Office 365 File Saving and Access

Contents

Overview

Due to changes made by Microsoft, Internet Explorer 11 will be replaced with Microsoft Edge on June 15, 2022. This will affect all devices in the district. Many of you have been using a mapped drive called SCOneDrive (V:) as a local connection to your Office 365 OneDrive account. This document will show you how to continue using your OneDrive in the cloud.

Quick Start

These are the top two changes you will need to make now that the V drive has gone away. The rest of the document will go into detail about these steps.

Save and Open Files

In an office desktop application, click File->Save As and choose OneDrive – Sioux City Community Schools.
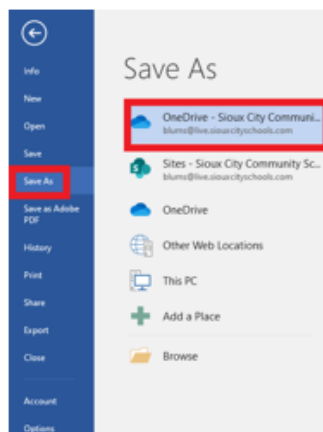
In an office desktop application, click File->Open and choose OneDrive – Sioux City Community Schools. Select your file you would like to open.
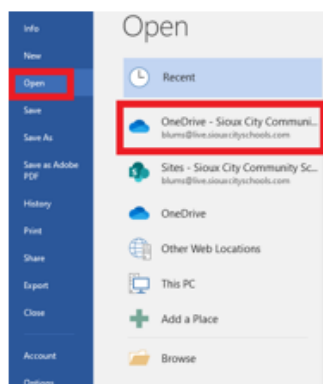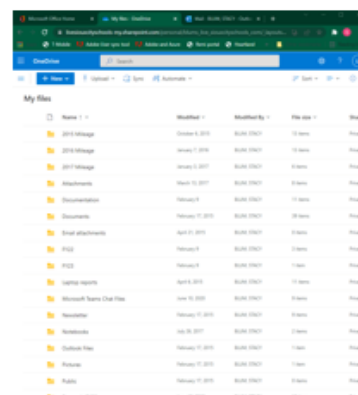

Where are my V drive files now?

Open Google Chrome and navigate to office.com. Click on the App Launcher in the top left corner of the Office Home page. Click on OneDrive.
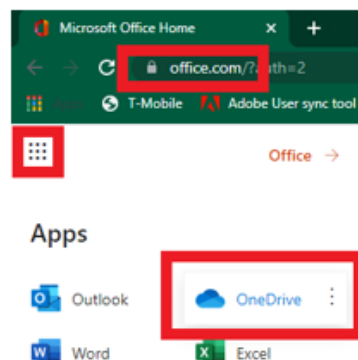

All of your files that were in V drive are also in your OneDrive.

Your files: where they are and where they should be

There are many locations where you can save files but only one that will keep your files safe and accessible from any device, anywhere in the world. This location is OneDrive in Office365.

Saving files on the desktop or hard drive/Windows (C:) of your device leaves you at risk of losing all the documents if your device fails or is lost/stolen/damaged beyond repair. In these instances, we cannot get your documents back. Also, when you receive a new device from the district, the process of backing up these files and moving them to your new computer is time-consuming and a poor use of technology staff's time. If you are using these locations as your main storage for files, please stop immediately.
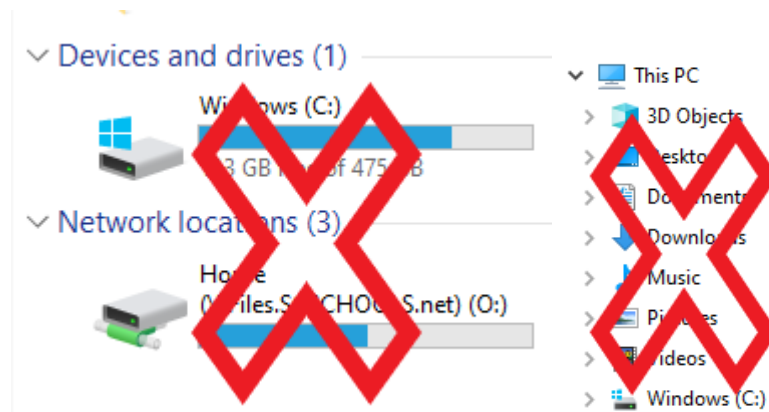

Another location where you might save files currently is the Home/O drive. This location is not accessible off our network therefore if you are working from home or at a conference in a non-district building in Sioux City or elsewhere, you will not be able to access these files. If you choose to save files here, you will need to make a copy on a flash drive if you plan to utilize them in these instances and then replace the copy when you return to the district. This again creates a cumbersome process that is not user-friendly.

