

OneDrive

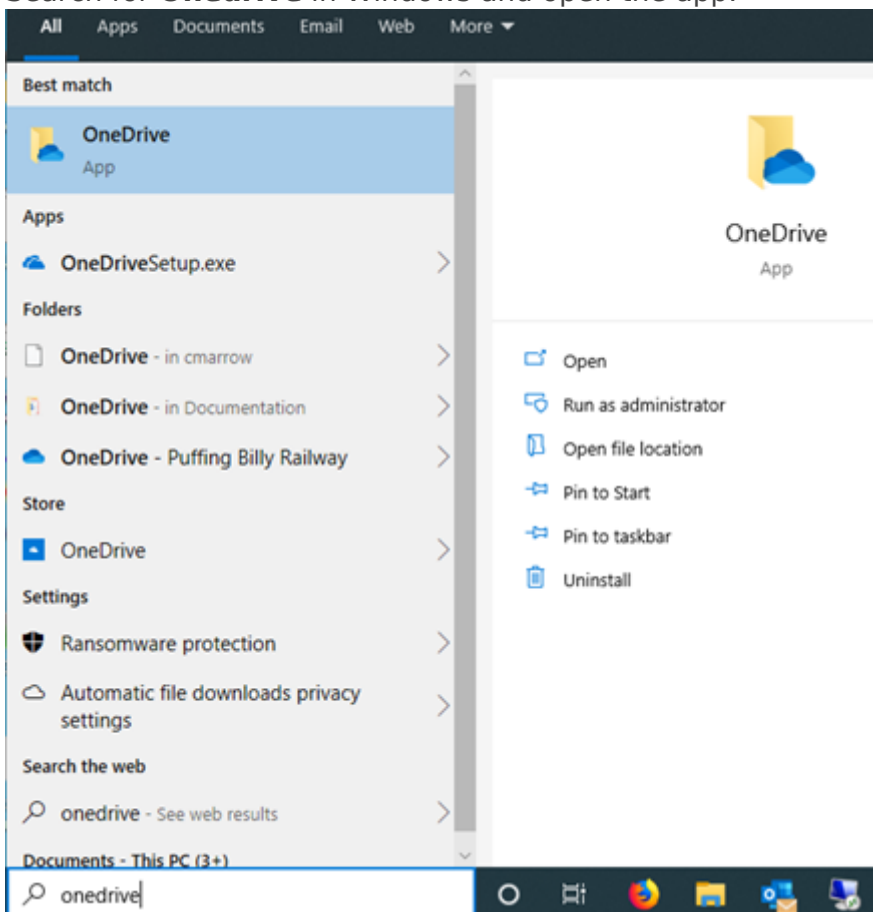
- Accessing OneDrive (Desktop)
 - Signing in / Syncing OneDrive
 - Creating a Folder in OneDrive
 - Removing Access to a Folder/File
 - Sharing Folders & Files
- Accessing OneDrive (Web)
 - Accessing & Restoring Deleted Items
 - Creating a folder in OneDrive (Web)
 - Opening OneDrive in a Web Browser
 - Removing Access to a File (Web)
 - Sharing Folders & Files With a User (Web)
 - View Files that are Shared with you/by you (Web)

Accessing OneDrive (Desktop)

