# How to Store and Share Documents with OneDrive

OneDrive is the central hub for all your documents in Office 365. It provides 25GB of online storage for any files you wish to create or upload.

Once you add a file to OneDrive, you can access it anytime, from any computer. You can also share your OneDrive documents with team members and collaborate in real time using Office Online Web Apps.

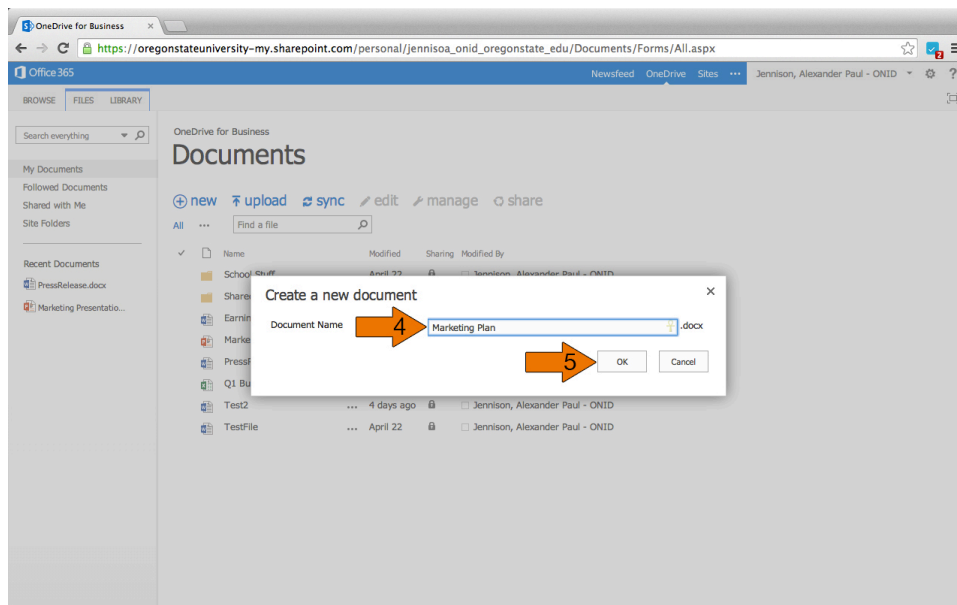**Before you begin** login to Office 365 at office.cloud.oregonstate.edu

