



AUT

AUT OneDrive for Business

**Instructions for Using OneDrive on
Windows Platform**

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1 WHAT'S ONEDRIVE FOR BUSINESS?

AUT OneDrive for Business is a Microsoft online service that provides you with file storage, collaboration, and communication tools.

OneDrive for Business can be configured to work with a variety of devices. On your home computer, you can configure OneDrive for Business so that your library syncs on all your devices. Files that you save to the OneDrive for Business library on your computer will be automatically synced to the cloud. Files that you save to the cloud version of OneDrive for Business will also be synced to the library on your workstation.



One place for all your student documents and files!

Store

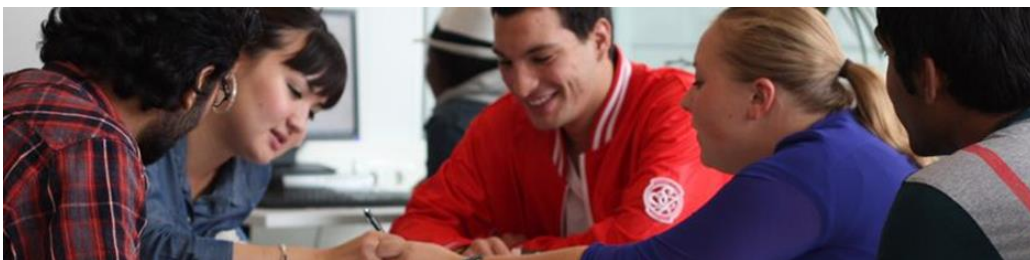
Securely store all your files and share them with fellow students.

Access

Access and update your documents and files from all your devices.

Sync

Sync files across personal devices and access them anywhere, even when you're offline.



One place to collaborate

Share

Securely share your files with fellow students. You control who can see and edit each file.

Contribute

Use familiar Office 365 tools to create, edit, and review documents in real time.

Manage

Keep everyone working on the most recent version of a document, and you can view or restore previous versions if you need to.

2 STORING FILES

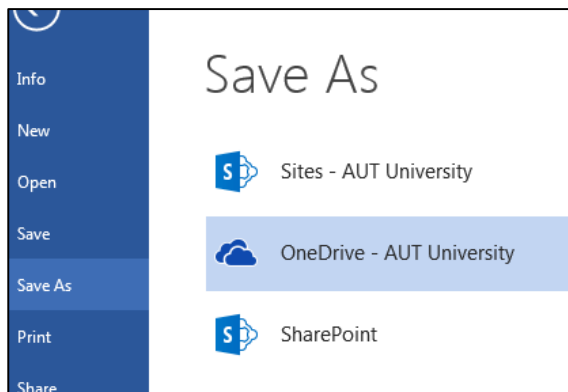
Securely store all your files so you can access them easily, and share them with fellow students.

1.1 Saving and Opening files from your Office applications

You can open or save a Word, Excel, PowerPoint, or other Office document type directly without having to go to your Office 365 site in a browser.

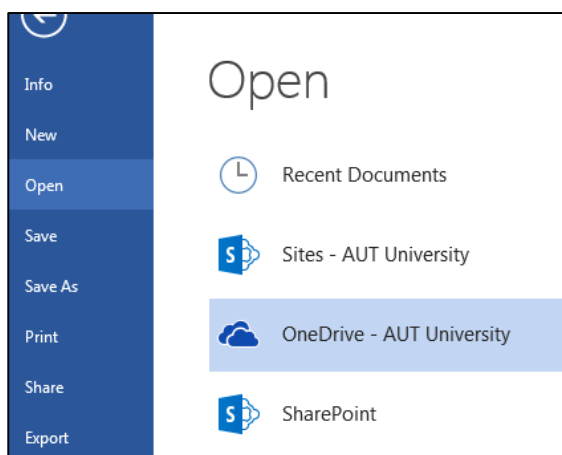
Saving a file from your desktop

1. With an Office document open,
2. Click **File > Save As > OneDrive - AUT**.
3. Browse to the folder where you want to save the file, and then click Save.



