



Queen Mary

University of London

OneDrive Training Guide

Version 1.0



OneDrive - Overview

OneDrive:

- **Cloud** based
- **Personal** file storage
- Working **drafts**
- You **own** the documents
- Sharing with small groups
- Similar to **G:\ drive**
- Files available on your **devices**

Available:

- on the **Web** 
- via **Desktop** 
- via **Mobile App** 

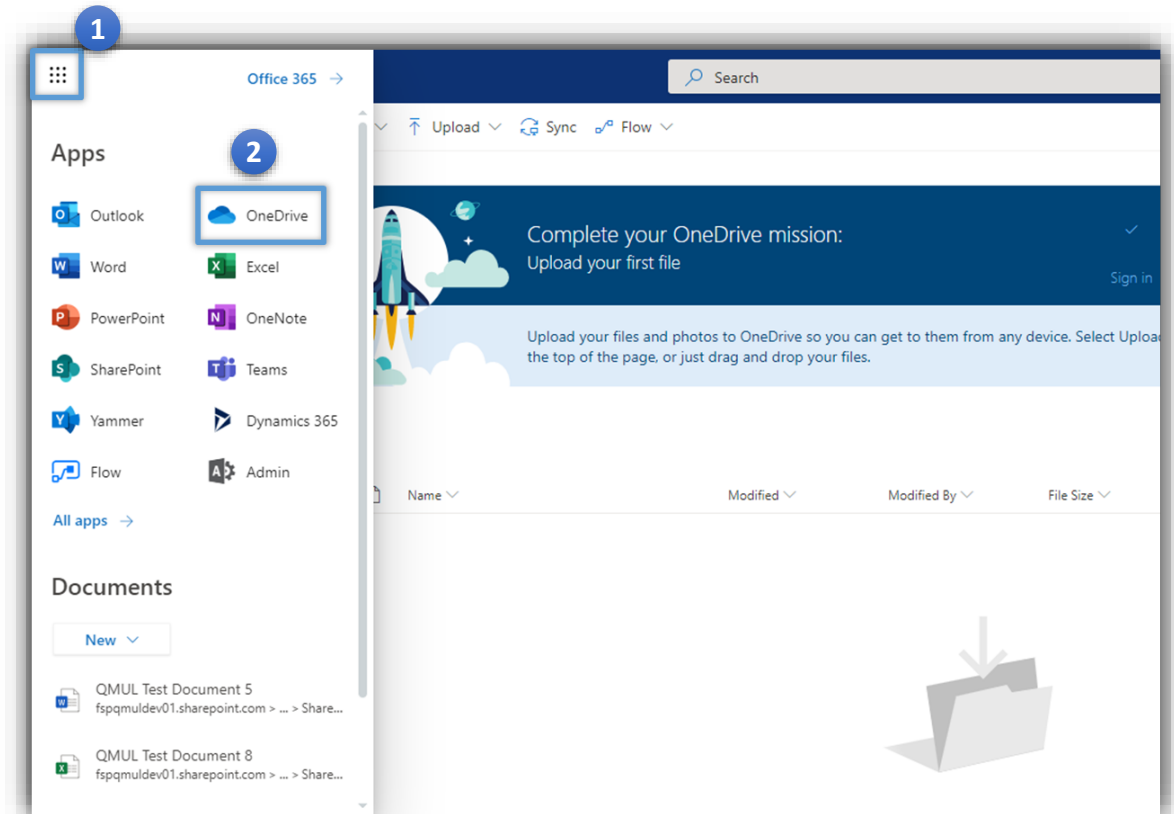
	OneDrive 	SharePoint 
Ownership	User	Organisation / Team
Permissions	User	Site Owners
Sharing	User decides	Team / Organisation
Usage	Personal business documents & drafts	Shared collaborative documents

OneDrive - Web

1. From the **App Launcher** ☰
2. Select **OneDrive**

Files are **only visible to you unless you share them**

Functionality is identical to SharePoint: **drag & drop, upload, download, edit, co-author**



