

|Getting Started with the OneDrive for the Web





OneDrive Overview

What OneDrive Is

A space for:

- Personal business
- Reference materials
- Drafts and in-progress work

Move completed City work to a Teams channel or SharePoint site.

Signing In

- **City device:** Auto-connect after setting up for the first time.
- **Shared device:** Sign in
- **Web:** Sign in

Accessing Your Files

- **Web:**
 - Anywhere with Internet
 - Files sync in real-time
- **Desktop:**
 - Offline after you first open them
 - Syncs when reconnected
 - Cloud-only after 30 days

Security & Accounts

- **Security:**
 - Safe for content protected by laws such as HIPPA & CISJA
- **Account Types:**
 - **F3 (front-line workers):** Online-only access
 - **G3 (other City staff):** Online + desktop apps
 - **Guest:** External accounts

Leaving the City

- Supervisors can access your OneDrive for 90 days
- Your account is deleted afterward

Sharing Files

- Shared access ends when your account is deleted
- Move final documents to another location, such as a SharePoint site.

File Storage Considerations

1. Know the **records management** requirements for your content.
2. Make sure to not store public records in OneDrive.
3. Read the [Where to Store Your Stuff](#) article and the [Records Management](#) category in the IT Service Center to learn more.



Find (Browse) Files By File Type

Evatt, Melissa

Home

My files

Shared

Favorites

Recycle bin

Browse files by

People

Meetings

Media

People

Filter by person



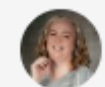
Gibson, Michelle



All Department Meetings Sign-up Sheet

Wed

+1



Anderson, Tanya

Developing a Quick Guide for Microso...

Wed

+8

Find files shared by people you frequently work with.

Upcoming meetings

10:30 AM
Mar 20

Team Check-In



Organized by Evatt, Melissa



Getting Started with OneDrive De:

Past meetings

9:00 AM
Mar 11

2026 All Department Meeting = March = MMB

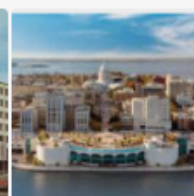


All Department Meetings Sign-up

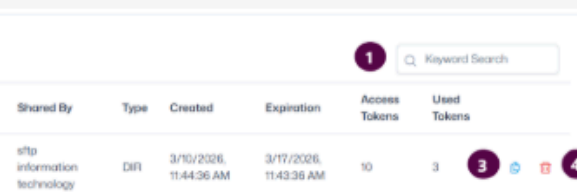
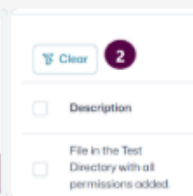
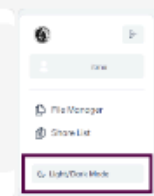
Find files shared in past and upcoming meetings.

All Photos

Mar 13



Mar 12



CityCountyB...

CityofMadis...

CityofMadis...

Ligh Da...

The Keyword Serach field and the clear, copy link, and delete link b...

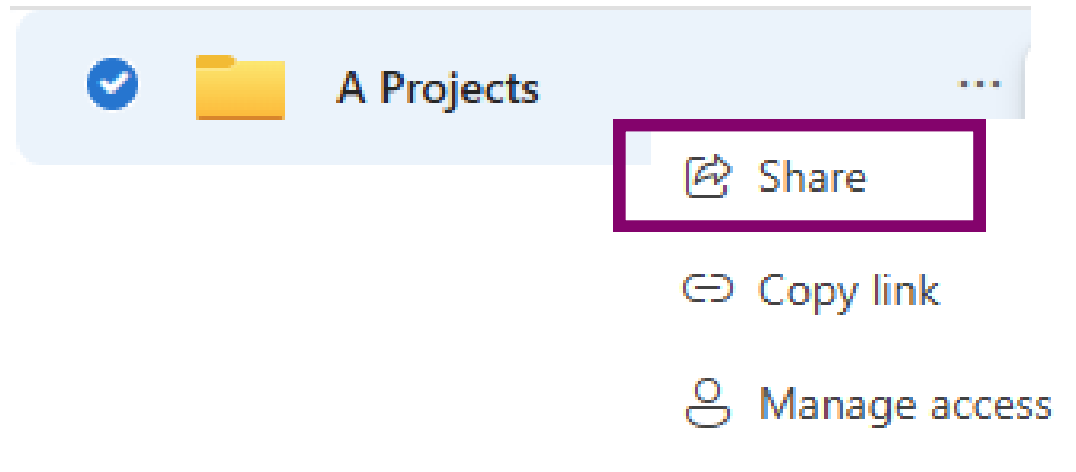
Find saved photos and videos. They're grouped by when you saved them to OneDrive