Opening a file from your desktop

1. With an Office document open,
2. Click **File > Open > OneDrive - AUT**.
3. Browse to the file you want to open, and then click **Open**.



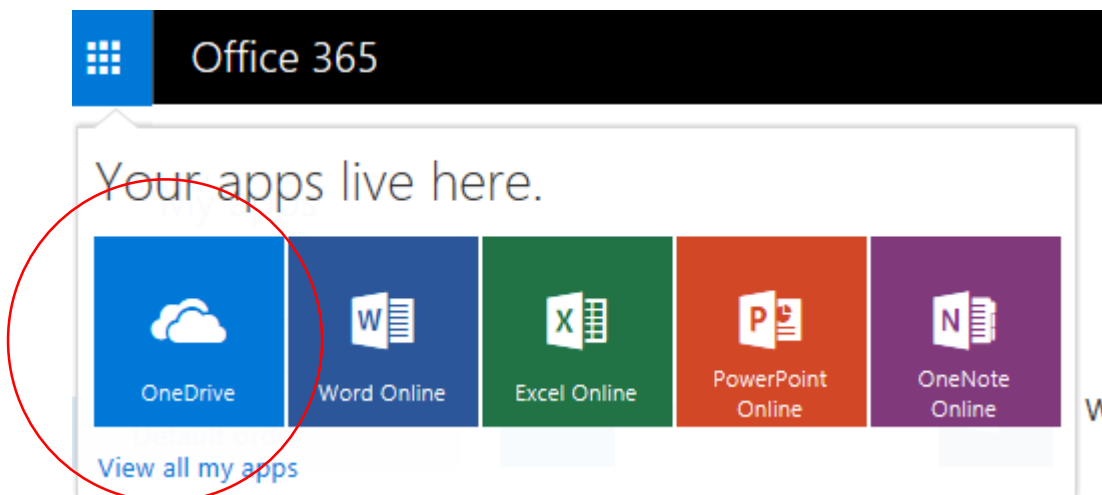
1.2 Saving and Opening files from your browser

You can save and access your files in OneDrive for Business by going to Office 365, and opening your OneDrive site.

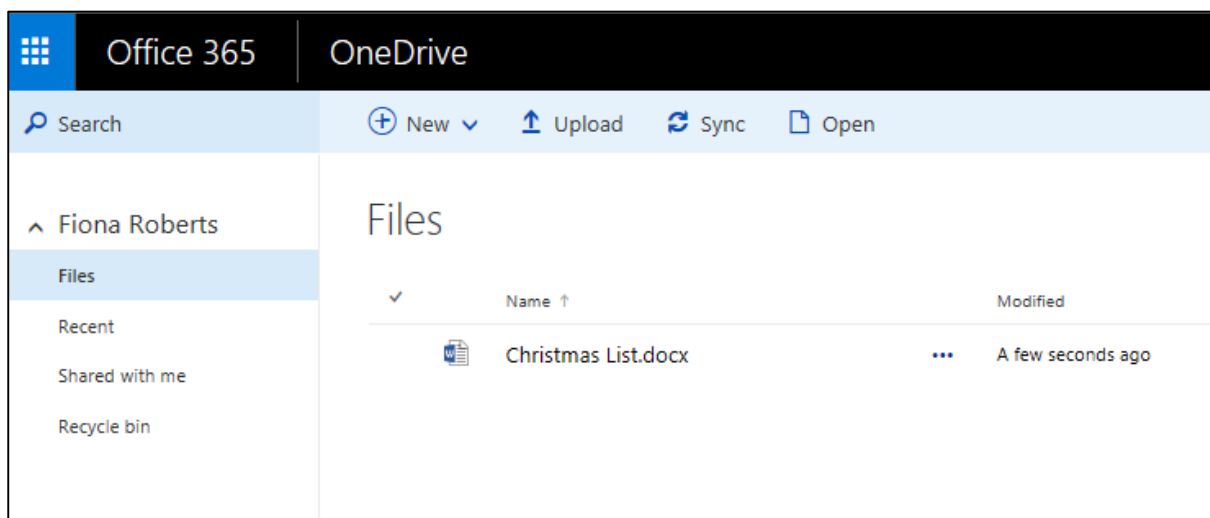
1. From your desktop, tablet or smartphone, open a new browser session and type:

<https://studentmail.aut.ac.nz/>

2. Open the AUT Office 365 page.
3. Enter your AUT Student ID and password (if not already logged in)
4. From the top menu bar, click the **OneDrive** icon.