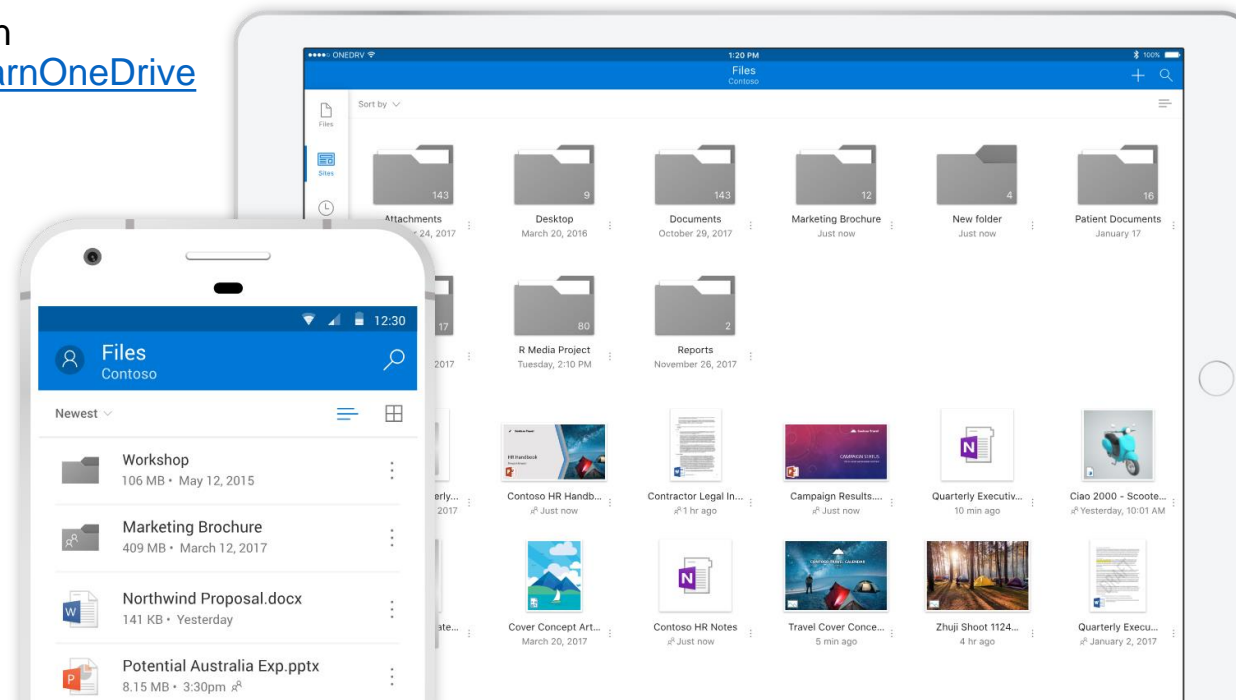
OneDrive – Mobile App

Access your Queen Mary OneDrive from your **mobile device**.



Take files offline and edit - synchronize when online.

More information
<http://aka.ms/learnOneDrive>

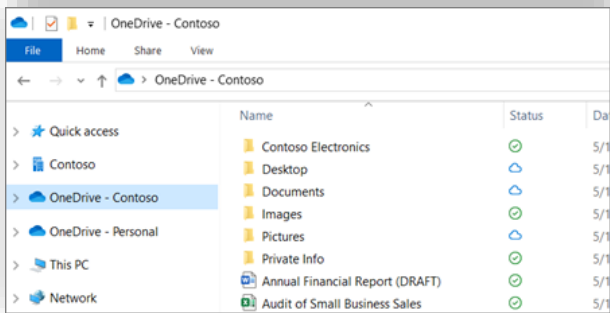
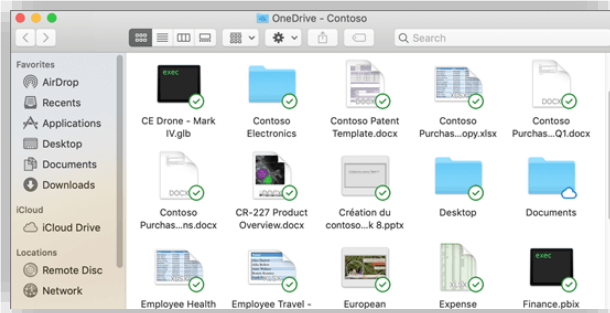


