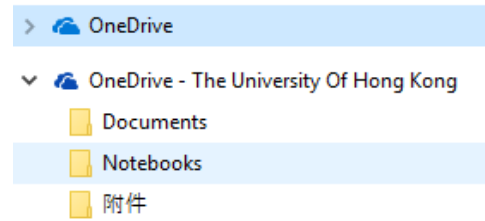


Using Microsoft OneDrive

(A) Versioning



SkyDrive



(B) ITS documentation

<https://www.its.hku.hk/documentation/guide/cloud/o365/onedrive/windows8>

(C) Sign in

<https://login.microsoftonline.com/>
<https://www.office.com/>

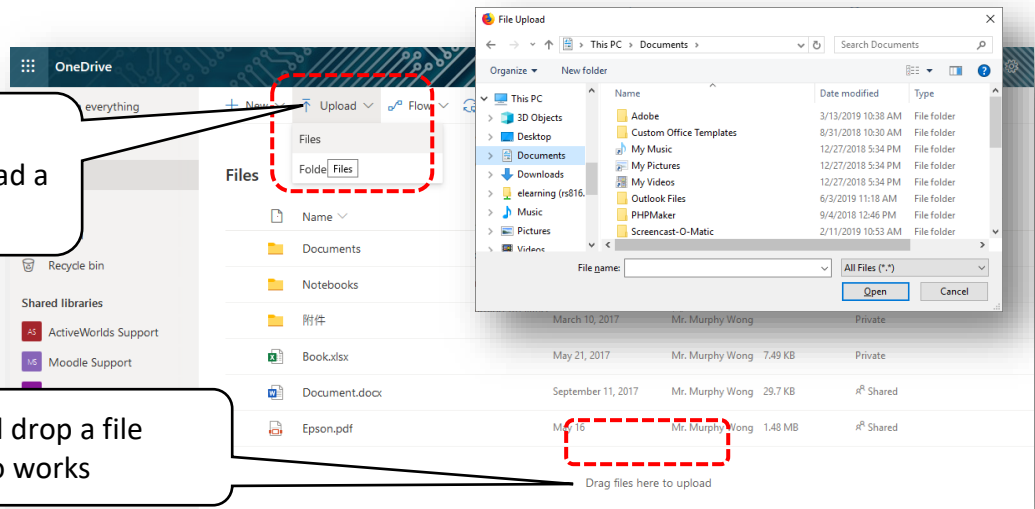
1. Click "Sign in"
2. Enter HKU email
3. Click "Next"
4. Enter HKU Portal password
5. Click "Sign in"

Click "OneDrive"

(D) Upload document

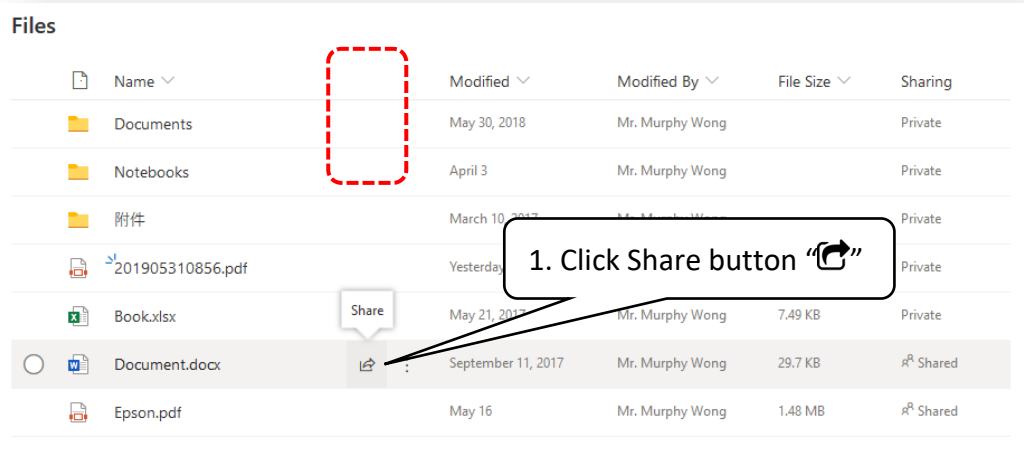
Click "Upload" and select "File" to upload a document

Drag and drop a file here also works

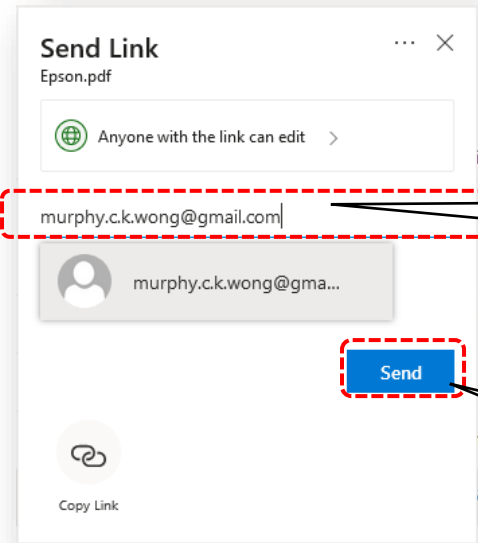


(E) Share document

You can share a document to HKU colleague or any non-HKU people by clicking the share button and type in the recipient's email address. You can set the access control to allow editing or you can set expiration date as well.



