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# TODAY'S PRESENTER:

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*Director of Sales*



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# AGENDA

## How to use OneDrive for Office 365



# WHAT IS **OFFICE 365** AND WHAT DOES IT INCLUDE?

**OFFICE 365 is...**



**As defined by Microsoft - Office 365 is an integrated experience of apps and services, designed to help you pursue your passion and grow your business.**

# What does **OFFICE 365** include...



- Outlook
- Office (Word, Excel, PowerPoint and Publisher)
- Email
- Teams
- OneDrive
- Sharepoint

# What is OneDrive?



OneDrive for Business is a Microsoft solution that provides a location for file storage which allows you to sync and share your work files.

As part of your organization's Office 365 subscription you can save your files in OneDrive for Business and then work with them from any device. All your files are private unless you decide to share them.

You can use OneDrive for Business in your web browser or from the OneDrive app, available on all your favorite devices, including Android, iOS, or Windows Phone.



# What are the benefits of OneDrive?



# AVAILABILITY



 OneDrive  
for Business



OneDrive is always on.



Rest assured that users can always access content stored on OneDrive. In fact, Microsoft has been providing at least a 99.97% up-time since 2015.

2015	2016				2017		
99.98%	99.98%	99.98%	99.99%	99.99%	99.99%	99.97%	99.98%
Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3

# ACCESSIBILITY



Not only does the OneDrive sync client automatically sync any changes immediately after detecting an internet connection, users can pause syncing should they be accessing their OneDrive across a metered or tethered connection, so that they are able to save on bandwidth costs.



With Microsoft data centers being spread across the globe, this makes OneDrive the only cloud storage platform that is locally available on each continent on the planet.

Is device agnostic meaning it works on Mac's, PC's, Tablets and Mobile Devices

# SECURITY



 OneDrive  
for Business



Administrators can set various levels of sharing based on what they deem is viable for the organization. Also, they can enforce link expirations, so users consume content within an allotted period of time.



Additionally, administrators can select the permissions that users are allowed to give others that they share content with. As many users will want to share content with people who are not part of their organization, an External Sharing option is also available.



With four levels of external sharing, organizations can now have complete control of how users share content stored in both OneDrive and SharePoint. Other options include Device Access, as well as pulling in compliance processes from the Security and Compliance Center through the use of DLP, Retention, and eDiscovery.

# ABILITY TO WORK OFFLINE



With the OneDrive sync client, users are able to download content to their local workstations and work with content without having to remain connected to the internet. This is especially effective when travelling or when users do not have consistent access to the internet.



When users connect to the internet, documents are automatically synced back to OneDrive storage in the cloud. This is not necessarily unique to other cloud storage applications, like Dropbox and Box, but the OneDrive sync client does have a feature that sets it apart from the rest:

## Microsoft Office Integration

# FILES ON-DEMAND SYNCING



 OneDrive  
for Business



This feature is great for users who work on multiple devices.



Users don't have to sync entire OneDrive structures; instead, they can simply select which files are made available on certain devices.

