USER GUIDE ONEDRIVE FOR BUSINESS

Sync Folders & Files to Computer with OneDrive App

1. Download the latest Onedrive App from this URL :
   https://onedrive.live.com/about/en-us/download/ for Windows 7 only, then click *download*.
   for Windows 8.1 & Windows 10 please you ensure the Windows already up to date, then
   open *OneDrive* App legacy from Windows, and **jump to the step 3**.
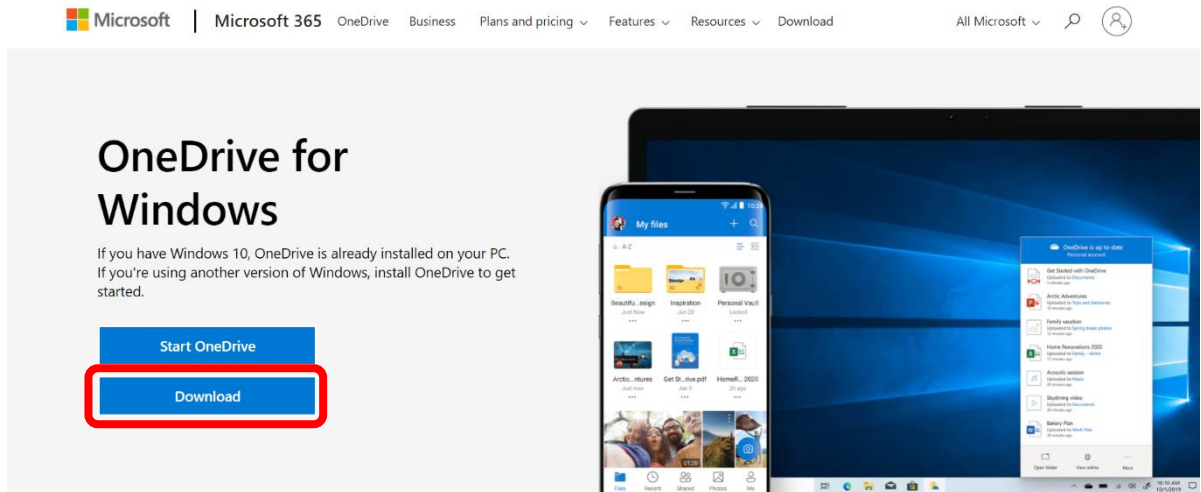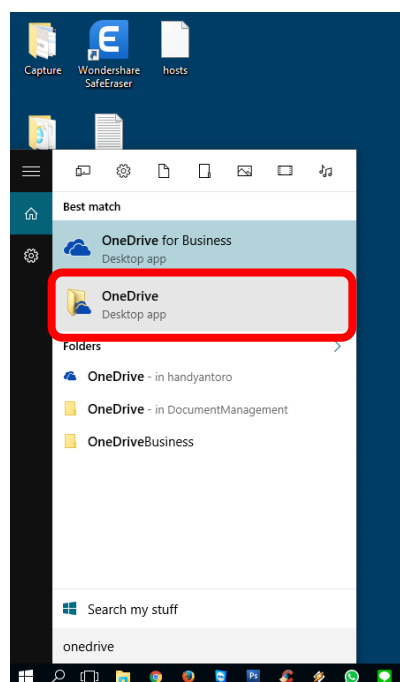

2. After you download then install **OneDriveSetup** (the size around 33 MB), for Windows 7
   only.
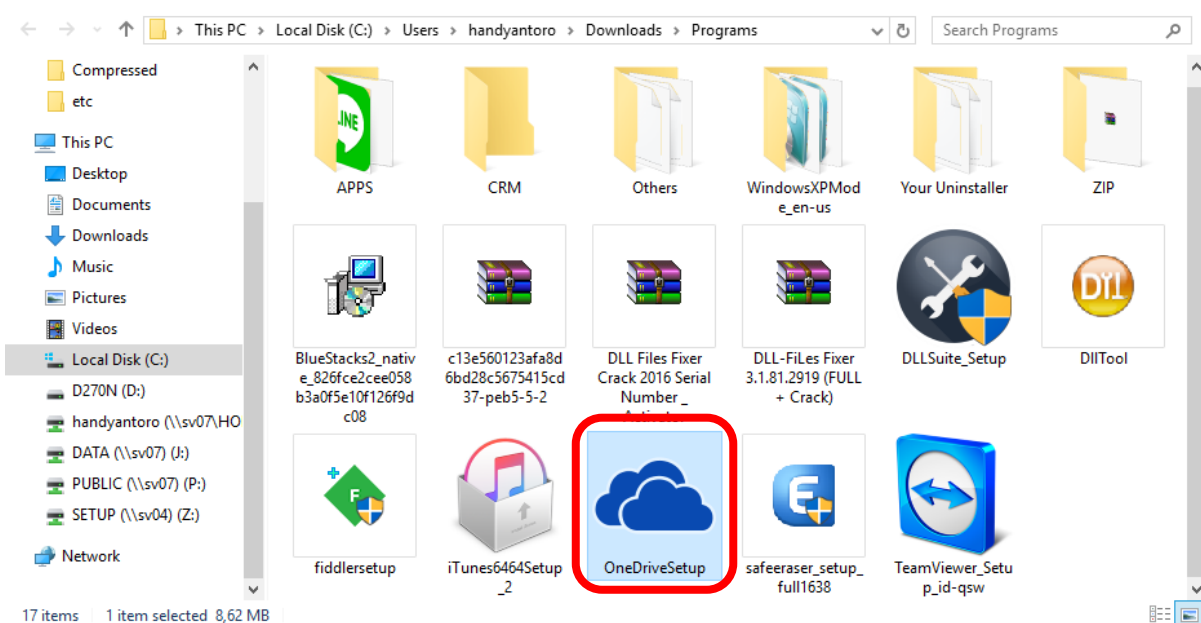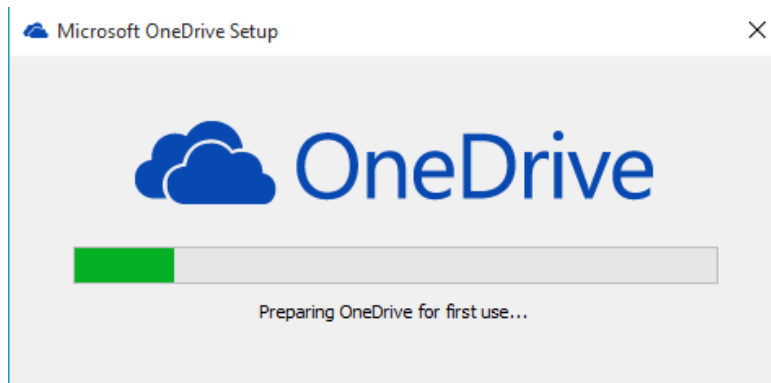
3. After you finished the installation, you can search the **OneDrive** App on start menu of Windows.

4. On the first page, input you email address (like this picture below), then click **Sign in.**

Microsoft OneDrive ✕

Set up OneDrive

Put your files in OneDrive to get them from any device.

andrew@mitikom.com

Create account   **Sign in**

5. In the image below, input your password, then click **Sign in**

Microsoft OneDrive ✕

CONTOSO demo

← andrew@mitikom.com

Enter password

••••••••

Forgot my password
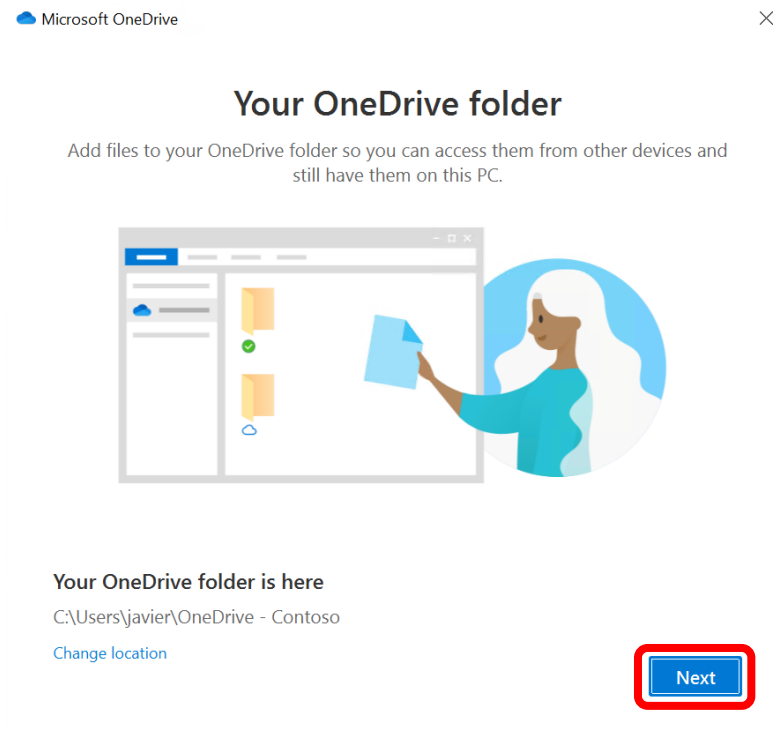
Sign in with another account