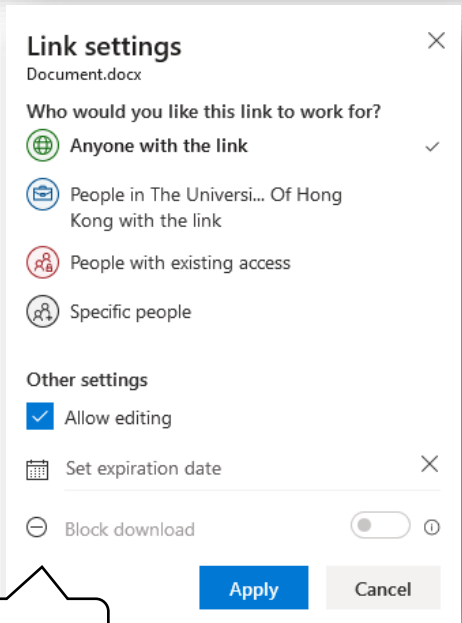
1. Click Share button "👤"



2. Enter recipient email

3. Click "Send"

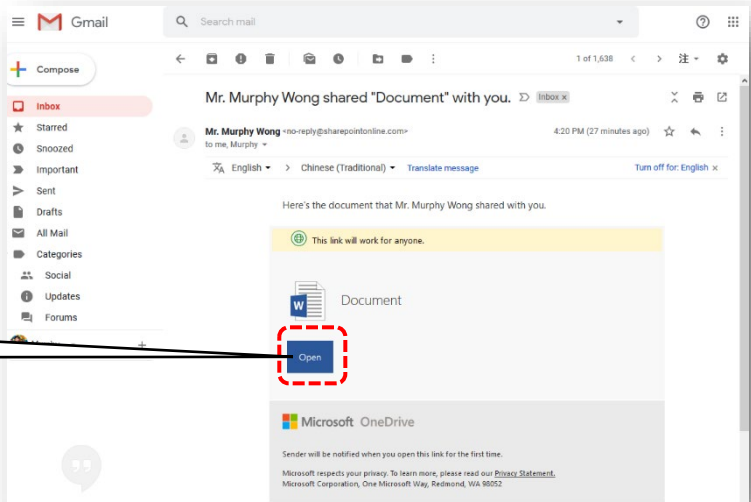
Other settings



(F) Access shared document

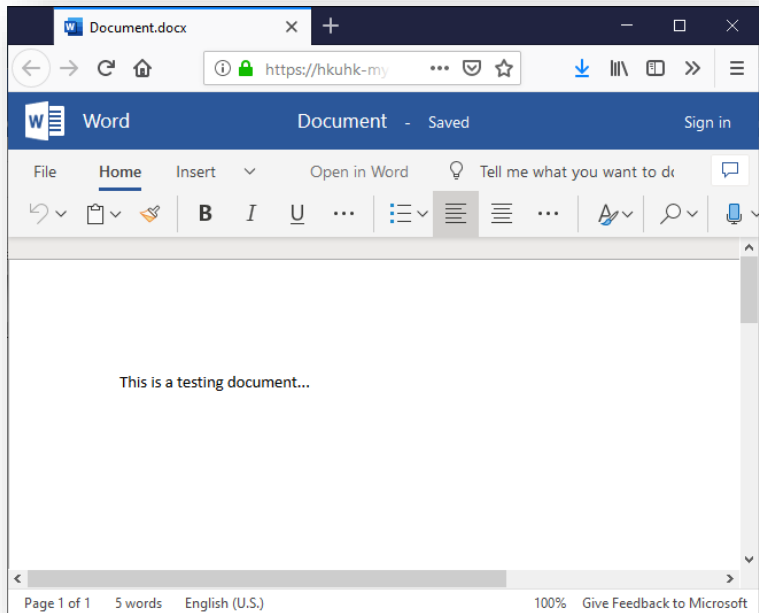
An email will be sent to the target recipient, opening the mailbox and click on “open” button will retrieve the shared file on the browser.

Click “Open”



(G) Edit shared document simultaneously

Same as Google Doc, the shared document can be edited by different users simultaneously.

