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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 iOS devices will allow you to access, view, manage, and share your files from your iOS 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 iPad Air 2 running iOS 11.2.2. Screenshots and documentation will show images and steps for using the iPad version of the OneDrive app. The placement and naming of some icons may be different in the iPhone 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 iOS 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 App Store

1. On your iPad, access the App Store and search for **OneDrive** (See Figure 1).
2. Tap **Get** next to the **OneDrive** app (See Figure 1).

![Figure 1 - Get OneDrive App](image1)

**Note:** If prompted to authorize the installation of the app, enter your **Apple ID** and **Password**.

![Figure 2 - Sign in with Apple ID](image2)

3. The **OneDrive** app will begin to download and install to your iPad.
4. Once installation is finished, tap **Open** to open the **OneDrive** app.

![Figure 3 - Open OneDrive](image3)

5. After opening **OneDrive**, you will be prompted to sign in. Enter your **KSU email address** (See Figure 4).
6. Tap the **next** arrow (See Figure 4).

![Figure 4 - Sign In to OneDrive](image4)
7. You will be redirected to the KSU sign in page. Enter your KSU email and password (See Figure 5).
8. Tap Sign in (See Figure 5).

![Sign in with your organizational account](image)

Figure 5 - Sign in with your Organizational Account

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

![OneDrive Files/Folders Displayed](image)

Figure 6 - OneDrive Files/Folders Displayed
OneDrive Interface

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

Figure 7 - 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 top of the screen (See Figure 8).
3. Tap Create a folder (See Figure 8).

4. In the Folder name field, enter a **name for the folder** (See Figure 9).
5. Tap Create (See Figure 9).

6. The folder will be created.
Upload Photos or Video
You can upload photos or videos directly from your iPad/iPhone into an existing folder:

1. Enter the folder you wish to add your pictures to (see Creating Folders).
2. Tap the Add icon in the upper-right of the screen (See Figure 10).
3. From the drop-down, tap Upload (See Figure 10).

4. Tap Photos and Videos.

Note: If this is the first time that OneDrive is trying to access your Photos, it will ask for permission. Click OK to grant access rights.

5. The Photos app will open. Select a location to access (e.g. Cameral Roll).
6. A list of your photos/videos will appear. Tap all photos/videos you wish to upload (See Figure 14).
7. When finished selecting photos/videos, tap Done (See Figure 14).

8. 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 15).
2. Tap Move (See Figure 15).
3. A list of the folders in your OneDrive account will be displayed. Tap a folder to select it.

![Figure 16 - Select Folder](image)

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

![Figure 17 - 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 18).

Note: Folders will need to be empty before they can be deleted.

2. Tap Delete (See Figure 18).

3. You will be asked if you wish to delete the file. Tap Delete.

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

Restore a File from the Recycling Bin

1. Tap the Me icon at the bottom-right of the screen.
2. The Account view appears. Tap Recycle Bin (See Figure 21).
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).

![Figure 21 - Restore File](image)

5. The file will be restored back to the original location it was deleted from.

Download a Photo/Video from OneDrive to Your Device

1. Tap a photo/video to select it.
2. The photo/video will open. In the upper-right, tap Share (See Figure 22).
3. Tap Save Photo (See Figure 22).

![Figure 22 - Save Photo](image)

4. The photo/video will be downloaded and found in your device's Camera Roll folder.
Search for a File
1. Tap the Search icon in the upper-right of the screen.

![Figure 23 - Search](image)

2. The search window will open. In the search field, type your search term (See Figure 24).
3. A list of results will be displayed. Tap a file/folder to open (See Figure 24).

![Figure 24 - Search Results](image)

Note: OneDrive will use your search parameters to check the title of a file, as well as within MS Office docs and PDFs for your search parameters.

Create a Microsoft Office File
You can create a Word or PowerPoint document while signed in to your OneDrive - Kennesaw State University account. For example, you can create a Word document and save the newly created file directly to your OneDrive account.

Note: You will need to have the iOS version of the app in order to create the document.

1. Enter the folder you wish to add your Office file to.
2. Tap the Add icon in the upper-right of the screen (See Figure 25).
3. From the drop-down, tap Word Document (See Figure 25).

![Figure 25 - Upload](image)

4. A new document will be saved to the location selected in step 1, and the Word app will open a new blank document.
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 iOS 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 26).
2. Tap Make Available Offline (See Figure 26).

![Figure 26 – Make Available Offline](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 27 - File Marked for Offline Viewing](image)

4. To stop keeping a file offline, tap the file/folder options (See Figure 28).
5. Tap Remove From Offline (See Figure 28).

![Figure 28 - Remove From Offline](image)
Select Multiple Files/Folders

1. Tap and hold on a file or folder you wish to select (See Figure 29).
2. After a brief moment, a checkmark will appear to the left of the file/folder (See Figure 29).

3. Continue tapping additional files/folders to select multiple items (See Figure 30).
4. Options that you can carry out on the file/folder will be displayed in the upper-right of the screen (Share, Delete, Make Offline, Move). Tap an option to carry out that action (See Figure 30).

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 31).
2. Tap Share (See Figure 31).
3. A list of share options will display. Drag the list of share options to the left and tap **Invite People**.

![Invite People](image)

**Figure 32 - Invite People**

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 33).

5. Tap **Add Contact** to add recipients from your Contacts list (See Figure 33).

6. If you want the recipients to be able to add changes or edits, turn **on** the **Allow editing?** switch. Turn it **off** to make the file read-only for the recipients (See Figure 33).

7. Tap **Add** (See Figure 33).

![Sharing the File with Others](image)

**Figure 33 – Sharing the File with Others**

8. 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 34).
2. Tap Share (See Figure 34).

![Figure 34 - Share File]

3. A list of share options will display. Tap Copy Link.

![Figure 35 - Invite People]

4. OneDrive creates a URL for your file and puts it in your device clipboard. You can now paste the link wherever 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 36).
2. Tap **Share** (See Figure 36).

![Figure 36 – Share File](image)

3. A list of **share options** will display. Tap **Mail** to open the iOS mail app.

![Figure 37 - Mail iOS 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 38).
2. Tap **Share** (See Figure 38).

![Figure 38 – Share File](image)

3. A list of **share options** will display. Tap **Send file**.

![Figure 39 - Send File](image)

4. Tap **Mail** to open the iOS mail app.

![Figure 40 - Send Mail through iOS 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 **Me icon** at the bottom of the screen.

![Figure 41 - Click Me](image)

2. Tap **Add account**.

![Figure 42 - Add Account](image)

3. The sign-in screen appears. Enter the **email address** for the account you wish to add (See Figure 43).

4. Tap the **next** arrow (See Figure 43).

![Figure 43 - Enter Address for New OneDrive Account](image)
5. Enter the **password** you use for the OneDrive account you wish to add (See Figure 44).

6. Tap **Sign In** (See Figure 44).

![Figure 44 - 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.

### Switching Between Accounts

To switch between accounts from within the OneDrive app:

1. Tap and hold the **Me** icon at the bottom of the screen (See Figure 45).
2. A list of accounts will display. Tap the **account name** you want to use (See Figure 45).

![Figure 45 - Switch Accounts](image)

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

![Figure 46 - 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 **Me** icon at the bottom of the screen.

![Figure 47 - Click Me](image)

2. Tap the **account** you want to sign out of to select it (See Figure 48).

3. Tap **Sign out of this account** (See Figure 48).

![Figure 48 - Sign Out of This Account](image)

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

![Figure 49 - Confirm Sign Out](image)

5. You will be signed out of the account.
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/)