



HOW TO USE SHAREPOINT AND ONEDRIVE

Table of Contents

Introduction of SharePoint	4
What is SharePoint?.....	4
How to log into your SharePoint site?	4
Logging out of SharePoint.....	6
Introduction to your new SharePoint site	6
What is available – the Home Page	7
What is an Apps or Site Content?	8
What is Ellipse	10
Search for a document or file in SharePoint.....	11
To Search the entire site:.....	11
Change the look	12
Newsfeed	14
SharePoint Menus.....	15
Using the Ribbon.....	15
Viewing the calendar	16
To change the view of the calendar:.....	16
Calendar	17
Library and Folder Structures	18
To create a library	18
How to upload files in SharePoint.....	21
To see who has access to your documents.....	22
How to restore a deleted file in SharePoint	23
Create a new document in SharePoint using Office Online.....	24
To rename your new document using Office Online.....	25
To return to the team site:	26
Set an alert on a document or file	27
To remove an alert:.....	27
To create a contact:	28
What is OneDrive?	29
Create any document in OneDrive	30
Adding your files to OneDrive.....	31
To move file to OneDrive using the OneDrive app	34

- To save files to OneDrive from a desktop app..... 35
- Saving to OneDrive automatically..... 37
- Getting to your files from anywhere 40
- Getting to files when you're offline 40
- To make files available offline using file explorer..... 40
- Sharing files..... 41
- To share files and folders..... 41
- Upload files and Folders..... 46

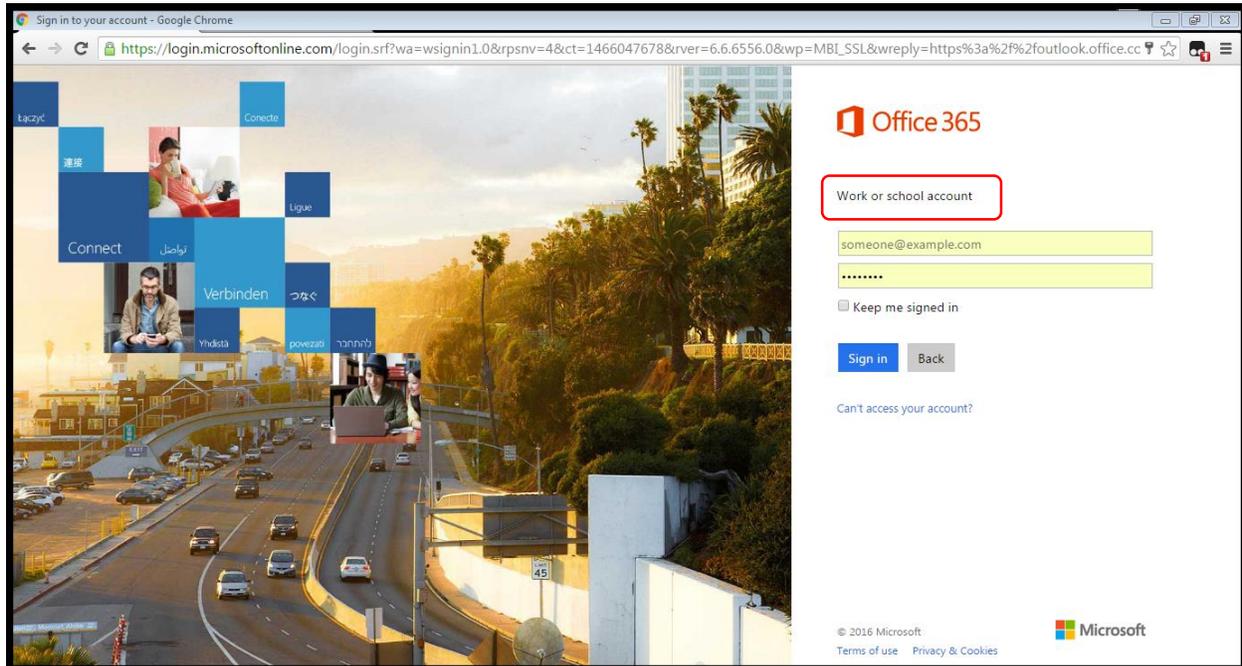
Introduction of SharePoint

What is SharePoint?

Organizations use SharePoint to create websites to store, organize, share and access information from any devices. Your SharePoint team or department know as primary site or team site.

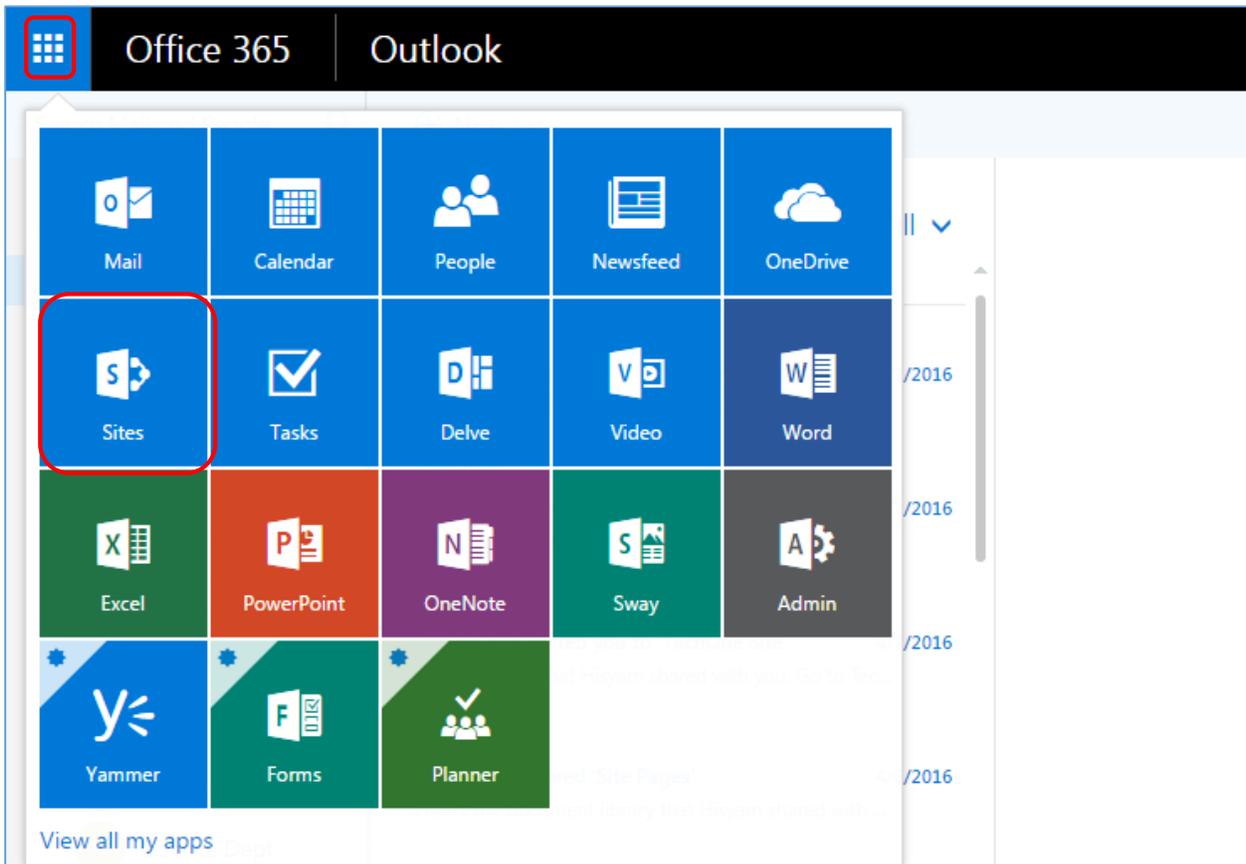
How to log into your SharePoint site?

Step 1 - Log in to your Office 365 using Microsoft Account



www.outlook.com/schoolname.moe.edu.bn

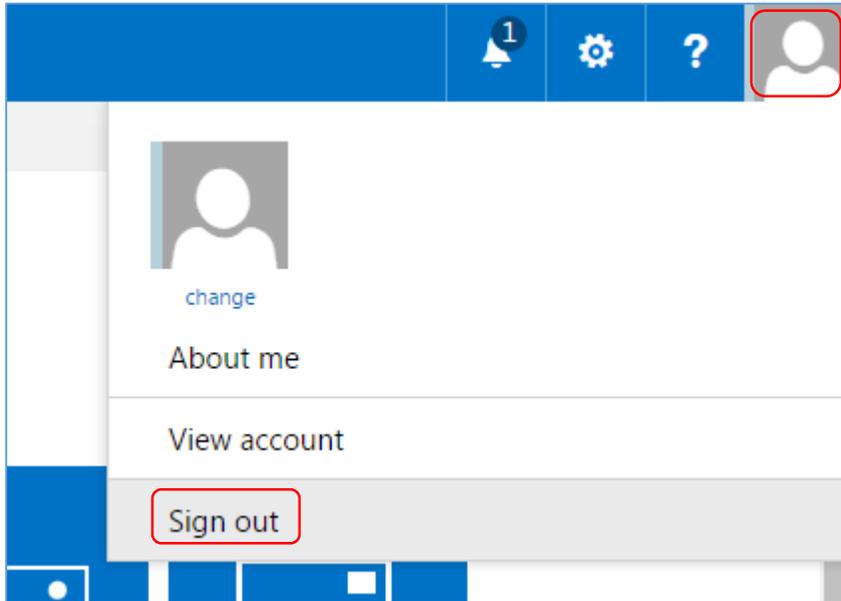
Step 2 - When you sign in to Office 365, or your organization's corporate intranet site, you'll see links to Mail, Calendar, People, Newsfeed, OneDrive, and Sites and others in the app launcher navigation.



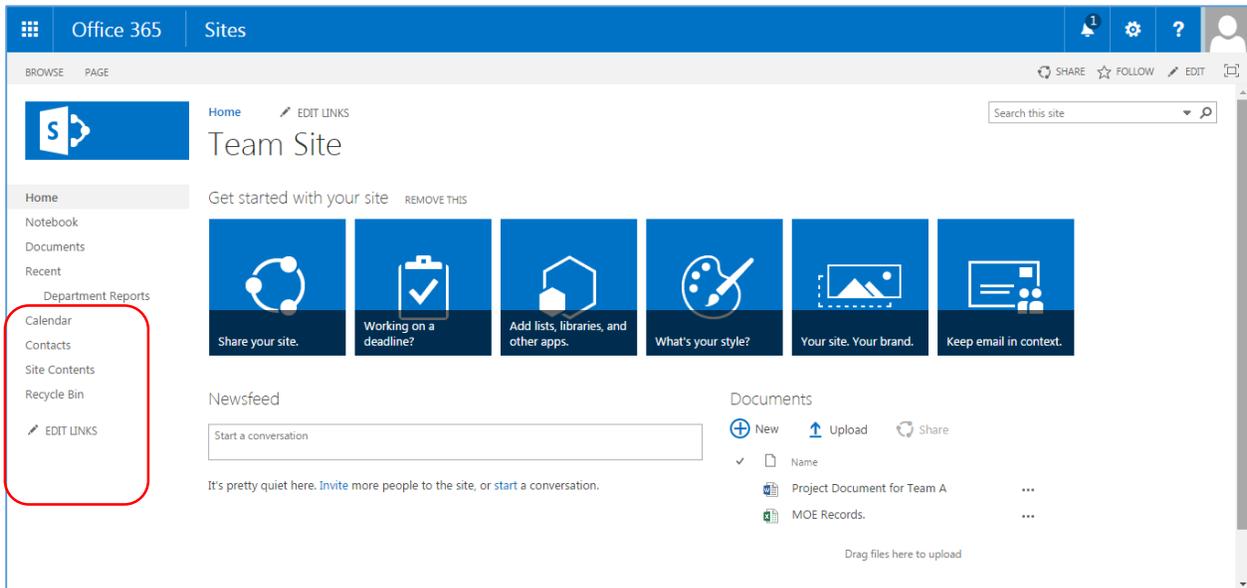
Logging out of SharePoint

Step 1 - Click on the top right hand corner dropdown

Step 2 - Click **Sign Out**



Introduction to your new SharePoint site



What is available – the Home Page

When you get your new SharePoint site, most of the features you need to use will already be there. As you will see from the left navigation menu, you have:

- **Notebook**
- **Documents**
- **Department Reports**
- **Calendar**
- **Contacts**
- **Site Content**
- **Recycle Bin**

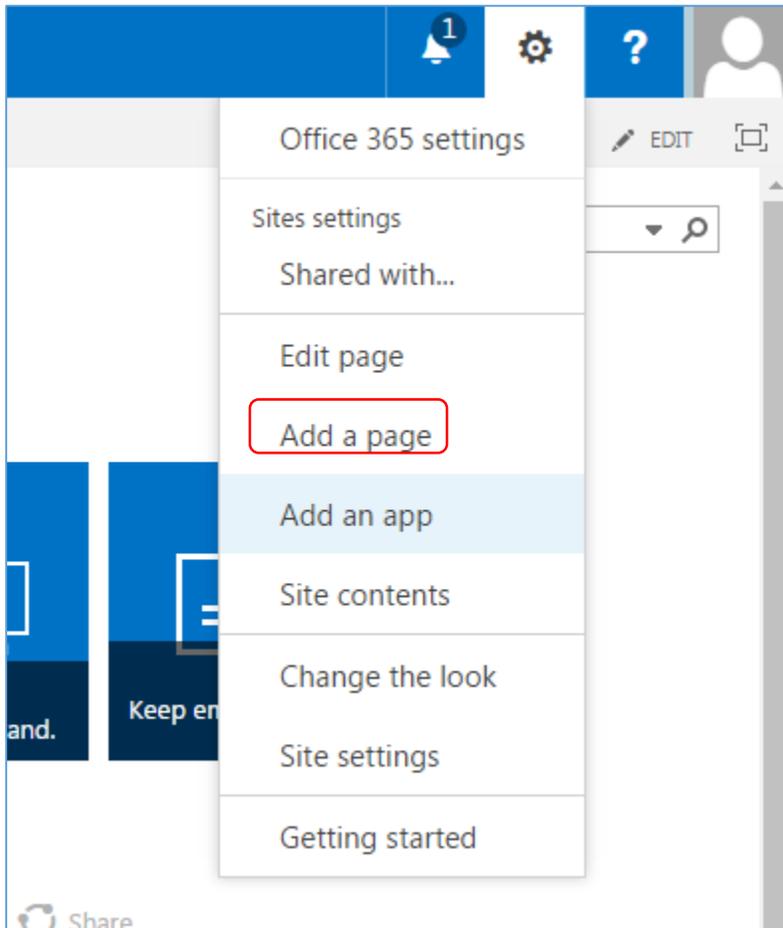
These items are ready to use. To see what these look like, just select the quick link from the left navigation menu. You will learn more about these features later.

What is an Apps or Site Content?

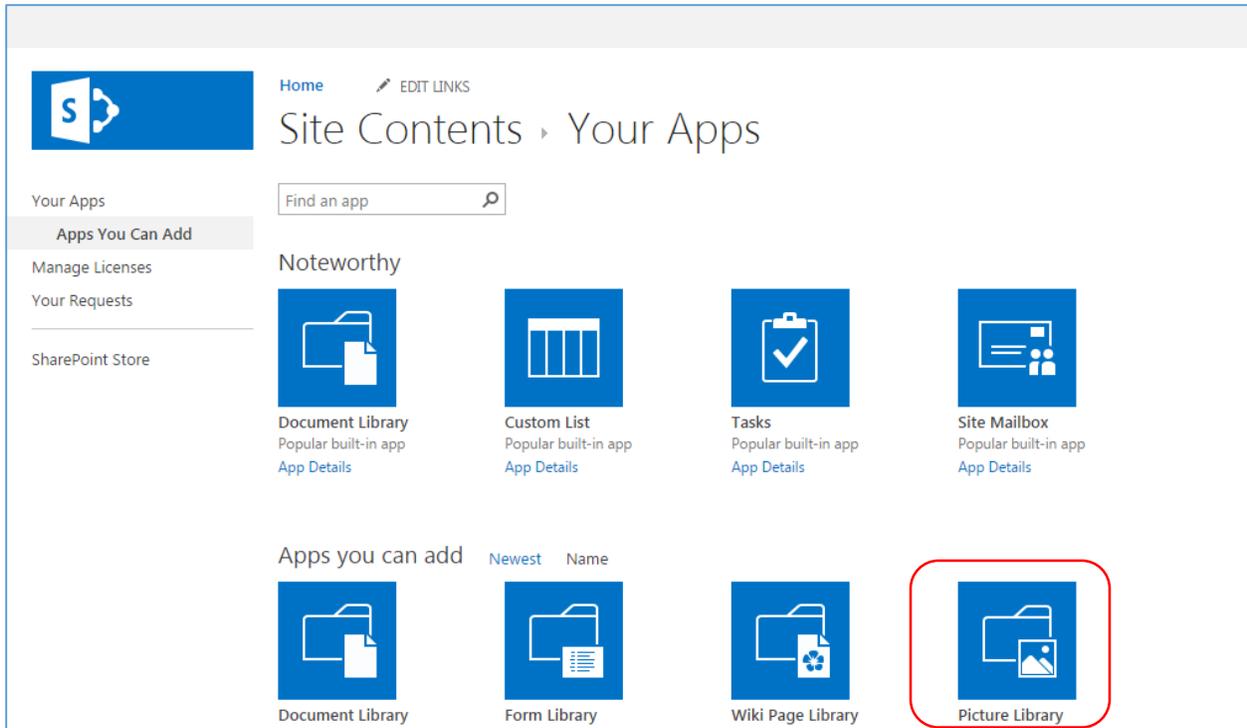
The apps or site content for SharePoint are a powerful, easy way to add functionality to a SharePoint site. Understand how they work, how they are integrated with SharePoint sites, and how they are isolated from your site content. For example, this is how you want to add an app to your SharePoint site.

Step 1 – Click on the settings button on the right corner dropdown

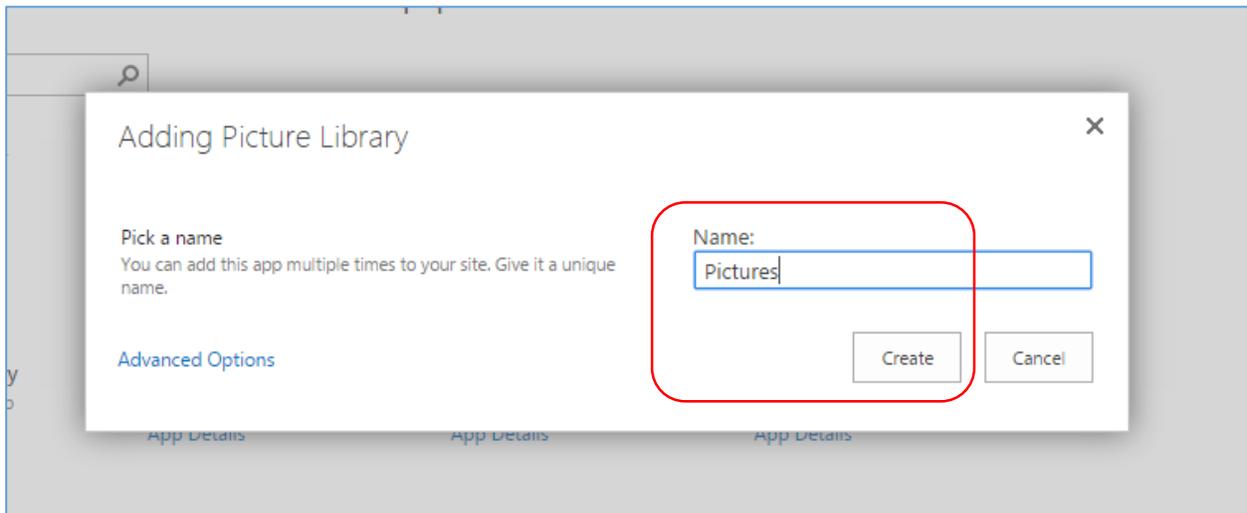
*Step 2 – Click **Add an App***



Now you are open an App that you want to add on your left navigation menu.