Sign in

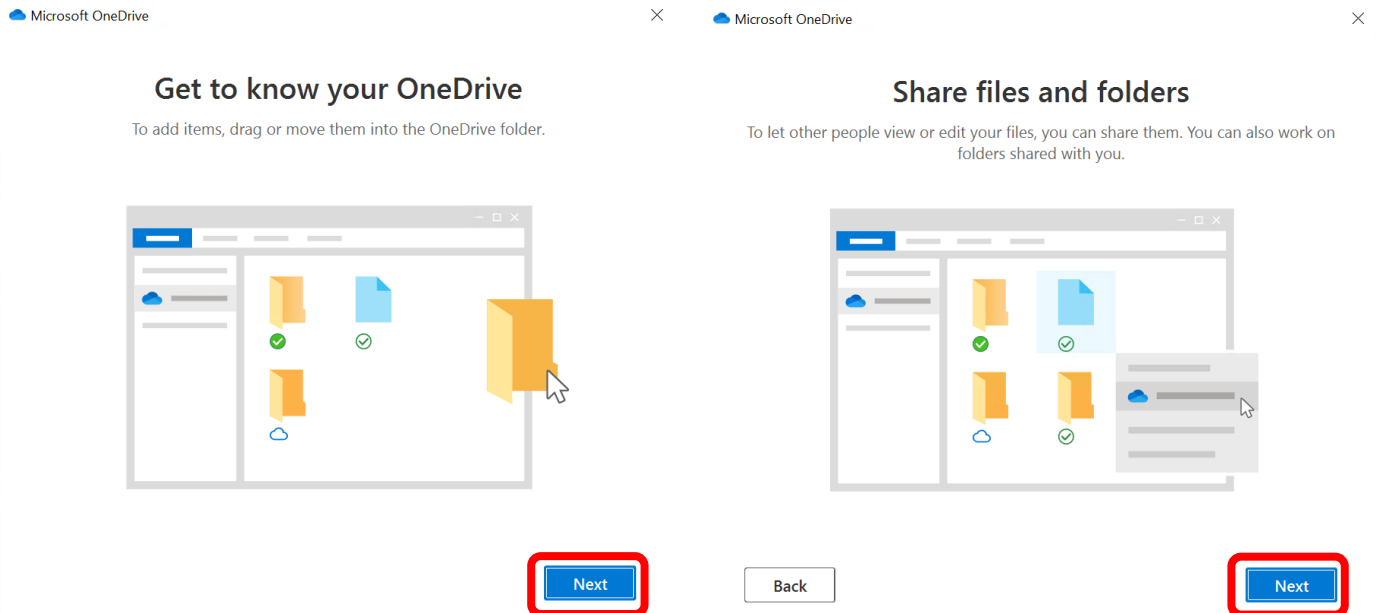Contoso

Terms of use   Privacy & cookies   • • •

6. After you login, you may change destination folder of your *OneDrive* for the synchronization with click *Change location* or leave it for default location with click *Next*
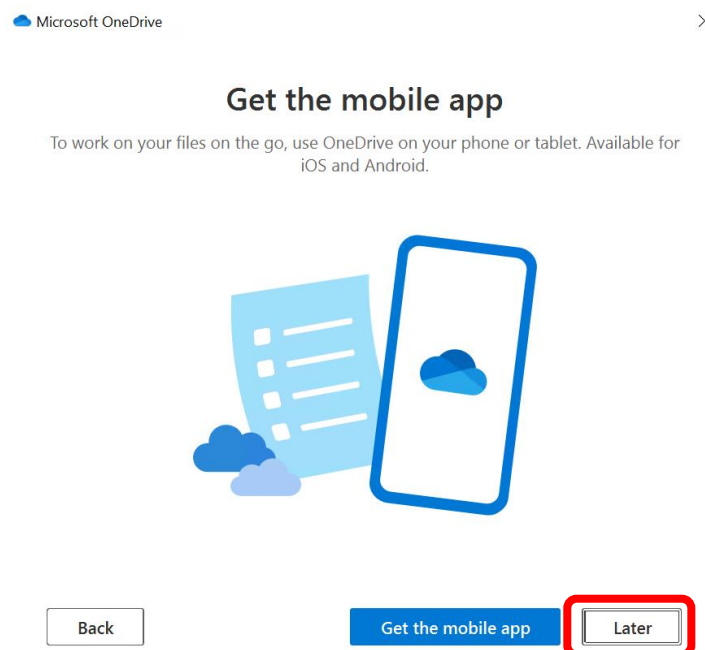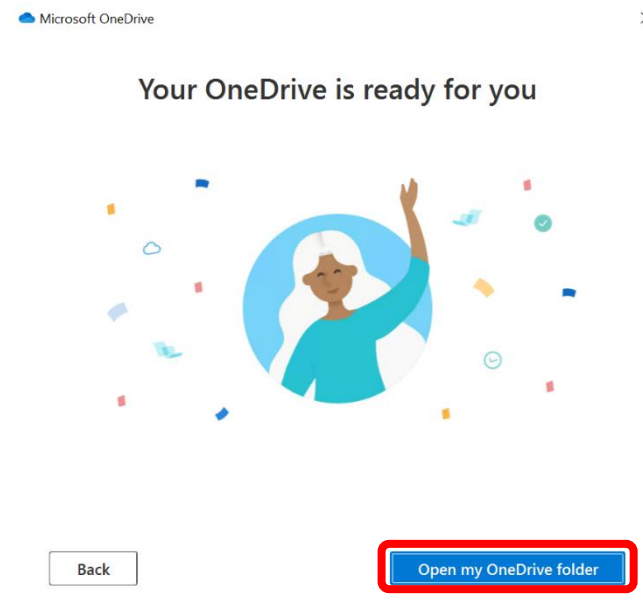

7. Then click *Next* for 2 times.

8. There is 3 status of your synchronized Folder or File : ***Online-only (on-demand), On this device,*** and ***Always available***. By default the all Folders and Files will be set to ***on-demand*** first. Then click ***Next***.
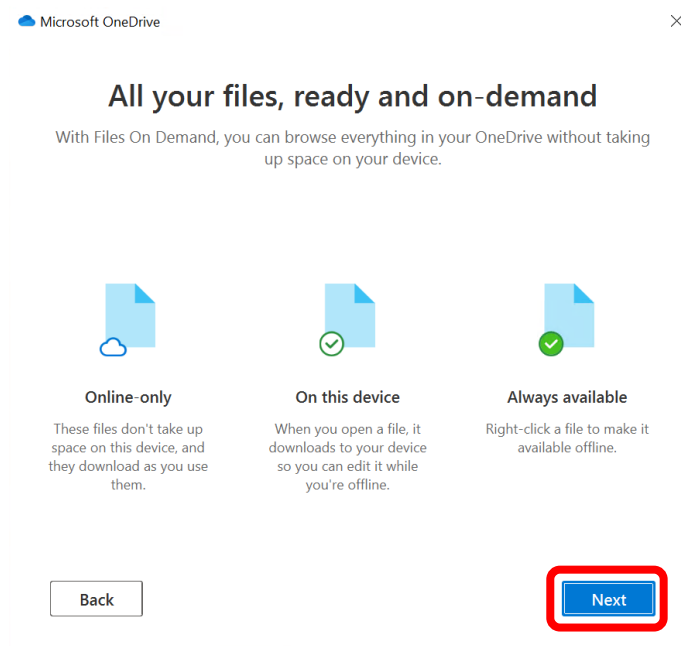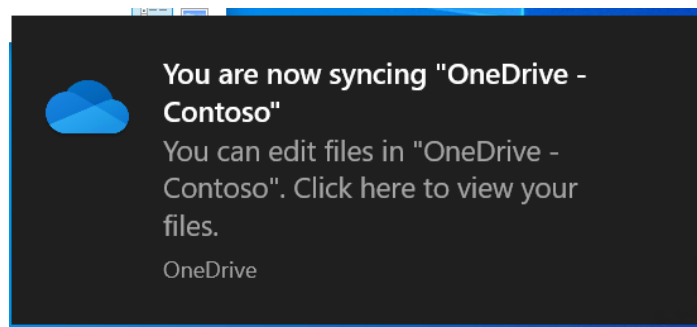

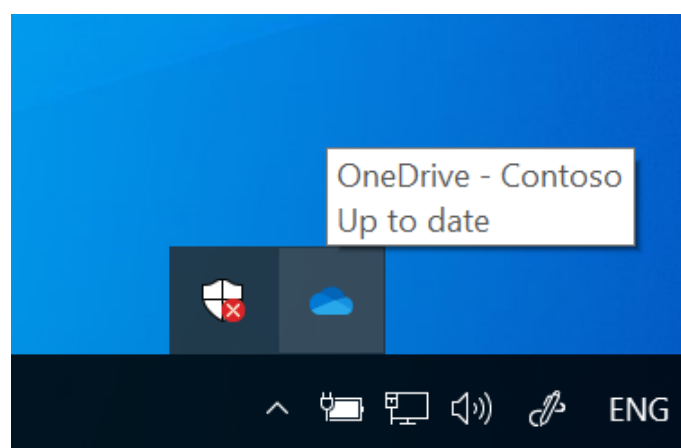9. More option to get the mobile OneDrive app ***Later***.
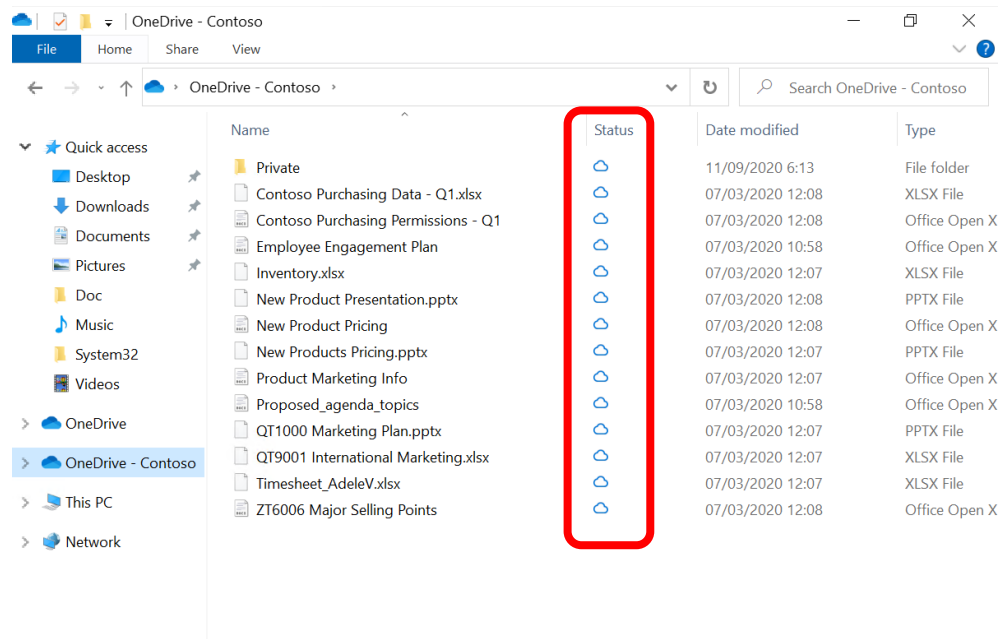
10. Then click *Open my OneDrive folder*.

