

Introducing OneDrive for Business

OneDrive for Business is Microsoft's cloud storage service, which comes as part of the Conservatoire's Office365 subscription. OneDrive for Business allows you to access your files from any computer, tablet or phone that has an internet connection. You can share your documents securely with other people.

OneDrive for Business is a completely separate service from OneDrive (which is tied into your personal email account). You should not save Conservatoire-related business documents into your personal OneDrive account.

FAQs

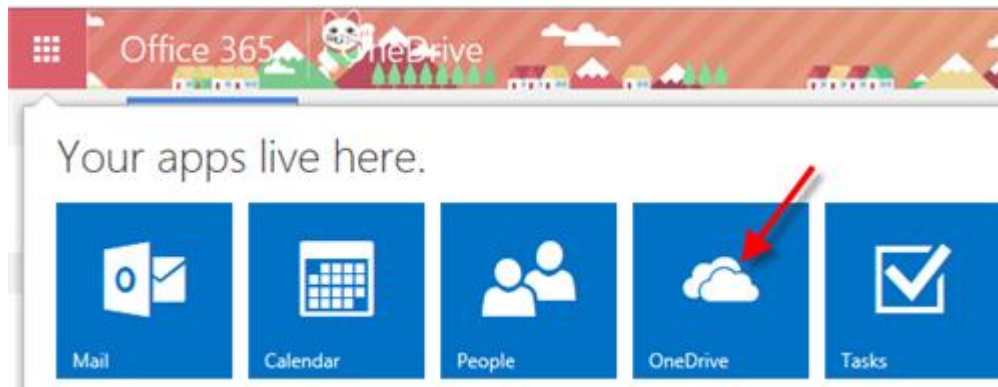
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Q. How do I access OneDrive for Business?

There are several ways to access your OneDrive for Business storage.

Using an internet web browser

- Log into your email at <https://outlook.com/rcs.ac.uk>
- Click on the Apps button in the top left hand corner
- Select OneDrive



Using a mobile device

- You can download the OneDrive for Business app from your device's app store or from the [Microsoft website](#)

Q. What should I be uploading to OneDrive for Business?

As with all cloud-based storage services, you must be aware of uploading and sharing sensitive content onto OneDrive for Business.

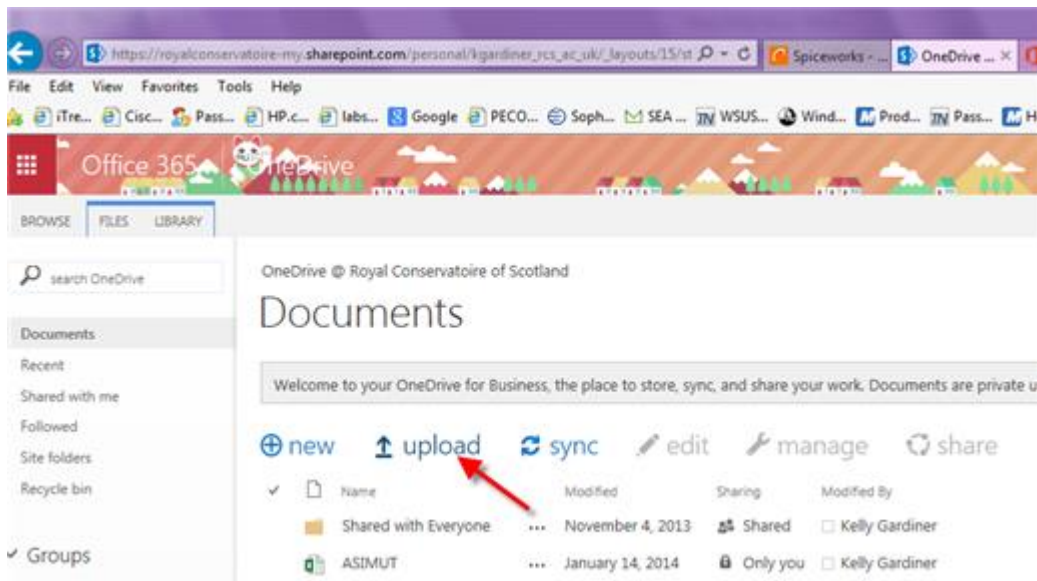
OneDrive for Business should not be used for storing or transferring restricted, sensitive or legally regulated information. This includes personal information such as financial account numbers, credit / debit card numbers, usernames or passwords, etc.

Copyrighted material should also not be stored in OneDrive for Business.

