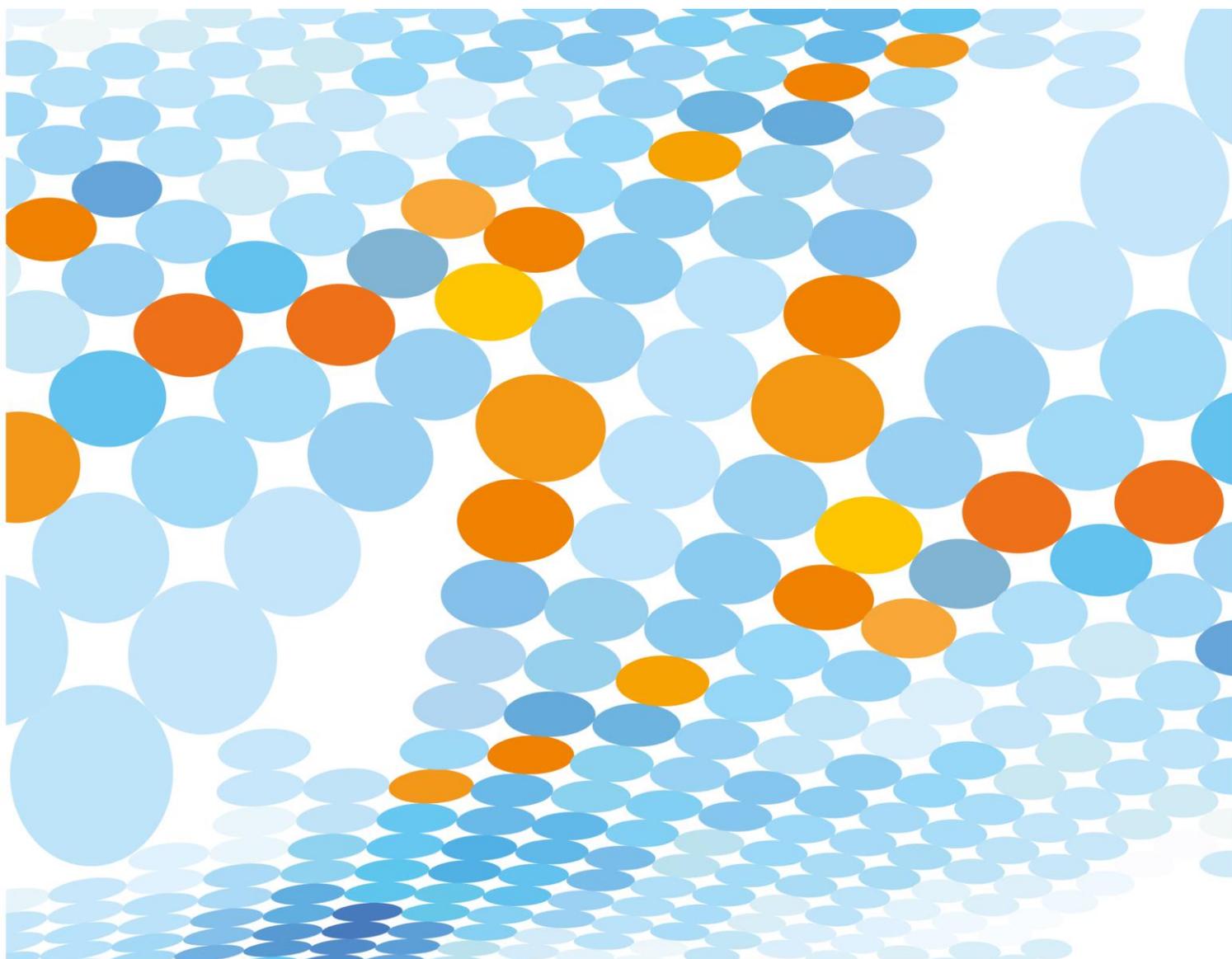


OneDrive for Business

Quick start guide



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About this guide

This guide will help you use Microsoft's OneDrive for Business, a departmentally managed and supported cloud storage solution available to staff and students at Queensland state schools.

This guide includes important considerations that must be acknowledged by staff and students prior to using OneDrive, set up instructions, best practice advice, and links to additional information.

What is OneDrive for Business?

OneDrive for Business is an integral part of Microsoft Office 365 and provides a place in the cloud for you to store, share and sync your work files.

