

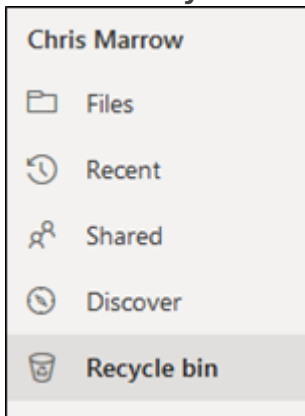
Accessing OneDrive (Web)

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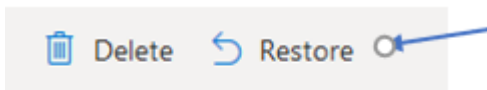
Accessing & Restoring Deleted Items

Step-by-step guide

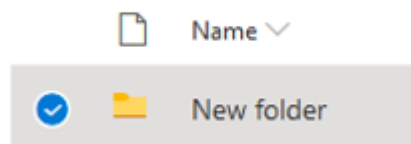
1. Click on **Recycle Bin**.



2. Select the Folder/File and click on **Restore**.



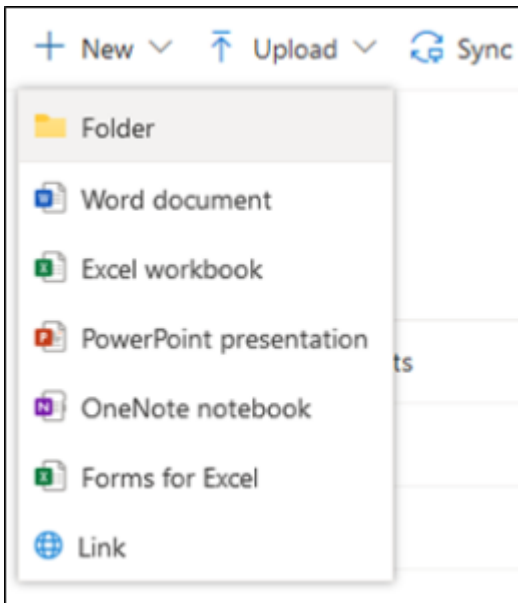
Recycle bin



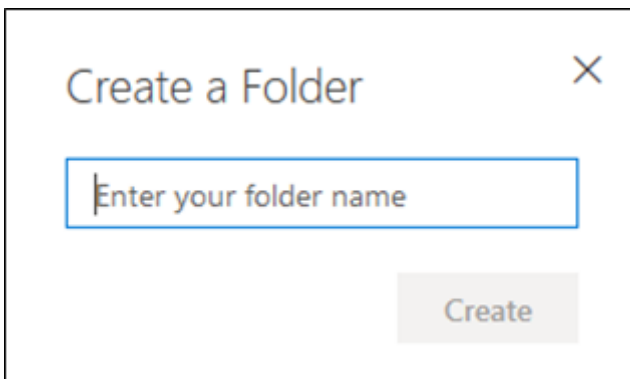
Creating a folder in OneDrive (Web)

Step-by-step guide

1. Click on **New** and select **Folder**.



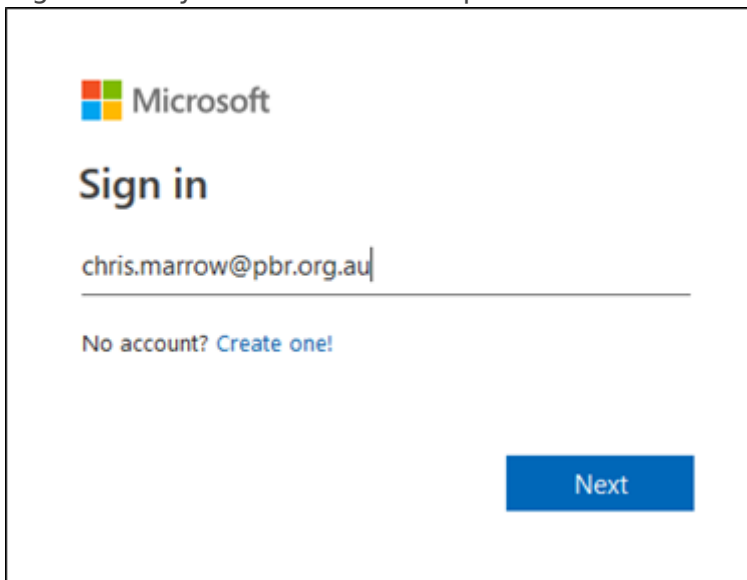
2. Enter in the folder name and click **Create**.



