

# Introduction to OneDrive

Georgia Gwinnett College IT Department  
Webinar | Feb 18th & 20th

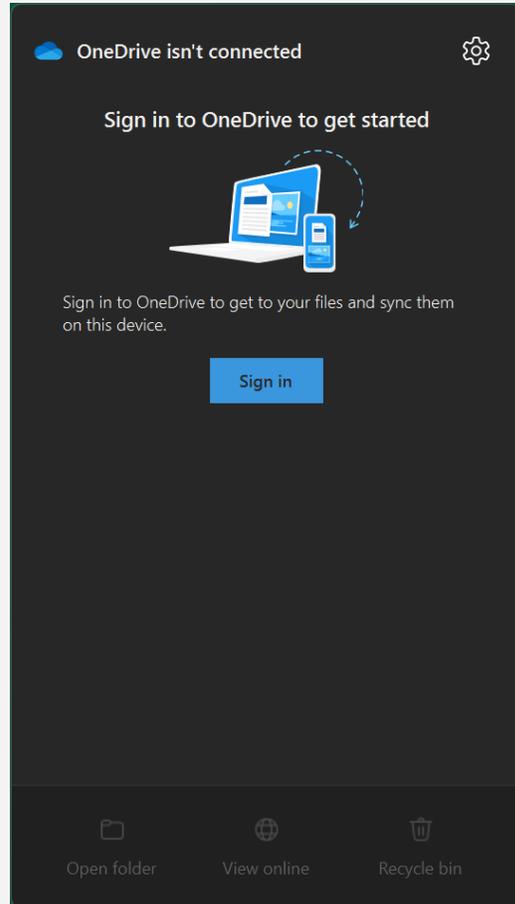
# Overview

- **What is OneDrive?**
  - Microsoft cloud storage solution included with GGC accounts.
- **Quick Walkthrough**
  - Signing into OneDrive for the first time.
  - Uploading, organizing, and accessing files.
  - Making sure files are showing as uploaded.
- **Why Is OneDrive Important?**
  - Allows for collaboration, file sharing, and secure access to documents from anywhere on any device.
  - Avoid potential data loss.

# Key Benefits

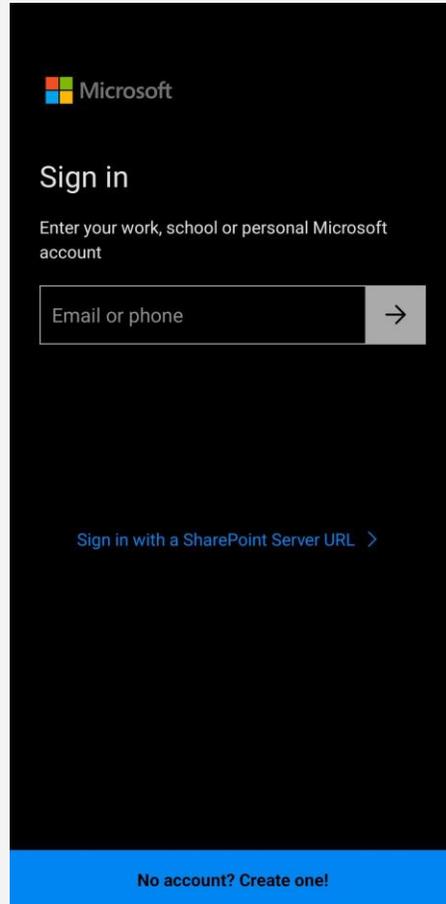
- **Ease of Access**
  - Access files on any computer, tablet, or phone with an internet connection.
  - Seamlessly work with Microsoft 365 apps.
- **Collaboration**
  - Share files and collaborate in real-time with colleagues, students, and external partners.
- **Security**
  - Files are stored in the cloud with Microsoft's robust security features.
  - File access can be restricted to certain users or groups.
- **Version Control**
  - Keep track of document changes and restore previous versions of files.
  - Files are permanently deleted from the OneDrive Recycling Bin 93 days after initial deletion from OneDrive.

