

Using your University OneDrive to store and share documents

Your University OneDrive has a **one terabyte** storage quota and can be accessed from almost any internet connected device. For this reason, it is the preferred choice for storing University files and folders.

How to access my OneDrive?

Desktop:

1. Login to exeHub: <https://exehub.exeter.ac.uk>
2. Click on the My Files tab
3. Click the OneDrive Icon.



Phone or Tablet:

You can use exeHub on your phone or tablet but for the best experience we suggest you download the dedicated OneDrive app and sign in with your Exeter email address and password.

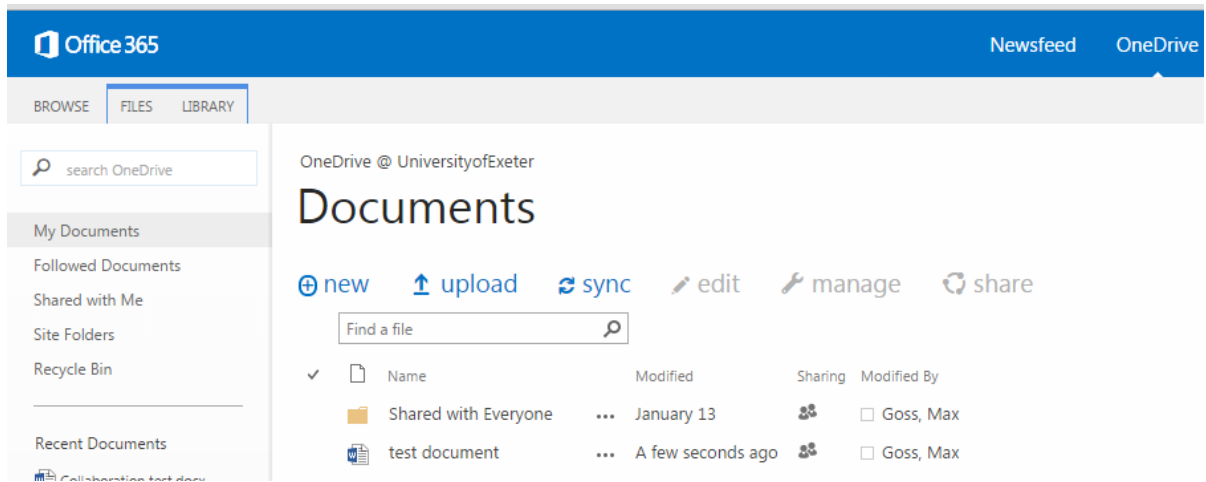
[Android version](#)

[IOS version](#)

[Windows phone](#)

