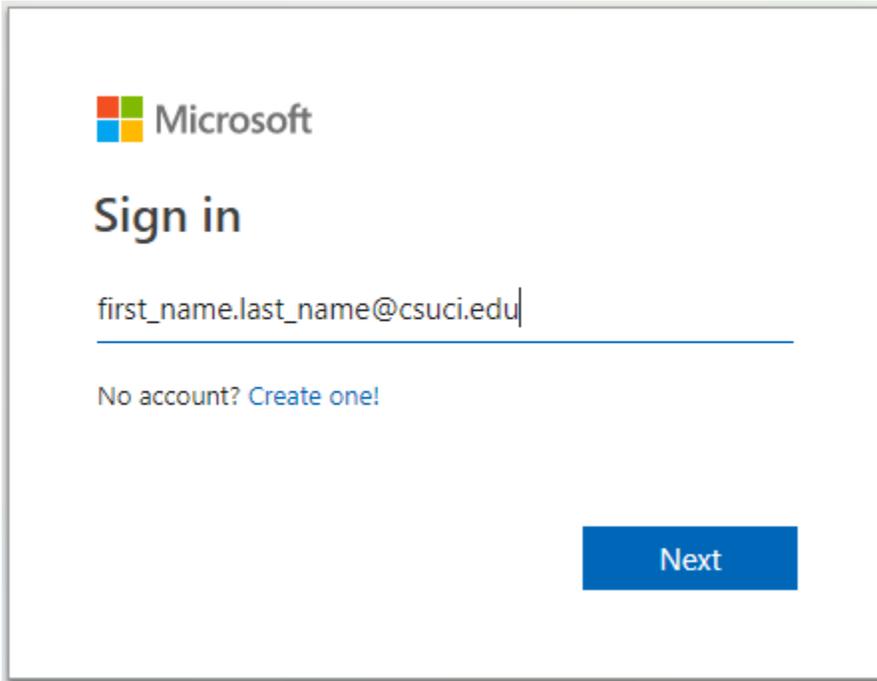


## OneDrive access and use within a web browser

There are two methods available to access Microsoft OneDrive. OneDrive can be accessed directly through the Microsoft OneDrive portal or through the myCI portal.

### Accessing OneDrive with the Microsoft Portal

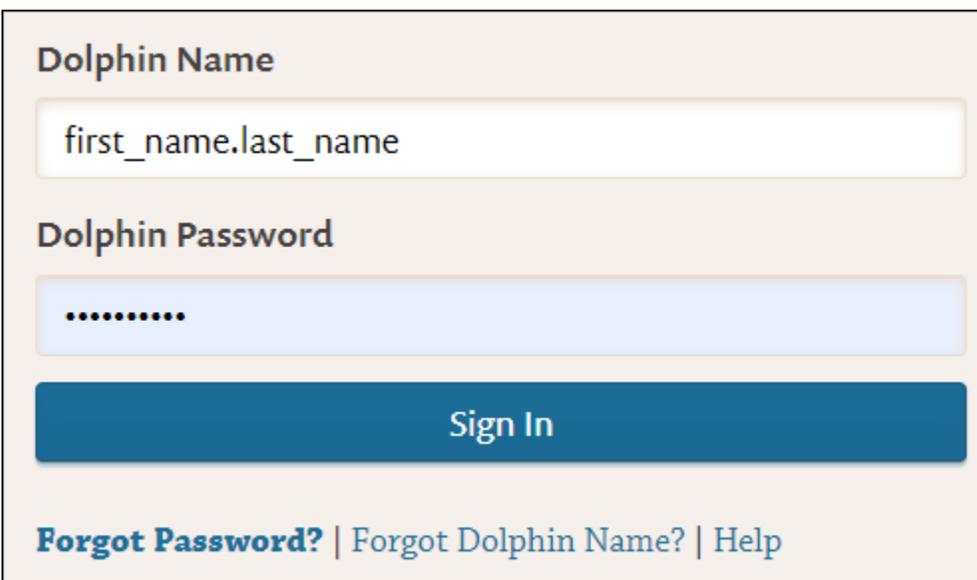
<https://onedrive.live.com/about/en-us/signin>