Step 3 – Click an app that you wish for (example picture library). Pick a name and create.

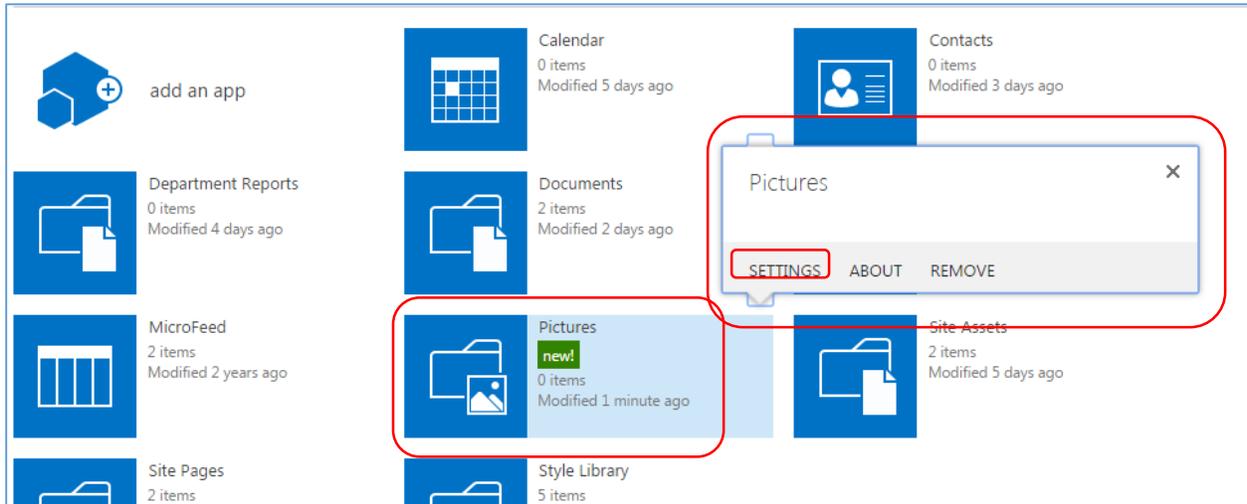


You have add an app to your site. But you haven't finish yet, because you have to make your Pictures app appear on the left navigation menu by clicking Ellipse.

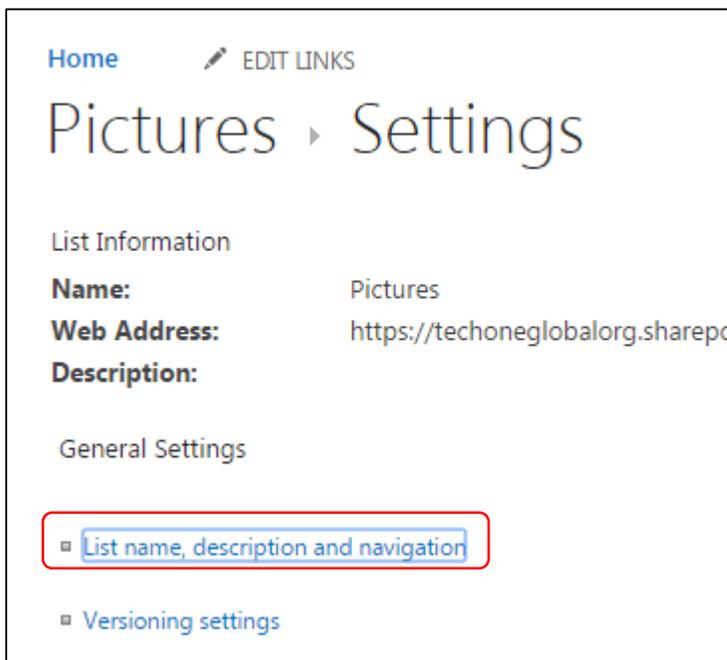
What is Ellipse

Ellipse is option menu contain settings, about and remove.

Step 4 - You click  on right corner of pictures app, then click **settings**.



Step 5 - Once settings are open, click on **List name, description and navigation**.



Step 6 - General settings will open. Click button **yes** and **save** to make your pictures app appear on left navigation menu.

[Home](#)  [EDIT LINKS](#)

Settings ▸ General Settings

Name and Description

Type a new name as you want it to appear in headings and links throughout the site. Type descriptive text that will help site visitors use this picture library.

Name:

Description:

Navigation

Specify whether a link to this picture library appears in the Quick Launch. Note: it only appears if Quick Launch is used for navigation on your site.

 Display this picture library on the Quick Launch?

Yes No

Search for a document or file in SharePoint

You can search for any document or item in your site easily by its name or part of its name.

To Search the entire site:

Step 1 - Click on the search box, which is located at the top right of the page

Step 2 - Type in your search text to look for any content on the site containing this text

Step 3 - Press Enter or click on the magnifying glass 

This is example of the search results.

Home EDIT LINKS

Search

Result type

- Excel
- SharePoint Site
- Team Site
- Web page

Author

- Echa
- NA-23
- System Account
- SHOW MORE

MOE

Results found in Team Site ▼ Preference for results in English ▼

MOE Records.
Name Phone Number School Issues Date Solution Fizah Sekolah Menengah Hjh
Mariam, Serasa Reinstall Software(Corrupted)/no product key/pc baru/windows7/8
25th May 2016 sury/wafi ...
<techoneglobalorg.sharepoint.com/sites/.../MOE Records..xlsx>

Team Site
MOE Records
<techoneglobalorg.sharepoint.com/sites/contentTypeHub>

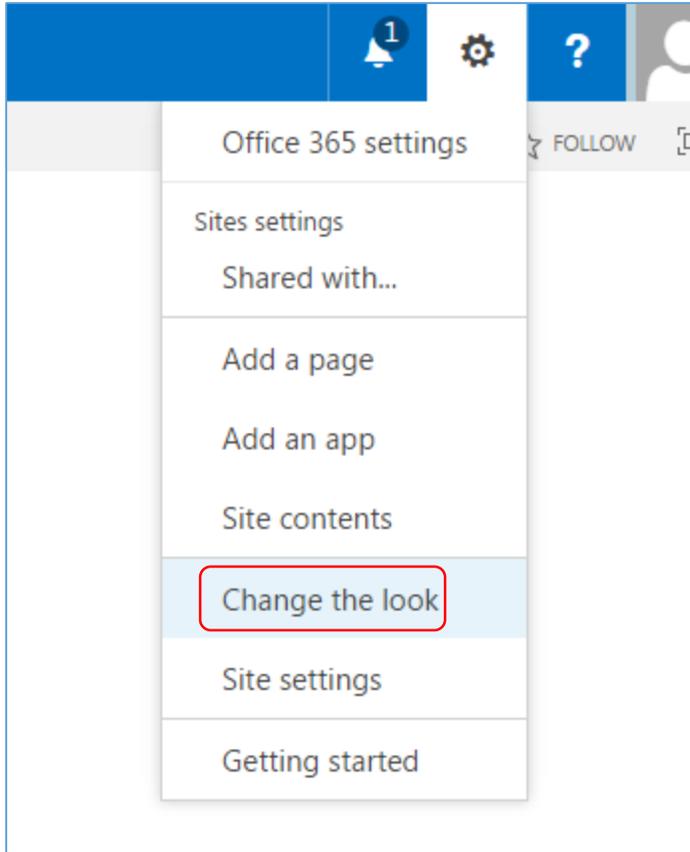
Results found in Team Site ▼

Change the look

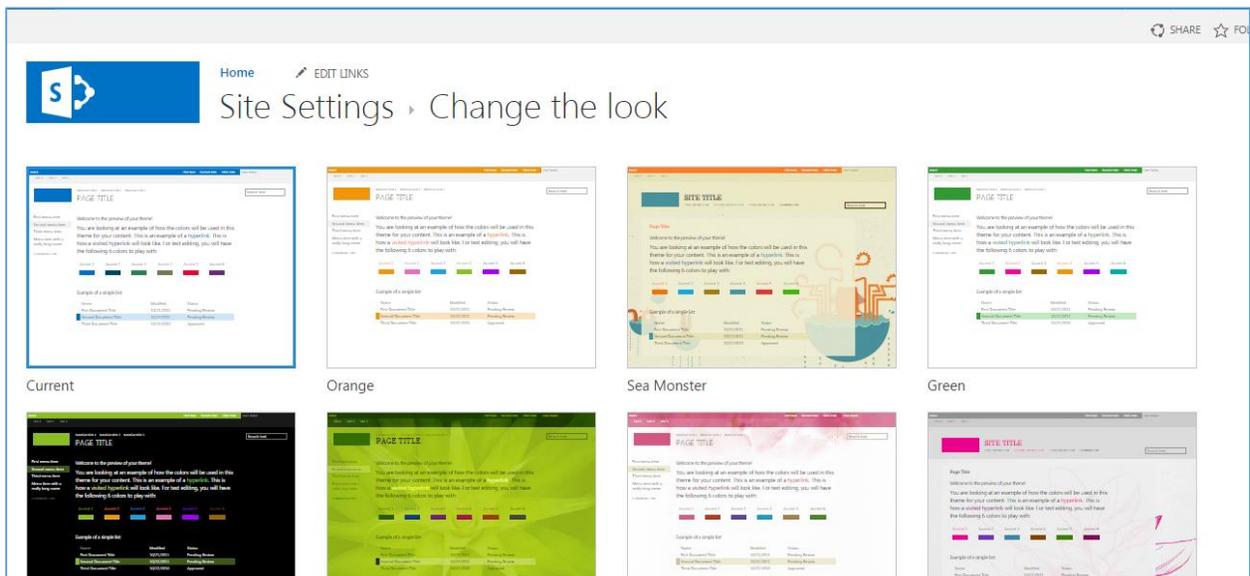
Settings which is you want to change the background or theme including the logo.

Step 1 – Click  on the top right corner

Step 2 – Click change the look



Step 3 - Change the look settings will appear. You can choose any theme or background that you wish for.



Step 4 - Once you choose the theme or background. Now you can add any logo to the theme, also can change colors, site layout and fonts. Then click **Try it out**.

Home EDIT LINKS

Site Settings › Change the look

Start over Try it out

Brand

TAB 1 TAB 2 TAB 3

First Item Second Item Third Item User Name

NAVIGATION 1 NAVIGATION 2 NAVIGATION 3

SEARCH text

PAGE TITLE

First menu item Welcome to the preview of your theme!

Second menu item You are looking at an example of how the colors will be used in this theme for your content. This is an example of a [hyperlink](#). This is how a visited hyperlink will look like. For text editing, you will have the following 6 colors to play with:

Third menu item Menu item with a really long name

COMMAND LINK

Accent 1 Accent 2 Accent 3 Accent 4 Accent 5 Accent 6

Example of a simple list:

Name	Modified	Status
First Document Title	10/21/2011	Pending Review
Second Document Title	10/22/2011	Pending Review
Third Document Title	10/22/2010	Approved

CHANGE REMOVE

Colors

Site layout

Seattle

Fonts

Segoe UI Light

Newsfeed

You can start a conversation with people in your organization by posting to the public newsfeed.

Office 365 Sites

BROWSE PAGE

SHARE FOLLOW EDIT

Search this site

Home EDIT LINKS

Team Site

Home

Get started with your site REMOVE THIS

Notebook

Documents

Site Contents

Recycle Bin

EDIT LINKS

Share your site.

Working on a deadline?

Add lists, libraries, and other apps.

What's your style?

Your site. Your brand.

Keep email in context.

Newsfeed

Start a conversation

Documents

New Upload Share

Name

It's pretty quiet here. [Invite more people to the site](#), or [start a conversation](#).

Drag files here to upload

SharePoint Menus

Using the Ribbon

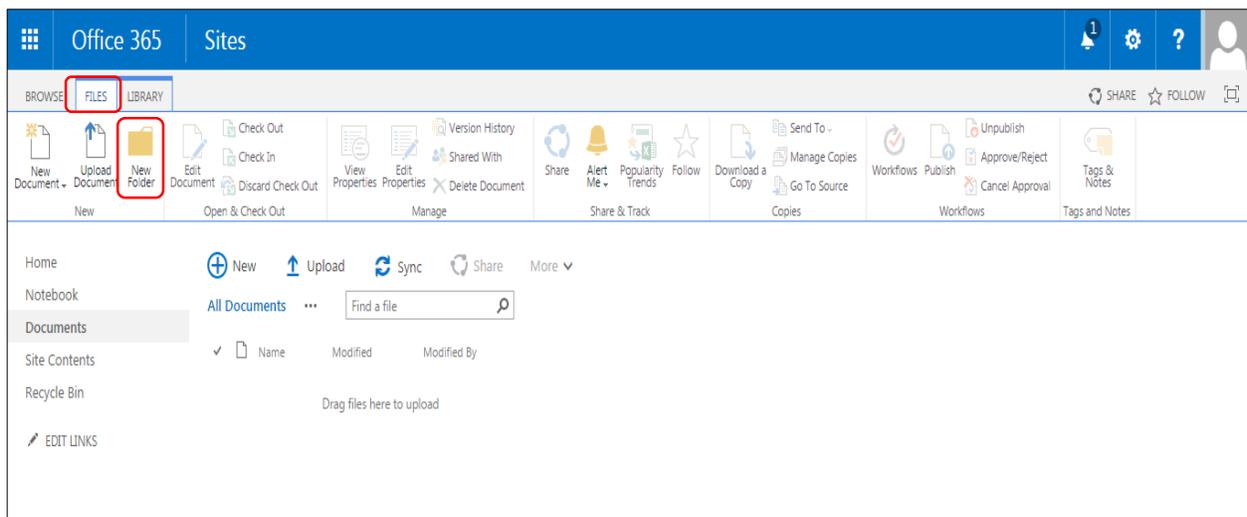
The Ribbon appears at the top of each SharePoint page when a particular Ribbon tab is clicked on. The Ribbon is a menu containing a selection of tasks related to the selected tab. The Ribbon will be hidden from view when you click on the browse tab.

Step 1 - Select the area you wish to work in from the left navigation menu. In this example a Document

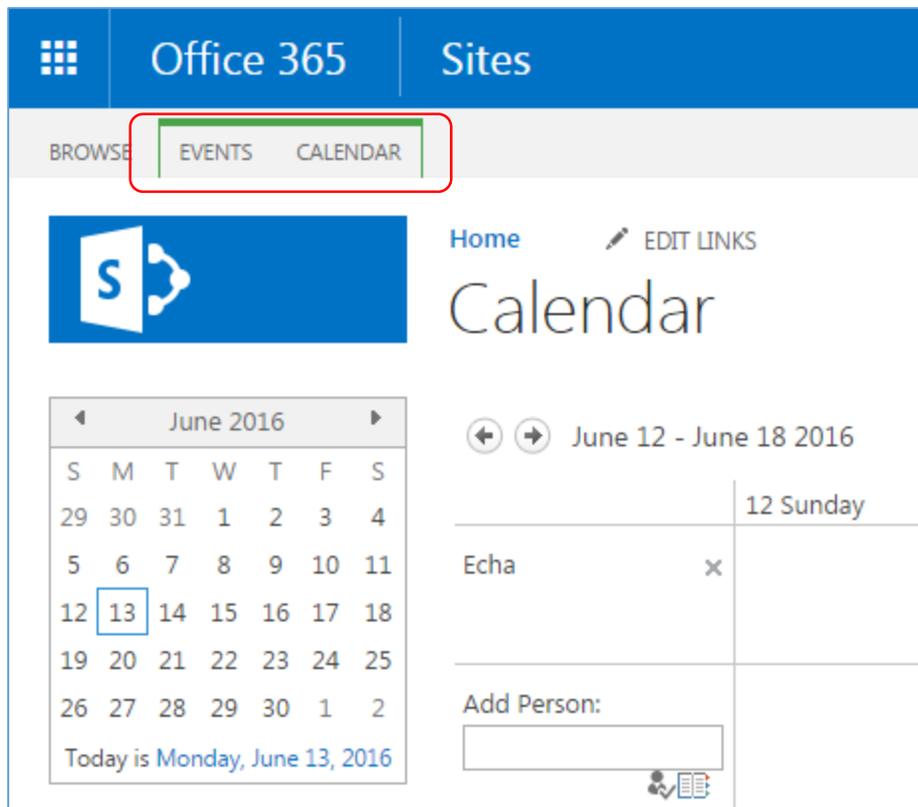
*Step 2 - On the ribbon at the top of the screen, click on the **FILES** tab*

*Step 3 - In the New group, click on **New Folder***

Step 4 - Rename the folder, and then you can upload any files document to the folder.



Please note: The Ribbon tabs will change depending on what you have selected in SharePoint. In the example below, from the left navigation menu, Calendar is clicked on and the Ribbon tabs now show EVENTS and CALENDAR.

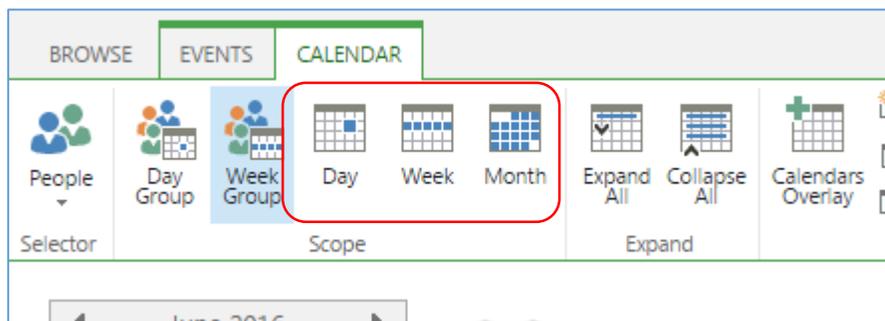


Viewing the calendar

You can change the view of the calendar from the default Month view to Day or Weekly view.

