



# OneDrive for Business Quick Start Guide

## About this Quick Start Guide

This Quick Start Guide will help you use Microsoft OneDrive for Business, a departmentally managed and supported cloud storage solution available to staff at Queensland state schools.

## What is OneDrive for Business?

OneDrive for Business is an integral part of Microsoft Office 365 and provides a place in the cloud for you to store, share and sync your work files.

OneDrive for Business provides users with:

- A OneDrive for Business library with 5 terabytes of storage
- An expanded suite of Office Online web applications, including OneNote Class Notebook (configurable for student access) and OneNote Staff Notebook.

## How to access support

OneDrive for Business users can request support at any time by lodging a support request using the [Service Centre Online](#), or by contacting the IT Service Centre on 1800 680 445.

## Getting started

### Bandwidth considerations

The introduction of OneDrive for Business at your school will have an impact on your school's bandwidth utilisation and internet speed. The extent of this impact will depend on a number of factors, including your school's available bandwidth and the number of staff that actively utilise OneDrive for Business.

There are a number of ways you can help to reduce any negative impacts to internet speed at your school:

- Avoid uploading large files, or large numbers of files to your OneDrive for Business library during school hours.
- When using the OneDrive Sync Client, use the *Pause syncing* feature within school hours, particularly when you first launch the OneDrive Sync Client or if you've made a large number of changes/additions to your sync folder. This feature allows you to pause synchronization between your local device and your OneDrive library for a specified period of time (2, 8, or 24 hours).
- Avoid inserting large images or attachments directly into your Notebooks. When a Notebook is first opened by a user within the OneNote desktop application, all data within the Notebook is synced locally to the OneNote cache. Syncing large files may negatively impact your school's internet speed.

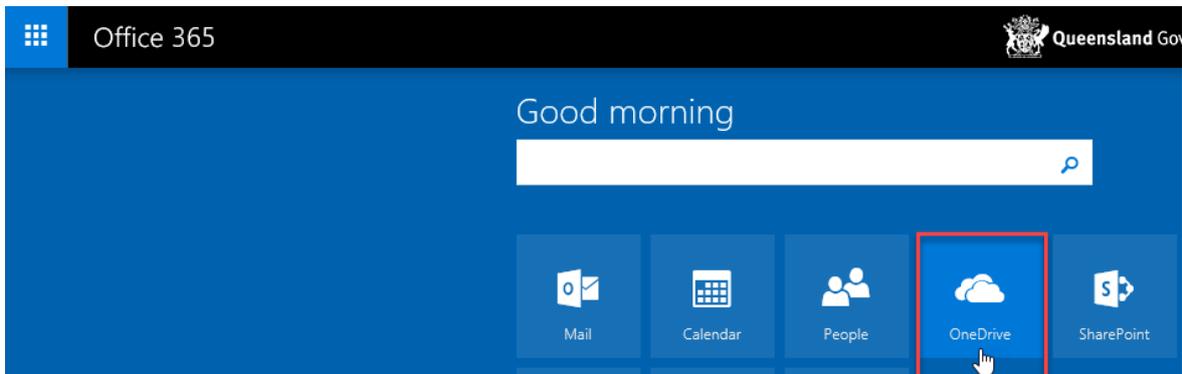
## File type and information security classification considerations

Please be aware of the following file type and information security classification information when using OneDrive for Business:

- There are no file type restrictions on your OneDrive for Business document library – it is an online storage space in the cloud that allows you to store any work related content you may require access to in the performance of your duties.
- Your OneDrive for Business document library is approved to store files with an Information Security Classification of up to X-in-confidence. The [Information Management procedure](#) provides employees with their responsibilities to appropriately manage information (specifically records, data and information assets) which they may receive, create, use, store or dispose of within the department. This includes classifying information for appropriate protection and/or disclosure. Please ensure you have read and understood this procedure prior to using OneDrive for Business.