11. You will get a notification while OneDrive app sync you Folders and Files.

12. Then you will get new notication again when your synchronization already finished.

13. The result will be show like the image below with the status for all Folders and Files is *Online-only (on-demand)*.

14. You can change the status to *Always available* with right click on your Folder / File that you want, then click *Always keep on this devices*. After that, Folder / File will be downloaded automatically.
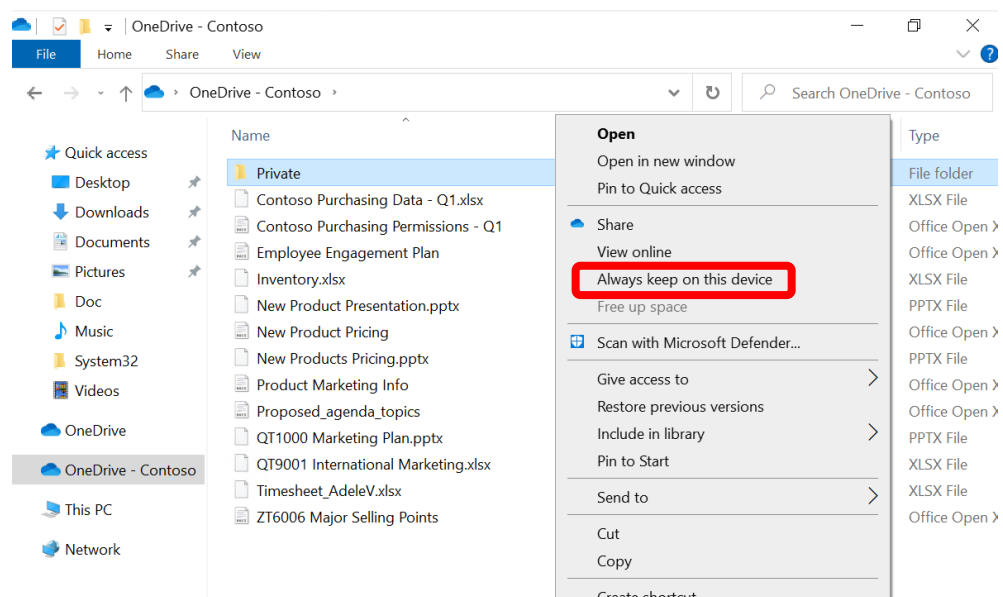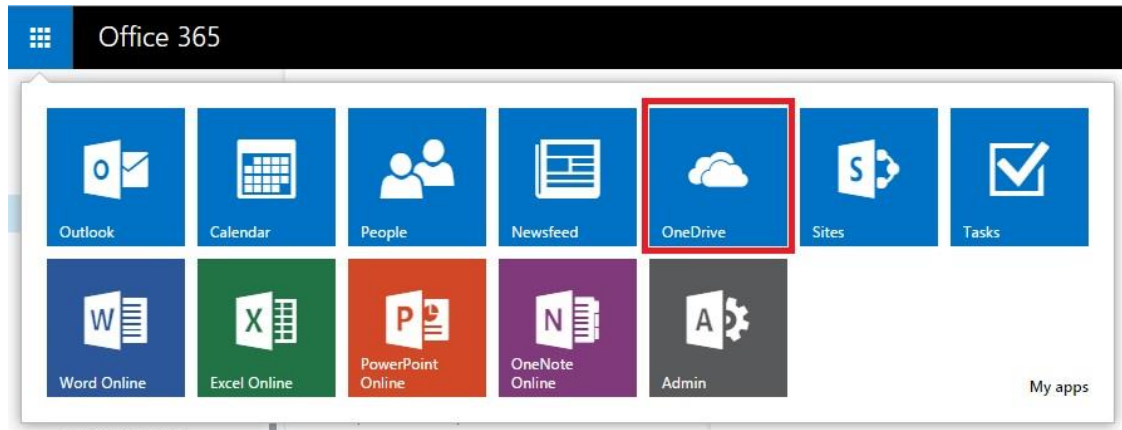
15. The result will be show like the image below, the symbol of status is green check mark.
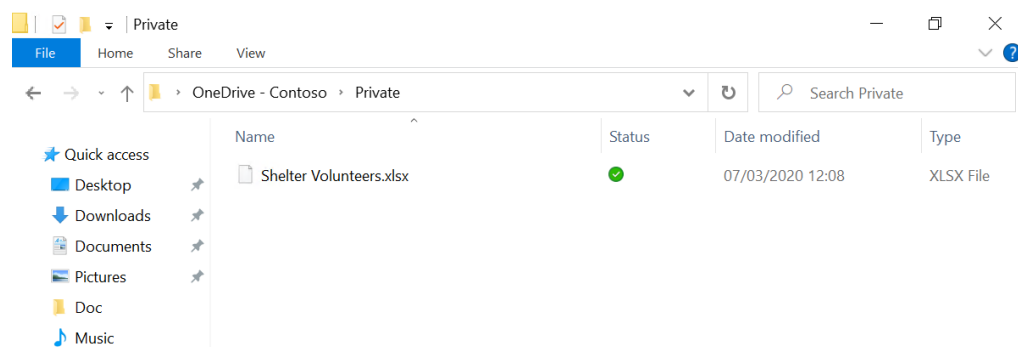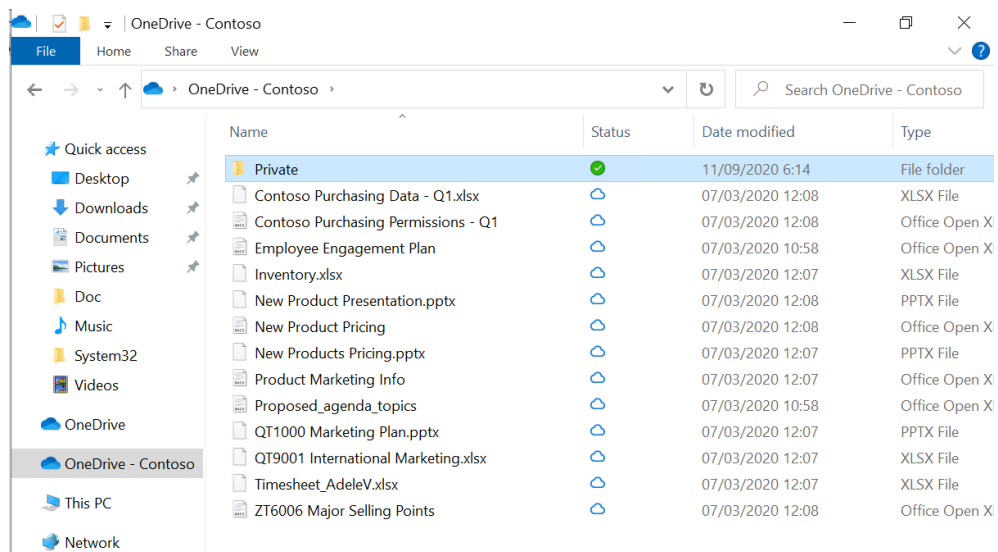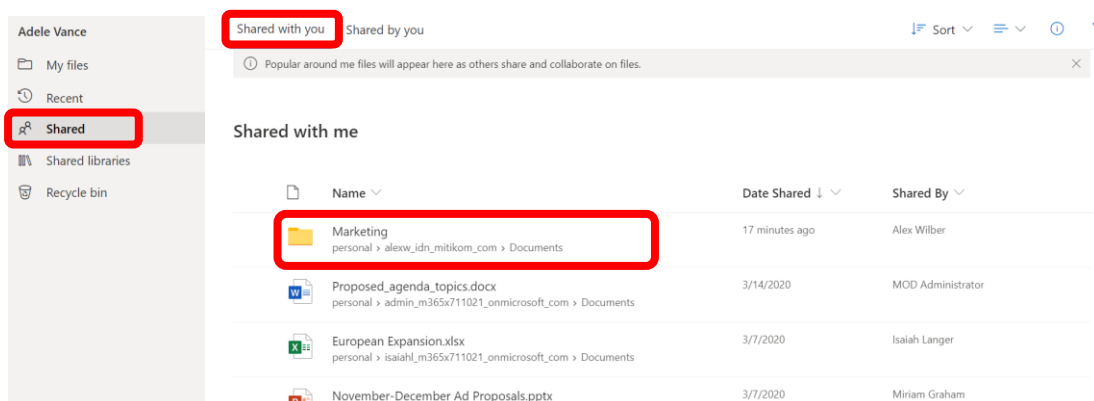
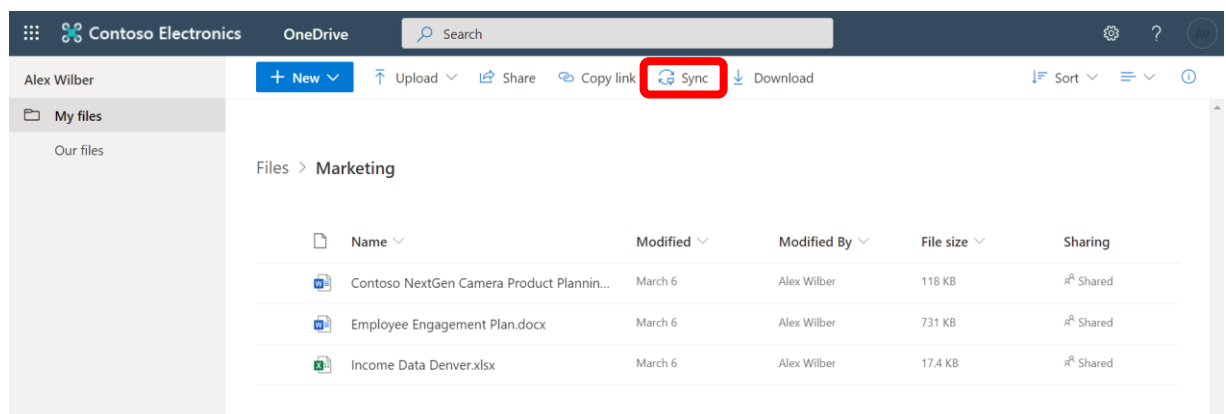# *Sync Shared Folder to Computer with OneDrive App*

1. Sign in to Office 365 (https://portal.office.com) via *browser*.
2. Click symbol *OneDrive* like the image below.
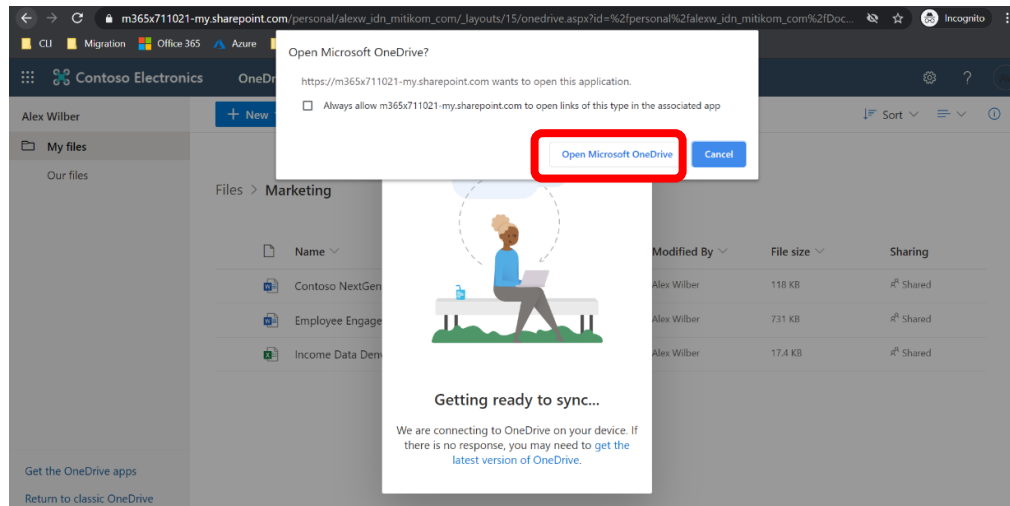