5. All the files stored in your OneDrive account will be displayed.



3 ACCESSING FILES

You can access your documents from anywhere using a browser or using an application on your device.

3.1 Using a Browser

Access your OneDrive account from your desktop, phone or tablet using a browser.

Go to 1.2 (above):

3.2 Directly from Your Office Apps

You can save and access your files directly from your Microsoft Office applications (Word, Excel, PowerPoint etc.)

See 1.1 (above) [1.1 Saving and Opening files from your Office applications](#)

3.3 From Your Mobile Phone or Tablet

You can install applications on your phone or tablet that will let you access your AUT OneDrive documents.

Device		Get Software
Apple iOS iPhone and iPad	From Apple Store	https://itunes.apple.com/us/app/onedrive/id477537958?mt=8
Windows Phone	From Microsoft	Pre-installed
Android	From Google Play Store	https://play.google.com/store/apps/details?id=com.microsoft.skydrive&hl=en

Once you've installed the app on your device:

1. Open the app
2. Connect to the AUT login page by using your AUT Student account ID:

[*your-student-id@autuni.ac.nz*]

3. At the AUT Office 365 Login page, enter your AUT Student ID and Password

[*your-student-id@autuni.ac.nz*]

[*your-password*]

4. Congratulations! You'll now have access to all your files and documents that are stored in your OneDrive account.

4 SYNCHRONISING FILES

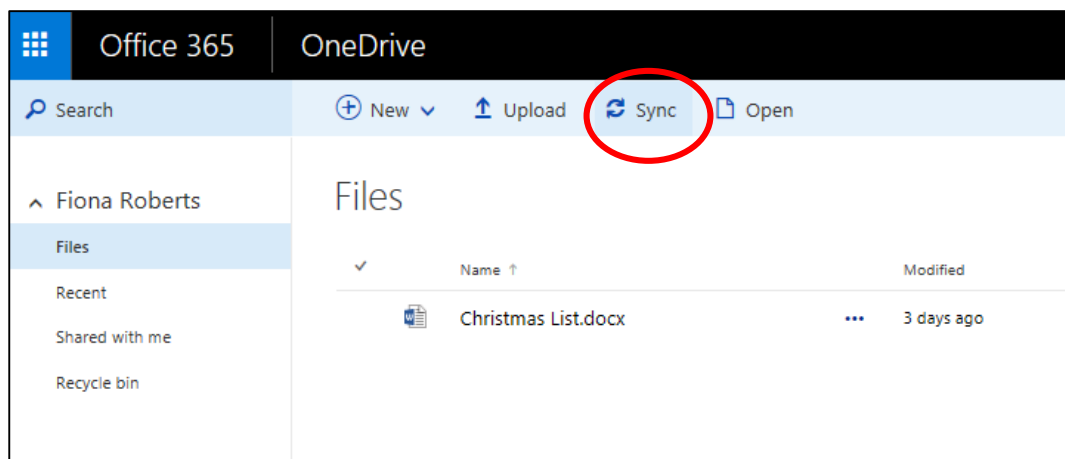
Synchronising (also known as sync'ing) your documents makes sure those documents are kept up to date with any changes, whenever and wherever you access them.

- When you update documents stored locally on your own device, you can choose to sync them to your cloud-based AUT OneDrive for Business.
- When you or your fellow students update a document that is shared from your AUT OneDrive for Business document library, sync'ing will make sure your local files are kept up-to-date with any changes.