Share a File or Folder

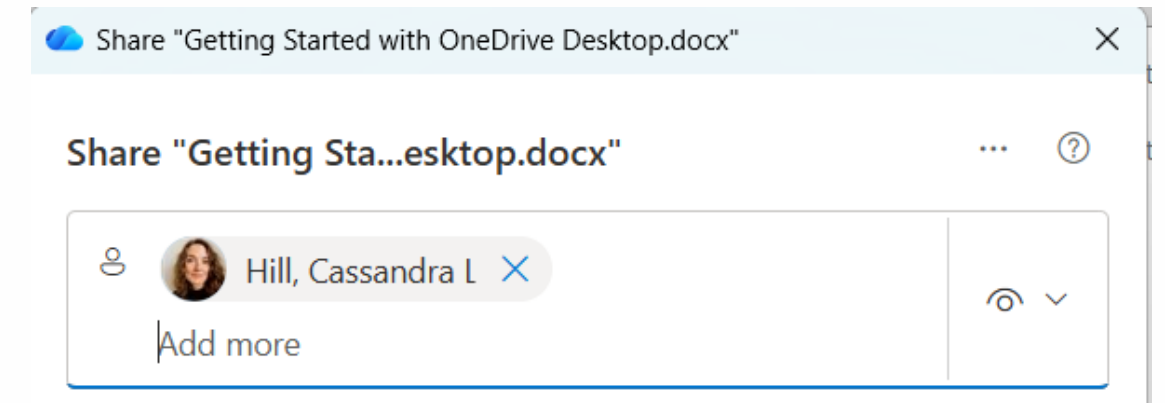
1

Right-click (or press Shift + F10 after selecting) a file or folder. Select **Share**.