The table below outlines the features available for staff and students through OneDrive for Business.

	Staff	Students
OneDrive Sync Client	x	
Five terabytes of storage	x	x
Word Online	x	x
Excel Online	x	x
PowerPoint Online	x	x
OneNote	x	x
OneNote Staff Notebook	x	
OneNote Class Notebook	x	Students can access Class Notebooks shared with them by a teacher.

What is the OneDrive Sync Client?

The OneDrive for Business Sync Client allows you to synchronise your OneDrive for Business library to your local computer. You can configure the Sync Client to synchronise all files in your OneDrive for Business library, or you can select specific files and folders to sync.

The Sync Client has been centrally deployed to all devices in the Desktop Secure (Staff Desktop) and Mobile Staff (CFT) Organisational Units. Mac users will need to install and configure the Sync Client manually. A comprehensive guide for installing and configuring the Sync Client on Mac devices can be found [here](#).

The Sync client has not been deployed to shared classroom computers, as it not recommended for use in a shared device scenario.

Students using a bring-your-own-device can download the [OneDrive Sync Client](#) to their personal device. Consider the bandwidth implications prior to advising students to download the OneDrive Sync Client to their device. See [Bandwidth best practice](#) and [Introducing students to OneDrive](#) for more information.

Important points to note when using the Sync Client on your device:

- Group Policy has been configured on school devices to allow the Sync Client to be used on Mobile Staff (CFT) and Desktop Secure (Staff Desktop) devices only – the client is unable to be used on Mobile Student and Standard Desktop devices. If you require the Sync Client to be installed on a school desktop device, check with your Orange Card Holder or the IT Service Centre to confirm that the device is located in a Desktop Secure container.
- Prior to syncing files to your device, ensure that [your local drive has sufficient storage available to accommodate file synchronisation activities](#).
- The default folder name for your local OneDrive for Business sync folder is configured to reflect the Department's Office 365 tenant name - *OneDrive – Department of Education and Training*. This cannot be changed or customised.
- Users should consider [configuring bandwidth consumption limits](#) within the Sync Client.
- It is recommended that you do not sync your OneDrive for Business library to your local computer during school hours as this may negatively impact your school's internet performance.

Accessing support

OneDrive is an 'evergreen' Microsoft application. This means that Microsoft may make updates to the application, at any time, which may alter how the application looks and how you interact with the application.

You can request support at any time by logging a support request using the [Service Centre Online](#), or by contacting the IT Service Centre on 1800 680 445.

We recommend self-helping by consulting the [knowledge base](#) in Service Centre Online prior to logging a support request.

Important considerations

Review the considerations below prior to using OneDrive for Business.

Bandwidth best practice

The use of OneDrive for Business at your school will have an impact on your school's bandwidth utilisation and internet speed. The extent of this impact will depend on a number of factors, including your school's available bandwidth and the number of staff and students that actively use the application.

There are a number of ways you can help to reduce negative impacts to internet speed at your school while using OneDrive for Business:

- Avoid uploading large files, or large numbers of files to your OneDrive for Business library during school hours.
- When using the OneDrive Sync Client, use the *Pause syncing* feature within school hours, particularly when you first launch the OneDrive Sync Client or if you've made a large number of changes/additions to your sync folder. This feature allows you to pause synchronization between your local device and your OneDrive library for a specified period of time (e.g., 2, 8, or 24 hours).
- Avoid inserting large images or attachments directly into your Notebooks. When a Notebook is first opened by a user within the OneNote desktop application, all data within the Notebook is synced locally to the OneNote cache. Syncing large files may negatively impact your school's internet speed.

File types

There are no file type restrictions on staff or student OneDrive for Business document libraries – it is an online storage space in the cloud that allows:

- staff to store any *work* related content they may require access to in the performance of their duties; and
- students to store any *school* related work and content.

Information security classification

Staff and student OneDrive for Business document libraries are approved to store files with an Information Security Classification of up to X-in-confidence.

The [Information security procedure](#) provides employees with their responsibilities to appropriately manage information (specifically records, data and information assets) which they may receive, create, use, store or dispose of within the department. This includes classifying information for appropriate protection and/or disclosure.

Staff should ensure they have read and understand this procedure prior to using OneDrive for Business. Staff should also monitor student use of the application to ensure student use is appropriate. See the [Introducing students to OneDrive](#) section below for more information.

