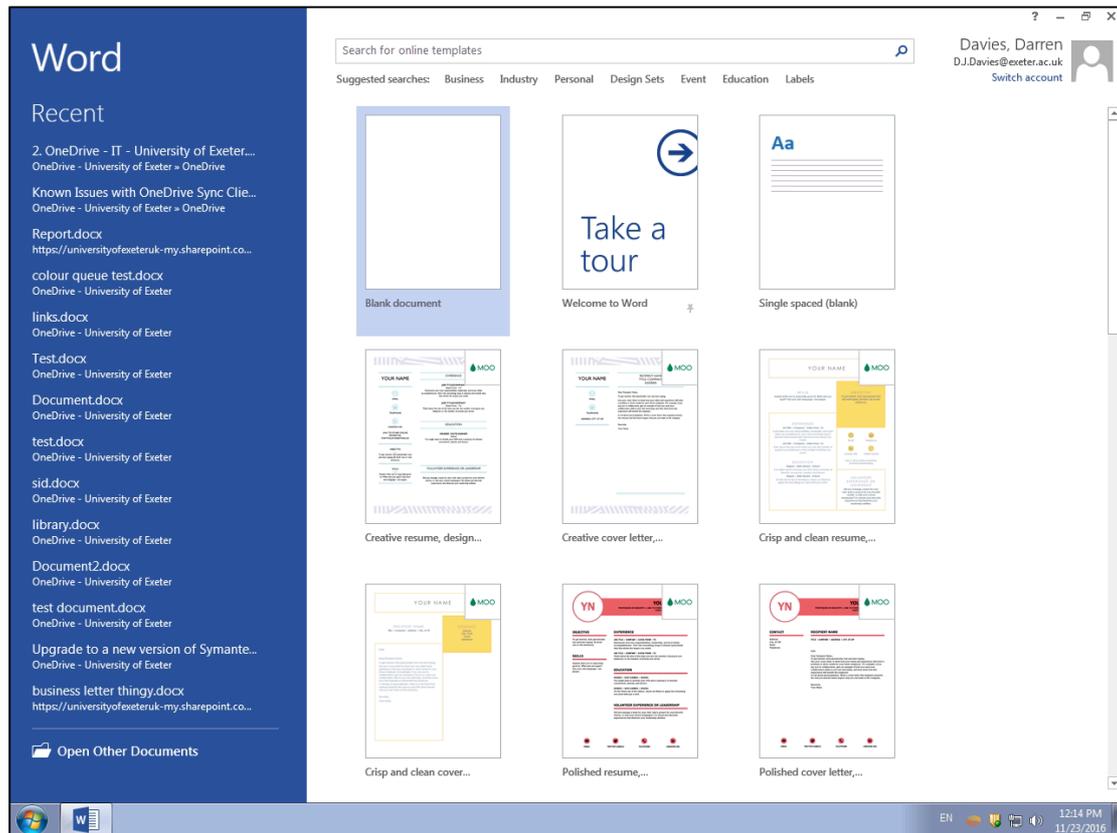# Guide to OneDrive on an Open Access Computer

Using OneDrive with Office 2013

OneDrive storage can be accessed directly from an Office app. On first running an Office app you should see a recent list of files you have been working on.