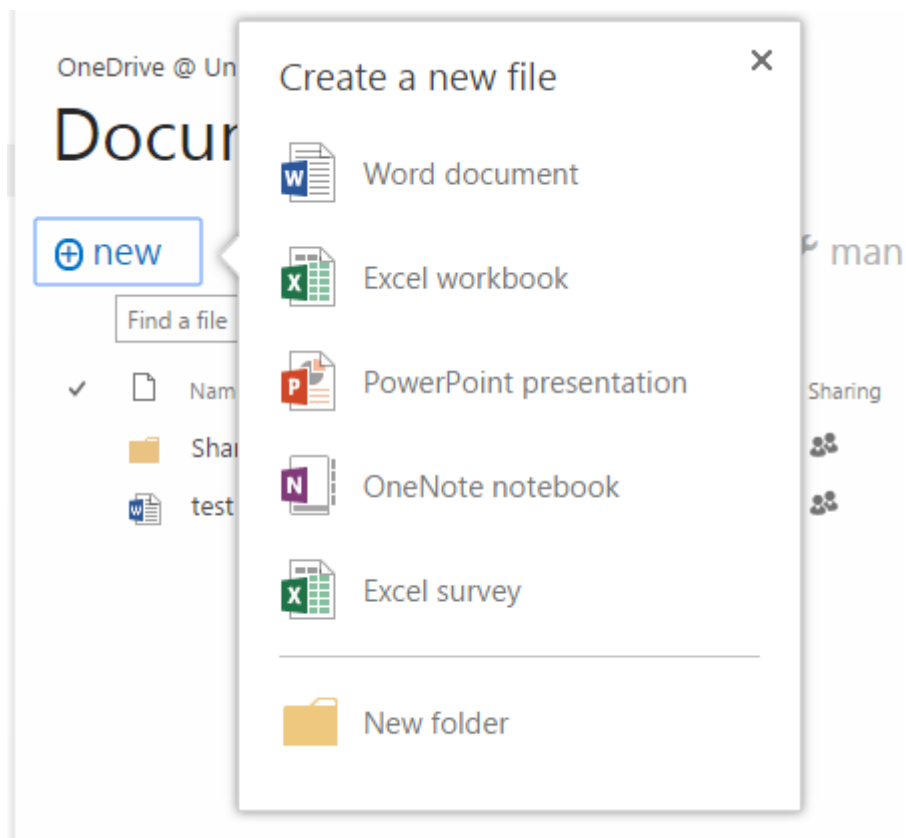
Using OneDrive

When you open OneDrive you will see a list of documents you have created. By default documents you create are private unless you place them into the “Shared with Everyone” folder or choose to share them with a specific person or group (discussed later).

