

OneDrive

Storing, sharing, and syncing files using Microsoft OneDrive — your personal PBR cloud storage.

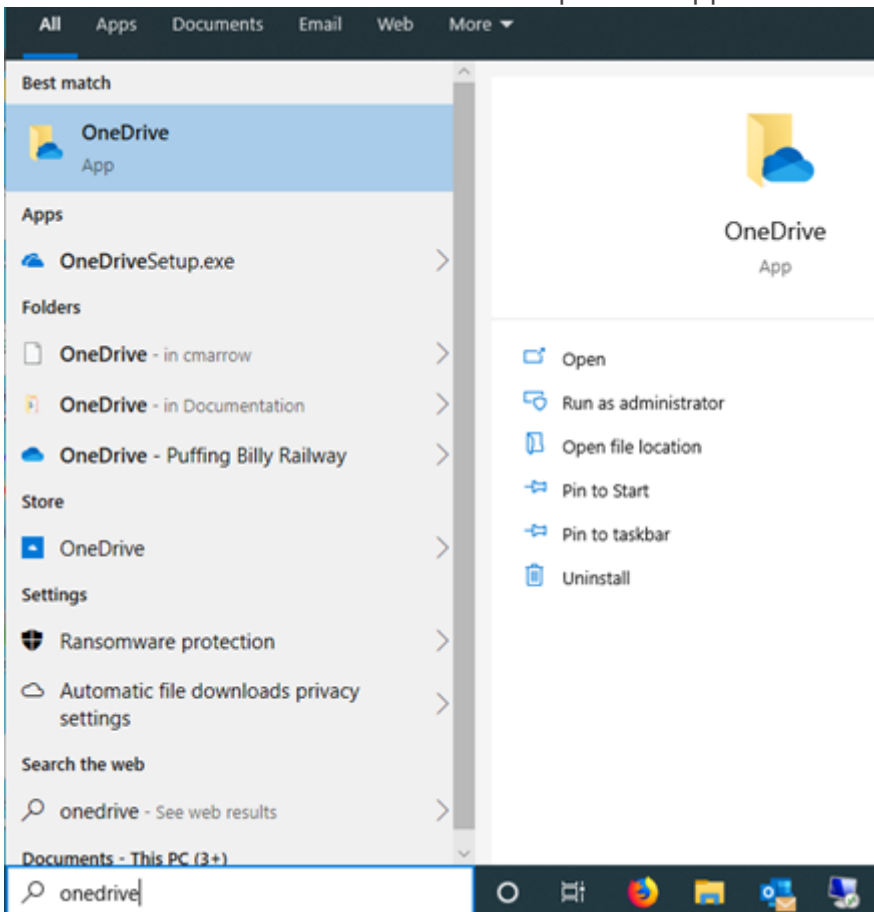
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 - [Signing in / Syncing OneDrive](#)
 - [Creating a Folder in OneDrive](#)
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Accessing OneDrive (Desktop)

