

How to Guide

Using OneDrive



ICT Services

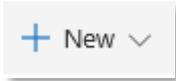
- [Create a document](#)
- [Share a document](#)
- [Permission and File Sharing](#)

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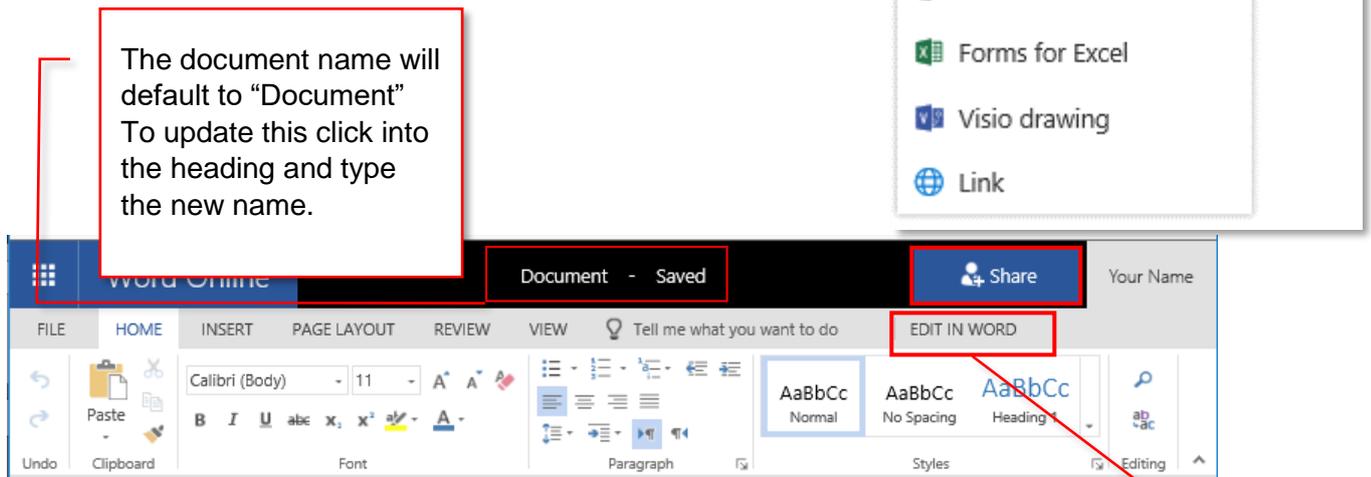
TAFE SA reserves the right to make changes in the software without notification. TAFE SA also makes no representation or warranty that such application will be suitable for the specified use without further testing or modification.

Create a Document

To create a new document, click the  icon.

You can choose to create a specific type of document or a new folder within OneDrive.

Once you have clicked on the type of file you want to create, you can begin working on it in your web browser.

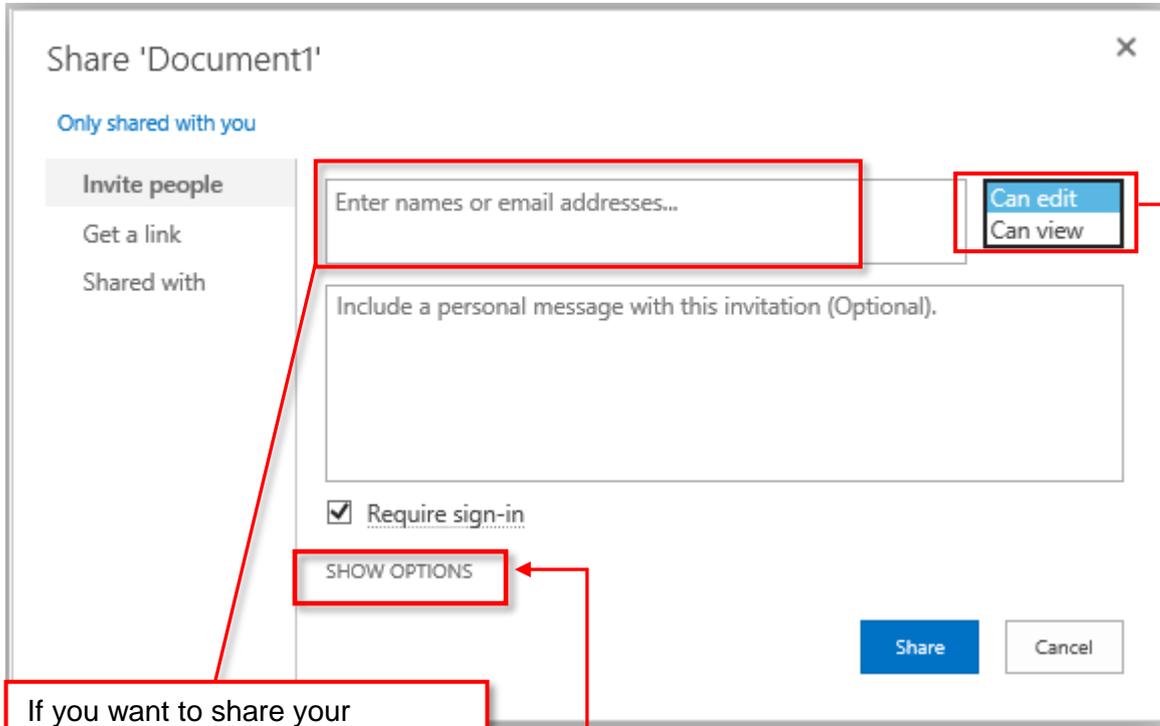


The document will default to the online view. Click on **Edit in Word** to open the document on your desktop.