3. Click *Shared* → click **Shared with you** → click Folder / File that you want to sync to your local computer.

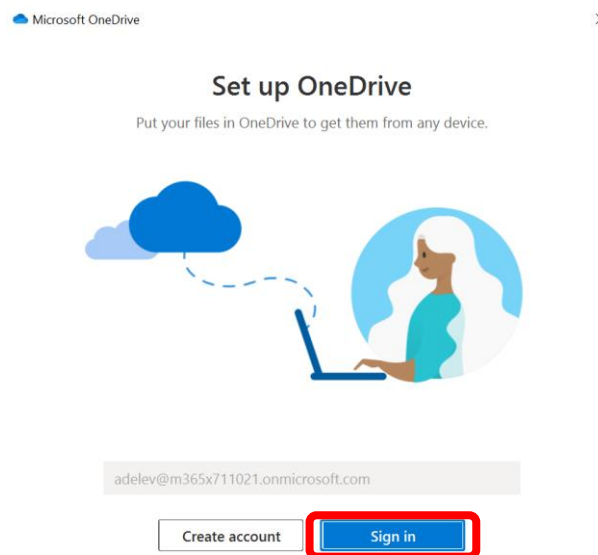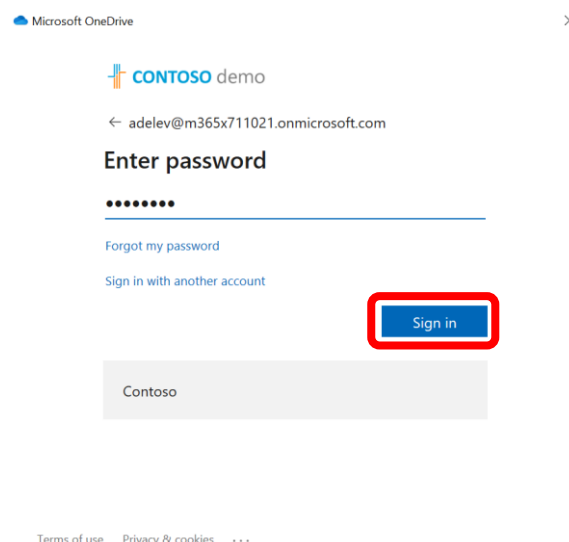4. After you enter to a Folder, Click *Sync*.
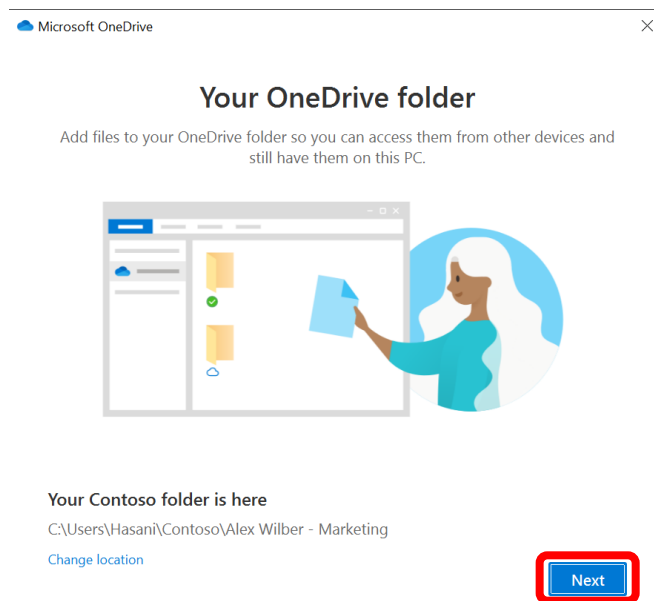
5. Click **Open Microsoft OneDrive**.
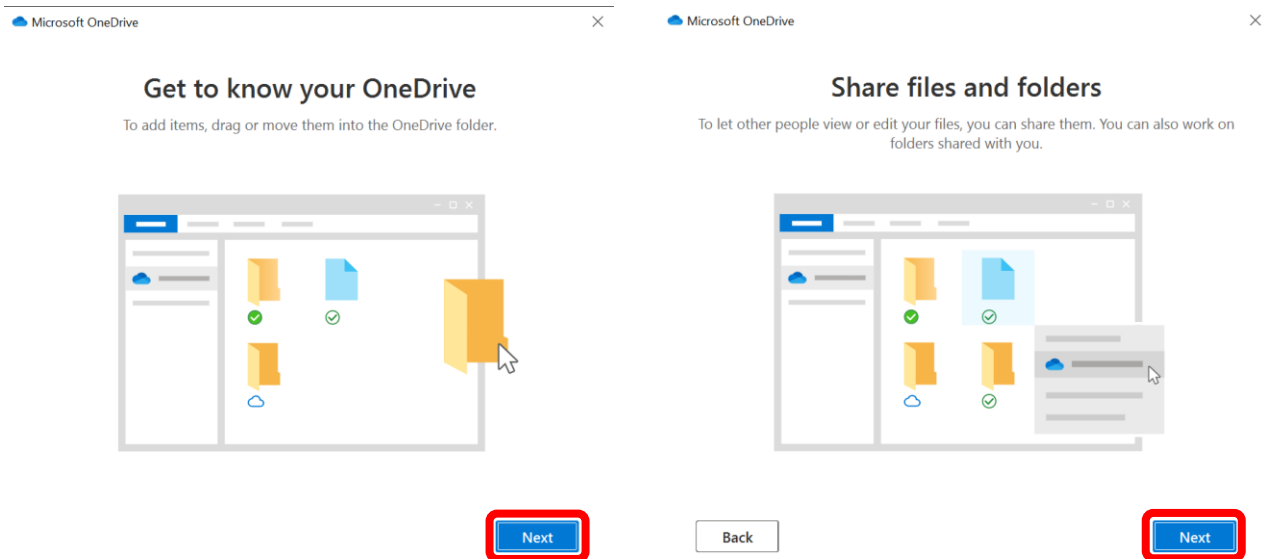

6. Then click **Sign in**.

7. Input your password then click **Sign in**.

8. After you login, you may change destination folder of your **OneDrive** for the synchronization with click **Change location** or leave it for default location with click **Next**.
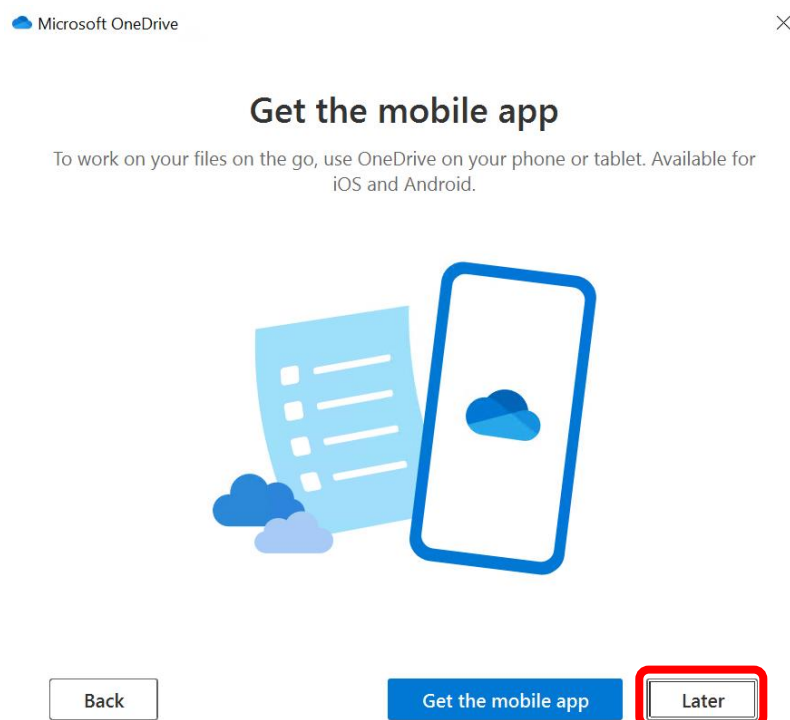
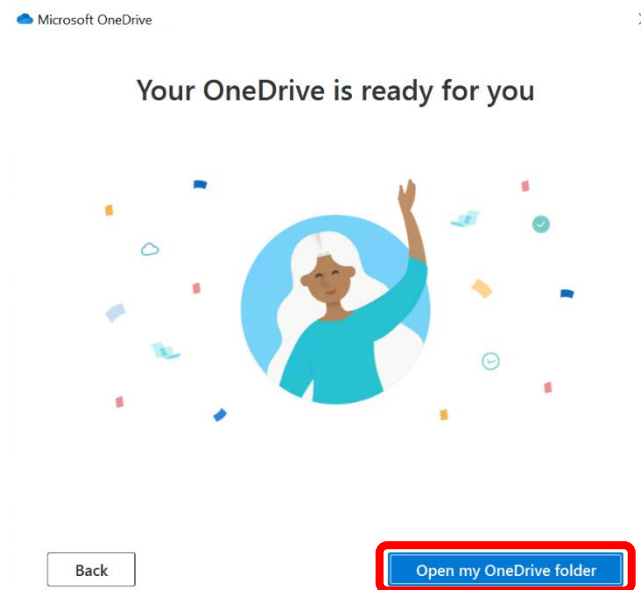

9. Then click **Next** for 2 times.

10. There is 3 status of your synchronized Folder or File : *Online-only (on-demand), On this device,* and *Always available*. By default the all Folders and Files will be set to *on-demand* first. Then click *Next*.
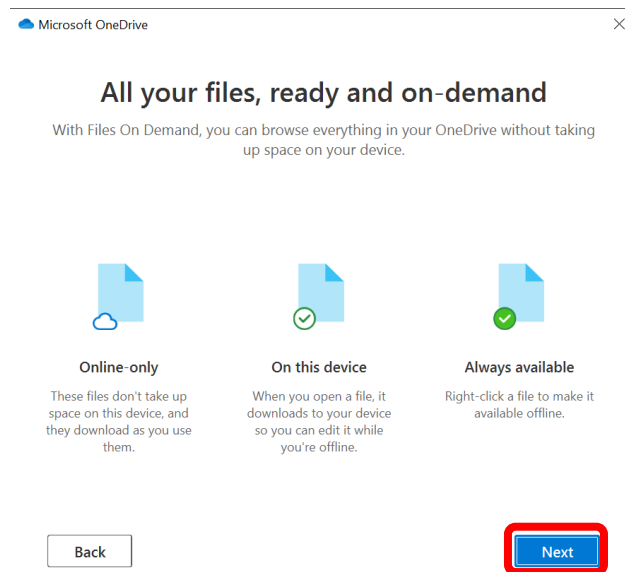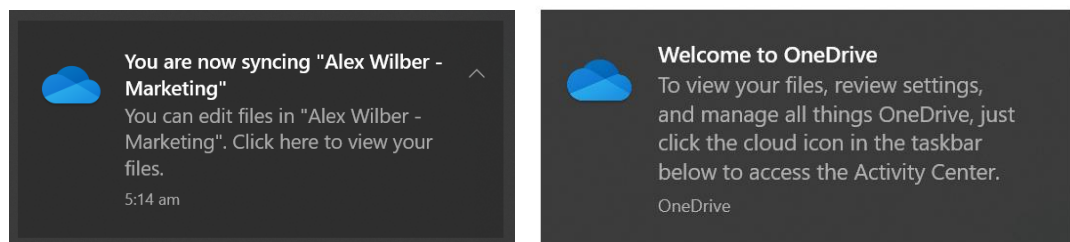

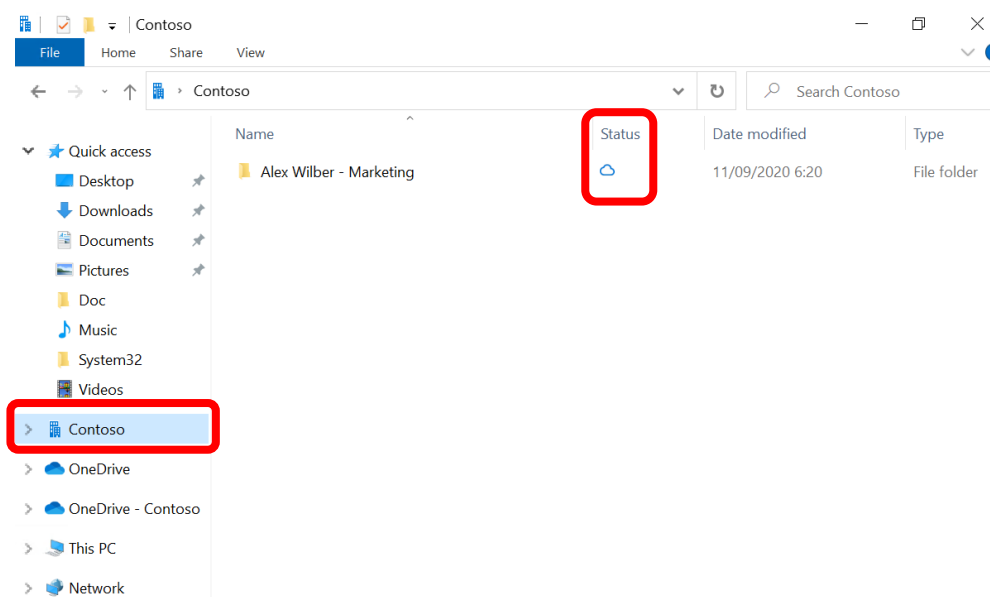
11. More option to get the mobile OneDrive app *Later*.