To change the view of the calendar:

1. In the left navigation menu, click **Calendar**
2. Click the **CALENDAR** tab
3. In the Scope group, click **Day or Week Or Month**

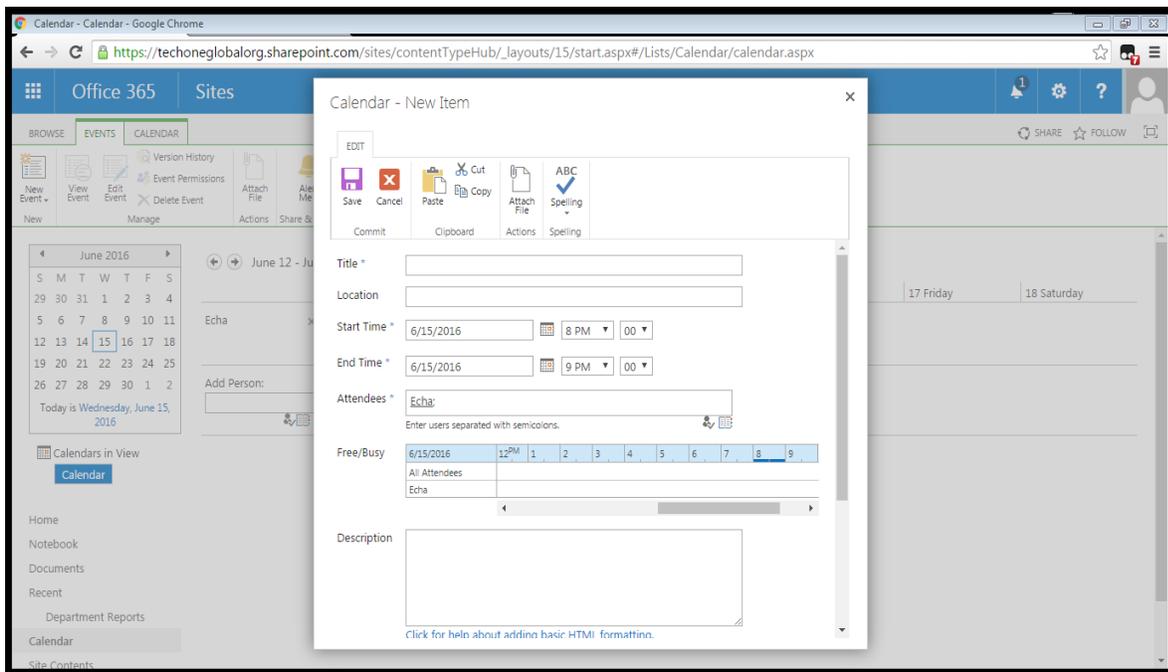


Calendar

1. In the left navigation menu, click **Calendar**
2. Click the **EVENTS** tab
3. In the New group, click **New Event**

The screenshot shows the Microsoft Office calendar interface. At the top, there are three tabs: 'BROWSE', 'EVENTS', and 'CALENDAR'. The 'EVENTS' tab is selected. Below the tabs is a ribbon with several groups of icons. The 'New' group contains a 'New Event' button, which is highlighted with a red box. Other groups include 'Manage' (View Event, Edit Event, Delete Event), 'Actions' (Attach File), 'Share & Track' (Alert Me), and 'Workflows' (Workflows, Approve/Reject). Below the ribbon is a calendar view for June 2016. The date '15' is highlighted with a red box. To the right of the calendar is a view for the dates 'June 12 - June 18 2016'. Below the calendar is a section titled 'Calendars in View' with a button labeled 'Calendar'.

4. Type in the relevant boxes the Event details
5. Click Save

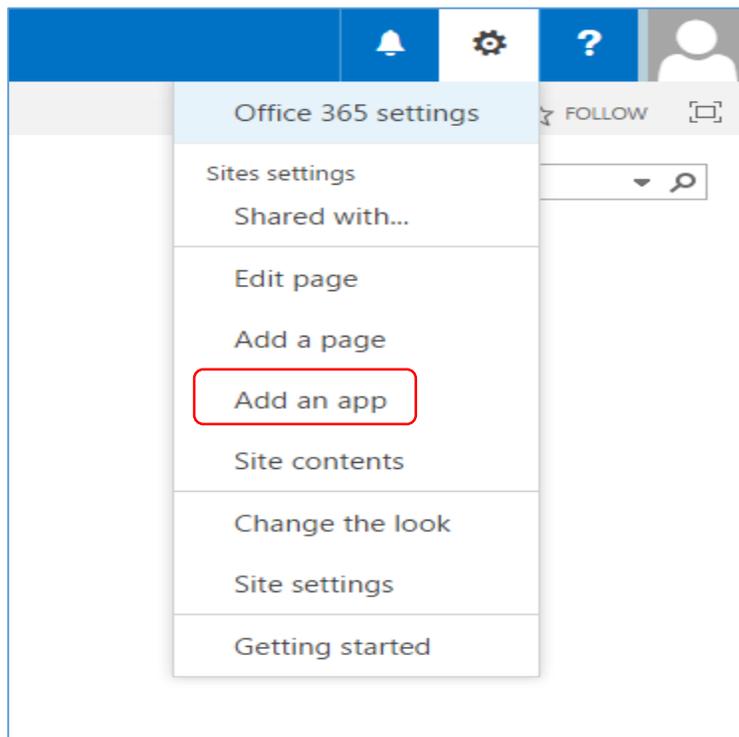


Library and Folder Structures

To create a library

Step -1 Click Settings 

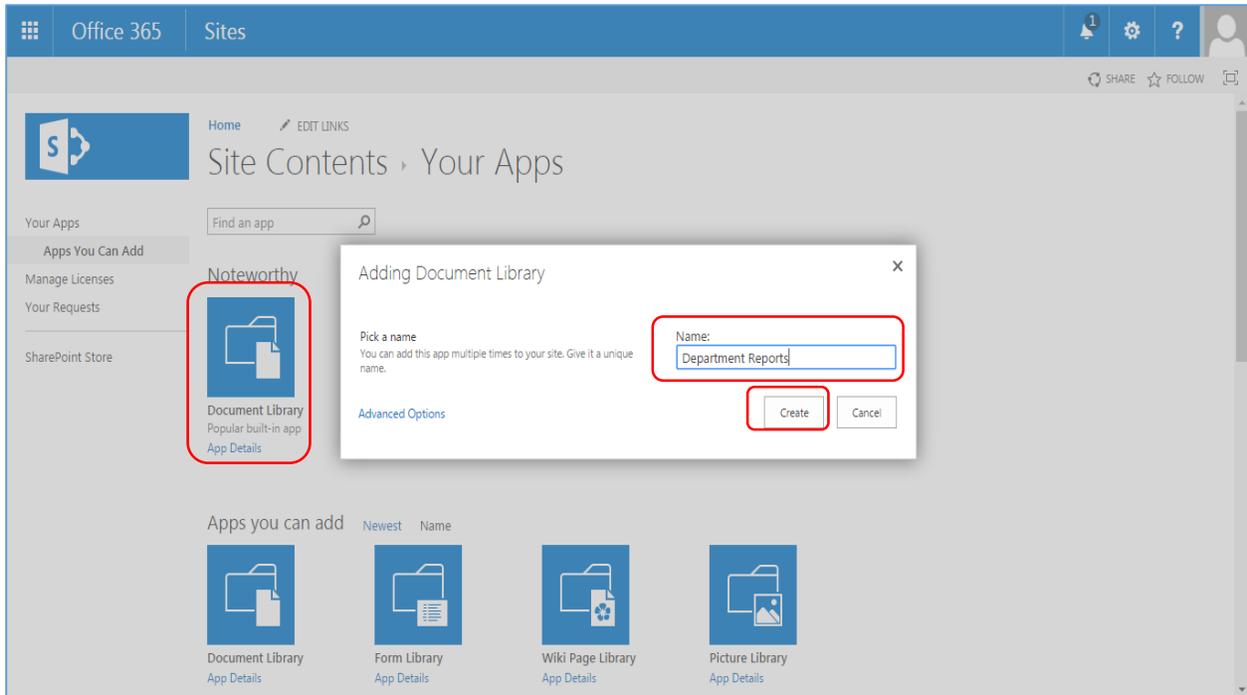
Step 2 - Click **Add an app** from the drop down menu



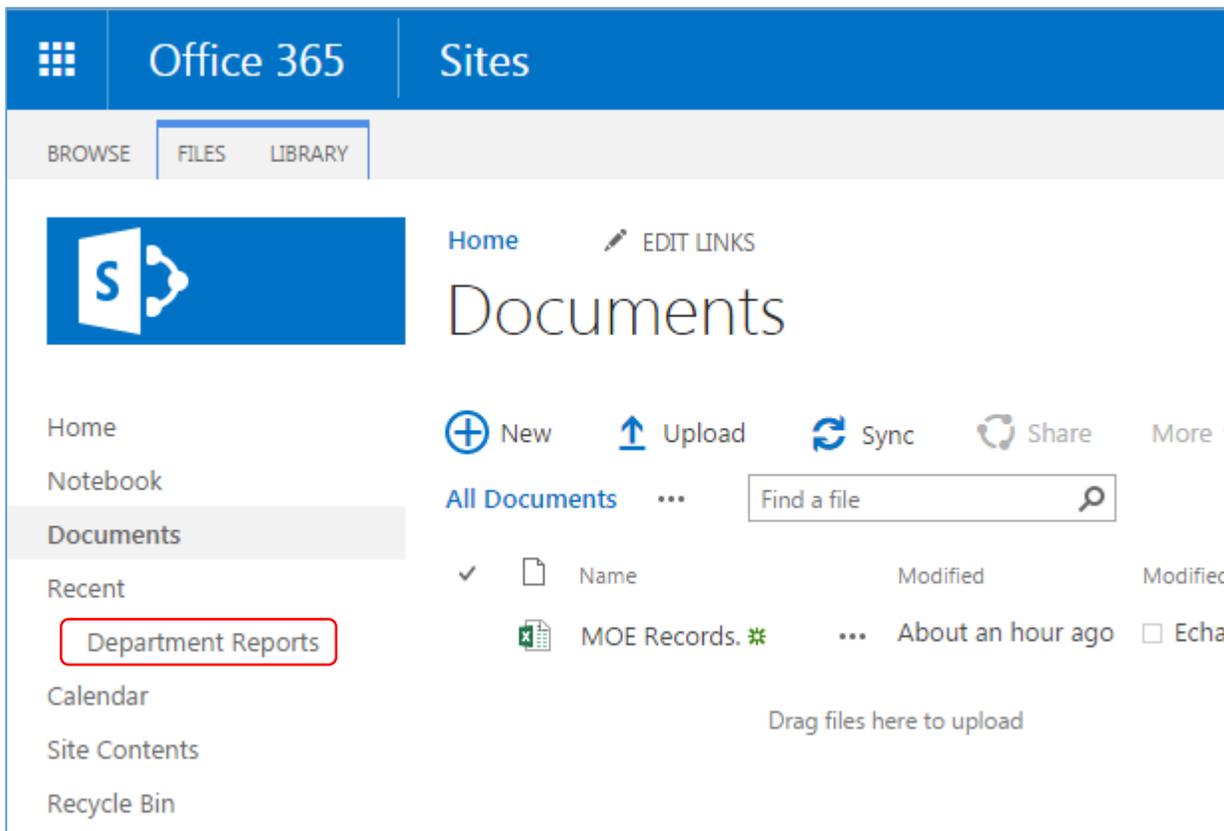
Step 3 - Click **Document Library**

Step 4 - Create a name for your library in the Adding Document Library dialogue box

Step 5 - Click **Create**



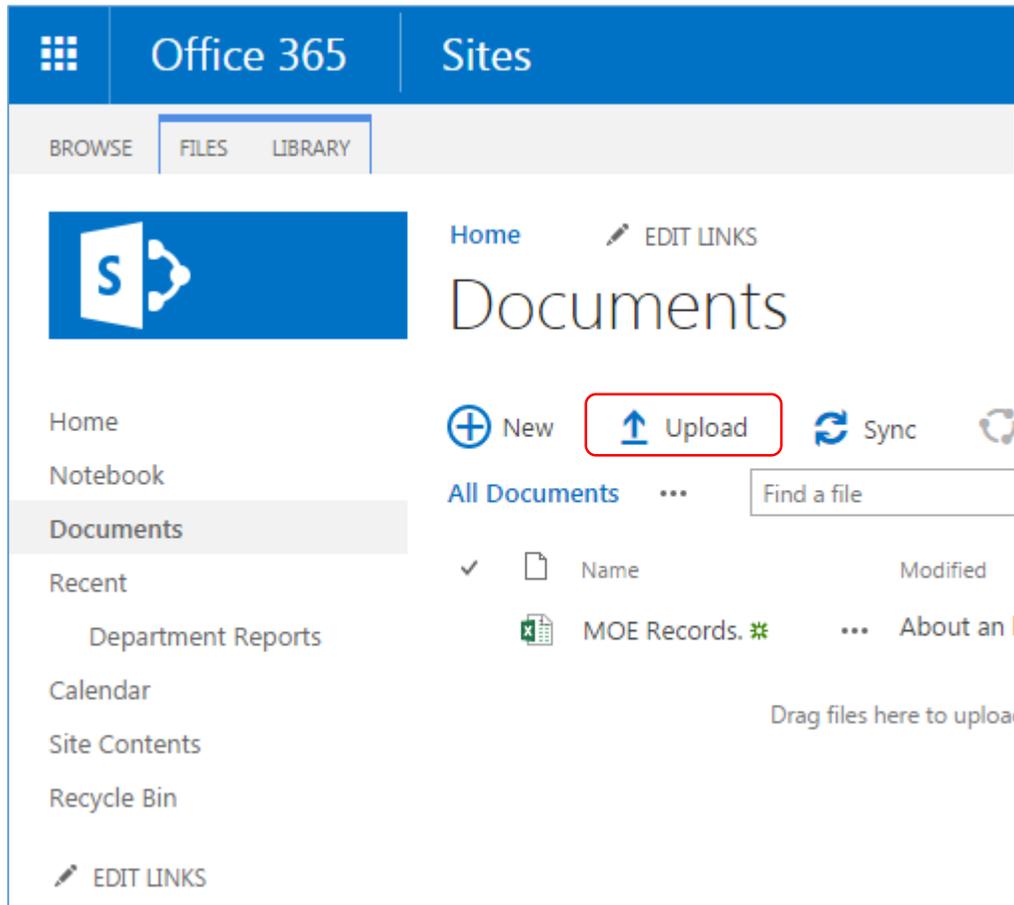
You will now see your new library in the left hand side navigation menu. Noted that **Apps** and **Library**, both are different.



How to upload files in SharePoint

Step 1 - Click on the library or folder to upload the document to

*Step 2 - Click on **upload** above the document list*

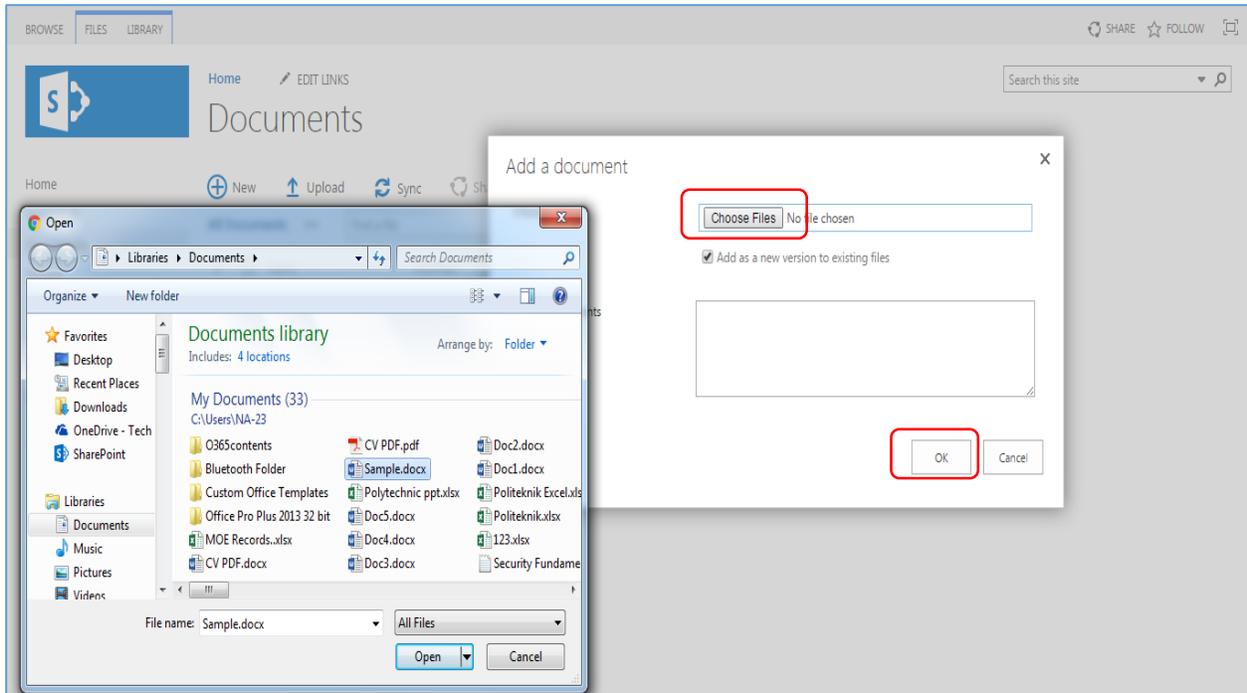


*Step 3 - Click **Choose File***

Step 4 -Select the file or document to upload from Windows Explorer

*Step 5 - Click **Open***

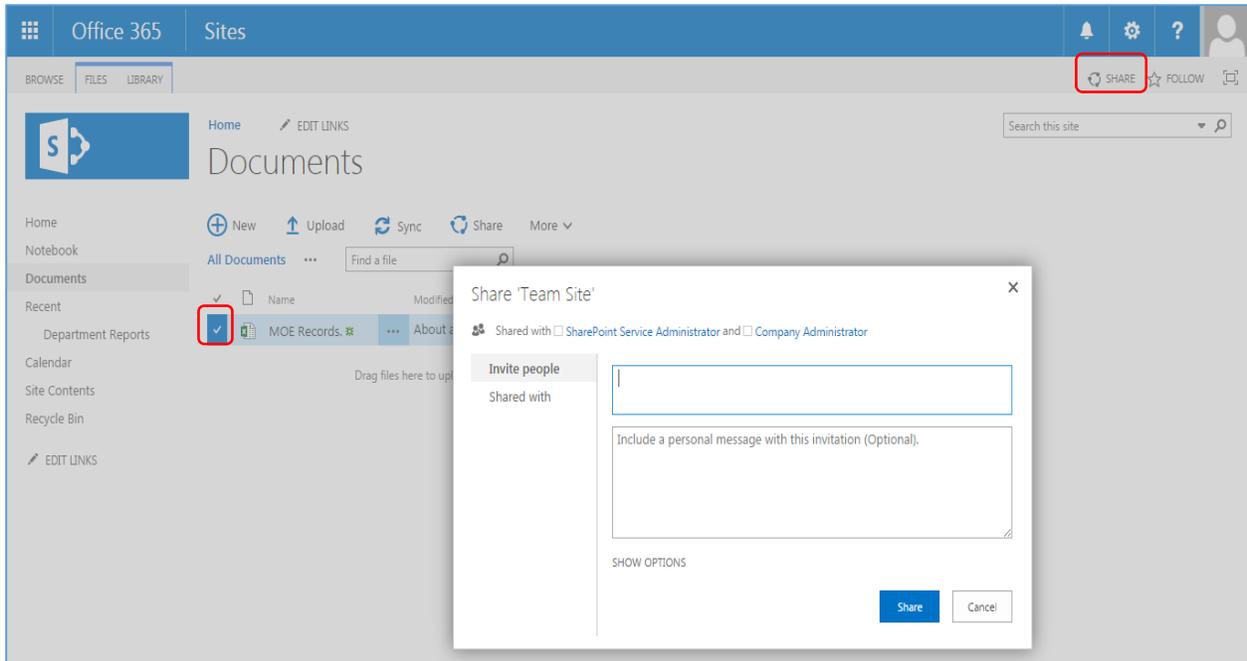
*Step 6 - Click **OK***



Your file or document will now be copied to SharePoint.