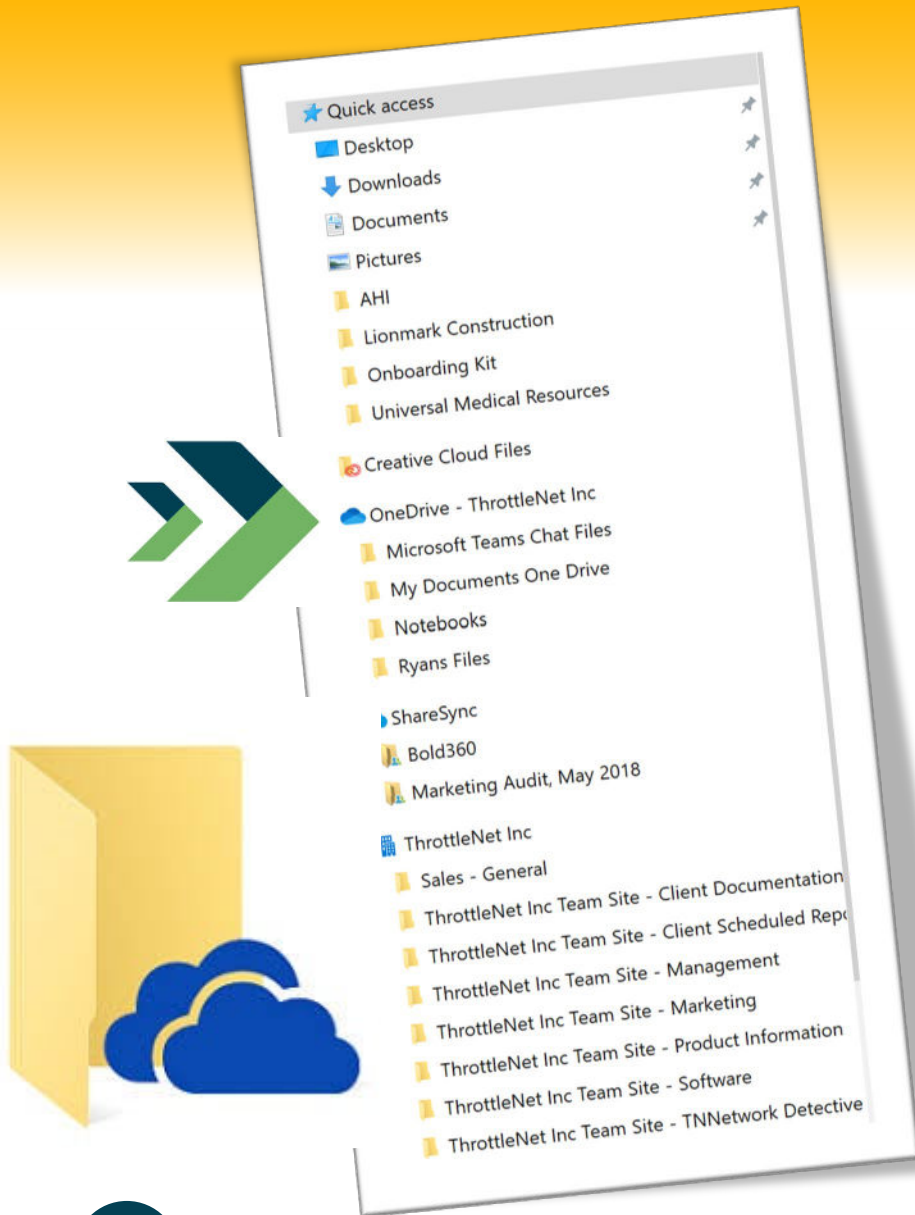


Considering that storage on mobile phones and tablets comes at a cost and is generally not expandable, users have the freedom to sync documents that they want to take with them across all of their devices.

# How do I access my files (online)?

To access files in OneDrive, open File Explorer. Click on a OneDrive folder (it will have a cloud icon ) and you'll see the files in that folder. If you want to view a OneDrive folder or file online, right-click it and select View online.

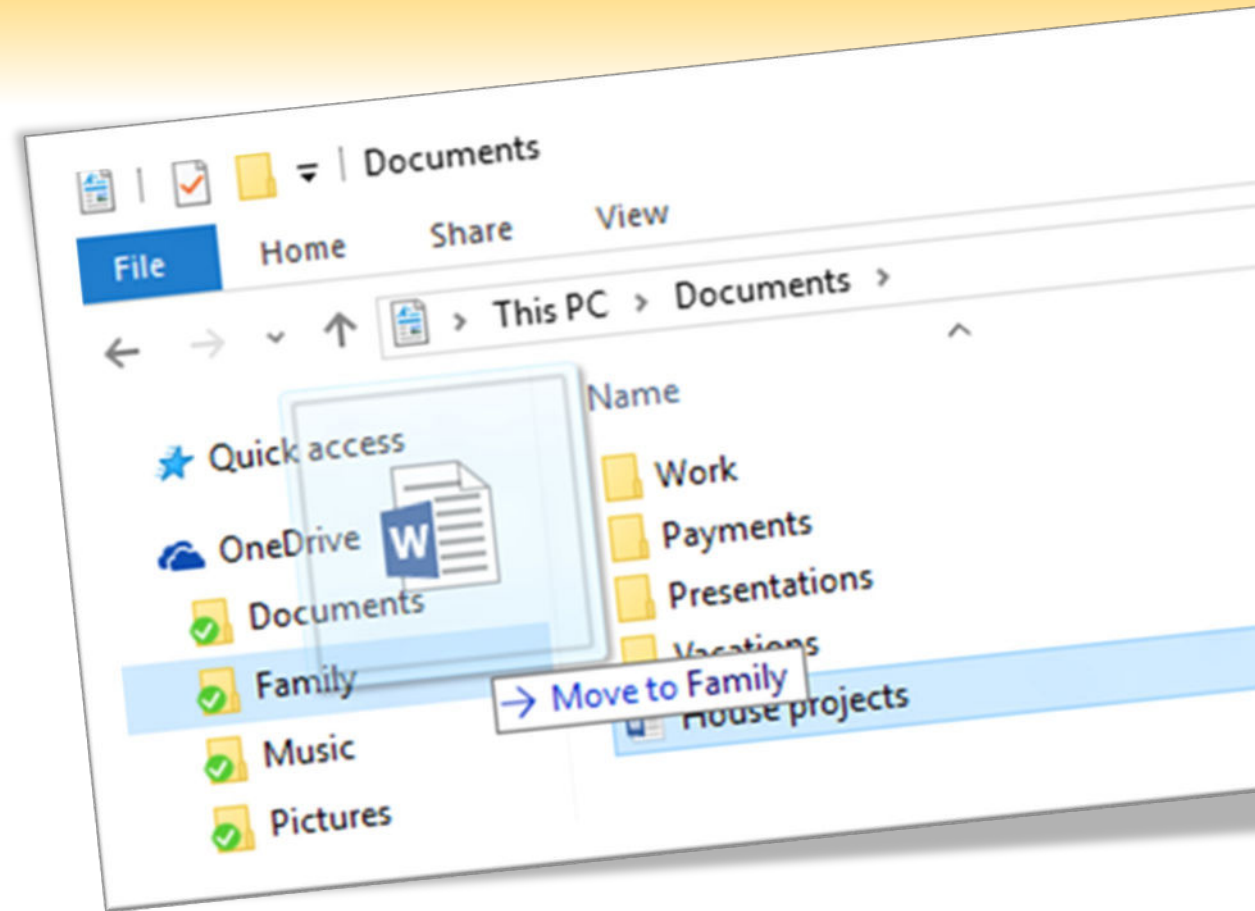
To save a document you're working on to OneDrive, select a OneDrive folder from the list of save locations. To move files to OneDrive, open File Explorer and then drag the files into a OneDrive folder.