The best place to save your files to avoid all headaches and data loss is OneDrive. If you are currently using SCOneDrive (V:) for file storage, you are moving in the right direction. Internet Explorer is directly linked in the script connecting your OneDrive to the mapped V drive. When Microsoft replaces Internet Explorer 11 with Microsoft Edge, the V drive will go with it. But don't panic! Your files are still in OneDrive in the cloud.

Moving files from existing storage locations

Now that we have accepted that we have been saving files in less than desirable places, let's move on to getting them in the correct place.
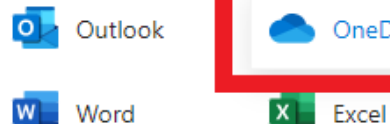
Open File Explorer by clicking on the file folder on your task bar or by typing "File" in the search bar.
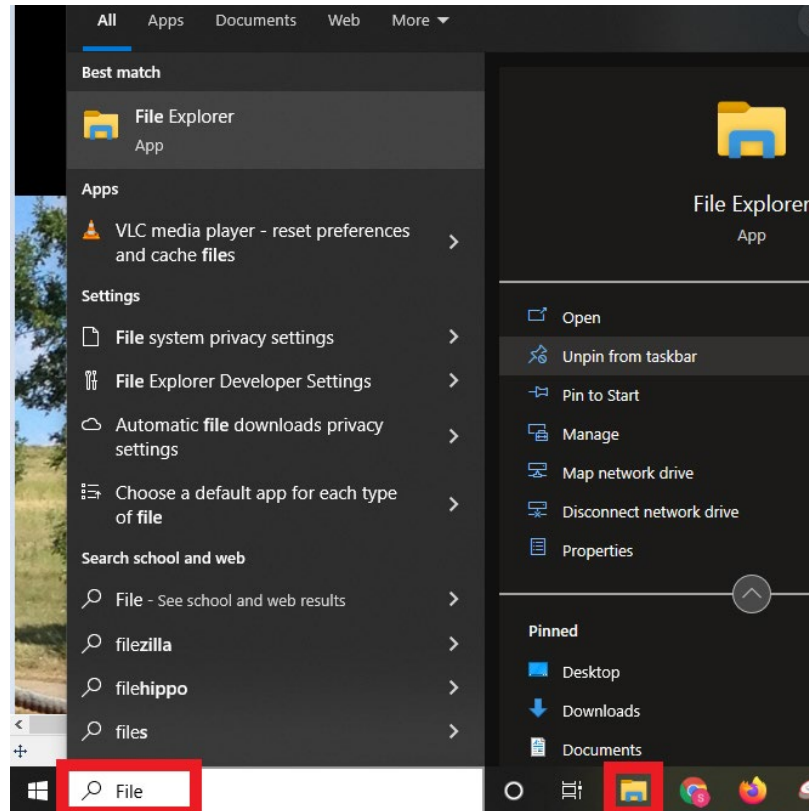
Leaving File Explorer open, search in the same way for Google Chrome by either clicking on the icon on your taskbar or typing in the search bar. Navigate to office.com in Google Chrome and log in. From the Office Home page, click on the app launcher and choose OneDrive.
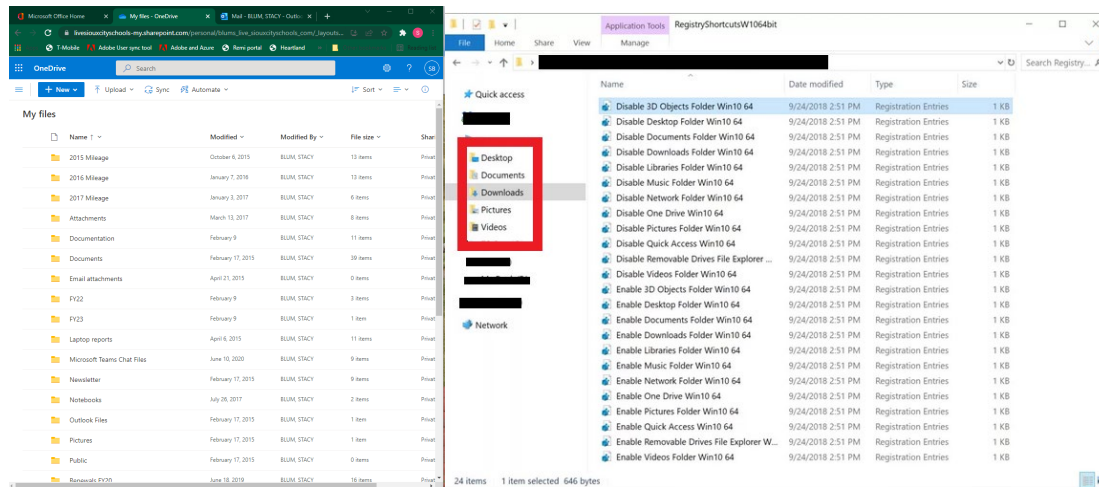
Adjust the window size of File Explorer and Google Chrome so you can see both on your screen.