Signing in / Syncing OneDrive

Step-by-step guide

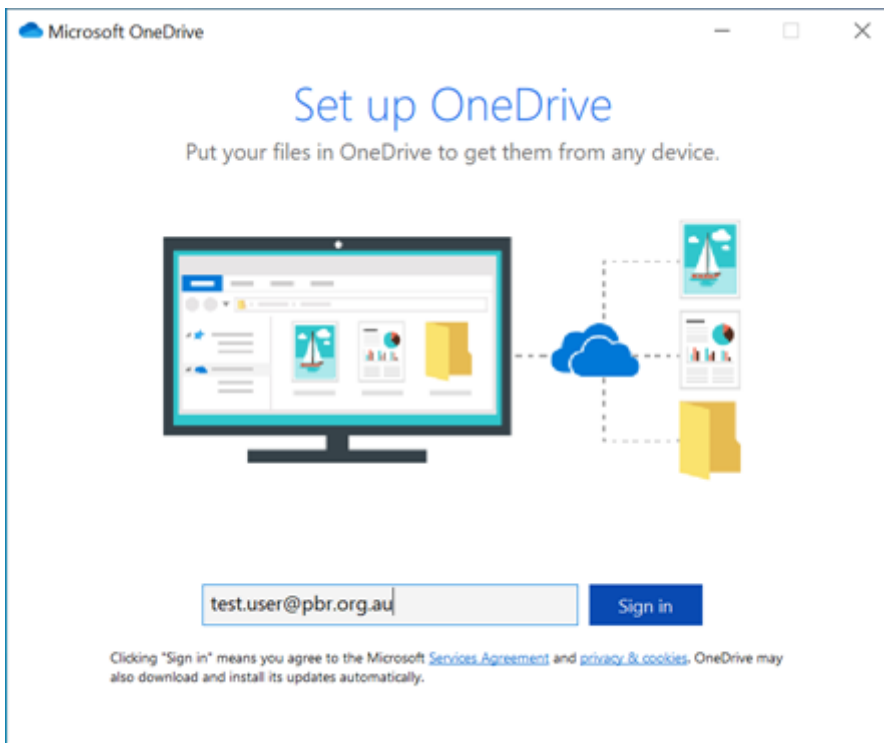
1. Search for **Onedrive** in Windows and open the app.



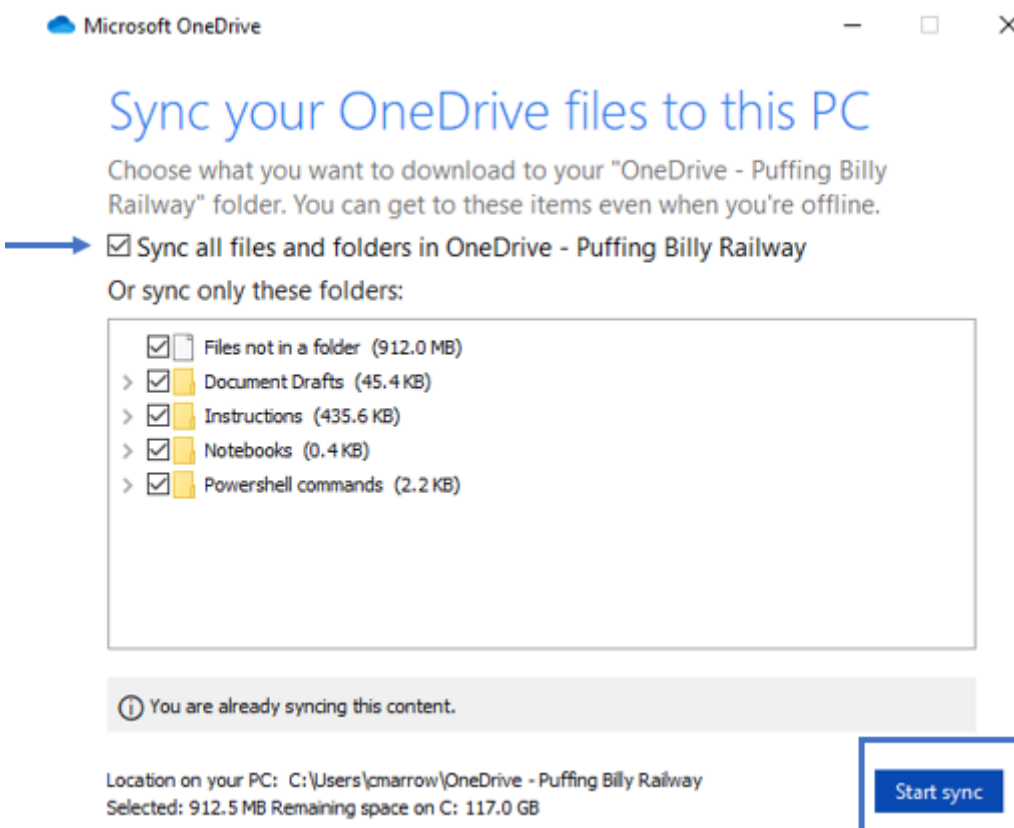
2. The OneDrive icon will appear in the right-hand corner of the taskbar. Click on it to open OneDrive.



