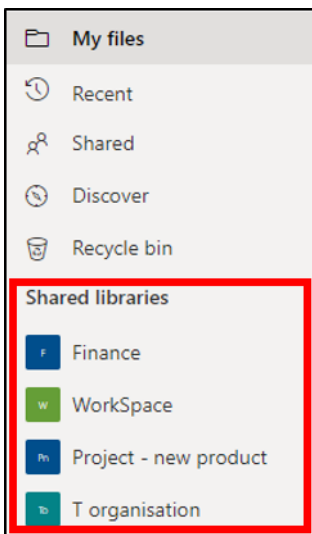




OneDrive and SharePoint



Quick ways to find your files

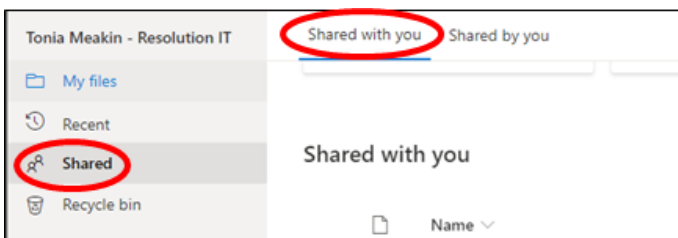


Go to **OneDrive** online in your browser and make use of the pane down the left-hand side of your screen.

I like having easy access not only to my OneDrive files but all the **shared libraries** I have access to in SharePoint. You can now easily browse between the different libraries all in the same window – perfect.

Easily find files shared with you

You can use OneDrive online to easily find files that have been shared with you. Using a web browser, access **office.com** and select the **OneDrive** app to access OneDrive. Then from OneDrive online, in the pane on the left, select the 'Shared' option. This will list all the files that have been shared with you.





Restore corrupt files from OneDrive or SharePoint

How to restore a corrupt file from OneDrive or SharePoint.

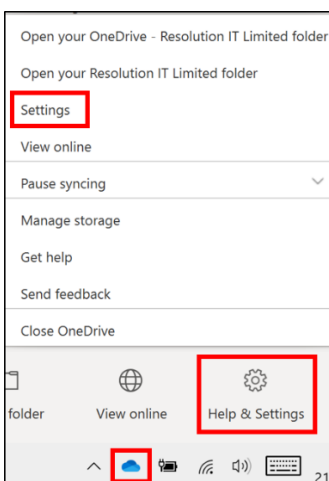
Using a web browser, access 'office.com' and launch OneDrive or SharePoint.

Navigate to the corrupt document and select 'Show actions' (the 3 x dots next to your listed document) >> 'Version history'.

A list will be displayed in modified date order with all the different versions of your document. To find a recent version which isn't corrupted, select the 3 dots next to each version >> 'Open File'. If the document opens successfully, you have identified a non-corrupted version.

Once you have identified the version of the document to restore you can either do this within the app (Word, Excel or PowerPoint) or from the Version History panel in OneDrive or SharePoint by using the 'Restore' option.

Backup your 'Documents' folder to OneDrive and prevent losing data!



Have you saved files to your 'documents' folder on the C: drive and not realised this is saved to the hard drive of your computer? There are several problems with this, however the main reason is if your hard drive breaks you could potentially lose any files stored in your 'Documents' folder. If you use OneDrive you can easily fix this.

Click the OneDrive icon in the bottom right corner of your screen > **Help & Settings** > **Settings** > **Back up** > **Manage back up**. In the **Back up your folders** dialog, make sure the folders that you want to back up are selected with a tick e.g. Documents. Then click > **Start backup**.

Notice you can also backup your 'Desktop' and 'Pictures'.

Note: You will notice if your I.T. department has already set this up for you as it will show 'Stop back up' instead.



Once this is all setup you can save items to your 'Documents' folder and anything in this folder will now be backed up to OneDrive.

Quickly share a link to a file for collaboration.

When you're working remotely it's difficult to show colleagues which file you would like them to access, you can't quickly turn around to talk to them and show them the exact file. Therefore, if you've already shared a file with a colleague or it's in a SharePoint document library that your colleague has access to, all you have to do is copy the link to the file.

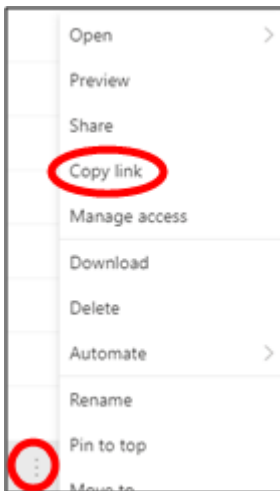
This is how to do it: -

Go to office.com

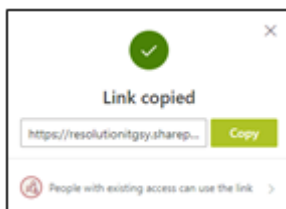
Launch SharePoint or OneDrive

Navigate to the file you wish to share

Hover over the file and select the 3 dots (show actions) >> select **copy link** from the menu choices



The following screen will appear showing that the link has been copied and people with existing access can use the link



You can now paste the link into an appropriate method of communication with your colleague such as a Microsoft Teams message or Email