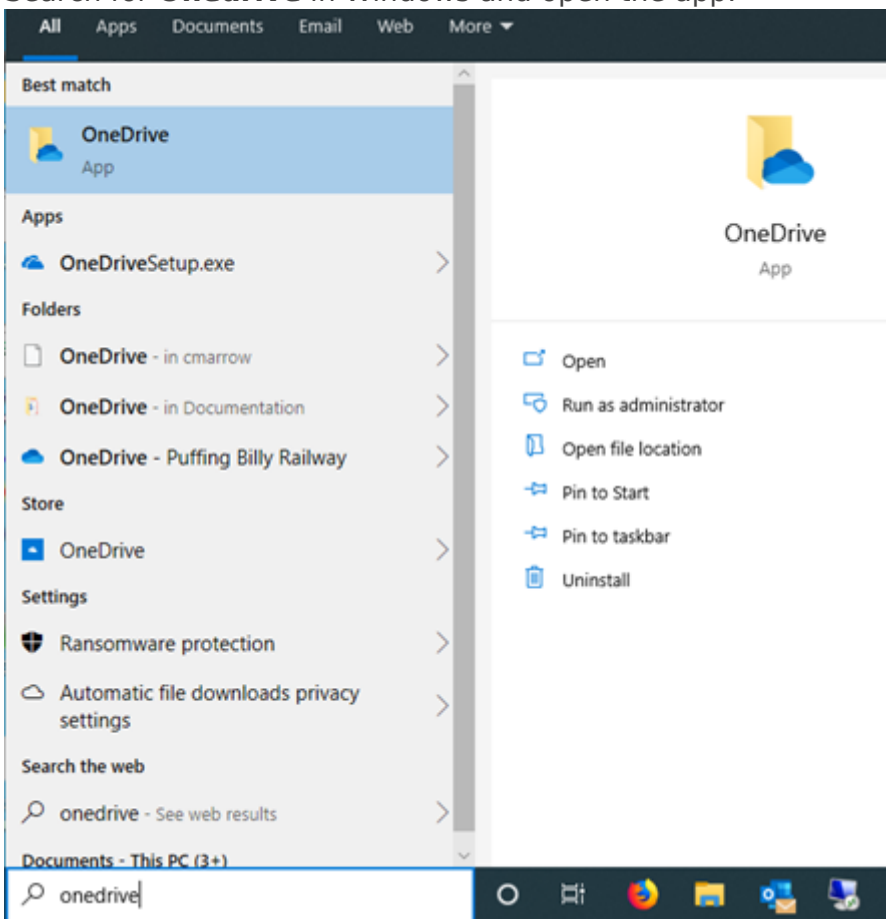
Accessing OneDrive (Desktop)

- Signing in / Syncing OneDrive
- Creating a Folder in OneDrive
- Removing Access to a Folder/File
- Sharing Folders & Files

Signing in / Syncing OneDrive

Step-by-step guide

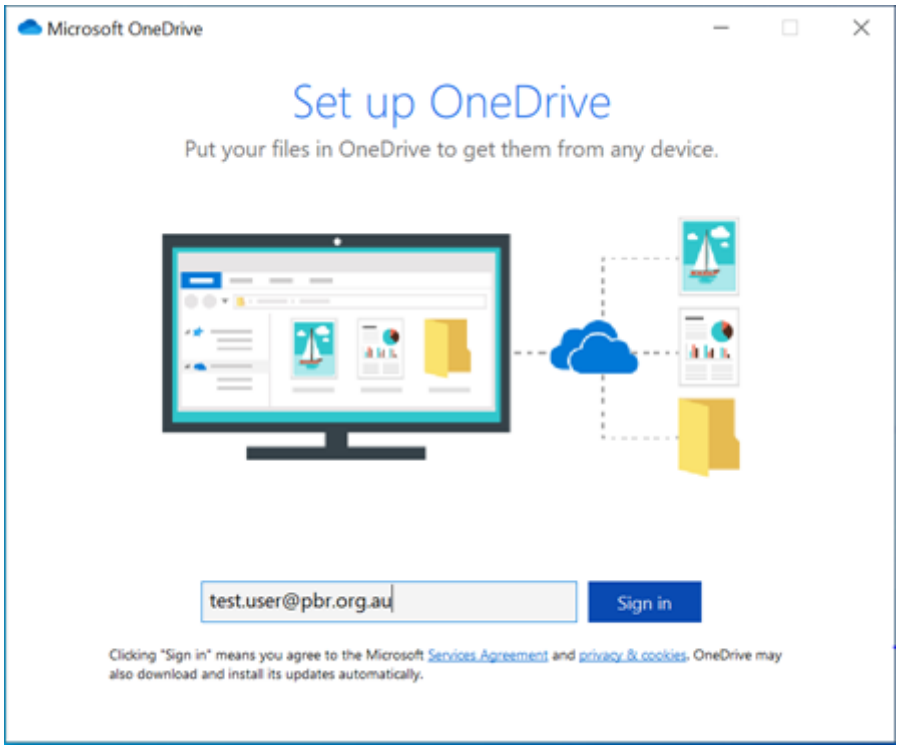
1. Search for **Onedrive** in Windows and open the app.