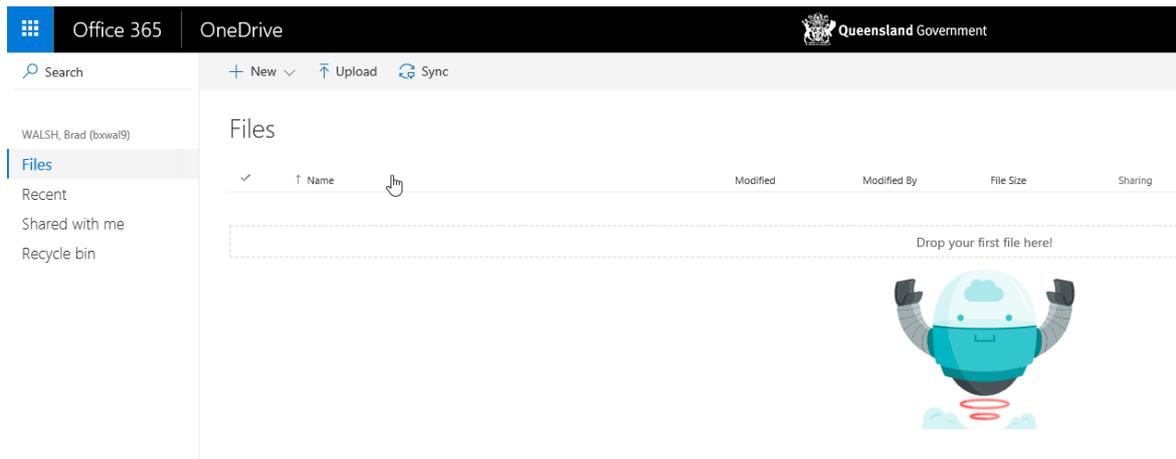
## Using OneDrive for Business

To access your OneDrive for Business library, simply click on the *OneDrive* tile from within the Office 365 app launcher or Portal homepage.



Your OneDrive for Business library will automatically be configured the first time it is launched and may take up to 10 minutes to finalise. Once configuration is complete, you will be presented with your empty OneDrive for Business library.

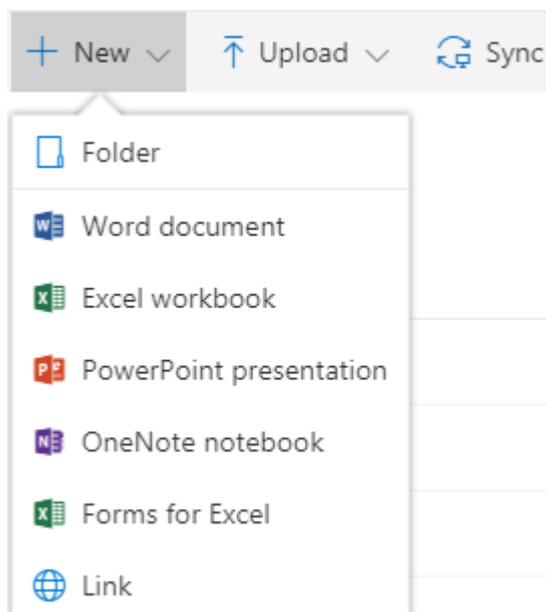
Note: If configuration takes longer than 10 minutes, click on another Office 365 application (e.g. Mail), then click on the OneDrive tile again.



### Create and upload documents

New documents can be created directly within OneDrive for Business or you can upload existing documents from your local machine.

To create a new document, click on the *New* button and select the type of document you wish to create.



To upload a document, either click on the *Upload* button or drag and drop a document from your local machine into the OneDrive application window.

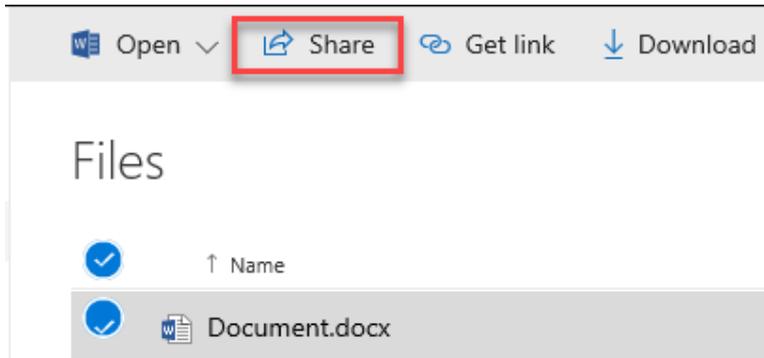
### Share a document or folder

Documents or folders within OneDrive for Business can be shared with your colleagues within the EQ network. To share a document with a colleague at the same centre code, simply search by first name or surname. To share a document with a colleague at another centre code, you will need to search using their full email address.