The document will default to the online view. Clicking on Edit in Word will open the document using the full desktop application, in this instance, Word. Other applications available through OneDrive such as Excel and PowerPoint allow quick editing in the browser and can also be opened in the full desktop application using the Edit In option.

Share a Document

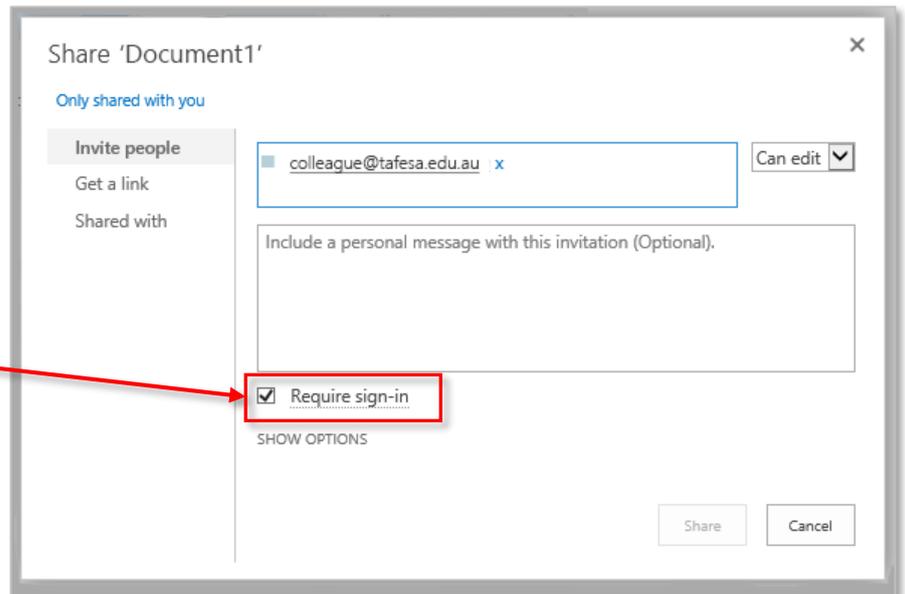
To share your document with someone, click  to bring up the sharing options. Enter the names of those people you wish to share the document with and click on the Share button. If you have selected to email the sharing invitation, an email will be sent to all parties, including you, advising the document has been shared.



This drop down allows you to set the level of permissions to the document. These permissions will apply to everyone invited. If you need to give people different permissions, repeat this step with the new permissions.

If you want to share your document with TAFE SA staff or students, type in a name and choose the correct person from the drop down list. Continue with other names. Clicking on SHOW OPTIONS allows you to choose whether an email invitation will be sent after you click Share.

To share with someone outside TAFE SA, type in their email address and untick "Require Sign-in". If this option remains selected the recipient will be unable to open the document. Setting the permissions to Edit and View are still applicable when sharing the document outside of TAFE SA.