While the majority of departmental data (including student data) will not exceed X-In-Confidence, there are some types of data that will achieve an information security classification of Protected, and will therefore not be suitable for storage in OneDrive for Business. The [Information security classification and handling guideline](#) outlines examples of a range of data types and their respective classification.

Examples of information that is considered Protected, and therefore not suitable for storage in OneDrive, includes:

- Student information relating to court orders issued
- Student guidance file information
- Student protection information.
- Sensitive Case Records (sensitive information for individual students by specialist support staff in guidance, nursing, occupational therapy, physiotherapy and speech-language therapy.)

Contact [Information Management](#) if you would like specific advice relating to the classification of information.

Introducing students to OneDrive

The information below will assist staff to introduce students to OneDrive. To ensure students get the most out of OneDrive and use it appropriately, it is important that you share the information below with students.

Getting started

Prior to introducing OneDrive to students, we recommend viewing Microsoft's [OneDrive training videos](#) (refer to 'Work or School' subheading). Together with the instructions included in [Getting started with OneDrive](#), these videos can be used to introduce OneDrive, and assist your students to provision their OneDrive library, and sync, manage and share their files.

Technical support

Advise students to contact their teacher or other school nominated staff member/s if they require technical support or are experiencing an issue with OneDrive. Staff can then follow the steps outlined in [Accessing support](#) to assist students.

Appropriate Use

Sharing files

Students can only share files with people who have an @eq.edu.au email address. This includes staff and students. To share a file, students will need to type the user's full @eq.edu.au email address.

With regards to file sharing, students should:

- only share files with people that they know;
- edit the sharing permissions to 'Specific People', so only people with whom the link is shared can access the file.
- check they have entered the email address accurately before sharing;
- only open files that have been shared with them by someone they know; and
- alert their teacher if they think someone has accidentally shared a file with them, or someone has shared files that are not appropriate.

School vs Personal files

Students should only use OneDrive for Business to share school related files.

School related files include those that are created for the purpose of completing a class activity or an assignment.

Students should ask themselves, '*would I get in trouble or be embarrassed if my teacher saw this file?*' If the answer is 'yes', then it is likely that the file should not be stored in the student's OneDrive.

Examples of files that would not be appropriate to store in OneDrive, include:

- your personal journal or diary (excluding one written as part of a class activity or assignment)
- your contact list (e.g., yours or your friends' addresses, emails, phone numbers, photos etc.)
- account credentials (e.g., social media user names and passwords)
- personal photos and media (e.g., video or sounds files of you, your family and friends).
- Games (excluding assignment related projects)
- Your personal movie or television collection

Encourage students to check with their teacher/s if they're not sure whether a file should be stored in OneDrive for Business.

Syncing files

Advise students that use of OneDrive for Business can affect the school's internet speed.

To avoid negative impacts, students should avoid:

- uploading large files, or large numbers of files to their OneDrive library during school hours
- inserting large images or attachments directly into OneNote Notebooks or Class Notebooks.

Deleted files

All deleted files and folders are archived and a copy can be retrieved at any time. If students need to recover any files, follow the steps outlined in [Accessing support](#) to assist.

Enrolment status

When a student's enrolment status changes (e.g., following move to non-state school, Year 12 graduation), they will no longer be able to access their @eq.edu.au email or OneDrive library. Advise students to back up any files/emails they wish to keep prior to their enrolment status changing.