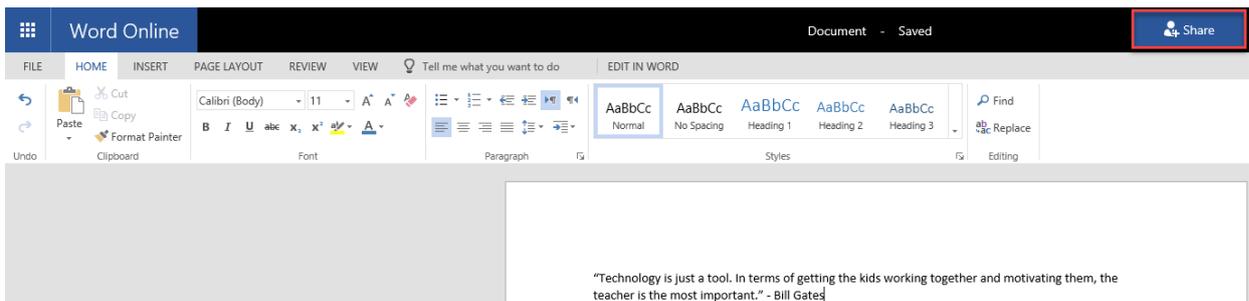
Please note that sharing external to the EQ network (i.e. any email address other than @eq.edu.au) is currently not supported.

You can share a document from OneDrive for Business in a number of ways:

1. Select the checkbox next to the document you would like to share, then click on the *Share* button in the toolbar, fill in the options and click on *Share*

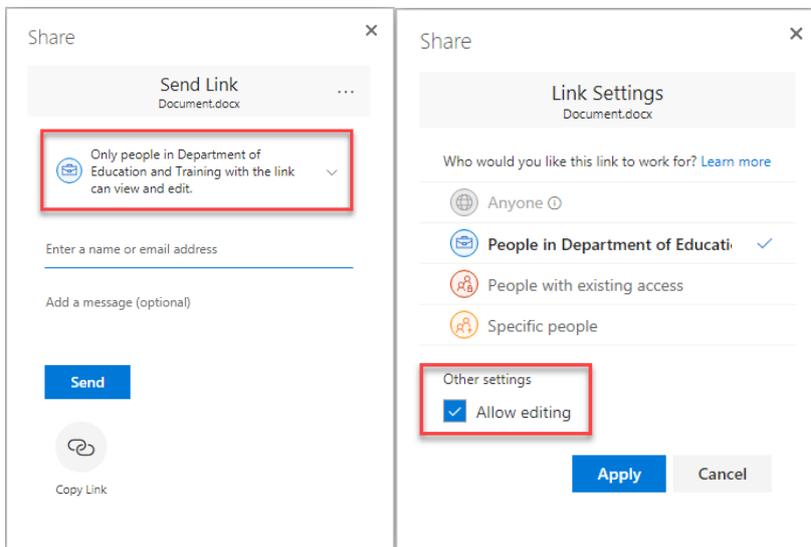


2. Open the document in Edit mode, click on the *Share* button, fill in the options and click *Share*



When using either of these options, a Share options dialog is displayed that allows you to send a link to the file or folder to whomever you wish to share it with.

Files and folders can be shared with either *Edit* or *View* access - *Edit* access is the default option. To change the level of access to *View* select the *Briefcase* dropdown menu to access *Link Settings* and then deselect *Allow editing* under the *Other settings* heading.



Note that when using sharing links, users with whom you have shared a file or folder cannot on share that file or folder to other users.

You can view who your documents are shared with and remove or modify their level of access at any time. Selecting a document within OneDrive for Business will open the *Information* pane which contains specific data about the selected file, including *Sharing* information. Select *Advanced* to view sharing and permission settings for the document.

Folders within OneDrive for Business can be shared with colleagues using the same process as documents. Sharing a folder with other users allows them to create, edit and delete documents in the folder, as well as view any new documents that you create or upload to the folder. Sharing a folder with colleagues is generally not recommended as it requires constant management of documents within the folder.

### Document collaboration

Documents within OneDrive for Business support real-time collaboration with multiple simultaneous users. Changes made by each user will be displayed in real-time to the other users who are working on the document.