# How do I sync my files for OFFLINE ACCESS?

Files you save to OneDrive are available online at OneDrive.com and offline on your PC. That means you can open and change them anytime, even when you're not connected to the internet. When you reconnect, OneDrive updates the online versions with any changes you made offline.

Offline files come in handy when you're without an internet connection, but they also take up space on your PC. If you turn on Files On-Demand, you can choose which files are always available locally on your device and which files are only available when you're online.

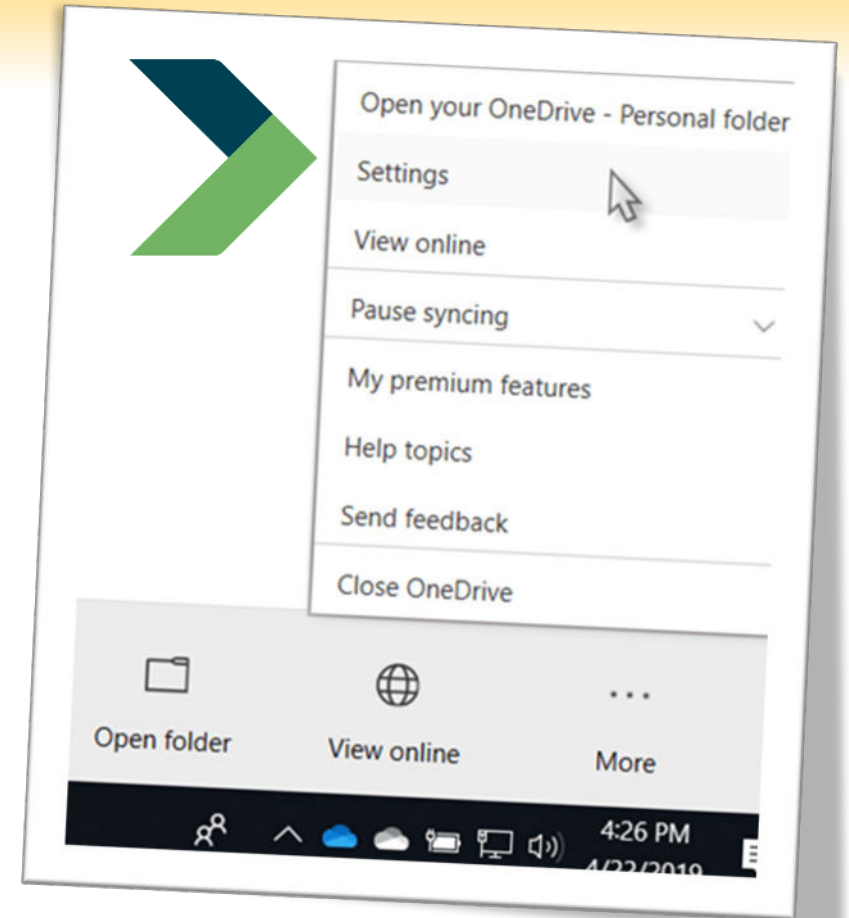