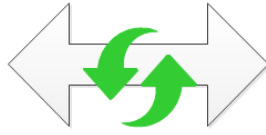
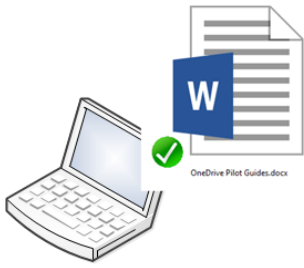
NOTE: Sync'ing can only take place across personal devices. Sync'ing to AUT devices has been disabled.

4.1 Sync'ing from your browser

1. Open Office 365>OneDrive
2. Select the files or folders you wish to synchronise and click the **Sync** icon.



Once your files are in sync they will automatically stay in sync when you are next online. This means you can work offline and when you are back online, your AUT OneDrive for Business will keep all the versions of your document in sync.



Changes made to either
version are sync'd

5 SHARING FILES

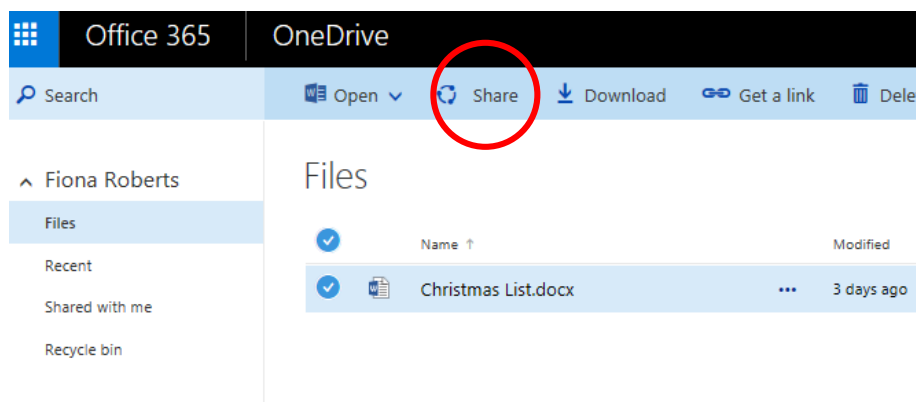
When you need to share a file, you can do so securely, by controlling who can see and edit each file.

5.1 Share your documents

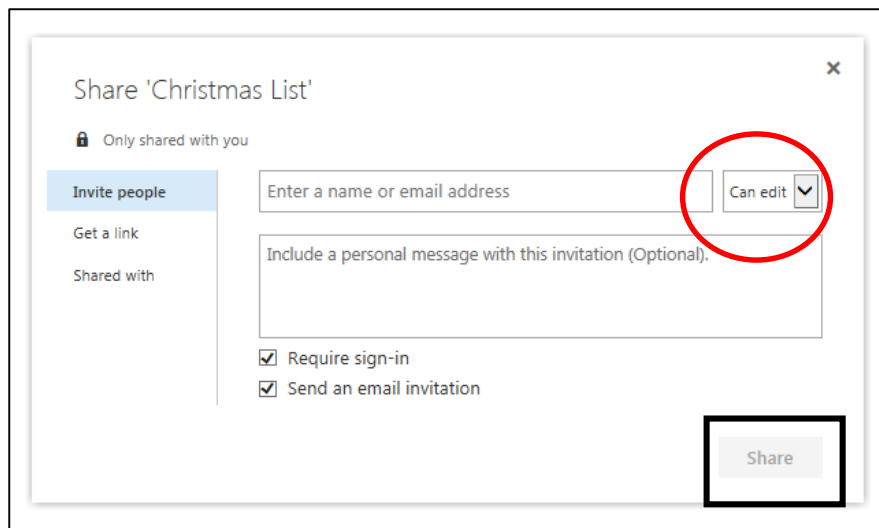
You can share documents saved in your AUT OneDrive for Business with your fellow students, even if they don't have OneDrive for Business.

If you need to work on a document together, you can manage who has 'read' access (i.e. someone who can only view a document and has no ability to edit it) and who can edit.