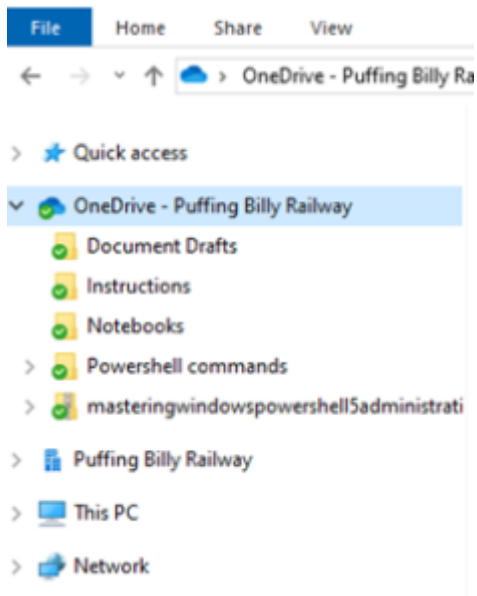
3. Sign into OneDrive with your PBR credentials.



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.

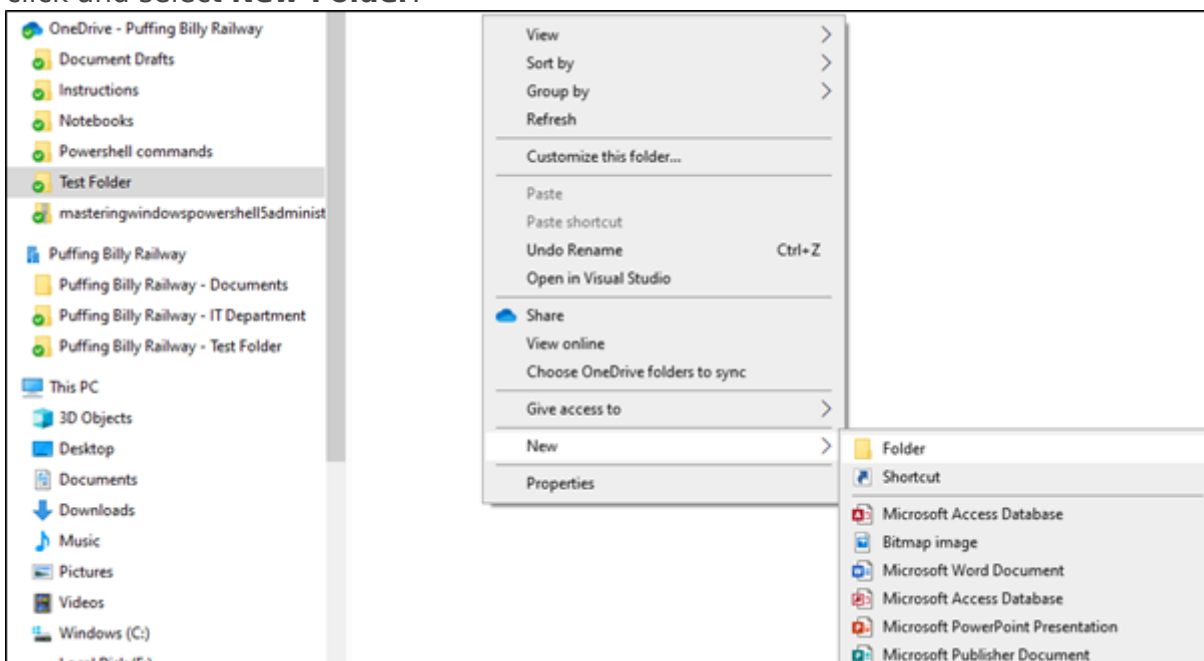


Be aware that when you create, modify or delete files in the folder it is automatically synced to OneDrive.


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**.