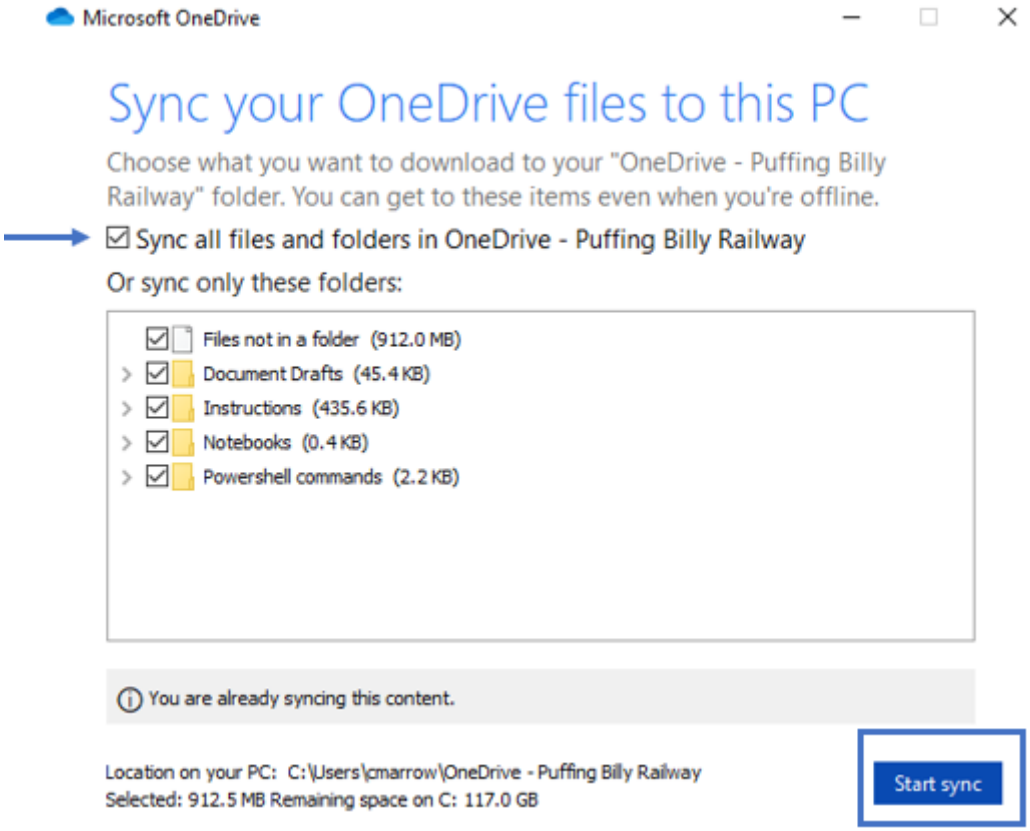
2. The OneDrive icon will appear in the right-hand corner of the taskbar. Click on it to open OneDrive.



