Onedrive

WHAT IS ONEDRIVE

OneDrive is online file storage you can get to from anywhere. It makes it easy to save Office documents and other files to the cloud so you can access them from any device.

LOGIN

You don't need to install any software on your computer to use OneDrive; you can connect through your web browser using below link.
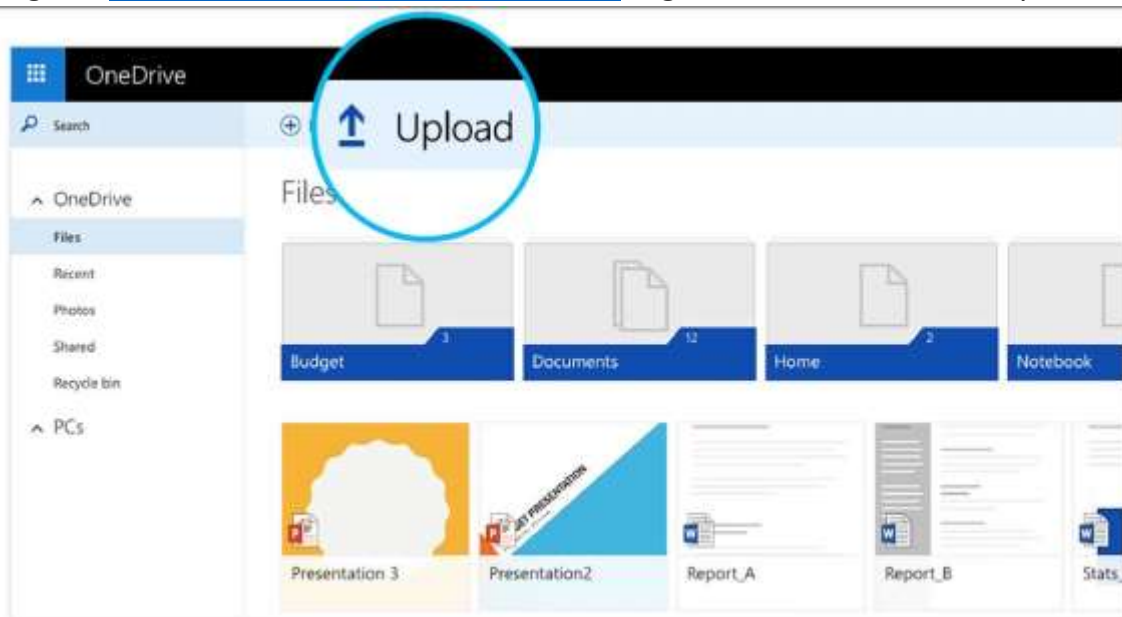
https://login.microsoftonline.com/

To login in to onedrive username is your nest group mail id and password is same as your system/mail password.

UPLOADING A FILE TO ONEDRIVE

Add files from any computer, tablet, or phone by using the OneDrive website.
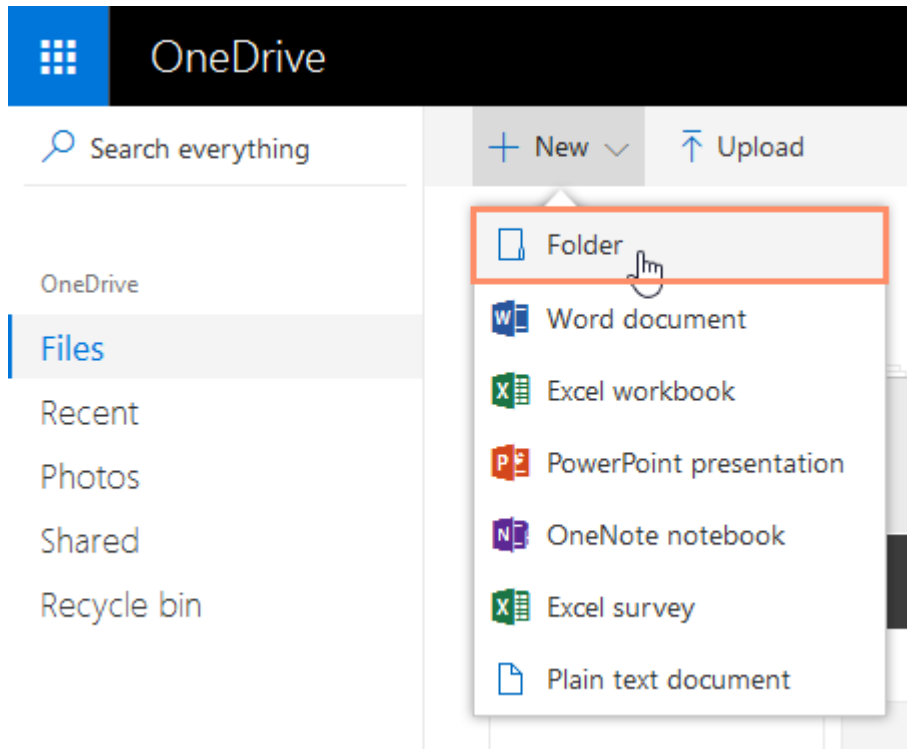
Just go to https://login.microsoftonline.com/, sign in, and then select "Upload

TO CREATE A NEW FOLDER IN ONEDRIVE

Create folders

1. Select **New > Folder**.
2. Type a name for the folder.
3. Select **Create**.
4. Select the files you want and drag them into the folder.



Share OneDrive files and folders

You can use OneDrive to Microsoft Office documents, other files, and entire folders with people. The files and folders you store in OneDrive are private until you decide to share them and you can [stop sharing](#) at any time.

1. Pick the file or folder you want to share by selecting the circle in the upper corner of the item. You can also pick multiple items to share them together.

