Office 365 End User Manual
OneDrive for Business
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Objective

- Enable users access to OneDrive for Business Online and setup local sync to computer
- Introduce new working document repository that automatically sync to cloud and reduce document lost due to local computer hardware failure
- Reduce document transfer using email services and empowering collaboration using co-author function in Microsoft Office services
Accessing OneDrive for Business Online

- Login with email address at URL https://login.microsoftonline.com
- Authenticate for page adfs3.miscbhd.com with format domain\windowsID to continue
Accessing OneDrive for Business Online

- Successfully authenticate will open page beside
- Click on OneDrive icon to accessing OneDrive for Business online page
Accessing OneDrive for Business Online

- Sample of root folder in OneDrive for Business online page
Configuring Local Computer Sync for OneDrive for Business Online

- To start configuring sync with computer, click on Sync button
Configuring Local Computer Sync for OneDrive for Business Online

- If sync configure on computer running Windows 10, OneDrive for Business client will be open after page Getting ready to sync appeared.
- If sync configure on computer running Windows 7, click on hyperlink get the latest version of OneDrive to start the download.
Configuring Local Computer Sync for OneDrive for Business Online

- Click *Open* once download complete to start the installation.
Configuring Local Computer Sync for OneDrive for Business Online

- Sample of OneDrive for Business client installation in progress
Configuring Local Computer Sync for OneDrive for Business Online

- Once installation completed, key-in user email address and click *Sign in*
Configuring Local Computer Sync for OneDrive for Business Online

- Client will show initial default setting for local OneDrive folder sync at C:\User\Username\OneDrive – MISC Group
- Advisable to change location to D:\ by clicking Change location and Next
Configuring Local Computer Sync for OneDrive for Business Online

- Sample of new location was configured and click Next
Configuring Local Computer Sync for OneDrive for Business Online

- Review sync folder from OneDrive for Business Online and local computer copy
- Please ensure disk capacity available before configure sync to all online file and folder
Configuring Local Computer Sync for OneDrive for Business Online

- Ensure every folder and file status in green indicate sync with OneDrive for Business Online are completed
Share File/Folder – OneDrive for Business Online

- To share file/folder in OneDrive for Business from online portal, select the document
- Click on Share to view file/folder detail
Share File/Folder – OneDrive for Business Online

- Default setting is anyone who receive the invite will have view and edit access
- Enter name or email address person to share the file/folder
- Type optional message to recipient for their reference
Share File/Folder – OneDrive for Business Online

- For advance setting, expend the *Anyone* to view available advance setting
- Select also editing access and expiration date if required
Share File/Folder – OneDrive for Business Local Computer Sync

- To share file/folder from local sync copy, open the OneDrive – MISC Berhad file location
- Right click file/folder and click Share
Share File/Folder – OneDrive for Business Local Computer Sync

- Similar windows when setup sharing for OneDrive for Business Online will open
- Enter name or email address person to share the file/folder
- Type optional message to recipient for their reference
- For advance setting, expend the *Anyone* to view available advance setting
- Select also editing access and expiration date if required
Managing Sync Item

- To edit OneDrive sync file/folder setting, go to toolbar, right click OneDrive icon
Managing Sync Item

- Click Manage storage
Managing Sync Item

- Click Choose folder to view existing sync setting
Managing Sync Item

- Select/unselect required folder and click OK
Thank You