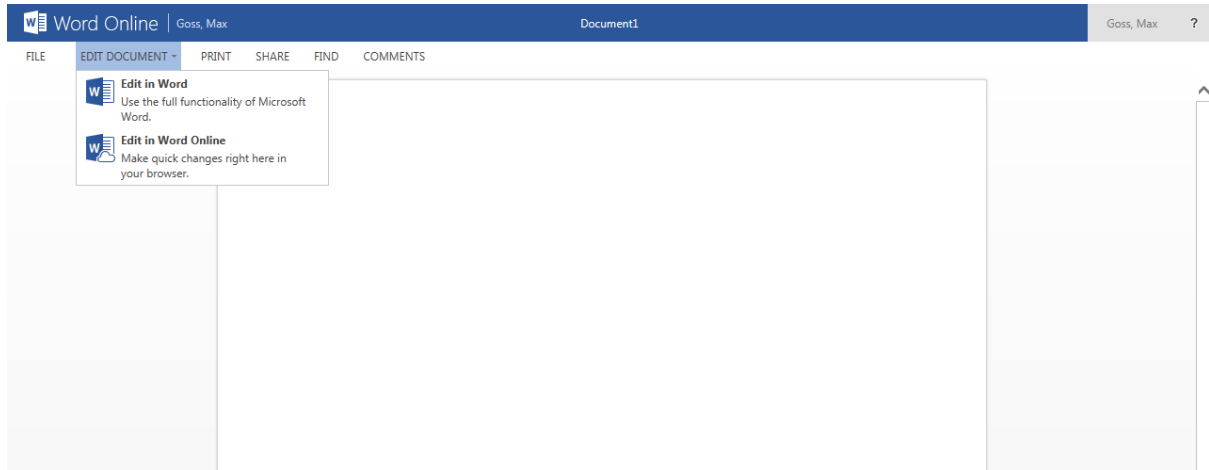


Creating a new document

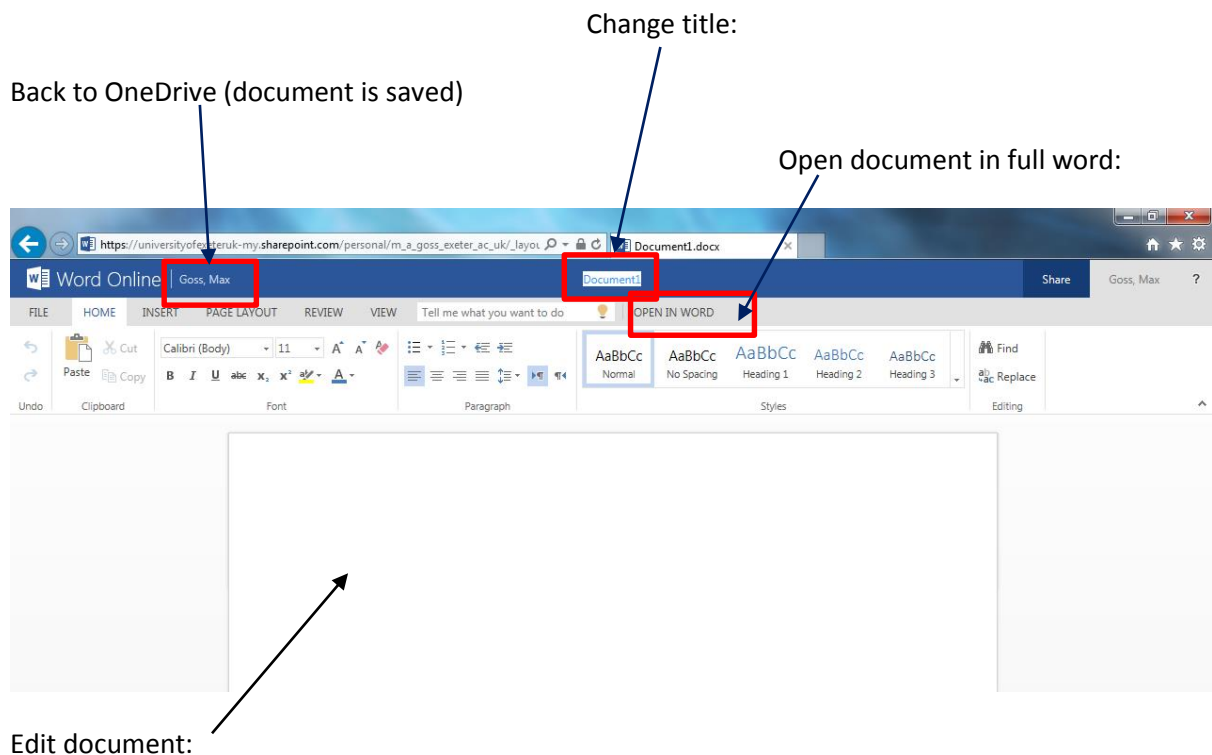
1. Click the new button and choose a type of document to create
2. In this example we are using a Word Document. Click on the Word Document to create a new word file directly in OneDrive.



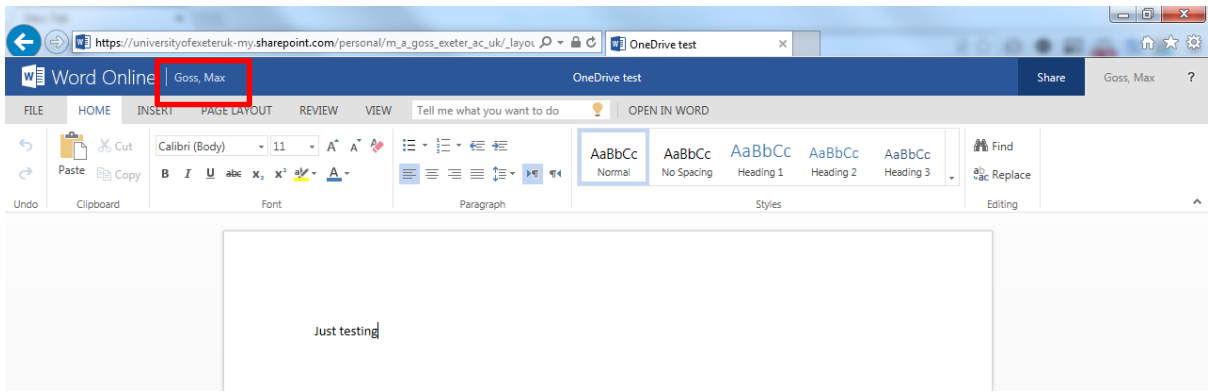
3. Once the word document is created you will be taken directly to a view of it in your browser. Click edit document and choose Edit in Word Online to edit the document in your browser.



- When you edit the document online you will see the document open with many of the options you would find in the full Microsoft Word. Some differences highlighted below:



- The important thing to note with editing documents in OneDrive is that they are not saved locally on to your computer. Rather they are saved automatically into the OneDrive cloud. As such, you can access them from any device which can connect to your University OneDrive account. Also, the files are backed up by default.
- When you have finished editing a document, simply click the link next to Word online which will take you back to your OneDrive document library. Your work is automatically saved. The same effect is achieved when using the back button



- When you return to the document library you will find that your new document has been added, it's been renamed to the name you selected and shows when it was last modified. Note the padlock symbol underneath sharing noting that the document is private to you.
- Now that you have created this document, you can edit it again online, edit within Word and even share and work on it with other users at the same time...