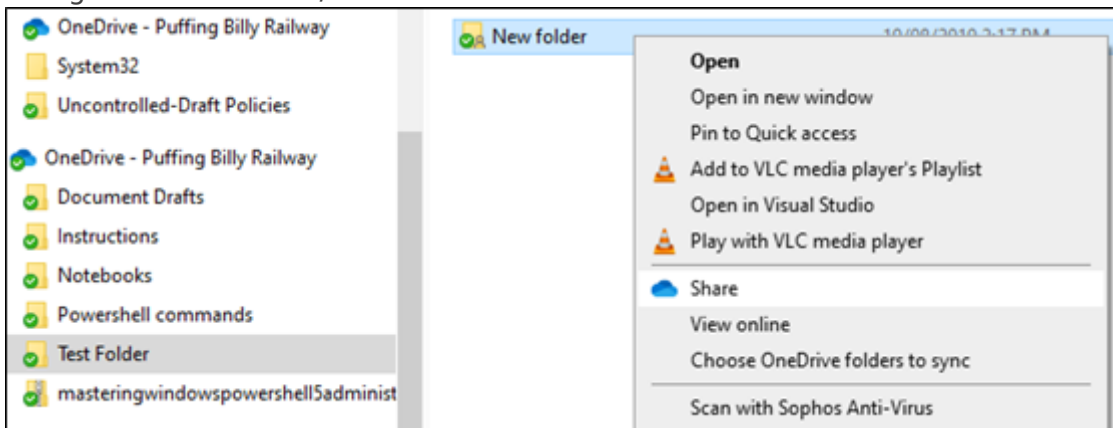
2. Enter in the folder name.

