Introduction

This guide is to assist users in using DIA OneDrive for Business - Office 365 Groups to store team or departmental data. All OneDrive for Business - Office 365 Groups accounts are provisioned with 1 TB of cloud storage and can be shared with anybody, both DIA

and non-DIA. This service also provides access to Microsoft's Office Web Apps, web-based versions of Excel, OneNote, PowerPoint and Word.

The focus of this guide will cover the three primary ways to access your OneDrive for Business – Office 365 Groups shared storage account.

- **Browser-based Access** – As with Box, primary access for all OneDrive for Business cloud based storage is through a browser. While some sharing can be done through a desktop or sync client, more robust features (such as versioning) is done through the browser.

Note: This guide is for DIA Staff, Faculty and Students only

Browser-based Access

The OneDrive for Business web interface is the primary way in which to manage your Office 365 Groups shared storage. Through the web interface, you can securely share files with colleagues, business partners, and students. You can control who can see and edit each file or folder under your account.

The web interface also controls document versioning, restoration of deleted files and manages integrated workflow/approval processes for any documents.

Accessing OneDrive for Business – Office 365 Groups

OneDrive for Business (and Office 365) fully supports the following browsers, using the latest version:

- Microsoft Edge
- Chrome
- Firefox
- Opera
- Safari

Mobile versions of the above browsers are fully supported as well.

Note: As of January 12th 2016, Internet Explorer versions will begin to experience diminished functionality and should not be used. Use one of the browsers listed above instead.

To access OneDrive for Business - Office 365 Groups, open your browser and go to https://office.com.

Type in your Loyola email address and click Sign-In.
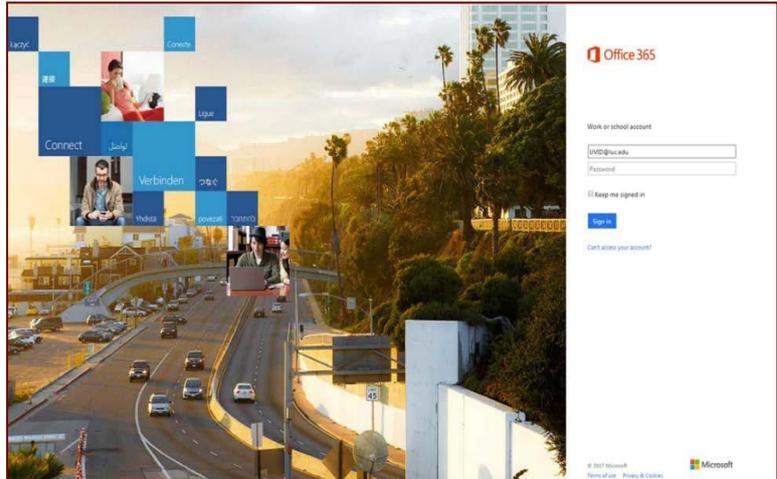
Using OneDrive for Business
Once logged in with your UVID and password, you are redirected back to your personal Office 365 portal page. The default view is a list of all the applications to which you have access. From here, you can launch the various applications and features of Office 365, including OneDrive for Business.
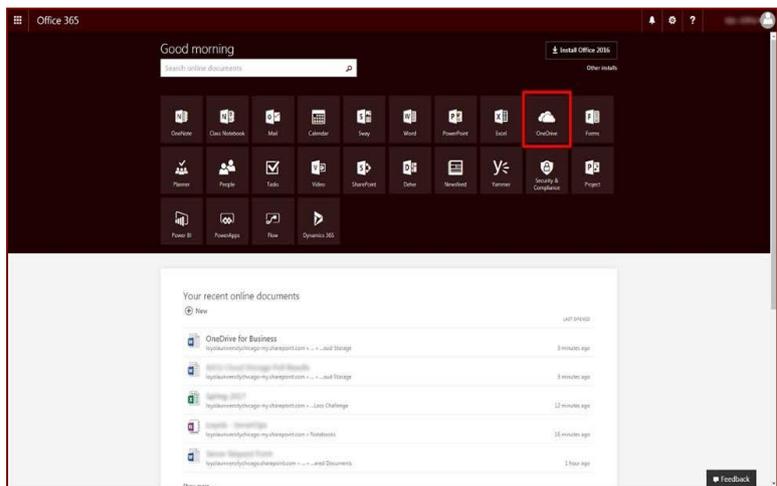
In OneDrive for Business, you will see a list of all the files and folders in your account. You will also see any Office 365 Groups shared storage listed on the left column.
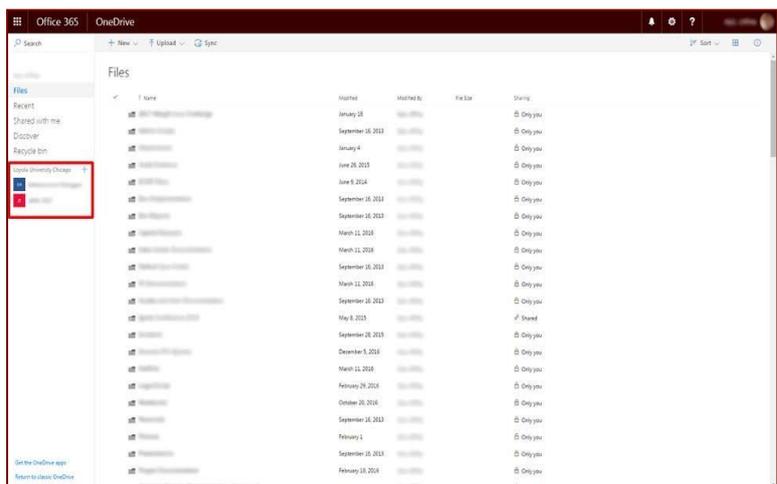
Selecting an item from the left column will direct you to the Office 365 Groups shared storage. Office 365 Groups storage is distinct from your personal OneDrive for Business storage, having its own 1TB quota. Each group storage also has its own set of distinct permissions.

Once in a group's storage area, you will see a document library like your own, personal OneDrive for Business storage.

As with your personal storage, you can also access additional features by clicking the ●●● next to the name of a folder or file. Options include opening the document online or with the full desktop client. You can also share, download, view version history, etc.