Create a new file in OneDrive

1. At the top of the page, click "OneDrive"

2. Below the "Documents" heading, click "+new"
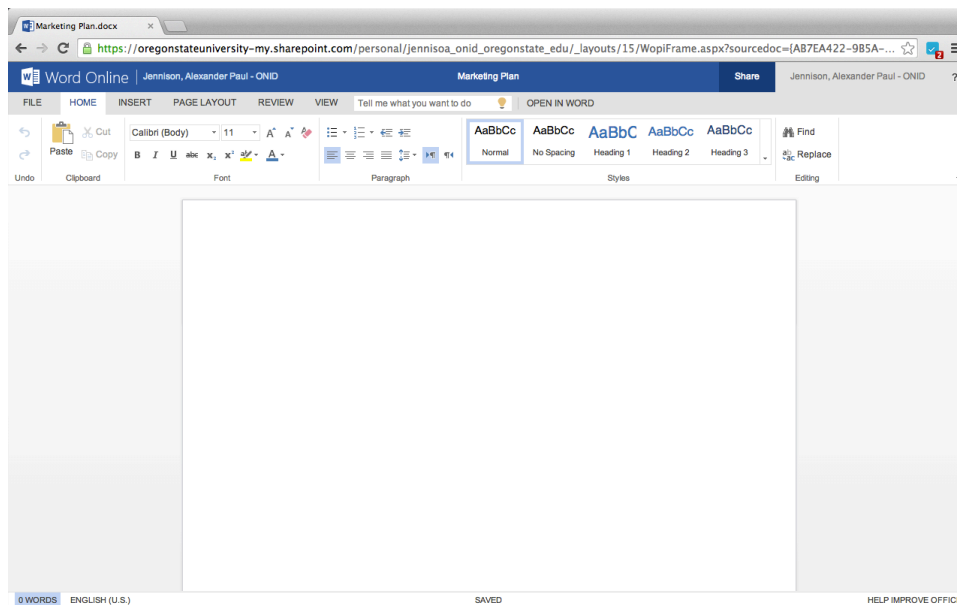
3. Select the type of file you want to create
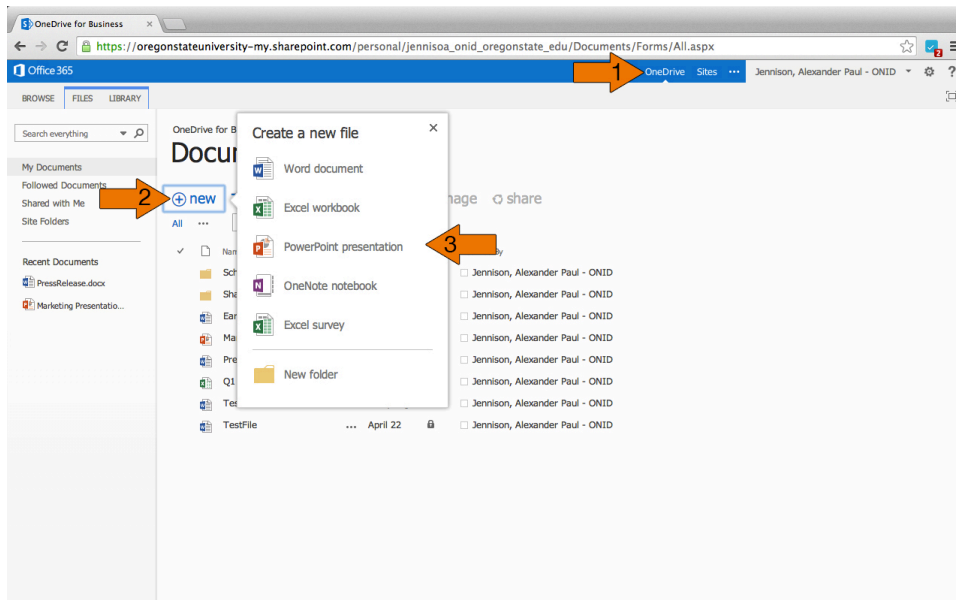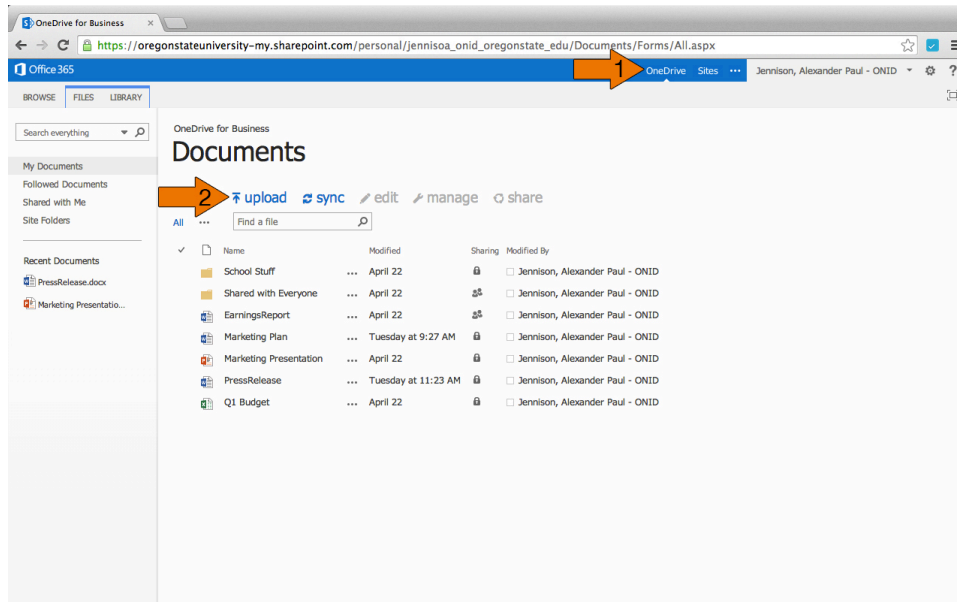

4. Enter a name for the document

5. Click "OK"

6. Begin building your document in Office Online

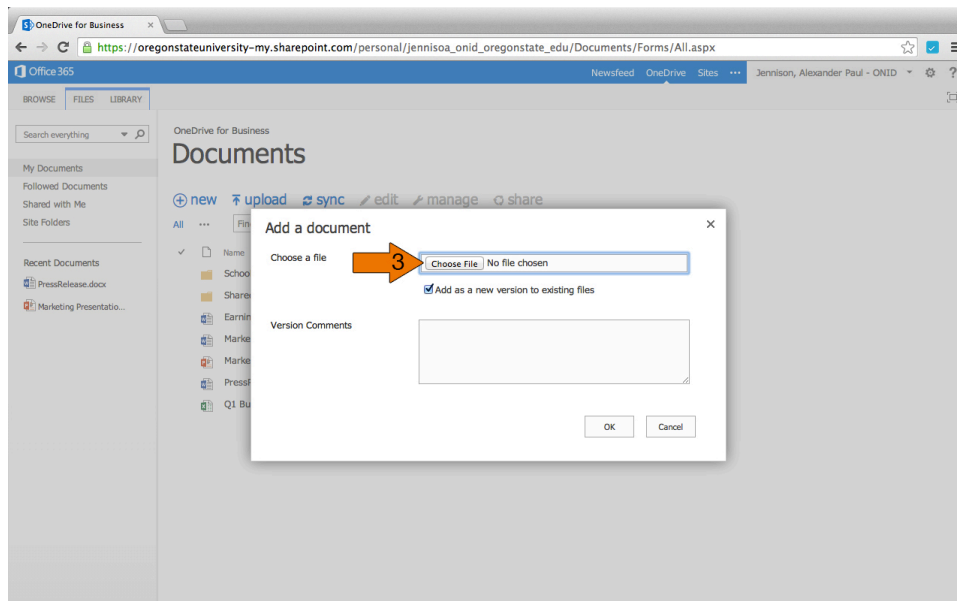**Note:** All changes will be saved automatically to OneDrive.