Q. How do I upload files?

You can easily upload files using OneDrive for Business through Outlook Web Access. The default landing page will show you all of your documents currently stored in OneDrive for Business.

Click on the upload button and then select files through Windows Explorer

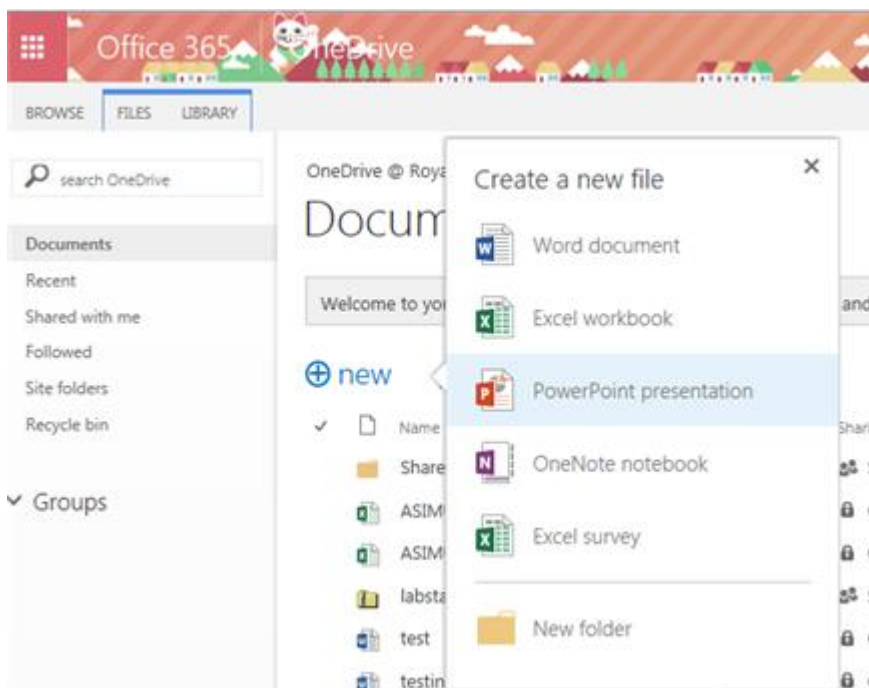


You can also drag and drop files from your PC into your OneDrive for Business documents window. You must be using Internet Explorer for this to work.

Only appropriate content should be uploaded and stored in OneDrive for Business.

Q. How do I create new files?

Click on New and then select the file type you wish to created

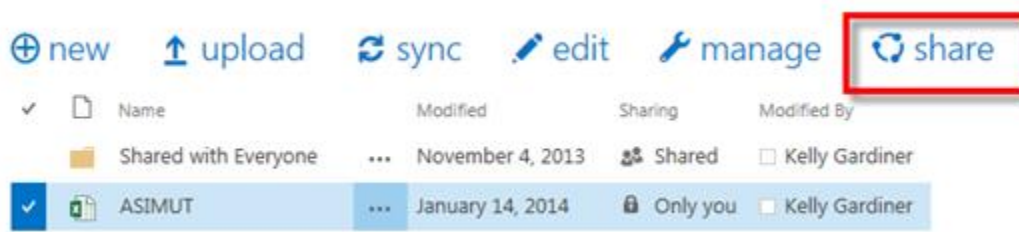


You can also create new folders in here in which you can store and share documents.

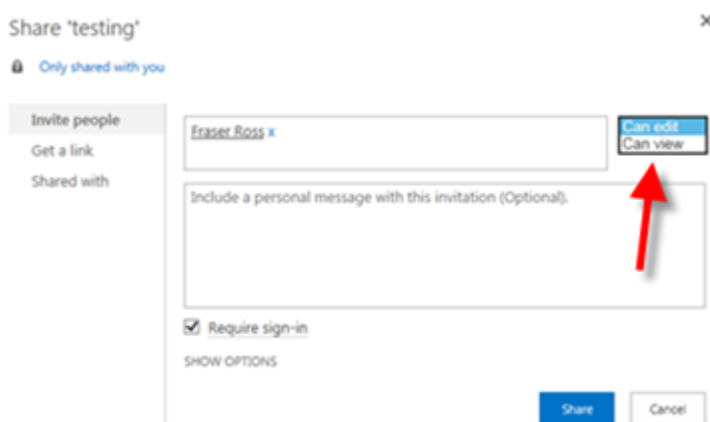
Q. How do I share my files?

OneDrive for Business can be used to share documents with others, both inside and outside the Conservatoire. With the exception of documents placed into the 'Shared with Everyone' folder, all documents are private until shared.