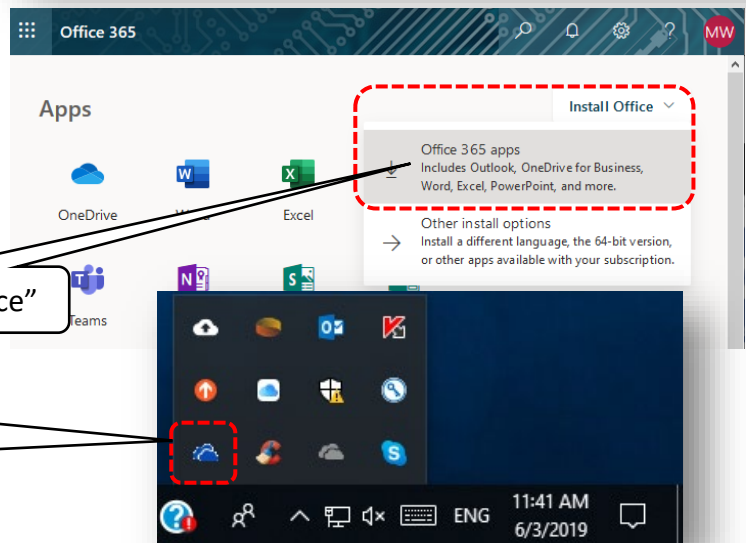


(H) Configure OneDrive on PC

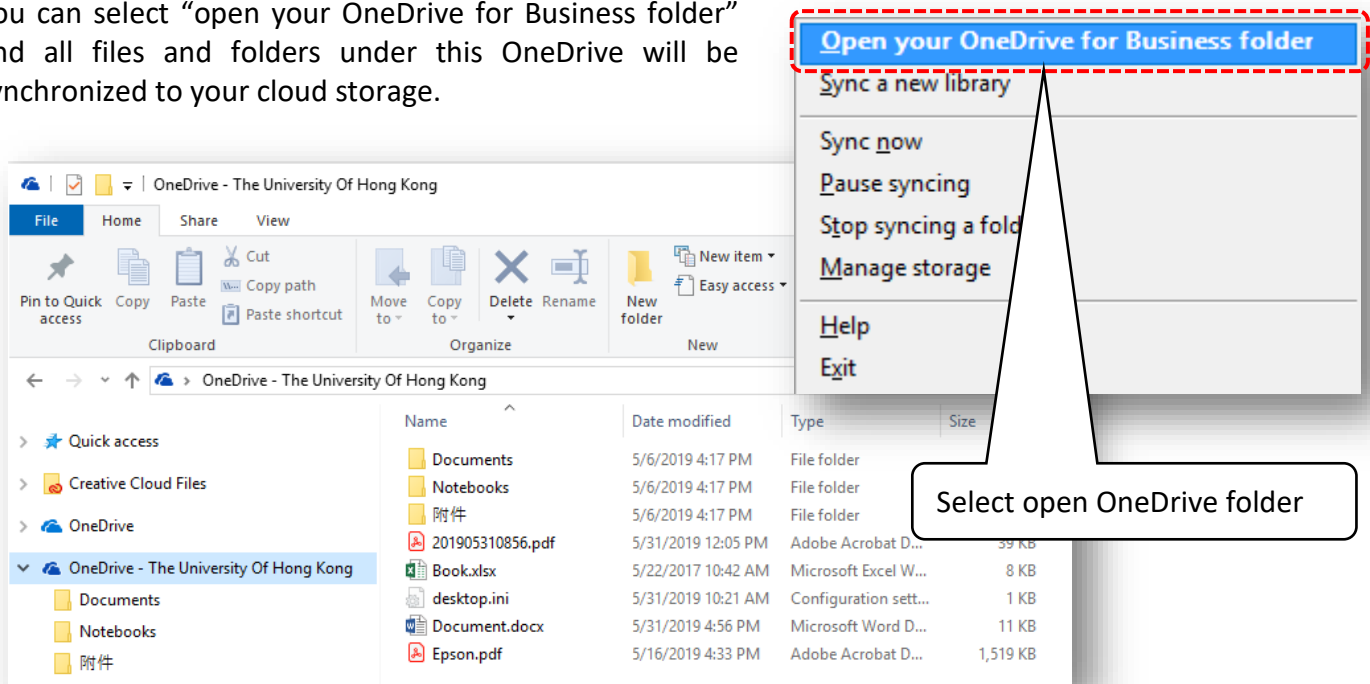
If your Windows is not yet install with MS Office, you can try “Install Office” from your Office 365 browser. If MS Office is already installed, you will see an OneDrive icon from your task bar at the bottom right.

Click “Install Office”

Right click OneDrive icon from task bar



You can select “open your OneDrive for Business folder” and all files and folders under this OneDrive will be synchronized to your cloud storage.



(I) access OneDrive on mobile (iOS & Andriod)

Please note that the OneDrive app is available on both iOS and Andriod. You are able to access the storage using your mobile phone.