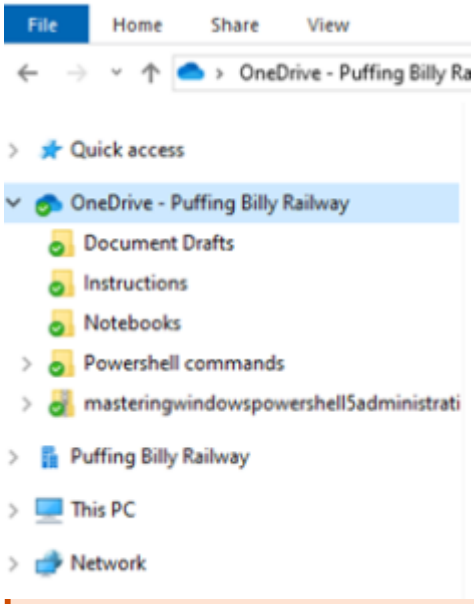
3. Sign into OneDrive with your PBR credentials.



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.

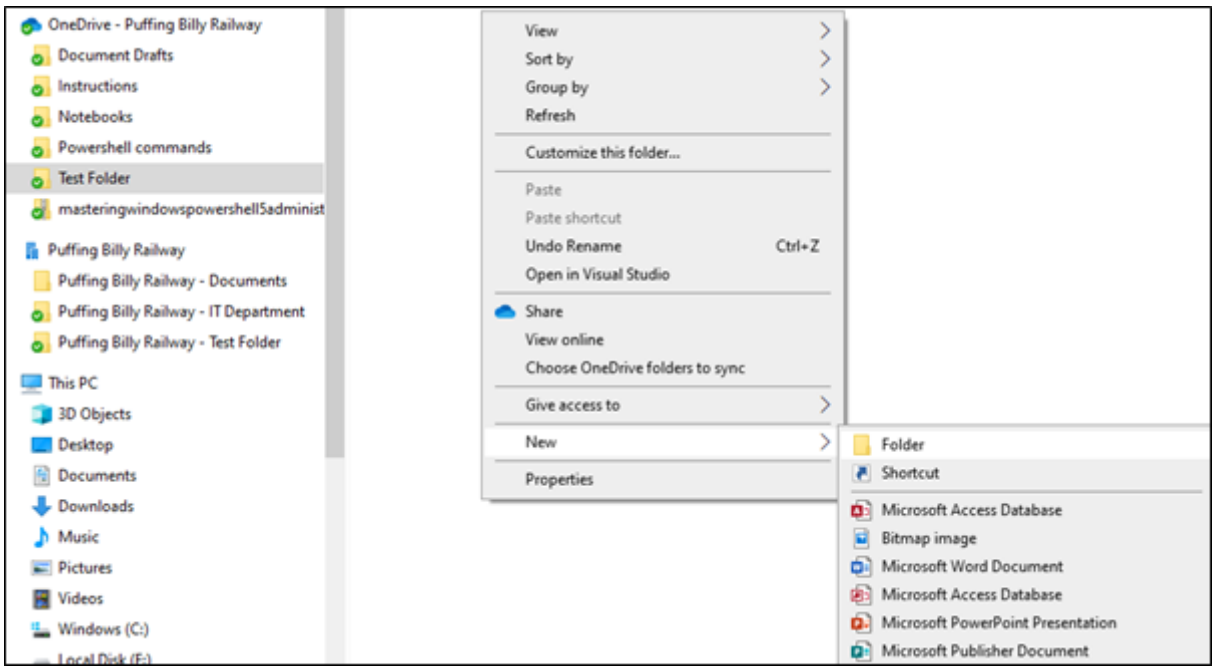


> Be aware that when you create, modify or delete files in the folder it is automatically synced to OneDrive.

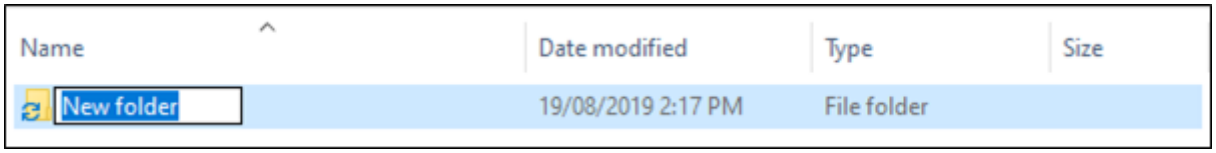
Creating a Folder in OneDrive

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**.



