



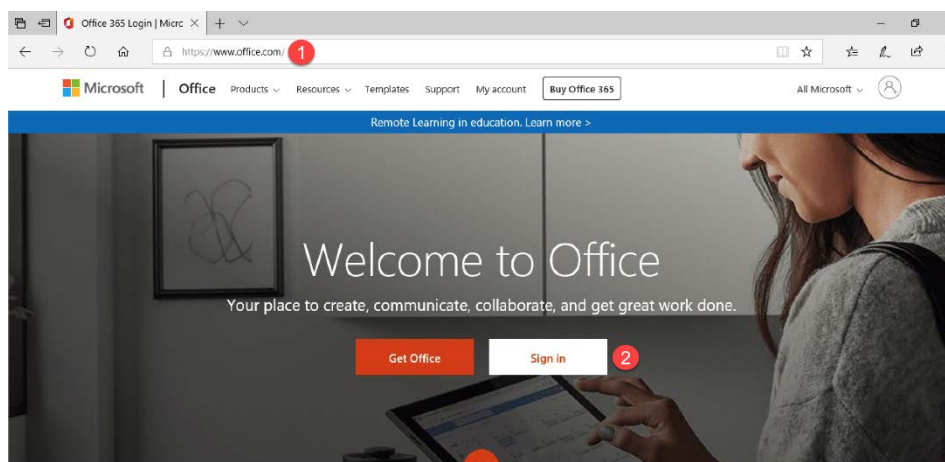
Microsoft OneDrive

Microsoft OneDrive is an online storage platform for your corporate files. OneDrive should be used in a similar manner to your H: drive within the MTM environment and within Citrix.

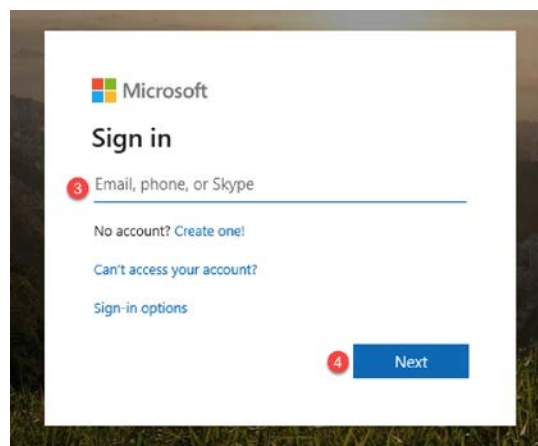
Important note: Uploading files to OneDrive will create duplicate files. To maintain a single source of true, it is recommended to remove the source files once you have successfully uploaded and verified your files in OneDrive.

To upload files to OneDrive from within Citrix:

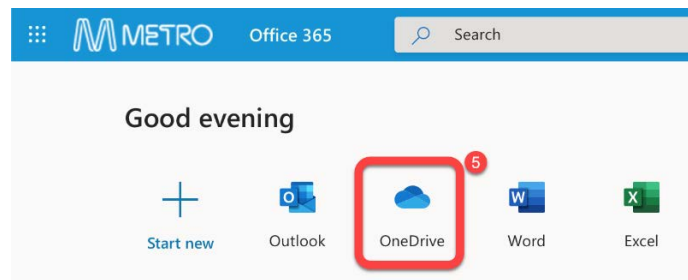
1. Open Edge browser and navigate to <https://www.office.com>
2. Select Sign In



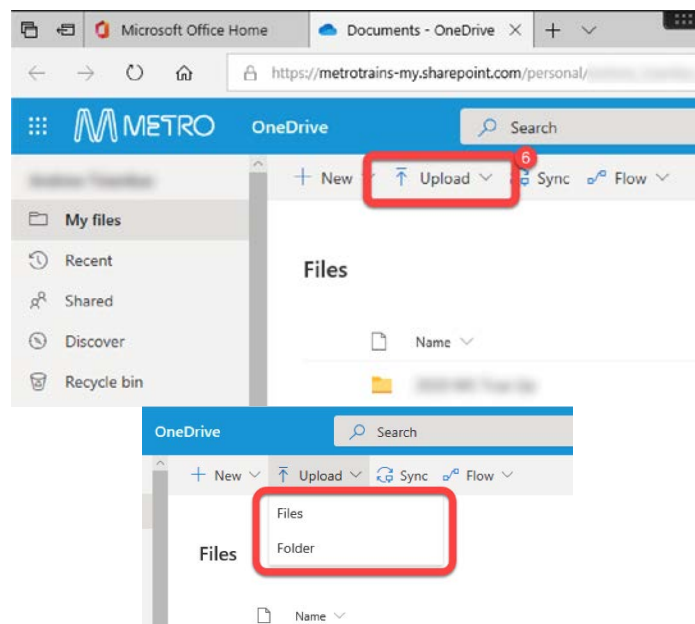
3. Login using your MTM email address and password if requested to do so
4. Press Next



