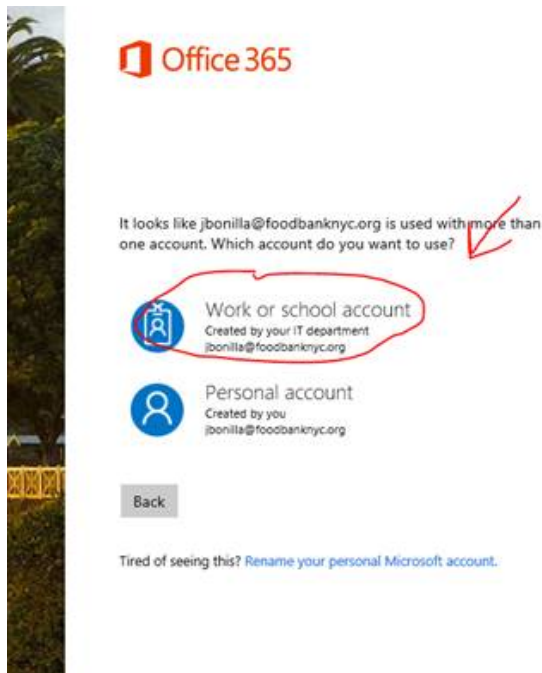
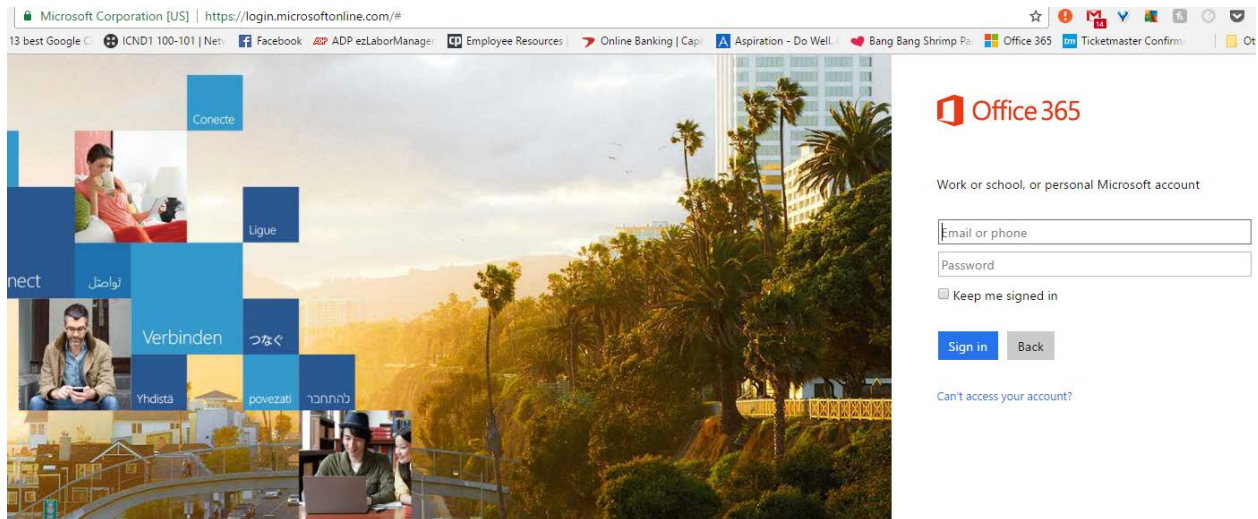