# How do I sync my files for OFFLINE ACCESS?

1. Select the white or blue OneDrive cloud icon in the Windows taskbar notification area.



2. Select More > **SETTINGS**

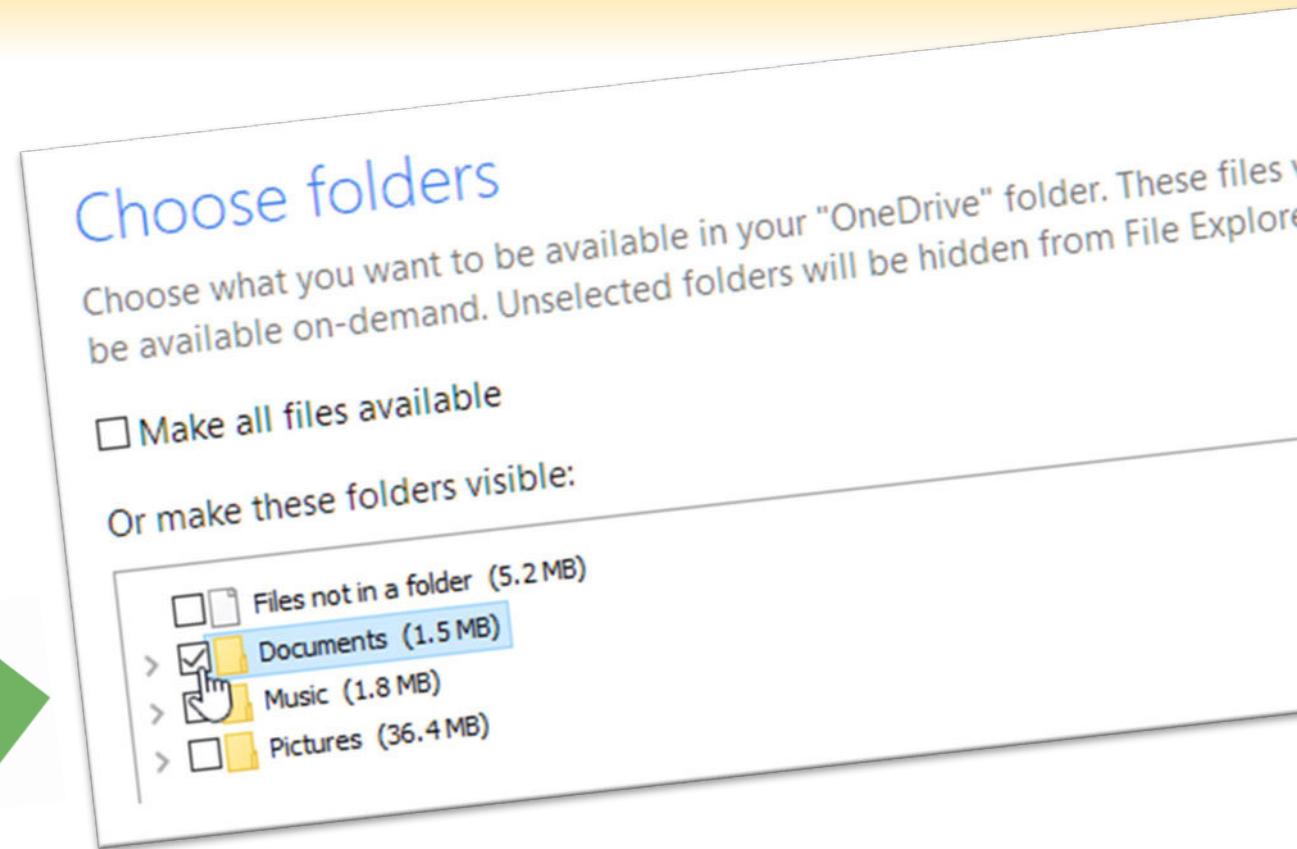




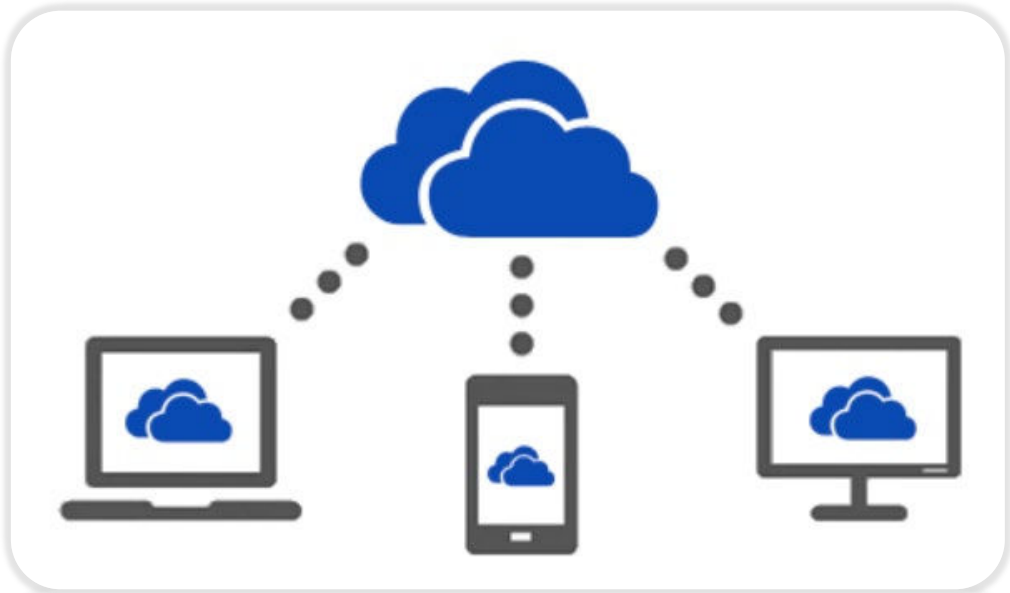
# How do I sync my files for OFFLINE ACCESS?

3. Select the Account tab and select  
Choose: **FOLDERS**.

4. In the Sync your OneDrive files to this  
PC dialog box, uncheck any folders you  
don't want to sync to your computer and  
select **OK**.



# SYNC STATUS



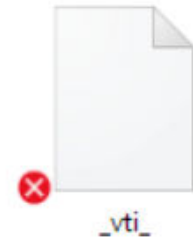
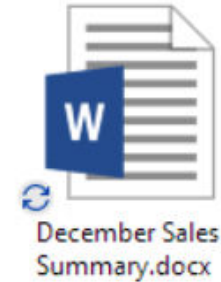
**Files or folders  
sync complete**