From the file manager page choose 'OneDrive – University of Exeter', then either a recently used folder, or choose the 'Browse' button to load and save your office files.
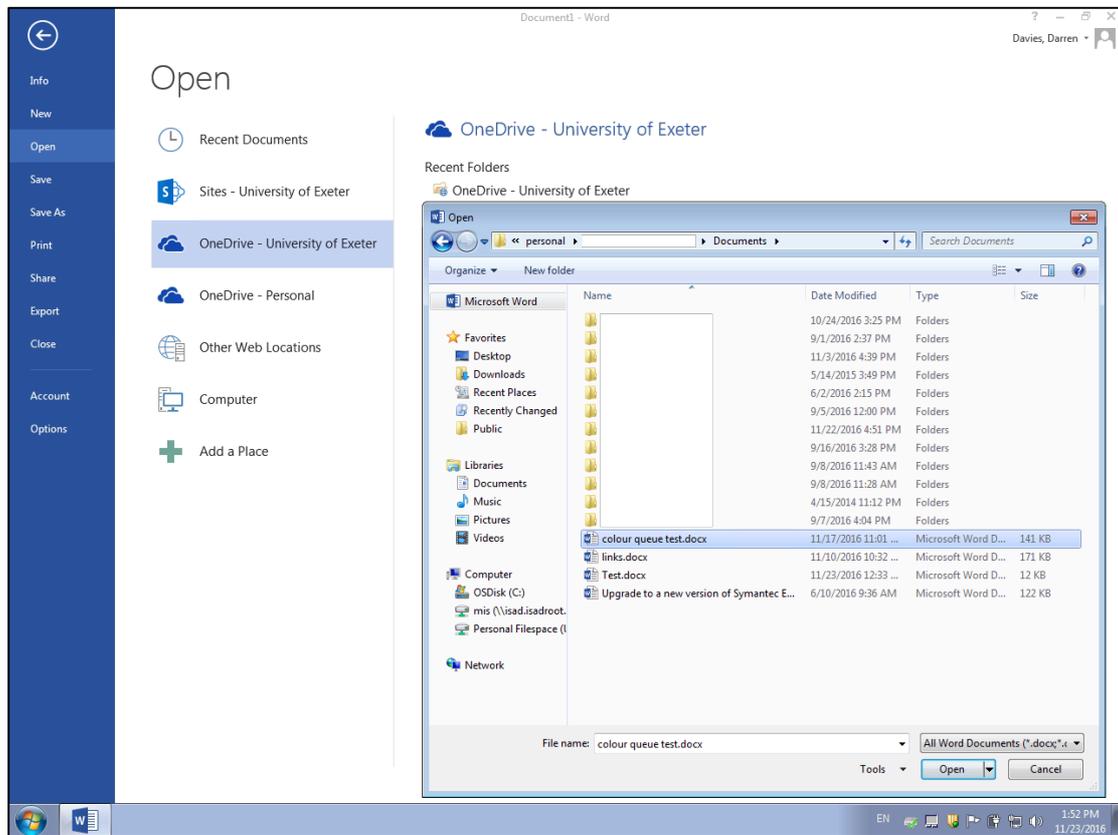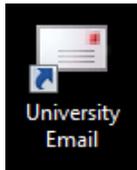
To work with all types of files, access OneDrive from the 'University Email' link on the desktop, then select the Office 365 main menu. By right-clicking on 'OneDrive' and choosing 'Open in a new tab' you can have access to both your email and your files at the same time by clicking between the tabs that open.
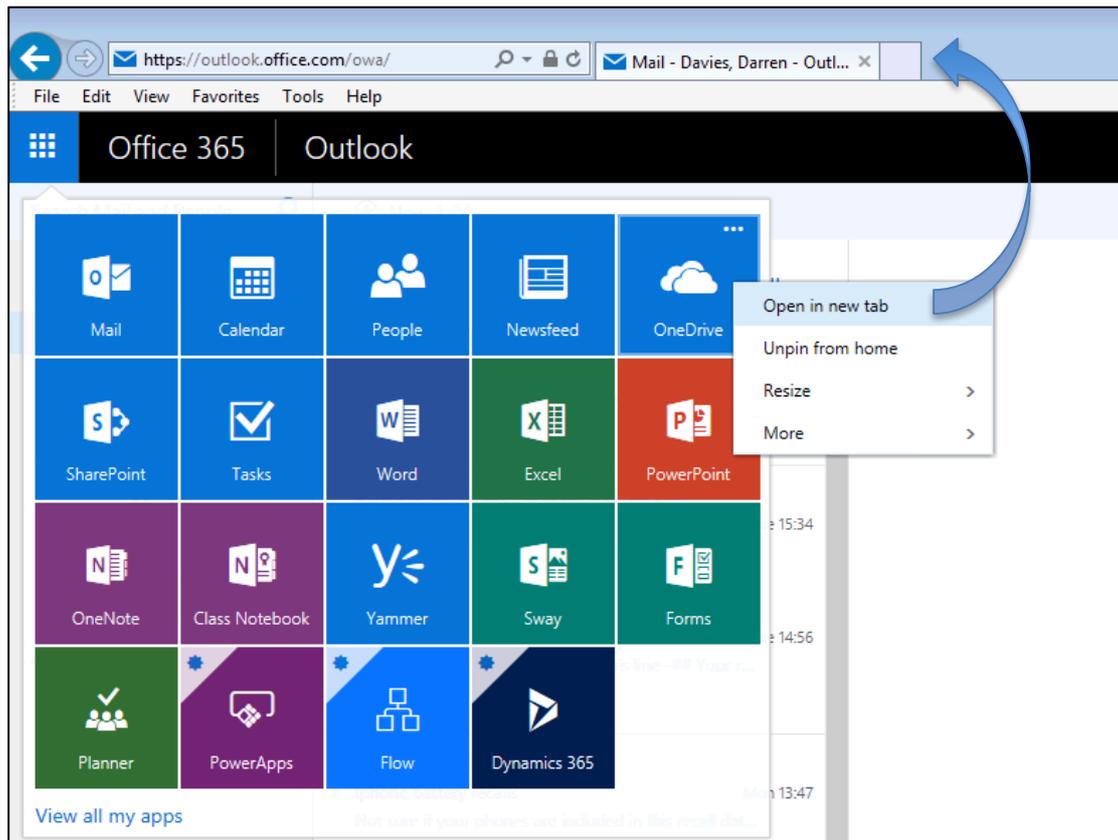

