

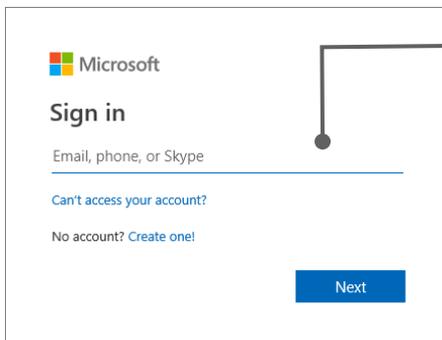
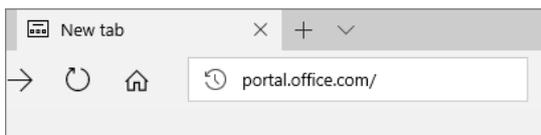
Get Started with OneDrive for Business on the web

OneDrive for Business

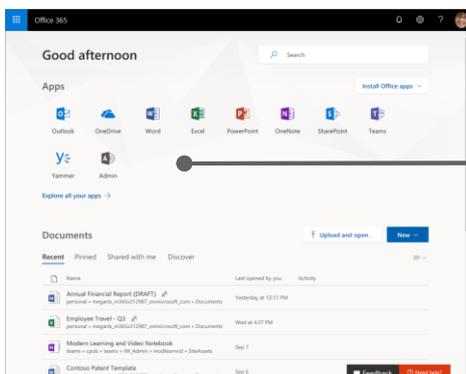
Sign in to Office 365 and open OneDrive for Business

(**Note**, If you are signing into Office365 from a non-council device such as a personal laptop or computer, you must first set up secure access to Office.com. Please see this [guide](#) to set up secure access to Office.com.)

In a Chrome or Edge web browser, go to <https://portal.office.com> or <https://office.com> > Sign in



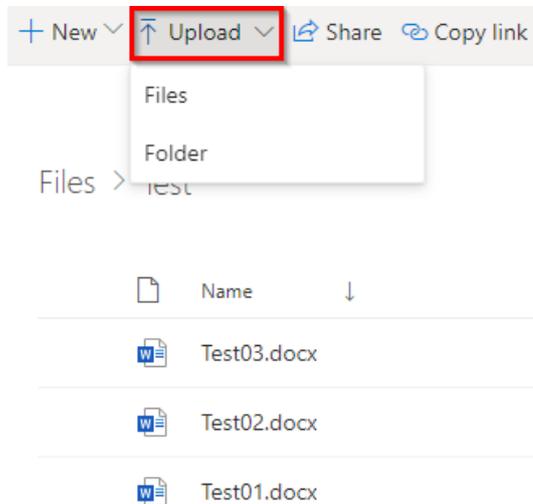
Enter your email address:
<name>@brighton-hove.gov.uk



Sign in to **office.com**,
then select **OneDrive**

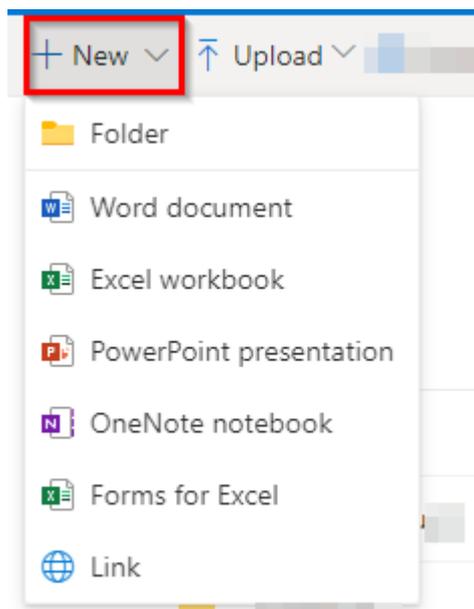
Upload File

Select **Upload > Files**. Select the file or files to upload and then select **Open**. Or drag and drop from File Explorer.