Upload a file to OneDrive

1. On the top of the page, click "OneDrive"
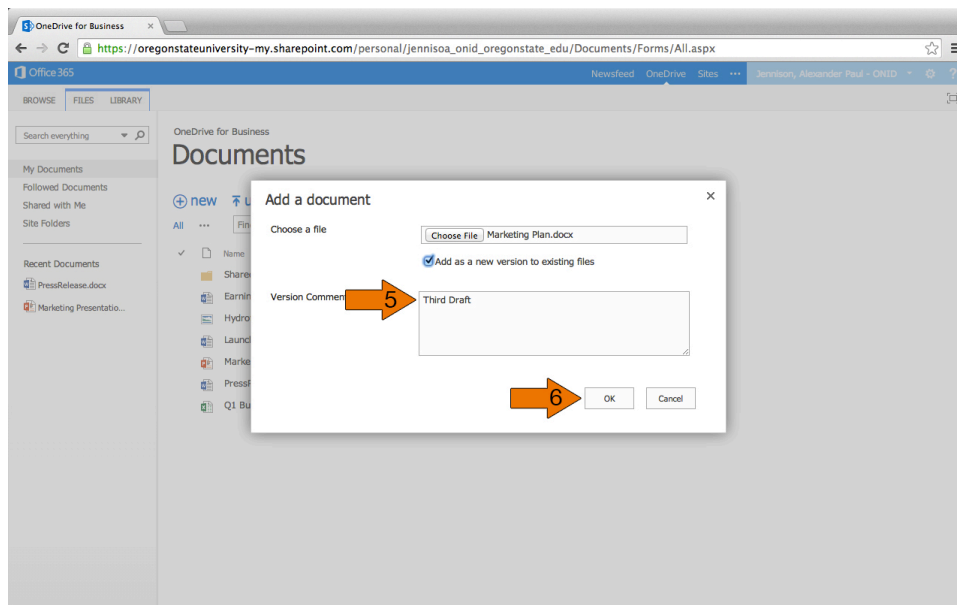
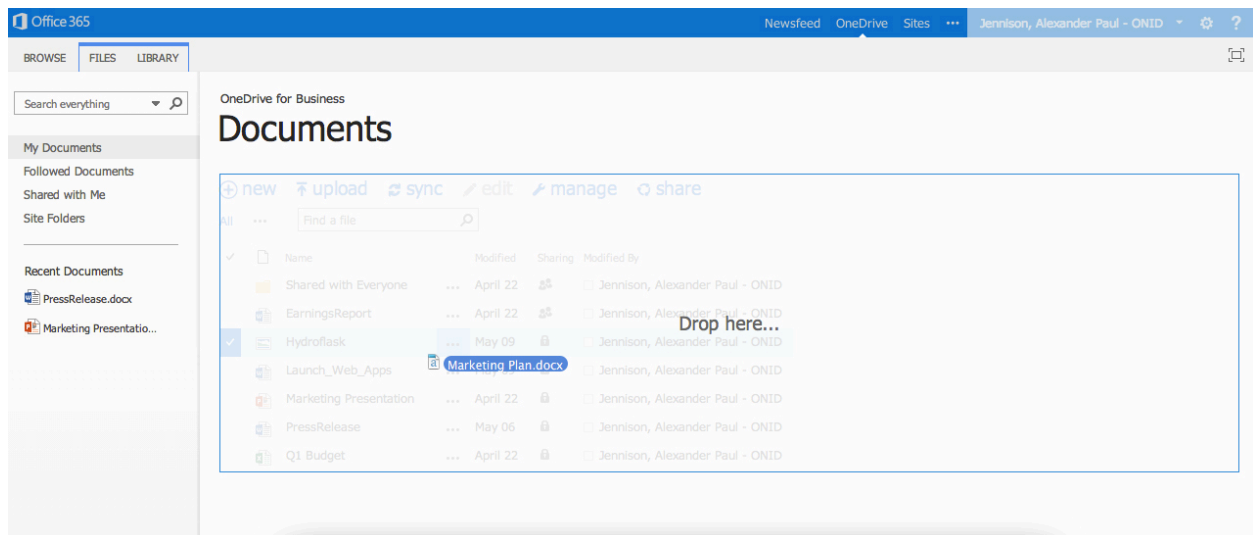2. Below the "Documents" heading, click "upload"