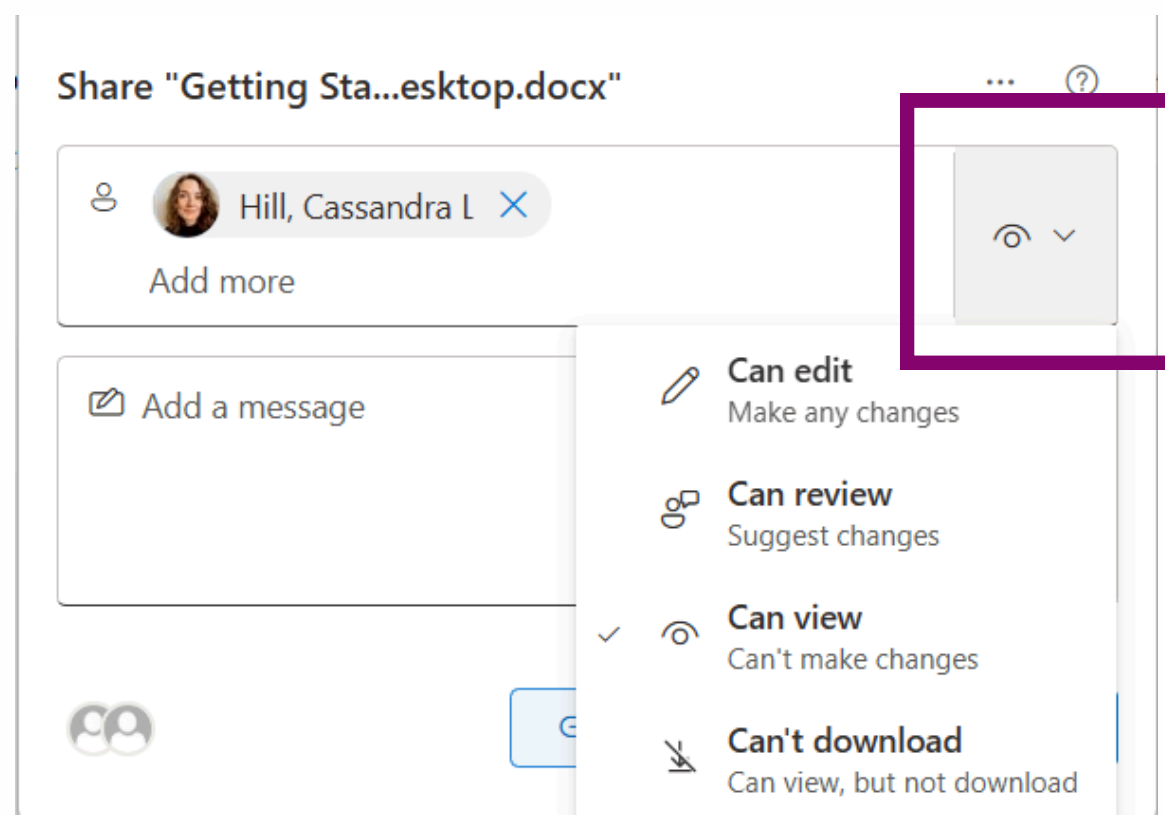
2

Enter the people's names you want to share with.



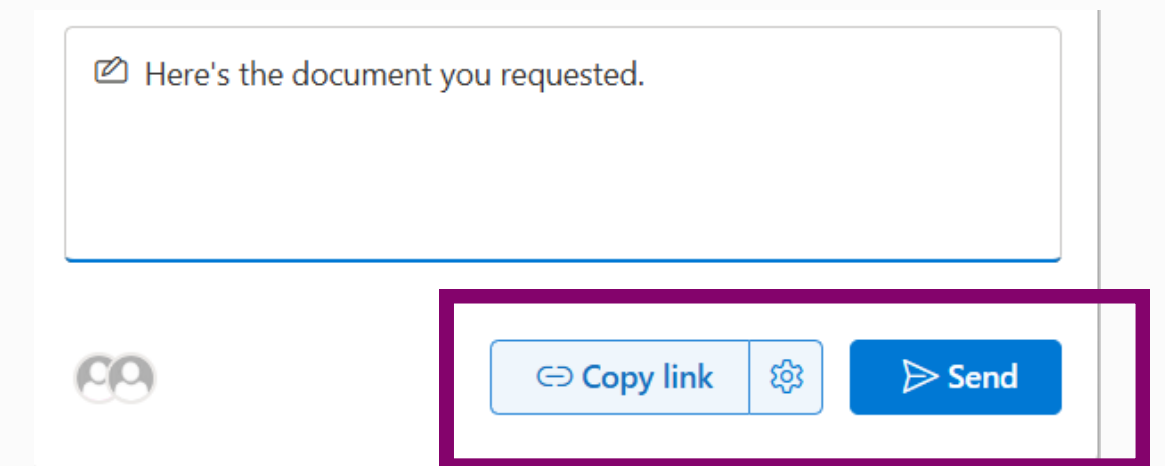
3

Pick a permissions level.



4

Add a message and select **Send**. Select **Copy link**. Or select the **cog** to set an expiration date.

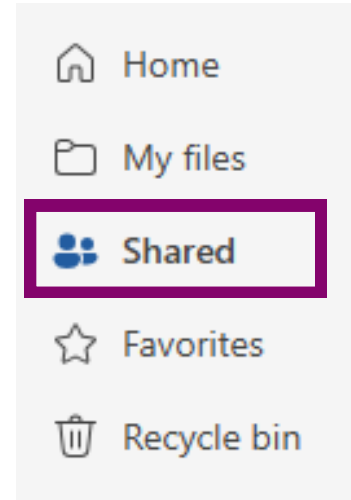


TIP: Only people with City IT-managed M365 accounts can open files shared via a link.



Find Shared Content

In the **Shared** tab:



Find content shared **with you** or **by you**.