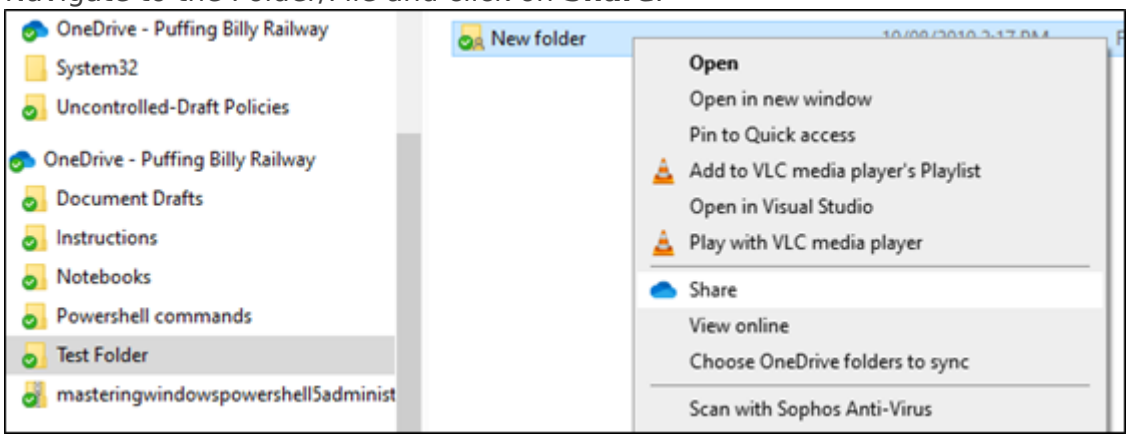
2. Enter in the folder name.