Opening OneDrive in a Web Browser

Step-by-step guide

1. Go to <https://onedrive.live.com/about/en-us/signin/>
2. Sign in with your PBR email and password.

A screenshot of the Microsoft OneDrive sign-in page. The page has a white background. At the top left is the Microsoft logo (four colored squares: red, green, blue, yellow) followed by the word "Microsoft" in a grey sans-serif font. Below this is the text "Sign in" in a bold, dark grey sans-serif font. Underneath "Sign in" is a text input field containing the email address "chris.marrow@pbr.org.au". Below the input field is a horizontal line. Under the line is the text "No account? [Create one!](#)" in a dark grey sans-serif font. At the bottom right of the page is a blue rectangular button with the word "Next" in white sans-serif font.

Microsoft

Sign in

chris.marrow@pbr.org.au

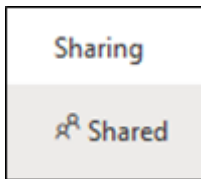
No account? [Create one!](#)

Next

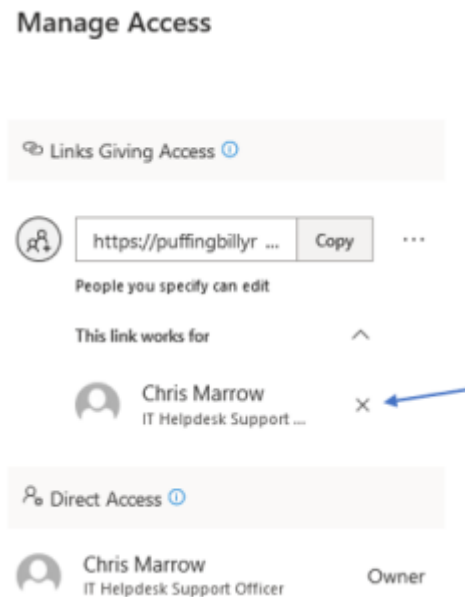
Removing Access to a File (Web)

Step-by-step guide

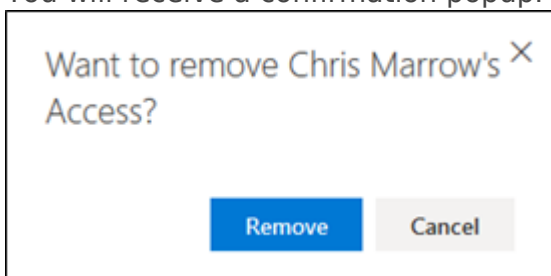
1. Select the file and click on the **Shared** button.



2. The manage access window will appear. Click on the **X** to remove the user's access.



3. You will receive a confirmation popup. Press on **Remove**.

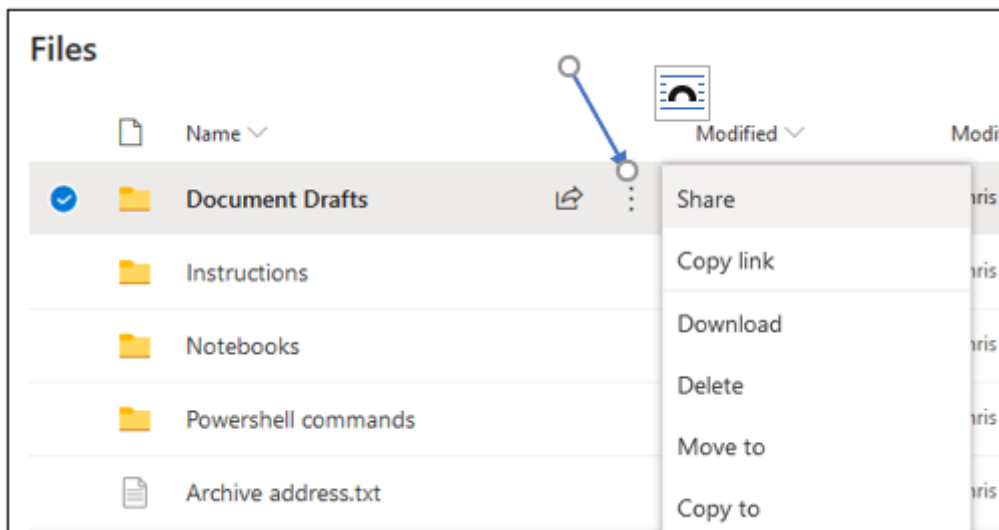


Sharing Folders & Files With a User (Web)