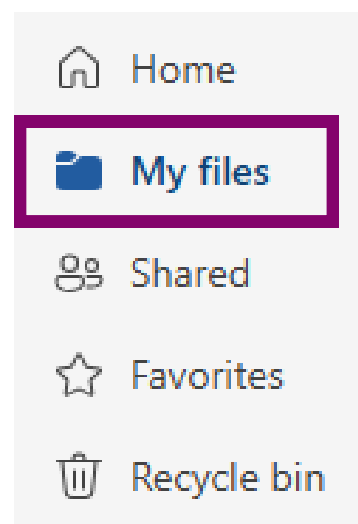
See the share date, who shared, and recent file activity

Filter by name or person.

With you By you All Folder Word Excel PowerPoint Document More

Name	Date shared	Shared by	Activity
OneDrive Training Schedule M365 Project	Feb 25	Starczewski, Leslie	Goltz, Jacqueline edited this · Mar 19

In the **My files** tab:

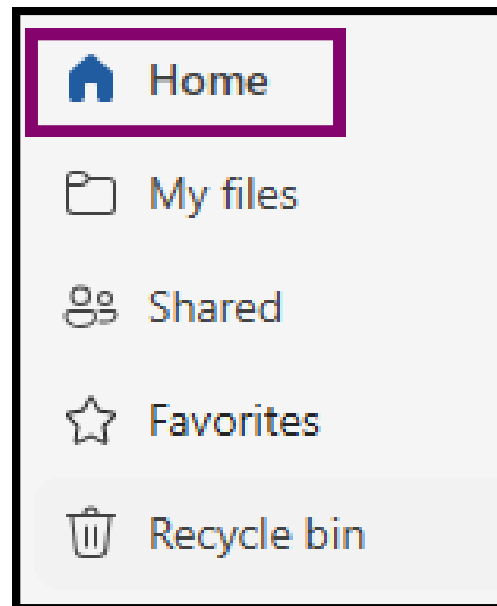


	Name	Modified	Modified By	File size	Sharing
	Access Database Inventory.xlsx	October 19, 2023	Evatt, Melissa	11.9 KB	Shared
	Accessibility Checklist for Articles.docx	March 4	Evatt, Melissa	22.4 KB	Private

See share status.



Open Recent & Frequently Accessed Files



For you

Time tracking

You edited Yesterday

Open

Teams UI Changes

You edited Yesterday

Open

Getting Star

You edited Yesterday

Open

Recent

All

leslie

Name	Opened	Owner	Activity
Microsoft-Training-OneDrive v5 IT Training	Fri at 9:23 AM	Starczewski, Leslie	Goltz, Jacqueline...

View recent and frequently accessed files.

Filter by file owner.

Filter by file type.

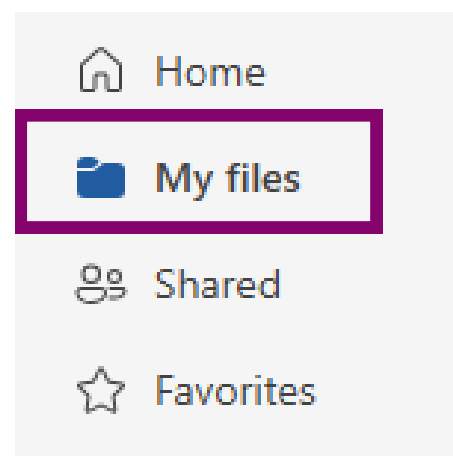
View file name, the last date you opened it, who owns it, and recent activity.



Do Things in the My Files Tab

1

Go to the **My files** tab.