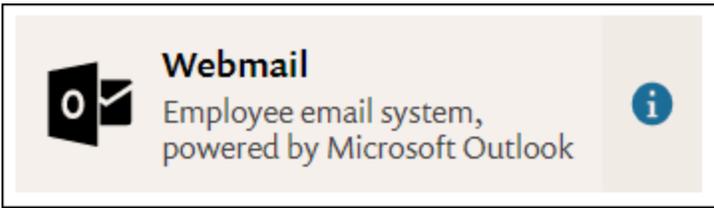
The screenshot shows the Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed in a large, bold font. Underneath, there is a text input field containing the placeholder text "first\_name.last\_name@csuci.edu". Below the input field, there is a link that says "No account? Create one!". At the bottom right of the form, there is a blue button labeled "Next".

### Accessing OneDrive with the myCI Portal

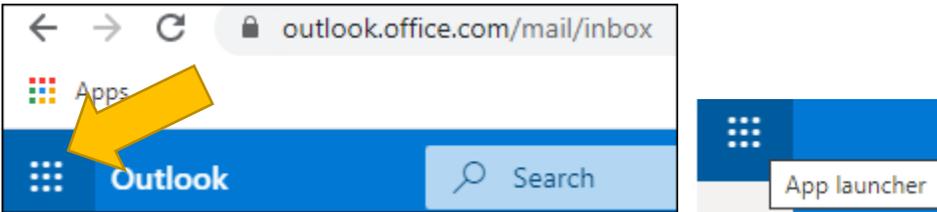
<https://myci.csuci.edu/>



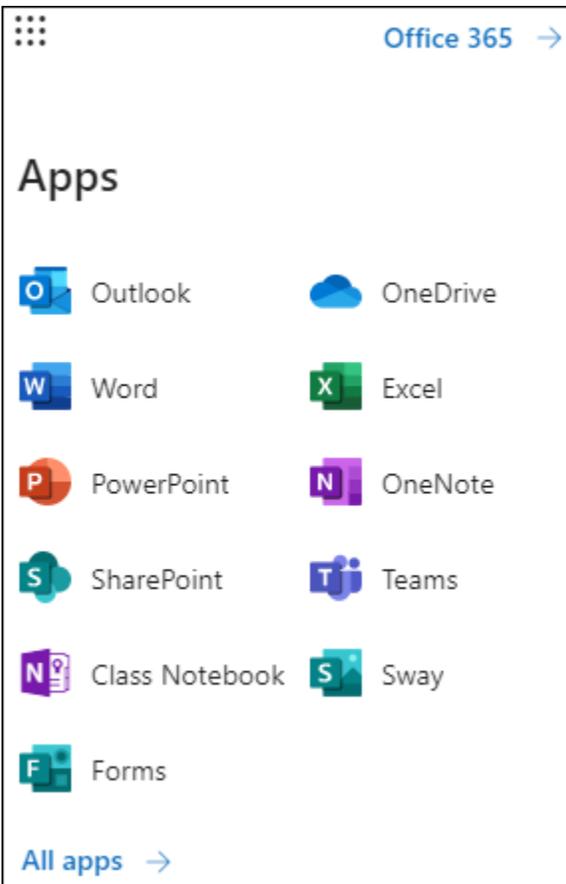
The screenshot shows the myCI portal sign-in page. It has a light beige background. At the top, the text "Dolphin Name" is displayed in a bold font. Below it is a text input field containing the placeholder text "first\_name.last\_name". Underneath, the text "Dolphin Password" is displayed in a bold font. Below it is a password input field with a light blue background and a series of dots representing the password. At the bottom of the form, there is a large blue button labeled "Sign In". Below the button, there are three links: "Forgot Password?", "Forgot Dolphin Name?", and "Help".



