KSU OneDrive for Business
OneDrive on Android
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Introduction

OneDrive for Business is Microsoft’s version of cloud storage where you can store, edit, sync, and share your files with others. OneDrive for Business is integrated with Office 365, letting you update and share your files from anywhere and work on Office documents with others at the same time. The OneDrive app for Android devices will allow you to access, view, manage, and share your files from your Android device.

KSU’s agreement with Microsoft currently allows 5 TB of space, with a 15 GB file size limit for each file that is uploaded.

Per the Office of CyberSecurity, the OneDrive for Business service can be used for all Confidential data except credit card information (PCI data).

Note: This documentation was written using OneDrive v10.3.3 on an ASUS ZenPad S 8.0 running Android Lollipop (v5.0). Screenshots and documentation will show images and steps for using a tablet version of the OneDrive app. The placement and naming of some icons may be different in the Android phone version of the OneDrive app.

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Sign in to your OneDrive for Business account online.
- Understand the OneDrive Android app interface.
- Upload files/folders to your OneDrive for Business account.
- Search for files/folders within your OneDrive for Business account.
- Manage your files in your OneDrive for Business account.
- Add additional OneDrive accounts.
- Sign out of a OneDrive account.
Downloading the OneDrive App from the Google Play Store

1. On your device, access the Google Play Store and search for OneDrive (See Figure 1).
2. Tap the OneDrive app (See Figure 1).

3. The OneDrive page will open. Tap Install to download the app.

**Figure 1 - Get OneDrive App**

**Note:** You will need to be signed in to your Google account in order to download from the Google Play Store.

4. You will be prompted by a list of access requests that OneDrive will need. Tap Accept.

**Figure 3 - Allow Access**

5. The OneDrive app will begin to download and install to your device.
6. Once installation is finished, tap Open to open the OneDrive app.

**Figure 4 - Open OneDrive**

7. After opening OneDrive, you will be greeted by a welcome message. Tap Sign in at the bottom of the screen.

**Figure 5 - Sign In**
8. You will be prompted to sign in. Enter your **KSU email address** and tap the **Arrow**.

![Sign In With KSU Email](image6)

**Figure 6 - Sign In With KSU Email**

9. You will be redirected to the **KSU sign in page**. Enter your **KSU email** and **password** (See Figure 7).

10. Tap **Sign in** (See Figure 7).

![Sign In with your Organizational Account](image7)

**Figure 7 - Sign in with your Organizational Account**

11. You will be logged into your **OneDrive** account and your files/folders will now be visible on your device.

![OneDrive Files/Folders Displayed](image8)

**Figure 8 - OneDrive Files/Folders Displayed**
OneDrive Interface

1. **Folder Location** – Displays which folder you are currently viewing (See Figure 9).
2. **Search** – Search your OneDrive account for files or folders (See Figure 9).
3. **Sort by** – Tap a column header to sort your files by Name, Date, or File Size (See Figure 9).
4. **View** – Tap to switch between list view (currently displayed) or icon view (See Figure 9).
5. **File/Recent/Shared** – Displays your files, recently opened files, or files shared with you (See Figure 9).
6. **Sites** – Displays any SharePoint sites that you belong to (See Figure 9).
7. **Me** – Access settings, offline files, the recycling bin, and sign out of your account (See Figure 9).
8. **Folders** – Available folders will be displayed. Tap a folder to open (See Figure 9).
9. **File/Folder Options** – Access additional file/folder management options (See Figure 9).
10. **Files** – Available files will be displayed. Tap a file to open (See Figure 9).
11. **Account Access** – Switch between or add OneDrive accounts (See Figure 9).
12. **Add** – Access options for uploading files, creating folders and documents, and more (See Figure 9).

![Figure 9 - OneDrive Interface]
Managing Your Content in OneDrive for Business

You can use your OneDrive for Business account to upload, store, manage, and access your files and folders. You can also share files with other users, and see what documents have been shared by your colleagues.

Creating Folders

1. Navigate to the location within your OneDrive account where you want to create your folder.
2. Tap Add at the lower-right of the screen (See Figure 10).
3. Tap Create folder (See Figure 10).

![Figure 10 - Create a Folder](image1)

4. In the Folder name field, enter a name for the folder (See Figure 11).
5. Tap OK (See Figure 11).

![Figure 11 - Create Folder](image2)

6. The folder will be created.

Upload Photos, Videos, or Files

You can upload photos, videos, or files directly from your device into an existing folder (e.g. a photo):

1. Enter the folder you wish to add your picture/video/file to.
2. Tap the Add icon in the lower-right of the screen (See Figure 12).
3. Tap Upload (See Figure 12).