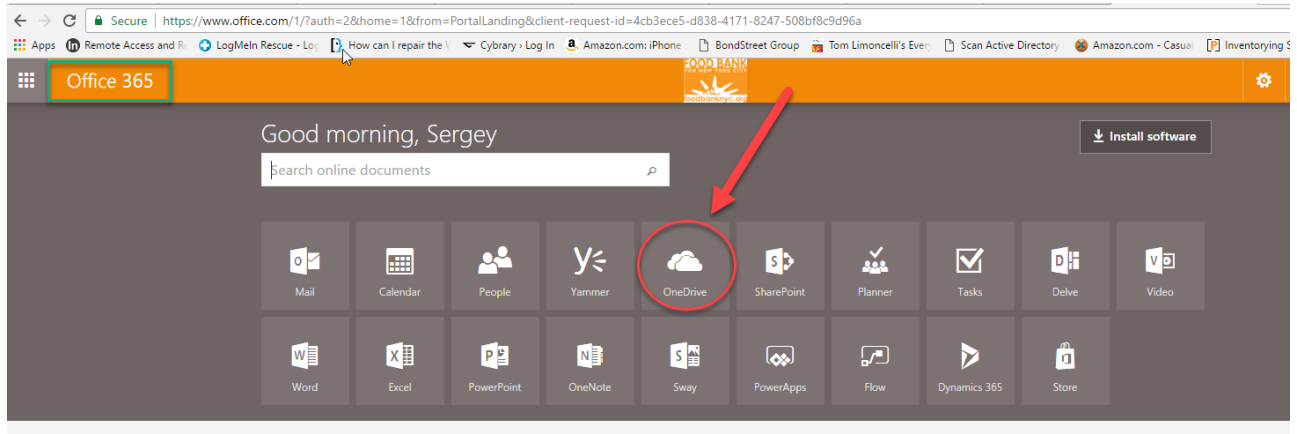
You can login into office 365 ONE DRIVE with the following link.

<https://login.microsoftonline.com/>

Use your Food Bank Email Address and Windows Login password.

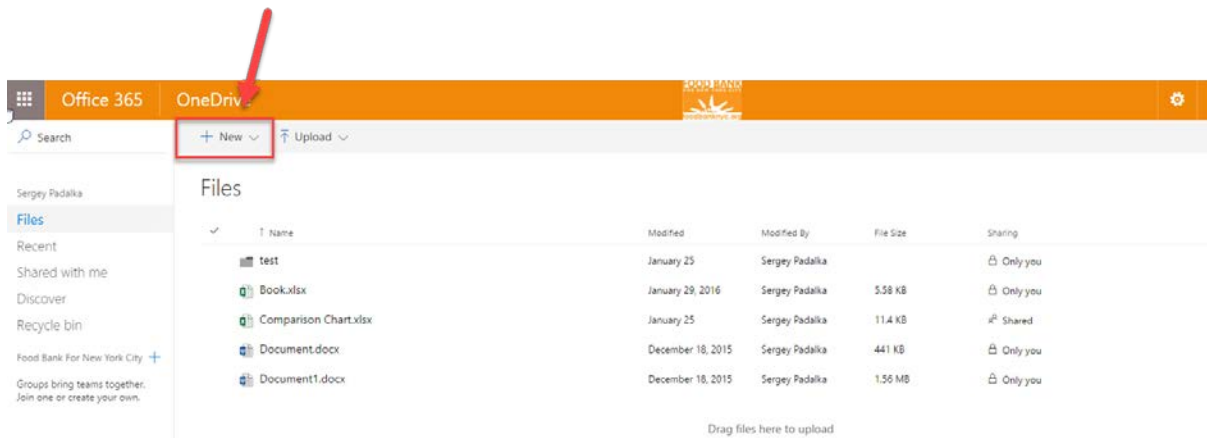


When you logged in to Office 365 click on “One Drive”