Choosing 'View in File Explorer' from the 'View menu' allows you to work with your OneDrive files. Unfortunately, there is a file size restriction of 25mb for each file when working with OneDrive files in this way. You can upload larger files by dragging them to OneDrive on the web.
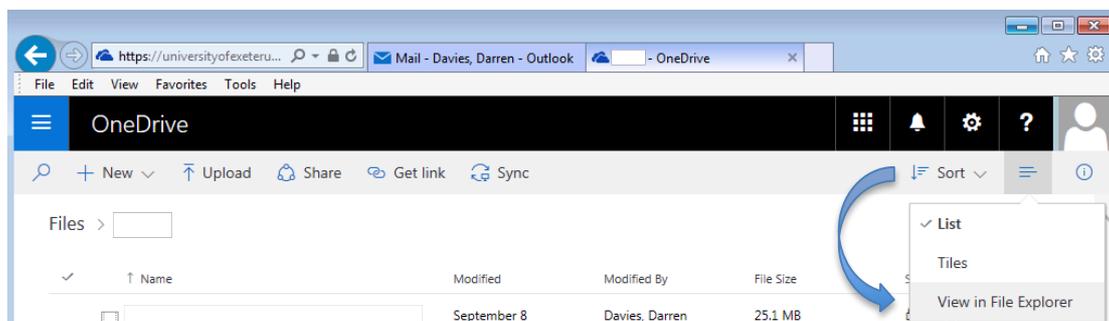
You may see this security window appear, click allow to display your files.
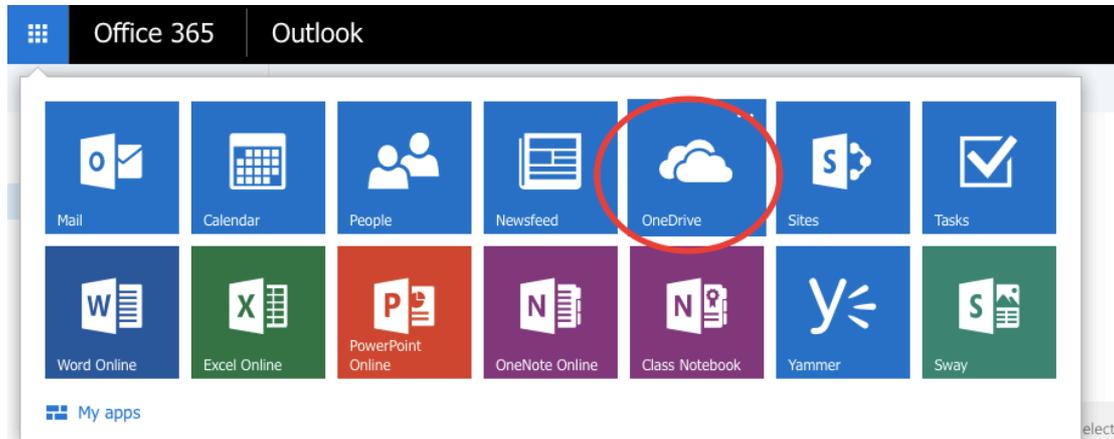