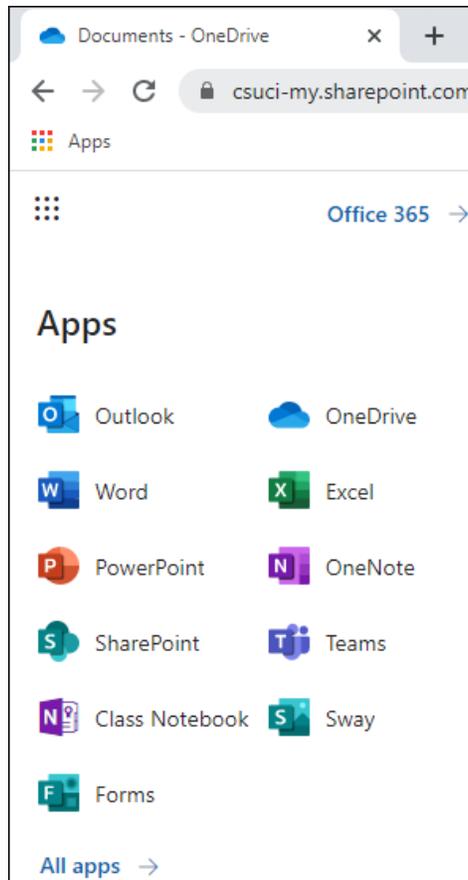
In the myCI links area select "Webmail"