12. Then click *Open my OneDrive folder*.

13. There is 2 notifications : while the synchronization your Folder / Files and the synchronization already finished.

14. The result will be show like the image below with the status for all Folders and Files is *Online-only (on-demand)*.
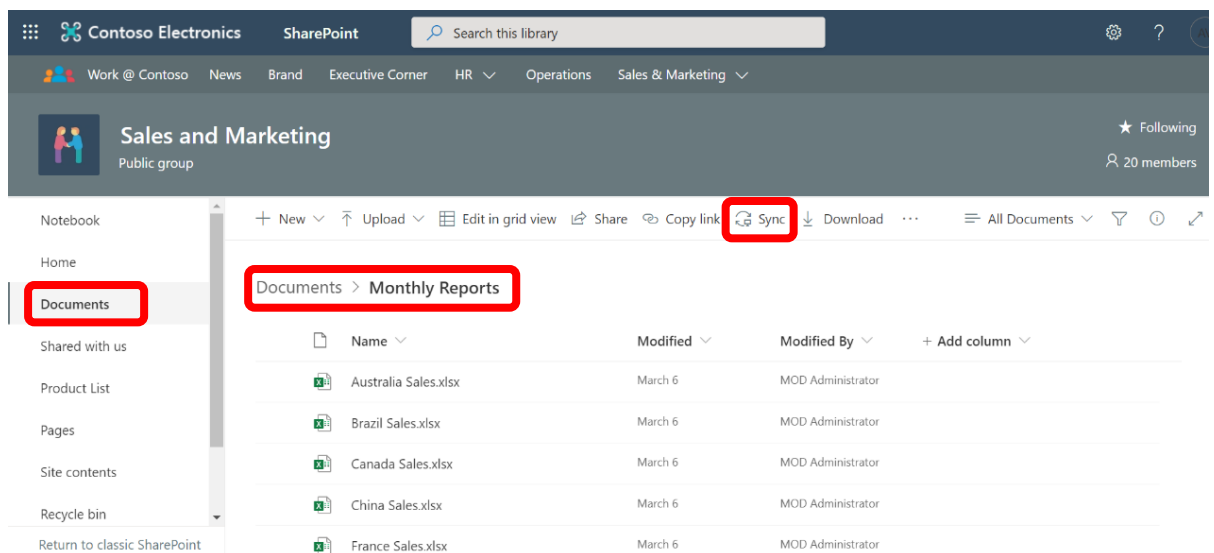
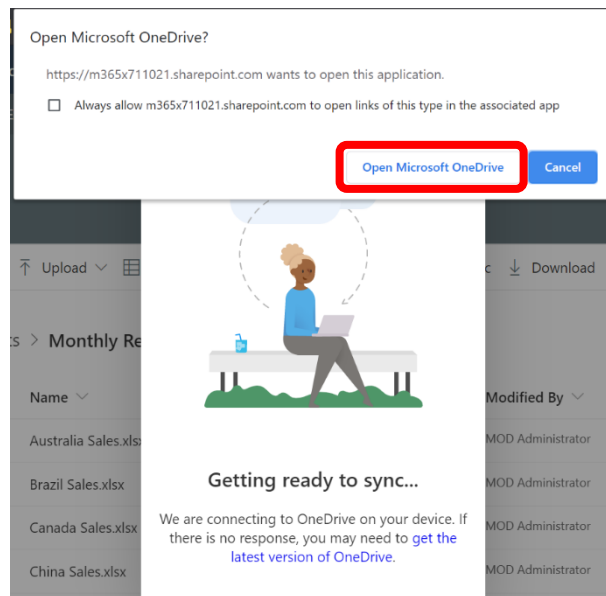# *Sync Sharepoint Document Library to your Computer with Onedrive App*

1. Sign in to https://portal.office.com → click **SharePoint**. Then choose a **Site** that you want. For example : Site **Sales and Marketing.**
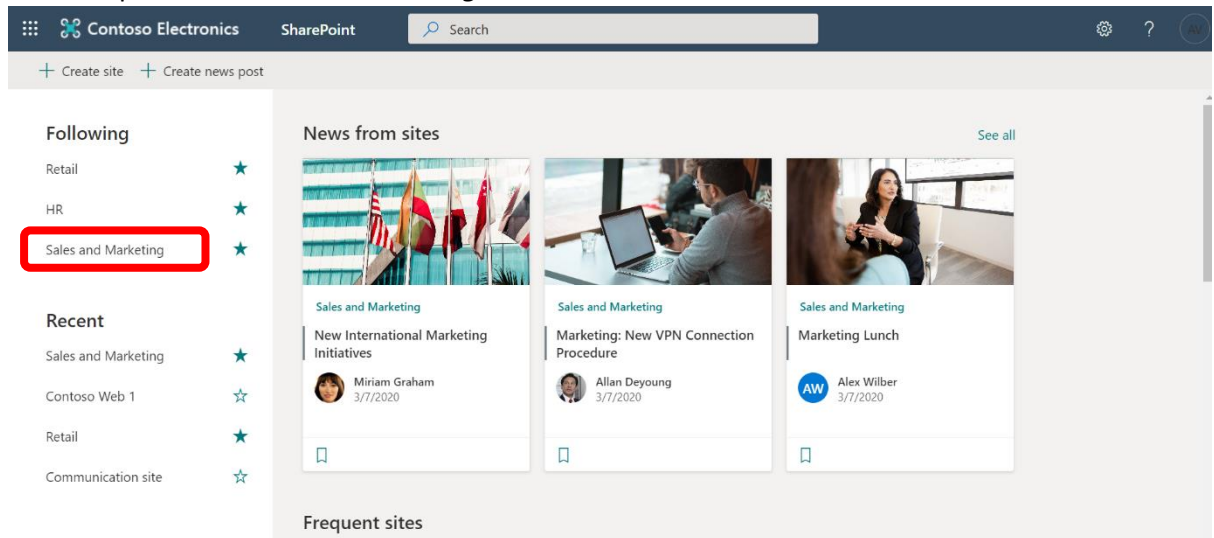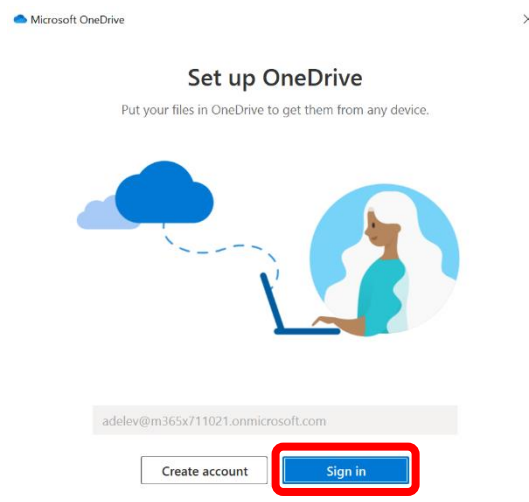

2. Click **Documents**, then choose a Folder that you want to sync, for example : Folder **Monthly Reports**. Then click **Sync.**
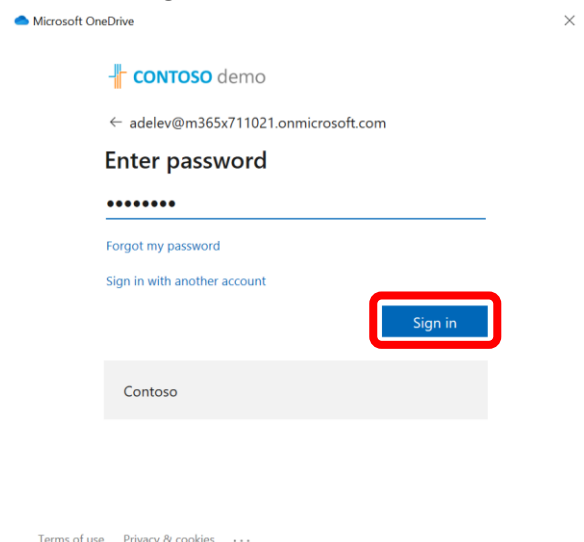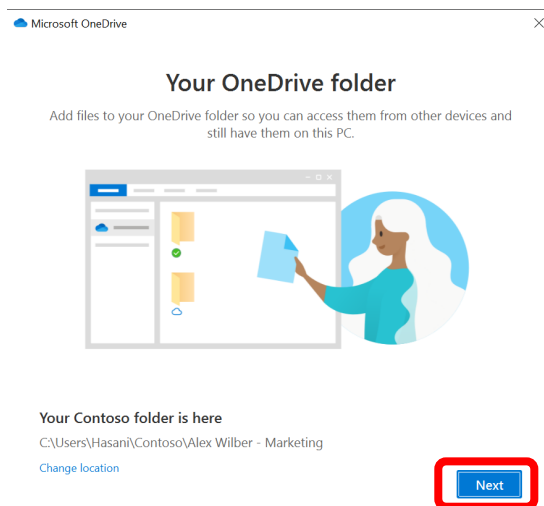
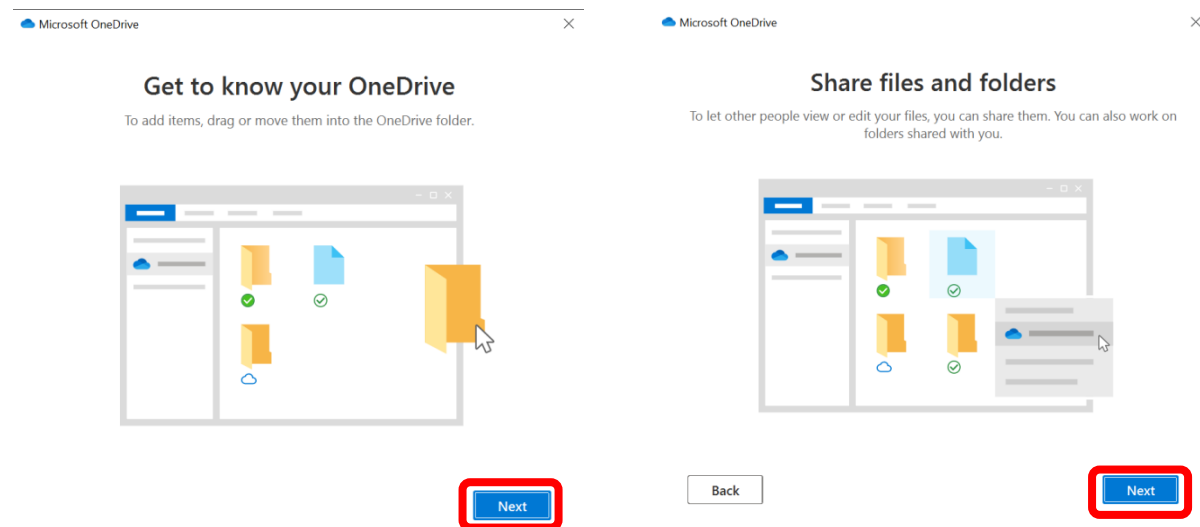3. On the image below, click *Open Microsoft OneDrive*.

4. Then click *Sign in*.

5. input your password → click *Sign in*.