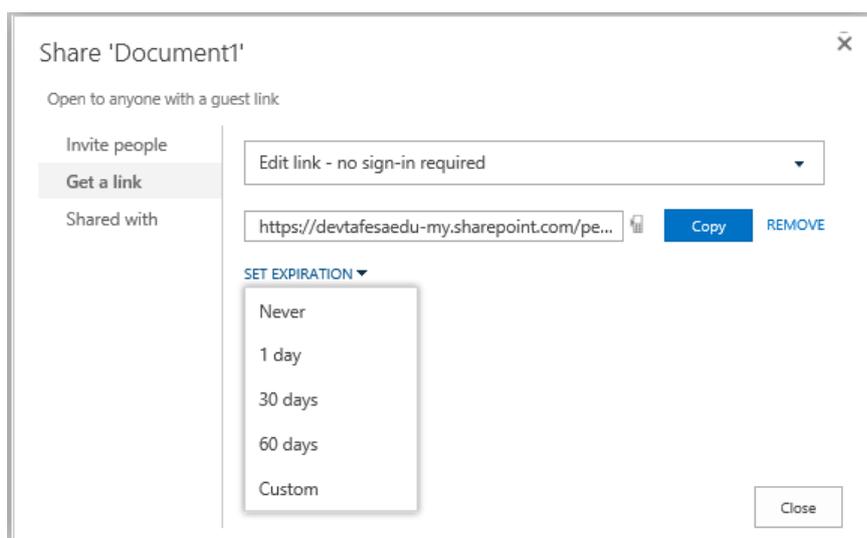


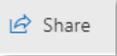
Permission and File Sharing Options

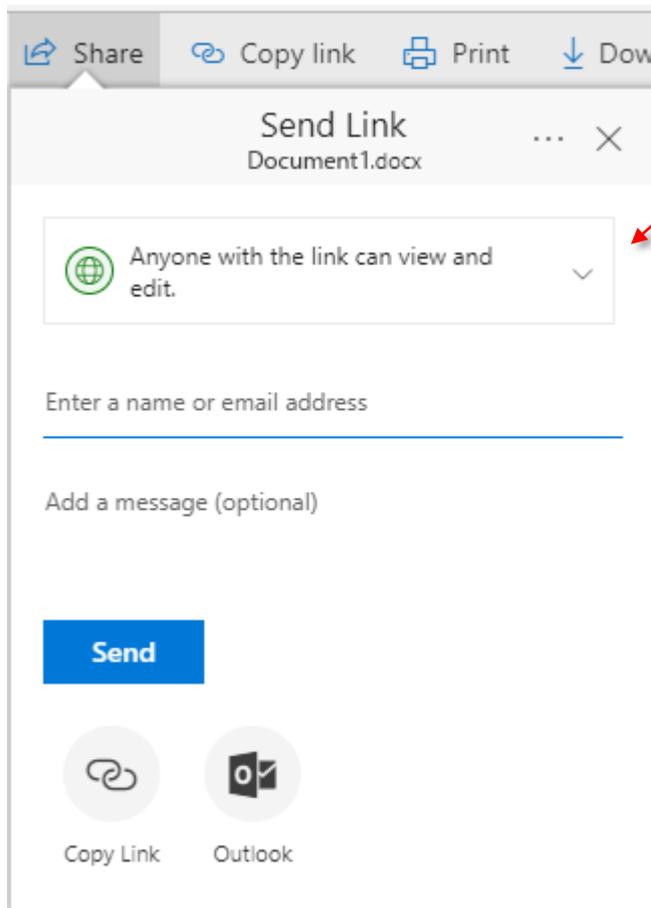
There are five options to share the document as a link:

Get a Link Options		Available for TAFE SA	Available Externally
Restricted Link – Only specific people can open this link	Only the people listed in the 'Shared with' tab can open the link. Note: If the link is forwarded to someone not listed in the 'Shared with' tab, they will not be able to see the document.		
View link – account in your organisation required	Only TAFE SA staff and students can view the document.		
Edit link – account in your organisation required	Only TAFE SA staff and students can view and edit the document.		
View link – no sign-in required	Original invitees can forward the link to others who will also be able to view the document without signing in.		
Edit link – no sign-in required	Original invitees can forward the link to others who will also be able to view and edit the document without signing in.		

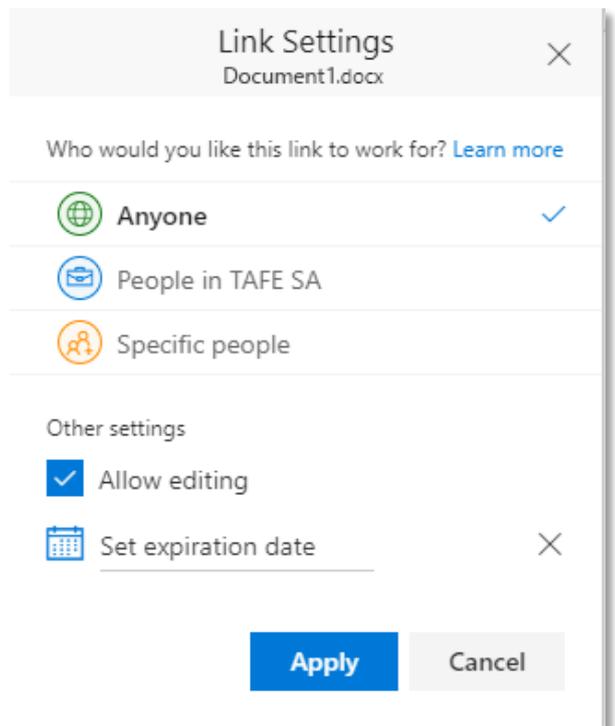
There is also the option to set an expiration date for the link. Access to the shared document would no longer be available after the expiration date has been reached. Document sharing can be reactivated if needed.



You can also share the document immediately from the web browser view. Once you have clicked on the document to view it, click on  to bring up sharing options. The default option is to share with anyone:



The drop down lets you see the options for sending to anyone, TAFE SA staff or specific people. Refer to the [Sharing a Link table](#) for more information.



More information and video guides for OneDrive can be located on the [Microsoft website](#).