In Outlook Webmail select the App Launcher Button



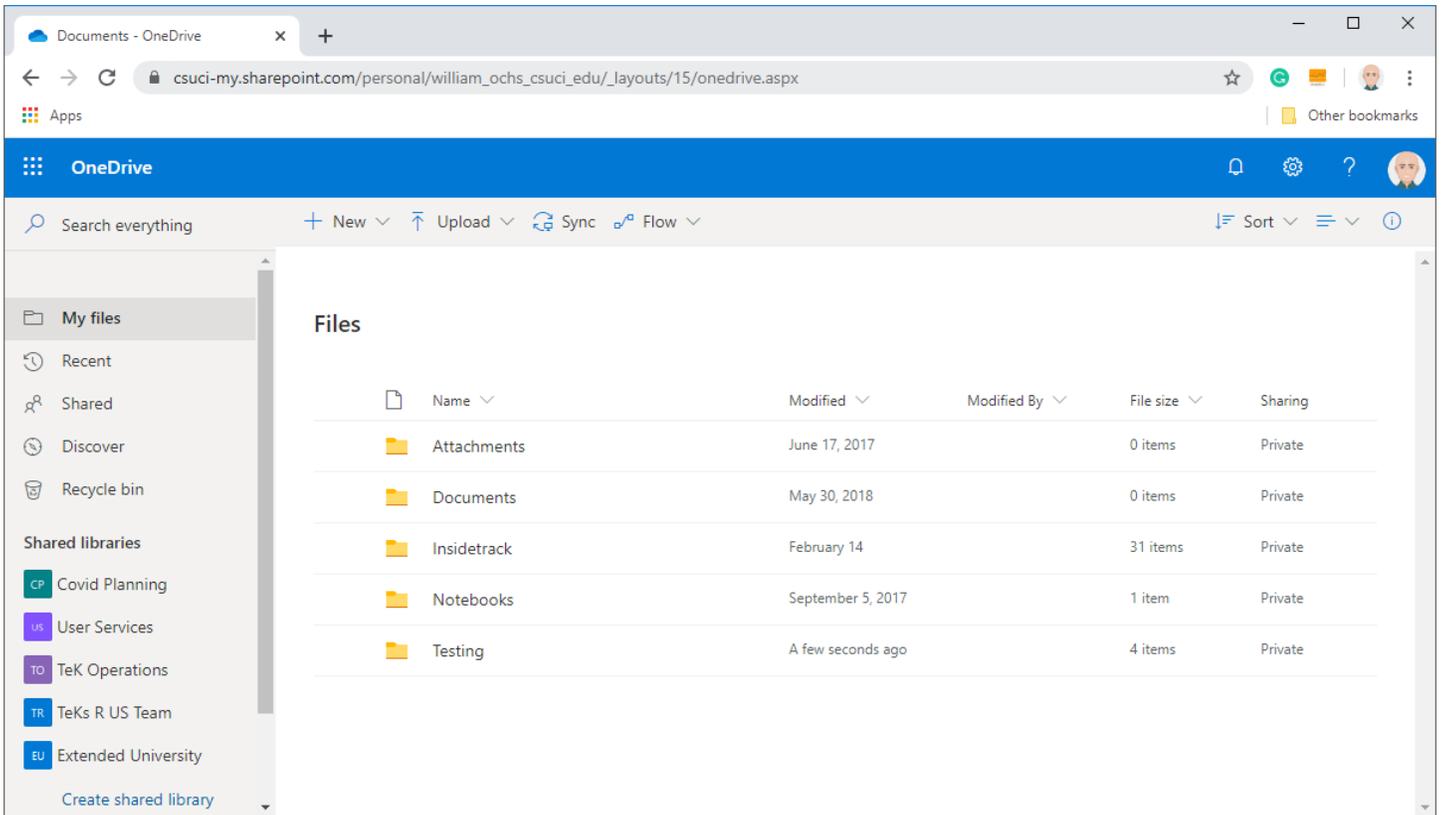
Webmail View



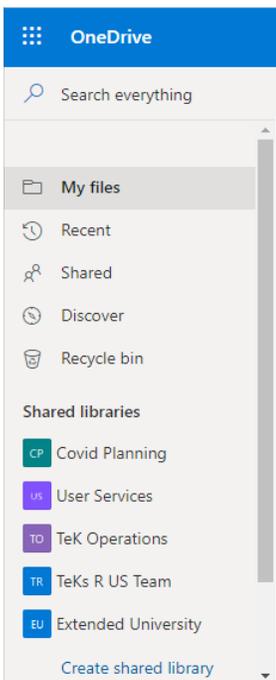
OneDrive View

The OneDrive application should now be seen and accessed by clicking on its icon. If you are not able to locate the OneDrive application, select the "All apps" button to find and select OneDrive