3. Click "Choose File"

4. Select the file you want to upload from your file browser

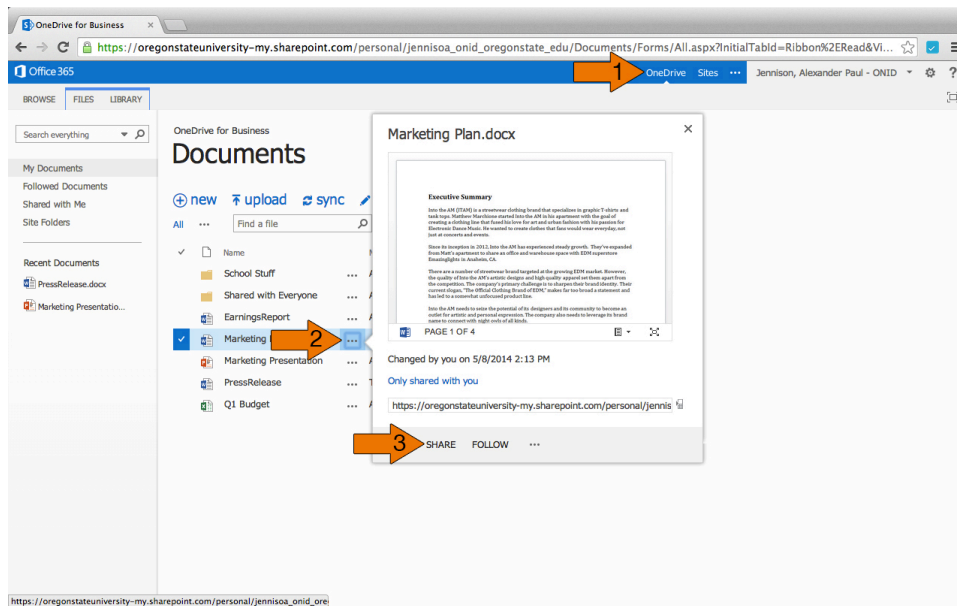5. (Optional) Enter comments about the current document version

6. Click "OK"

Note: You can also drag and drop files directly from your computer's desktop or file browser into the OneDrive document area.
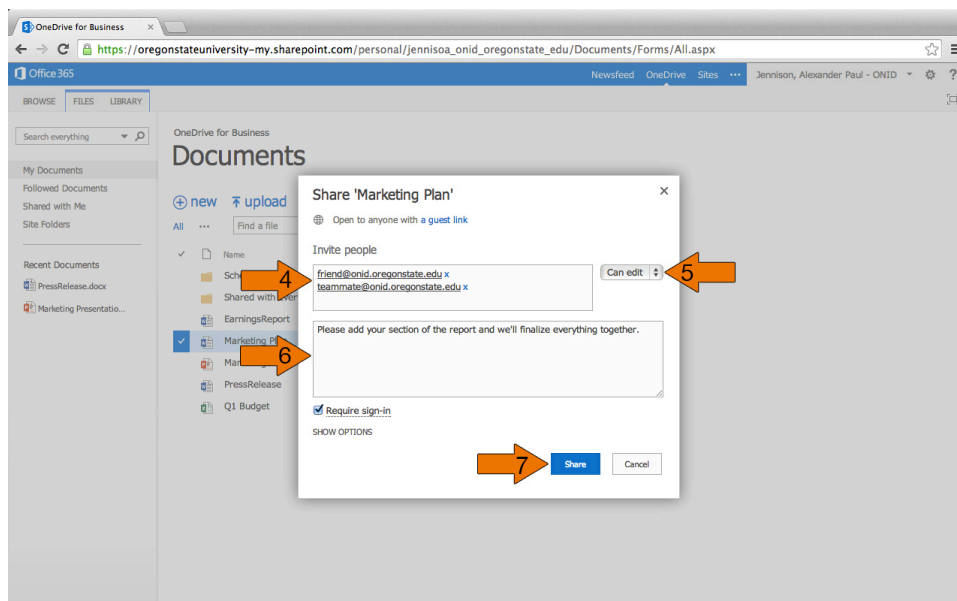
Share a OneDrive file