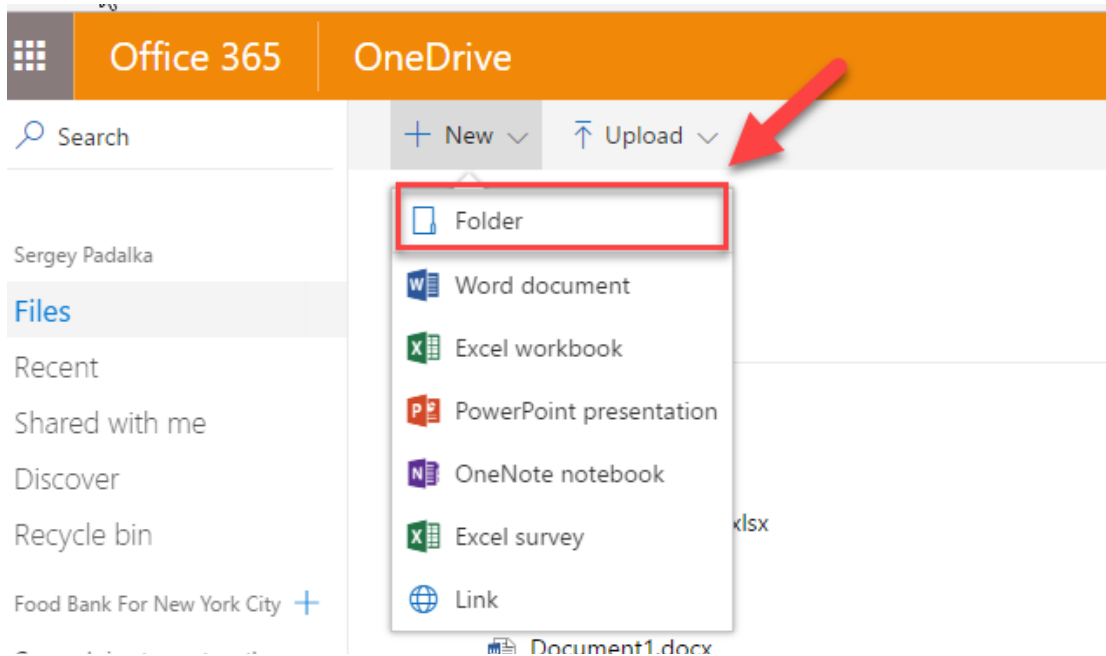


File Sharing

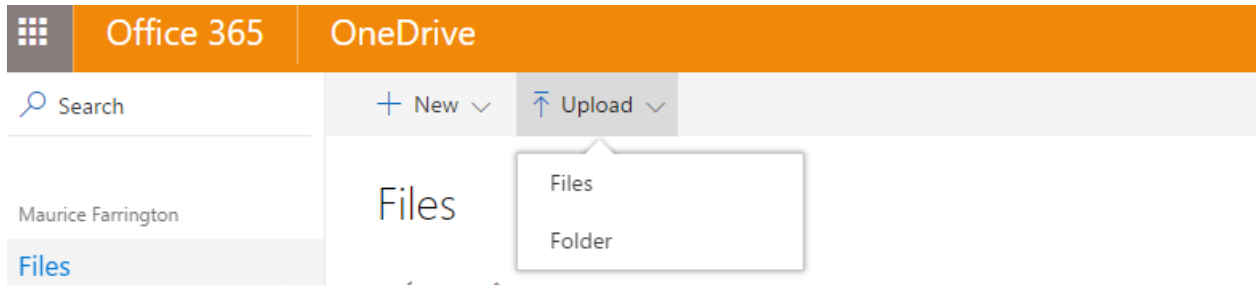
Select "New"