**Files or folders  
or still syncing**

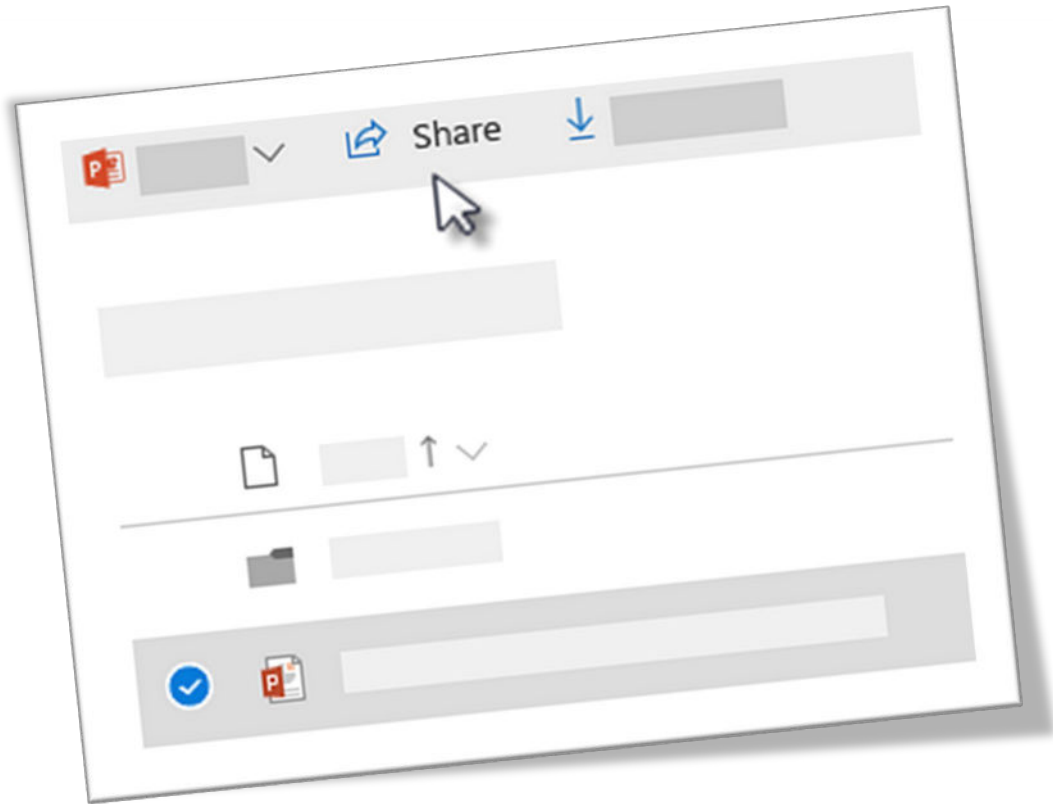


**Files or folders  
cannot be synced**



The version on your PC is out of sync. To find out why, go to the right side of the taskbar, select the **Show hidden icons** arrow, press and hold (or right-click) **OneDrive**, and then select **View sync problems**.

# How do I **SHARE** my files?



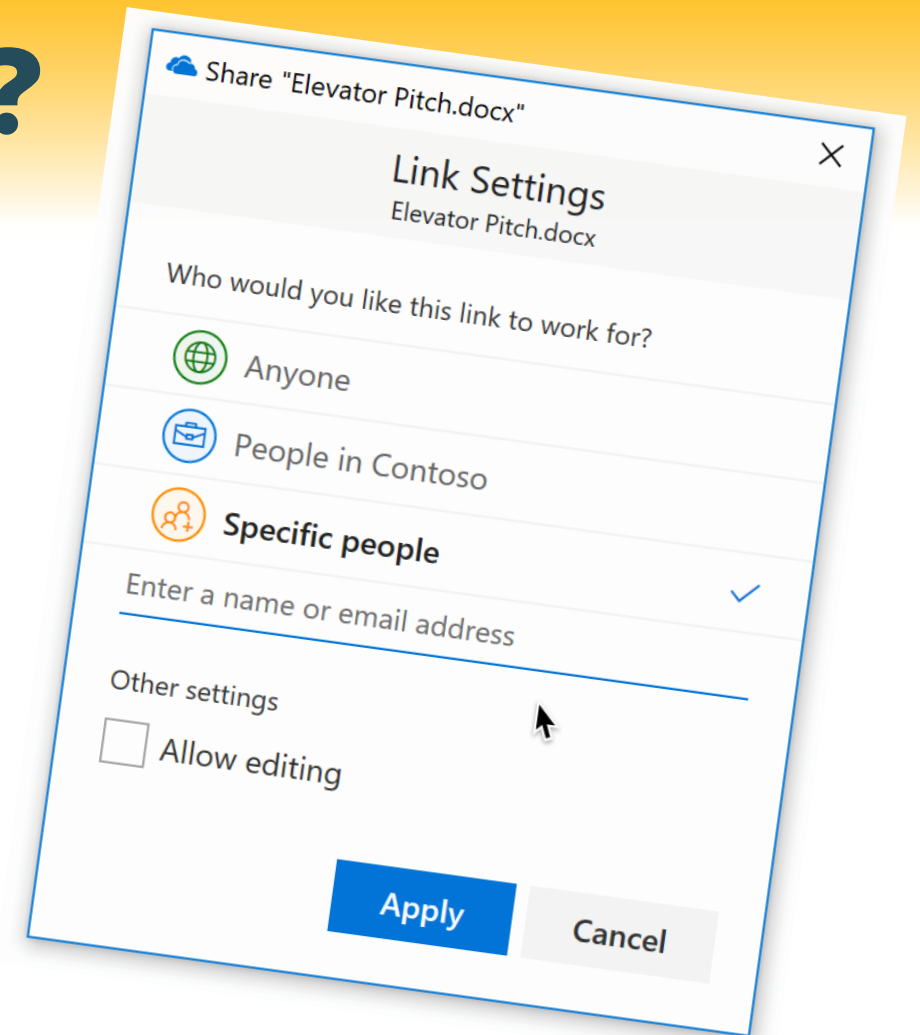
- Go to the **OneDrive** website and sign in with your Microsoft account or your work or school account.
- Pick the **FILE** or **FOLDER** you want to share by selecting the circle in the upper corner of the item. You can also pick multiple items to share them together.
- Select **SHARE** at the top of the page.
- Select **ANYONE** with the link can edit to customize the link options.

