



**ACT**  
Government

Education and Training



# GET INTO OFFICE 365:

OneDrive for  
Business Guide



Your classroom resources online, anywhere at any time.

This guide will introduce you to OneDrive for Business, which is part of the Office 365 offering provided by ACT Education and Training. It will provide you with all you need to start sharing documents with multiple people and devices, regardless of location, direct from the cloud.

## OneDrive for Business

Office 365 OneDrive for Business provides staff and students with unlimited cloud storage online. By safely storing your teaching or learning resources in the cloud, it's easy to access and share them with other staff and students. OneDrive for Business also makes it easy to access and sync your documents to multiple devices.

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# Welcome to Office 365

## About Office 365

Office 365 is a cloud-based system offering the full Microsoft Office suite online in the web browser and available for download on up to five personal devices. Office 365 also includes unlimited cloud storage.

### Starting up

Open a web browser and go to the Digital Backpack webpage:

<https://backpack.ed.act.edu.au>

### Logging on

#### Teachers

Enter your SchoolsNET username (firstname\_lastname) and password.

Click "Logon".

#### Students

Students who have returned their parent/care consent form will use their SchoolsNET username (student number) and password.

Click "Logon".

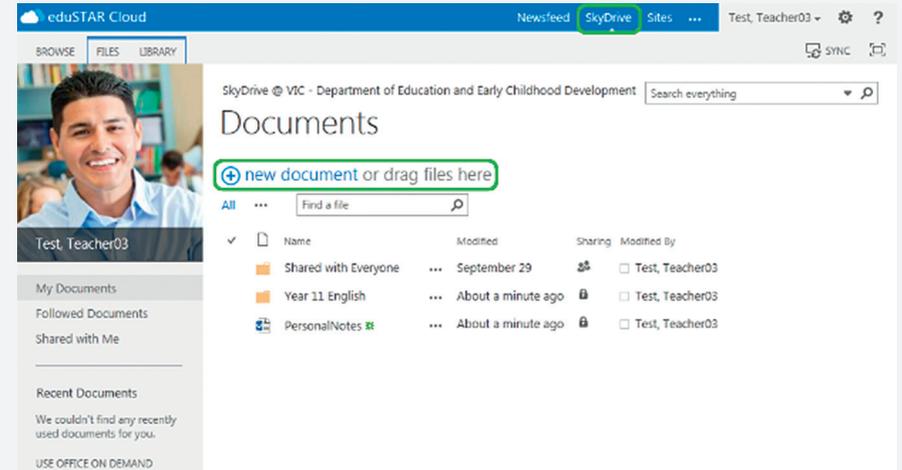
When the Backpack page launches, click the Microsoft Office 365 icon.



## Benefits

OneDrive for Business makes it easy to:

- Store and organize your documents in one secure location that's accessible even from the internet.
- Share documents with other staff and students, so they can review or edit content. Using this method is far more efficient than email attachments.
- Synchronize documents stored in the cloud to your computer or mobile device – from the school network and the internet. By doing so, your work is even available when you're offline.



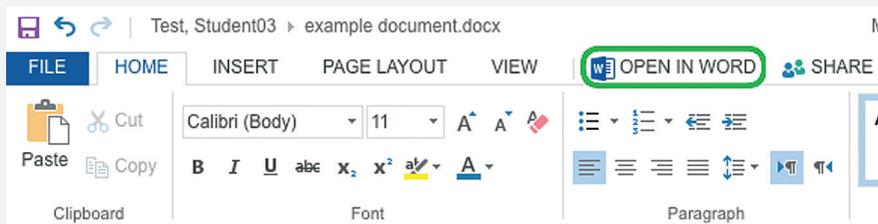
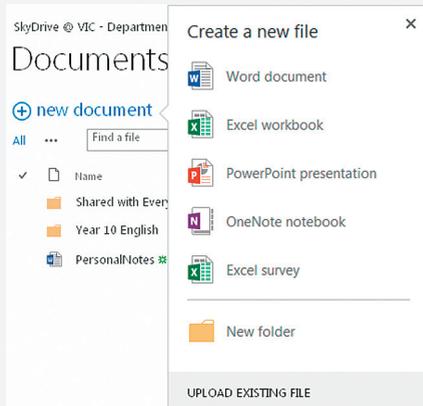
## Upload an existing document to OneDrive for Business

Tap or click "New document" and select "Upload existing document" from the subsequent popup. Uploading multiple files using the provided link will only work if the school's address is in the "trusted sites" of the device you are connecting from. Files can also be added using "drag and drop".