To see who has access to your documents

- Step 1 - Open the document library or folder*
- Step 2 - Click ✓ on in front of the chosen document or folder*
- Step 3 - Click **SHARE** on the top right hand corner*

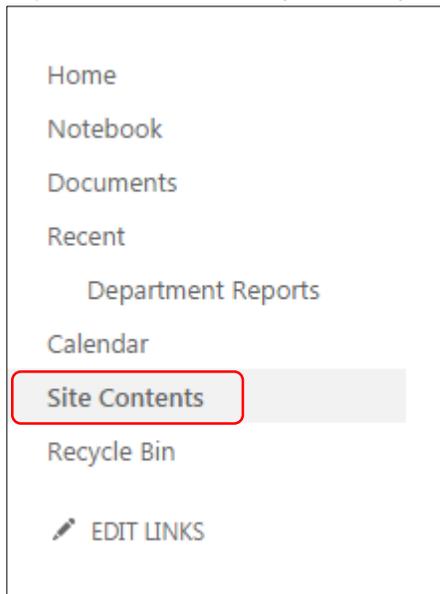


You will now be able to scroll through the list of users and groups or users who can see the contents of the selected folder.

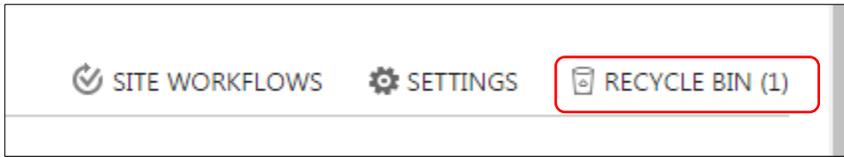
6. Click **Close** to finish

How to restore a deleted file in SharePoint

Step 1 - Click **Site Contents** from the left navigation menu



2. Click **RECYCLE BIN** located at the top right hand corner of the page



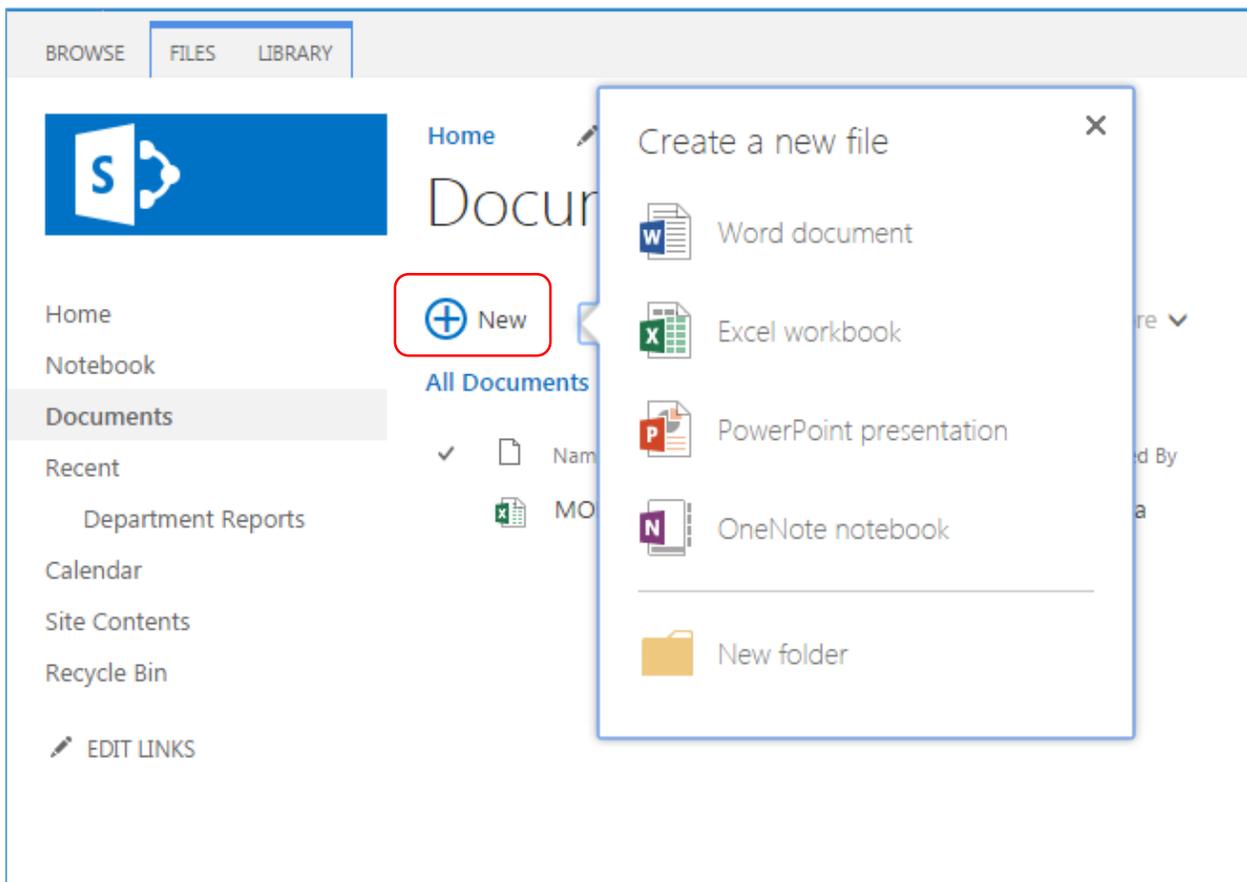
Step 3 - Tick next to the document you wish to restore to its original position in SharePoint

Step 4 - Click **Restore** Selection and **OK**

Create a new document in SharePoint using Office Online

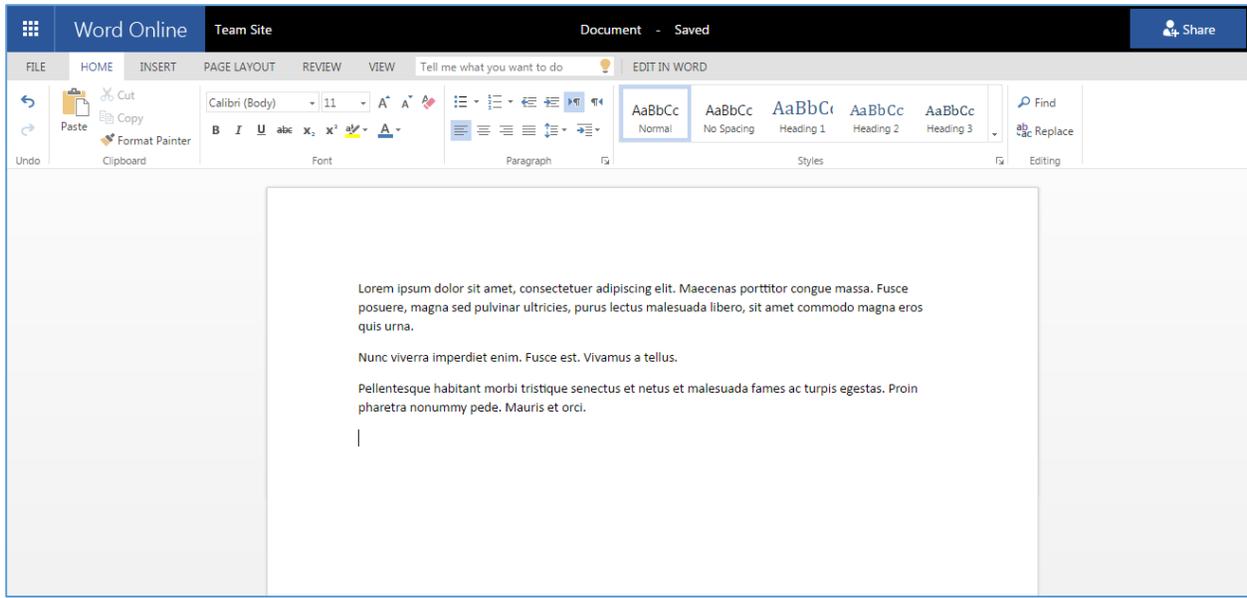
Step 1 - Open the library or folder where you wish to save the new document

Step 2 - Click + **new**



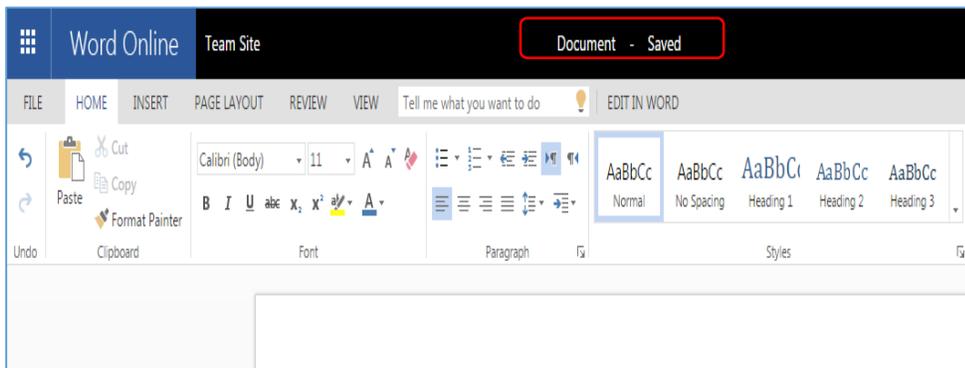
Step 3 - Click Word document to create a new document

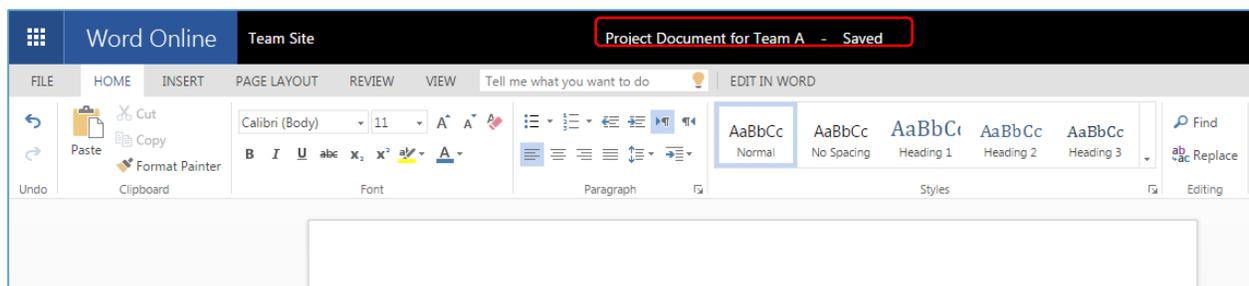
A new word document will open in Office Online. Create your document using the usual Word functionality.



To rename your new document using Office Online

Step 1 - In the title bar, click into the document name



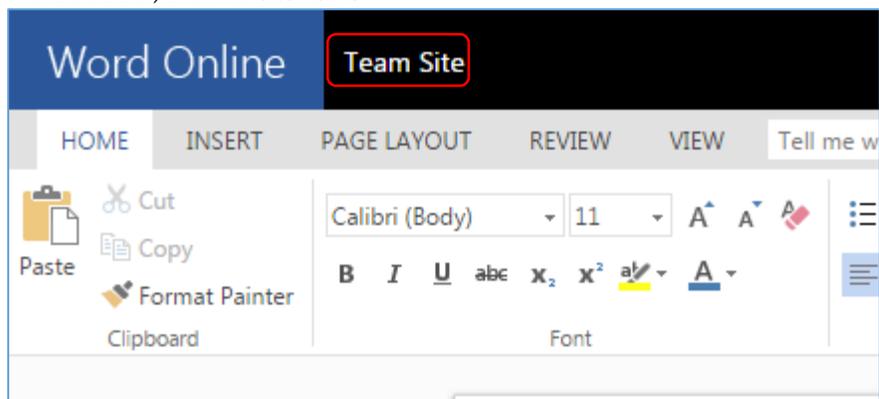


Step 2 - Type the document name

The document and its content is automatically saved to SharePoint.

To return to the team site:

In the title bar, click the **site name**



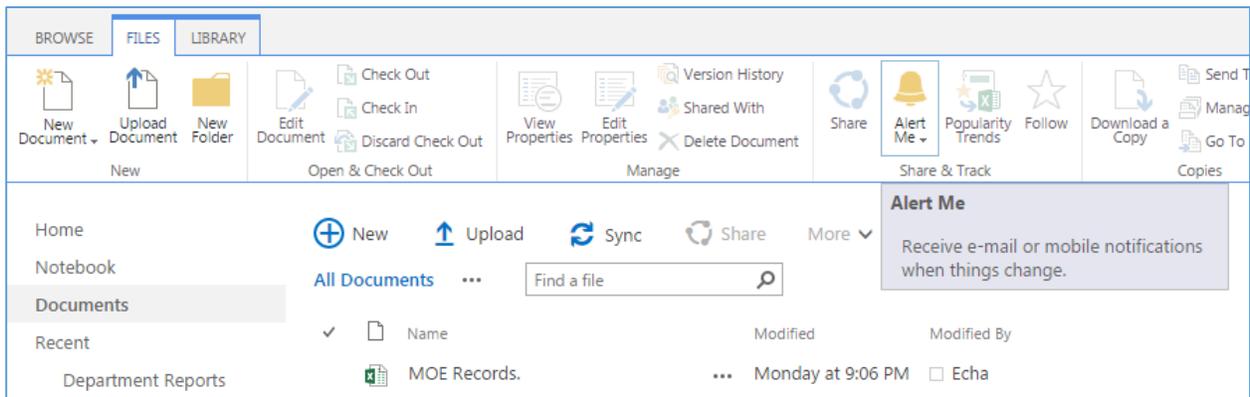
Set an alert on a document or file

Step 1 - Click in front of the chosen document to select it

Step 2 - Click the **FILES** tab

Step 3 - In the Share & Track group, click **Alert Me**

Step 4 - Click **Alert Me**

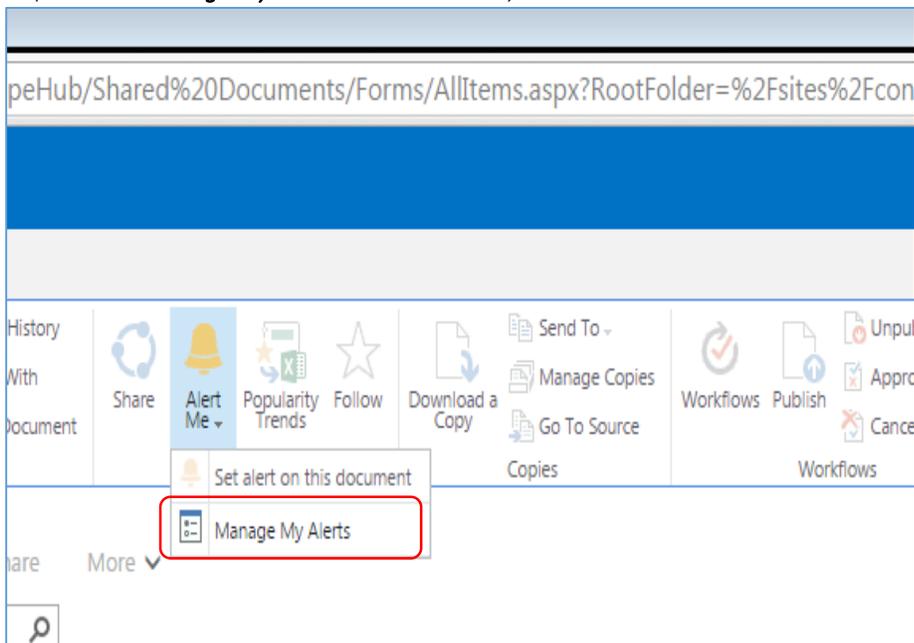


To remove an alert:

Step 1 - Click the **FILES** tab

Step 2 - In the Share & Track group, click **Alert Me**

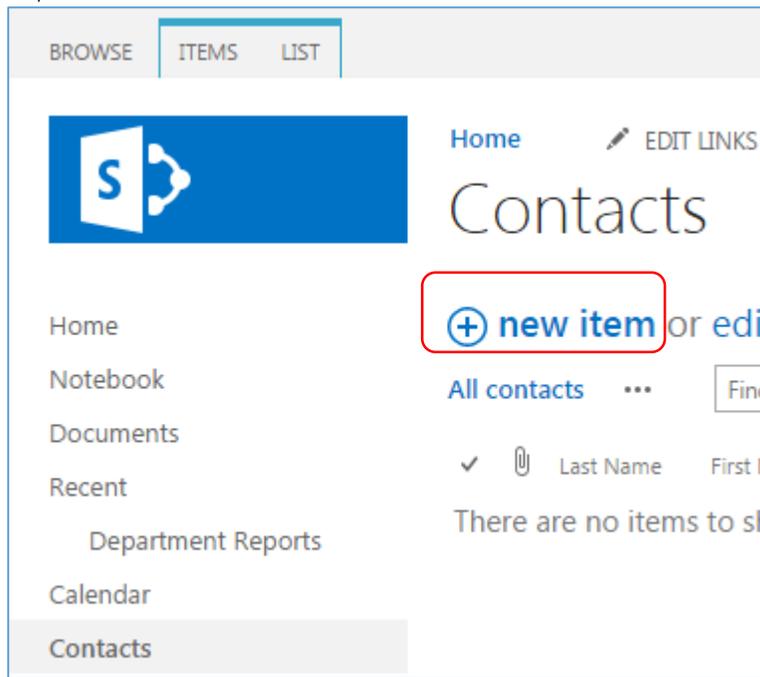
Step 3 - Click **Manage My Alerts**. You will see all your alerts listed



To create a contact:

Step 1 - In the left navigation menu, click **Contacts**

Step 2 - Click + **new item**



Step 3 - Fill out the contact form

Step 4 - Click **Save**

A screenshot of the 'New Item' form for creating a contact in SharePoint. The form is displayed in a browser window with the URL 'https://techoneloglobalorg.sharepoint.com/sites/contentTypeHub/_layouts/15/start.aspx#/Lists/Contacts/NewForm.aspx?Source=https%3A%2F%2Ftechoneloglobalorg'. The form includes a left-hand navigation pane with 'Contacts' selected. The main content area contains a form with the following fields: Last Name *, First Name, Full Name, Email Address, Company, Job Title, Business Phone, Home Phone, Mobile Number, Fax Number, Address, City, and State/Province. The 'Save' button is visible in the top left corner of the form.