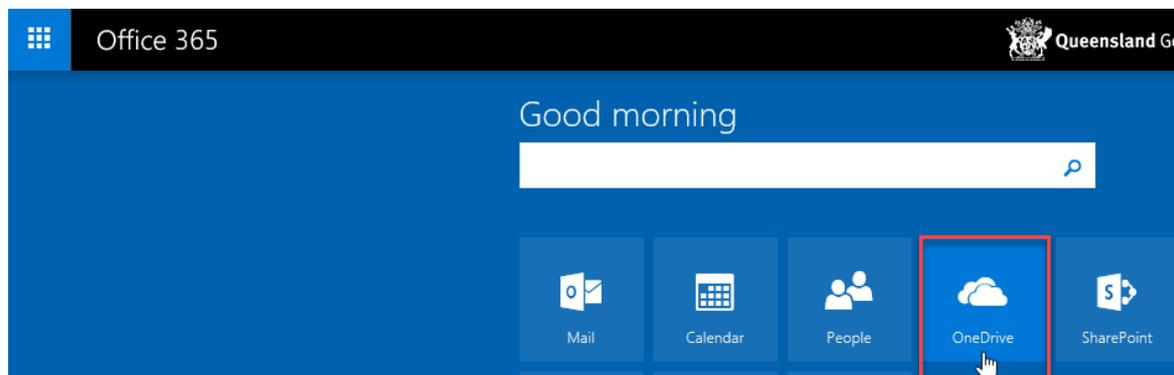
General advice

Proactively encourage students to exhibit safe online behaviours and protect themselves and their information. Some safe online behaviours include keeping passwords private, thinking before sharing information, seeking permission if unsure, locking devices when not in use, and logging out when finished. Refer to the department's [iSecurity](#) website for advice tailored to [Prep to Year 6](#) and [Year 7 to Year 12](#) students and [staff](#).

Getting started with OneDrive

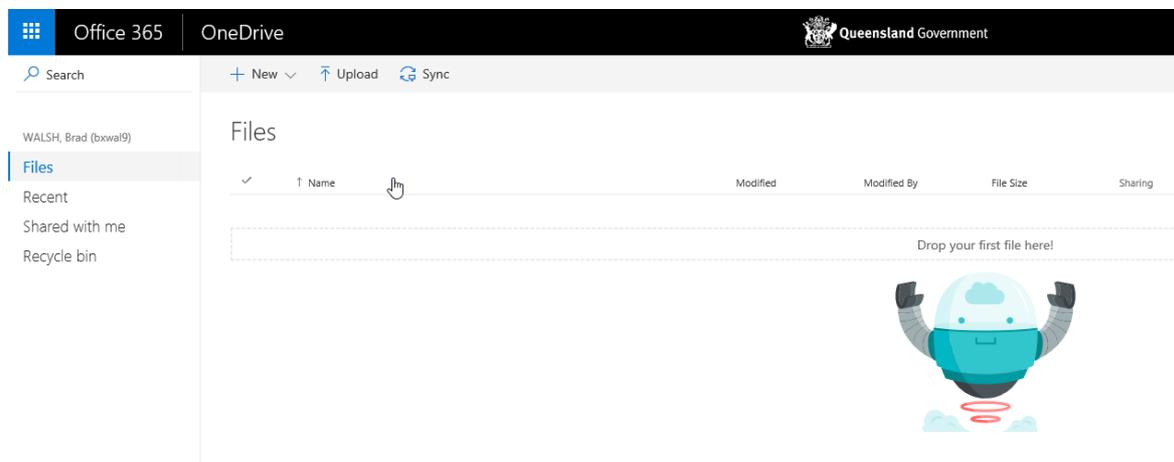
Provision your OneDrive library

To access your OneDrive for Business library, simply click on the *OneDrive* tile from within the Office 365 app launcher or Portal homepage.



Your OneDrive for Business library is automatically configured the first time it is launched. This may take up to 10 minutes to finalise. Once configuration is complete, you will be presented with your empty OneDrive for Business library.

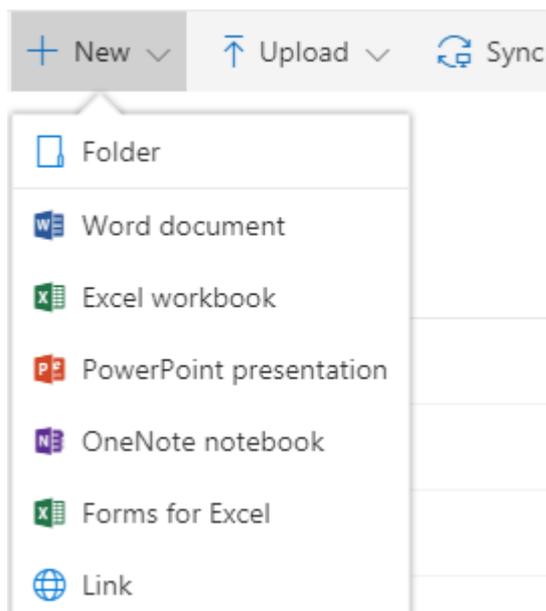
Note: If configuration takes longer than 10 minutes, click on another Office 365 application (e.g., Mail), then click on the OneDrive tile again.



Create and upload documents

New documents can be created directly within OneDrive for Business or you can upload existing documents from your local machine.