Signing in / Syncing OneDrive

Step-by-step guide

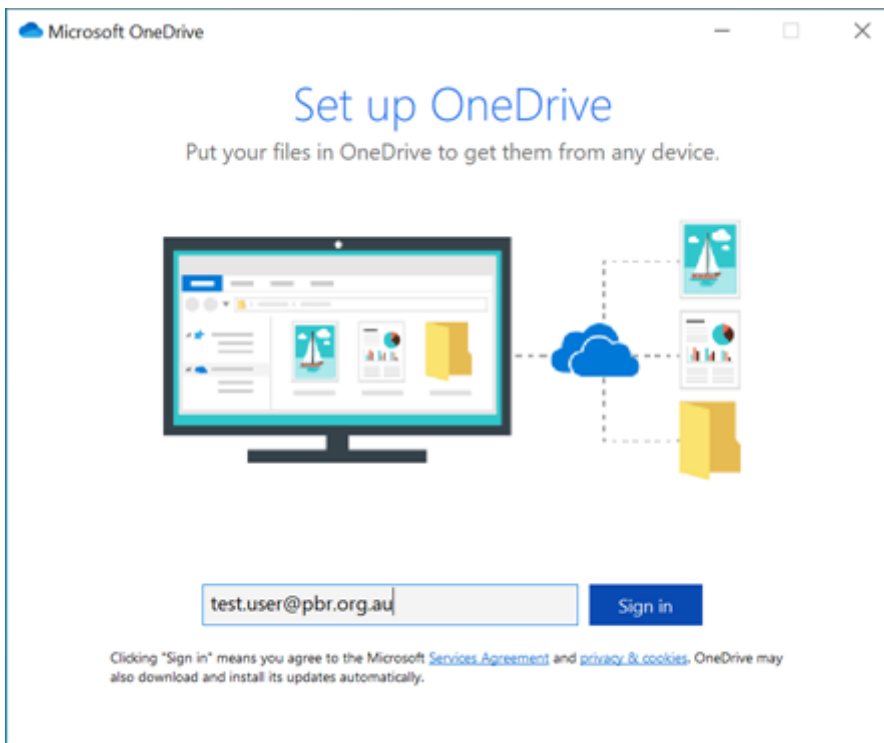
1. Search for **Onedrive** in Windows and open the app.



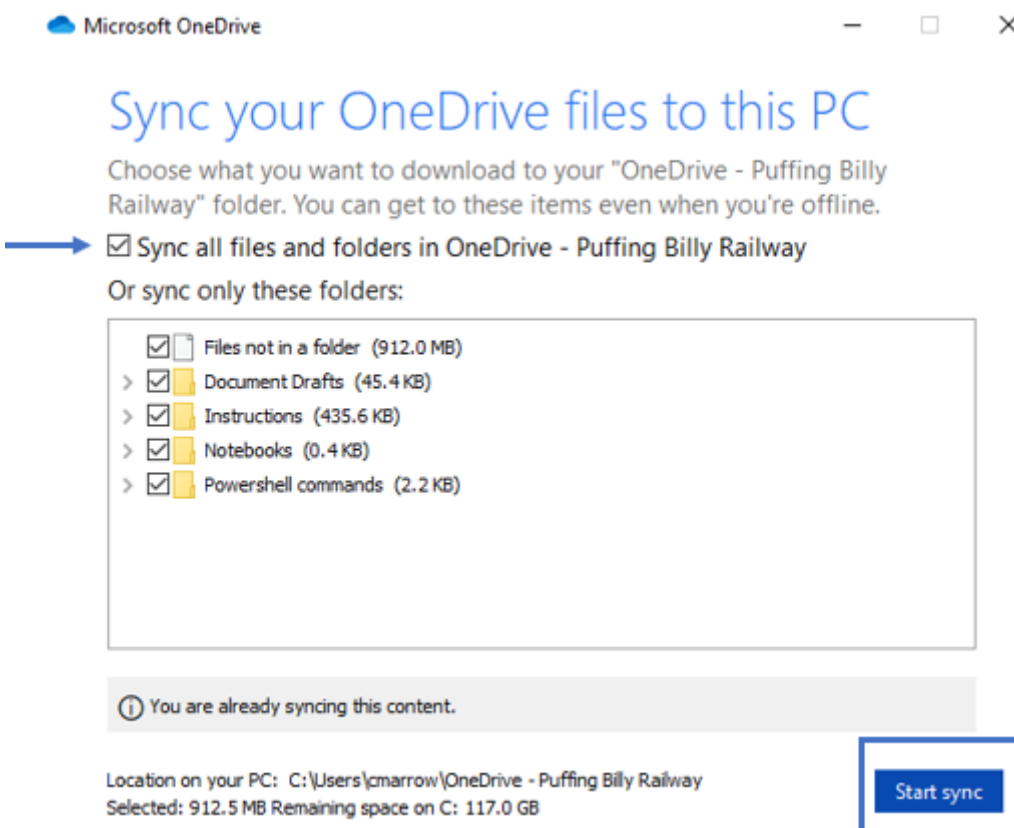
2. The OneDrive icon will appear in the right-hand corner of the taskbar. Click on it to open OneDrive.



