


Ministry of Central Services

This document answers questions about managing files and folders in OneDrive, saving files, creating new documents, how documents will function, version history and deleting folders.

1. How do I manage files and folders in OneDrive?

OneDrive enables you to view, create and manage your OneDrive files any time, any place and on any device. This means you have access to the current version of your documents at all times, without the need to email it to yourself or use risky thumb drives to transport copies of it.

a. Local Computer:

- i. Press the  +E (windows key and E key at the same time) to open File Explorer
- ii. Select OneDrive in the left navigation
- iii. Manage and access files the same way you always have

b. WEB:

- i. Right click on the OneDrive (blue cloud) icon in the Windows system tray
- ii. Select the “View Online” option
- iii. Navigate to the folder you wish to manage
- iv. Use the “New” button to create a new folder or file of any type
- v. Use the “...” beside any file or folder to manage it in any way such as rename, move, delete, share, etc.

c. APP:

- i. From OneDrive app:
 - Open the OneDrive app on your mobile device.
 - Tap a file to preview it

d. Home / non-GoS computer:

- i. In a browser window, type office.com
- ii. Log in with your GoS O365 credentials (ie: jspringt@gov.sk.ca) and password

2. How do I save files to OneDrive that have been stored in another location?

OneDrive enables you to save documents to OneDrive in a couple of ways:

a. Local Computer (*if saving to your Documents folder only)

- i. Save your document as you always have
- ii. Select “OneDrive” in the left navigation



OneDrive Files and Folders Basics

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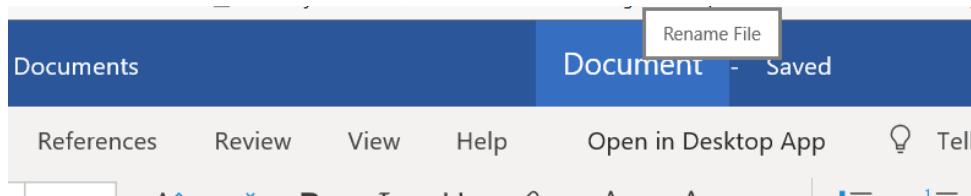
- iii. Select the folder you wish to save it in, name file and save (same as before)

b. WEB:

- i. Access OneDrive web by right clicking on the OneDrive Sync icon in system tray and selecting “view online” or through **office.com** if you are not on the GoS network.
- ii. If prompted for login, please use your eight-character USERNAME followed by @gov.sk.ca (ie: jsmith@gov.sk.ca)
- iii. Select Upload > Files
- iv. Select the files or folder you want to upload.

2. How do I create a new document when accessing OneDrive via the web?

- a. Navigate to the folder you wish the new document to be created in
- b. Click the small dropdown arrow beside “New”
- c. Select the type of document you wish to create
NOTE: the file is immediately saved with a temporary name such as “Document.docx”, “Book.xlsx”, “Presentation.pptx”, etc in the location you selected
- d. To rename the file, click on the current name of the file in the top blue tool bar and enter a new name for the file



NOTE: if you select “File | Save As”, you will have the temporary file (ie: document.docx) version of the file as well as the second, “newly named” version of the file

3. File > Save isn't in my menu options. How do I SAVE my file in OneDrive?

Files located in OneDrive automatically save as you work. There is no extra step needed.

4. Will all of my documents still function the same?

Yes, all documents will function exactly as you are familiar with. OneDrive simply changes where they are stored and enables you to access them from anywhere, any device, etc.

5. What is document version history and how do I use it?

OneDrive has automatic version control, so you can automatically view earlier saved versions of a file without the need to save multiple versions with updated dates or names (v1, v2, etc.)

In OneDrive online, click the three dots : beside the file, and select “Document History.” It will present you with each saved version of the file, where you can then select any version by date to view and download a copy.

6. Why can't I delete a folder from OneDrive Online?

A folder must be empty to be deleted from the online version of OneDrive.

To delete, you can either open the folder, delete all contents, then delete the folder OR open File Explorer from your computer and delete the folder with all of its contents.