To create a new document, click on the *New* button and select the type of document you wish to create.



To upload a document, either click on the *Upload* button or drag and drop a document from your local machine into the OneDrive application window.

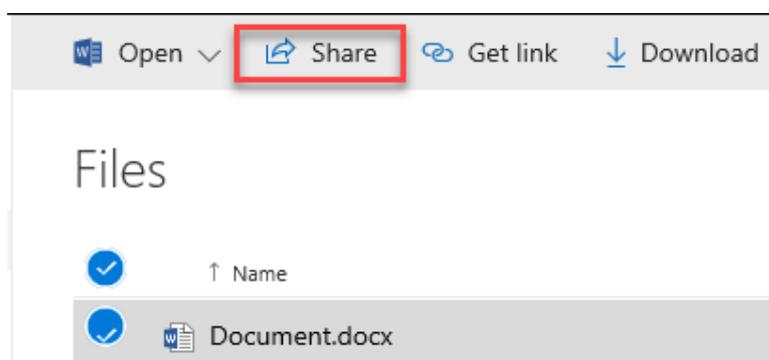
Share a document or folder

Documents or folders within OneDrive for Business can be shared with your colleagues within the EQ network. To share a document with a colleague at the same centre code, simply search by first name or surname. To share a document with a colleague at another centre code, you will need to search using their full email address.

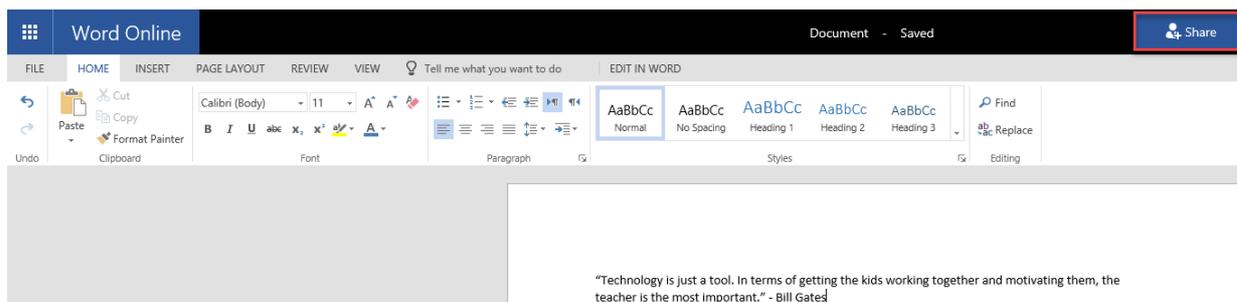
Please note that sharing external to the EQ network (i.e., any email address other than @eq.edu.au) is not supported.

You can share a document from OneDrive for Business in a number of ways:

1. Select the checkbox next to the document you would like to share, then click on the *Share* button in the toolbar, fill in the options and click *Share*.

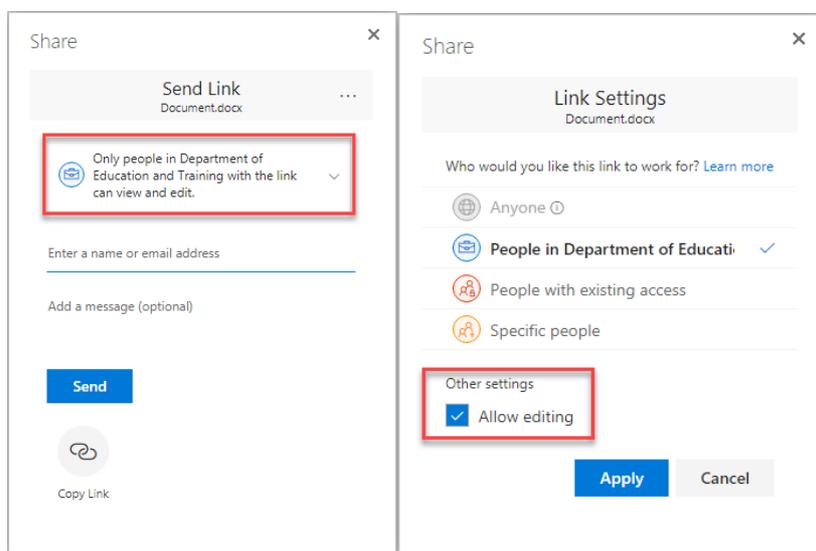


2. Open the document in Edit mode, click on the *Share* button, fill in the options and click *Share*.



When using either of these options, a Share options dialog is displayed that allows you to send a link to whomever you wish to share it with.

