

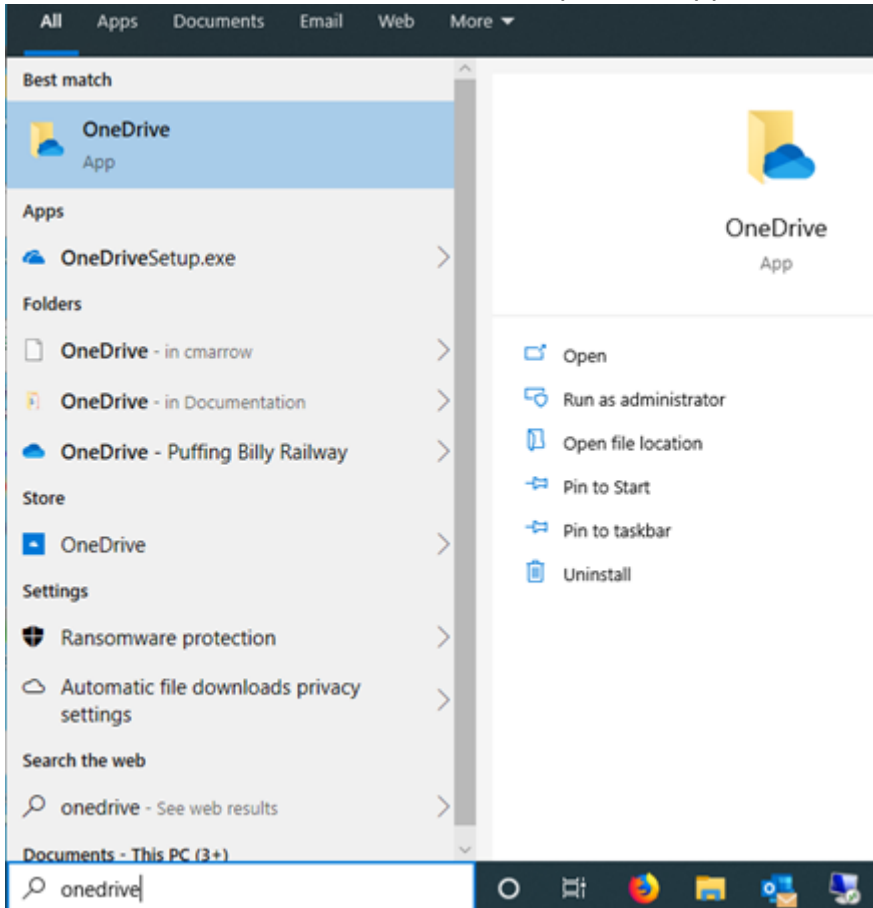
# Accessing OneDrive (Desktop)

- [Signing in / Syncing OneDrive](#)
- [Creating a Folder in OneDrive](#)
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- [Sharing Folders & Files](#)

# Signing in / Syncing OneDrive

## Step-by-step guide

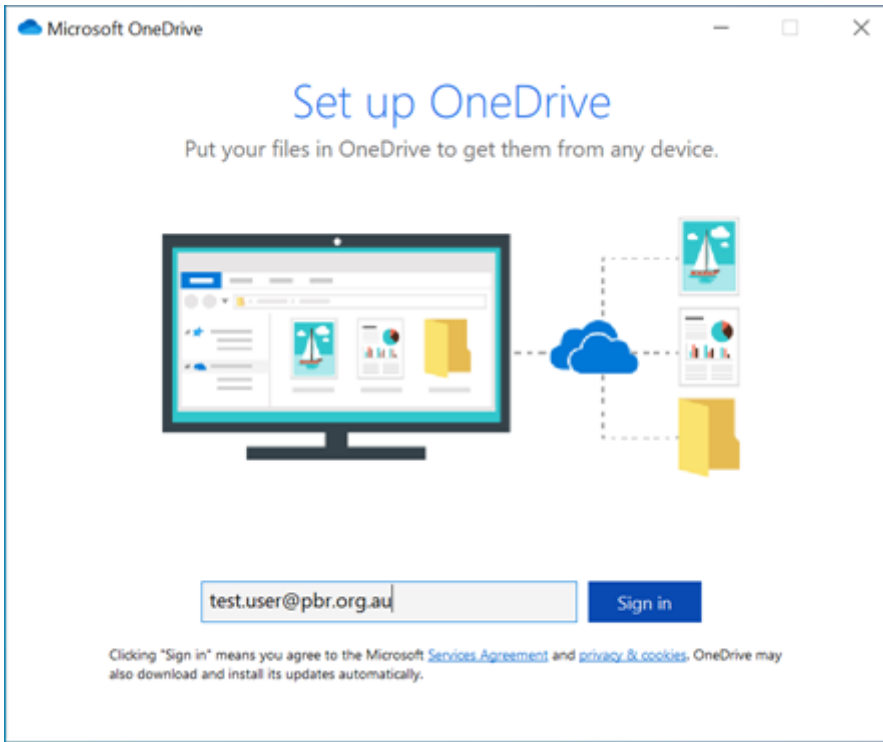
1. Search for **Onedrive** in Windows and open the app.