# Signing In - Desktop



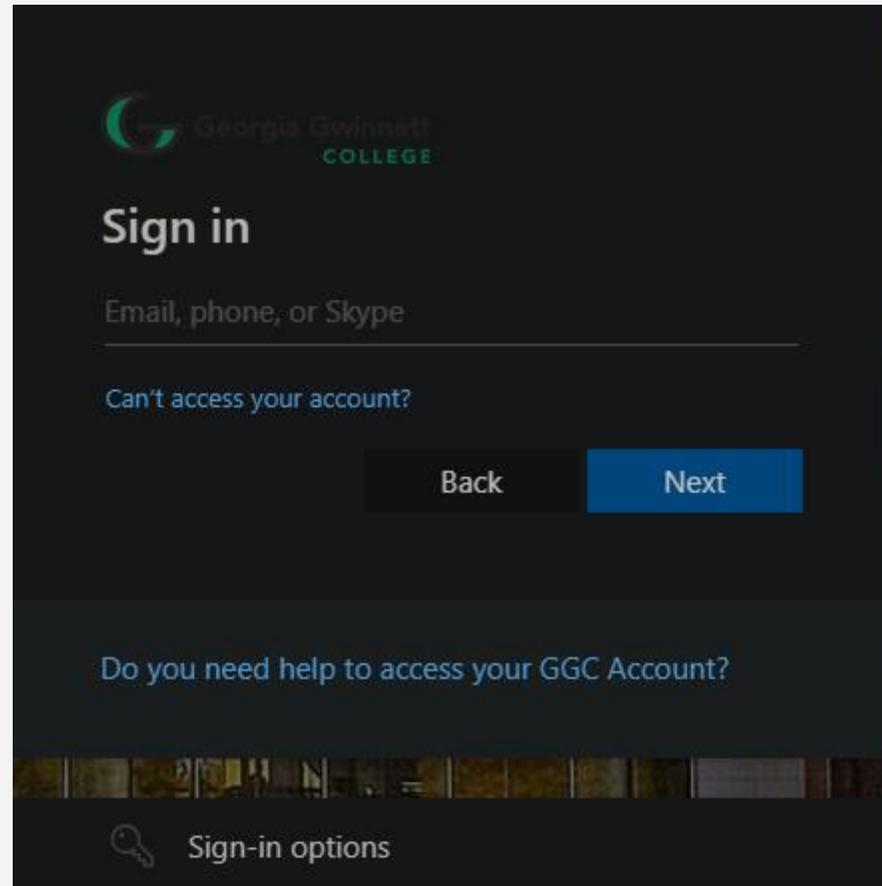
- Click on the **blue cloud icon** in your taskbar. 
- If you can't find it, click on the small **up arrow** in the taskbar first.
- Use your **GGC credentials** to log in.

# Signing In - Mobile



- Download the **OneDrive app**.
- Use your **GGC credentials** to log in.

# Signing In - Web



- Go to <https://ggcedu-my.sharepoint.com/my>.
- Use your **GGC credentials** to log in.

# File Sync

- **How Does OneDrive Sync Work?**

- OneDrive automatically syncs files when you first log into the desktop app.
- By default, OneDrive syncs files that are stored in the following locations:
  - Desktop
  - Documents
  - Pictures
- You can choose to disable sync on any of these folders.

# OneDrive Flow

## Step 1

Create a document (Word, PowerPoint, Excel, PDF, etc.) on computer or on web.

## Step 2

Document is saved on computer or on web.