OneDrive for Business

Documents

[+](#) new [↑](#) upload [↻](#) sync [✎](#) edit [🔧](#) manage [🔄](#) share

Find a file

✓	📄	Name	Modified	Sharing	Modified By
	📁	Shared with Everyone	... January 13	👥	<input type="checkbox"/> Goss, Max
✓	📄	OneDrive test ✱	... A few seconds ago	🔒	<input type="checkbox"/> Goss, Max
	📄	test document	... About an hour ago	👥	<input type="checkbox"/> Goss, Max

Sharing your document (internal)

OneDrive lets you share a document with both internal users (students, staff of the University of Exeter) and external sharers. To begin with we will look at **internal sharing**:

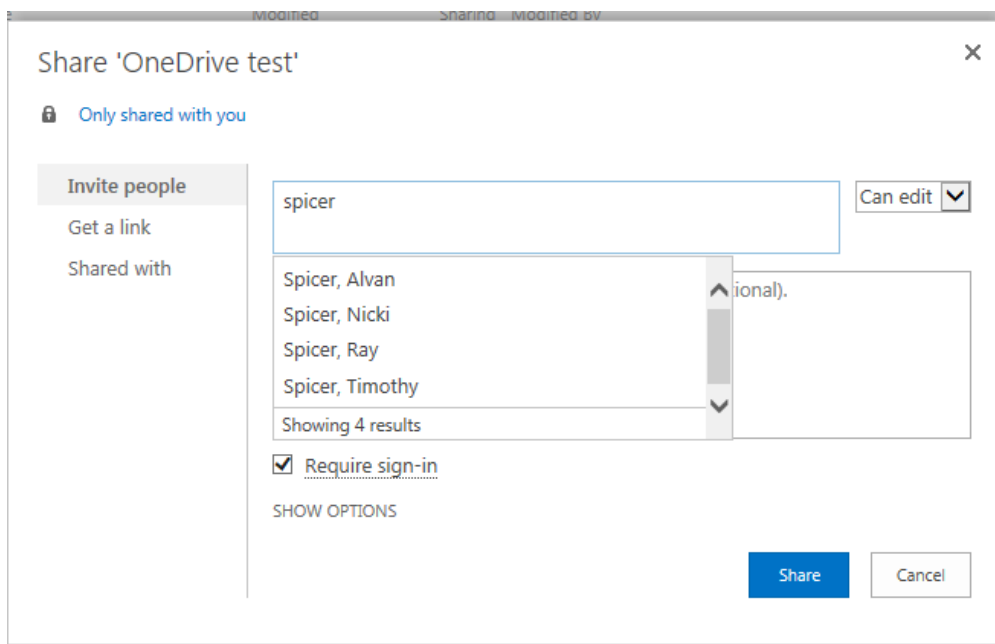
- Click next to the document you want to share so that it is highlighted (below)
- Click on Share.