1. On the top of the page, click "OneDrive"

2. Click the three dot menu "…" next to the file you want to share

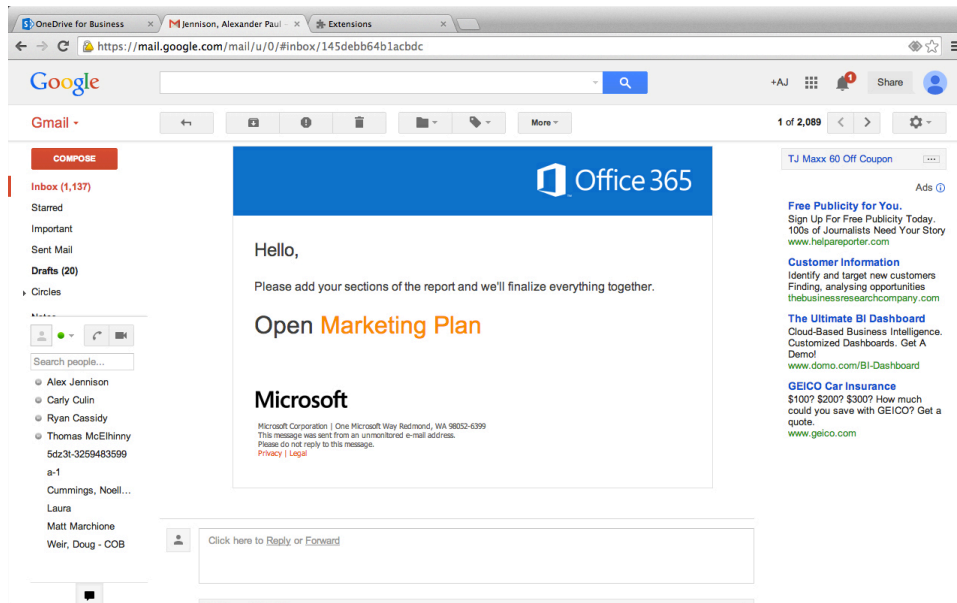3. Below the file preview, click "Share"

4. Enter your team members' names or email addresses

5. Set your team members' permissions to "Can edit" or "Can view"

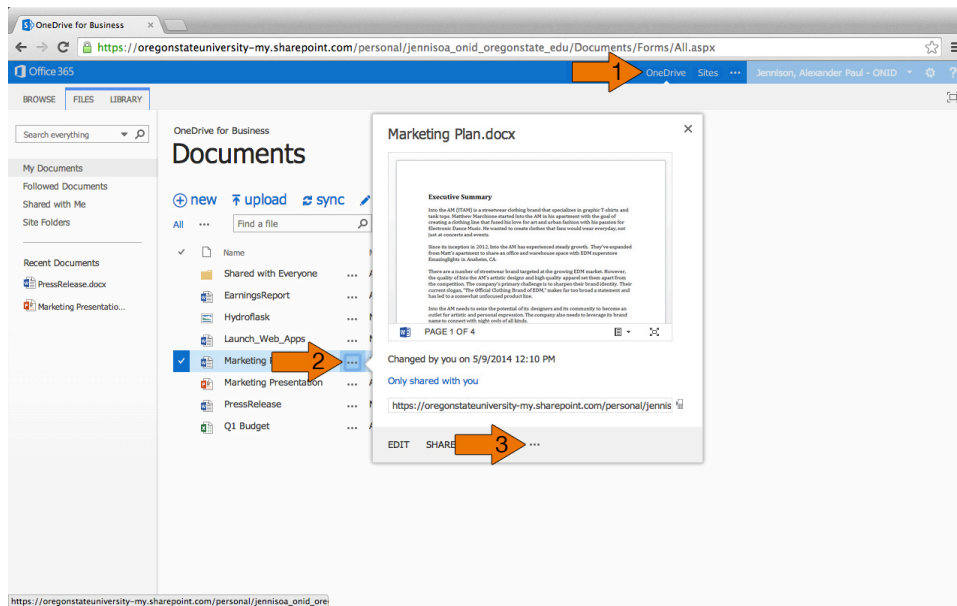6. (Optional) Enter a message that will be sent with each share invitation