![Figure 12 - Upload](image3)
4. A list of locations will be displayed, along with any photos/videos/files available. Tap a **Location** to select it (e.g. Images) (See Figure 13).

5. Tap the **Photo/Video/File** you wish to upload (See Figure 13).

![Figure 13 - Select a Photo/Video/File to Upload](image)

**Note:** At this time, OneDrive on Android will only allow you to add one photo/video/file at a time.

6. Your selected photos/videos will appear within the folder selected in step 1.

### Move a File/Folder to a Different OneDrive Folder

1. Next to the file/folder you wish to move, tap the **file/folder options** (See Figure 14).
2. Tap **Move** (See Figure 14).

![Figure 14 - Move File](image)
3. A list of the folders in your OneDrive account will be displayed. Tap a folder to select it.

![Figure 15 - Select Folder](image)

4. The folder will open and display its contents. To move the file within the selected folder, tap MOVE HERE.

![Figure 16 - Move](image)

5. The file will be moved to the selected folder.

Delete a File

1. Next to the file/folder you wish to delete, tap the file/folder options (See Figure 17). **Note:** Folders will need to be empty before they can be deleted.

2. Tap Delete (See Figure 17).
3. You will be asked if you wish to delete the file. Tap OK.

![Delete This Item?](image)

**Figure 18 - Delete This Item?**

4. The file will be deleted and moved to the *Recycling Bin*.

### Restore a File from the Recycling Bin

1. Tap the **Me** icon on the left side of the screen.

![Click Me](image)

**Figure 19 - Click Me**

2. The **Account** view appears and displays a list of options. Tap **Recycle Bin**.

![Recycle Bin](image)

**Figure 20 - Recycle Bin**

3. The Recycle Bin view appears. Tap the **file options** next to the file you wish to restore (See Figure 21).

4. To restore the files back to your OneDrive, tap **Restore** (See Figure 21).

![Restore File](image)

**Figure 21 - Restore File**

5. The file will be restored back to the original location it was deleted from.
Download a Photo/Video/File from OneDrive to Your Device
1. Next to the photo/video/file you wish to download, tap the file/folder options (See Figure 22).
2. Tap Save (See Figure 22).

![Figure 22 - Save File](image)

3. You will be prompted to choose a location on your device to save the photo/video/file. Tap Save once you have selected a location.

![Figure 23 - Save to This Location](image)

4. The photo/video/file will be downloaded and found in the folder you selected on your device.

Search for a File
1. Tap the Search icon in the upper-right of the screen.

![Figure 24 - Search](image)

2. The search window will open. In the search field, type your search term (See Figure 25).
3. A list of results will be displayed. Tap a file/folder to open (See Figure 25).

![Figure 25 - Search Results](image)
Open a Microsoft Office File or PDF
You can open a Microsoft Office file (e.g. Word, PowerPoint, or Excel) or PDF while signed in to your OneDrive - Kennesaw State University account. When opening a Microsoft Office file, you will need to have the corresponding app in order to open the file for editing.

1. Tap the Microsoft Office or PDF file you wish to open.

![Figure 26 - Open File](image)

2. The document will open and you can view the document (See Figure 27).
3. If you wish to edit a Microsoft Office file, you can tap the icon in the lower-right corner (See Figure 27).

**Note:** You will need to have the corresponding app in order to open the file for editing.

![Figure 27 - Document Opens](image)
Read a File Offline

You can mark files for “offline” use in order to read them anytime without an Internet connection. Online edits made to the files will sync the next time your device connects to the web. Only files can be marked for offline reading.

**Note:** Files that are marked “offline” are read-only and you can edit the file only when you are online. If you edit the file offline, it saves as a new file, and does not change the original OneDrive file.

1. Next to the file/folder you wish to read offline, tap the file options (See Figure 28).
2. Tap Keep offline (See Figure 28).

![Figure 28 - Keep Offline](image)

**Note:** If a prompt appears notifying you that offline files are set to update when connected to Wi-Fi, tap OK.

![Figure 29 - Tap Ok](image)

3. Files marked for offline reading have the Keep offline icon in the List view. Tap the file listing anytime to open the file for reading.

![Figure 30 - File Marked for Offline Viewing](image)
4. To stop keeping a file offline, tap the **file/folder options** (See Figure 31).
5. Tap **Online Only** (See Figure 31).

![Figure 31 - Remove From Offline](image)

### Select Multiple Files/Folders

1. Tap and hold on a **file or folder** you wish to select (See Figure 32).
2. After a brief moment, a checkmark will appear to the left of the file/folder (See Figure 32).

![Figure 32 - Tap and Hold to Begin Selecting Multiple Items](image)

3. Continue tapping **additional files/folders** to select multiple items (See Figure 33).
4. Options that you can carry out on the file/folder will be displayed in the upper-right of the screen *(Share, Move, Delete, Make Offline)*. Tap an **option** to carry out that action (See Figure 33).