OneDrive – Desktop 1/2

Access your Queen Mary OneDrive **from your computer** integrated into the **File Explorer**.

Take files offline and edit - synchronize when online.

Managed by Queen Mary IT

PC	Mac	Linux
		<p>There is no official Microsoft desktop app for Linux</p> <p>The web version is recommended</p> <p>3rd Party Linux apps are available</p>

<https://support.office.com/en-gb/onedrive>

OneDrive – Desktop 2/2

Online-only

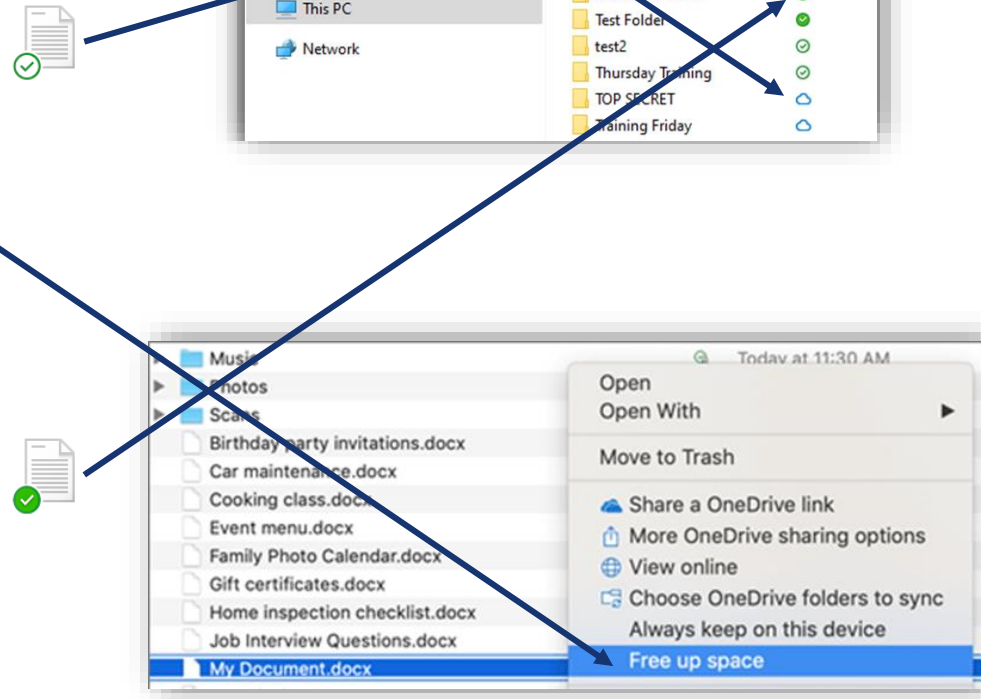
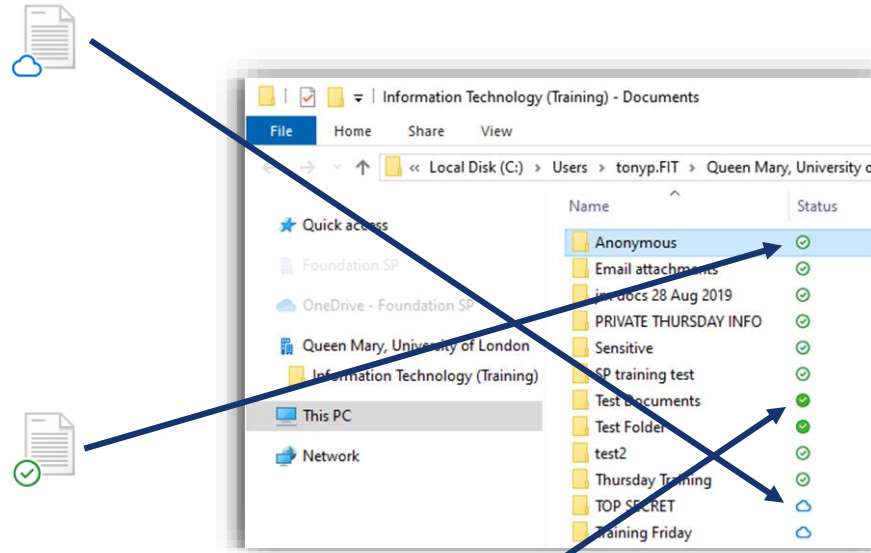
Files don't take up space on your computer. You see a cloud icon for each online-only file, but the file doesn't download to your device until you open it. You can't open online-only files when your device isn't connected to the Internet.