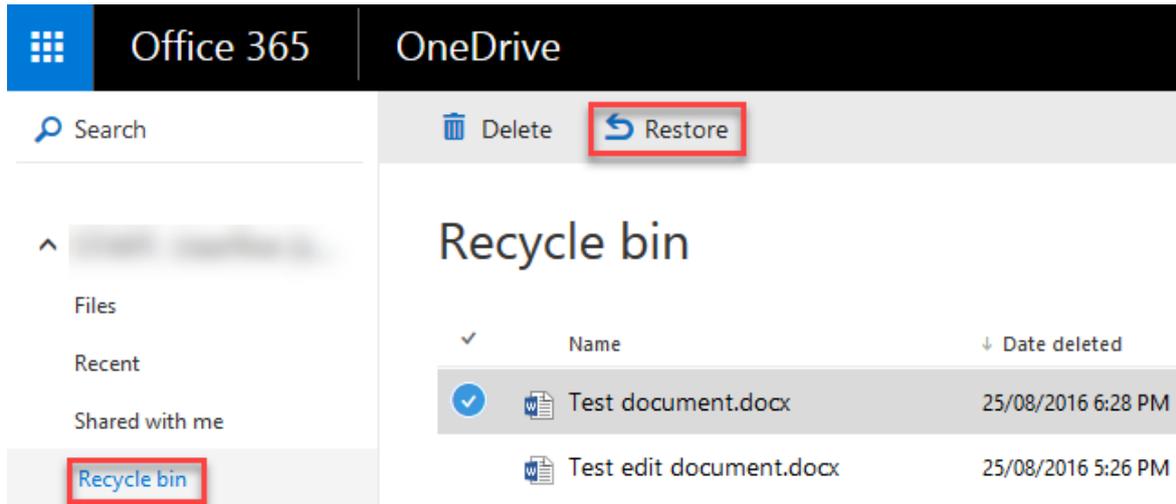
### Search for documents

You can search for documents within OneDrive for Business using the *Search* field located directly beneath the app launcher. You can search by file name or content within a file. The search results will display all documents that match the search criteria in your OneDrive for Business library, including any documents that have been shared with you.



### Deleting and restoring files and folders

When you delete files and folders from OneDrive for Business they are moved to the *Recycle Bin* for 93 days. During this time, deleted documents and folders can be restored by opening the *Recycle Bin*, selecting the file or folder and clicking *Restore*.



### Syncing your OneDrive for Business library to your local computer

The OneDrive for Business Sync Client allows you to synchronise your OneDrive for Business library to your local computer. You can configure the Sync Client to synchronise all files in your OneDrive for Business library, or you can select specific files and folders to sync. A [Service Centre Online Knowledge Base Article](#) has been created to assist you to use the OneDrive for Business Sync Client.

For Windows 10 users, the Sync Client comes pre-installed on your device.

The Sync Client has been centrally deployed to all devices in the Desktop Secure (Staff Desktop) and Mobile Staff (CFT) Organisational Units (as per the staged rollout).

Mac users will need to install and configure the Sync Client manually. A comprehensive guide for installing and configuring the Sync Client on Mac devices can be found [here](#).

#### ***Important points to note when using the Sync Client on your device:***

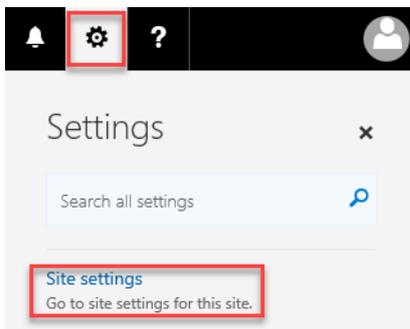
- Group Policy has been configured on school devices to allow the Sync Client to be used on Mobile Staff (CFT) and Desktop Secure (Staff Desktop) devices only – the client is unable to be used on Mobile Student and Standard Desktop devices. If you require the Sync Client to be installed on a school desktop device, check with your Orange Card Holder or the IT Service Centre to confirm that the device is located in a Desktop Secure container.
- Prior to syncing files to your device, ensure that your local drive has sufficient storage available to accommodate file synchronisation activities. Refer to this [Service Centre Online Knowledge Base Article](#) for further information.
- The default folder name for your local OneDrive for Business sync folder is configured to reflect the Department's Office 365 tenant name - *OneDrive – Department of Education and Training*. This cannot be changed or customised.
- Users should consider configuring bandwidth consumption limits within the Sync Client – a [Service Centre Knowledge Base Article](#) has been created to assist users to configure these settings.

- It is recommended that you do not sync your OneDrive for Business library to your local computer during school hours as this may negatively impact your school's internet performance.