5. Select the OneDrive icon

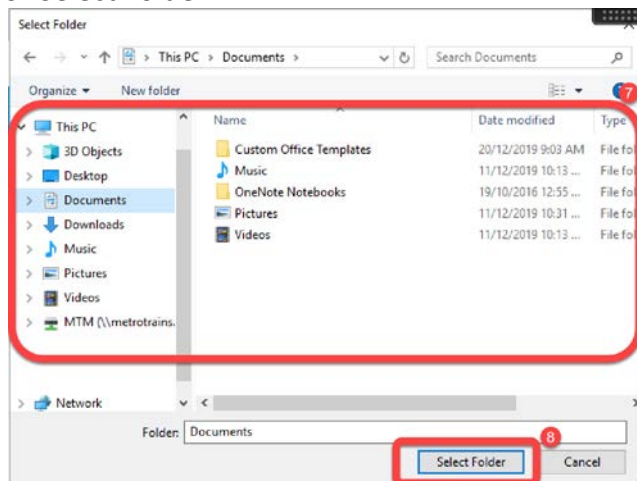


6. Select Upload, then either Files or Folder

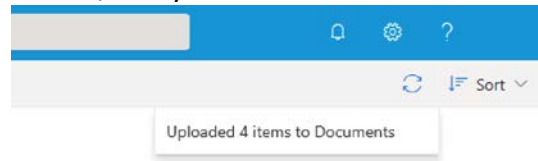


7. Browse to the location of the file or folder you wish to upload

8. Click Select File or Select Folder



9. The upload will commence, and you will be notified once complete.

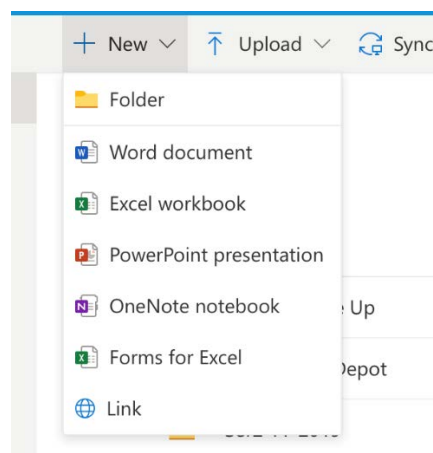


10. The files and folders are now accessible on another browser, OneDrive desktop or mobile client.

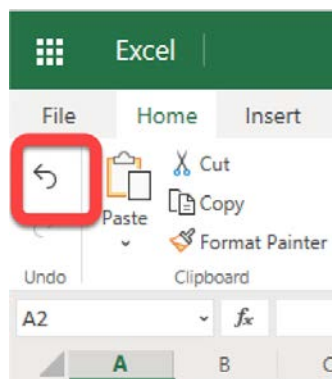
Working with files in OneDrive

OneDrive allows you the flexibility of creating new and editing existing Office documents directly within your browser using online versions of Word, Excel, PowerPoint and more. Some advanced functions or features may not be available in the online versions

Create a new document using the New menu, then select the application.

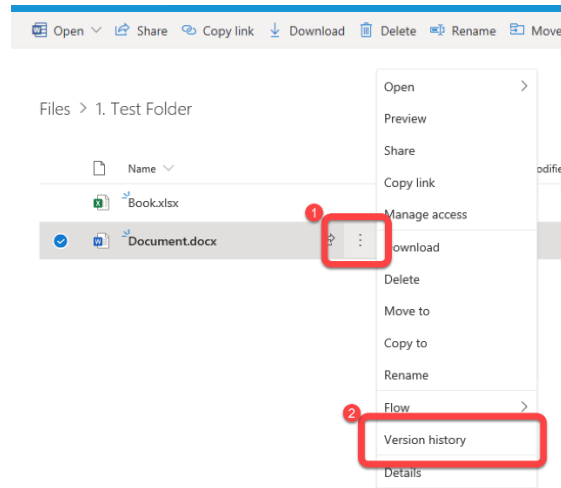


There's no save button in the online applications. Changes made within documents will be saved immediately. To revert changes, use the undo button within the relevant application.