Local file

Downloaded on-demand when you first need it and stays downloaded from then on. Once downloaded, you can open a locally available file anytime, even without Internet access. If you need more space, **you can change the file back to online only**. Just right-click the file and select Free up space.

Always on this device

Downloaded in advance (select "Always keep on this device"). These always available files download to your device and take up space, but they're always there for you even when you're offline.

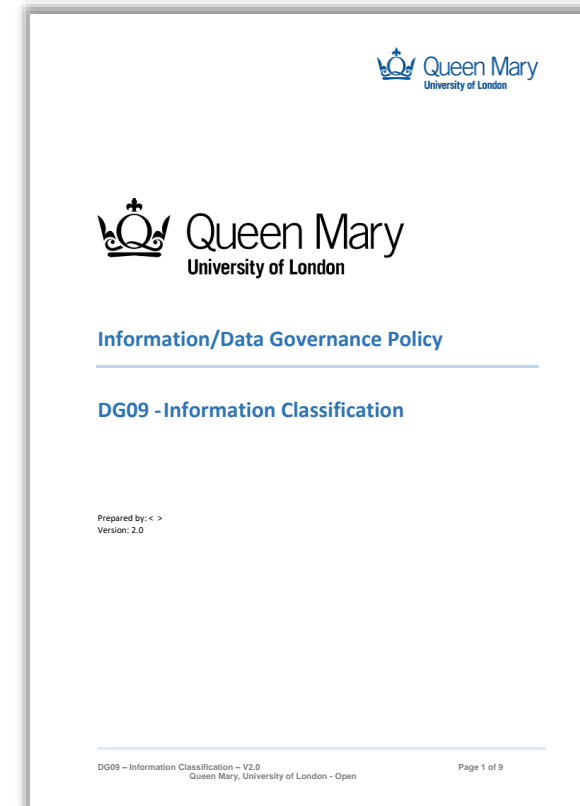


Document Management – Information Classification

Policy details include but are not limited to the following:

1. Information assets need to be identified and assigned an **owner**.
2. The owners of information assets must **define the classification** of their assets and periodically review them.
3. Only the author or the designated information owner can apply the protective marking to their information asset.
4. **Physical** and **electronic assets** must be labelled to show their classification where appropriate.
5. Information Classification is to be used to:
 - Determine the level of protection needed for the information/data
 - Indicate that level of protection to other people
 - Ensuring that data is appropriately protected
6. QMUL uses four protective marking which are; **Highly Confidential, Confidential, Restricted, Protect, Open**. Documents must be classified appropriately.
7. Documents received externally will need to be reclassified to align with the QMUL policy.

The associated processes and guidance documents can be found on the [ITS webpage](#) and the [Information Governance webpage](#).



For further information on Data Governance Policy, please refer to the relevant [guide](#).