### Check your OneDrive for Business storage usage

Your OneDrive for Business library includes 5 terabytes of storage. You can check your OneDrive for Business usage at any time by following the process below:

1. Browse to your OneDrive for Business library using the OneDrive tile in the app launcher
2. Click on the *Settings* cog in the top right of the screen, then select *Site settings*



3. Click on *Storage Metrics* (under the *Site Collection Administration* section)

#### Site Collection Administration

- [Recycle bin](#)
- [Search Result Sources](#)
- [Search Result Types](#)
- [Search Query Rules](#)
- [Search Schema](#)
- [Search Settings](#)
- [Search Configuration Import](#)
- [Search Configuration Export](#)
- [Site collection features](#)
- [Site hierarchy](#)
- [Site collection audit settings](#)
- [Portal site connection](#)
- [Storage Metrics](#)
- [Site collection app permissions](#)
- [Content type publishing](#)
- [Site collection health checks](#)
- [Site collection upgrade](#)

4. Your storage usage and availability will be displayed in the top right corner of the screen, along with detailed storage metrics on each file and folder within your OneDrive for Business library.

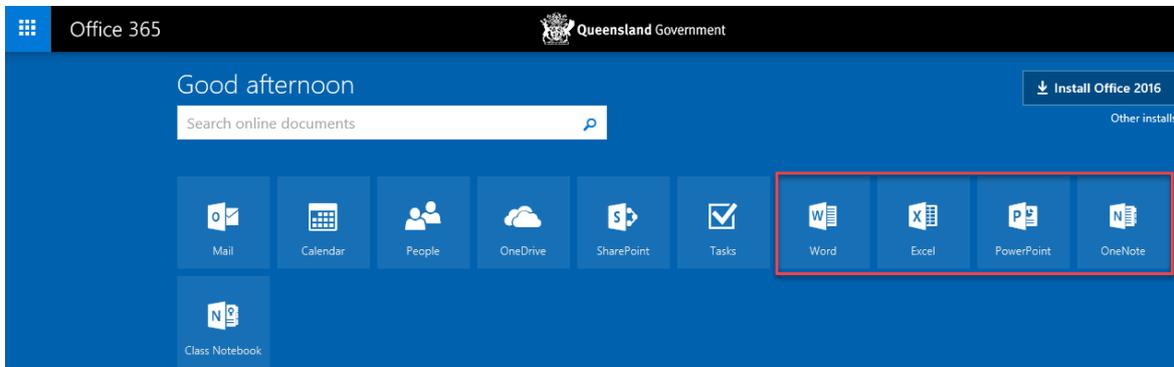
5119.31 GB free of 5120.00 GB

## Office Online applications

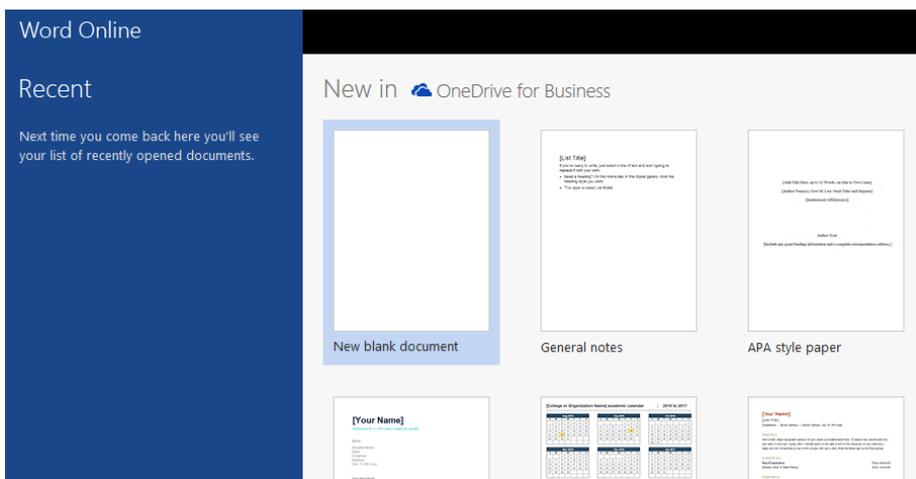
The Office Online applications are browser based, reduced functionality versions of the familiar Desktop Office applications. They can be used to view and edit documents within OneDrive for Business on any device, in any browser, on any platform, without requiring Microsoft Office to be installed on the device itself.

