Lesson 5 Open Files with OneDrive

If you have a Microsoft file uploaded to OneDrive,(Word, PowerPoint or Excel)you can open it in OneDrive instead of downloading it. Additional file types such as PDF's or images (JPEG, PNG, etc) may also allow you to view them in OneDrive, while other file types may not.

1. Navigate to the **location** of the file you want to open in **OpenDrive**.
2. Click on the name of the file. If the file is compatible with OneDrive, it will open for you to view. `1

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If your file cannot be previewed in OneDrive, a message will be displayed on your screen which says "This file cannot be opened." If this happens, you will have to download the file to view it. View the section below for instructions on how to download a file or folder.

Download Files or Folders.

1. Hover your mousse over the file or folder you would like to download.
2. To the left of the file or folder you are hovering over, a whole circle   ☐' will appear. Click the circle. The circle turns blue with a check mark   🖥 inside of it. Repeat the process to select multiple files or folders at a time.
3. Click the Download button   ↓ Download   at the top of the screen. Your file(s) or folder(s) at a time.

Share a File with Someone.

1. Hover you mouse over the file or folder you would like to download.
2. To the left of the file ort folder you are hovering over a whole circle   ☐' will appear. Click the circle. The whole circle turns blue with a check mark 🖥 inside of it.
3. Click, the Share button   🔗 Share at the top of the screen.
4. Enter the person's email address or (if you have added them to our Outlook Contents) enter their name.
5. Click **Anyone with the link can edit** to change the permission level you want to give to the imndividual. You have the following options:

Link settings

Who would you like this link to work for?
Learn more

- 🌐 Anyone with the link ✓
- 🏢 People in Southern Ill..ís University with the link
- 🔒 People with existing access
- 👤 Specific people

Other settings

- ☑ Allow editing
- 📅 Set expiration date ✕
- 🔒 Set password

Apply   **Cancel**

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6. Once you have chosed the Permission setting(s) you prefer, click the **Apply** button.
7. Click the **Send**   [Send]   button to share the file with the selected individual.

You can share files and folders with users whether they are in your organization or not. This is especially useful when you trying to share a file that is too large to send via email. Simply share the file with them through OneDrive and they can view, edit (with permission), or download the file on their own device.

Send Link ⋯ ✕

🌐 Anyone with the link can edit ›

Enter a name or email address

Add a message (optional)

Send
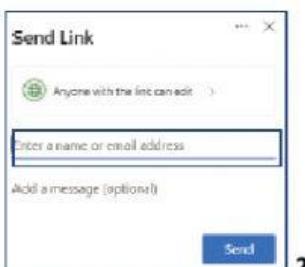
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Questions

1. Explain the steps to share a file or folder with someone.

2. Explain the steps to download a file or folder.