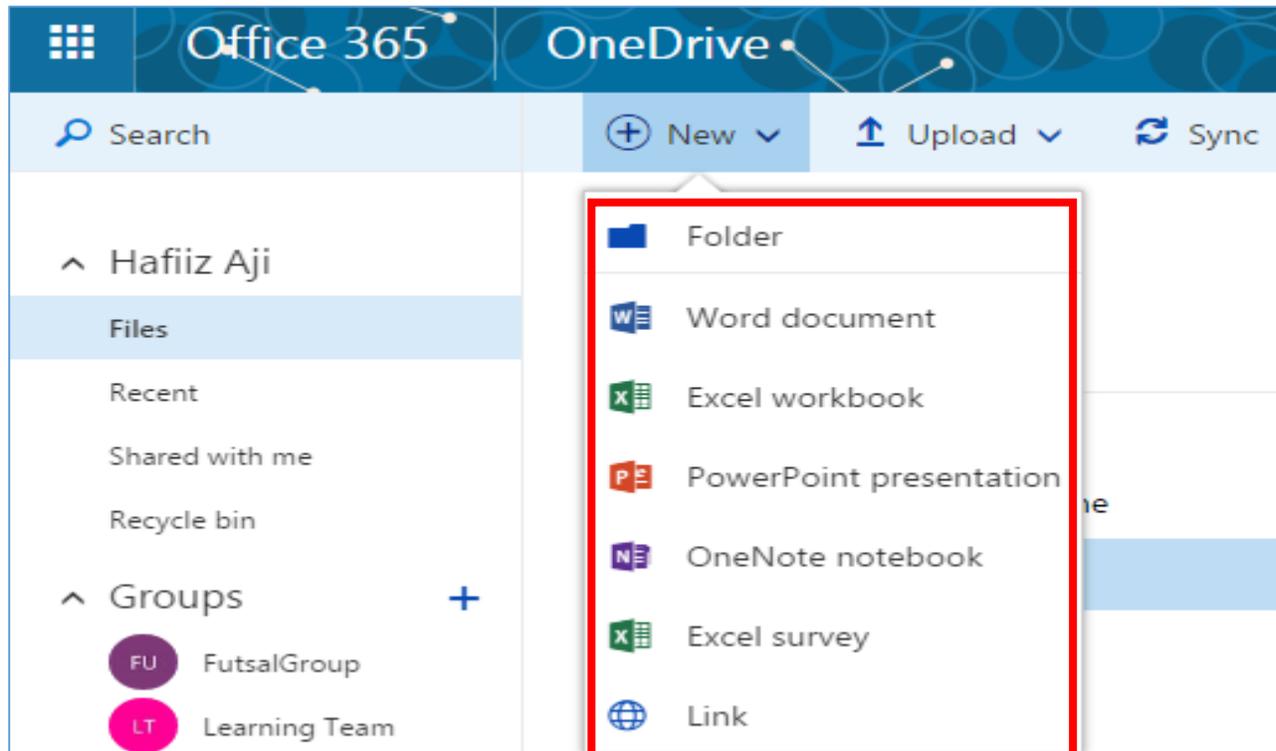
What is OneDrive?

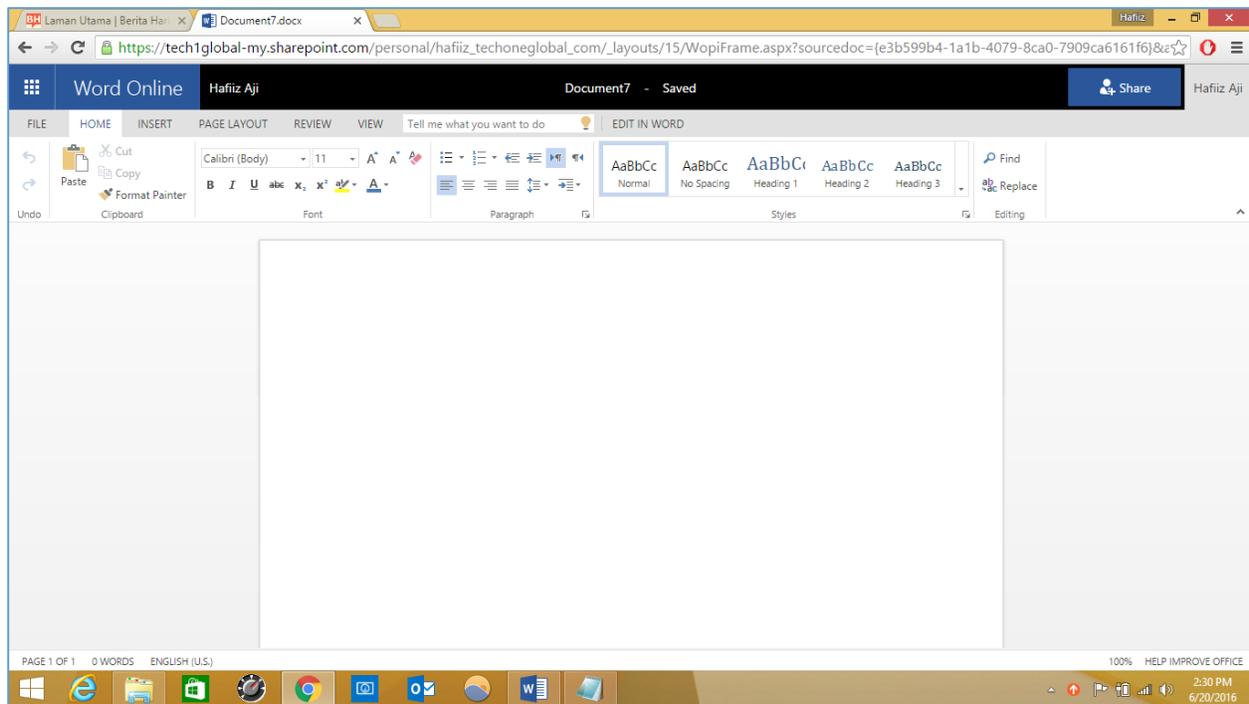
OneDrive (previously SkyDrive, Windows Live SkyDrive, and Windows Live Folders) is a file hosting service that allows users to sync files and later access them from a web browser or mobile device. Users can share files publicly or with their contacts; publicly shared files do not require a Microsoft account to access them. OneDrive is included in the suite of online services formerly known as Windows Live. Select OneDrive



Create any document in OneDrive

A new word document will open in office online.



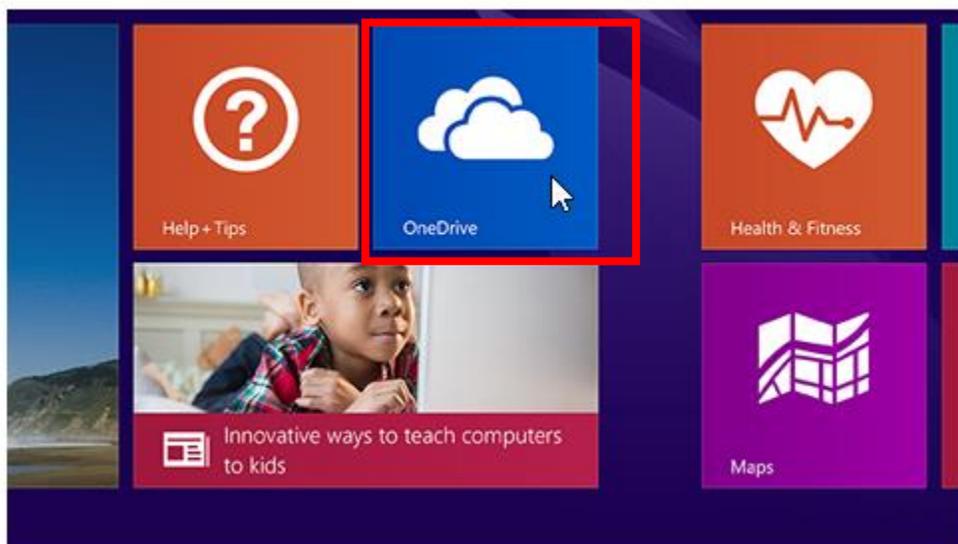


Adding your files to OneDrive

There are a few different ways to put your existing files on OneDrive. First, decide if you want to keep the original files on your PC and put copies of them on OneDrive, or if you want to cut and move them from your PC to OneDrive.

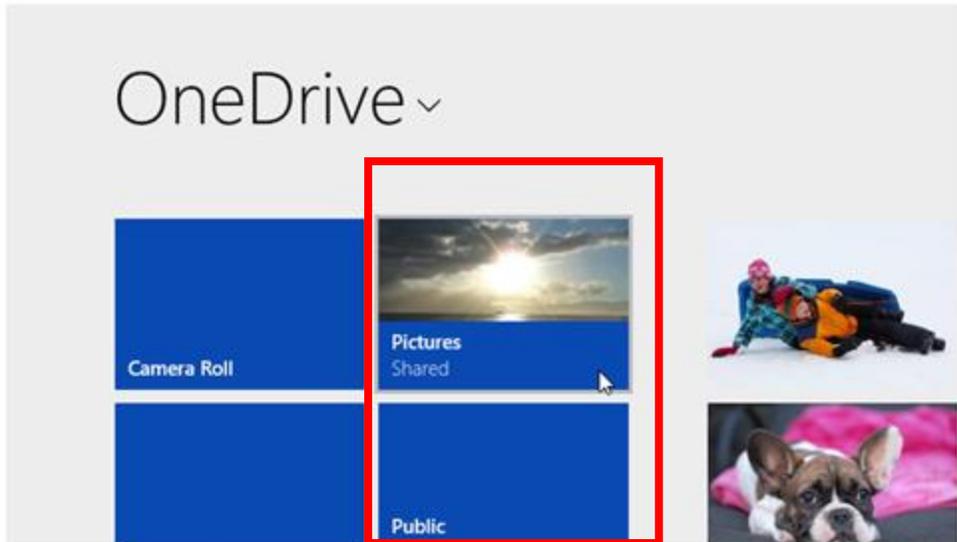
Step 1

On the Start screen, tap or click OneDrive to open the OneDrive app.



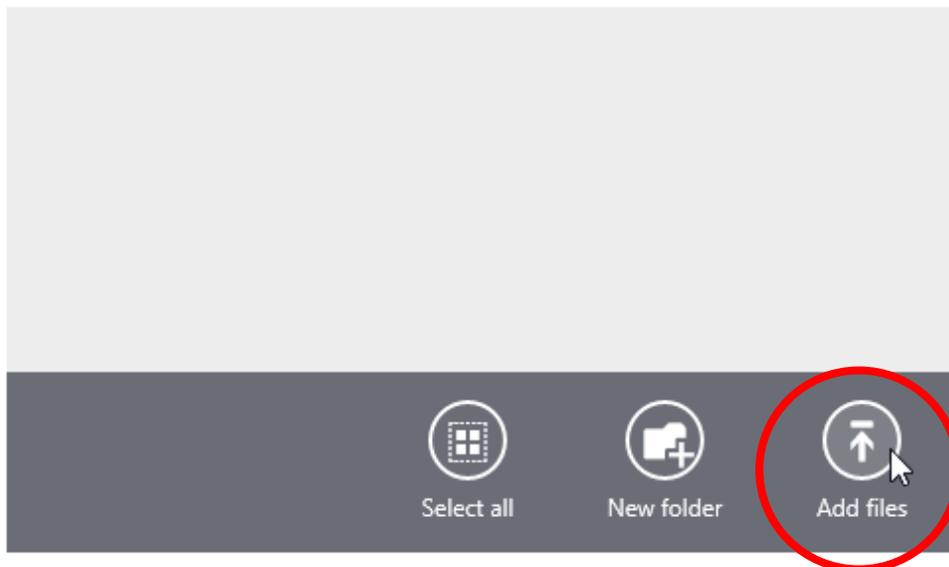
Step 2

Tap or click folders to browse to the location on OneDrive where you want to add the files.



Step 3

Swipe in from the top or bottom edge of the screen or right-click to open the app commands, and then tap or click Add files.



Step 4

Browse to the files you want to upload, tap or click to select them, and then tap or click Copy to OneDrive.

This PC

Go up Sort by name Select all

Desktop 6/20/2016 12:50 PM	Videos 6/20/2016 10:40 AM
Documents 5/19/2016 3:29 PM	Local Disk (C:)
Downloads 6/10/2016 4:02 PM	CD Drive (D:)
Music 5/19/2016 3:29 PM	DVD RW Drive (E:)
Pictures 6/20/2016 1:06 PM	

Copy to OneDrive Cancel

This PC Documents

Go up Sort by name Clear selection

Custom Office Templates 3/12/2015 10:07 AM	Book1 9/19/2015 6:14 AM 8.11 KB DLCP Xecutech Batch 20.xlsx	IGS 1.1 10/12/2015 3:00 PM 102 KB	SC2 ASSIGNMENT 1 7/27/2015 4:30 PM 20.5 KB
KOEI 6/4/2015 8:40 PM	IGS 10/19/2015 8:15 PM 10.2 KB	MIB 2015080 -WA0000 8/7/2015 8:02 PM 18.8 KB	SC2 ASSIGNMENT 2 7/27/2015 5:33 PM 460 KB
My Games 4/1/2016 4:11 PM	CV-Azam 2014 3/30/2014 11:37 PM CAUsers\Hafizzuallah\Documents 56.5 KB	Jurassic park 1997 trivia 6/26/2015 5:51 PM 18.2 KB	SC2 ASSIGNMENT 3 7/27/2015 5:50 PM 15.1 KB
OneNote Notebooks 9/7/2015 10:58 AM	DLCP Xecutech Batch 20 10/19/2015 8:15 PM 10.2 KB	MIB 8/22/2015 5:31 PM 22.8 KB	surat cuti aqil 10/20/2015 5:52 PM 13.0 KB
Rainmeter 6/10/2015 5:38 PM	for xecutech exam 8/17/2015 6:19 PM 10.0 KB	Report Computer Programming 6/21/2015 4:33 PM 57.0 KB	Today I assist the student to 10/12/2015 3:02 PM 11.7 KB

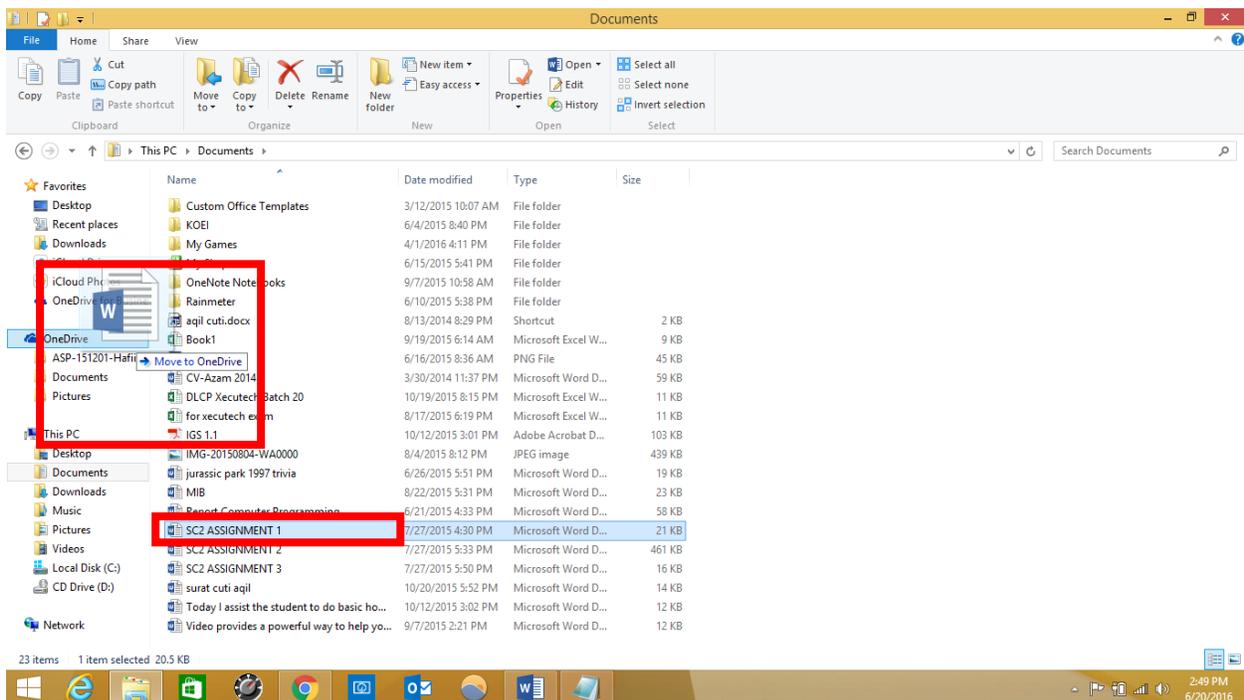
DLCP Xecutech...

Copy to OneDrive Cancel

To move file to OneDrive using the OneDrive app

When you move files, you're removing them from your PC and adding them to OneDrive. Tap or click the arrow next to OneDrive and choose This PC.

1. Browse to the files you want to move, and then swipe down on them or right-click them to select them.
2. Click the file and drag the file to OneDrive documents folders.



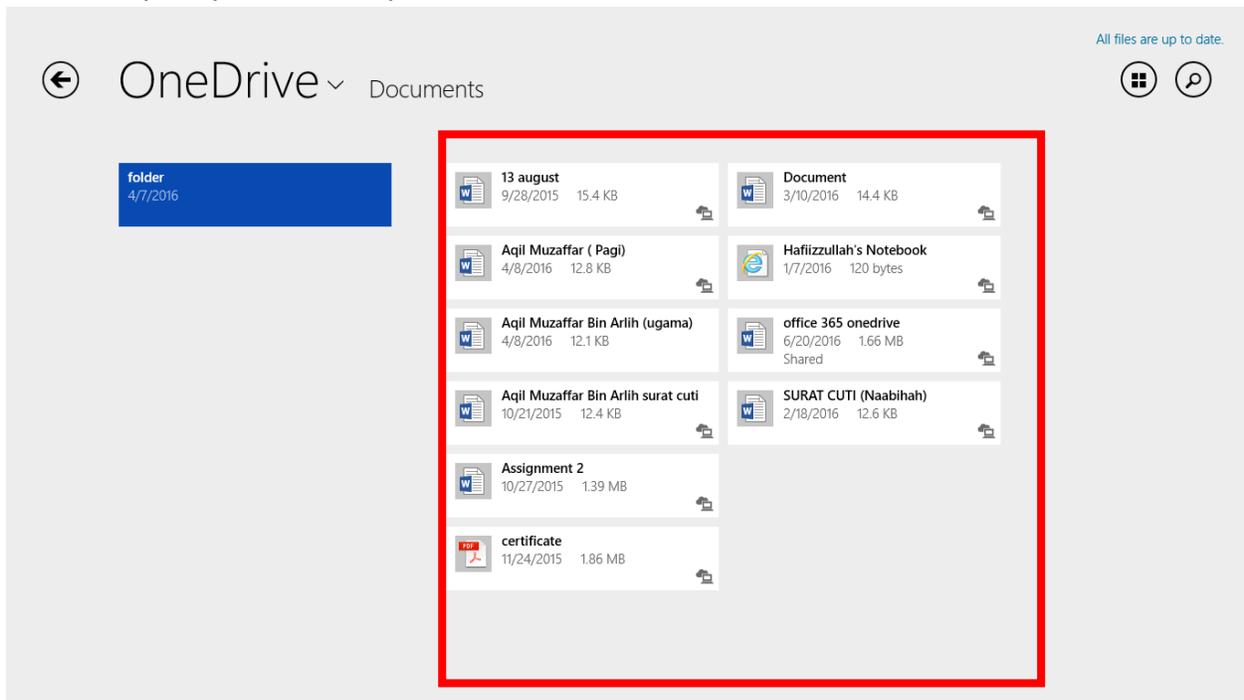
To save files to OneDrive from a desktop app

When you're using a desktop app like Microsoft Office Word or Paint, you can also save files directly to OneDrive. Click **Save** in the app you're using, and then tap or click **OneDrive** in the left pane.