Name	Date modified	Type	Size
 New folder	19/08/2019 2:17 PM	File folder	

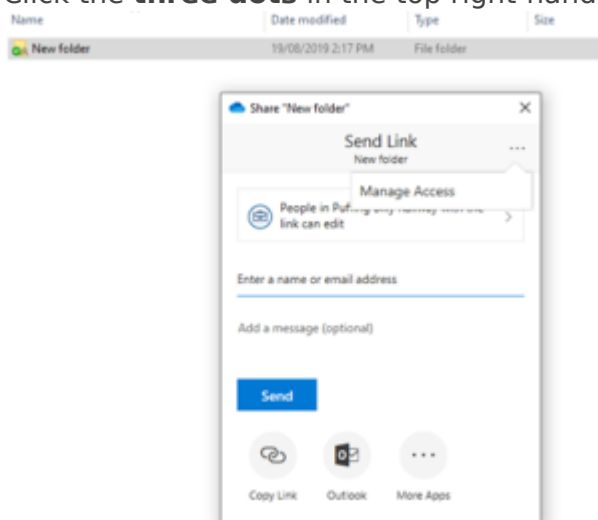
Removing Access to a Folder/File

Step-by-step guide

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

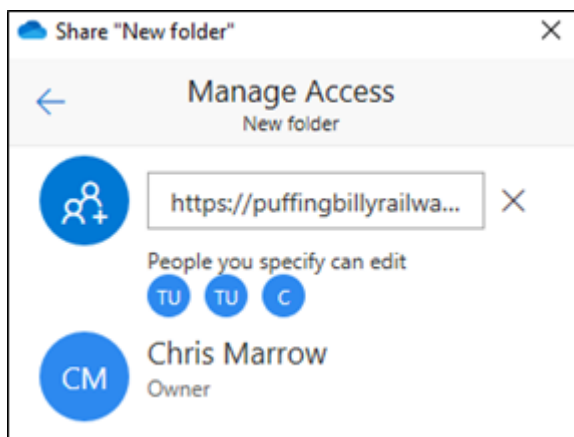


2. Click the **three dots** in the top right-hand corner and select **Manage Access**.



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

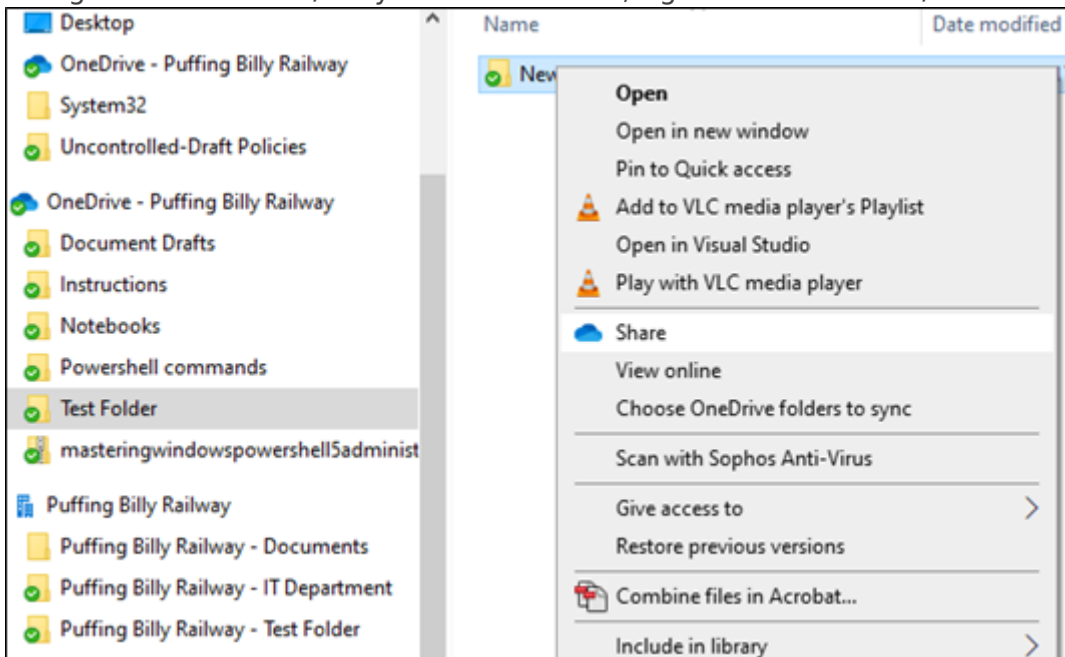
This will remove access to all users you have shared the folder/file with. If you wish to remove only certain users, you will need to do this in the web version of OneDrive. Please see [**Removing Access to a File \(Web\)**](#).



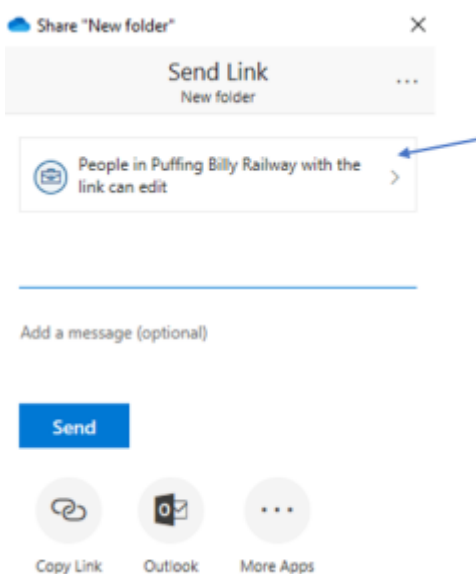
Sharing Folders & Files

Step-by-step guide

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

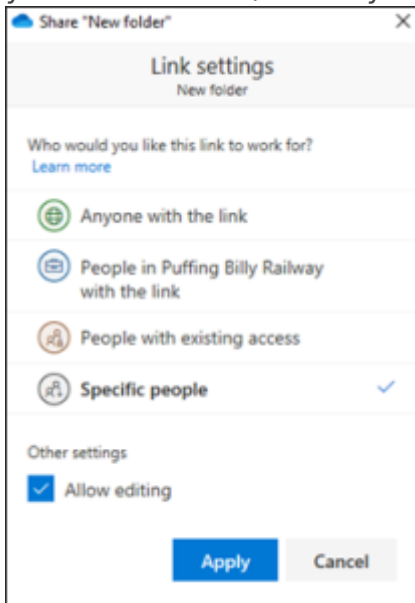


2. Select who you would like to have access to the folder/file.



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.

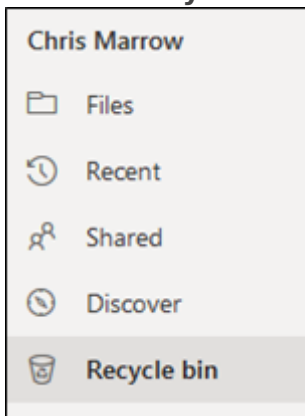
If you share a folder it will share all folders and files within that folder. You will need to do each folder or file individually if you only want certain items to be shared.