Pick a location where your files are currently saved (Desktop, Downloads, Documents), left click on the file and hold the left mouse button down as you drag the file over to your OneDrive window. You will see a "+ Copy" on your OneDrive window. Release your mouse button. In the top right corner, you will see a message "Uploading 1 item" and then "Uploaded 1 item to My files".
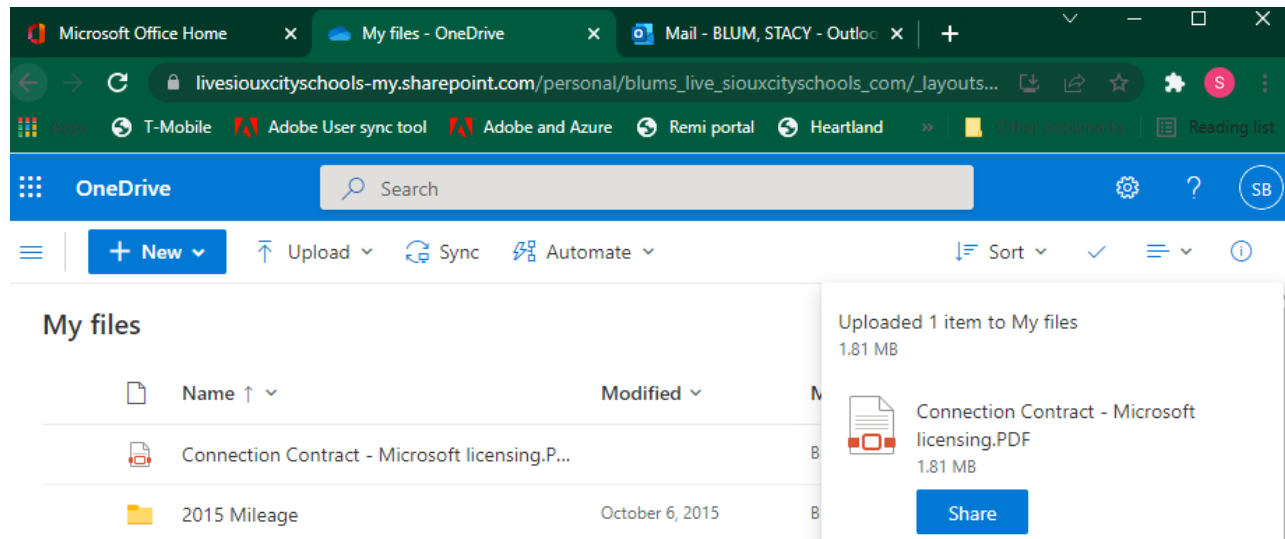