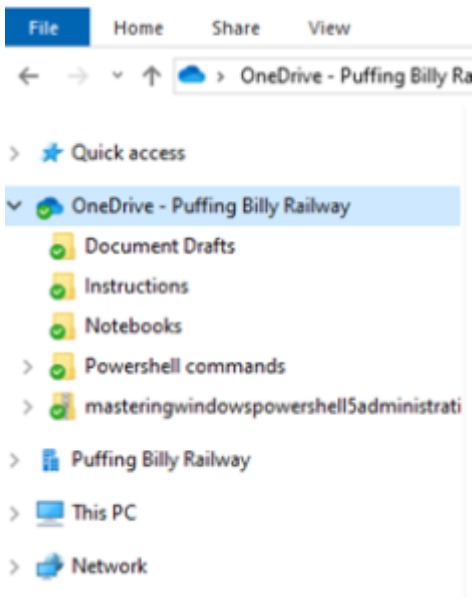
3. Sign into OneDrive with your PBR credentials.



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.

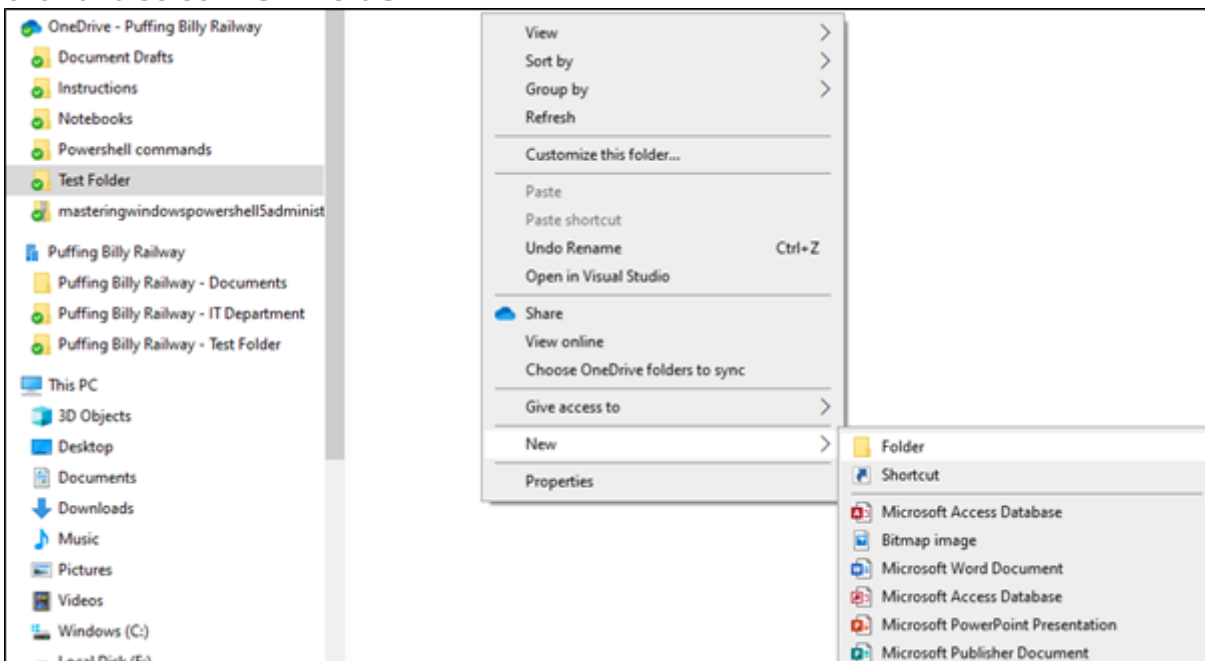


Be aware that when you create, modify or delete files in the folder it is automatically synced to OneDrive.