7. Click "Share"

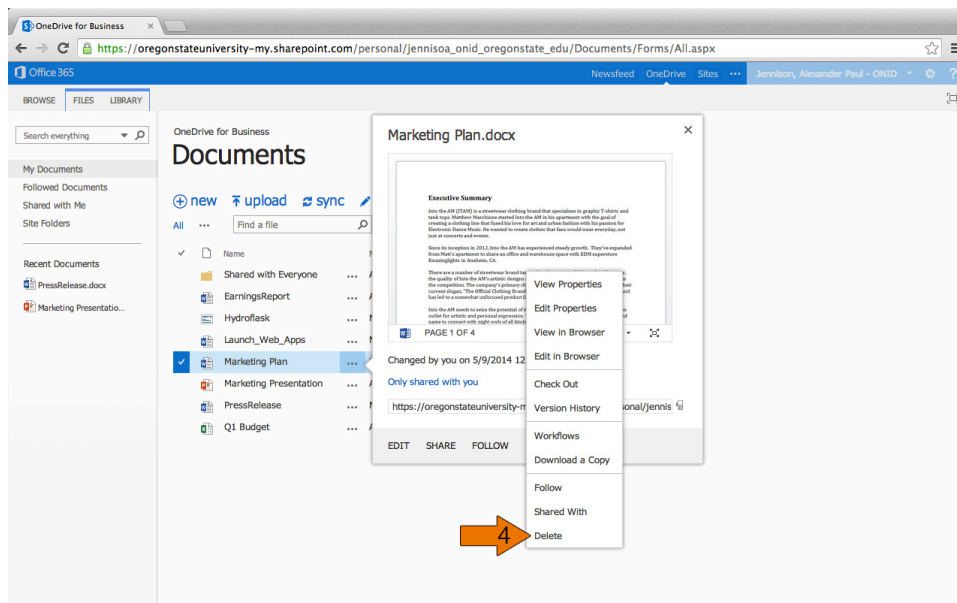**Note:** Share invitations will be sent to your team members' inboxes.
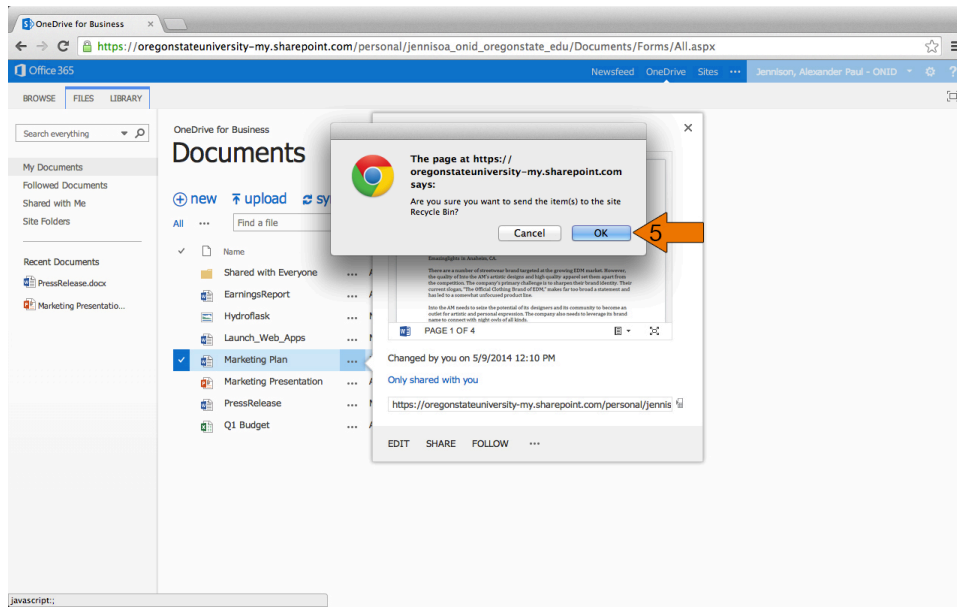
Delete a File from OneDrive

1. On the top of the page, click "OneDrive"

2. Click the three dot menu "…" next to the file you want to delete

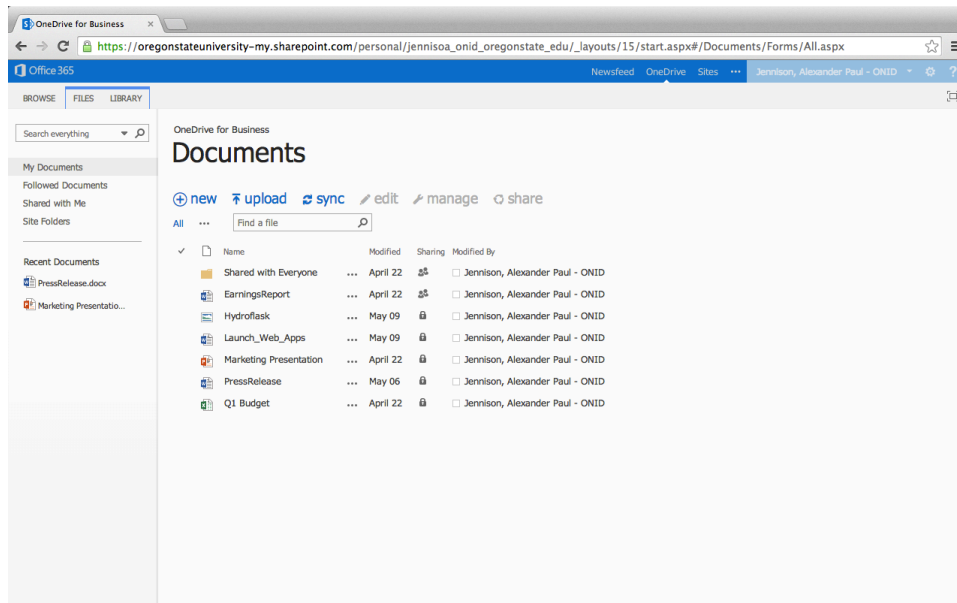3. Click the second three dot menu "…" below the file preview