![Figure 33 - Multiple Files Selected](image)
Sharing a File or Folder

Invite People to See a File or Folder

1. Next to the file/folder you wish to share, tap the file/folder options (See Figure 34).
2. Tap Share (See Figure 34).

![Figure 34 - Share File](image)

3. A list of share options will display. Tap Invite people.

![Figure 35 - Invite People](image)

4. The Invite People panel will open. In the Share with field, enter the email addresses of those you wish to share the file with (See Figure 36).

5. If you want the recipients to be able to add changes or edits, check the checkbox next to Allow editing to allow invitees. Uncheck the checkbox to make the file read-only for the recipients (See Figure 36).

6. Tap Send (See Figure 36).

![Figure 36 - Sharing the File with Others](image)

7. The recipient(s) will get an email message with a link to the document.
Copy a Link to Paste in a Text Message or on a Website

1. Next to the file/folder you wish to share, tap the file/folder options (See Figure 37).
2. Tap Share (See Figure 37).

![Figure 37 - Share File](image)

3. A list of share options will display. Tap the Share drop-down to set the file to be editable or view only to people within Kennesaw State University (See Figure 38).

4. Tap Copy link (See Figure 38).

![Figure 38 – Copy Link](image)

5. OneDrive creates a URL for your file and puts it in your device’s clipboard. You can now paste the link where you want.

Note: Only people in Kennesaw State University will be able to view and edit the link. In order to send a link that anyone can access, please use OneDrive through o365.kennesaw.edu.
Send a Link in Email

1. Next to the file/folder you wish to share, tap the file/folder options (See Figure 39).
2. Tap Share (See Figure 39).

![Figure 39 - Share File](image)

3. A list of share options will display. Tap Email to open the device’s mail app.

![Figure 40 - Mail App](image)

4. An email message opens, including a link to the files you are sharing. You can add recipients to the email and send it when ready.
Send a File as an Attachment

1. Next to the file/folder you wish to share, tap the file/folder options (See Figure 41).
2. Tap Share (See Figure 41).

![Figure 41 - Share File](image)

3. A list of share options will display. Tap Send files.

![Figure 42 - Send File](image)

4. Tap Email to open the device’s mail app.

![Figure 43 - Send Mail through Mail App](image)

5. An email message opens, with the file you are sharing as an attachment. Enter the address of the people you want to share with, and add a note if you want, then send the message.
Adding Additional Accounts

If you have another OneDrive account (e.g. personal account), you can add it to the OneDrive app:

1. Open the OneDrive app and tap the **briefcase icon** at the bottom-left of the screen.

   ![Figure 44 - Briefcase Icon](image)

2. Tap **Add account**.

   ![Figure 45 - Add Account](image)

3. The sign-in screen appears. Enter the **email address** for the account you wish to add (See Figure 46).
4. Tap the **next** arrow (See Figure 46).

   ![Figure 46 – Enter Address for New OneDrive Account](image)

5. Enter the **password** you use for the OneDrive account you wish to add (See Figure 47).
6. Tap **Sign in** (See Figure 47).

   ![Figure 47 - Enter Password](image)

**Note:** If asked to verify your identity, follow the on-screen instructions for 2-step authentication.
7. Your new OneDrive account will be added and displayed in the bottom-left of the screen. Tap your new account icon to switch between accounts.

![Figure 48 - New Account Added](image)

8. Your account will switch and will be displayed at the top of the screen.

![Figure 49 - Personal Account](image)

**Remove Accounts**
To remove an account from the OneDrive app, you will need to sign out of the account:

1. Tap the account you wish to sign out of.

![Figure 50 - Tap Account](image)

2. Tap the Me icon on the left side of the screen.

![Figure 51 - Tap Me](image)
3. The *Account* view appears and displays a list of options. Tap **Sign Out**.

![Figure 52 - Sign Out](image)

4. A confirmation window will appear. Tap **OK**.

![Figure 53 - Sign Out of This Account](image)

**Additional Help**

For additional help or installation issues, please contact the KSU Service Desk (Faculty & Staff) or the KSU Student Help Desk (Students).

**KSU Service Desk for Faculty & Staff**
- Phone: 470-578-6999
- Email: service@kennesaw.edu
- Website: [http://uits.kennesaw.edu/faculty-staff/](http://uits.kennesaw.edu/faculty-staff/)

**KSU Student Help Desk**
- Phone: 470-578-3555
- Email: studenthelpdesk@kennesaw.edu
- Website: [http://uits.kennesaw.edu/students/](http://uits.kennesaw.edu/students/)