Students within your school will have access to the Office Online applications but will be unable to use these applications to create new documents as they do not have access to OneDrive for Business. Students can use the Office Online applications to edit any documents, including Class Notebooks, which have been shared with them by staff OneDrive for Business users.

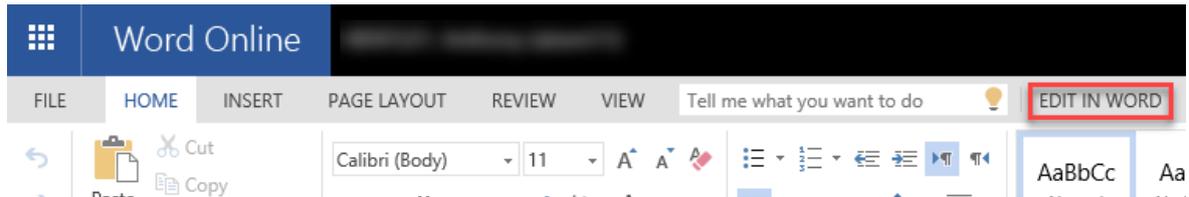
You can access the Office Online applications by selecting the relevant tile from within your app launcher.



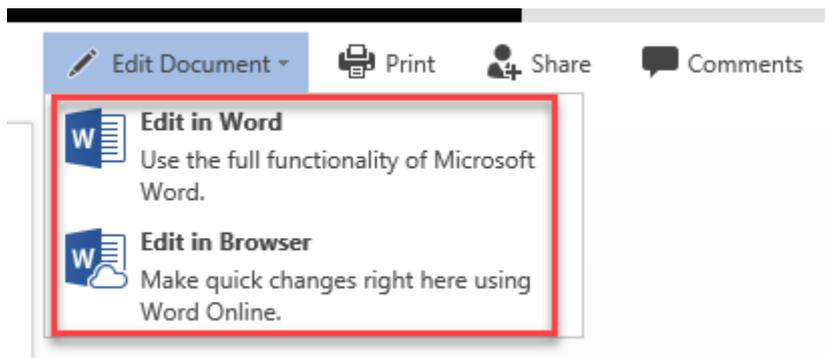
Using Word Online as an example, you can create a new document based on a set of pre-existing templates and save it directly to OneDrive for Business.



When you create a new document from within OneDrive for Business, the document will automatically open in Edit mode within the Office Online application. You can easily switch from the Office Online application to the Desktop Office applications by selecting the *Edit in* link from within the Office Online application.



When you open a document from within OneDrive for Business, the document will open in a read only state in the Office Online version of the relevant application. With the document open you can select *Edit Document* and choose to edit directly in the browser using the Office Online application, or choose to edit in the Desktop Office application.



Please note that editing OneDrive for Business documents using the Desktop Office applications on school devices is only enabled for staff users within your school. This functionality is not enabled by default for students, but it may be requested via [Service Centre Online](#). Note this restriction may not apply to students using personal or BYOX devices.

## Useful resources

### OneDrive for Business

[What is OneDrive for Business?](#)

[Organising your documents](#)

[Sharing documents](#)

Getting Started with the OneDrive for Business Sync Client on:

[Windows](#)

[Mac OS X](#)

### Office Online

[OneNote in Education: Teachers](#)

[Differences between using a document in the browser and in Word](#)

[Learning Tools for OneNote](#)

## OneNote Class Notebook

[Getting Started with OneNote Class Notebook: A Walkthrough for Teachers](#)

[Class Notebook add-in for OneNote instructions](#)

[Collaborating in the classroom with OneNote Class Notebook](#)

[Resizing images with Paint.NET](#)

## OneNote Staff Notebook

[Getting Started with OneNote Staff Notebook: A Walkthrough for Staff Leaders in Education](#)

[Collaborating with OneNote Staff Notebook for Education](#)

## Direct download links

OneDrive for Business Sync Client for:

[Windows](#)

[Mac OS X](#)

OneNote Class Notebook add-in for:

[Windows](#)

Learning Tools for OneNote for:

[Windows](#)

Office Online extension for:

[Google Chrome](#)

[Microsoft Edge](#) (Windows 10)

Apple iOS apps for iPhone / iPad:

[Word](#)

[Excel](#)

[PowerPoint](#)

[OneNote](#)

[OneDrive](#)

Google Android apps for mobile devices:

[Word](#)

[Excel](#)

[PowerPoint](#)

[OneNote](#)

[OneDrive](#)