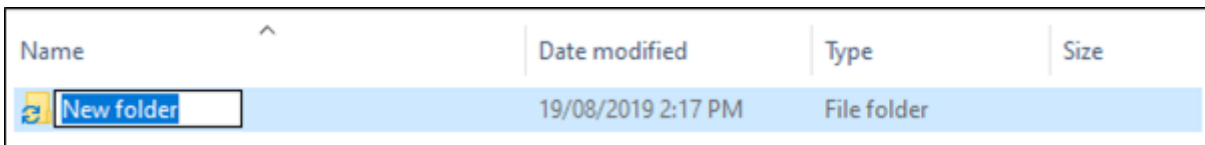
Creating a Folder in OneDrive

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**.



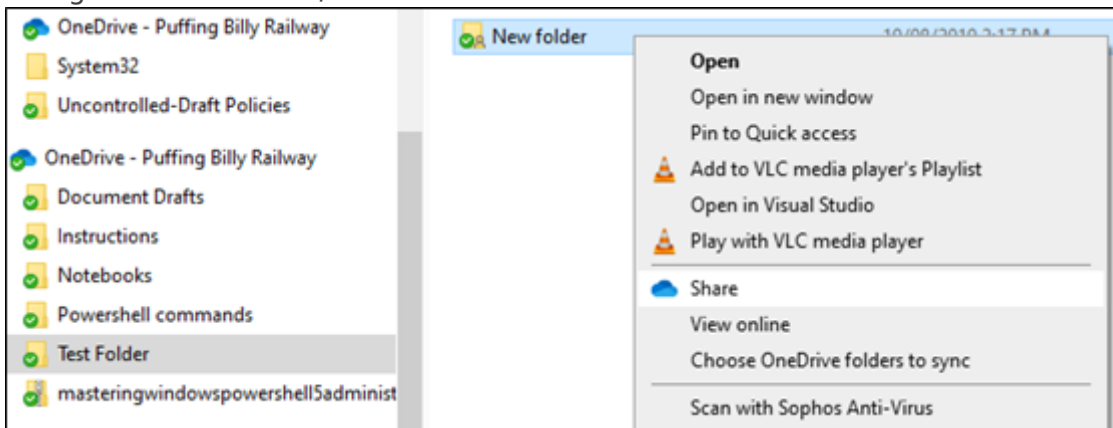
2. Enter in the folder name.