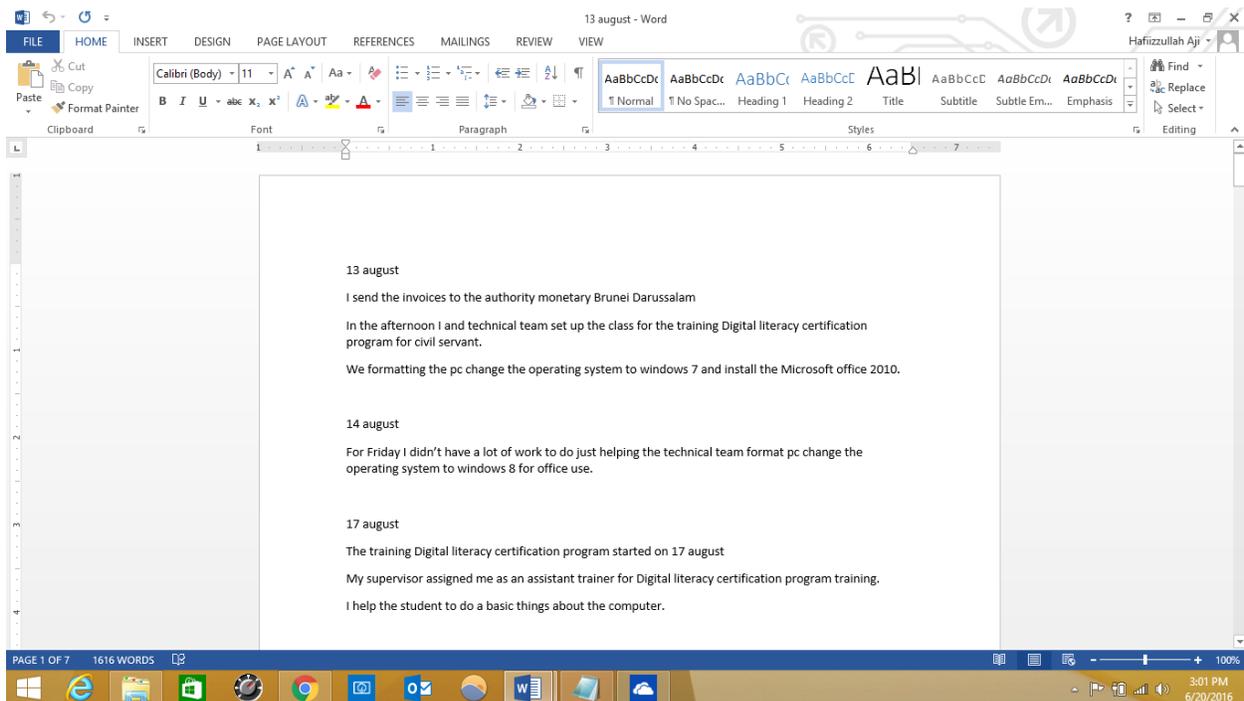
Choose the documents folder on OneDrive



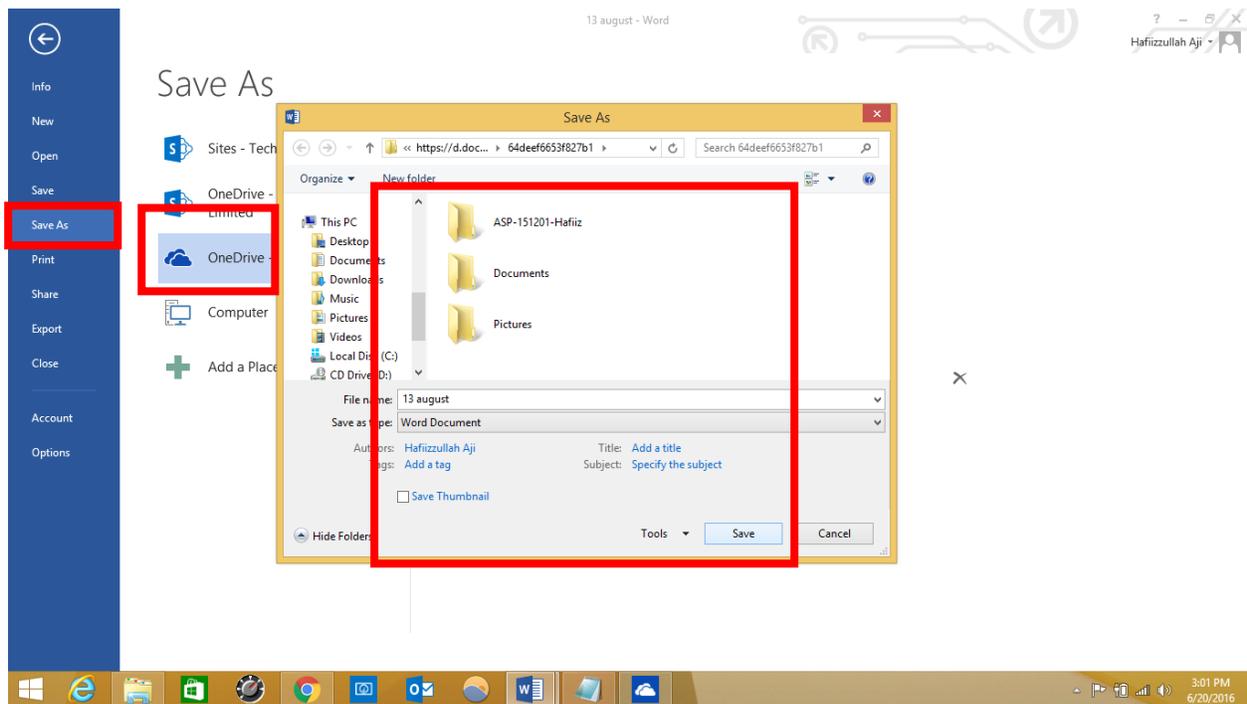
Choose any file you want to open



The file you choose to open in word document.



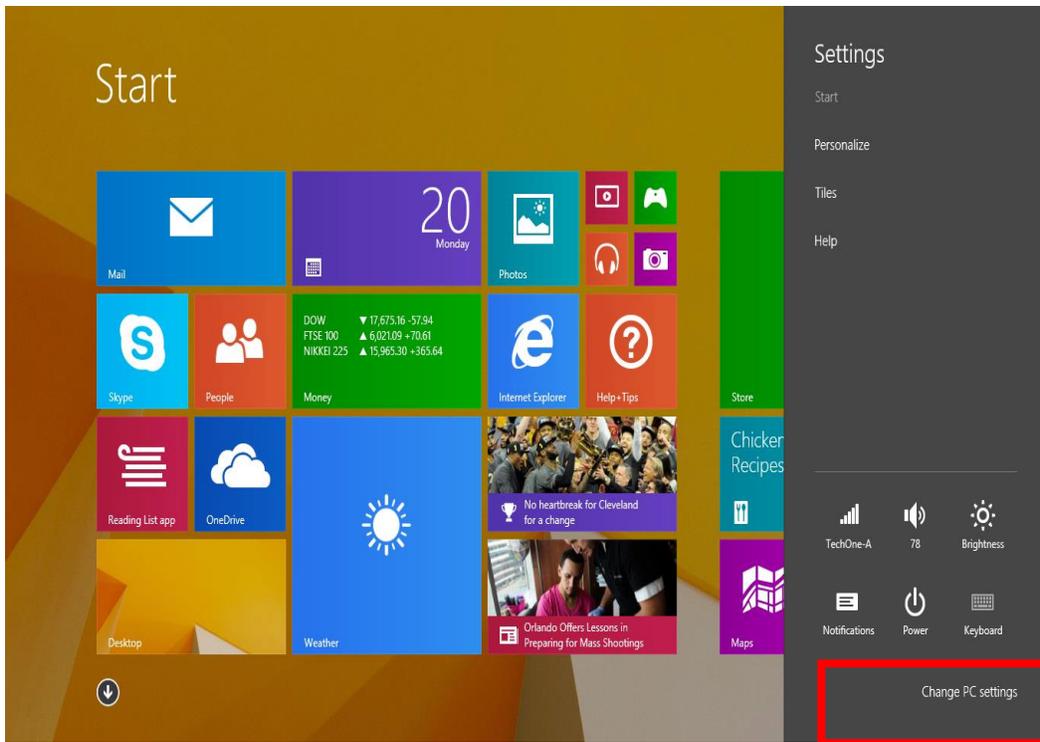
Save the files to OneDrive



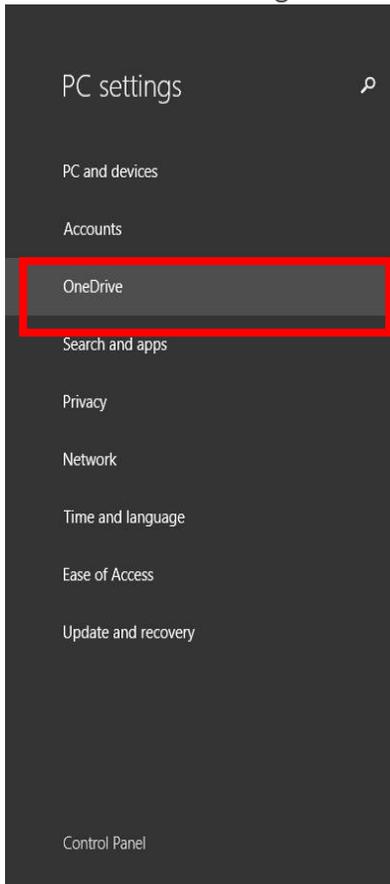
Saving to OneDrive automatically

On most PCs, OneDrive is the recommended location that appears when you save Microsoft Office files (like Word docs and Excel worksheets), PDFs, and other documents. And, if your PC has a built-in camera, you can automatically save copies of the photos you take directly to OneDrive so you'll always have a backup. To make sure your PC is set up to save automatically, check your OneDrive settings.

Go to charms bar, and click the change PC settings.



Click OneDrive settings

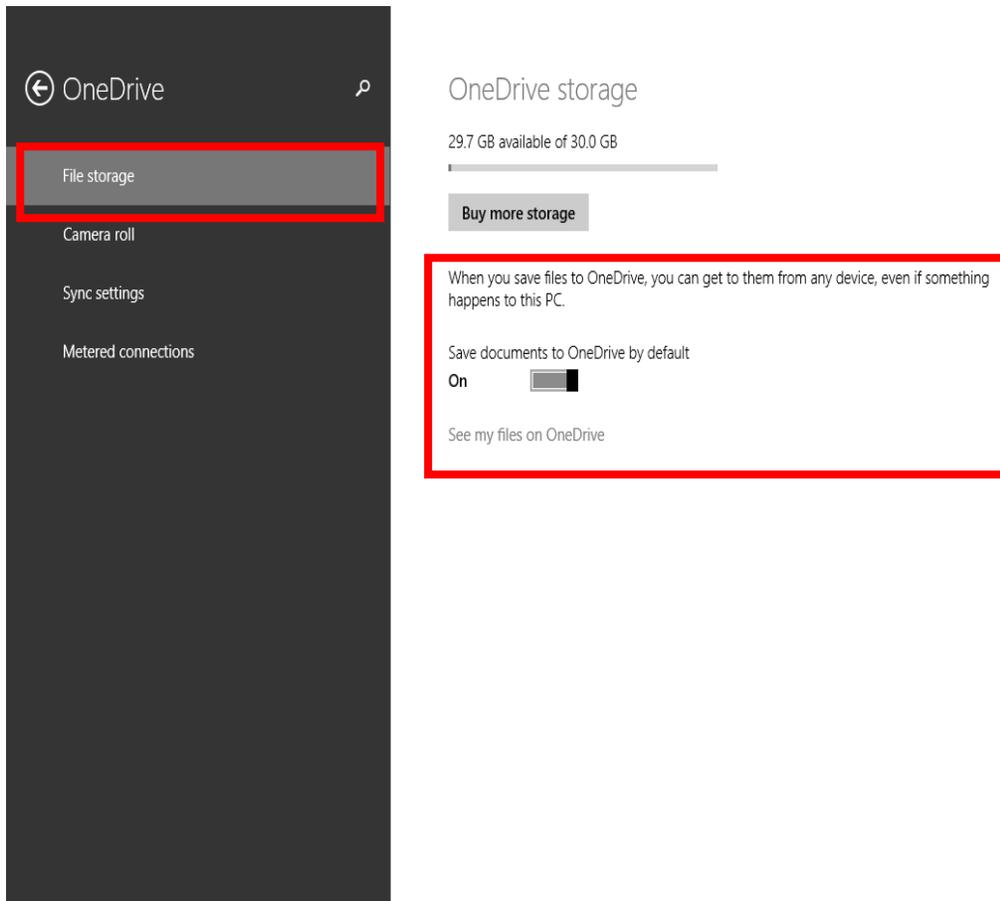


Personalize

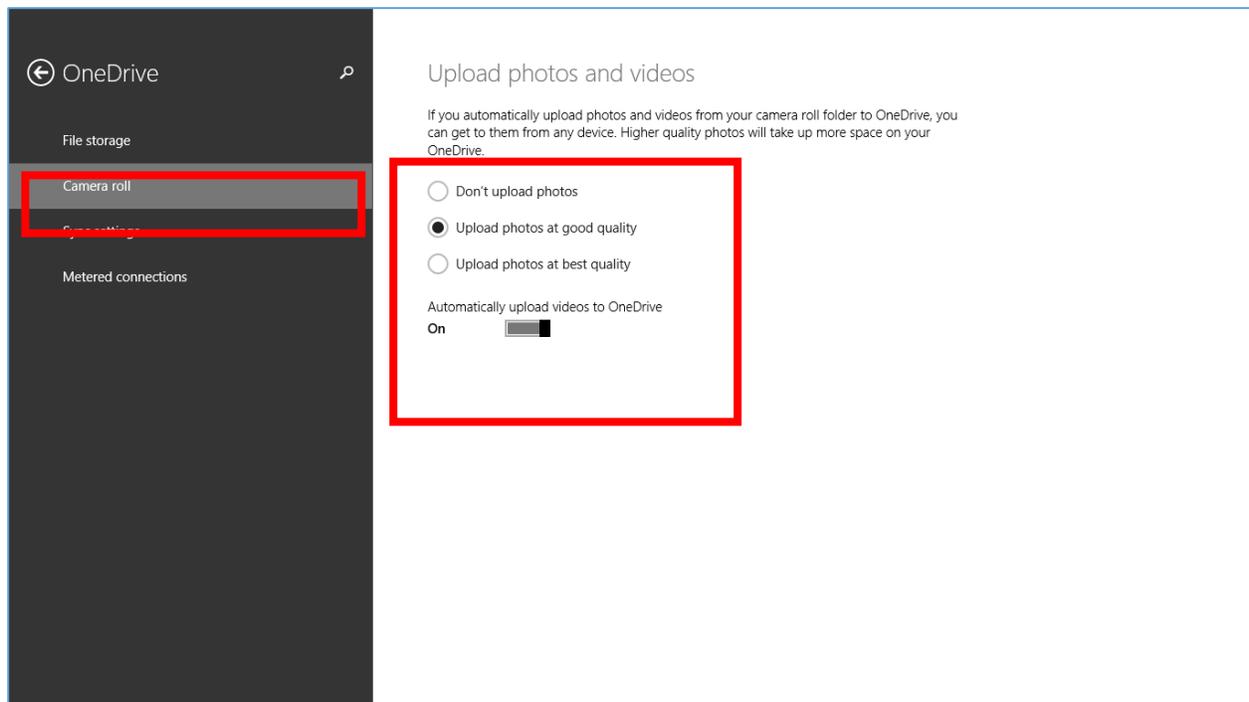


View recently used settings

For documents, tap or click **OneDrive**, and then turn on **save documents to OneDrive by default**.



For photos, tap or click **Camera roll**, and then choose **Upload photos at good quality**, or for higher resolution copies, choose **Upload photos at best quality**.



Getting to your files from anywhere

When your files are in OneDrive, you can get to them from any device, even if something happens to your PC. You can go to the OneDrive website. Or you can use one of the mobile apps for Android, iOS, or Windows Phone.

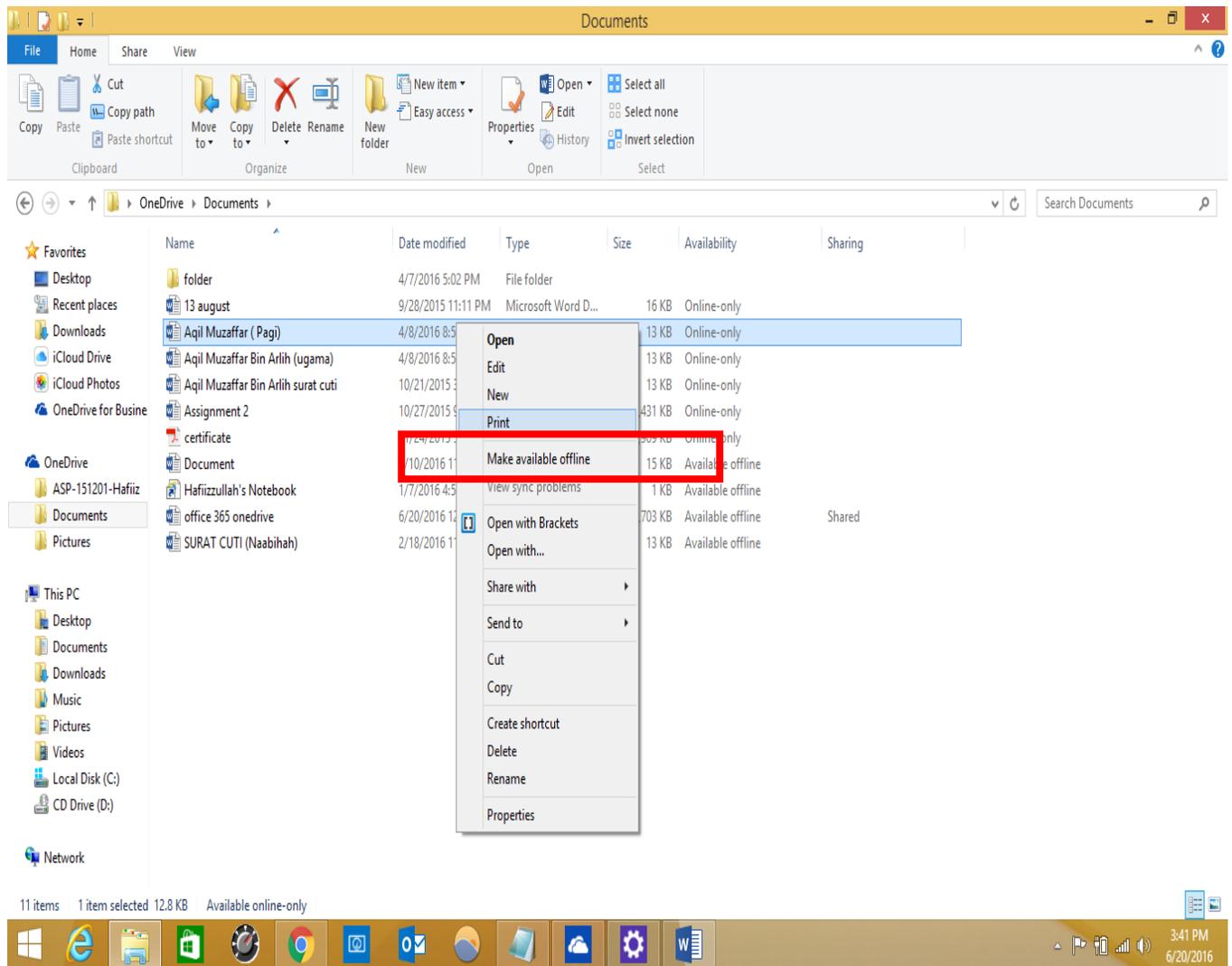
Getting to files when you're offline

You can browse all your files in OneDrive even when you're not connected to the Internet. If you also want to open and edit files when you don't have an Internet connection, you need to make those files available offline. You can use the OneDrive app or File Explorer to make files available offline.

To make files available offline using file explorer

Wipe down or right-click the file or folder to select it, and then tap or click **Make offline**. If you're worried about using too much space on your PC, make fewer files available offline, or if there are files you don't need to use when you're offline anymore, change them back to online-only.

Press and hold or right-click the file, and then choose **Make available offline**. To make your entire OneDrive available offline, press and hold or right-click OneDrive in the left pane, and then choose **Make available offline**.