In the screenshot below a picture is being dragged from OneDrive into a Word file which is also stored on OneDrive.
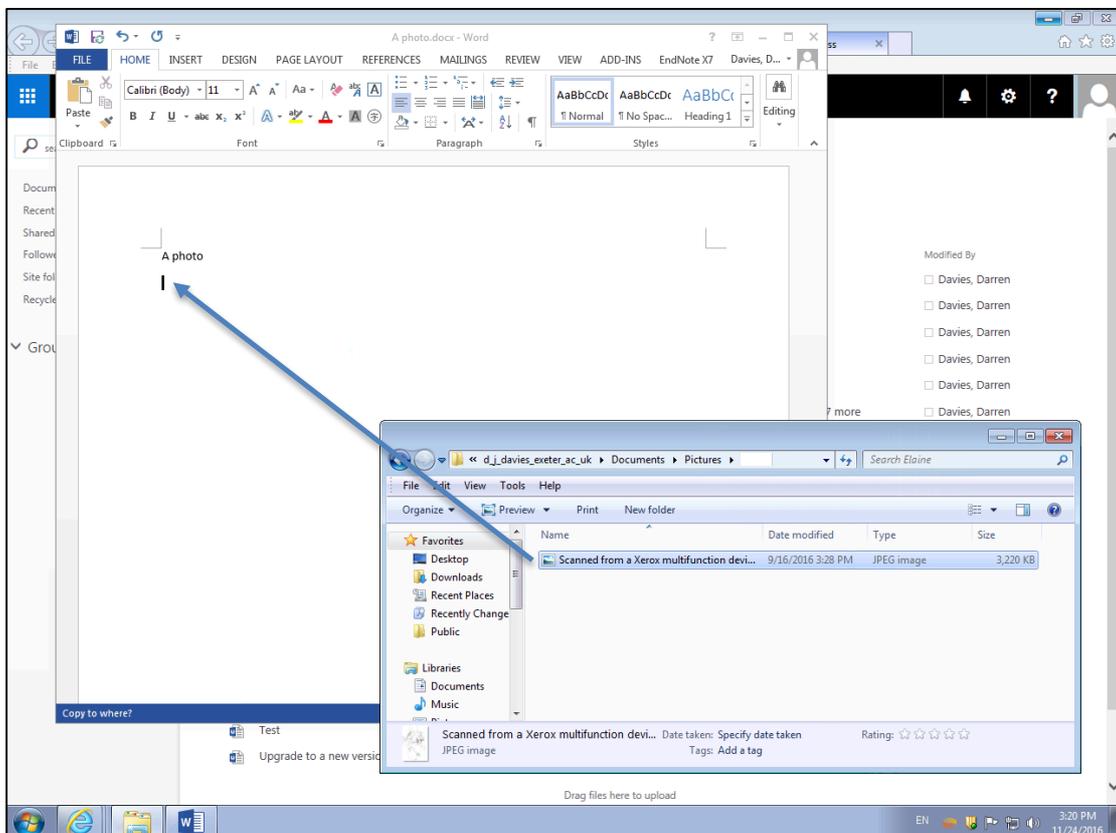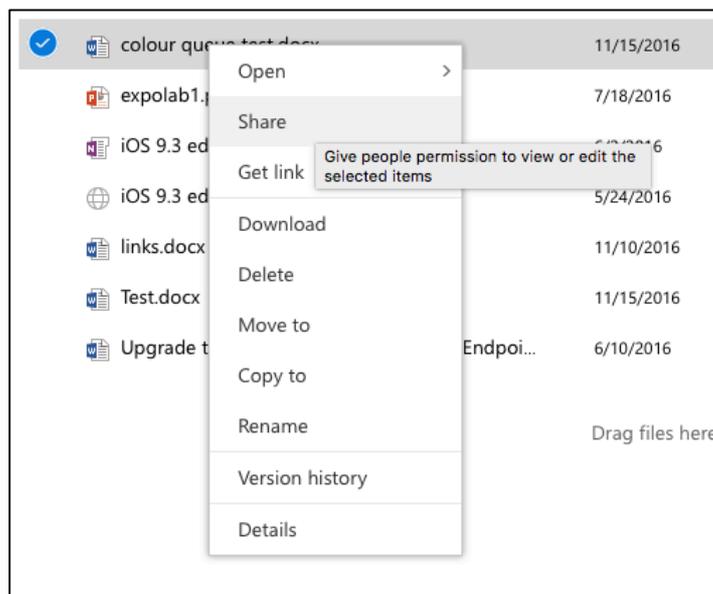
Sharing and Restoring files

