OneDrive

United States Air Force
OneDrive – Quick start guide and tutorial

Contents

Important USAF specific information

- Some videos/instructions might reference the OneDrive mobile app. This is not available for OneDrive in USAF.
- Only your USAF OneDrive and USAF SPO libraries can be synced to your USAF computer. No personal OneDrive or other company (contractors) OneDrive's are accessible for syncing.

What is OneDrive

OneDrive gives you one place to store, share, and sync your work files, all while being backed up safely to the DoD Cloud. The USAF is providing 1TB of storage for each user.

Apps

OneDrive

Go to https://usaf-my.dps.mil or select OneDrive from the Office 365 app launcher (waffle) and sign in with your USAF email (work account) to:

- Access your files from the browser

- Share files/folders inside the USAF and with other Office 365 DoD users.

- Work together in real-time on Office documents.

- Quickly find the files that matter to you.

- Keep your files protected and backed up.

Note: the first time you access your OneDrive, it will automatically create your OneDrive site, this may take a minute, please be patient during this one-time creation process.

OneDrive Basics

[Click here for brief video](#)

Use the OneDrive navigation pane, file list, and toolbar to view and work with your files.

Navigation pane

- Select the **Files**, **Recent**, and **Shared** links to see how that changes what you see in the file list.

- If you belong to Groups or follow sites, select a Group or site to see files related to that group or site.

Toolbar

- Use the toolbar to **Search** for files, create **New** files and folders, **Upload** files, and **Sync** them.

- Select **Sort** to change how you'd like to view your files.

- Select **View** to change the view.

- Select **Information** to check recent activity on your files.

- Select a file and choose what you'd like to do with it: **Open**, **Share**, **Copy link**, **Download**, **Delete**, **Move to**, or **Copy to**.

Sync OneDrive files and folders with your computer

[Click here for brief video](#)

With OneDrive, you can sync files between your computer and the cloud, so you can get to them even while offline. When you connect again, your files and folders will sync back up.

Note: If you're on Windows 10, your computer already has the OneDrive desktop app on it.

Sync OneDrive to your computer

1. Select **Start**, type OneDrive, and then select the **OneDrive desktop app**. (be sure not to select "OneDrive for Business app" as this is the older OneDrive client)

2. Sign in to OneDrive with your USAF email address and finish setting up.

Your OneDrive files will start syncing to your computer.

Work with your files in your file system

Once you're synced, you'll see your files in File Explorer.

You can copy or move files from your computer to OneDrive right from your file system.

 You can also click the OneDrive cloud icon in the Windows notification area to check status on your files. Click the Settings gear to manage other sync settings. Note: you cannot add other accounts in the USAF environment.

Upload files and folders to OneDrive

[Click here for brief video](#)

Note: The preferred method for uploading files/folders is to use File Explorer, selecting the files you want to upload, and dragging them to OneDrive-United States Air Force. This will use the OneDrive sync client to upload the files. You can also create new folders here, just like you do anywhere else using file explorer in Windows.

You can alternately upload by accessing OneDrive via the browser.

1. Select **Upload**.

Note: In Google Chrome or Microsoft Edge, select **Upload > Files**.

2. Select the file or files you want to upload.

3. Select **Open**.

Upload folders in Microsoft Edge or Google Chrome

1. Select **Upload > Folder**.

2. Select the folder.

3. Select **Upload**.

Upload folders in other browsers

1. Select **New > Folder** to create a folder.

2. From the folder you want to upload, select the files.

3. Drag and drop the files into the new folder you created in OneDrive.

Create files and folders in OneDrive

[Click here for brief video](#)

With your files saved to OneDrive, you can create files and folders to manage your work.

Create a file in OneDrive

1. Select **New** and choose the type of file you want.

2. To rename the file, click the file name in the title bar, for example **Document**, and then type a name.

All changes are automatically saved in the Office online apps, so when you go back to OneDrive, your new file is already saved.

Create a file in an Office desktop app

1. Open a desktop app, like a Word, Excel , or PowerPoint.

2. Select **File > Save As**.

3. Select your OneDrive work or school account.

4. Type a name for the file and select **Save**.

Create folders

1. Select **New > Folder**.

2. Type a name for the folder and select **Create**.

3. Select the files you want and drag them into the folder.

Restore deleted files in OneDrive

[Click here for brief video](#)

When you delete a file or folder, it goes into the Recycle bin, where you have a chance to restore it.

Delete files

1. Select the file or files you want to delete.

2. Select **Delete**. The files move to the **Recycle bin**.

Restore files

- Select the **Recycle bin**.

    o If you want all of your files back, select **Restore all items**.

    o Or, select only the files you want and click **Restore**.

The file is returned to its original location.

Note: Your USAF OneDrive deleted files will remain in the recycle bin for 93 days

Sharing files or folders from OneDrive

[Click here for brief video](#)

When you use Office 365 for business and save your files to OneDrive or SharePoint, sharing your files is the same wherever or however you work.

Share a file or folder

1. With a file open or a file or folder selected, select **Share**.

2. If you are working on your desktop and the file hasn't been saved to OneDrive or SharePoint, select a location you want to upload your file.

3. Select the down arrow to choose permissions for the link you will be sharing. Options include:

    o **Anyone** (if your organization allows it)

    o **People in your organization**

- o **Specific people**

4. Select **Apply** to save the permissions.

5. Enter the name or email address of people you want to share with.

6. Type a message.

7. Select **Send**.

Or, you can select **Copy Link** and send the link in an email or add it to a file.

OneDrive files on demand

[Click here for a brief video](#)

With OneDrive Files On-Demand, you can get to all your files in OneDrive or SharePoint Online, without having to download them and use storage space on your device.

Note: You'll know that Files On-Demand is turned on if you see the status icons next to your files in File Explorer, as shown in the video.

Turn on Files On-Demand in OneDrive

1. Select the blue **OneDrive** cloud icon in the Windows notification area, bottom right of screen near your clock

Note: If you're on Windows 10, your computer already has the OneDrive desktop app on it, but you might need to turn on Files On-Demand in OneDrive settings.

2. Select **Settings** .

3. Select **Settings** > **Save space and download files as you use them**.

Work with files in Files On-Demand

When Files On-Demand is on, you'll see new status icons next to each of your SharePoint files. You can now copy or move files from your computer to SharePoint Online right from your file system.

Save space on your device by making files online-only.

These files are only available when you're connected to the Internet, but don't take up space on your computer.

Online-only files

When you open an online-only file, it temporarily downloads to your device and becomes locally available.

You can open a locally available file at anytime even without Internet access. If you want to keep the file permanently available, even while disconnected, see next section on making files "always available"

Locally available files

To make a file always available, even when you're offline:

- Right-click it and select **Always keep on this device**.

To change a file back to an online-only file:

- Right-click it and select **Free up space**.

Always available files