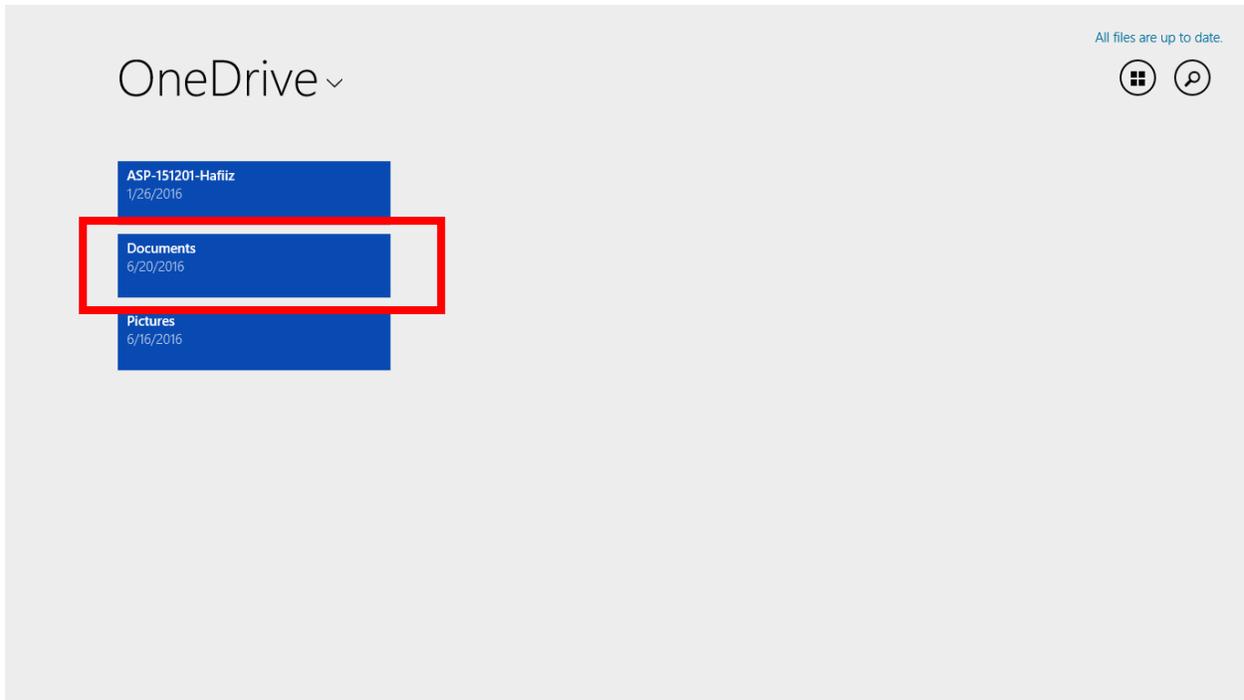


Sharing files

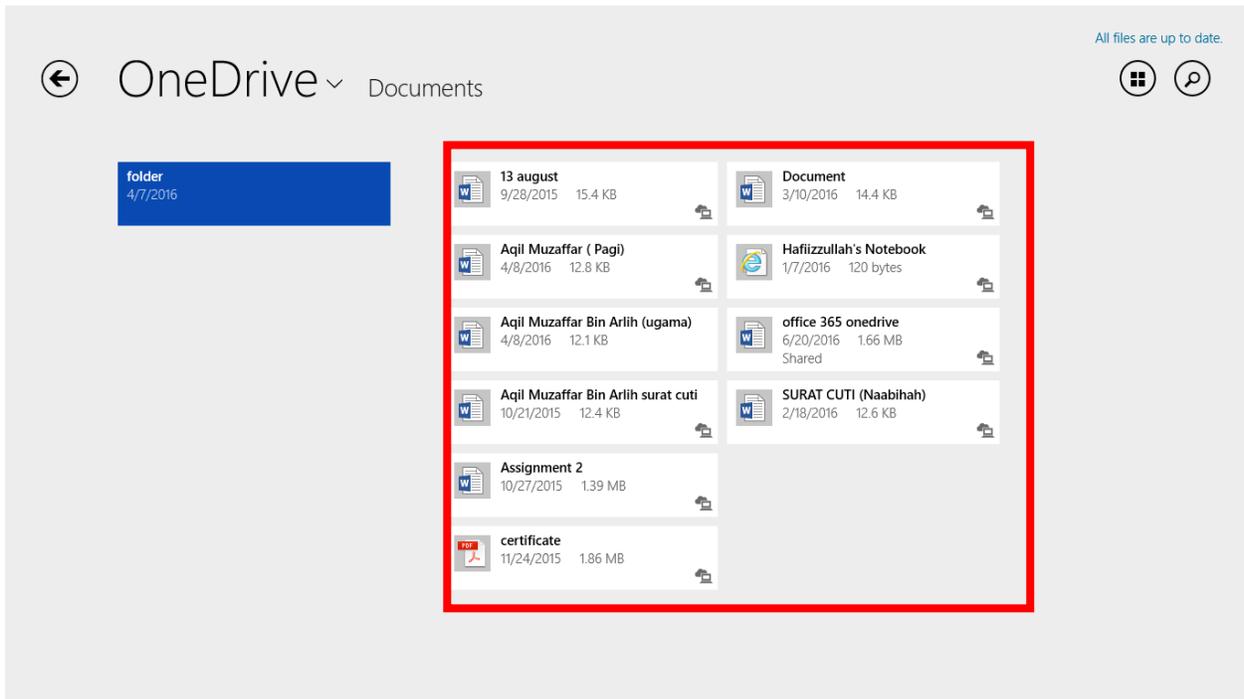
Sharing files using OneDrive is much simpler than setting up file sharing on a home network, and much more organized and efficient than sending files in email or carrying them around on a USB flash drive.

To share files and folders

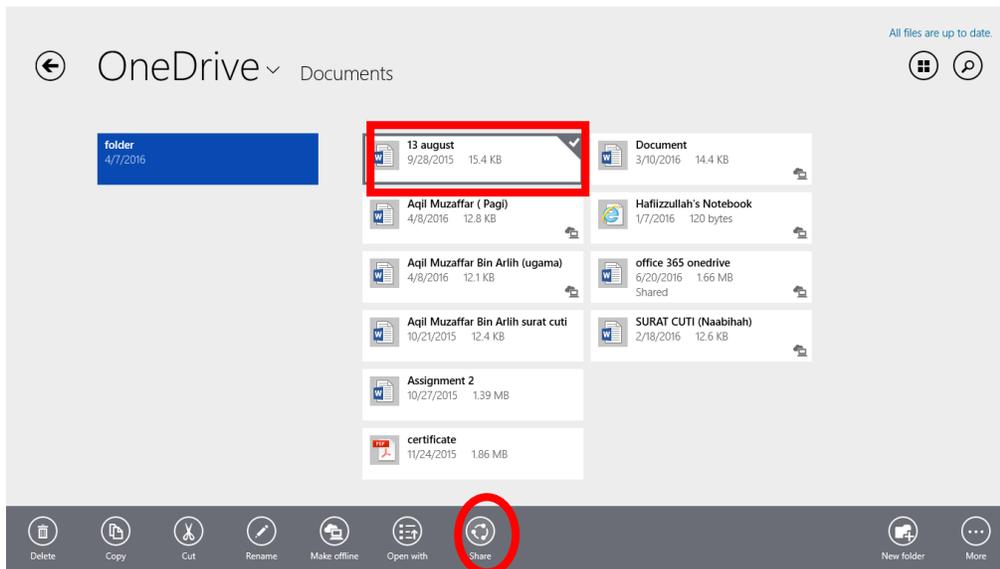
Choose any folder and document do you want to share



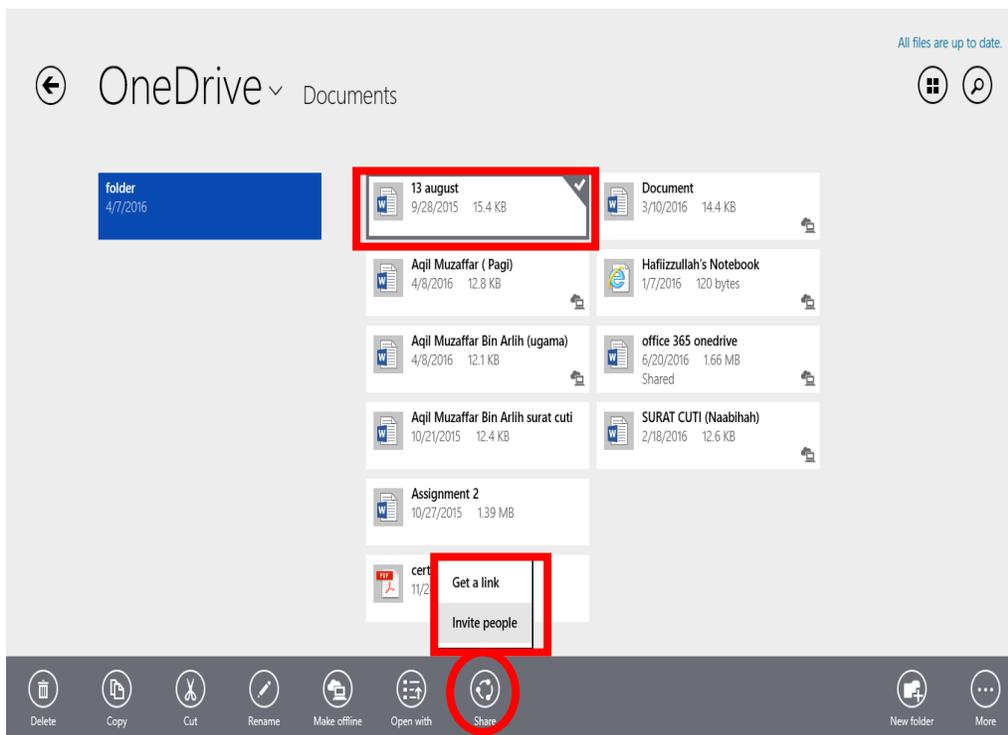
Choose any document do you want to share.

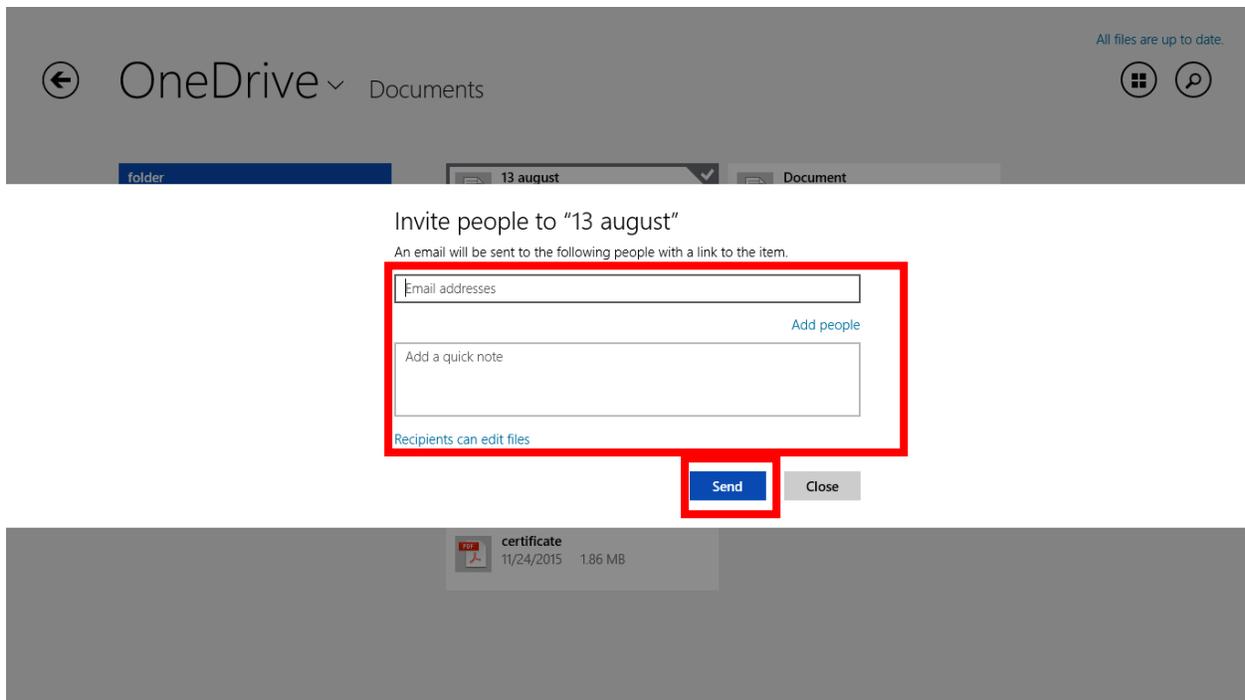


After you choose the document you want to share, click the share button.

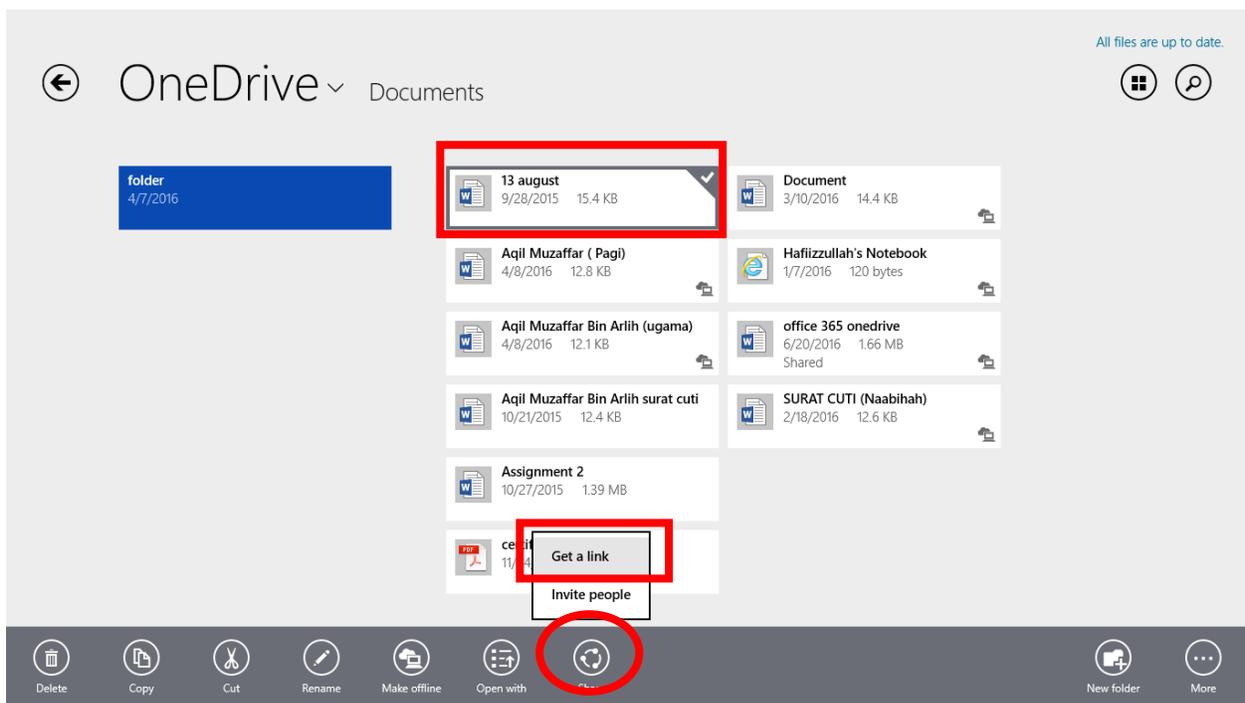


After you select the file using right click you can share the file and click the invite people.



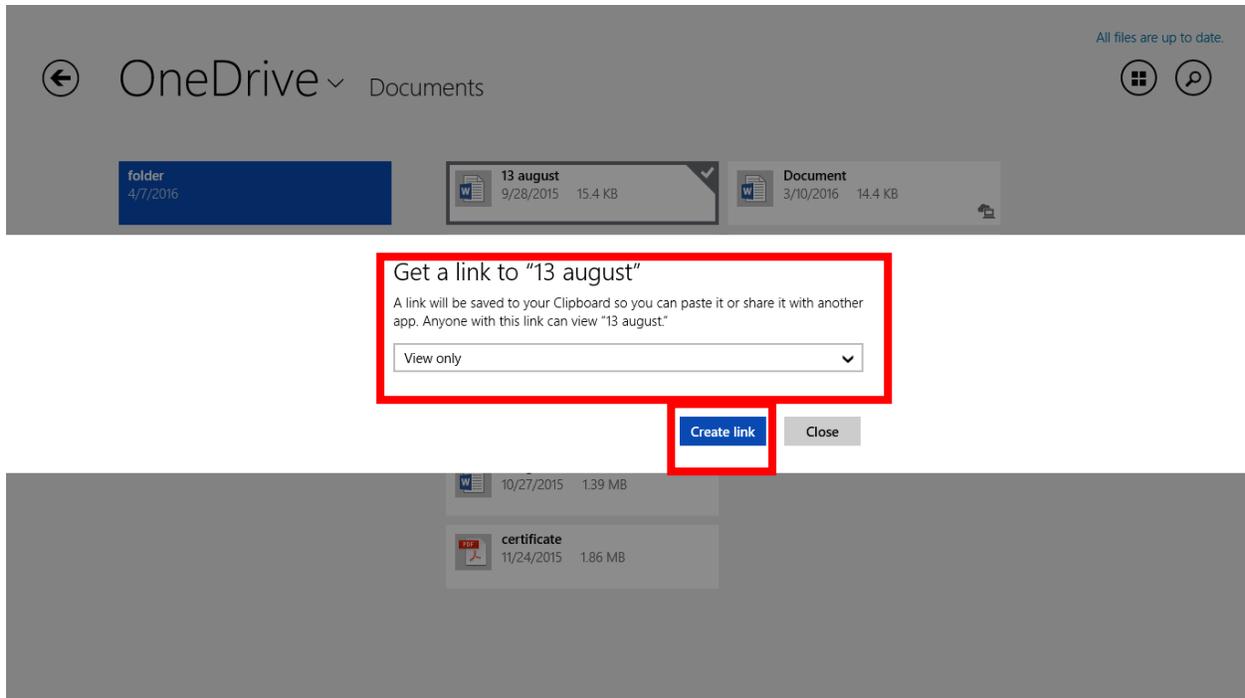


This is the POP-UP after you click share button invite people, inside the POP-UP you can fill in the box with email address you want to share and you can add in a quick notes.