Setting up sharing options or restoring files are tasks best done from O365 on the web. If you are not already logged in, go to http://office365.exeter.ac.uk/ and click on the OneDrive link from the O365 menu.
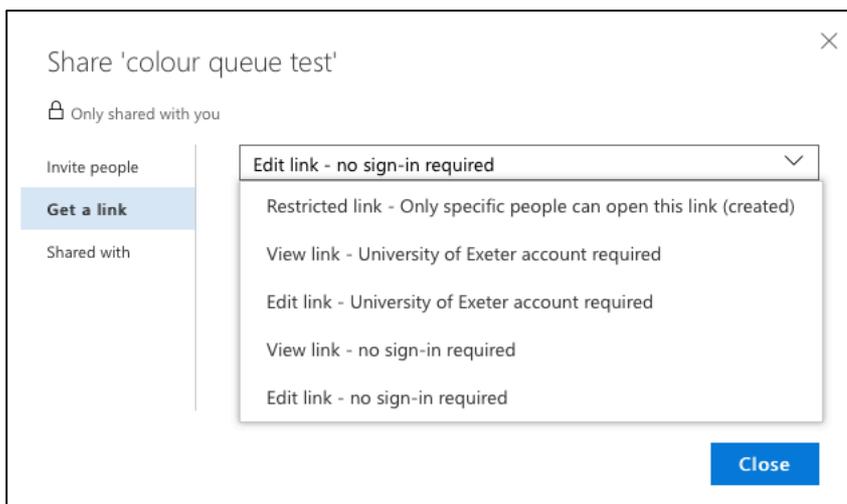

Right click the file you'd like to share and click 'Share'

Files can be shared with multiple people, each person can be added with View or Edit rights, either requiring sign-in or not.
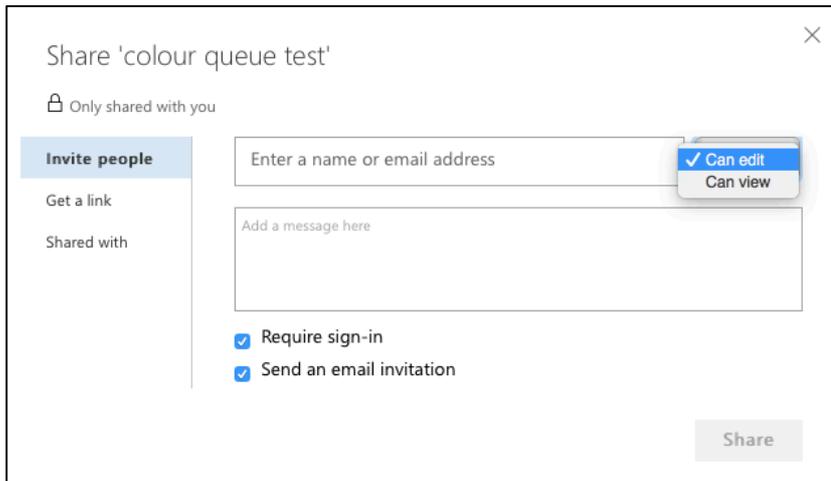
Also, a public link can be shared, including a link that requires no sign-in. This can be useful if you need a public live view only web link.

Right-click a file and choose 'Version history' to show earlier versions of a file. Right-click an earlier version to 'Restore'. Ten versions of file changes are stored.
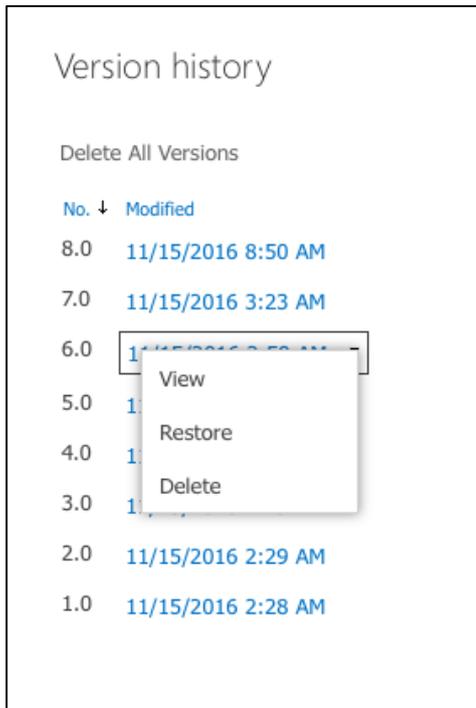
Files can also be restored using the OneDrive 'Recycle bin'