1. Select the document you want to share, and click on the **'Share'** button in the menu.



2. A pop-up box will appear (see below).



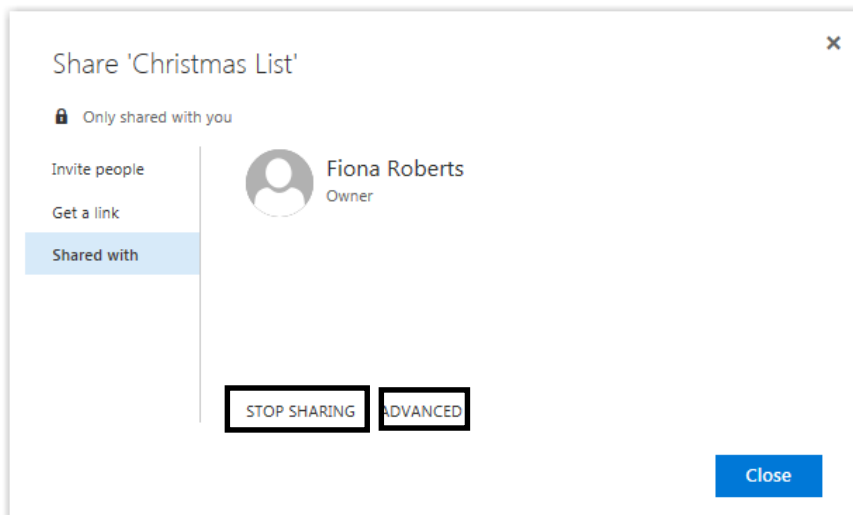
3. Add the email address of the person (or people) you would like to share this document with.
4. Change their ability to read, or edit your document by using the drop-down box to the right (see box circled in red above).
5. If you want to share more than one document, select all the document you want to share and follow steps 1 – 4.

6. Click **Share**.
7. If you have ticked the box saying **Send an email invitation**, the people you have shared the document with will receive an email inviting them to view or edit your document directly from your AUT OneDrive for Business account.

5.2 Manage sharing and permissions

To stop sharing a document with someone or to manage permissions (who can view or edit your document):

1. Highlight the shared document(s).
2. Click on Share.
3. From the pop-up box, click **Stop Sharing** (if you want to stop sharing the document with the nominated person).
4. Or use the **Advanced** button to manage permissions.