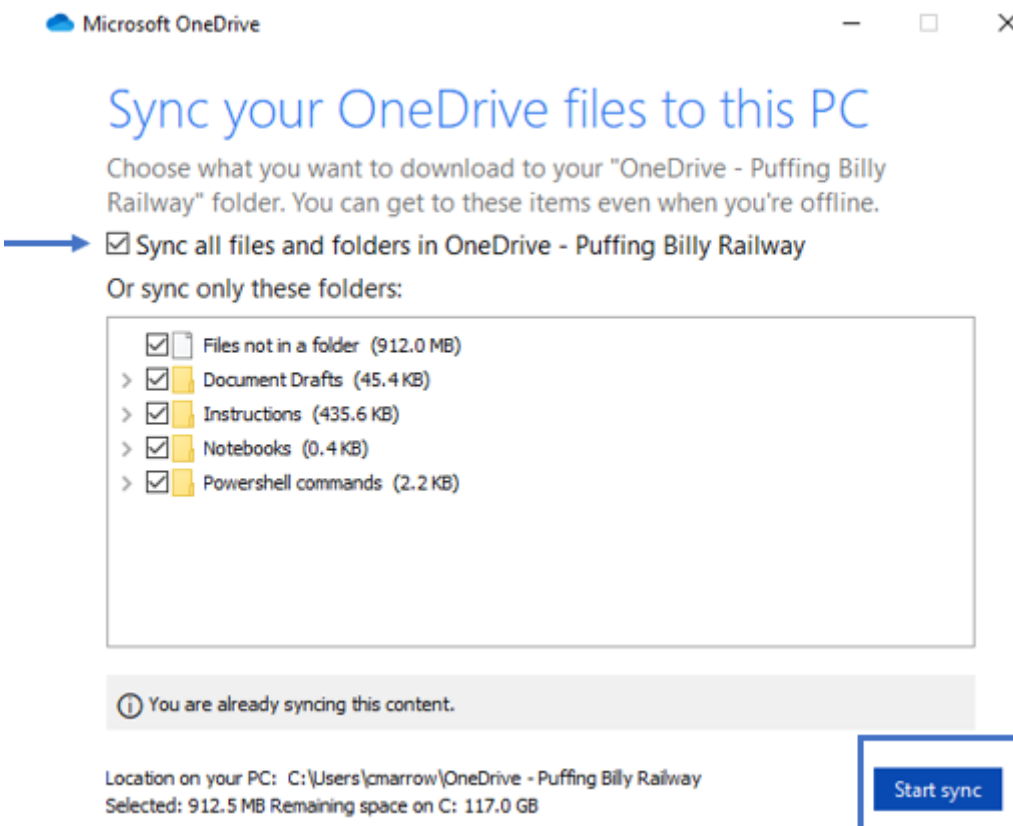
2. The OneDrive icon will appear in the right-hand corner of the taskbar. Click on it to open OneDrive.