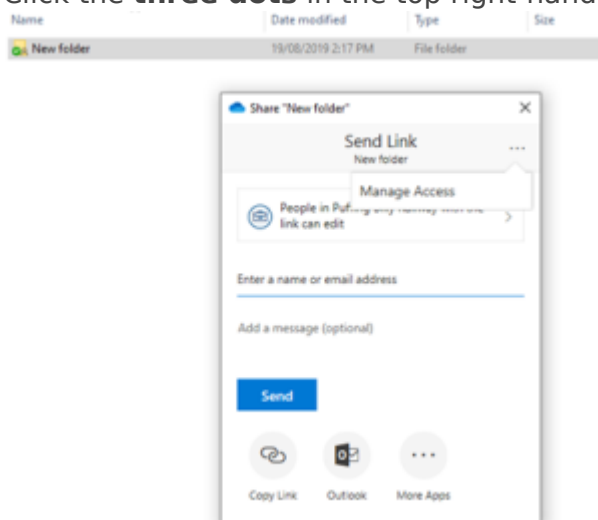
Removing Access to a Folder/File

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

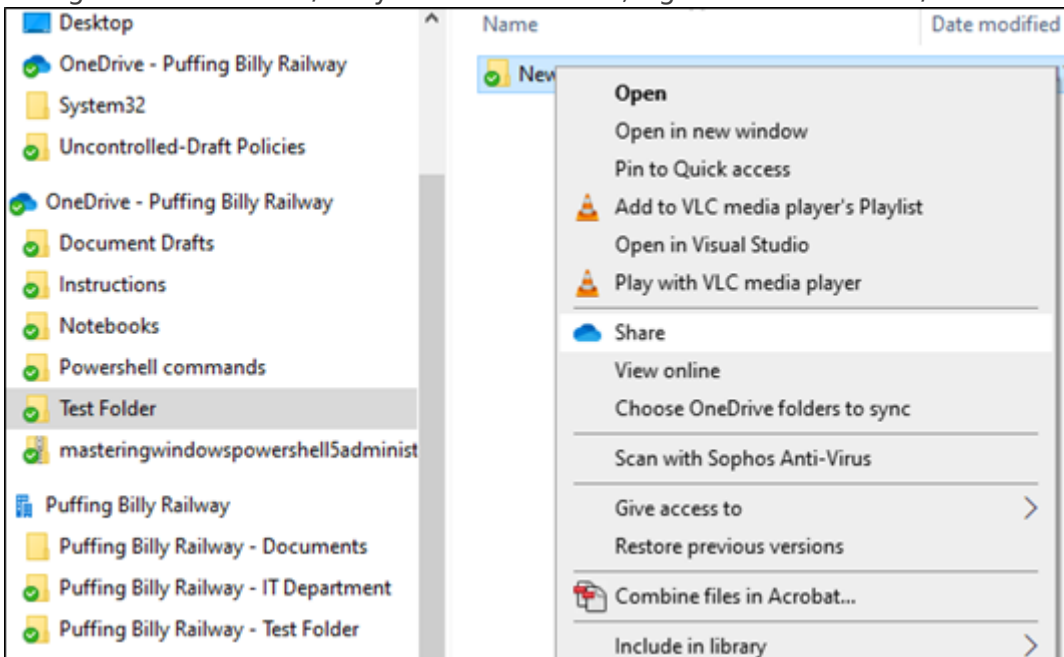
  

 Chris Marrow
Owner

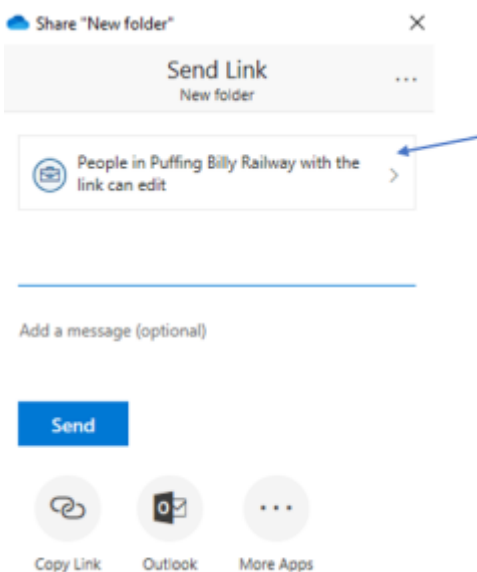
Sharing Folders & Files

Step-by-step guide

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

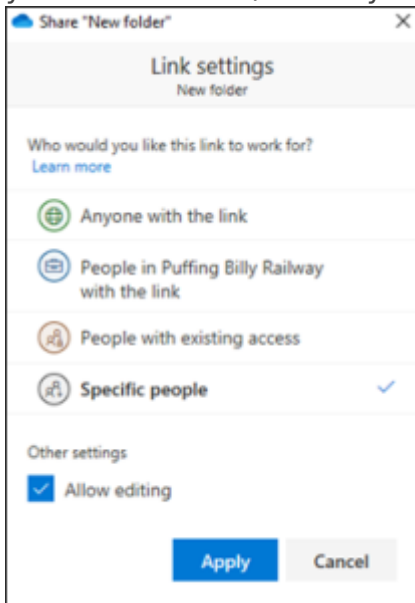


2. Select who you would like to have access to the folder/file.



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.