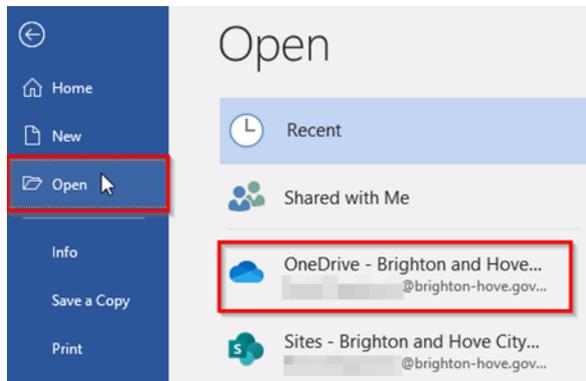
Create a file

Select + **New**, and then select the type of file to create



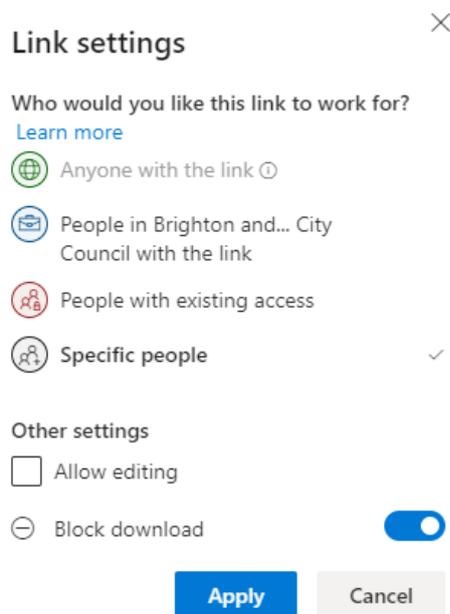
Open files in Office

Open Office app (Word, Excel, PowerPoint) > **File** > **Open** > **OneDrive – Brighton and Hove...** > find document > open document



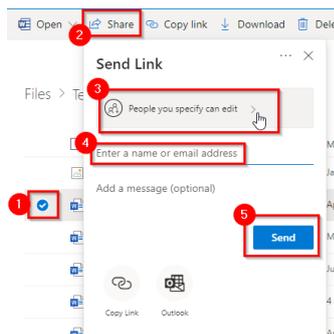
Sharing

Note: Sharing with "Anyone with the link" option is not enabled.



Share a file or folder

Select file/ folder > Share > enter email address of the person you are sharing > add optional message > Share. Only specified person can access this file.



Another sharing link setting is to share with the people in BHCC. This option allows you to create a link for anyone in BHCC to access a file/ folder. Anyone in BHCC who has this link can open file.

Link settings ✕

Who would you like this link to work for?

[Learn more](#)



Anyone with the link ⓘ



People in Brighton and... City Council with the link



People with existing access



Specific people ✓

Other settings



Allow editing



Block download



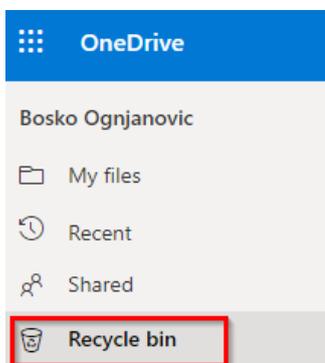
Apply

Cancel

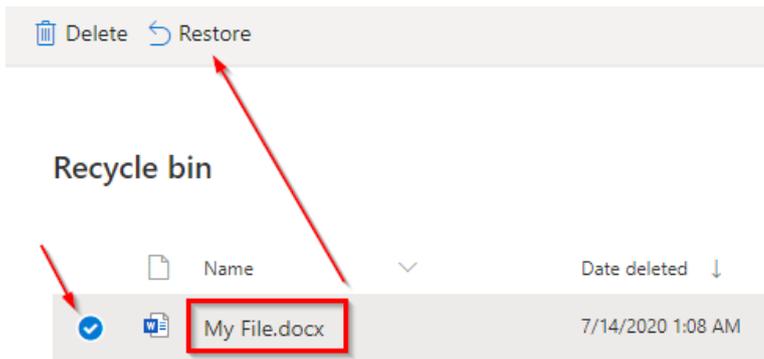
Restore deleted items

When you delete OneDrive files, they're sent to the site Recycle Bin (also called the first-stage Recycle Bin), where you can restore them if you need to.

1. **Login** to your [O365 portal](#) and open **OneDrive**
2. Go to **Recycle Bin**



3. Select deleted file/ folder
4. Click on **Restore** (top menu)



You can restore items for 90 days from the time you delete them from their original location. They stay in the site Recycle Bin the entire time, unless someone deletes them from there or empties that Recycle Bin. In that case, the items go to the site collection Recycle Bin, where they stay for the remainder of the 90 days.

If you need a file that you have not recovered yourself within the initial 90-day period, raise a request on [MyServiceHub](#), providing the name of the deleted file so that it can be recovered by IT&D within the further 90 days period.

Further advice and information

Microsoft's 365 Learning Centre also has some great resources, including short videos for getting started with the different features of OneDrive

OneDrive Overview

[What is OneDrive for Business](#) (video) - *(External - Personal Laptop)*
[OneDrive video training](#) Work or School - *(External - Personal Laptop)*

OneDrive Quick Start

[OneDrive QuickStart](#) *(BHCC Laptop/ Device)*
[OneDrive QuickStart](#) *(External - Personal Laptop)*

Intro to OneDrive (work or school)

[Intro to OneDrive \(work or school\)](#) *(BHCC Laptop/ Device)*
[Intro to OneDrive \(work or school\)](#) *(External - Personal Laptop)*

Manage your files with OneDrive

[Manage your files with OneDrive](#) *(BHCC Laptop/ Device)*
[Manage your files with OneDrive](#) *(External - Personal Laptop)*

Share with OneDrive

[Share with OneDrive](#) *(BHCC Laptop/ Device)*
[Share with OneDrive](#) *(External - Personal Laptop)*