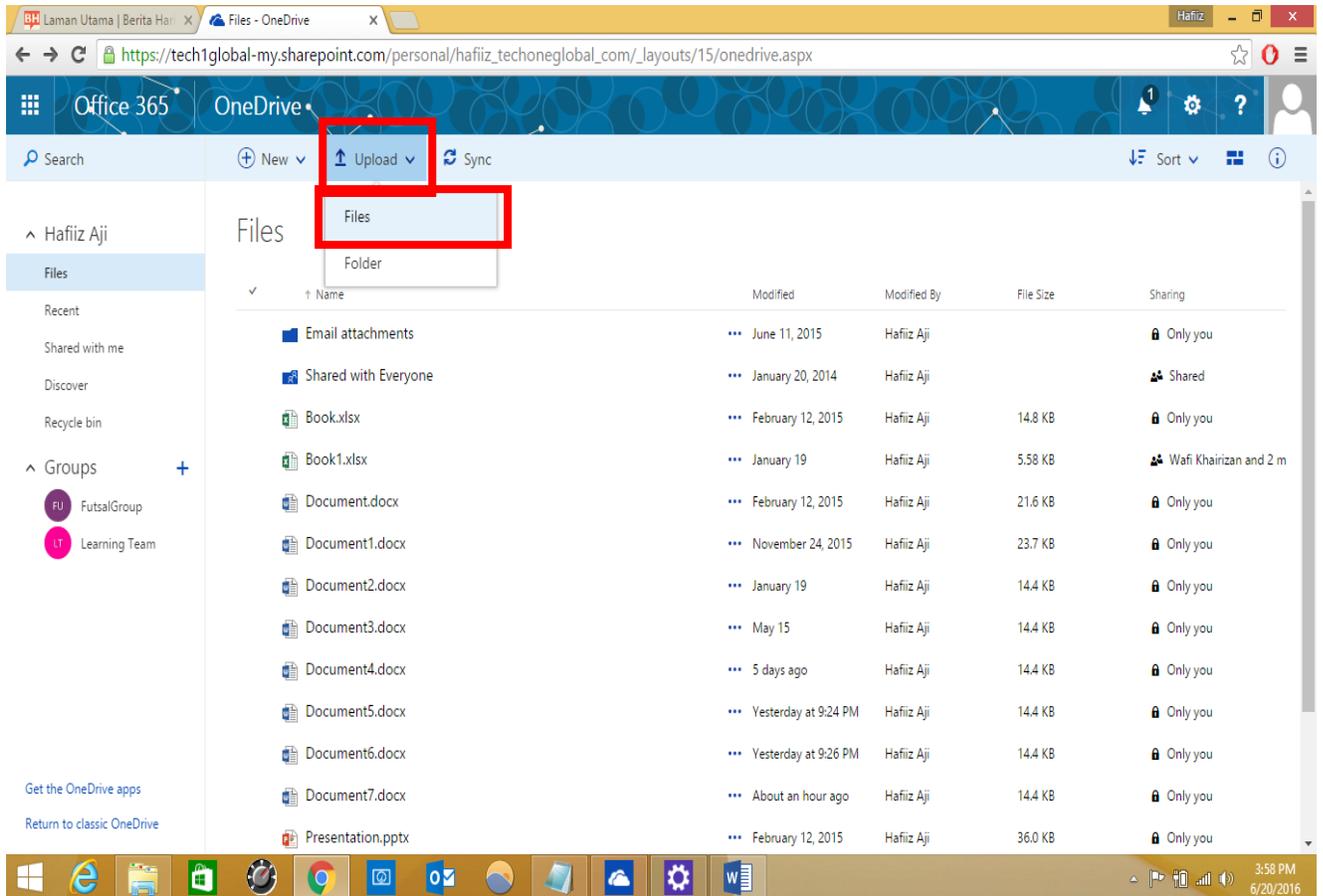
Click the button share if you want to share the link to other people.

This is the POP-UP after you click share button get a link, in the get a link they are three modes it is view only, edit and public only.



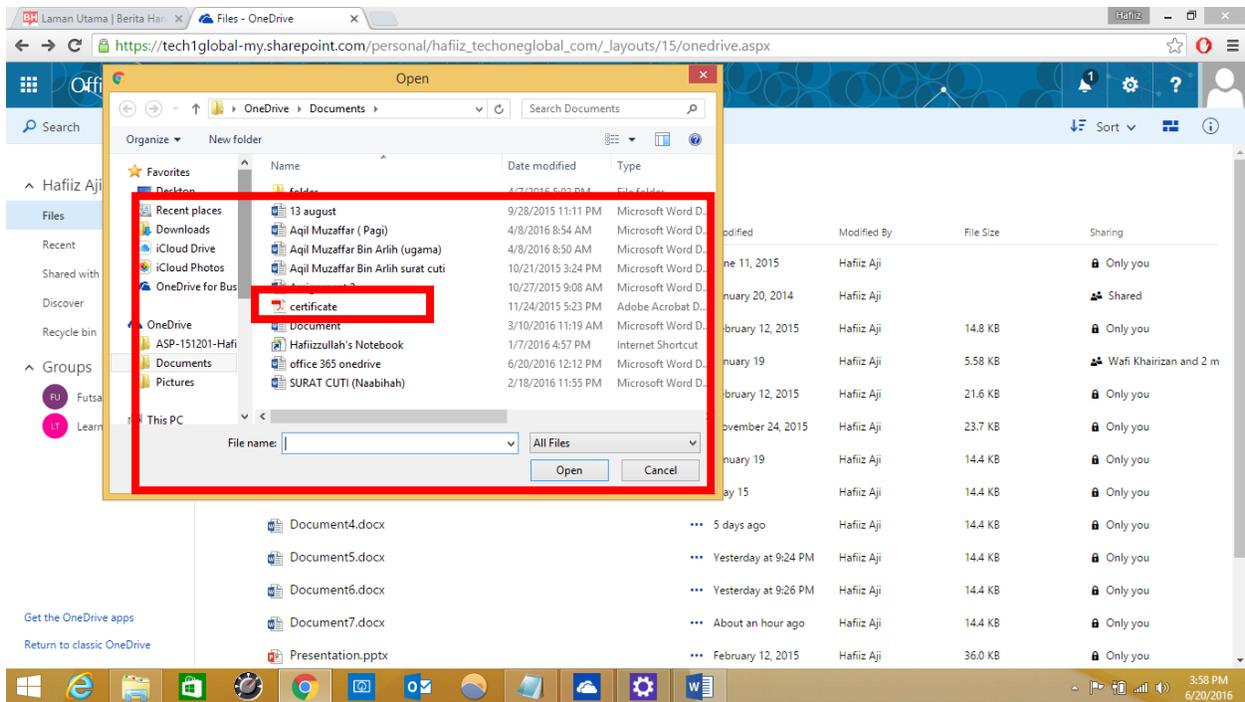
Upload files and Folders

Upload the file using OneDrive in office 365, they are two type you can upload to OneDrive it is files and folders.

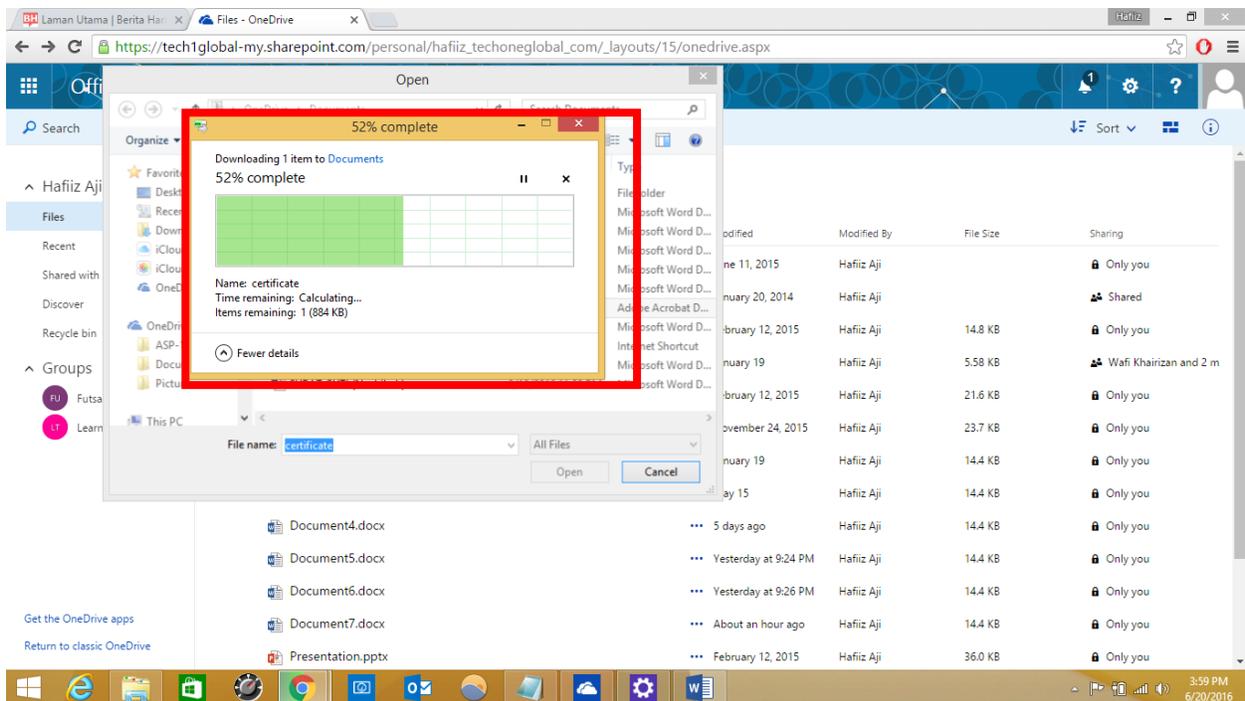


The screenshot shows the OneDrive interface in Office 365. The browser address bar displays the URL: https://tech1global-my.sharepoint.com/personal/hafiz_techoneglobal_com/_layouts/15/onedrive.aspx. The interface includes a search bar, a 'New' button, and an 'Upload' button. The 'Upload' button is highlighted with a red box, and its dropdown menu is open, showing 'Files' and 'Folder' options, both of which are also highlighted with red boxes. The main area displays a list of files and folders, including 'Email attachments', 'Shared with Everyone', 'Book.xlsx', 'Book1.xlsx', and several 'Document.docx' files. The Windows taskbar at the bottom shows the time as 3:58 PM on 6/20/2016.

Name	Modified	Modified By	File Size	Sharing
Email attachments	June 11, 2015	Hafiz Aji		Only you
Shared with Everyone	January 20, 2014	Hafiz Aji		Shared
Book.xlsx	February 12, 2015	Hafiz Aji	14.8 KB	Only you
Book1.xlsx	January 19	Hafiz Aji	5.58 KB	Wafi Khairizan and 2 m
Document.docx	February 12, 2015	Hafiz Aji	21.6 KB	Only you
Document1.docx	November 24, 2015	Hafiz Aji	23.7 KB	Only you
Document2.docx	January 19	Hafiz Aji	14.4 KB	Only you
Document3.docx	May 15	Hafiz Aji	14.4 KB	Only you
Document4.docx	5 days ago	Hafiz Aji	14.4 KB	Only you
Document5.docx	Yesterday at 9:24 PM	Hafiz Aji	14.4 KB	Only you
Document6.docx	Yesterday at 9:26 PM	Hafiz Aji	14.4 KB	Only you
Document7.docx	About an hour ago	Hafiz Aji	14.4 KB	Only you
Presentation.pptx	February 12, 2015	Hafiz Aji	36.0 KB	Only you

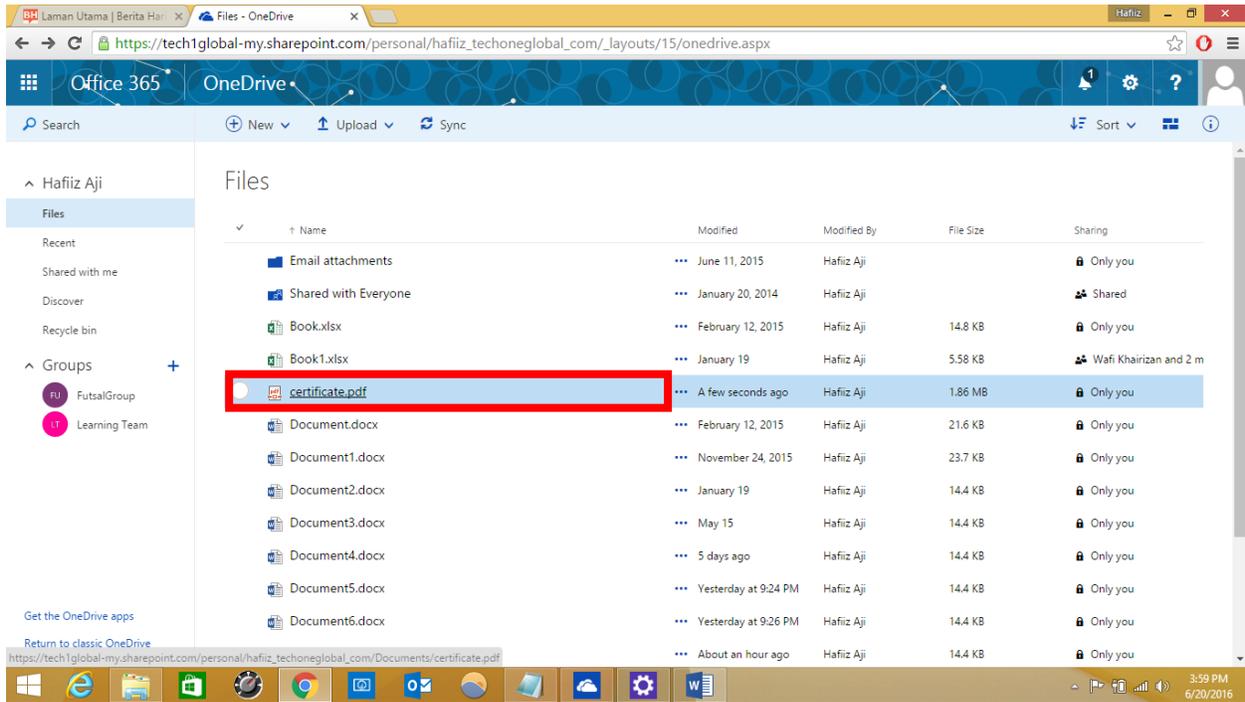


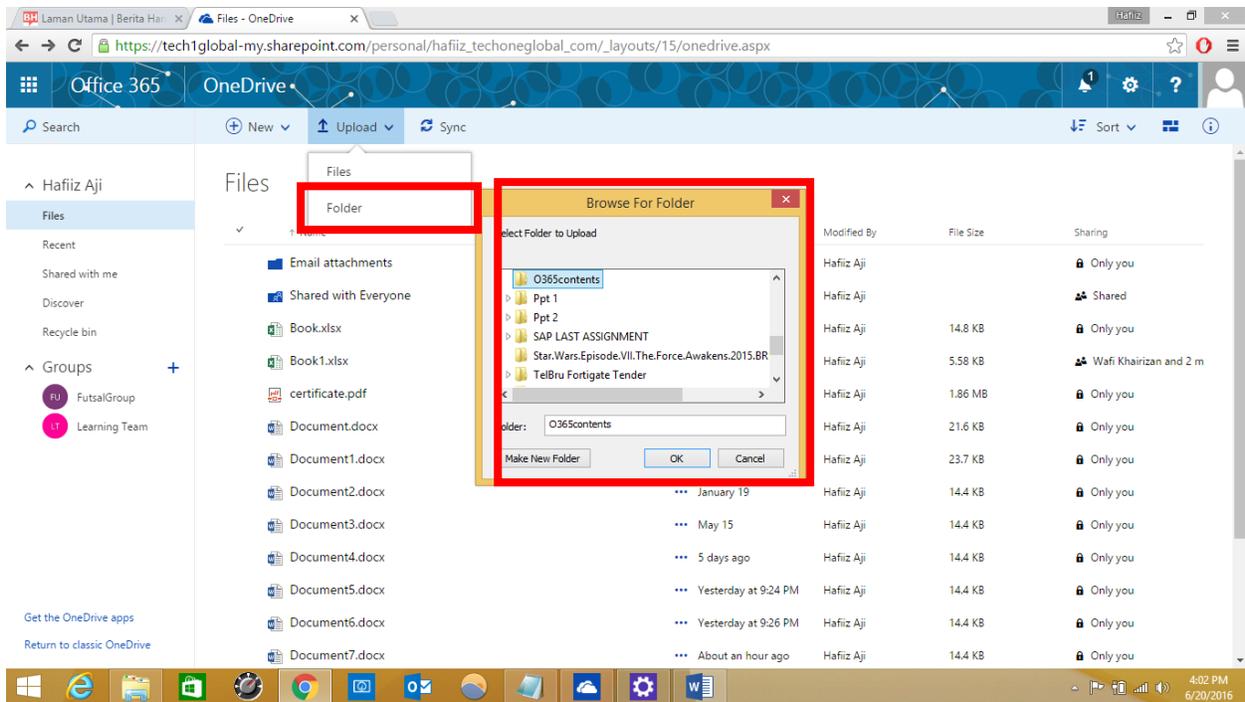
After you click upload the files, you can choose any document you want to upload.



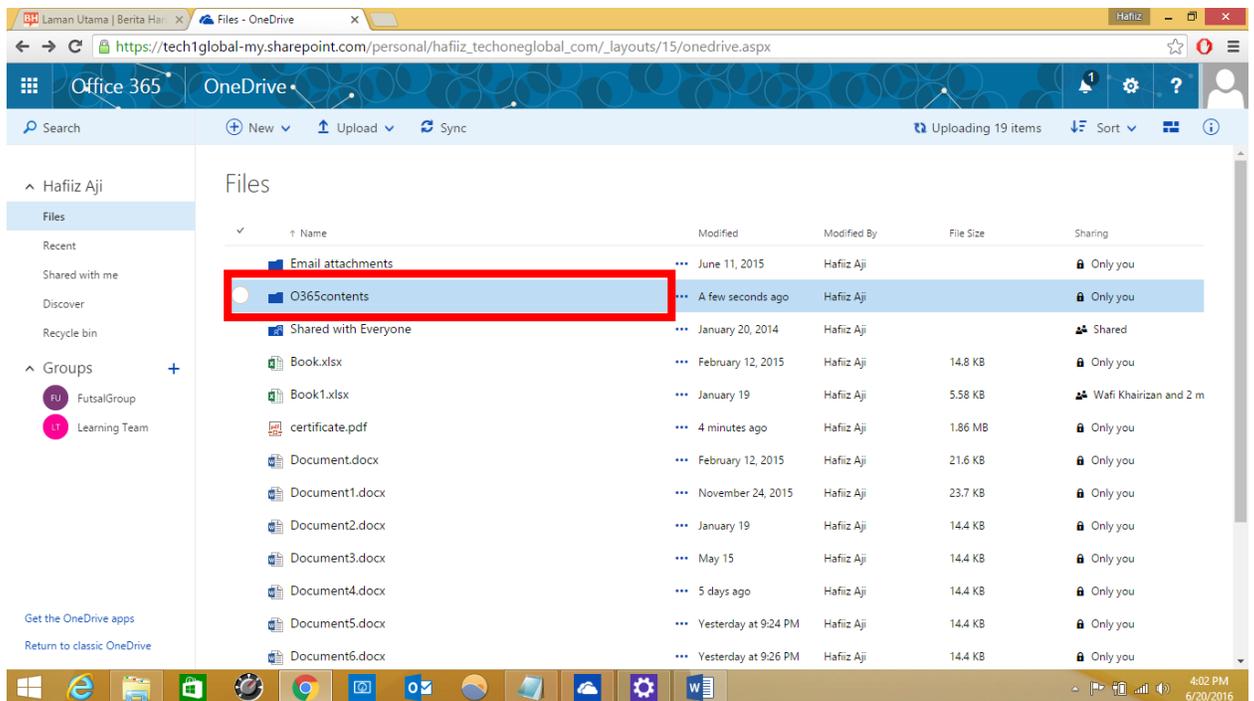
After you choose the document you want to upload, click open button to upload the file to OneDrive.

After you finish the upload files, you can see the files in OneDrive and you can access the file





Upload folders using OneDrive, click upload button and choose folder and then will appear the box with folder and choose the folder you want to upload.



After you choose the folders you want to upload, the folders will appear in OneDrive after you upload.