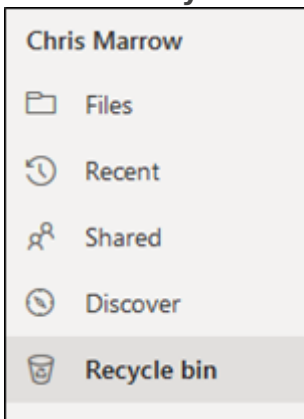
If you share a folder it will share all folders and files within that folder. You will need to do each folder or file individually if you only want certain items to be shared.

Accessing OneDrive (Web)

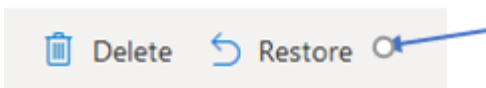
Accessing & Restoring Deleted Items

Step-by-step guide

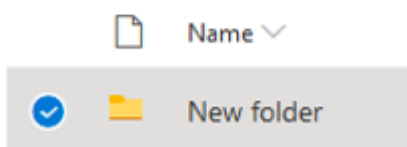
1. Click on **Recycle Bin**.



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



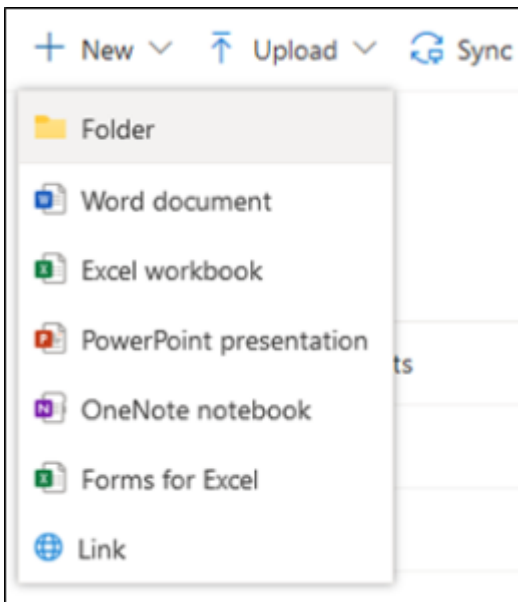
Recycle bin



Creating a folder in OneDrive (Web)

Step-by-step guide

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

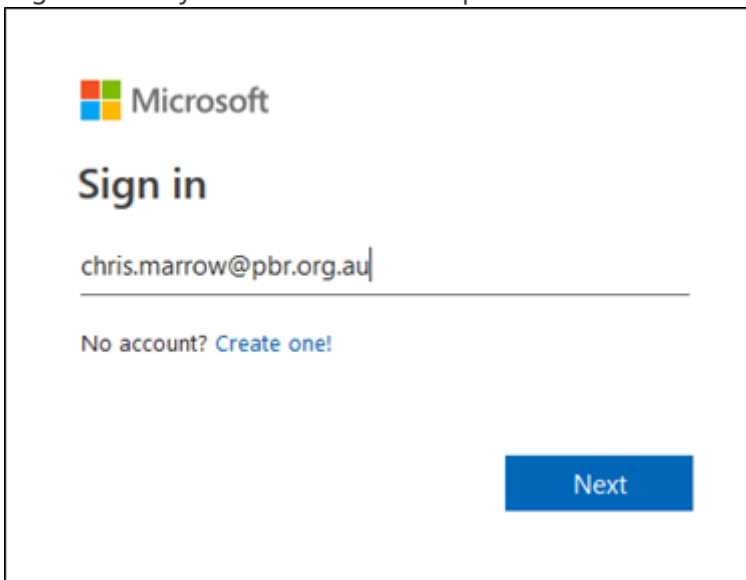


2. Enter in the folder name and click **Create**.
[image.png](#)

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.

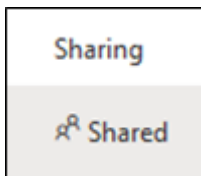


The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. A text input field contains the email address "chris.marrow@pbr.org.au". Below the input field is a horizontal line. Underneath the line, the text "No account? [Create one!](#)" is visible. At the bottom right of the form is a blue button labeled "Next".