6. After you login, you may change destination folder of your **OneDrive** for the synchronization with click **Change location** or leave it for default location with click **Next**.
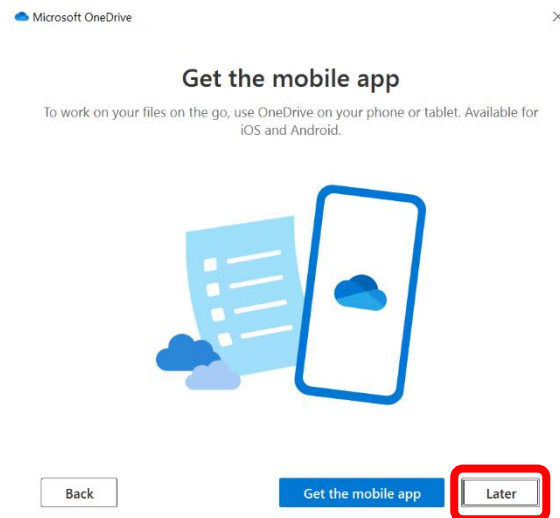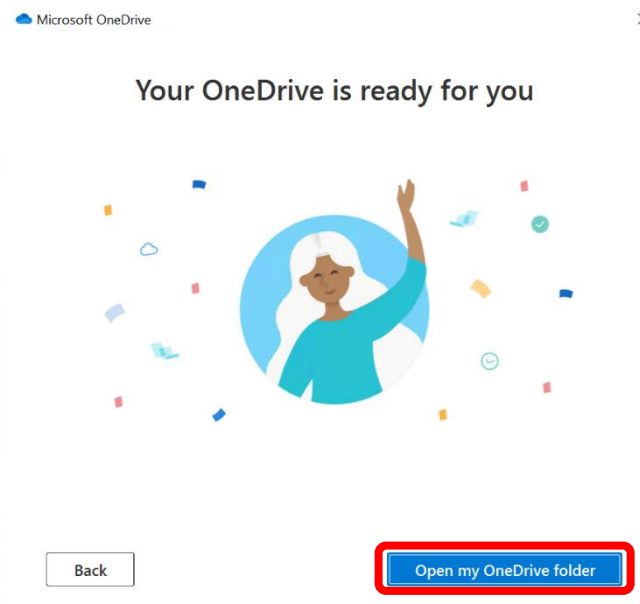

7. then click **Next** for 2 times.

8. There is 3 status of your synchronized Folder or File : **Online-only (on-demand), On this device,** and **Always available**. By default the all Folders and Files will be set to **on-demand** first. Then click **Next**.
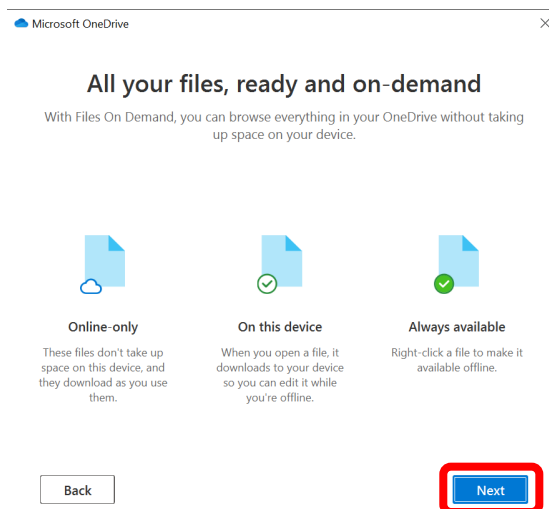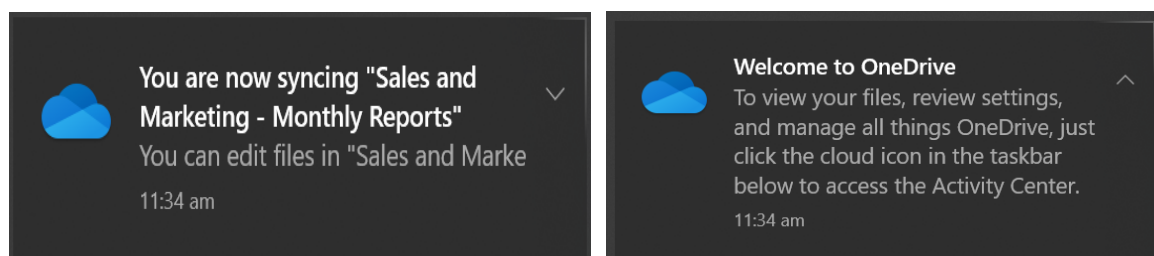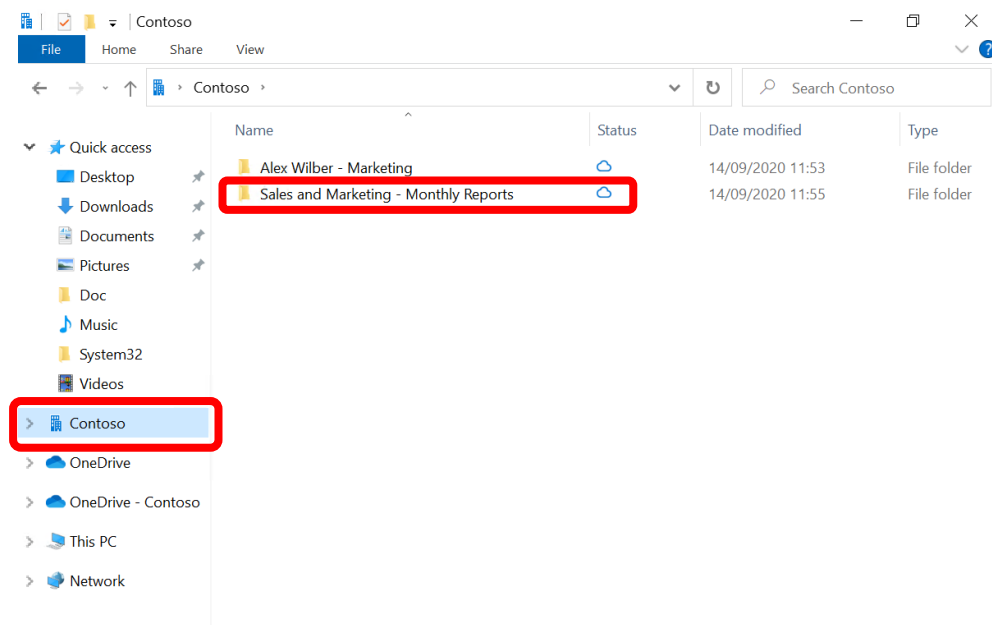
9. More option to get the mobile OneDrive app *Later*.

10. Then click ***Open my OneDrive folder***.

11. There is 2 notifications : while the synchronization your Folder / Files and the synchronization already finished.

12. The result will be show like the image below with the status for all Folders and Files is **Online-only (on-demand)**.
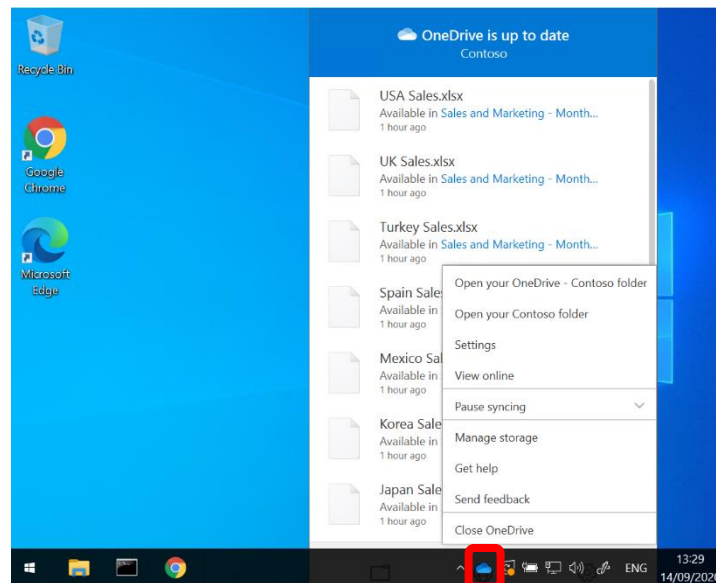

13. Enter to Folder **Sales and Marketing – Monthly Reports**, to see the Folders / Files that you have synchronized.
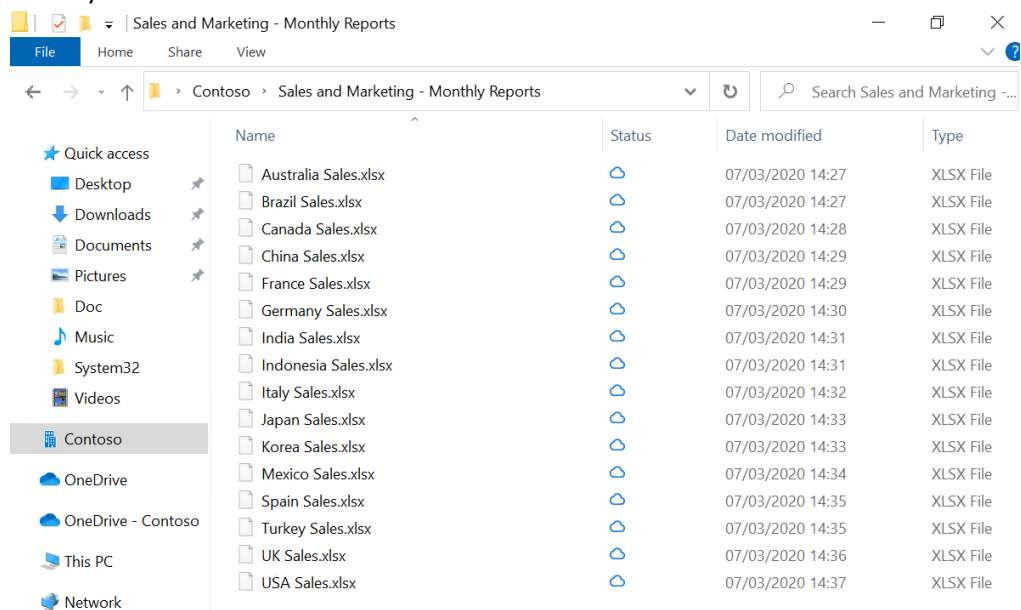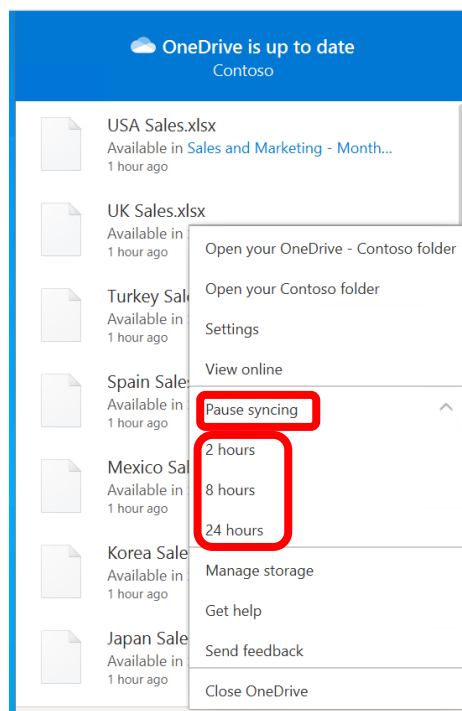
Manage OneDrive App on Windows 10