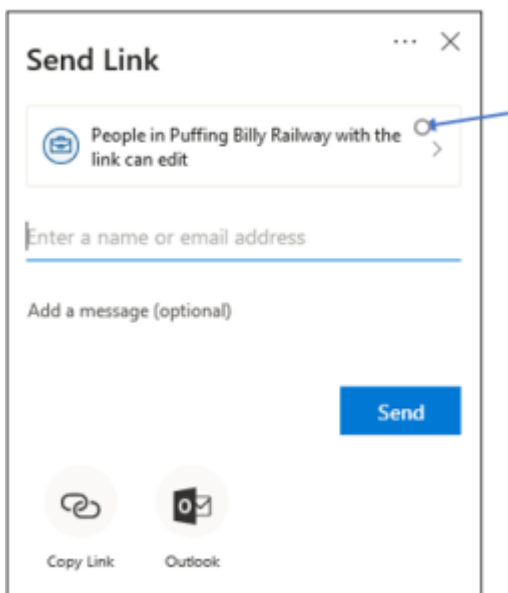
Step-by-step guide

1. Select the folder or file you want to share, then click on the **three dots** to bring up a menu and then select **Share**.

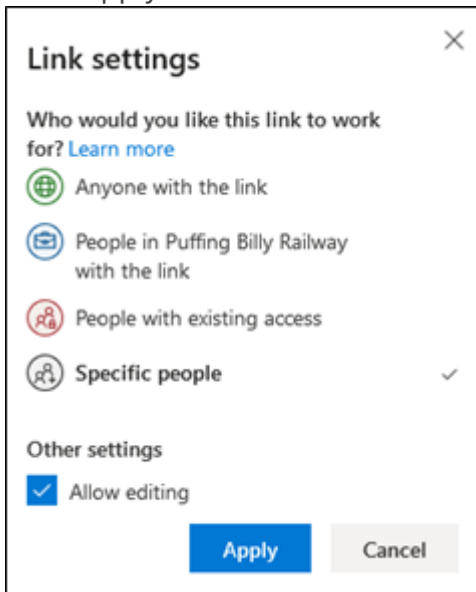
If you share a folder it will share all folders and files within that folder. You will need to do each folder or file individually if you only want certain items to be shared.



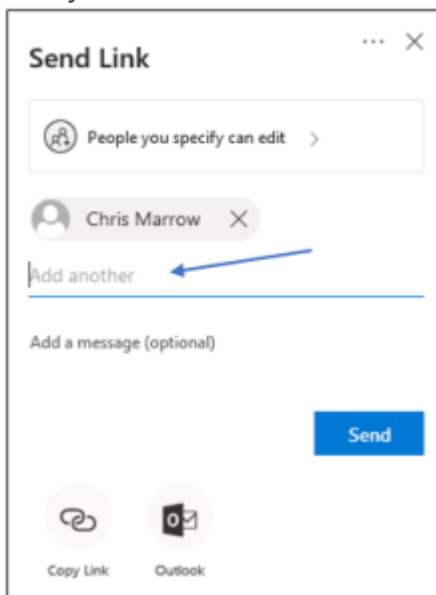
2. A window will pop up. Click on the button to edit who can view and edit the document.



3. Select specific people and allow editing so only certain people can view the file and edit it. Click Apply.



4. Enter in the user's email address. Add more user's if needed. Click **Send** when you're ready.



5. The user will receive an email with the link to the file. The folder or file will also now display that it is shared in OneDrive.



6. If you click on the Shared button it will display who the file is shared with and what level of access they have. Click on **Grant Access** if you wish to add more users.

Share Grant Access

Document Drafts

Manage Access

Links Giving Access



https://puffingbillyr ...

Copy



People you specify can edit

This link works for



Chris Marrow

IT Helpdesk Support ...



Direct Access



Chris Marrow

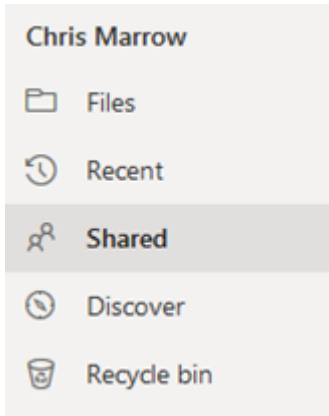
IT Helpdesk Support Officer

Owner

View Files that are Shared with you/by you (Web)

Step-by-step guide

1. On the left-hand menu select **Shared**.



2. Up the top you can select between **Shared with me** or **Shared by me** to see a list of folders and files.

