



# OFFICE OF INFORMATION TECHNOLOGY

## Empowering Alaskans Through Technology

### Getting Started with Microsoft OneDrive

V8/20/20.1

#### What is OneDrive?

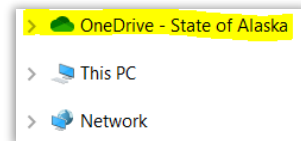
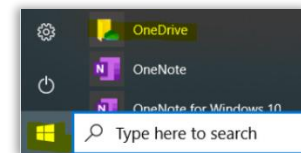
OneDrive is Microsoft cloud storage associated with your email account. It has 1TB of space and can be used to store and share files. It is similar to the hard drive on your computer or a network drive where you can create folders and subfolders to organize, store and share information. A OneDrive folder is a great substitution for a network (home/root) drive. Folders and documents may be dragged and dropped into OneDrive folders and appears in your computer next to all your other drives.

Files can be shared with specific users allowing them to edit documents in one place without the need to email attached documents. OneDrive also provides file backup and version history of your documents.

You can access OneDrive from your computer through the desktop, a web browser, or even on your mobile phone if you install the OneDrive app.

#### Desktop

- Launch the OneDrive desktop application from the Programs Menu (Windows Icon on bottom left corner of your display window).
- You will have to login with your SOA credentials when you launch it the first time. After login it is secure and ready for use.
- You will see a Windows Explorer window with the label OneDrive – State of Alaska at the top.

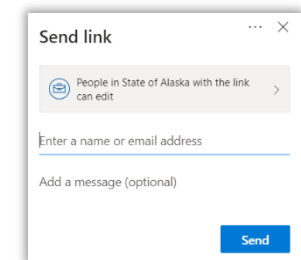


#### Website

- Login to [www.OneDrive.com](http://www.OneDrive.com) with your SOA credentials.

#### Sharing

- The website is the best place to share OneDrive folders and files.
- Login to the website, right-click on the document or folder and select “Share”
- Enter a name or email address when prompted and click Send.
- Ensure you review shared access periodically to keep it current.



#### Mobile

- Go to the Apple or Android store and install the OneDrive App.
- Login with your SOA credentials.

#### Guidance:

It is recommended to use Teams when you are working collaboratively on files with team members.

While OneDrive has the option to share documents, documents are better shared with a few people. Documents may be stored in OneDrive for indefinite periods of time.