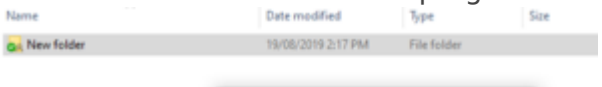
Removing Access to a Folder/File

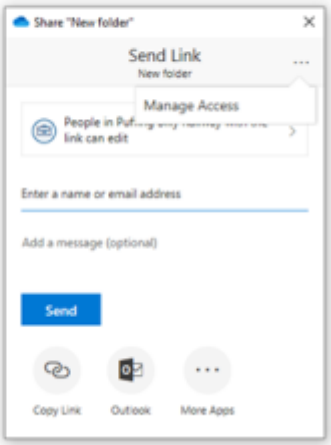
Step-by-step guide

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

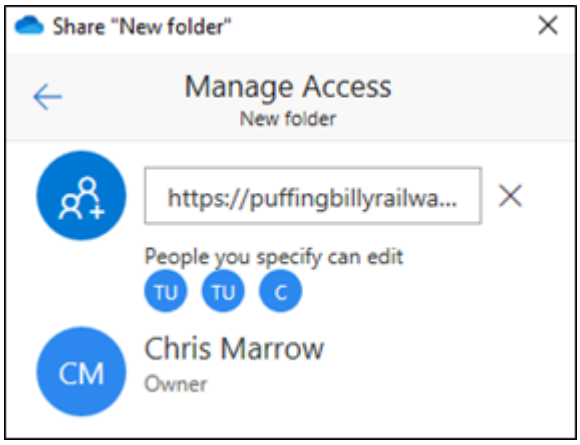


2. Click the **three dots** in the top right-hand corner and select **Manage Access.**





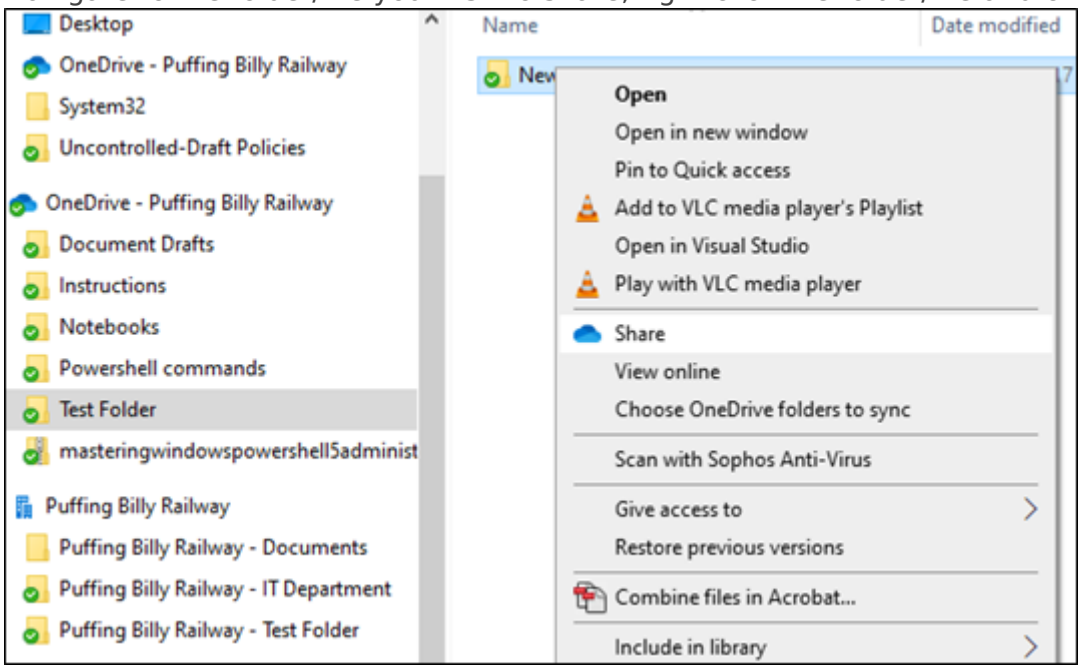
3. Click on the **X** to remove access to the folder/file.
   This will remove access to all users you have shared the folder/file with. If you wish to remove only certain users, you will need to do this in the web version of OneDrive. Please see **Removing Access to a File (Web).**


Share "New folder"
Manage Access
New folder
https://puffingbillyrailwa...
People you specify can edit
TU
TU
C
CM
Chris Marrow
Owner

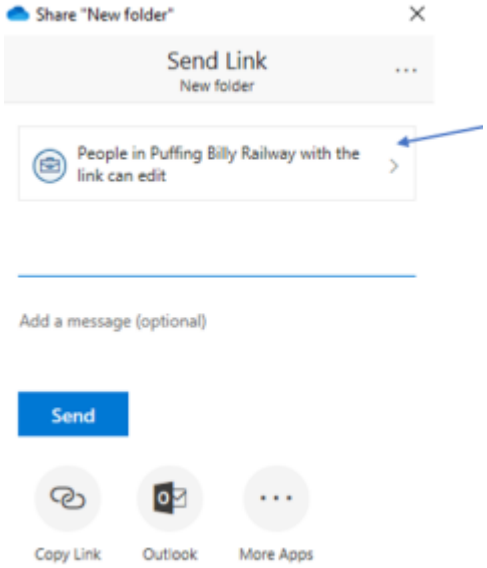
Sharing Folders & Files

Step-by-step guide

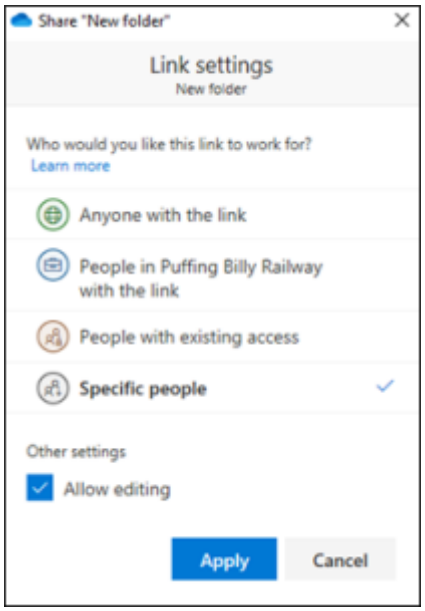
1. Navigate to the folder/file you wish to share, right click the folder/file and click on **Share.**



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.