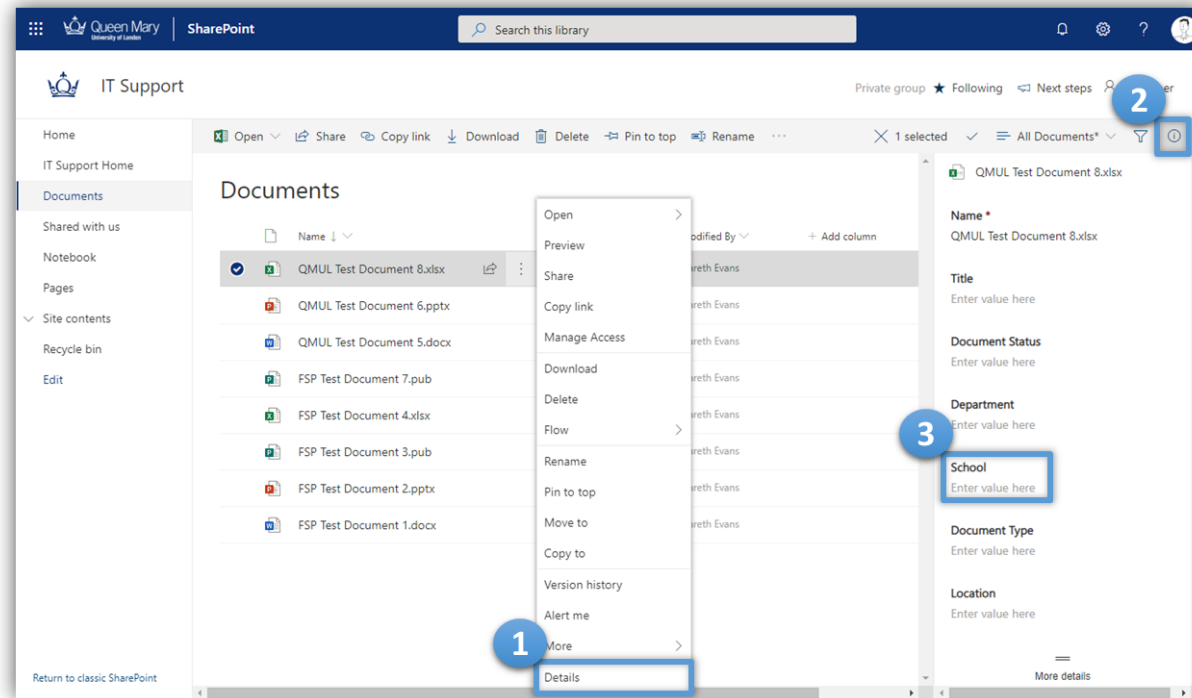
Document Management – Edit Metadata

“**Metadata**” is additional information about a document. Adding metadata is known as “**Tagging**”

Tagging helps documents to be **searched for and found** in the future

Tag a document using:

1. **Details** option in the item menu
2. The **Details pane icon**
3. **Edit values** by typing in the available fields
4. Your update to the tags will be tracked in **Version control**
5. Ensure documents have the appropriate **security classifications**