Documents

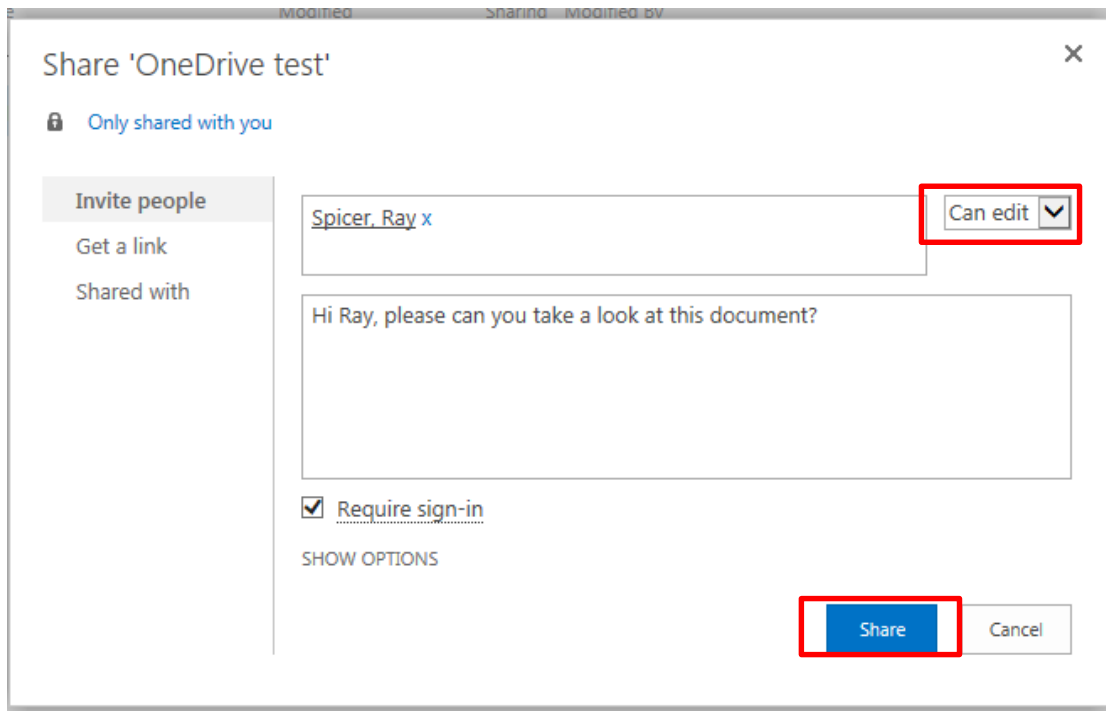
new upload sync edit manage share

✓	📄	Name		Modified	Sharing	Modified By
	📁	Shared with Everyone	...	January 13	👥	<input type="checkbox"/> Goss, Max
✓	📄	OneDrive test ✳	...	A few seconds ago	🔒	<input type="checkbox"/> Goss, Max
	📄	test document	...	About an hour ago	👥	<input type="checkbox"/> Goss, Max

3. In the share box which appears type the name of the person or people you wish to share the document with. It's usually better to type the surname in unless you know the person's email address



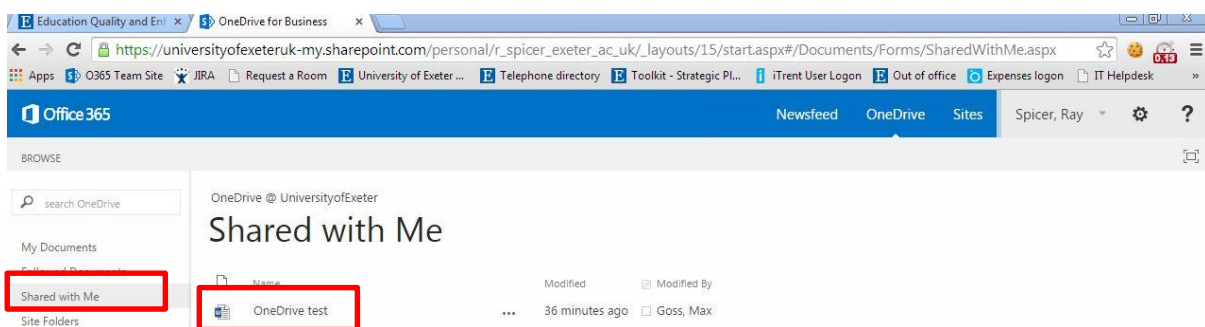
4. Once you have the name of the person or people you wish to share the document with, choose whether they can edit or just view the document. Require sign in should be checked for security and means that the user will need to authenticate to exehub / OneDrive before they are allowed to see the document.
5. When you click "Share" an email will be sent to that person inviting them to look at / edit the document.



Working collaboratively on a document

You saw in the last section, how to share a document with another internal user. Once the document is shared, and assuming you have shared with editor rights, you will be able to work on that document with the person you shared it with. In effect you can edit in real time, collaboratively making changes to the document.