Accessing OneDrive (Web)

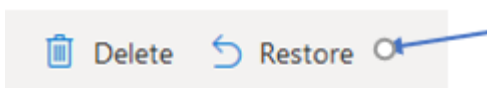
Accessing & Restoring Deleted Items

Step-by-step guide

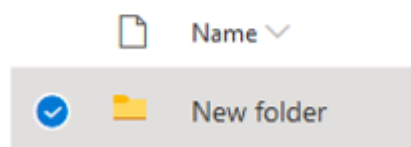
1. Click on **Recycle Bin**.



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



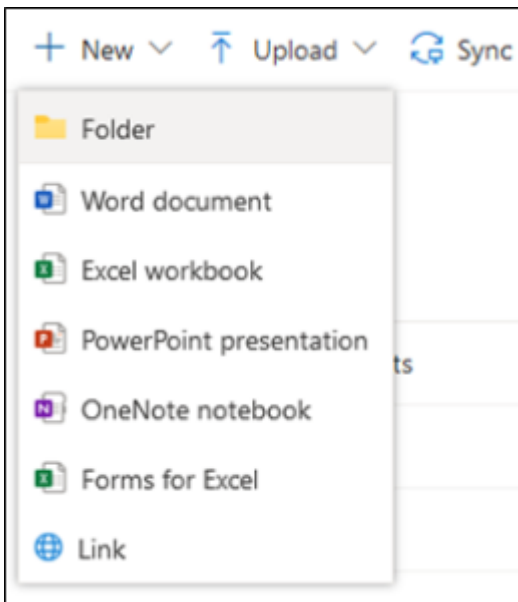
Recycle bin



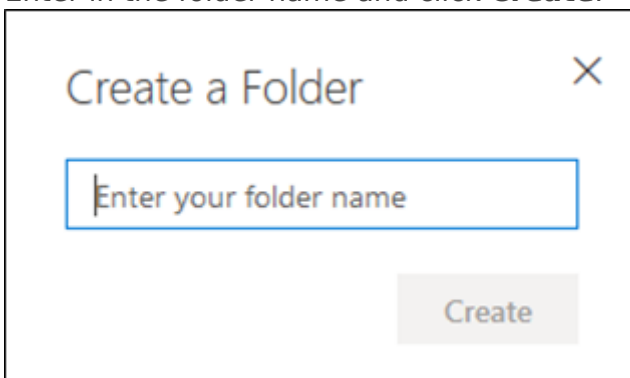
Creating a folder in OneDrive (Web)

Step-by-step guide

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



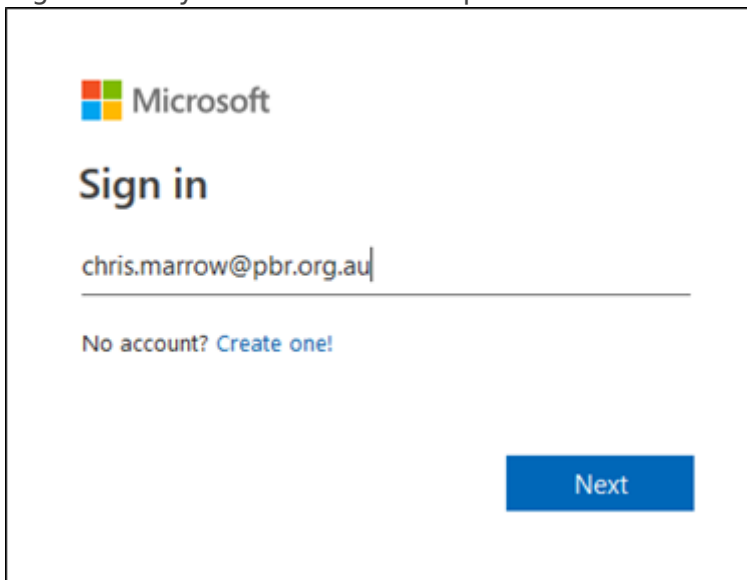
2. Enter in the folder name and click **Create**.



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 sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. Underneath, there 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, the text "No account? [Create one!](#)" is visible. At the bottom right of the form is a blue button with the text "Next".