## Create a new document from OneDrive for Business

New documents you create on, or upload to OneDrive for Business are private to you (invisible to everyone else). Making them available to selected individuals and sharing with the public is covered later in this guide.

To create a new document, click “New document”, then select the format, as pictured below. In the “Create a new document” dialog box, enter a name for the file, then press “OK” – you’ll then be taken directly to the web application for the type of file you selected. To use the Office application instead of the web based version, as depicted, an icon will be available – in our example, it would be “Open in Word”.



## Never lose edits again with revision management

When you make updates and save a document on OneDrive for Business, previous versions are kept. If mistakes emerge over the life of the document, you can move back to one of these previous versions to rectify the error.

Version History				
No.	Modified	Modified By	Size	Comments
3.0	2/19/2014 5:28 PM	<input type="checkbox"/> Teacher, Henry H	18 KB	
2.0	2/19/2014 5:27 PM	<input type="checkbox"/> Teacher, Henry H	17.9 KB	
1.0	2/19/2014 5:27 PM	<input type="checkbox"/> Teacher, Henry H	18.1 KB	

See your version history by selecting the file in your OneDrive, clicking the “manage” menu, then “version history”

## Sharing documents

Unless created in the “Shared with everyone” folder, documents are invisible to others. To share a document, click the ellipsis button  next to the document, then “Share”. The subsequent popup allows you to enter staff and student names, emails addresses and groups, then assign them “edit” or “view” permissions. When you share a document with someone, they will receive notification by email.

## Edit and co-author documents

To open a document, simply click its name:



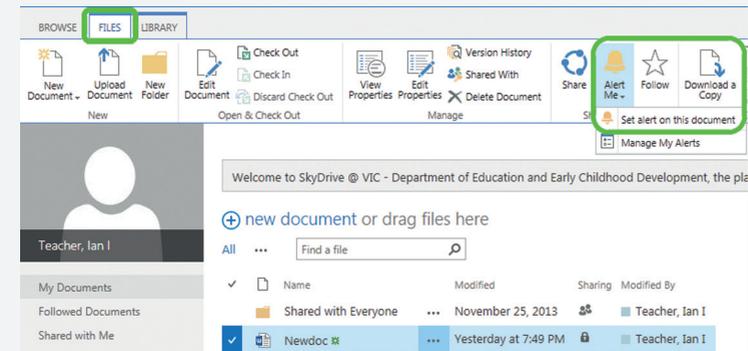
To co-author a shared file, it's always a good idea to “check out” what you're working on – thus preventing others' edits until you finish. To check out a file, on the OneDrive for Business page, press the ellipsis button next to the file name, then again at the bottom of the subsequent popup and select “Check out”. When a document is checked out, it will appear with a green arrow over its icon, as follows:



When you are finished editing, check the document back in using the same procedure – click the ellipsis button  next to the file name, then again at the bottom of the subsequent popup and select “Check In”. The option to “Discard check out” is useful for times where you want to cancel a “check out” without making any changes.

## Alert me when something changes

You can set up an alert for a library, folder or file so you're notified by email when updates occur. To set up an alert, first choose the file by ticking the far left column, then select “Alert me” from the “files” tab:

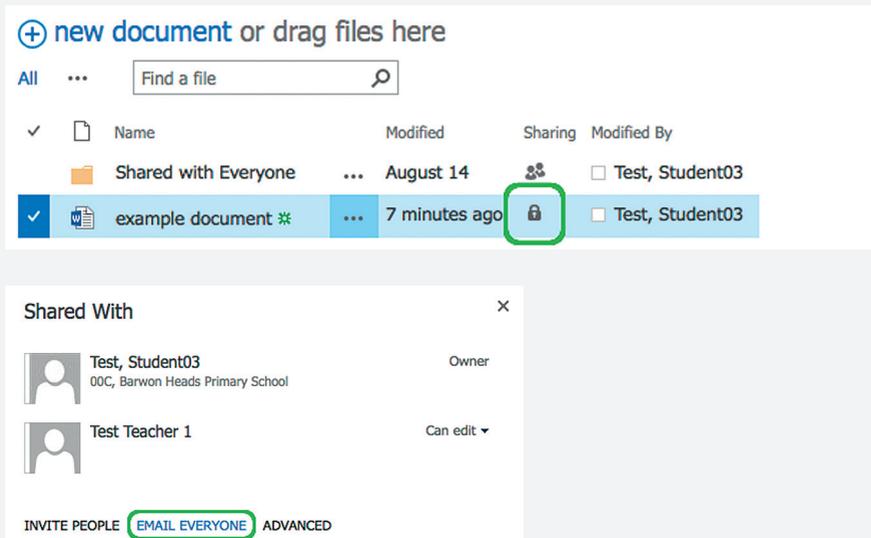


When you click “set alert on this document”, options for what changes cause an alert, as well as daily and weekly reports are available. Once you're satisfied with your alert settings, click OK.



## Send email to people you're sharing with

You might do this if there are particular details about a document or folder that you want other editors to be aware of. In order to do so, press the icon in the "Sharing" column alongside any OneDrive file or folder to raise the following window:



The screenshot shows the OneDrive interface. At the top, there is a search bar and a list of files. The file 'example document \*' is selected, and its sharing options are visible. A green box highlights the 'Email everyone' button in the 'Sharing' column. Below the file list, a 'Shared With' window is open, showing the list of people who have access to the document. The 'Email everyone' button is also highlighted in a green box in this window.

Name	Modified	Sharing	Modified By
Shared with Everyone	August 14		Test, Student03
example document *	7 minutes ago		Test, Student03

Shared With

Test, Student03 00C, Barwon Heads Primary School	Owner
Test Teacher 1	Can edit

INVITE PEOPLE **EMAIL EVERYONE** ADVANCED

Clicking "Email everyone" will take you directly to a new email addressed to those you've shared with. As can be seen in the above screenshot, inviting and thus sharing with people manifests itself in locations throughout Office 365 – you will also find "Sharing" available in the toolbar of each web application.

## Working with OneDrive for Business on a Windows device

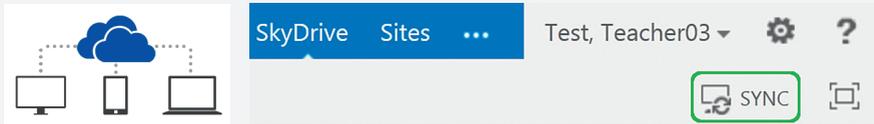
You can save, open and share documents in OneDrive for Business directly from Office 2013 applications! When selecting "Open" or "Save as" within Office 2013, your OneDrive will be listed similar to our example:



The screenshot shows the 'Save As' dialog box in Office 2013. The 'Save As' window is open, and the 'OneDrive' section is expanded, showing two locations: 'VIC - Department of Education and Early Childhood...' and 'VIC - Department of Education and Early Childhood Development'.



## Take your work with you by syncing online files to your device



Compatible devices that can be used to sync files with OneDrive for Business include PC, Apple iPhone and Windows Phone. When you click “sync”, a OneDrive folder is created on your device. Everything you put in this folder is automatically kept in sync between your device and your school, in the cloud. Whenever you add, change or delete files in one location, all the other locations will be updated.

## Obtaining and signing into the OneDrive for Business client for other devices

In order to sync, your device needs a (free) OneDrive for Business application installed. Take care to download the Pro version, as the basic version is not compatible with this service.

### PC

Microsoft Office 2013 already includes everything you need to sync files in the cloud with OneDrive for Business. For computers with earlier versions of Office, a separate client is available for download – paste the following address into your web browser:

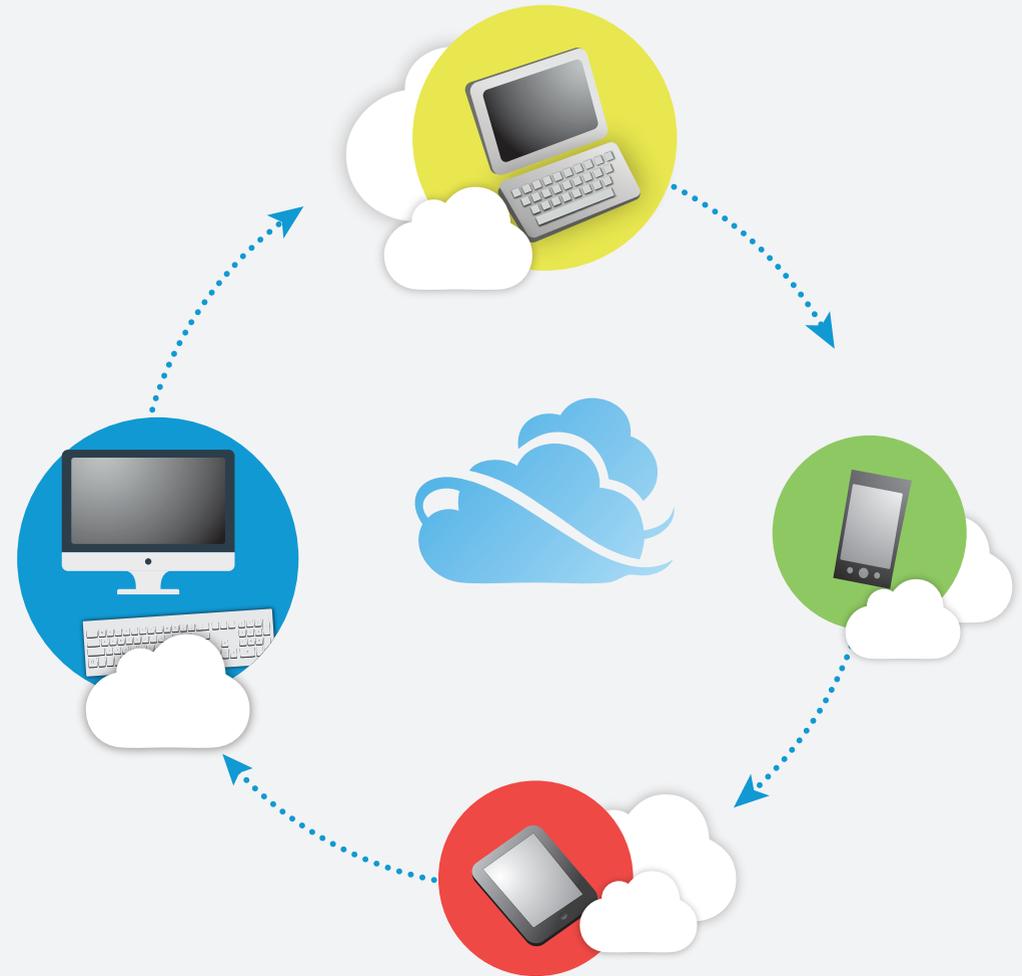
<http://www.microsoft.com/en-au/download/details.aspx?id=39050>

When you sync for the first time you may be asked for your User ID or email address – supply your username as depicted and enter your SchoolsNET password, then click “Sign in”.

A screenshot of the OneDrive 'Sign In' form. The title 'Sign In' is at the top. Below it, there are two input fields for 'User ID:'. The first field contains 'john.smith@ed.act.edu.au' and is labeled 'Teachers'. The second field contains '0123456789@schoolsnet.act.edu.au' and is labeled 'Students'. Below these is a 'Password:' field with a masked password '.....'. There is a checkbox for 'Keep me signed in' and a 'Sign in' button at the bottom.