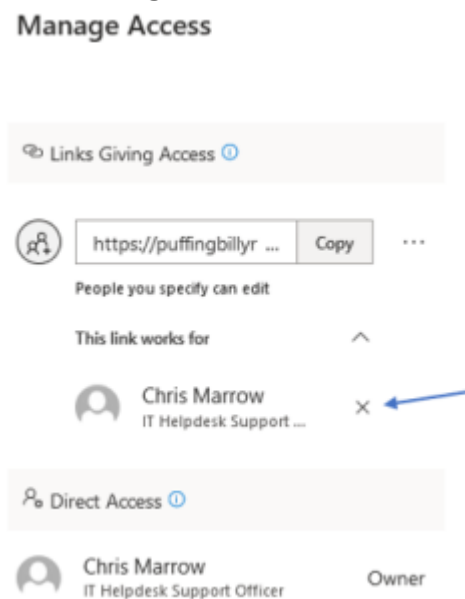
Removing Access to a File (Web)

Step-by-step guide

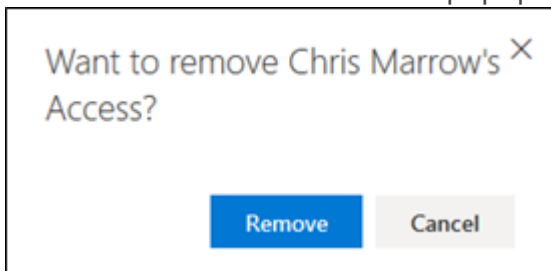
1. Select the file and click on the **Shared** button.



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**.

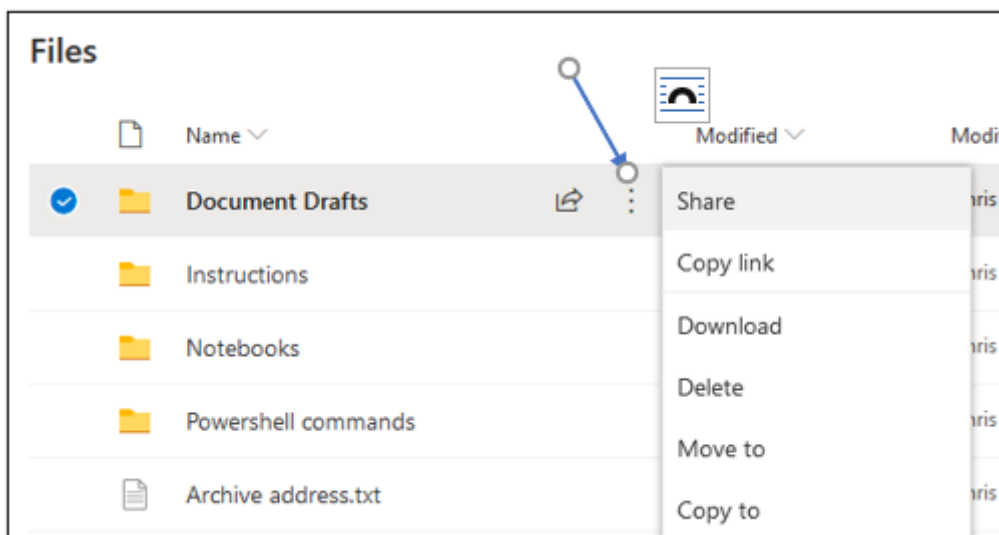


Sharing Folders & Files With a User (Web)

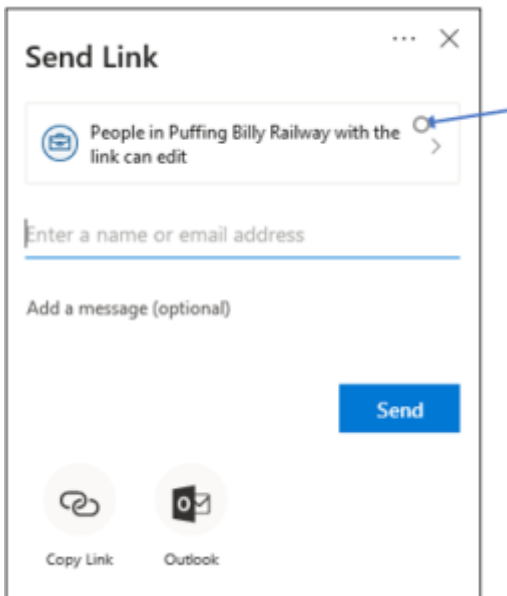
Step-by-step guide

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**.