Microsoft

Sign in

chris.marrow@pbr.org.au

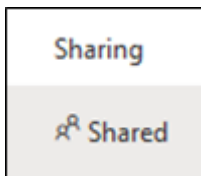
No account? [Create one!](#)

Next

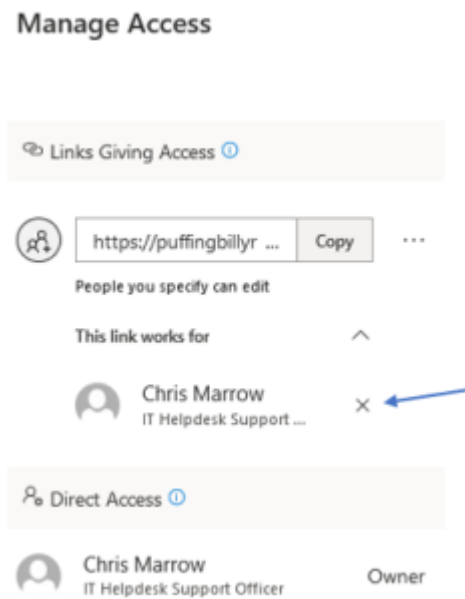
Removing Access to a File (Web)

Step-by-step guide

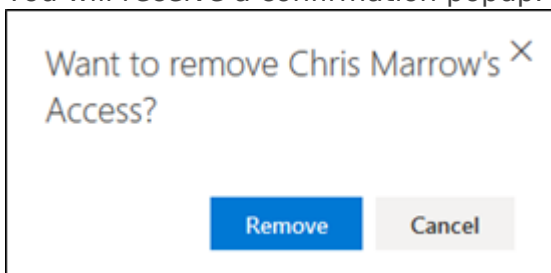
1. Select the file and click on the **Shared** button.



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**.

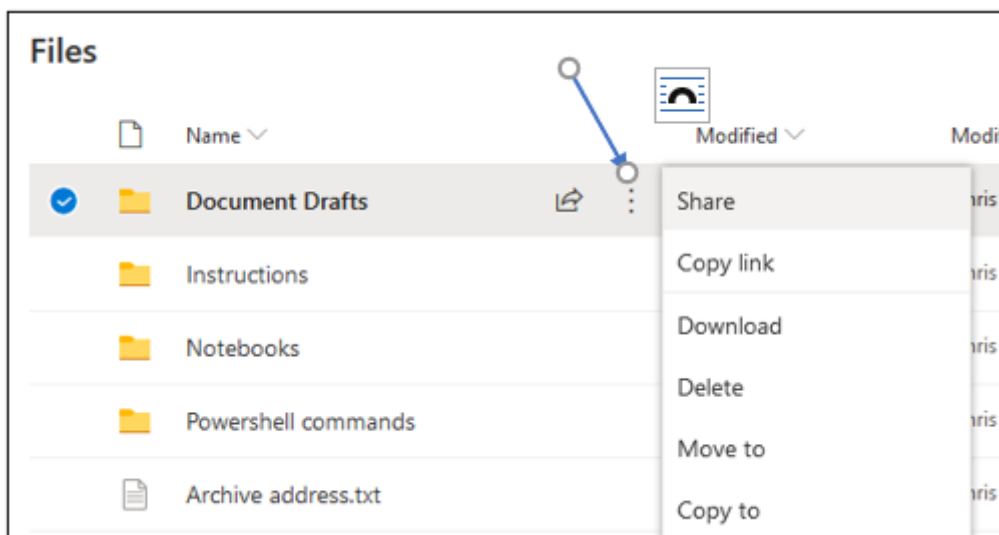


Sharing Folders & Files With a User (Web)

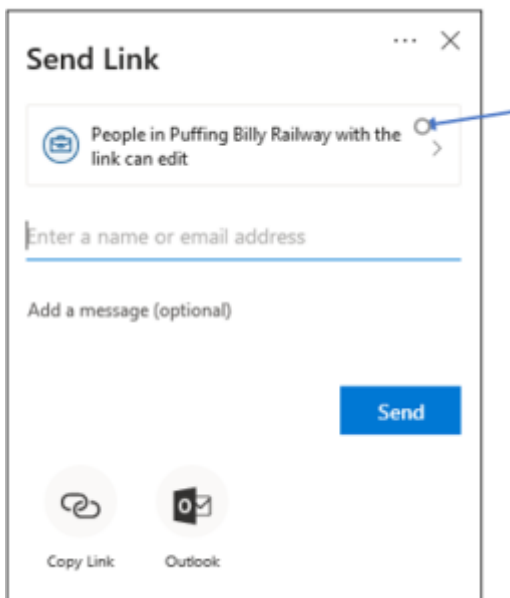
Step-by-step guide

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.