Create a new Folder

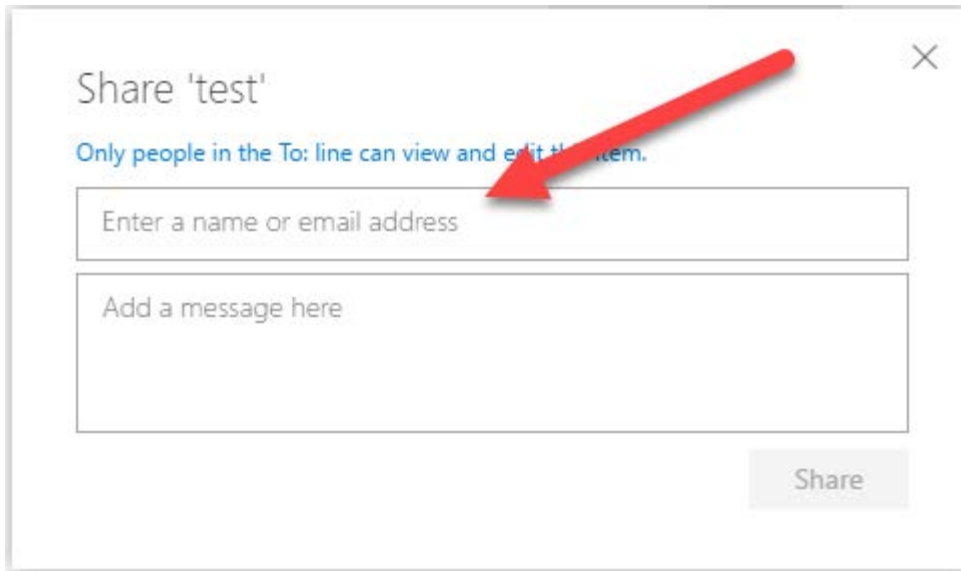


When you create a new folder, you can set up sharing with people.



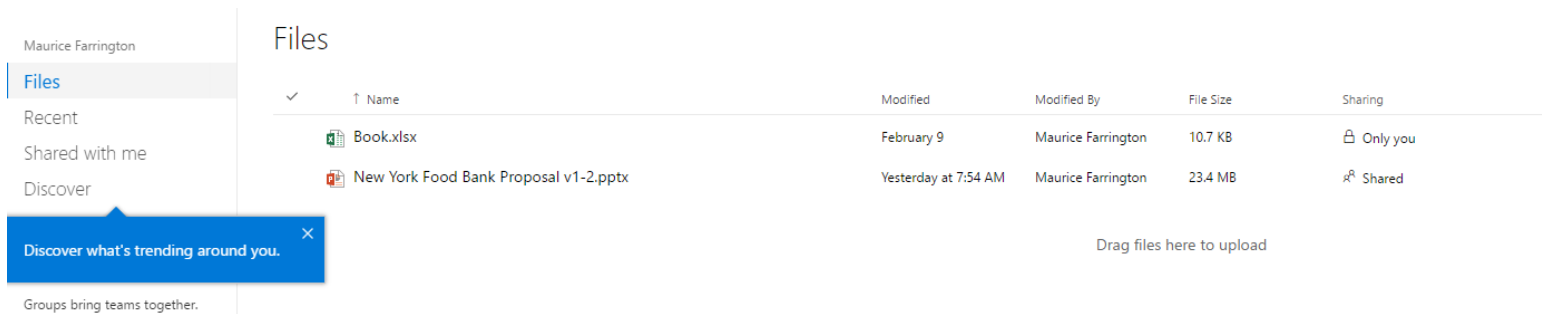
Drag and Drop files into the shared folder you created.

Invite people who you want to share with using Email Address or Names.



You can set up permissions if documents in this folder can be edited.





List **all** files on Onedrive (includes files you created and files shared with you)

- Recent: Lists all files you recently worked with
- Shared with Me: List all files that have been shared with you by others
- Discover: Lists all files relevant to you that have been shared by people in the organization and which you have access to
- Recycle Bin: Lists files that have been deleted in Onedrive

Once you right-click on the file there are a variety of options

- Open: Opens the file online or in the desktop version of the software (if installed)
- Share: Allows you to share a file via email address. You can also attach a note
- Download: Allows you to download document to local drives
- Delete: Deletes the copy of document from Onedrive
- Move to: Move document to another location in your drive (ie. another folder)
- Copy to: Makes a copy of the document to another location in your drive (ie. another folder)
- Rename: Allows you to rename the document in Onedrive
- Version History: Displays version of Office document is
- Details: Lists Name of document, Recent Activity, Sharing Info, Document Type, Document Path, Size of document

Once document is opened in the **online** version you have most of the functionality of the desktop version. When working on line, it's a live documents that can be worked on by multiple people at the same time.

Note: When sharing with external partners. They will receive a link via email. In order to access the files, they will have to take a moment to create a free Microsoft account the first and only time.

Food Bank employees who are not setup with Office 365 access can request access via the Help Desk system located on the employee resource page.