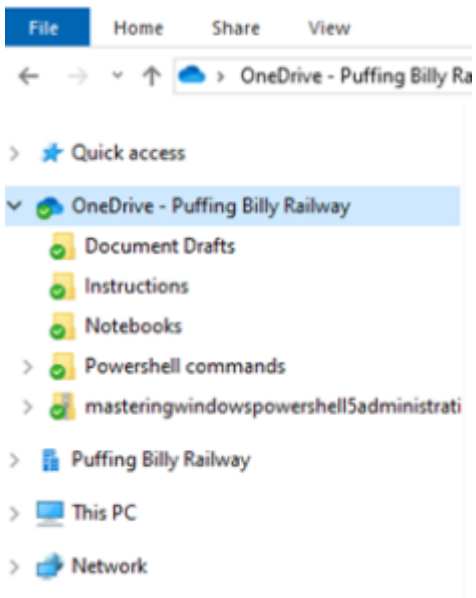
3. Sign into OneDrive with your PBR credentials.



4. Click **Next**.
5. Make sure **Sync all files and Folders** is selected and then press **Start sync**.



6. Click through any remaining screens. Once done your files will sync to OneDrive.
7. Open **File Explorer** in Windows. You will now be able to see the folder under OneDrive - Puffing Billy Railway located in the left-hand menu.

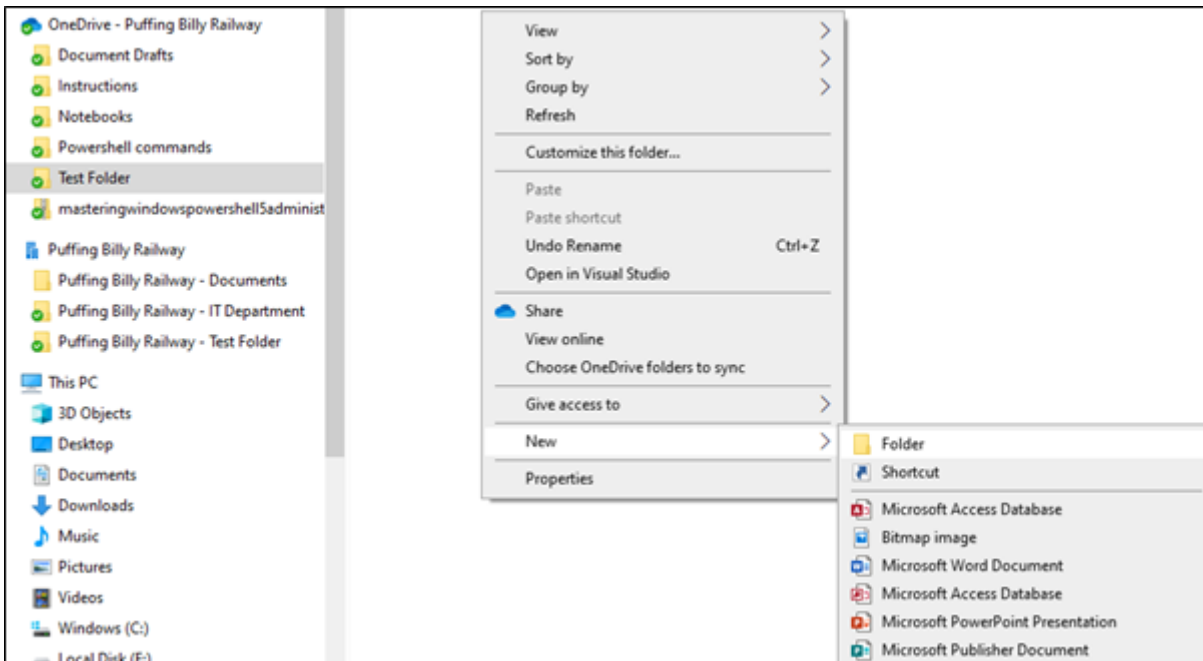


Be aware that when you create, modify or delete files in the folder it is automatically synced to OneDrive.

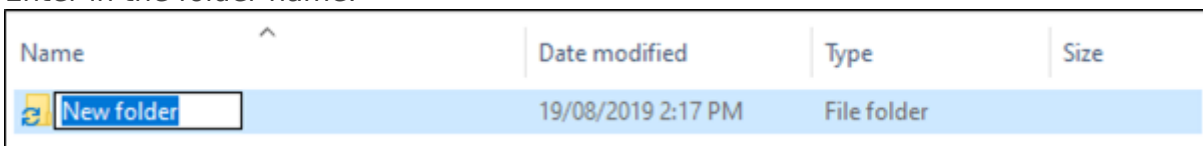
# Creating a Folder in OneDrive

## Step-by-step guide

1. Navigate to the **OneDrive folder** where you would like to create the new Folder. Right click and select **New-Folder**.