1. Right click **OneDrive App** icon on the right bottom of taskbar like the image below.

2. You may choose **Pause syncing** if your internet connections is unstable, like the image below. There is option for 2 hours, 8 hours and 24 hours, after meet the interval the synchronization process will be resume automatically.
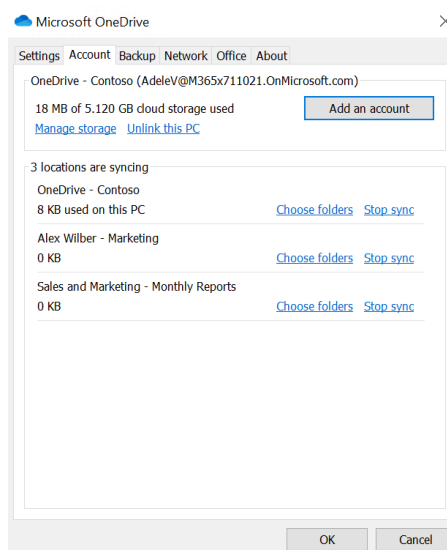
3. You can click *Settings* more options, like the image below.
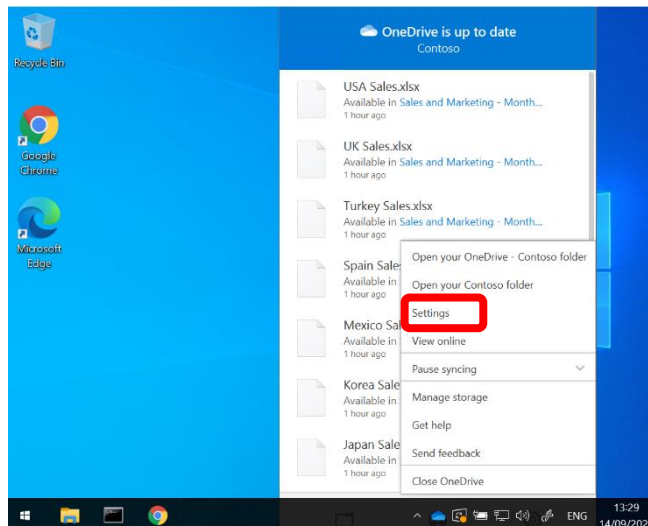
4. On tab *Settings* there is *General* Information, *Notifications*, *Files on-Demand* like the image below.
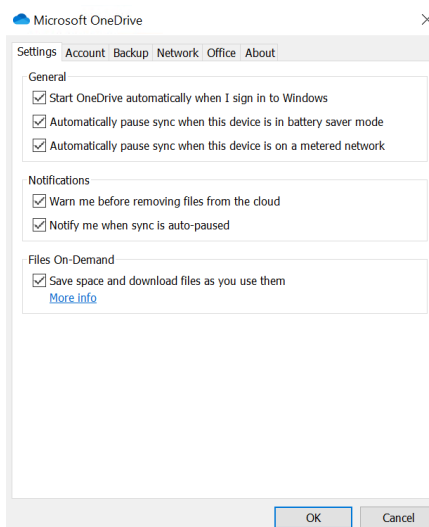
5. On tab *Account,* there is information about your *OneDrive* capacity, and status of your account / folder that you have synchronized currently.
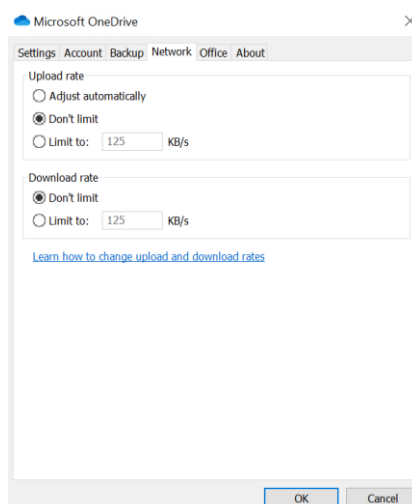
6. On tab *Backup,* you may synchronize your Folder Desktop, Documents dan Pictures with click *Manage Backup*.
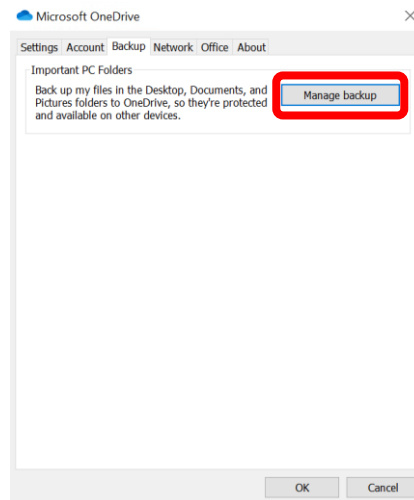
7. Then you may choose between 3 Folder below that you want to sync. Include your Onedrive capacity after you do synchronize, then click *Start backup.*
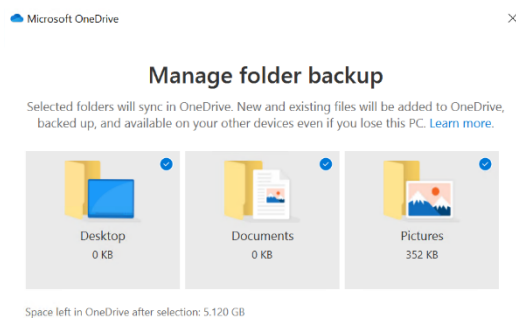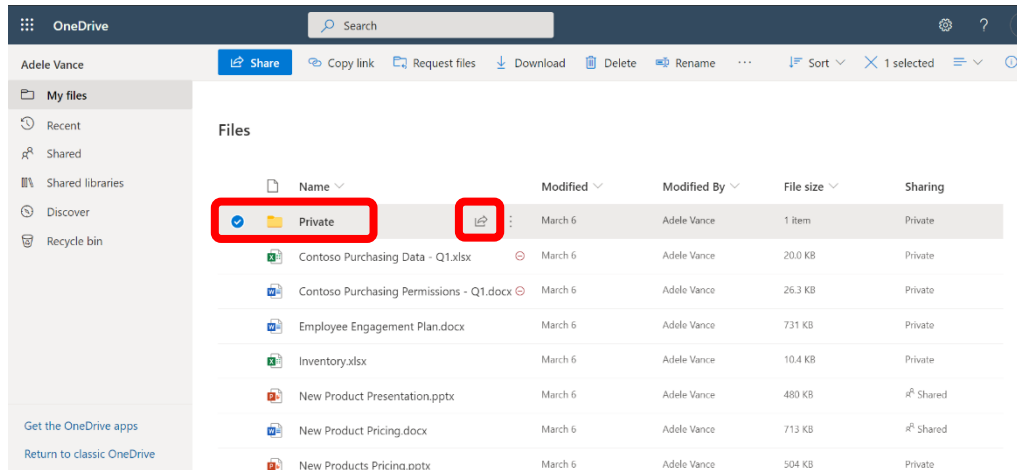

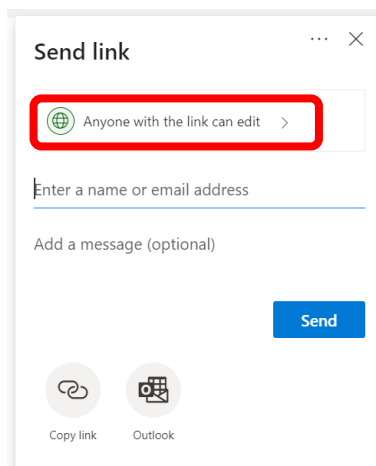8. On tab *Network* you may to limit bandwith rate of upload and download.
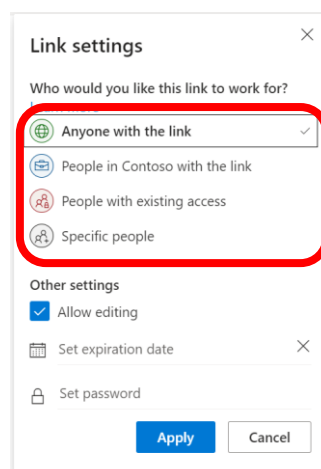
Share Folder / File and Manage Permission

1. On **OneDrive** display via browser below, choose Folder / File that you want to share, then click **Share** icon like the image below.
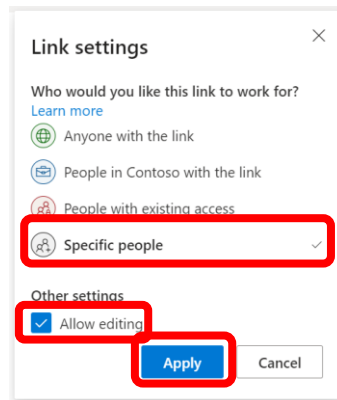

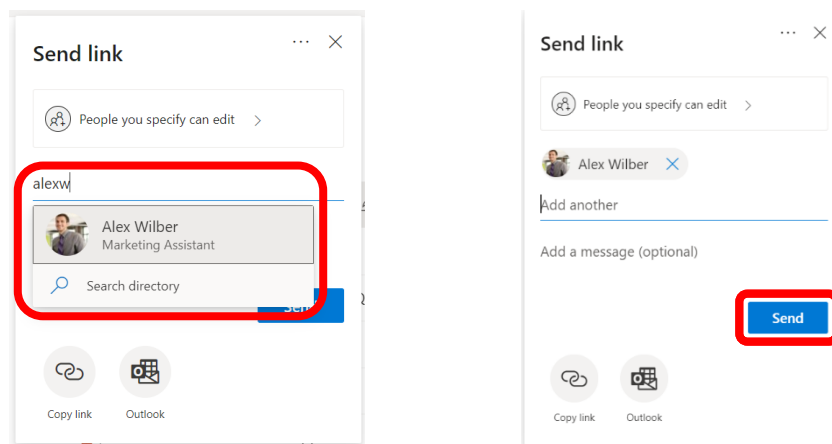2. Click **Anyone with the link can edit** to set advance permission.

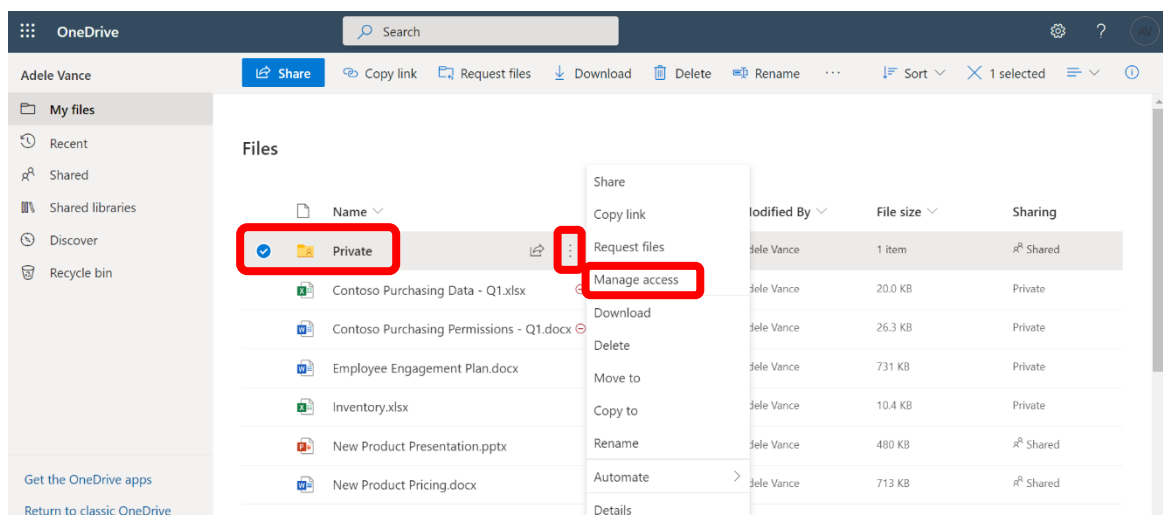3. You will see the available permission that you can use.