# How do I **SHARE** my files?

Set the options you want on your link, then select **APPLY** when you're done.

**ALLOW EDITING**- When you share items with this type of link, people can edit files, and can add or delete files in a shared folder. Recipients can forward the link, change the list of people sharing the files or folder, and change permissions for recipients. If you're sharing a folder, people with Edit permissions can copy, move, edit, rename, share, and delete anything in the folder.

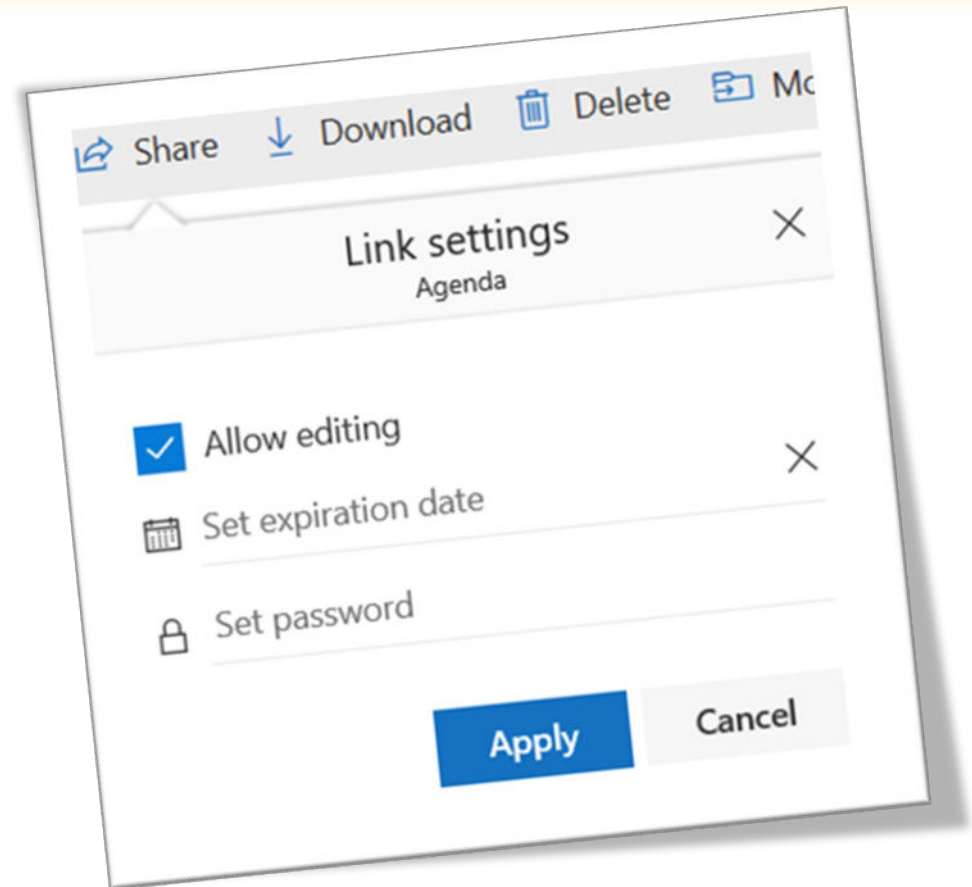
Unchecking this box means that people can view, copy or download your items without signing in. They can also forward the link to other people. However, they cannot make change to the version on your OneDrive.



# How do I **SHARE** my files?

**SET EXPIRATION DATE** - The link will only work until the date you set. After that, the link will be invalid, and you will need to create a new link for users requiring access to your file or folder.

**SET PASSWORD** - When a user clicks the link, they will be prompted to enter a password before they can access the file. You'll need to provide this password separately to users.