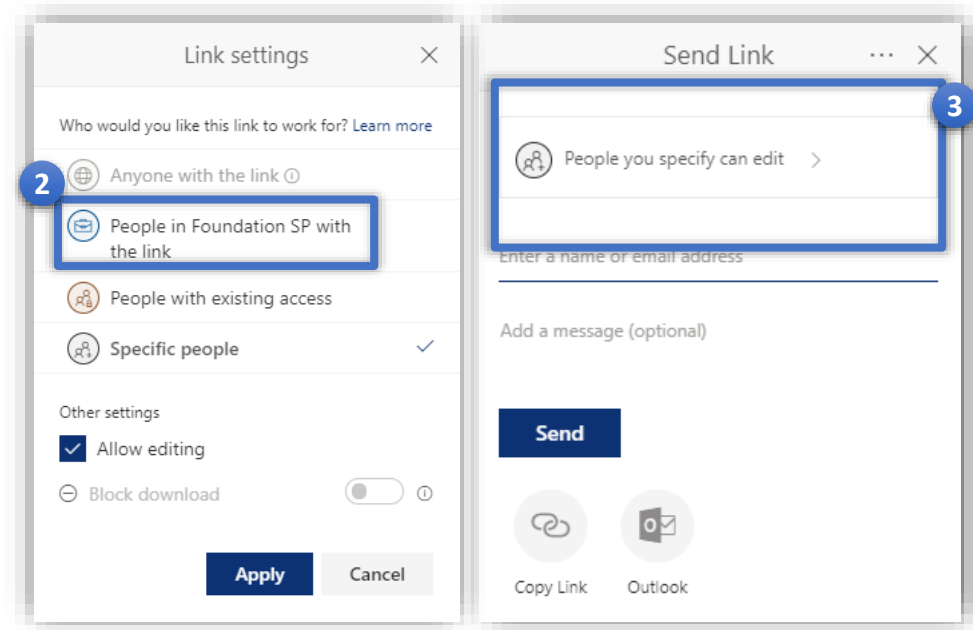
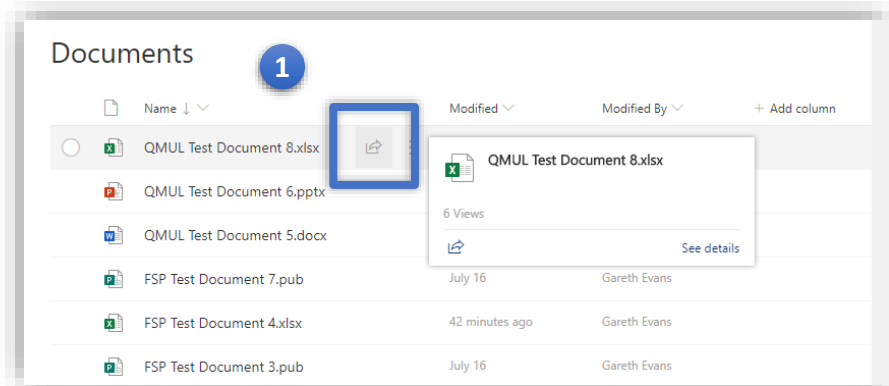
Document Management – Share

You can **share** an individual document with specific people **inside** or **outside** of Queen Mary using the **Share option**. This will send an email with a link to the document. This will always be the latest version of the document.



Always Share a link to the document rather than sending an email attachment.

1. Users **inside Queen Mary**
2. Users inside Queen Mary or **existing Guest Users**
3. **Defined users inside or outside** Queen Mary
4. Sharing a link allows users to retract the file quickly if it is sent in error
5. Sharing a link ensures there is one version of the truth not multiple versions preventing the maintenance of old versions and retention issues



Document Management – Password Protecting a Document

If you have a document which has **sensitive** or **confidential** information then **Password Protect** the Document.
Also if you are sending someone a file as an attachment, password protect the document and send the password in a separate email or by another means e.g. text