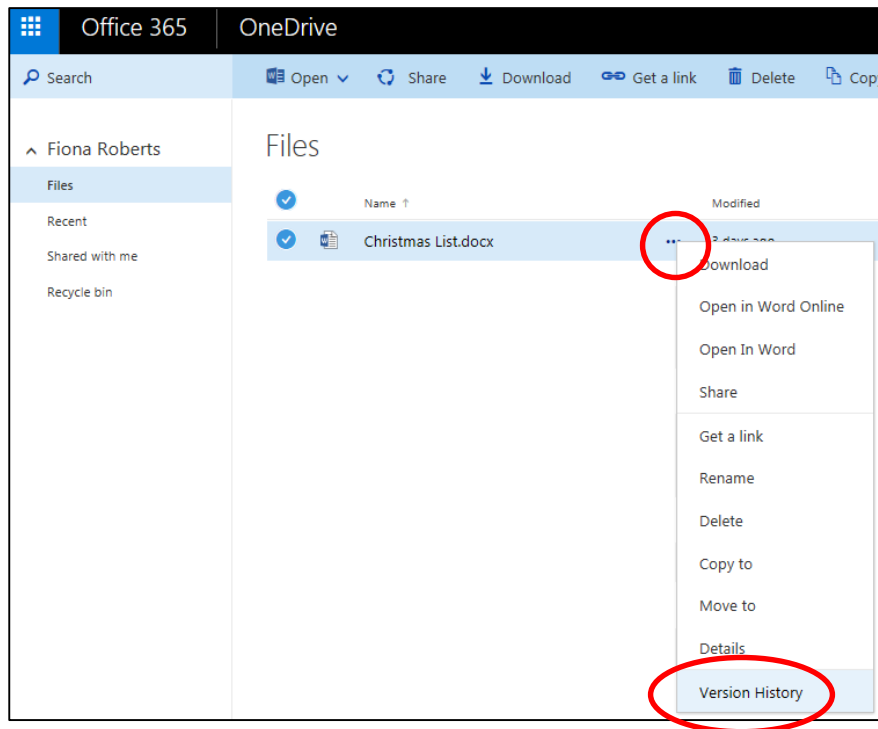


6 MANAGING FILES

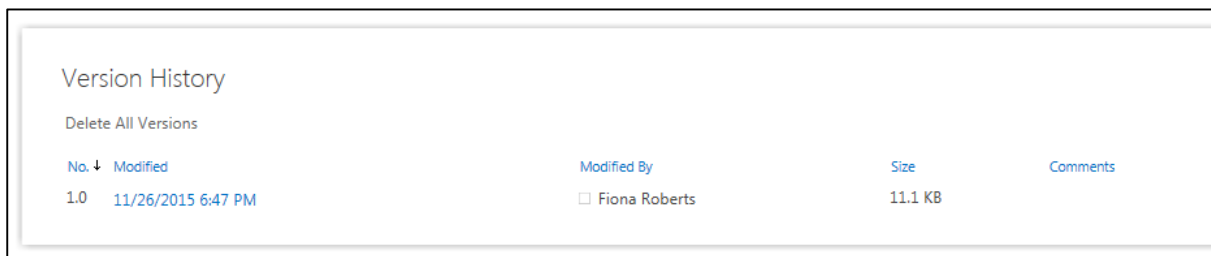
Now that you can manage who can view your documents and who can edit them, you can manage the versions so that the right version of your document is being updated.

6.1 Manage Versions from your browser

1. From your OneDrive account, select the document you want to manage versions of.
2. Click on the three dots next to the document name (it's called an ellipsis).
3. Select Version History from the drop-down menu.



4. You will be able to view versions of your document from your version history



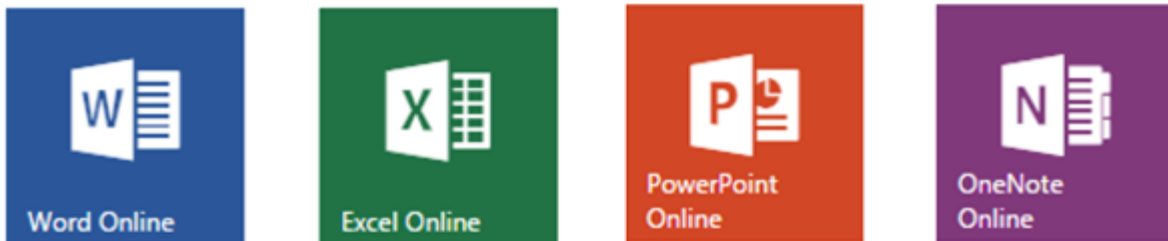
5. From the version pop-up box, you can view versions, roll back to a previous version if you prefer or delete all versions.

7 CONTRIBUTING TO FILES

As part of Office 365, OneDrive for Business lets you use familiar tools to create, edit, and review documents in real time. OneDrive also allows multiple people to work on a document at the same time. This is known as co-authoring.

7.1 Access Your Office Apps Online

When you and your colleagues share using Office 365 and your AUT OneDrive for Business you get access to your Microsoft Office applications online, to view and edit your shared documents. These applications can be loaded on your personal device to give native access to the documents rather than using a browser.



7.2 Co-authoring

Real-time updates of your document by multiple people is possible when your document is in AUT OneDrive for Business and you use:

- Word Online, Excel Online, PowerPoint Online or OneNote Online, or,
- Word, PowerPoint or OneNote from your device.

NOTE: Excel does not co-author unless you use Excel Online.

To allow co-authoring:

1. Access your AUT OneDrive for Business.
2. Create a document, and save to your OneDrive.
3. Share with your intended co-authors following the steps above (point 4)
4. Each co-author will receive an email with a link to the document. Remember to allow them to edit (which is the default setting).
5. Each person needs to click on the document link and open the document.
6. Start typing!