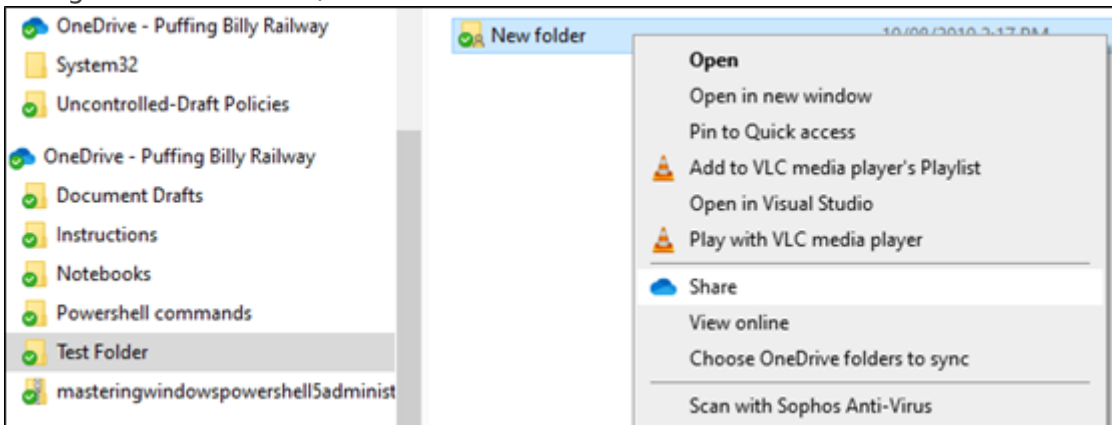
2. Enter in the folder name.



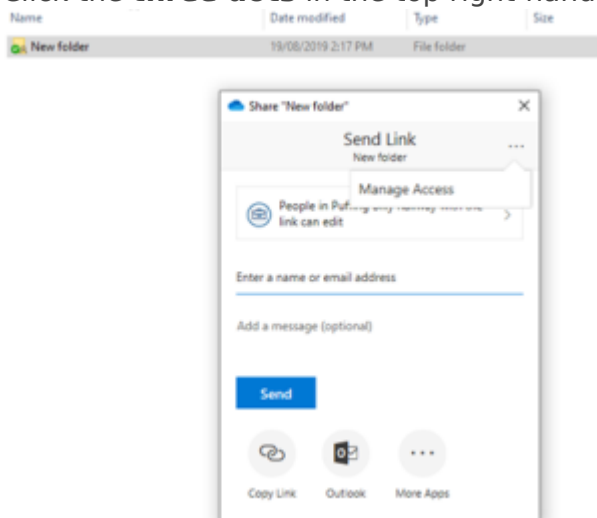
# Removing Access to a Folder/File

## Step-by-step guide

1. Navigate to the Folder/File and click on **Share**.



2. Click the **three dots** in the top right-hand corner and select **Manage Access**.




3. Click on the **X** to remove access to the folder/file.




This will remove access to all users you have shared the folder/file with. If you wish to remove only certain users, you will need to do this in the web version of OneDrive. Please see [Removing Access to a File \(Web\)](#).