4. At the bottom of the menu, click "Delete"

5. When a confirmation message pops up, click "OK"
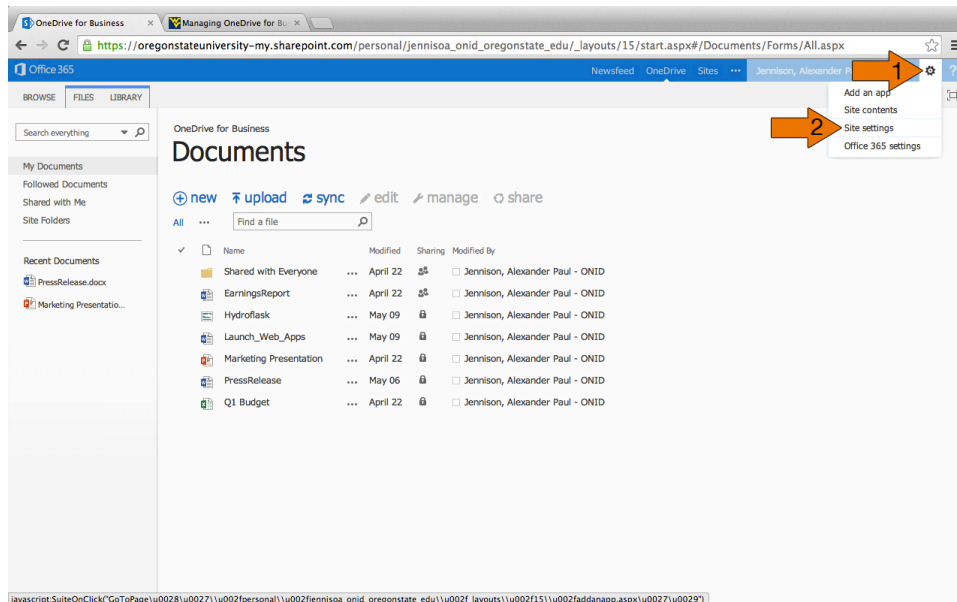

Note: Your file will now disappear from OneDrive, but it won't be fully deleted until you empty your Office 365 recycle bin.
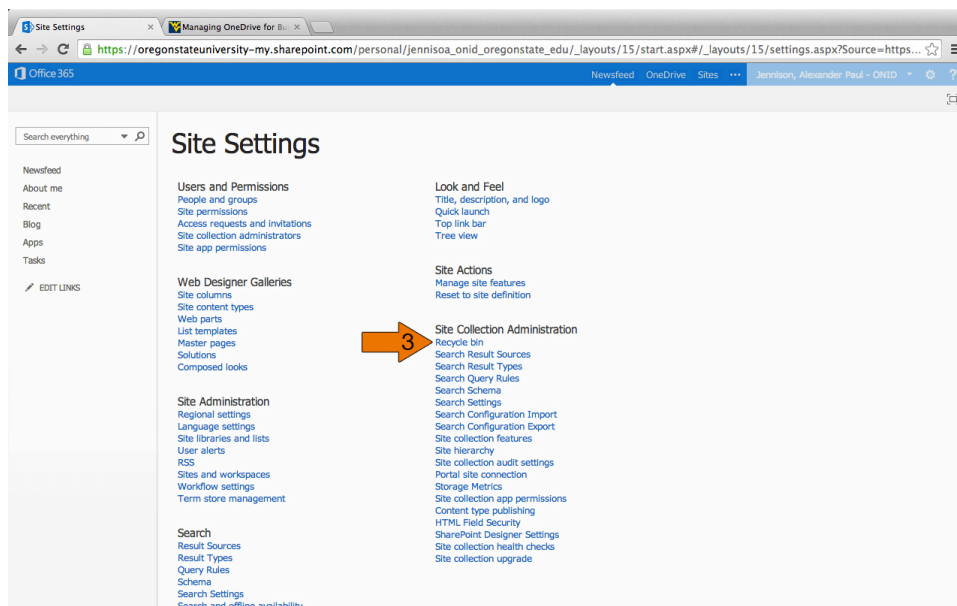
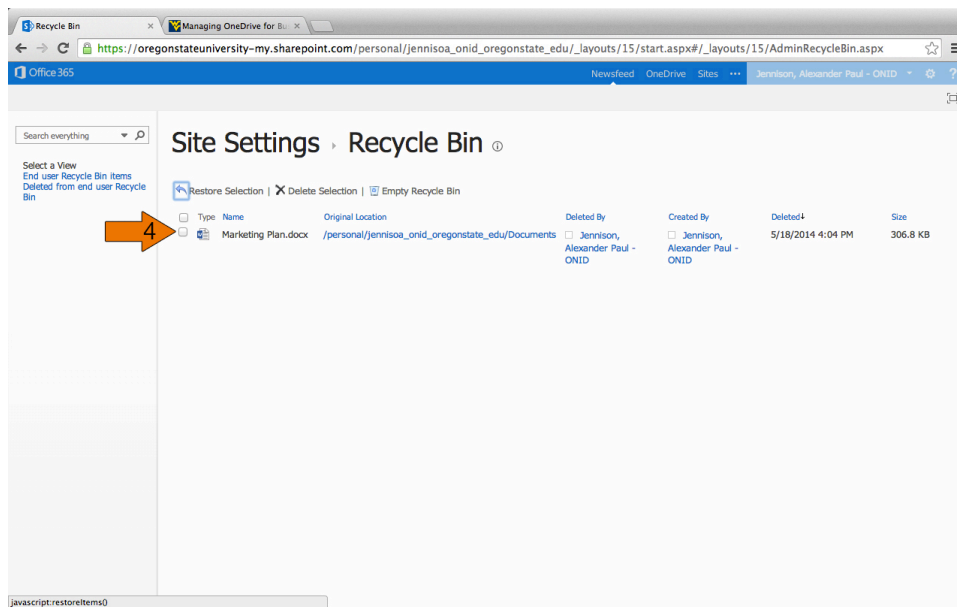# Delete or Restore OneDrive Files from the Recycle Bin