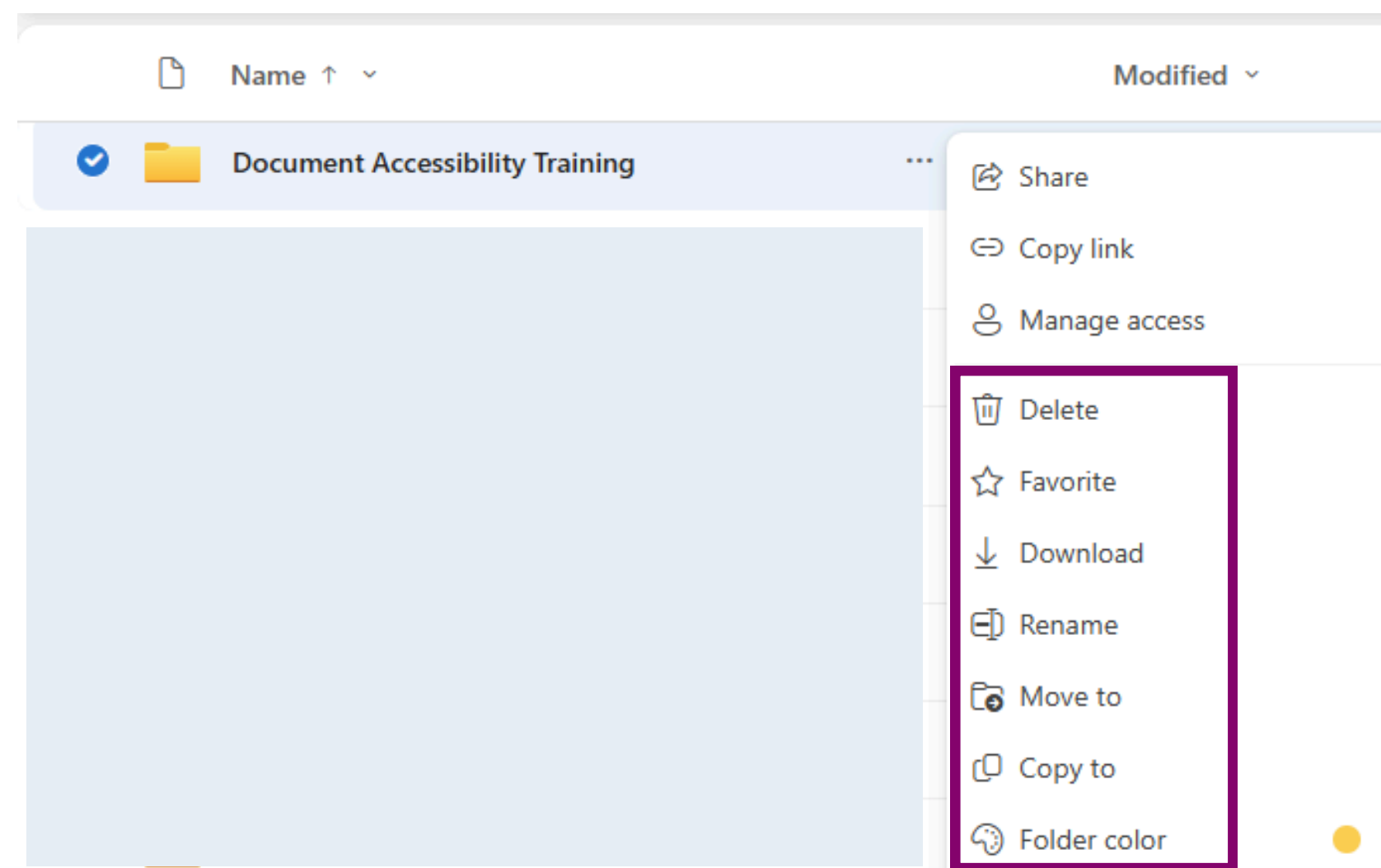
2

Right-click (or press **F10 + Enter** once you get to) a file or folder.

3

Do one of these things:

- **Delete:** Move the file or folder to the **Recycle bin**.
- **Favorite:** Add a link to the **Favorite** section of OneDrive
- **Download:** Save a copy to your device's **Download** folder.
- **Rename:** Give your file or folder a new name.
- **Move to:** Transfer to another location.
- **Copy to:** Create a copy in a new and keep a copy in the original location.
- **Folder color:** Color-code content.