Share "New folder" X

← Manage Access  
New folder

  X

People you specify can edit

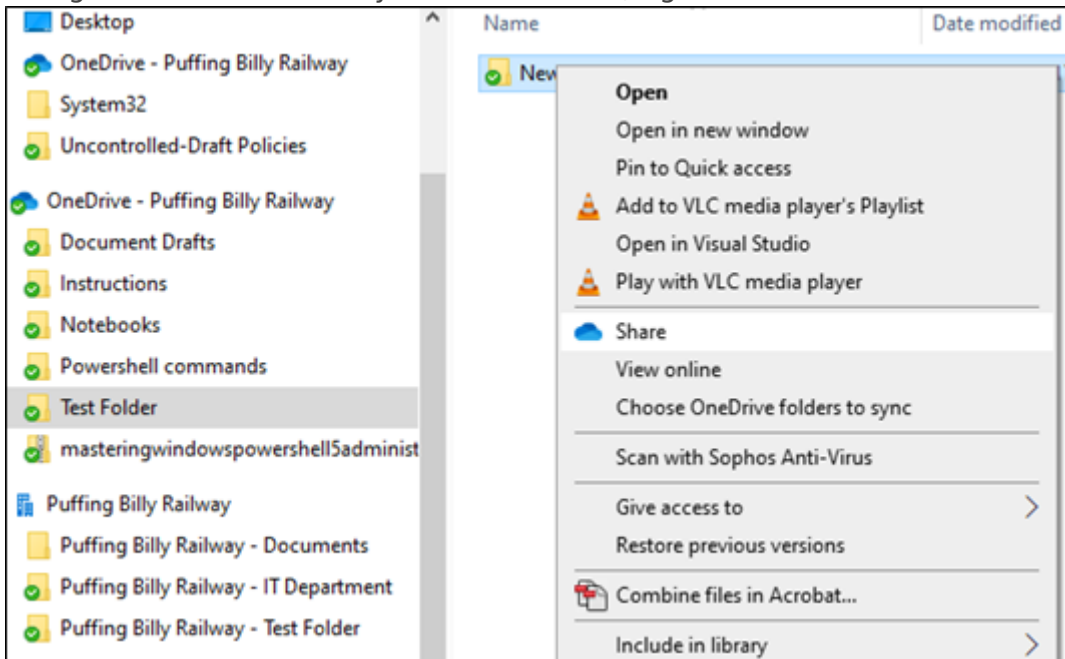
  

 Chris Marrow  
Owner

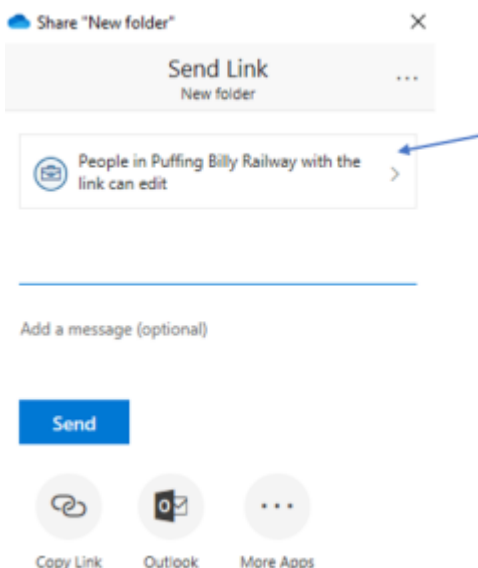
# Sharing Folders & Files

## Step-by-step guide

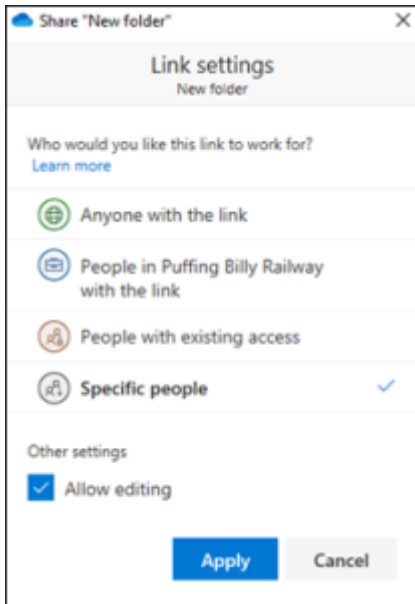
1. Navigate to the folder/file you wish to share, right click the folder/file and click on **Share**.



2. Select who you would like to have access to the folder/file.



3. For example, if you wish to share the folder/file with only specific users you can select **Specific people**. By default, the user will have editing access. Untick **Allow editing** if you wish the user/s to only have read access. Click **Apply** when done.



4. Enter in the user's name and click **Send**. The user will receive an email letting them know they now have access to the folder/file.

If you share a folder it will share all folders and files within that folder. You will need to do each folder or file individually if you only want certain items to be shared.