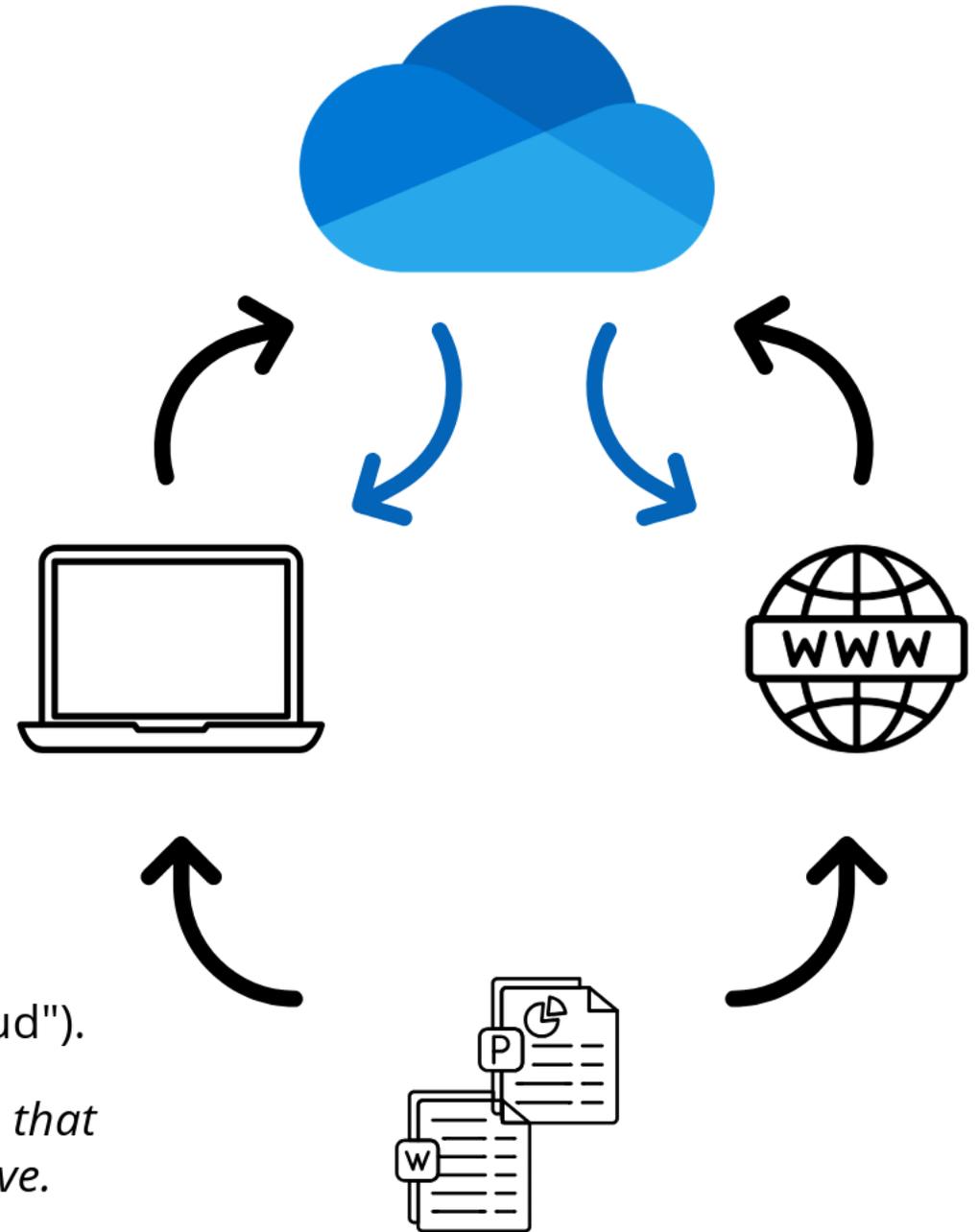
## Step 3

Document syncs to OneDrive ("the cloud") from computer or from web.

## Step 4

Document is accessible on either computer or web because the document is being pulled down from OneDrive ("the cloud").

*You created ONE document. You now have shortcuts pointing to that document on your computer OneDrive and on your web OneDrive.*