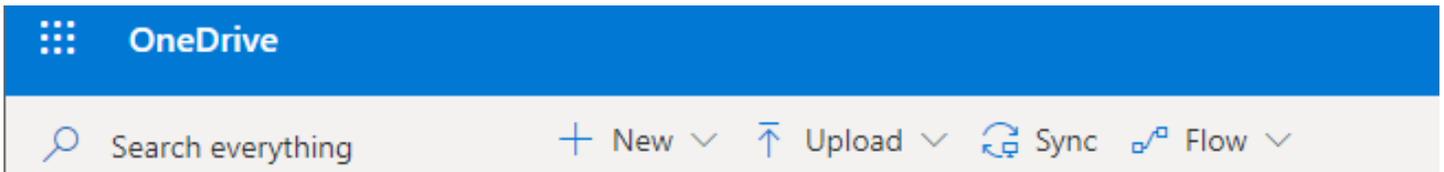
## OneDrive Navigation



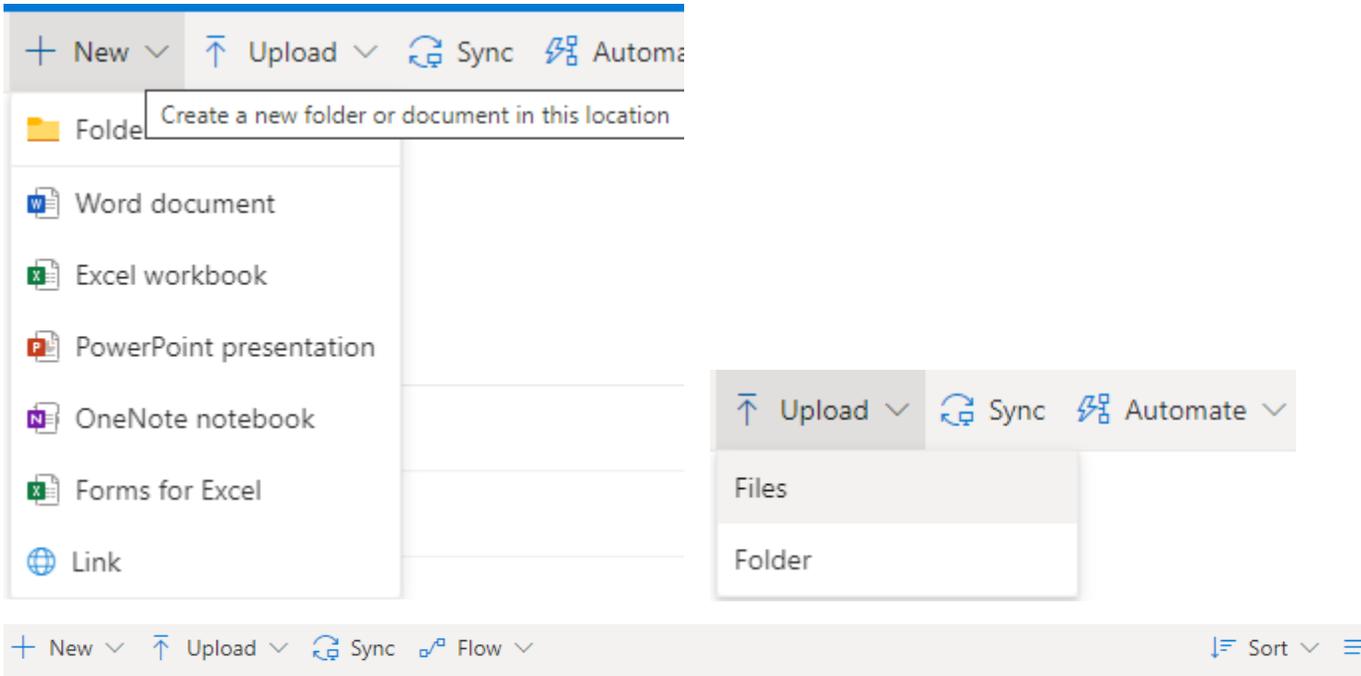
The main OneDrive navigation screen, which is accessed from a web browser, the navigation interface will resemble Windows File Explorer.



The left plane will include a link to "My Files" and other shortcuts. The Shared libraries area will contain various Microsoft Teams folders.

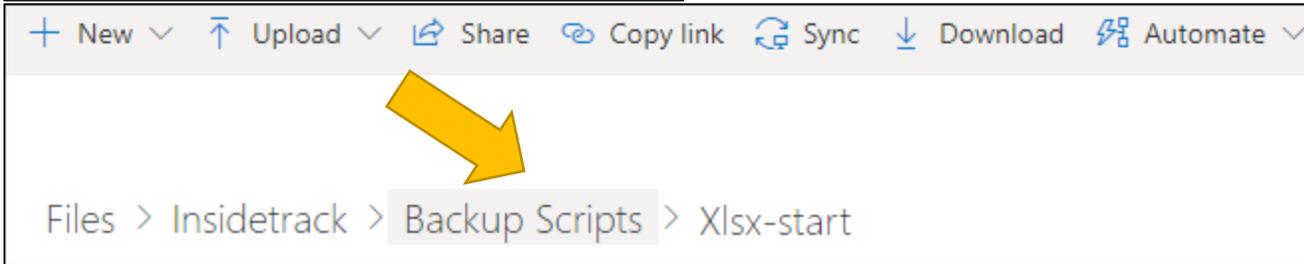
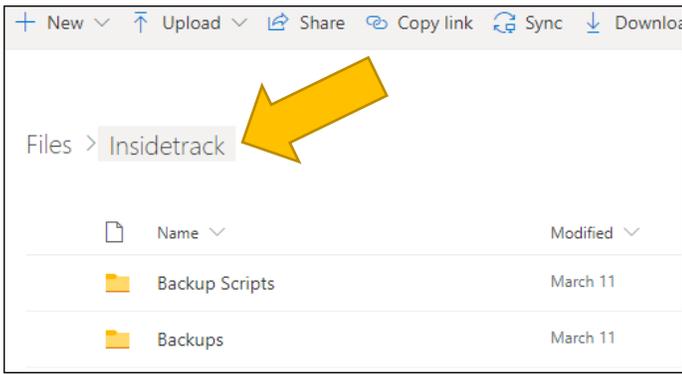