1. On the top right of the page, click the cog icon
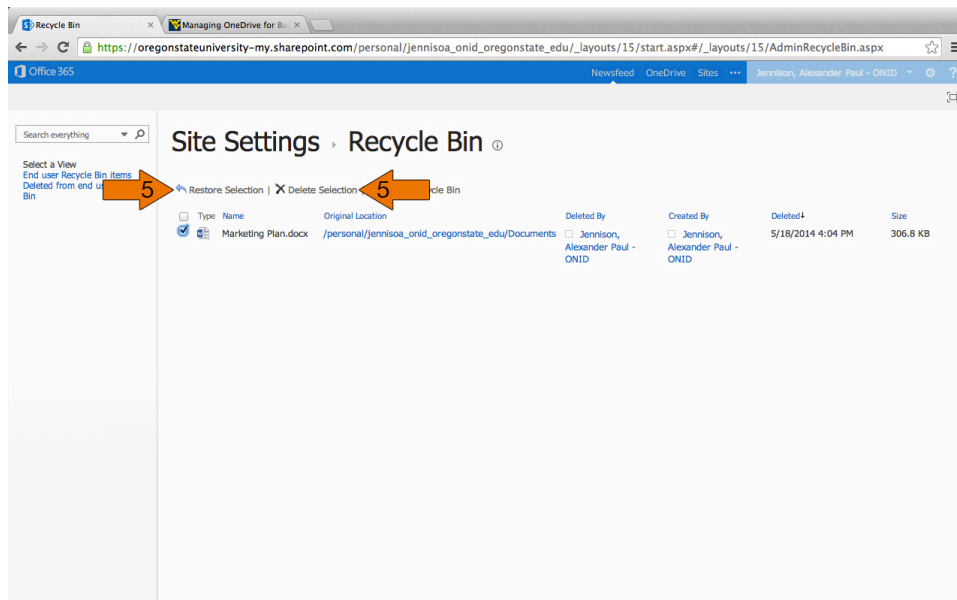
2. Click "Site Settings" in the drop down menu

3. Under the "Site Collection Administration" heading, click "Recycle Bin"

4. Click the check box "☐" next to the file(s) you want to effect

5. Click "Restore Selection" or "Delete Selection"

The **"Restore Selection"** option will add the selected file(s) to OneDrive.

The **"Delete Selection"** option will permanently delete the selected file(s).

The **"Empty Recycle Bin"** option will permanently delete all files in the recycle bin, whether they are selected or not.

Learn more about OneDrive

Manage OneDrive documents: http://goo.gl/ePLeuY

Share OneDrive documents and folders: http://goo.gl/x4tSQ9

Collaborate on OneDrive documents: goo.gl/NLKVLR

Sync OneDrive documents to your computer: goo.gl/wVfqUj