# OneDrive For Business Additional Options



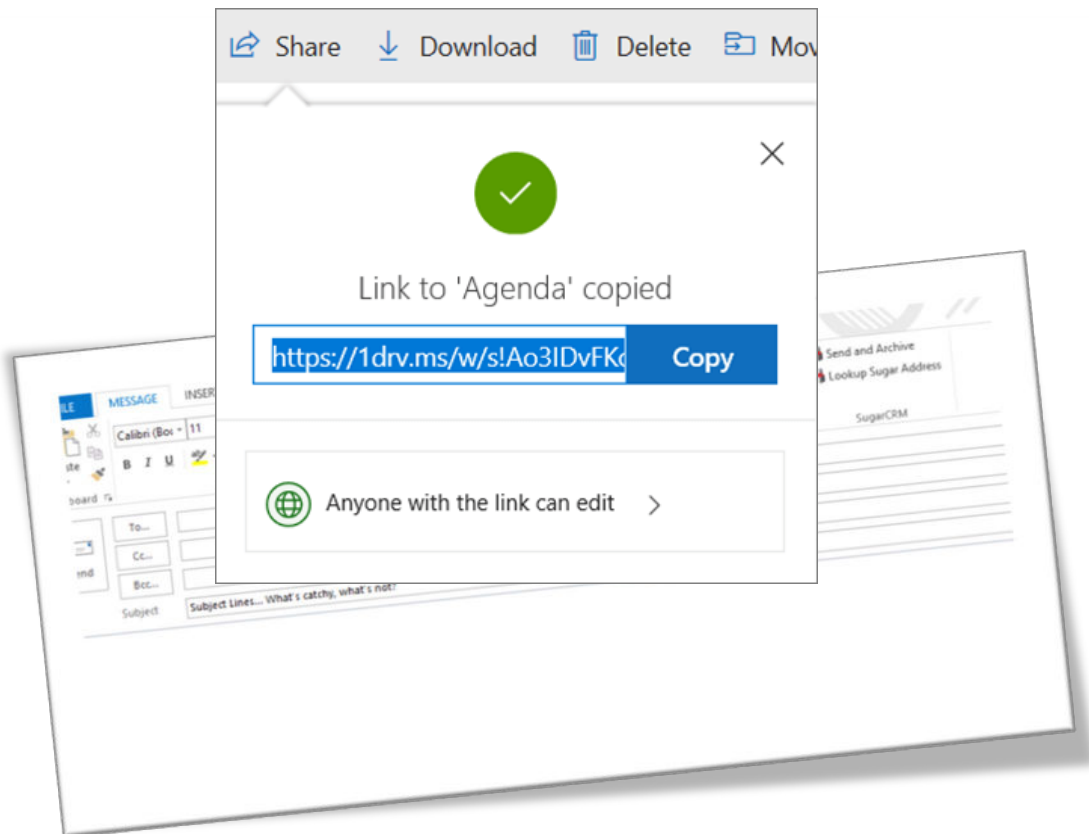
**ANYONE** gives access to anyone who receives this link, whether they receive it directly from you or forwarded from someone else. This may include people outside of your organization.

**PEOPLE IN <YOUR ORGANIZATION>** gives anyone in your organization who has the link access to the file, whether they receive it directly from you or forwarded from someone else.

**PEOPLE WITH EXISTING ACCESS** can be used by people who already have access to the document or folder. It does not change the permissions on the item. Use this if you just want to send a link to somebody who already has access.

**SPECIFIC PEOPLE** gives access only to the people you specify, although other people may already have access. If people forward the sharing invitation, only people who already have access to the item will be able to use the link.

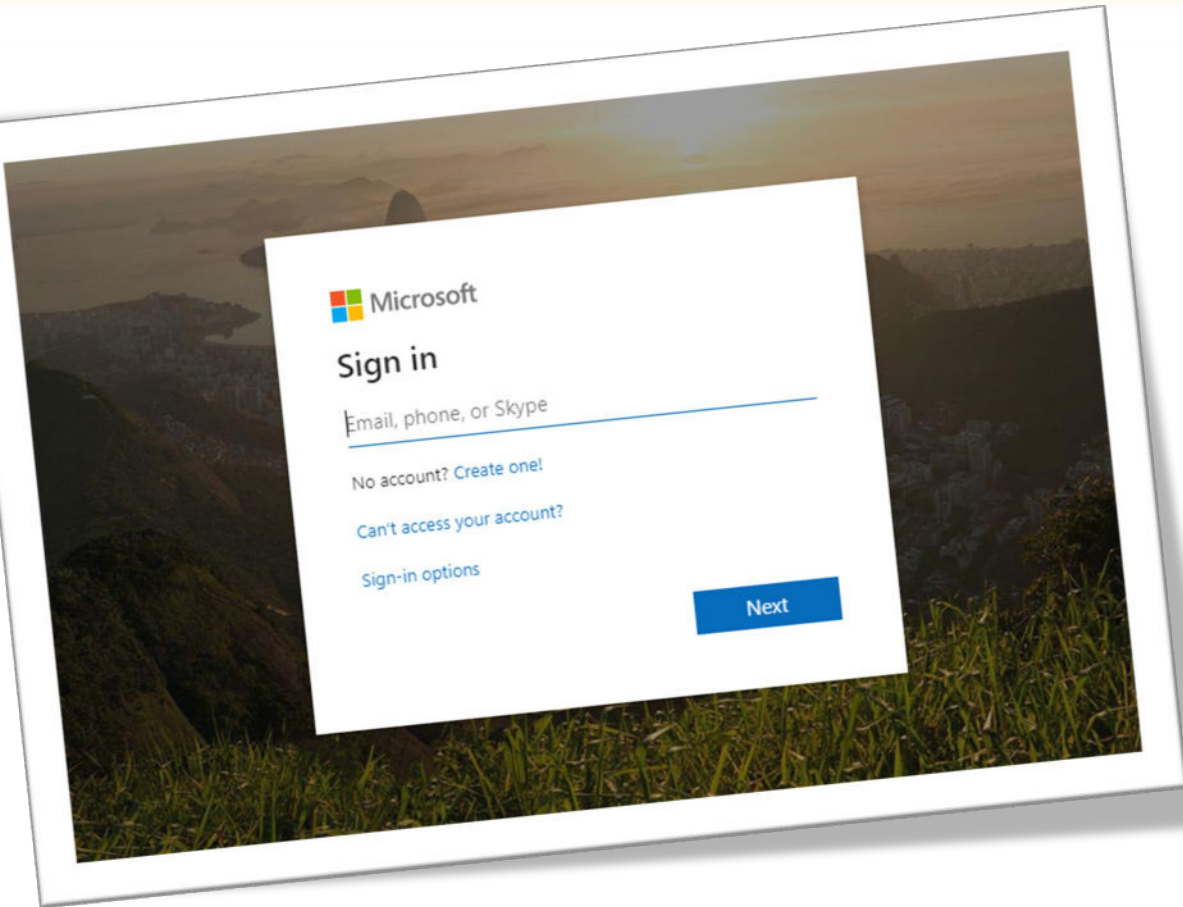
# How do I **SHARE** my files via email?