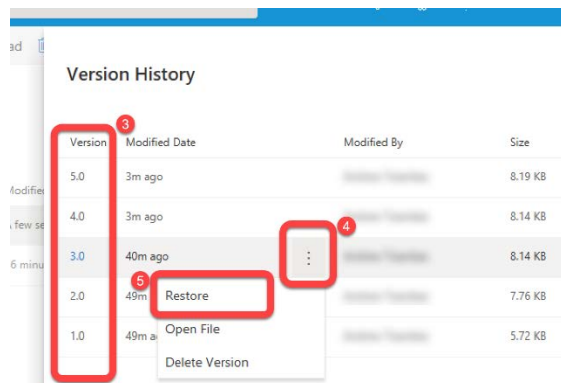


Need a previous version?

1. Locate your file, select the triple dots (or right click)
2. Select Version History



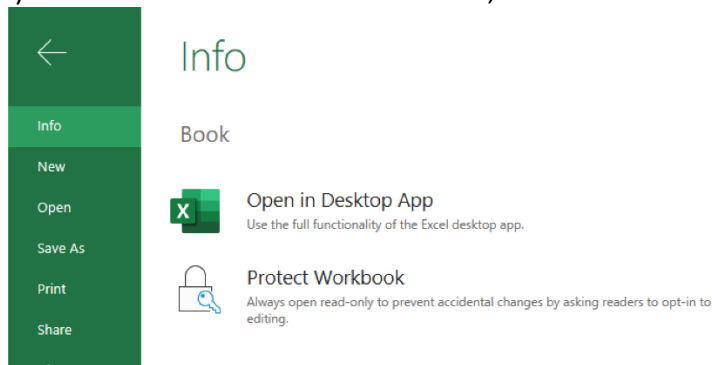
3. Locate the version of file you require
4. Click the triple dots
5. Click Restore



6. The file will be restored and become the current version.

Office Apps

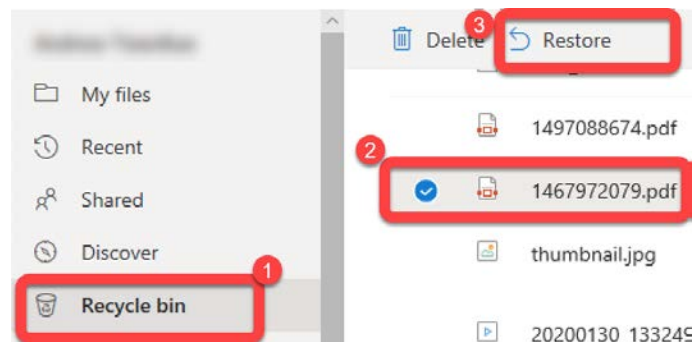
If you need the full functionality of the desktop application, select Open in Desktop App (where applicable). This can be found in the File Menu, then Info



Restoring Files

Deleted something by mistake? Files will remain in the Recycle bin for up to 90 days.

1. Select the Recycle Bin from the left pane.
2. Locate the file, select the checkbox,
3. Select Restore.



4. The file will be restored to its original location.

Tips to access and find files

- Access shared files from Microsoft Teams, SharePoint, or Outlook* all from OneDrive.
- Access and share files from File Explorer in Windows.
- You can access OneDrive on your laptop, tablet, and phone to easily view, edit, and share files from anywhere.
- Select and sync files to your device and check their status in the Activity Centre.
- Recent view, Shared by me/ Shared With me view help you to get back to your most accessed files quickly.
- Use “Discover View” to find the most relevant content based on who you work with and what you’re working on. The information in the Discover view is tailored to each user and doesn't change permissions. You will only see what you already have access to.
- Hover your mouse over a file to see file details including access stats (number of views, who viewed and who modified).
- Use your mobile device to scan paper docs into digital docs, including receipts, business cards, and even whiteboard notes.
- You can search your photos and images by the things in them. For example, find a business card by searching for the individual’s name or an unnamed receipt/whiteboard capture by searching the words “receipt”/ “whiteboard”
- “Me tab” in your OneDrive mobile app helps you see the trends and views on your files.
- View more than 320 different file formats right in OneDrive, including Office documents, PDFs, Adobe Photoshop, Adobe Illustrator, DICOM and 3D files.
- If you suspect your files have been compromised, restore them from any point in time during the last 30 days using File Restore in Settings.

Additional OneDrive resources:

[OneDrive help & learning](#)

[Use OneDrive on iOS](#)

Some content depicted in the above links may refer to programs or features which may not be available.