Continue in this manner until all files from that location have been moved to OneDrive. You can move more than one file at a time by using the upload function in OneDrive. After clicking on Upload, you will see the choice between Files and Folder. Choose what you would like to upload. We recommend moving one folder at a time, especially if there are subfolders or large documents within the folder. You will then receive a new window that looks like File Explorer. Choose the files or folder that you would like to upload and click Open.
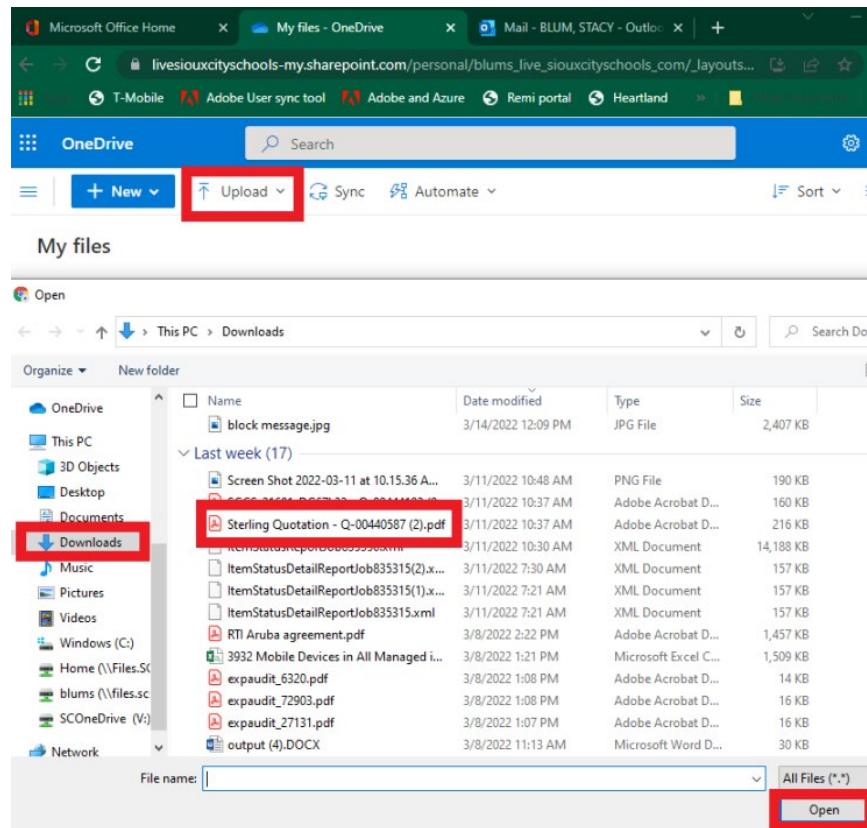
Going forward, you will access your files from OneDrive in Office 365. You can create new ones too!

Creating new documents in Office 365

You can create new documents using the applications in Office 365 just as you would in desktop applications. This method saves automatically, even while typing or making changes, without having to choose "File->Save As". Click on the app launcher from the Office home page and choose the application you would like to use (Word, Excel, PowerPoint). Click on "New blank document". Your new blank document opens and is already given a name. Click on the down arrow next to "Saved" and rename the document then hit Enter on your keyboard. The document name has changed and will continue to auto-save while you work. You do not need to change the file location as it picks your OneDrive as the default.
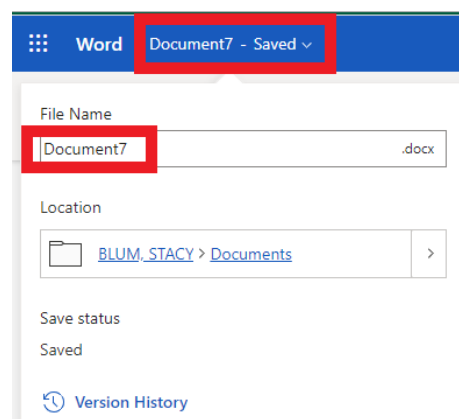
You can always drag these documents into folders within your OneDrive if you wish to organize them in a certain way. You simply left click and hold the left mouse button while dragging the file to a folder within OneDrive. You can also click on the three dots to the right of the document and choose the "Move to" option. This will allow you to move the file to a particular folder within OneDrive.
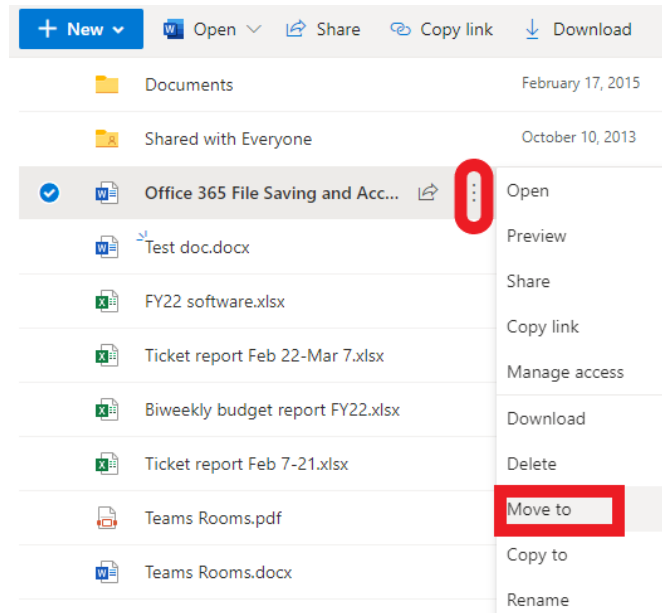
Saving files from desktop applications to OneDrive