4. For example : you may permission *Specific people* → thick *Allow editing* → click *Apply*

5. Typing name / email address of recipient, then click *Send.*

6. For manage Folder / File that you have shared before, you can choose the Folder / File, the click '**three dots**', click *Manage access*.

7. You will see the information who can access the Folder like the image below. Click '**three dots**' beside *Copy* to see the detail information.
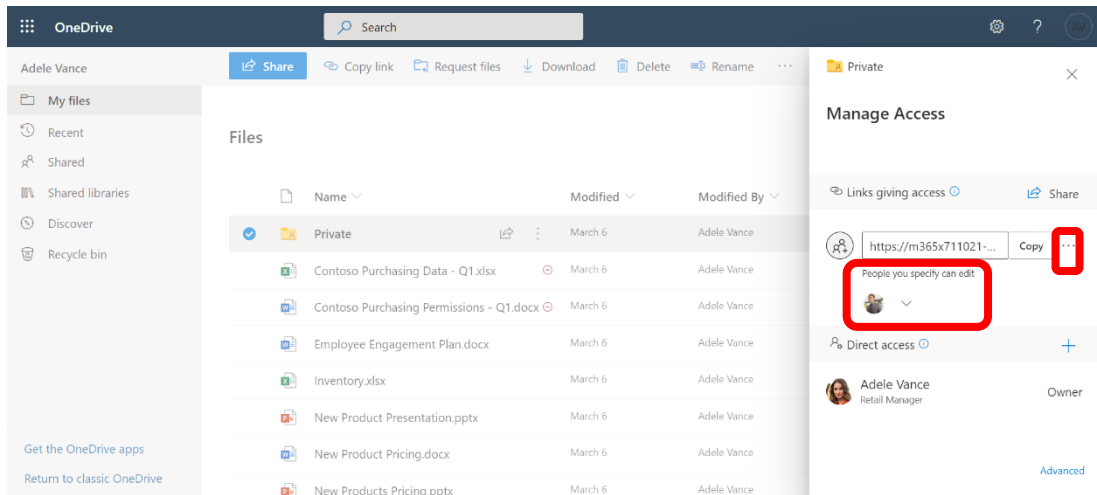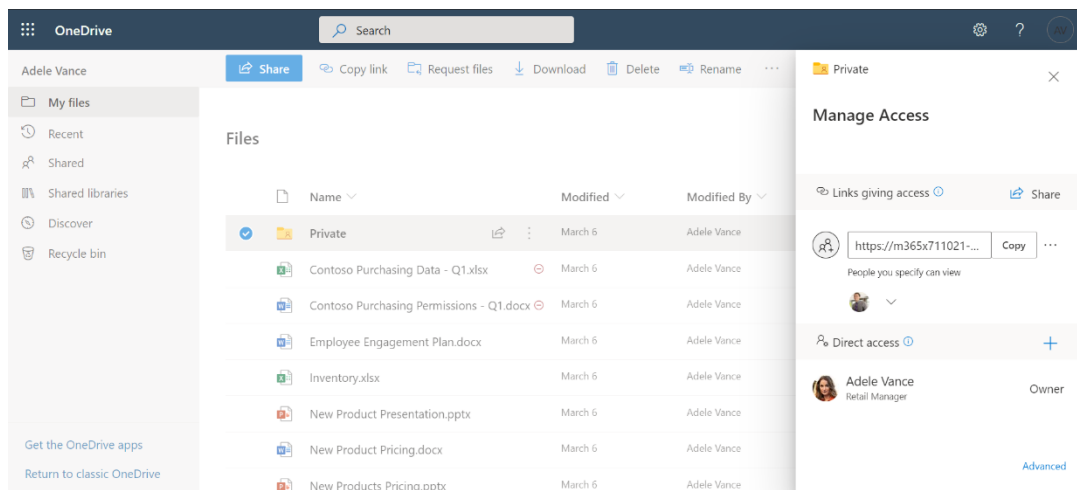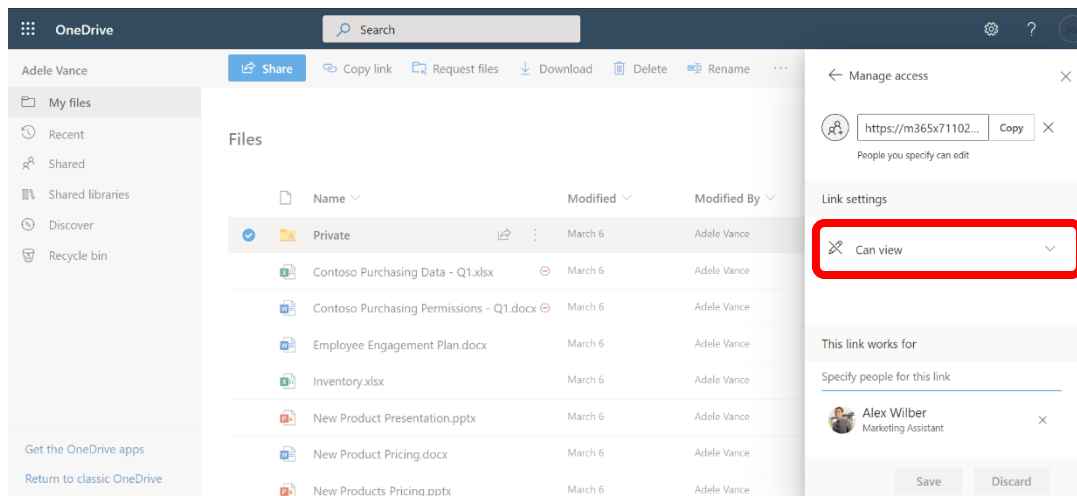

8. You may remove all permission with click **X** symbol beside *Copy.* For changing permission to read only you can click *Can view* like the image below. Then klik *Save.*
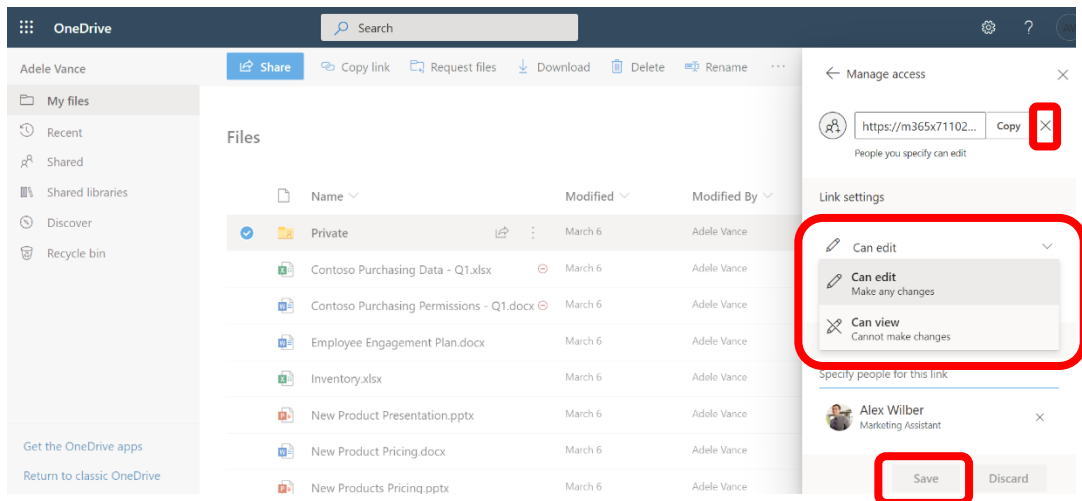
9. You will get information about the permission changes will be affect to everyone who uses the link, then click *Change it*.
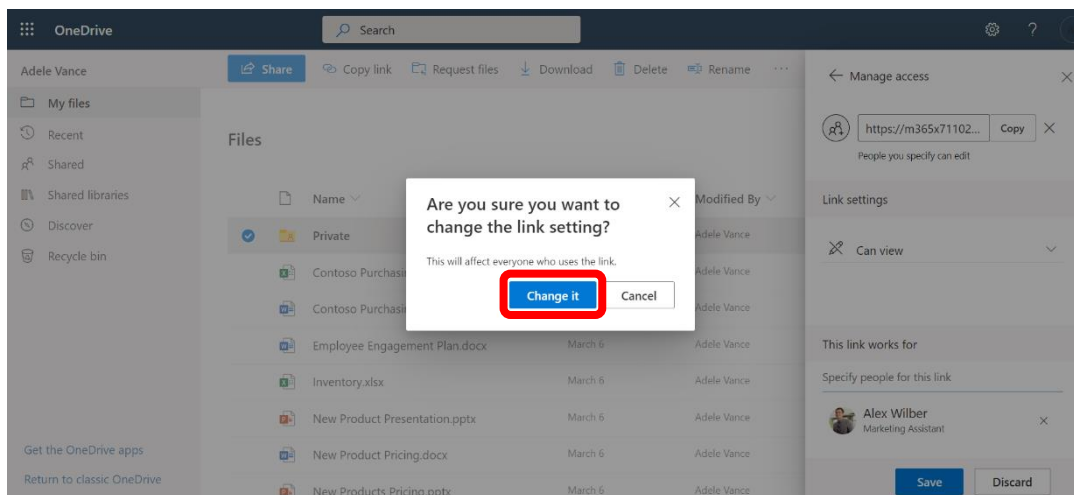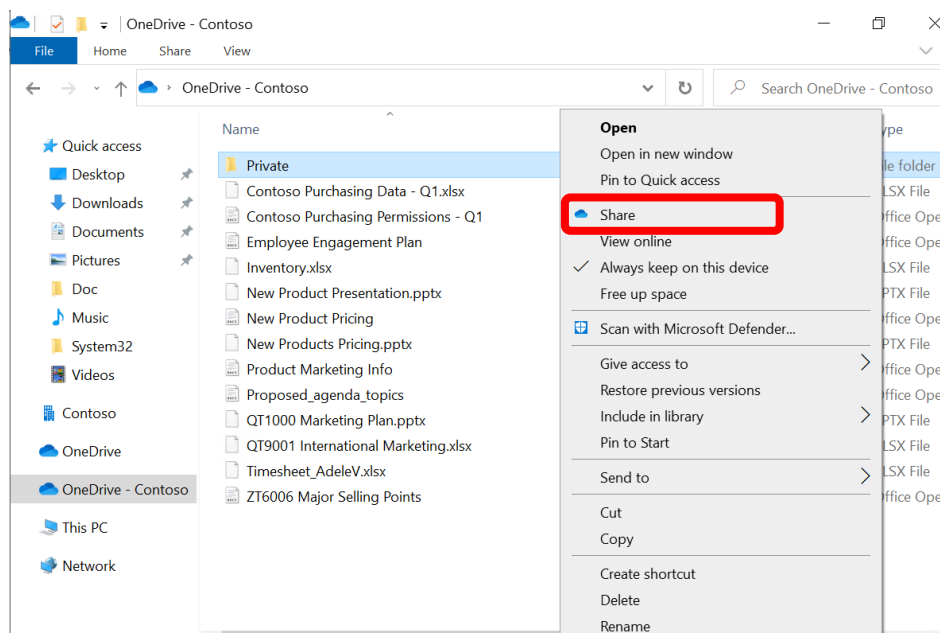
10. The result like the image below, the permission already changed to read only.

11. For sharing Folder / File, also you can do from Windows Explorer on you computer. Right click on your folder that you want to share, then click *Share*.

12. You will see like the image below. Then you can manage permission and recipient, repeat the step number 2 before, and follow the instructions.