

In the screenshot alongside you see the OneDrive of the HvA.

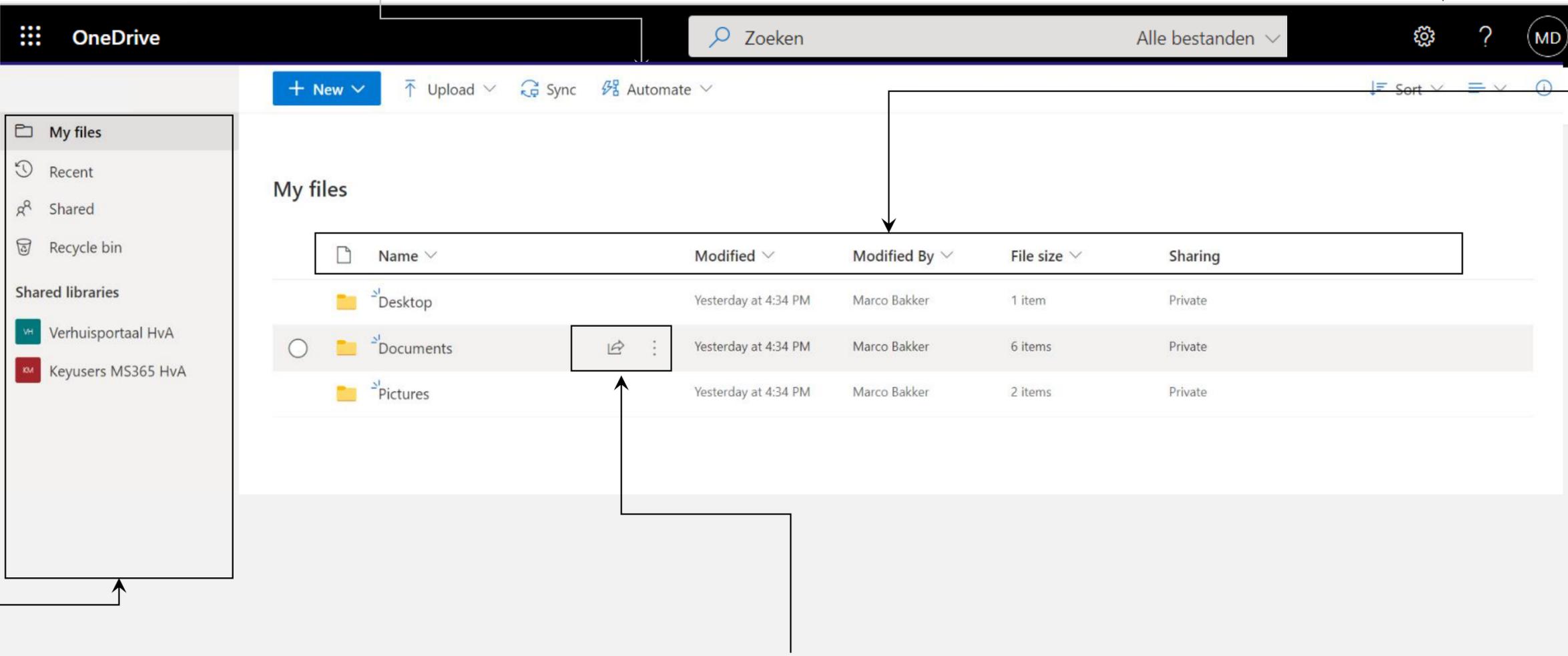
You can find this in Teams if you click on the button 'files' in the left navigationpanel. It is also possible to go to Office.com. Alongside you see how OneDrive looks like in the Office.com interface.

In this instructionmanual we explain the basics step by step.

- If you click on '**New**' you can make a new document.
- If you click on '**Upload**' you can upload the files that are on your computer to OneDrive..
- If you click on '**Sync**' you can install OneDrive to your computer. With this option you can access your OneDrive files through your laptop's explorer.
- If you click on '**Flow**' you can automate your workflow with Microsoft Flow. If you want more information click on the questionmark.

- If you click on the **gear-icon** you go to the settings of your OneDrive. Here you can change your language and which notifications you want to receive. If you don't change your notification-settings you will receive an e-mail everytime someone changed a file.
- If you click on the **questionmark** you get access to the tips and tricks Microsoft, here you can also find the contact details of the HvA-servicedesk.
- If you click on your **initials** you go to your account details and can adjust personal settings.

- '**My files**': all your files.
- '**Recent**'; here you will see the files that you have last edited.
- '**Shared**': overview of files shared with you or those you've have shared with others.
- '**Recycle Bin**': files deleted no longer than 30 days ago.
- '**Shared libraries**'
Overview of storage locations of the Teams you are member of.



Name	Modified	Modified By	File size	Sharing
Desktop	Yesterday at 4:34 PM	Marco Bakker	1 item	Private
Documents	Yesterday at 4:34 PM	Marco Bakker	6 items	Private
Pictures	Yesterday at 4:34 PM	Marco Bakker	2 items	Private

- '**Name**': the name of the map or file.
- '**Modified**': date and time when a file or folder has been changed.
- '**Modified by**': who changed the file.
- '**Shared**': if the file has been shared with others.

- If you hover your mouse over a file or folder you can **share** the document or folder with others. There is a separate instruction manual that covers this subject: **Sharing documents with OneDrive**. You can find this instruction on the A-Z page of OneDrive.
- If you click on the 3 vertical dots you can **move, copy, download, remove share** and **change the name** of the file or folder.