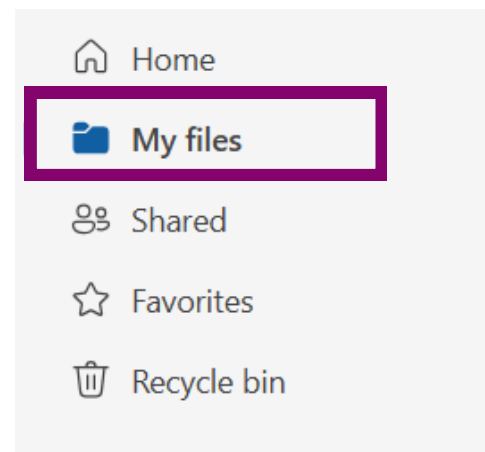




See File & Folder Details

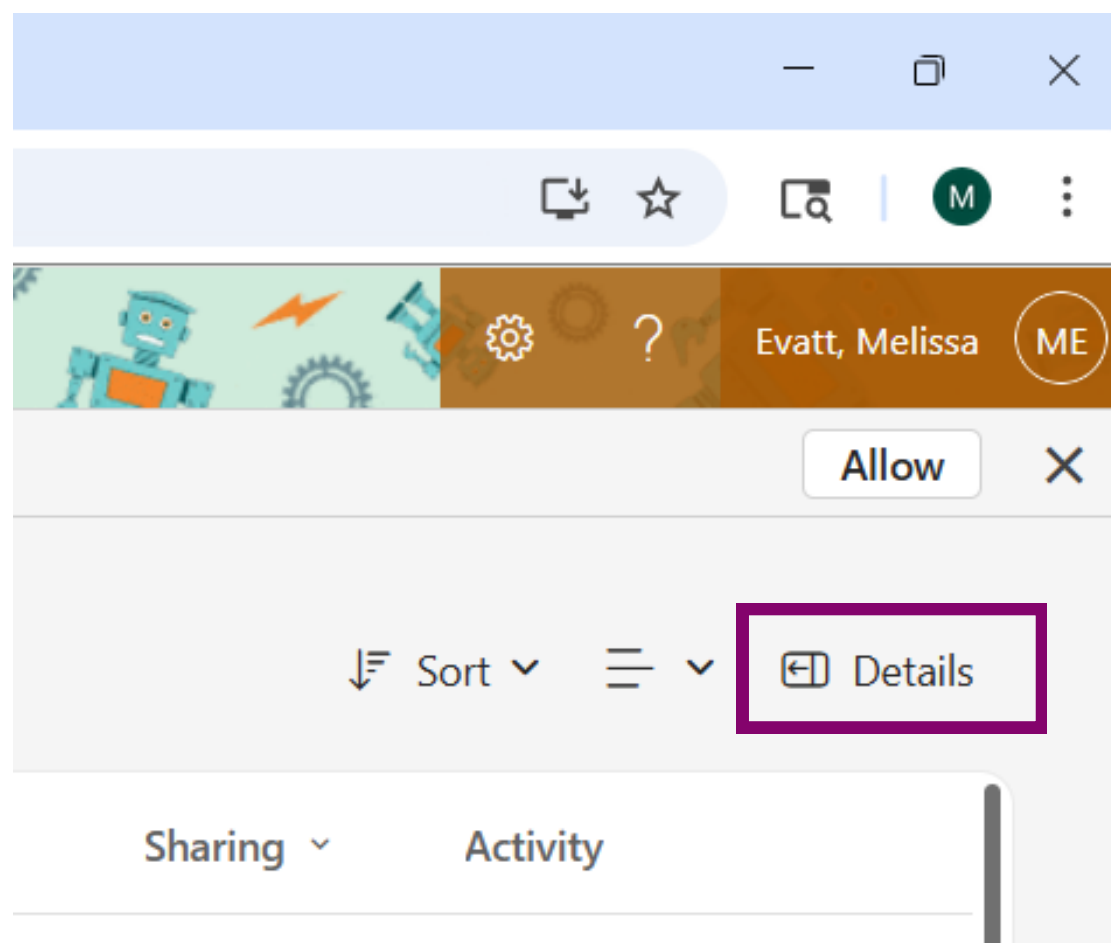
1

Go to the **My files** tab.



2

Select **Details**.



3

See a list of recently created, edited, deleted, and shared content. Or, select a folder first to see activity specific to it such as share status.

