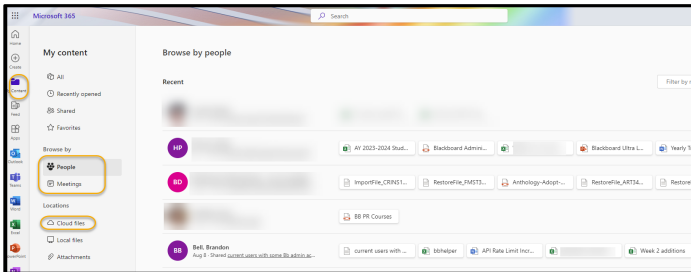


## Accessing Your OneDrive Files Online

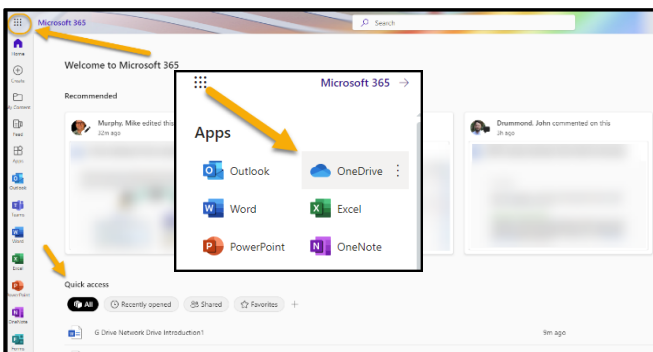
For a convenient method of filtering and displaying your files, utilize OneDrive online. This platform enables you to not only peruse files you've shared but also conduct searches categorized by applications like Word documents, PowerPoints, Excel sheets, and PDFs. Furthermore, you can designate certain files as Favorites and access a log of recent activities.

To begin, navigate to office.wm.edu. Ensure that you are logged in using your W&M credentials.

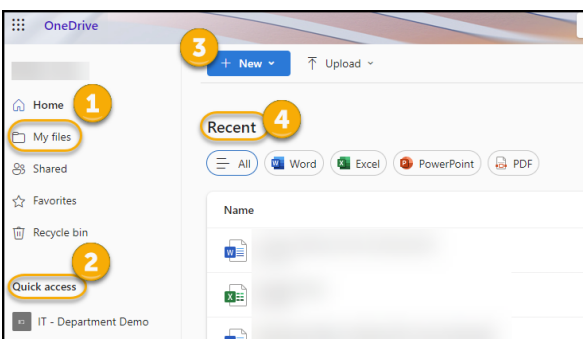
**You can search under My Content to locate specific files that have been shared by people or meetings or cloud files.**



**To access OneDrive online make sure to select the application within the apps feature.**

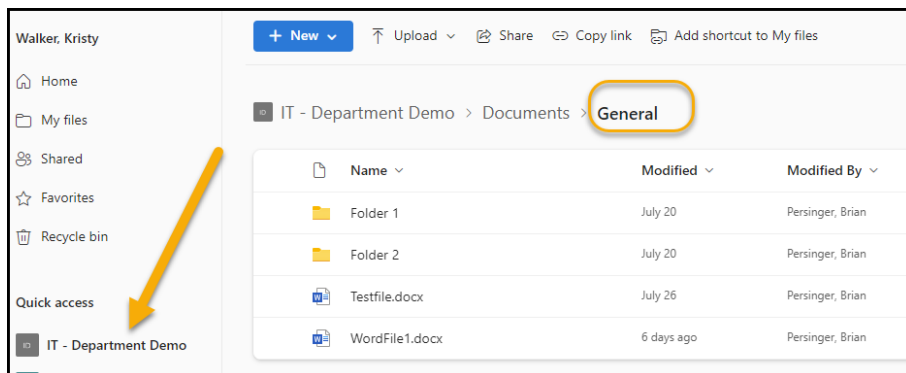


**Once logged into your drive, you will notice several key features.**

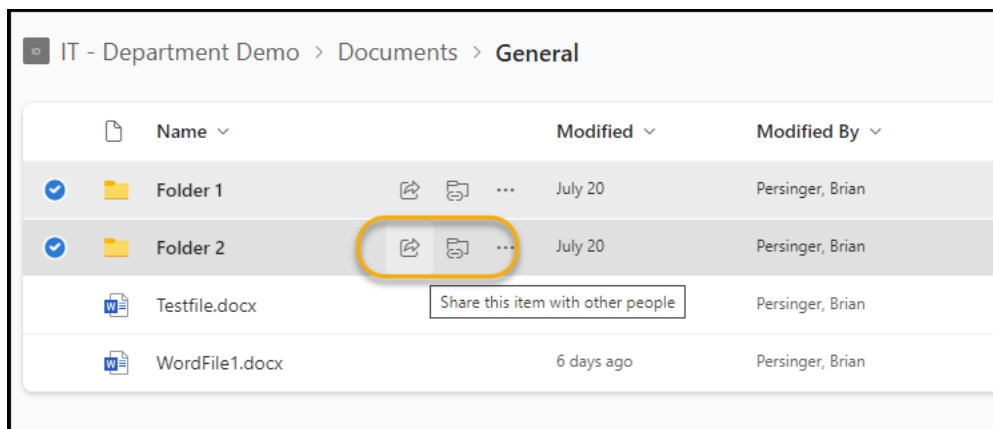


1. "My Files" Section – This section comprises your files, including shortcutted ones, and provides comprehensive details about sharing, modification dates, and activity history.
2. "Quick Access" – This feature enables you to swiftly reach your Teams files that have been shared across different Channels.
3. "New/Upload" – This option grants you the ability to introduce a fresh folder or new Word, Excel, or PowerPoint files into your directories. You also have the option to generate a link to your recently listed files.
4. "Recent" – This section displays all your most recent files and grants you the capability to search or filter them based on the application they belong to.

Inside the Quick Access section, you will observe that the Department/Network Drive General folder is readily available for you. Additionally, you have the capability to upload and introduce new files to this space, granting your department access to them.



You can choose specific folders or files to share with others or create a shortcut on your desktop under the “My Files” area.



When choosing to “Share” make sure to review all the settings before sharing with others. To change the settings, click on the gear icon or the three dots to choose to share your file or folder within Outlook.

The default for Sharing Options are People you choose. Please make sure to choose who can have viewing and editing rights when completing the sharing options.

