there is a tab called **OneDrive- University of Ottawa**. This is your individual OneDrive business account for all University related material. Note: Do not save University information to any OneDrive-Personal accounts.

OR



Click the windows icon on the bottom left of your navigation bar. Select the OneDrive button that appears under the “Files” section to the right.

**Using Chrome as your browser will offer the best user experience**



## How do I save information in OneDrive?

Any time you create a document with Microsoft applications, you have the option to save it to your OneDrive.

1. Click “Save” or “Save As” within the application you used to create your document (Word, PowerPoint, etc.)
2. Select the OneDrive option (See Figure 1)
3. Select the folder in your OneDrive where you would like to save the document.

You can also select “Browse” as a save option and select the **OneDrive-University of Ottawa** option from in your File Explorer. Learn more about uploading documents into OneDrive with this [Microsoft video](#).

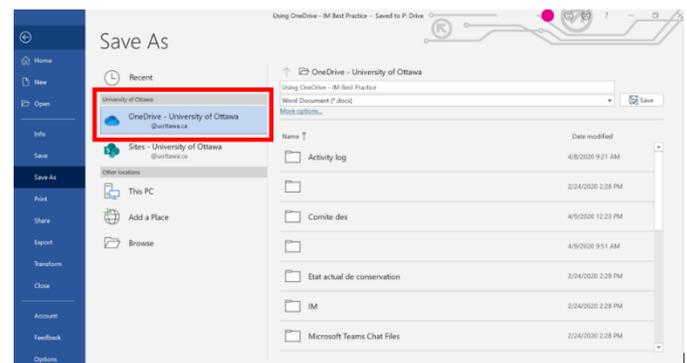


Figure 1: Saving to OneDrive

## Sharing from OneDrive

When you store a document in OneDrive it is very easy to share it with colleagues. Watch this [Microsoft video](#) on how to share within OneDrive. **Be mindful of what you are sharing.** You should not share personal information about yourself or another individual with others who do not need access to conduct their official administrative or operational duties.

## How to share:

1. Right click on the document within File Explorer or OneDrive Online and click “Share” or click the “Share” button on the top right of the window for the document application (Word, PowerPoint etc.).
2. Select which level of access permissions you would like for your document. We recommend you choose “People you specify can view”. This way you control exactly which individuals can view the document.
3. If you would like people to be able to edit and make changes to the document, check the “Allow editing” button.
4. Type the names of the individuals you would like to give access to the document.
5. Click “Send”



## Permissions

You are responsible for managing the permissions of documents you store in your OneDrive. Only give permission to individuals who need to access the information. Personal or confidential information should be treated with extra care. Consult the [What is Personal Information](#) tip sheet and the [Information Management Handbook](#) for more information.

## Giving permissions

When you select permissions, you are choosing who will be able to access your document with the link that is generated.

- People at University of Ottawa with a link
  - creates a link that only people in your organization who are signed into Microsoft 365 can use to access the document. This link can be forwarded around only to people in your organization. This link will not work for guests in your organization or for people who are not signed in. Use this link **when you want to share with someone in your organization and are comfortable with them passing the link around to other people inside your organization**, but when you want to ensure that the link won't work for external users.
- People with existing access
  - provides a link that can be used by people who already have access to the document. It does not change the permissions on the item. Use this **if you just want to send a link to somebody who already has access**.
- People you specify can view
  - creates a link that **only the people that you specify can use to access the document**. If you select this option, enter the names or email addresses of the people to whom you want to give access. Use this to share with people inside or outside your organization but when you want to make sure it doesn't work if they forward it on to others.
  - This is the best option to use since it gives you complete control over the individuals who can access your document, and it cannot be viewed or edited by anyone else.



#### Removing or changing permissions

You can also remove or adjust access permissions when you no longer want others to be able to see or edit your documents.

1. Click the “share” button and within the share window click the “...” more options button.
2. Select “manage access”.
3. Remove the names of the people who have access by clicking the X beside their names, or
4. Adjust the permissions to the type you would like to apply.

#### Things to consider when saving to OneDrive

##### File and folder names

- Do not use the following characters as they will create problems if you use them in file or folder names saved to OneDrive:

~ " # % & \* : < > ? / \ { | } .

- The entire path, including the file name, must contain fewer than 400 characters

Read the *naming convention* best-practice for more on naming your documents.

##### OneNote Notebooks

OneNote Notebooks saved to a OneDrive folder will not sync, meaning it will not save to the downloaded application on your device as well as OneNote online. If you want your notebooks to sync, you must create the notebook directly within OneDrive, or follow [these steps](#). Read the [OneNote best practice](#) for more on how to use OneNote.

##### AutoSave

Once saved to OneDrive, documents will be automatically saved with the “AutoSave” feature. When you close the document, or someone who you have shared edit permissions with makes a change, all changes will be saved. You can recover versions through the file tab under “Version History”. Read more on how to restore previous versions of a document saved to OneDrive [here](#). If you do not want to use the AutoSave feature, turn it off with the toggle button on the top left the application window. You will need to save manually if this feature is turned off.

##### Access to Information and Protection of Privacy

The *Freedom of Information and Protection of Privacy Act* (FIPPA) applies to OneDrive and once an access to information request is received, employees must search all information under their custody or control, including documents stored in OneDrive. Once an access to information request is received, it is a criminal offence to delete or alter the information. Contact [aipo@uottawa.ca](mailto:aipo@uottawa.ca) if you have any questions.

Consult the [toolbox of Information Management best practices](#) and tips for more on how to manage your information.