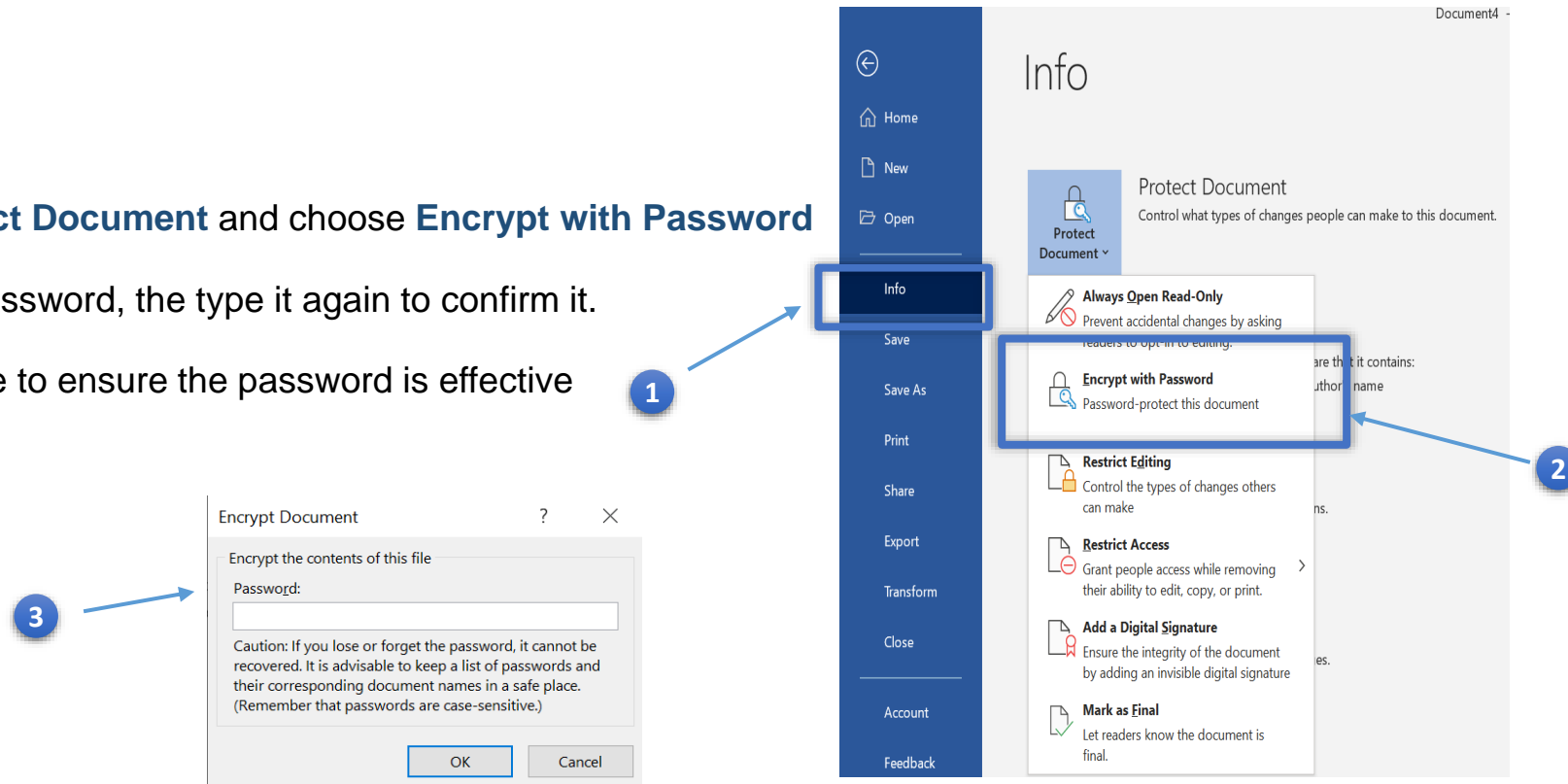
Go to **File**

Click **Info**

Click **Protect Document** and choose **Encrypt with Password**

Type the Password, the type it again to confirm it.

Save the file to ensure the password is effective



Document Management – Compliance

1. Office365's tools should always be used over third party solutions



For further information on Data Governance Policy please refer to the relevant [guide](#).

The associated processes and guidance documents can be found on the [IT Services T&Cs](#) and the [Information Governance webpage](#).

2. Users need to be aware of rules and restrictions on the use of SP and ODfB.



The **information classification** of a file affects if it is suitable to be stored in SP/ODfB.



There is **guidance** on what SP/ODfB are best for and what they can and cannot be used for.



Consider the appropriateness of **sharing** files and folders, especially with external users.