The navigation area is similar to Windows File Explorer, where files can be dragged and dropped around, or the buttons can be used to create files and upload the existing document to OneDrive.



## Files

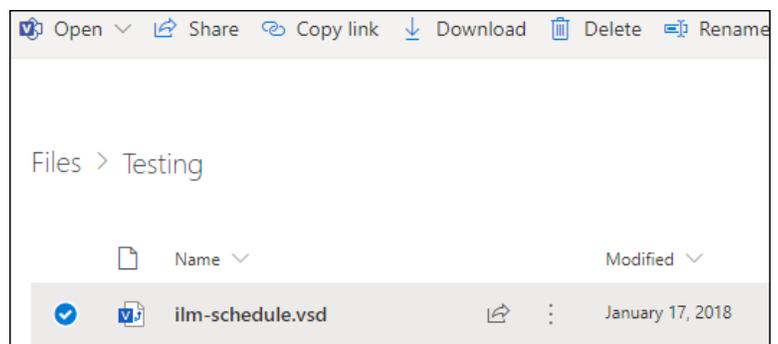
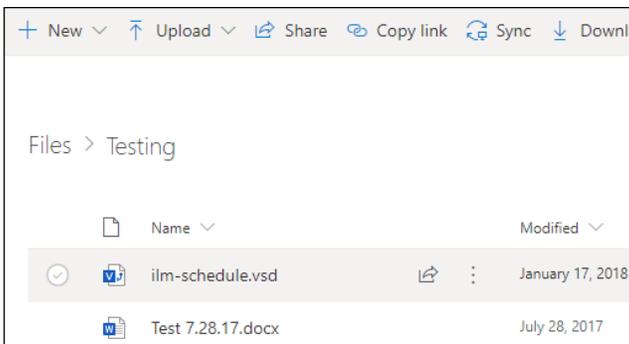
|  | Name ▾      | Modified ▾        | Modified By ▾ | File size ▾ | Sharing |
|--|-------------|-------------------|---------------|-------------|---------|
|  | Attachments | June 17, 2017     |               | 0 items     | Private |
|  | Documents   | May 30, 2018      |               | 0 items     | Private |
|  | Insidetrack | February 14       |               | 31 items    | Private |
|  | Notebooks   | September 5, 2017 |               | 1 item      | Private |
|  | Testing     | A few seconds ago |               | 4 items     | Private |



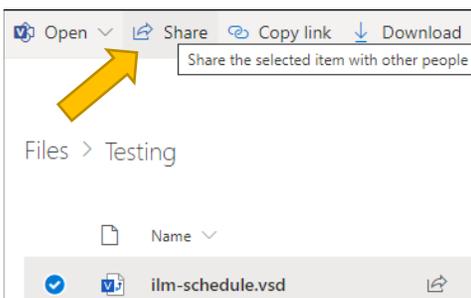
Navigation around the folder is similar to Windows File Explorer expect instead of the file address bar the text area descriptions of the current location are selectable hyperlinks. Select the text to jump from one folder area to the next