Send Link

People in Puffing Billy Railway with the link can edit

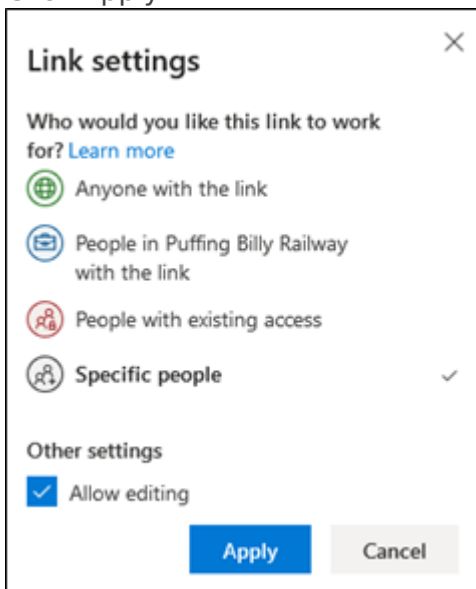
Enter a name or email address

Add a message (optional)

Send

Copy Link Outlook

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



Link settings

Who would you like this link to work for? [Learn more](#)

Anyone with the link

People in Puffing Billy Railway with the link

People with existing access

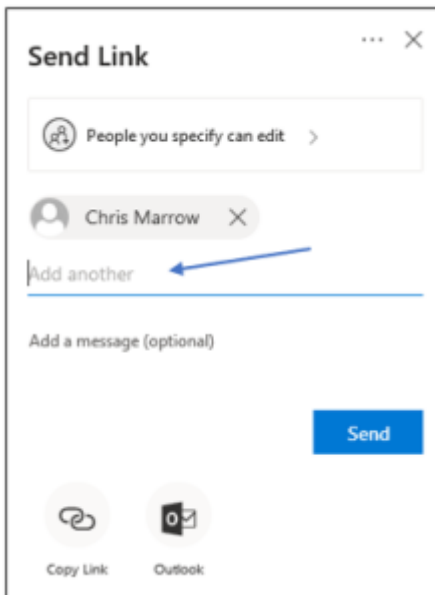
Specific people ✓

Other settings

☒ Allow editing

Apply **Cancel**

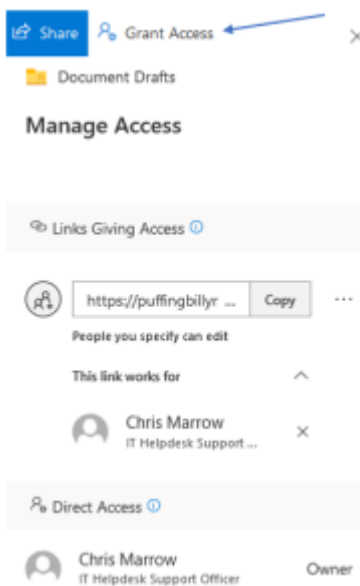
4. Enter in the user's email address. Add more user's if needed. Click **Send** when you're ready.



- 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.



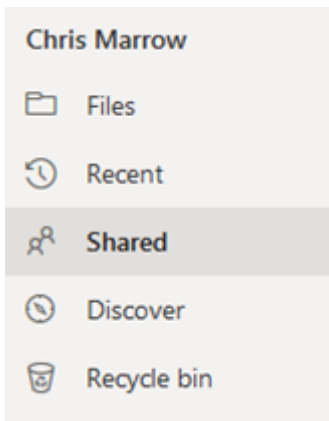
- If you click on the Shared button it will display who the file is shared with and what level of access they have. Click on **Grant Access** if you wish to add more users.



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.