To share a file, select the file from the documents list and click Share



Enter the names or email addresses of the people you want to share the file with and select the permissions from the drop down menu on the right hand side



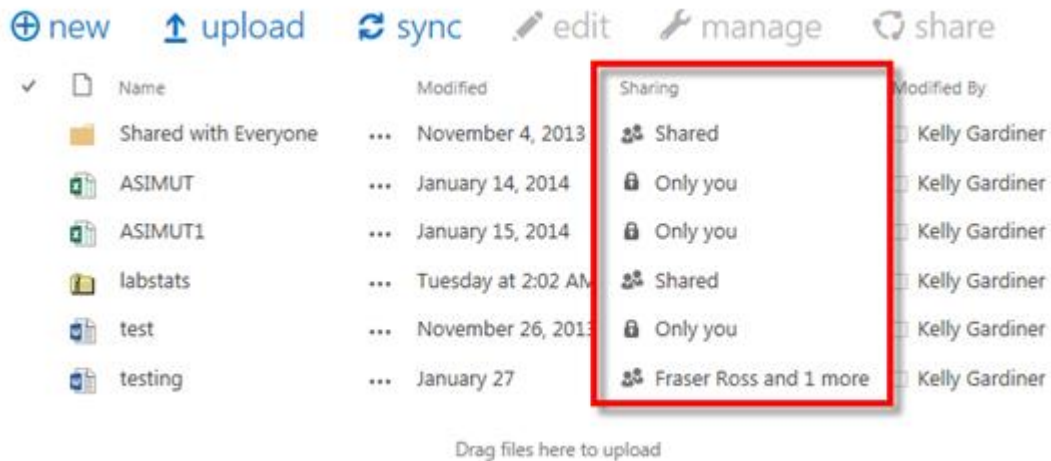
You can add a message that will be included in the email that's sent to all invitees. If you don't want to send an email click on Show Options and uncheck the Send an email invitation box.

Click Share to complete.

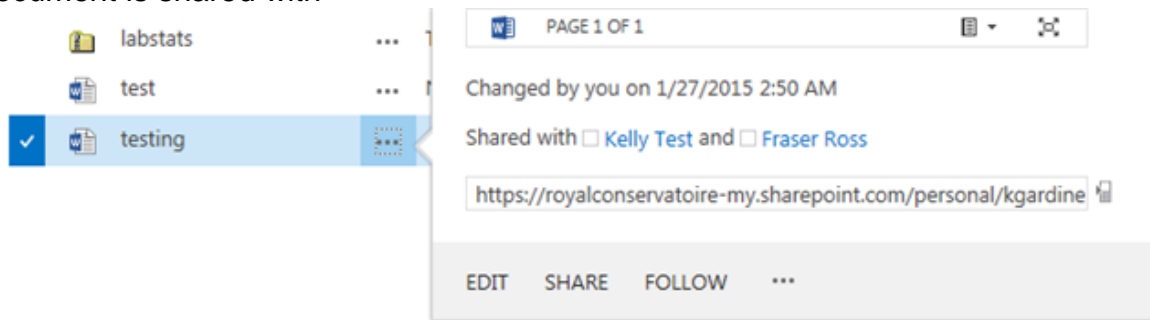
Further information can also be found on Microsoft's website [here](#)

Q. How I do I see who I'm sharing a document with?

From a quick glance, you can see which of your documents are shared in OneDrive for Business



You can see a full list of users who have access to a file by clicking on the more info.. button beside the document name and this will reveal the users that the document is shared with



To amend the permissions, click Share

Q. Can I transfer items from my personal OneDrive to OneDrive for Business?

Your personal OneDrive and OneDrive for Business accounts are completely separate. If you wish to transfer files from your personal OneDrive account you need to download them to another location such as desktop or USB drive, and then upload them to your new OneDrive for Business account.

Q. How do I recover a deleted item?

Documents that you have deleted from your OneDrive for Business account will be held in the recycle bin for 30 days. **After 30 days the files are automatically deleted permanently and will not be recoverable.**

Q. What happens to my documents when I leave the Conservatoire?

Any files stored in your OneDrive for Business account will be inaccessible when you leave the Conservatoire and deleted permanently

Q. What browser should I use?

We recommend that you use Internet Explorer for full functionality of OneDrive for Business.

Q. Where is data on OneDrive for Business kept?

Microsoft have made investments to create European based only data servers where all of the Universities OneDrive for Business storage is kept. Further information can be found [here](#)