Files and folders can be shared with either *Edit* or *View* access - *Edit* access is the default option. To change the level of access to *View*, select the *Briefcase* dropdown menu to access *Link Settings* and then deselect *Allow editing* under the *Other settings* heading.



Note that when using sharing links, users with whom you have shared a file or folder cannot on-share that file or folder to other users.

You can view who your documents are shared with and remove or modify their level of access at any time. Selecting a document within OneDrive for Business will open the *Information* pane which contains specific data about the selected file, including *Sharing* information. Select *Advanced* to view sharing and permission settings for the document.

Folders within OneDrive for Business can be shared with colleagues using the same process as documents. Sharing a folder with other users allows them to create, edit and delete documents in the folder, as well as view any new documents that you create or upload to the folder. Sharing a folder with colleagues is generally not recommended as it requires constant management of documents within the folder.

Document collaboration

Documents within OneDrive for Business support real-time collaboration with multiple simultaneous users. Changes made by each user will be displayed in real-time to the other users who are working on the document.

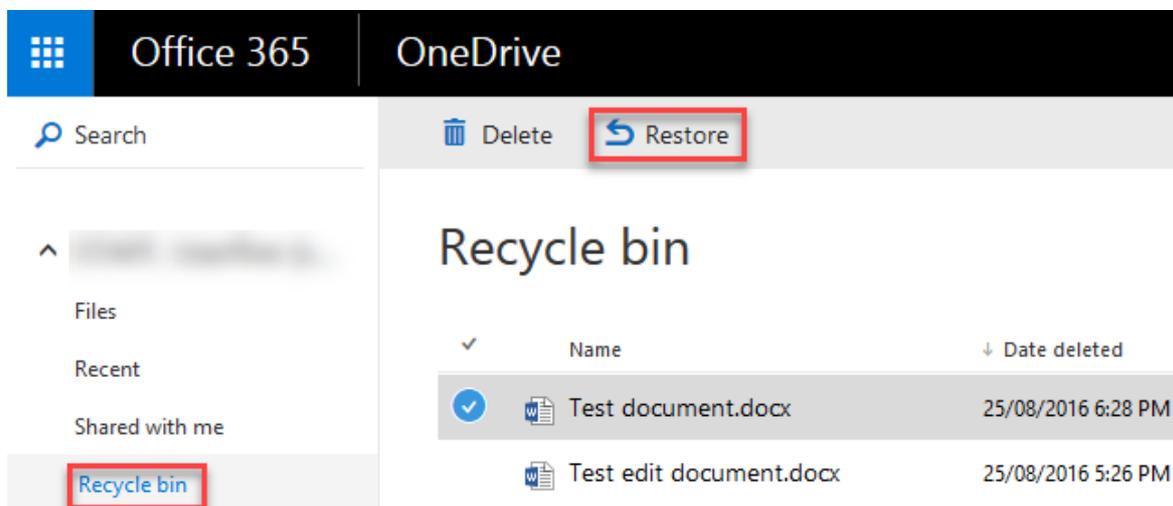
Search for documents

You can search for documents within OneDrive for Business using the *Search* field located directly beneath the app launcher. You can search by file name or content within a file. The search results will display all documents that match the search criteria in your OneDrive for Business library, including any documents that have been shared with you.



Deleting and restoring files and folders

When you delete files and folders from OneDrive for Business, they are moved to the *Recycle Bin* for 93 days. During this time, deleted documents and folders can be restored by opening the *Recycle Bin*, selecting the file or folder and clicking *Restore*.



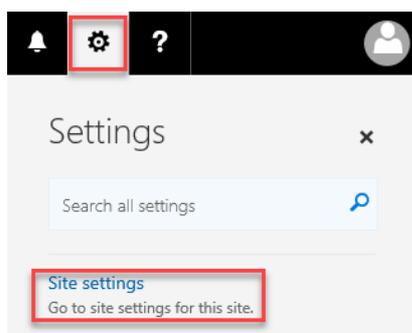
Syncing your OneDrive for Business library

The OneDrive for Business Sync Client allows you to synchronise your OneDrive for Business library to your local computer. You can configure the Sync Client to synchronise all files in your OneDrive for Business library, or you can select specific files and folders to sync. Refer to [KBA0025576 – Sync document to your OneDrive for Business Library](#) for more information.