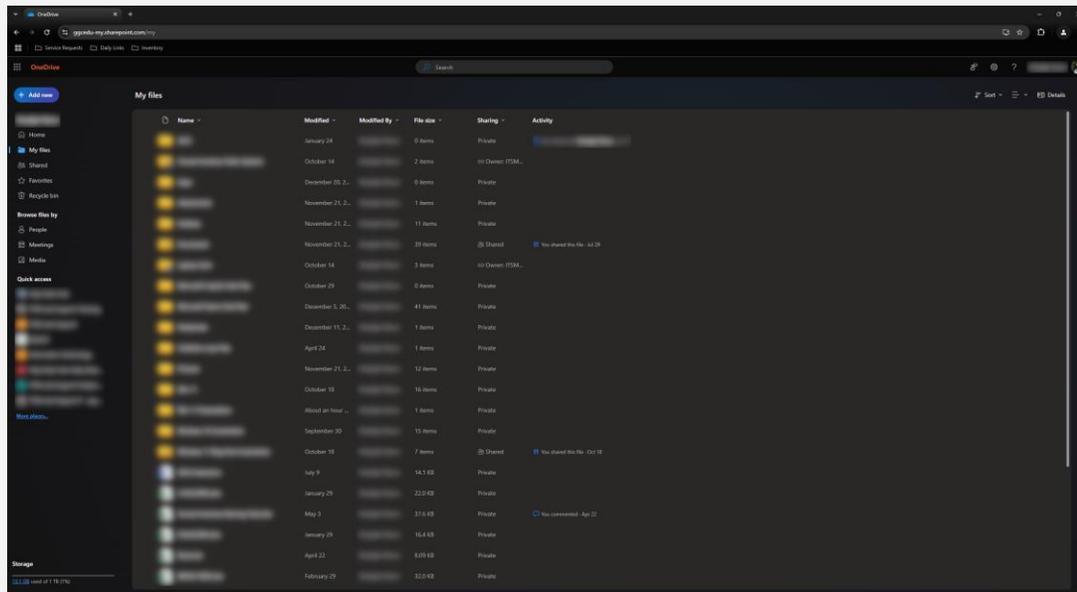


# Accessing Files

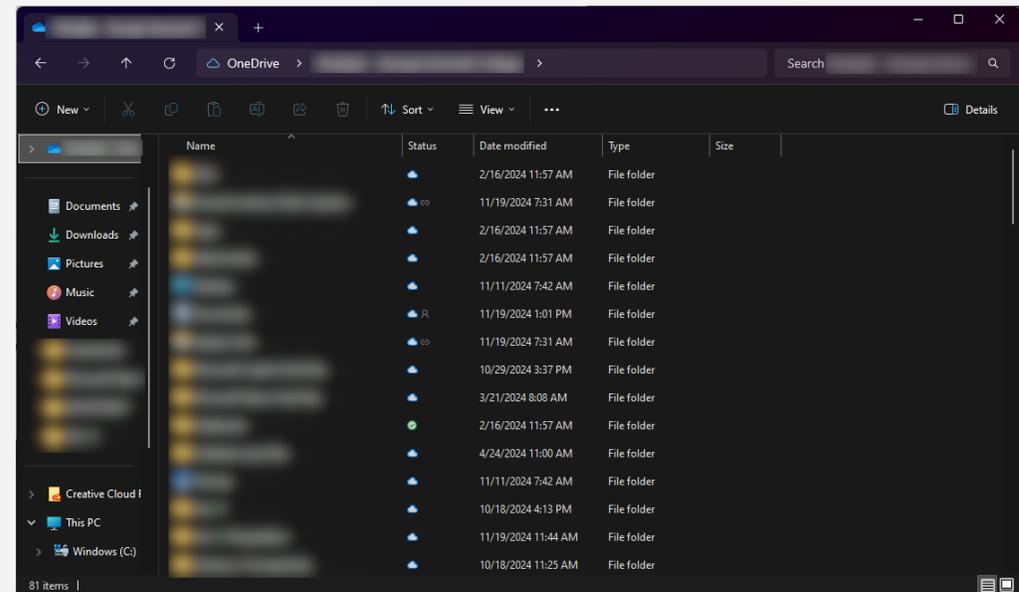
- **Where Are My Files?**
  - OneDrive Files are accessible via **File Explorer** or your browser (<https://ggcedu-my.sharepoint.com/my>).

# Navigating OneDrive

## Browser



## File Explorer



# OneDrive Icons

- **What Does Each Icon Mean?**



== Only available on OneDrive. You must have an internet connection to access the file.



== Available on OneDrive and your hard drive, but the local copy is deleted if you use OneDrive's "free up space" option.



== Available on OneDrive and your hard drive. The hard drive copy is permanent until you delete it.

- Additional information on OneDrive icons is located on **Microsoft's website**.

# Uploading and Organizing Files

- **Uploading Files**

- Use the **upload button** on the web interface.
- Use the **add new plus sign button** in the mobile app.
- Save or drag-and-drop files to the synced locations on your computer.

- **Organization**

- Try using folder structures.
- Use clear, consistent naming conventions
- Shorten long file names and avoid symbols.
- Information on file name and file type restrictions in OneDrive is located on **Microsoft's website**.

# Sharing Files and Folders

- **How to Share**

- Access OneDrive in your browser
- Right-click on a file/folder and select the **Share** button (right-facing arrow)
- Enter the email(s) or group name(s) to share with
- Edit the level of access you would like to give them
- Hit **Send**

# Upcoming Windows 11 Sessions:

- Wednesday, February 19<sup>th</sup>
  - 10:00 am – 11:00 am
  
- Friday, February 21<sup>st</sup>
  - 1:00 pm – 2:00 pm

# GGC IT Resources

- **Where to Find More Information**

- [itservices.ggc.edu](https://itservices.ggc.edu)
- Help Desk
  - **Ticket:** [helpdesk.ggc.edu](https://helpdesk.ggc.edu)
  - **Email:** [helpdesk@ggc.edu](mailto:helpdesk@ggc.edu)
  - **Walk-In:** A-1040
    - **Mon-Thurs:** 7:30 am – 7:00 pm
    - **Fri:** 7:30 am – 5:00 pm
    - **Sat:** 10:00 am – 2:00 pm
    - **Sun:** Closed
  - **Phone:** 678-407-5611

# Q&A Session

Ask Us Anything!



**Please tell us  
how we did!**

# Thanks for attending!