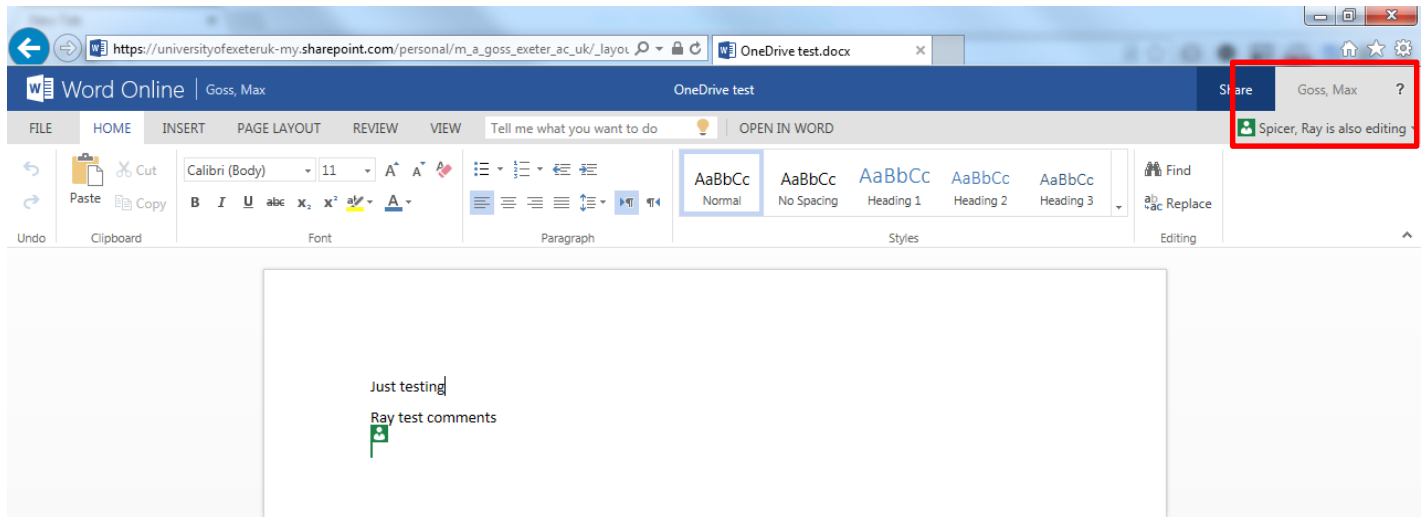
Once you have shared a document, the person you have shared it with can access the document either from the email invitation they have received, or from the “Shared with me Folder” in their OneDrive:



1. To work on the document together you both need to open the document and choose edit in Word Online.

You can also do this by opening the document from OneDrive and choosing to “Open in Word.” For this option you will need to have Microsoft Word installed and may need to sign in with your University of Exeter email address and password.

2. You will see that the document now shows who is editing it. In this case I am logged in as Max, but Ray is also editing the document.
3. We can see where Ray is editing, as the area is marked on my screen by a green person. Changes made by either user are automatically saved and updated in real time.



Using Lync instant messaging

When working collaboratively with members of the University of Exeter you could benefit from using the Lync instant messaging and video conferencing program. You will both need to download and sign in with your Exeter email address and password.

Lync Download:

<http://www.microsoft.com/en-gb/download/details.aspx?id=35451>

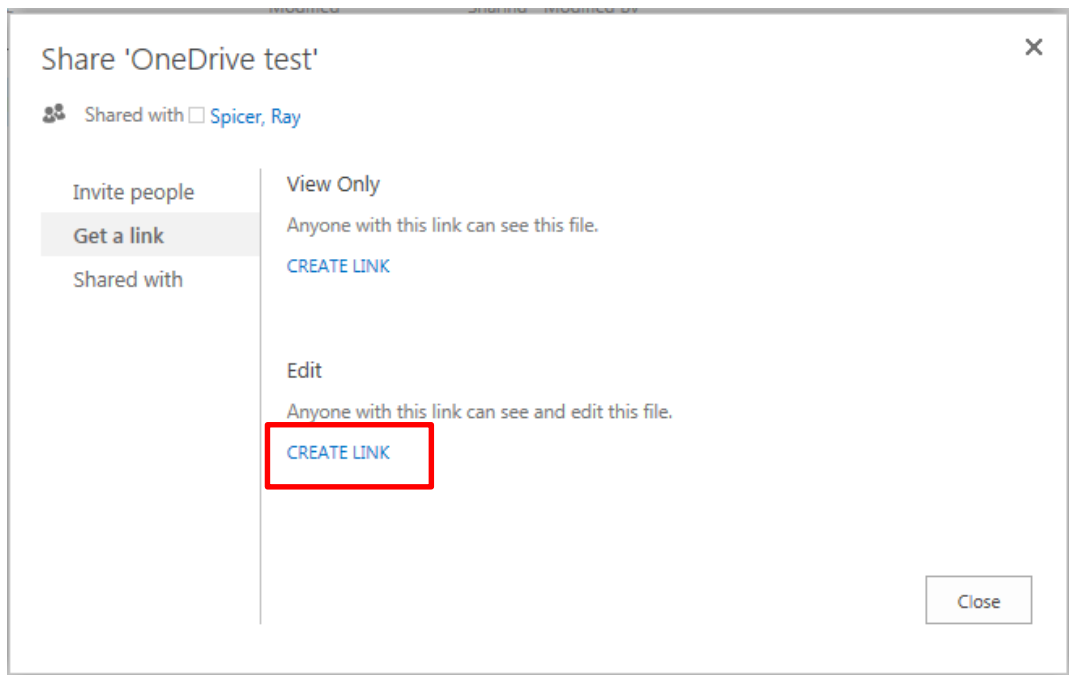
Introduction video:

<http://youtu.be/-x80-stTue8>

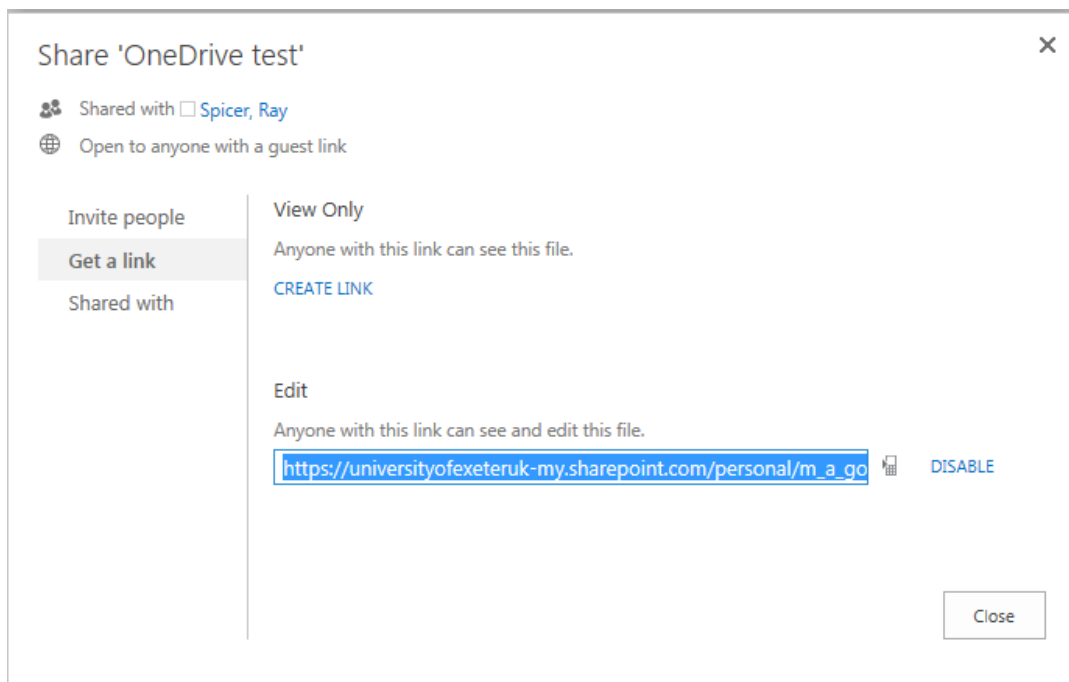
Sharing your document (external)

You can also share your document with external users who are outside of the University.

1. From your OneDrive select the document you wish to share and click the Share button.
2. When the Share box appears click "Get a Link"
3. Choose whether you want the user to be able to edit the document or just view and click "Create Link"



4. Once the link is created you can copy and paste it into your email and send it to the person you want to share with. Please note, anyone with this link can access the document. A QR code is also generated which can be read by Mobile Devices.



5. The recipient can work collaboratively with you by opening the link and editing the document in Word Online. However, they will simply be referred to as Guest Contributor.

FILE HOME INSERT PAGE LAYOUT REVIEW VIEW Tell me what you want to do OPEN IN WORD 2 other people are here

Undo Clipboard Font Paragraph Styles Editing

Calibri (Body) 11 A⁺ A⁻ Find Replace

AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc Normal No Spacing Heading 1 Heading 2 Heading 3

Guest Contributor is editing this document.

just testing

Ray test comments