Check your OneDrive for Business storage usage

Your OneDrive for Business library includes five terabytes of storage. You can check your OneDrive for Business usage at any time by following the process below:

1. Browse to your OneDrive for Business library using the OneDrive tile in the app launcher
2. Click on the *Settings* cog in the top right of the screen, then select *Site settings*



3. Click on *Storage Metrics* (under the *Site Collection Administration* section)

Site Collection Administration

[Recycle bin](#)

[Search Result Sources](#)

[Search Result Types](#)

[Search Query Rules](#)

[Search Schema](#)

[Search Settings](#)

[Search Configuration Import](#)

[Search Configuration Export](#)

[Site collection features](#)

[Site hierarchy](#)

[Site collection audit settings](#)

[Portal site connection](#)

[Storage Metrics](#)

[Site collection app permissions](#)

[Content type publishing](#)

[Site collection health checks](#)

[Site collection upgrade](#)

4. Your storage usage and availability will be displayed in the top right corner of the screen, along with detailed storage metrics on each file and folder within your OneDrive for Business library.

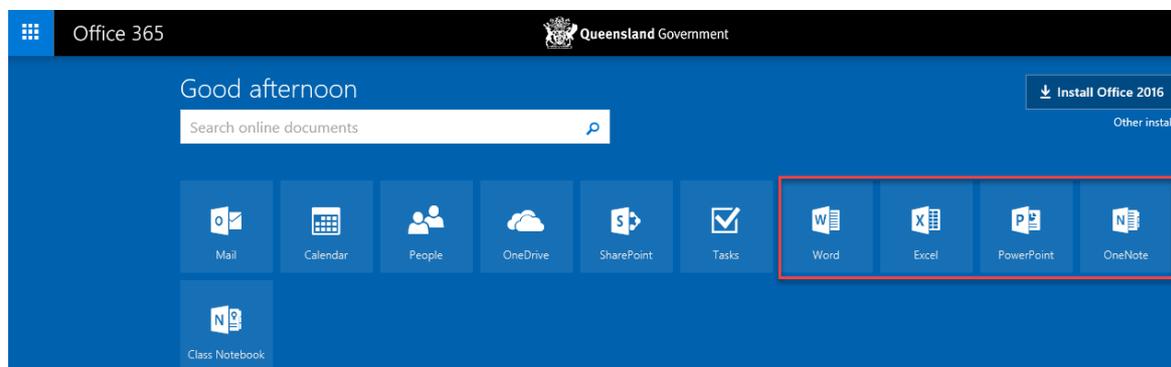
5119.31 GB free of 5120.00 GB

Office Online applications

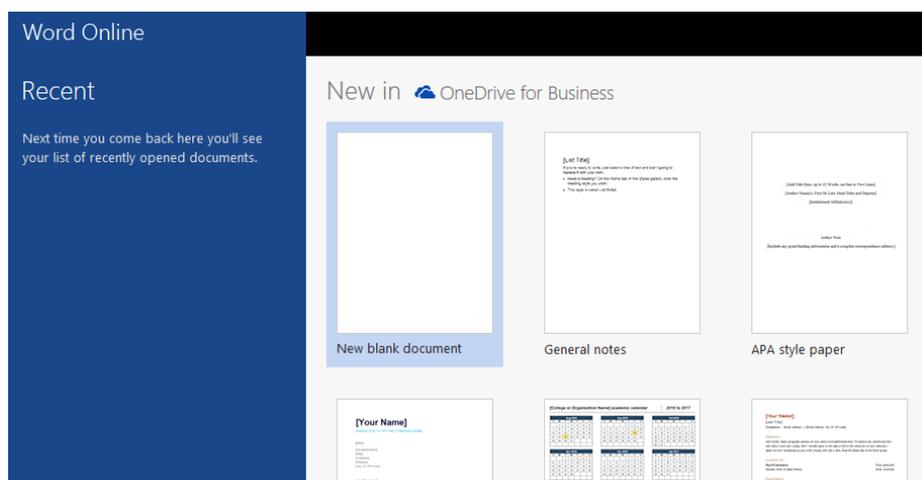
The Office Online applications are browser based, reduced functionality versions of the familiar Desktop Office applications. They can be used to view and edit documents within

OneDrive for Business on any device, in any browser, on any platform, without requiring Microsoft Office to be installed on the device itself.