2. Select **Share** at the top of the page.
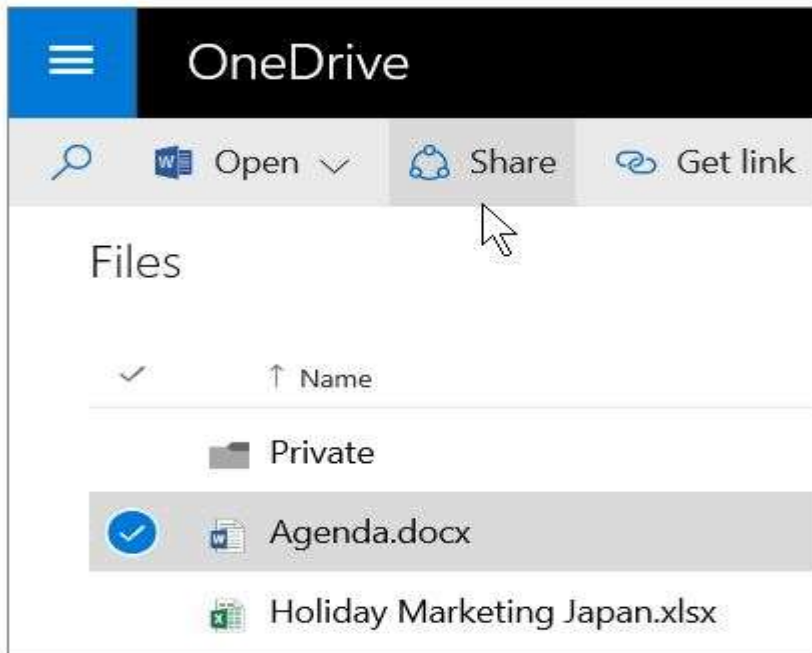
3. In the **Share** box that appears, choose one of the sharing options: Get a or Email
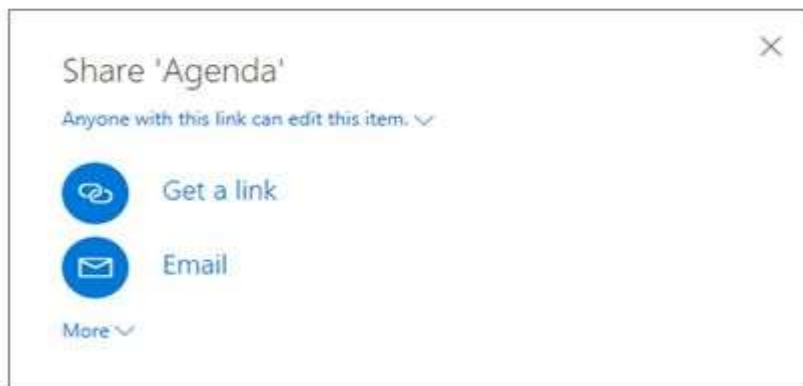

Get a link

Choose this option to share items with lots of people you might not even know personally. For example, you can use these links to post to Facebook, Twitter, or LinkedIn, or share in email or IM. Anyone who gets the link can view or edit the item, depending on the permission you set. Keep in mind that the link can also be forwarded and sign-in is not required.

1. Select **Get a link**.
2. Choose the type of link you want from the drop-down list above the **Get a link** button. The link automatically updates when you choose a different option from the drop-down list.

For example, to reset permissions to view only, click the arrow next to **Anyone with this link can edit this item** and clear the **Allow editing** check-box.

○ **View only** - When you share items with this type of link, people can view, copy or download your items without signing in. They can also forward the link to other people.

○ **Edit** - When you share items with this type of link, people can edit files, and can add or delete files in a shared folder. Recipients can forward the link, change the list of people sharing the files or folder, and change permissions for recipients. If you're sharing a folder, people with Edit permissions can copy, move, edit, rename, share, and delete anything in the folder.

3. Select **Copy** to copy the link to your clipboard.
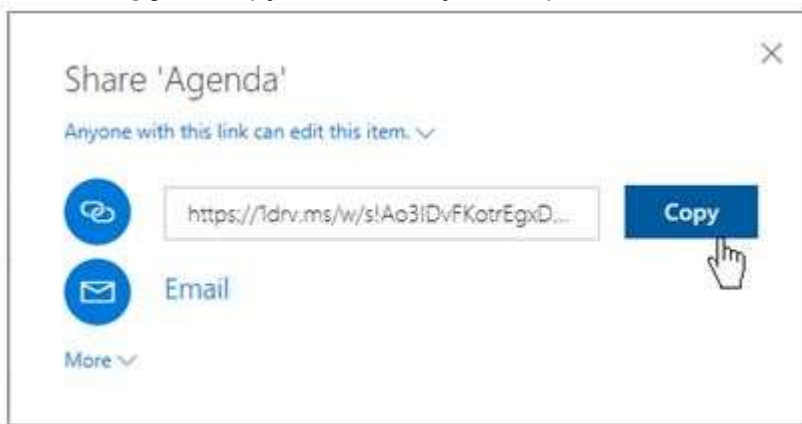
4. Paste the link in an email message or wherever else you're sharing the link.

Give recipients greater control and collaboration with shared folders

When you share folders with Edit permissions, people you share with can [add the shared folders to their own OneDrive](#). This lets them keep the folder alongside their own folders and items, easily move items between folders, and more easily work on it offline. Any updates they make sync with the shared folder, so everyone with access to the folder is up to date.

- **To share the folder with a link** - Choose **Get a link**, and in the **Share** box, choose **Anyone with the link can edit this item**.
- **To share the folder by email** - Choose **Email**, and in the **Share** box, choose **Can edit**.