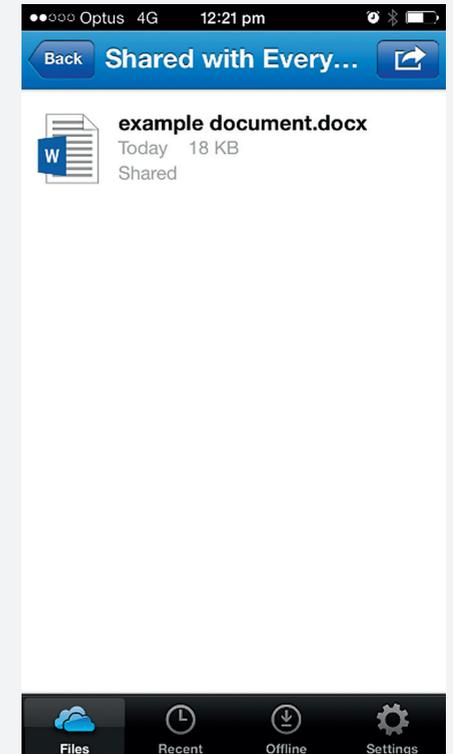
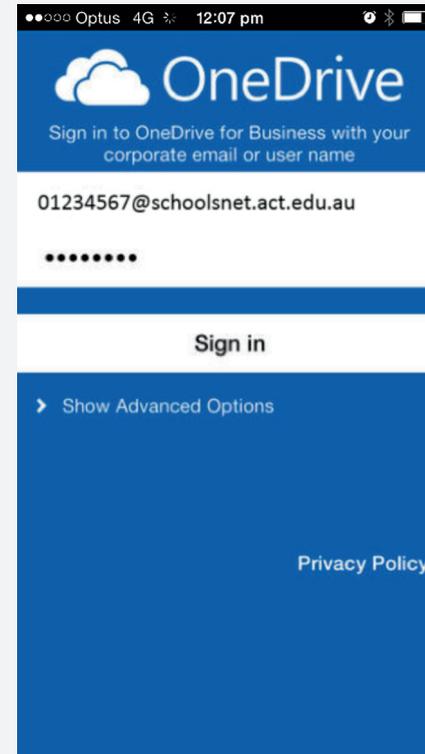
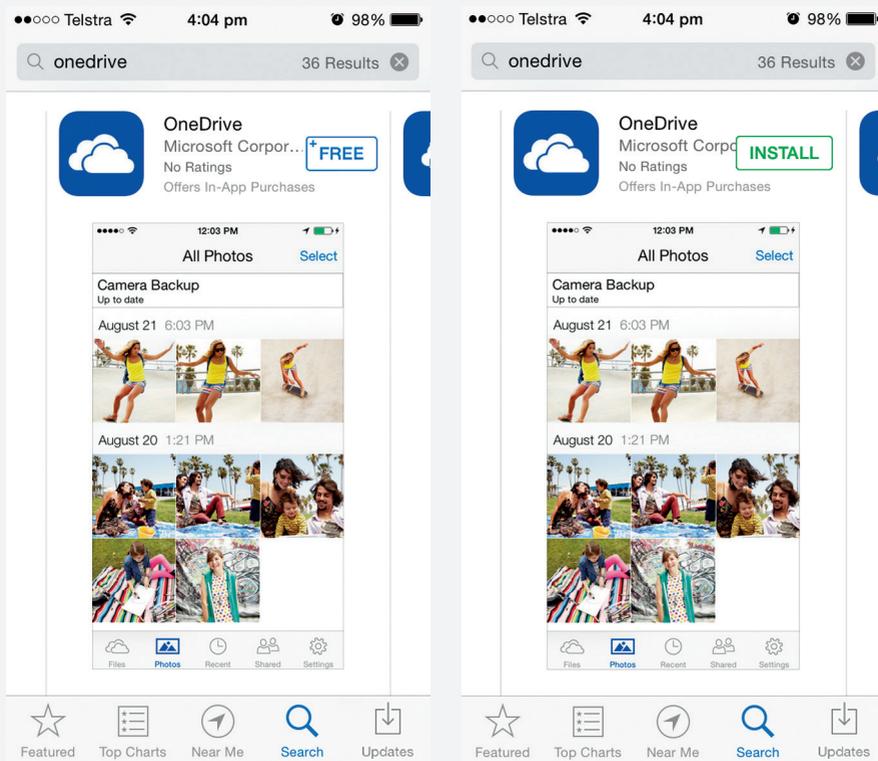
### MAC

At this stage there is no OneDrive for Business application available for Apple OSX.



## iPhone

Available from the iTunes store, search for "OneDrive for Business".  
To install, click the word "Free", then "Install":



## Support

### **See your School's ICT Coordinator or IT Officer.**

Should your ICT Coordinator or IT Officer be unable to resolve the issue, they can log a request with the Shared Services ICT Service Desk.

### **Self Help**

<http://community.office365.com/en-us/default.aspx>

Support for all other areas of Office 365 can be obtained via the Office 365 Self-help community.