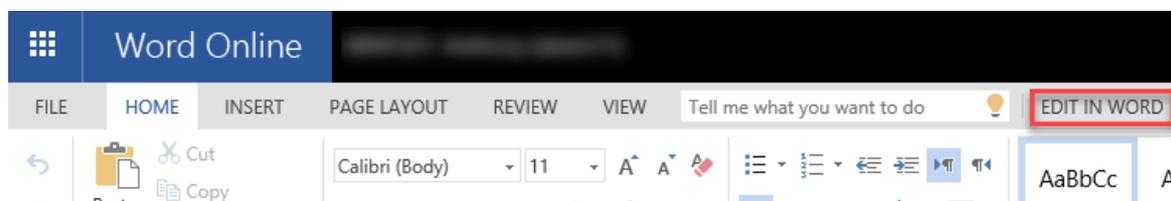
You can access the Office Online applications by selecting the relevant tile from within your app launcher.



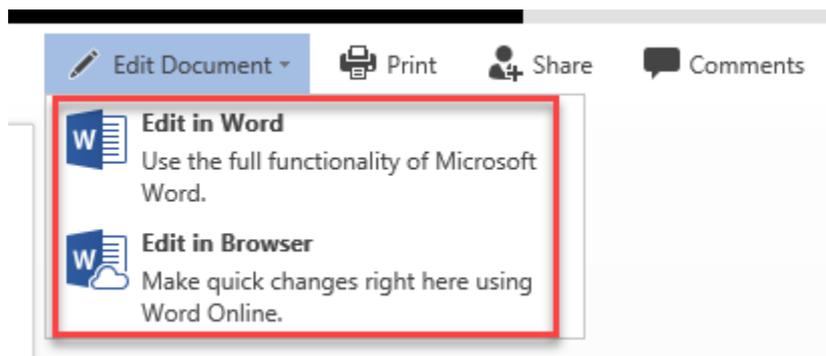
Using Word Online as an example, you can create a new document based on a set of pre-existing templates and save it directly to OneDrive for Business.



When you create a new document from within OneDrive for Business, the document will automatically open in Edit mode within the Office Online application. You can easily switch from the Office Online application to the Desktop Office applications by selecting the *Edit in* link from within the Office Online application.



When you open a document from within OneDrive for Business, the document will open in a read only state in the Office Online version of the relevant application. With the document open you can select *Edit Document* and choose to edit directly in the browser using the Office Online application, or choose to edit in the Desktop Office application.



Please note that editing OneDrive for Business documents using the Desktop Office applications on school devices is only enabled for staff users within your school. This functionality is not enabled by default for students, but it may be requested via [Service Centre Online](#). Note this restriction may not apply to students using personal or BYOx devices.

Additional Information

OneDrive for Business

[What is OneDrive for Business?](#)

[Organising your documents](#)

[Sharing documents](#)

Getting Started with the OneDrive for Business Sync Client on:

[Windows](#)

[Mac OS X](#)

Office Online

[OneNote in Education: Teachers](#)

[Differences between using a document in the browser and in Word](#)

[Learning Tools for OneNote](#)

OneNote Class Notebook

[Getting Started with OneNote Class Notebook: A Walkthrough for Teachers](#)

[Class Notebook add-in for OneNote instructions](#)

[Collaborating in the classroom with OneNote Class Notebook](#)

[Resizing images with Paint.NET](#)

OneNote Staff Notebook

[Getting Started with OneNote Staff Notebook: A Walkthrough for Staff Leaders in Education](#)

[Collaborating with OneNote Staff Notebook for Education](#)

Direct download links

OneDrive for Business Sync Client for:

- [Windows](#)
- [Mac OS X](#)

OneNote Class Notebook add-in for:

- [Windows](#)

Learning Tools for OneNote for:

- [Windows](#)

Office Online extension for:

- [Google Chrome](#)
- [Microsoft Edge](#) (Windows 10)

Apple iOS apps for iPhone / iPad:

- [Word](#)
- [Excel](#)
- [PowerPoint](#)
- [OneNote](#)
- [OneDrive](#)

Google Android apps for mobile devices:

- [Word](#)
- [Excel](#)
- [PowerPoint](#)
- [OneNote](#)
- [OneDrive](#)