Once you're back at the main **SHARE BOX**, select **COPY LINK** to copy the link to your clipboard.

**PASTE** the link in an email message or wherever else you're sharing the link.

# How do I access **OneDrive** for Business via **MY BROWSER**?



Go to **login.microsoftonline.com**

Enter your **Username** and **Password**

Select **Shared Libraries**

Select Applicable **File** or **Folder**





There's gotta be  
an **APP** for that.

# Is Office 365 BACKED UP??

**YES.**

Your Office 365 account is fully backed up via Datto  
**3X** daily point in time backup  
Store an unlimited amount of data in the Datto Cloud

**datto**  
datto



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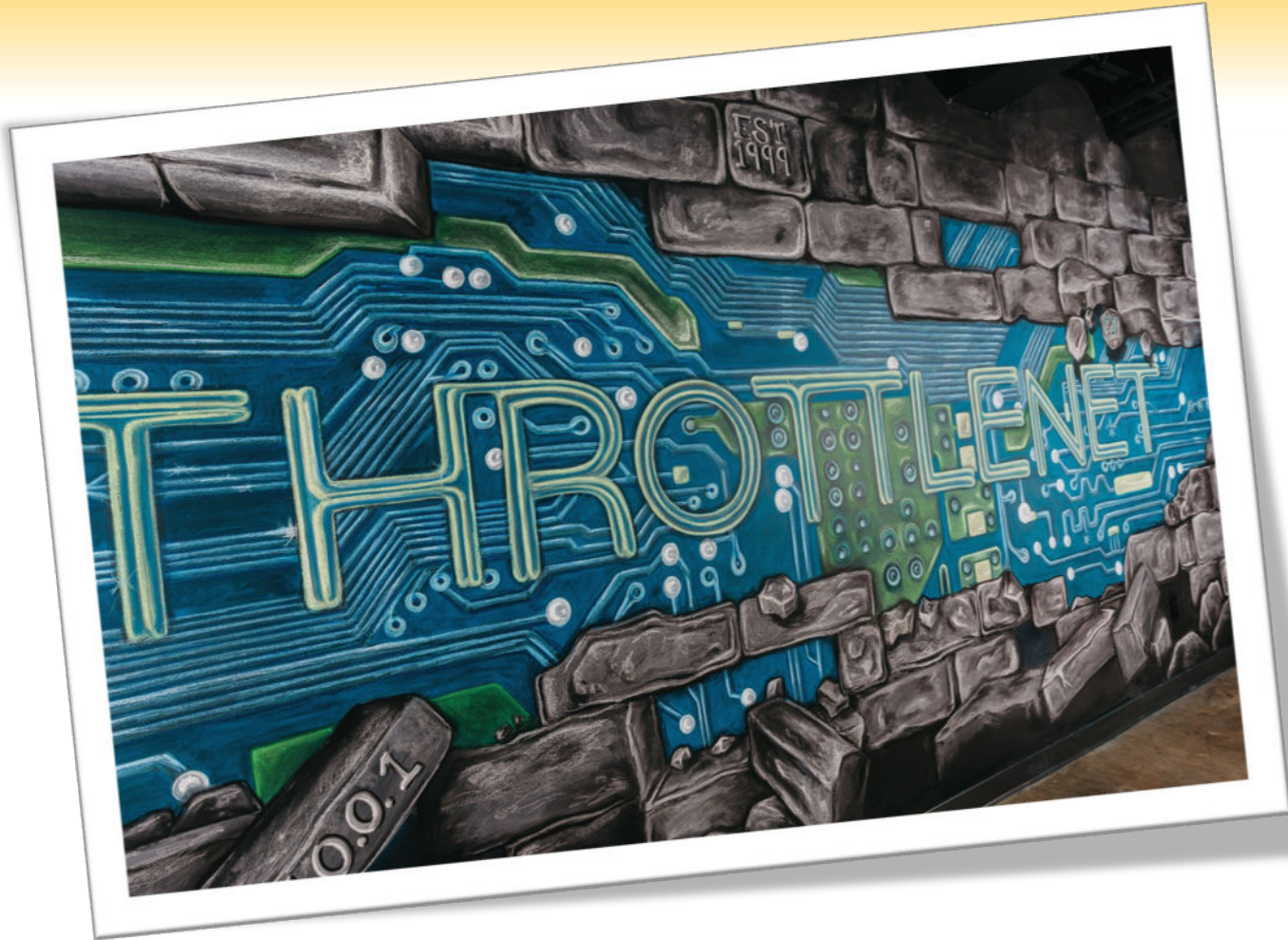
# How much OneDrive STORAGE do I have?



Office 365 E1 Accounts – **1TB**

Office 365 E3 Accounts – **1TB**

# How Can ThrottleNet Help?



As an authorized Office 365 reseller, ThrottleNet can provide you and your team with setup, configuration and training on how to use OneDrive.

ThrottleNet also provides ongoing support for any issues or troubleshooting you may experience using this solution



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# MANAGED SERVICES



# HOSTING SOLUTIONS

Azure

Office 365

# HOW CAN WE HELP?

866-829-5557



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