### File Sharing

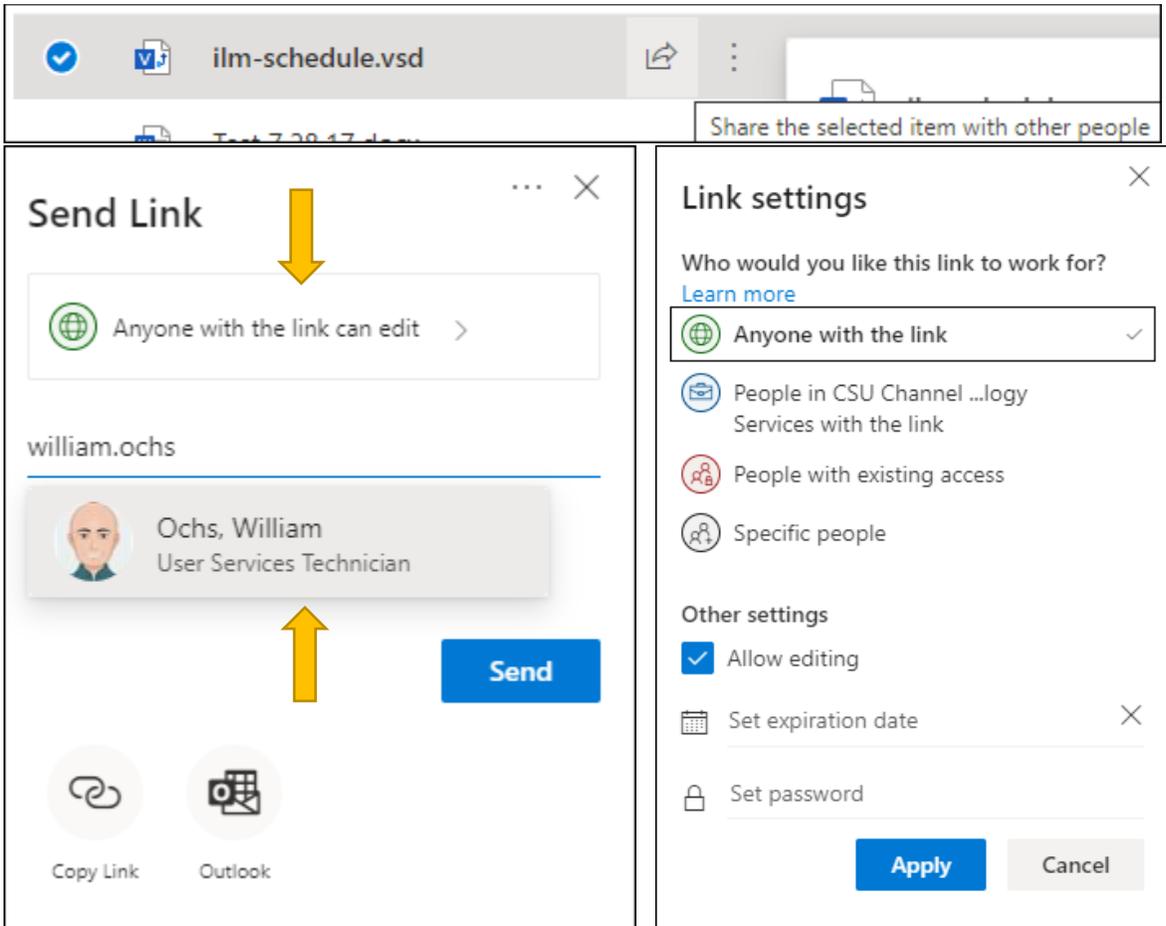
OneDrive has the ability to share out files for another user to access and collaborate on. There are two methods to share files and folders within the web version of OneDrive.



One method is to hover over the folder or file, and a radio button will appear to the left of the item icon. Select the radio button, and the items will receive a checkbox. Multiple items can be select at once using this method.



Then select the “Share” button.



The file share permissions can now be selected, and a user or users can be added to share the file to. When done, select the “Send” button.

The user will receive an email invitation to access the selected shared materials.



The second method to share items is to highlight them and locate the share button to the left of the item. Then select the share button. The sharing options pervious explained will appear.