You can still create new documents from your desktop applications like Word and Excel. The process to save these files will be a little different. When you open a new document, you will continue to use File->Save As to name the file. The important piece now will be to pick the correct location, so the file is saved to your OneDrive. Existing files can be opened the same way by choosing Open->OneDrive.
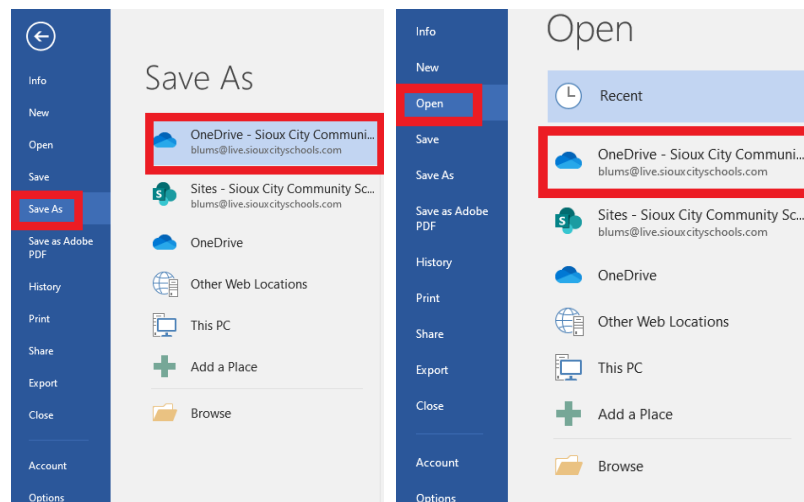
Sharing files from OneDrive

You can also share files from OneDrive with other district users. Click on the share icon to the right of file or the three dots and choose "Share" from the options listed. In the new window, click on the access envelope.

Choose "Specific people" in the Link settings and choose whether you want the recipient to be able to edit the shared document. If you do not want them to edit, leave the box unchecked, otherwise check the box "Allow editing" to let the recipient to make changes. Also, if you do not want the person(s) you are sharing the document with to be able to download it, toggle "Block download". Click "Apply".
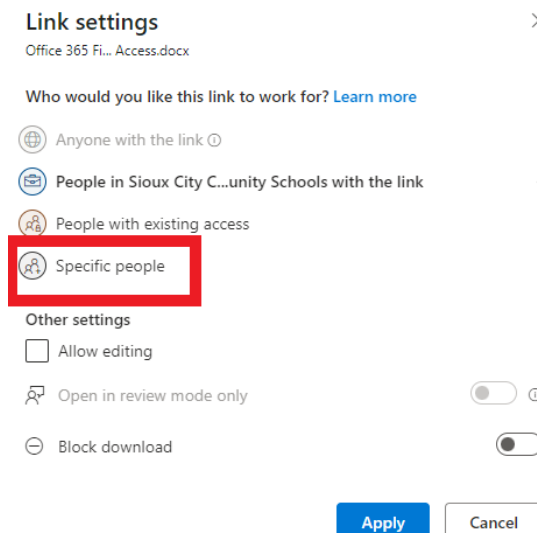
Enter the name of the person in-district you want to share the document with. You can only share documents from OneDrive within the district and not outside users. You may type a message that the recipient will see with any explanation you would like them to have regarding why you are sharing the document with them. Click "Send".

Assistance

If at any time you experience issues with your Office 365, please enter a help desk ticket at this link.