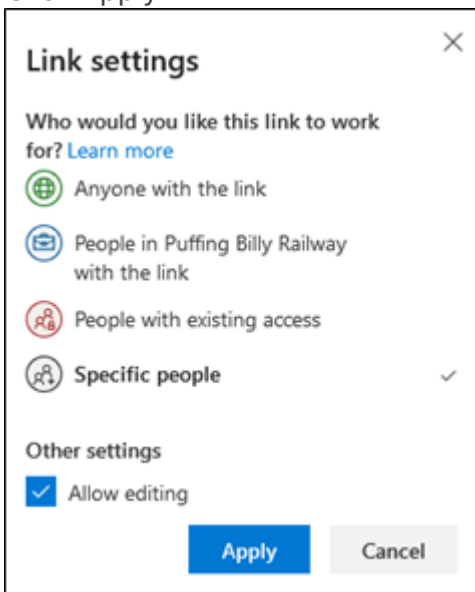
If you share a folder it will share all folders and files within that folder. You will need to do each folder or file individually if you only want certain items to be shared.



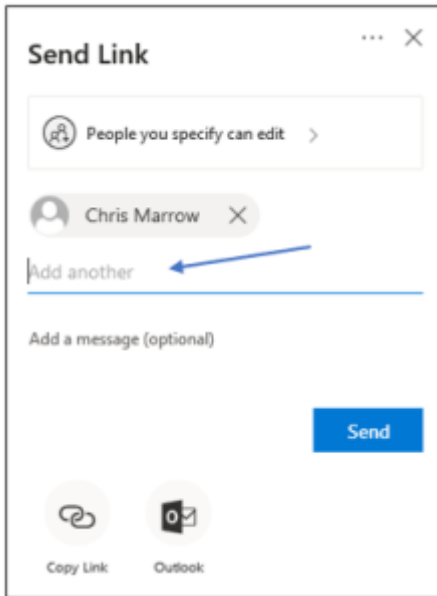
2. A window will pop up. Click on the button to edit who can view and edit the document.



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

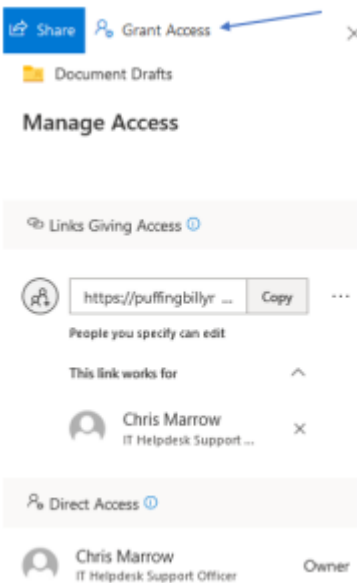


4. Enter in the user's email address. Add more user's if needed. Click **Send** when you're ready.



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.
loading.gif

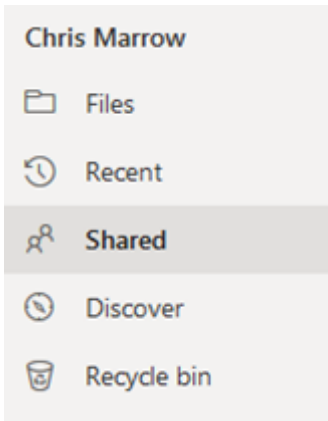
6. If you click on the Shared button it will display who the file is shared with and what level of access they have. Click on **Grant Access** if you wish to add more users.



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.

