Microsoft OneDrive

Manual

For Students

Sophia University ICT Office

Sep. 2024

Contents

1. **Introduction**

This manual explains the basic functions and use of OneDrive for students.
Please make use of it for your purposes.

2. **About OneDrive**

There are conditions and restrictions on the use of OneDrive. Please read them carefully.

2-1 Overview

OneDrive is an online storage (file storage on the Internet) service provided by Office365.
You can do the same thing with GoogleDrive, Dropbox, and iCloud, among other services.
It has 1TB of storage capacity and can store a variety of files. There is a sharing function,
and you can share the files and folders you specify with others.

2-2 Shared Settings with Faculty and Outsiders

Files and folders are set up for sharing between students only. Files cannot be shared by
students to faculty.
This is the same for people outside the university.

2-3 Transferring Data Between Individuals

Files on OneDrive are stored in your personal account.
**If your account is disabled due to graduation or removal from the university, the
files cannot be accessed by anyone else, even if they were originally shared with
you.**
For this reason, if necessary, it is recommended that you save the file on your own
computer in advance.

2-4 Support Policy

Support in the ICT Office is limited to login questions and technical troubleshooting.
Since individual explanations and answers to inquiries will be best-effort support, like the
services provided free of charge on the Internet, if problems occur, please check this
manual first to see if you can solve it yourself.

It is not technically possible for an administrator of ICT Office to access an individual's
account to save or modify a file.

3. **How to Access OneDrive**

It is prohibited to submit a report or other work by sending a link to a file on OneDrive that has been set up as a share setting.

We do **not allow students to set up sharing on OneDrive with faculty**.

Due to incorrect file sharing settings, there have been cases where teachers cannot view and grade the files.

ICT Office will respond to any inquiries from teachers about not being able to view your report and will treat it as unsubmitted.

3-1 Signing In

（1） Open the web page of the ICT Office of Sophia University.
　　　https://ccweb.cc.sophia.ac.jp/en/

（2） Find [Office365 Students Login].

（3） Enter your 'Login ID for system on campus' and 'password' for Sophia ICT Account, then click [Login] button.

　*If you have logged in to Loyola, Moodle, etc. first and access Microsoft365 without closing your browser, the Sophiamail will open immediately without logging in.
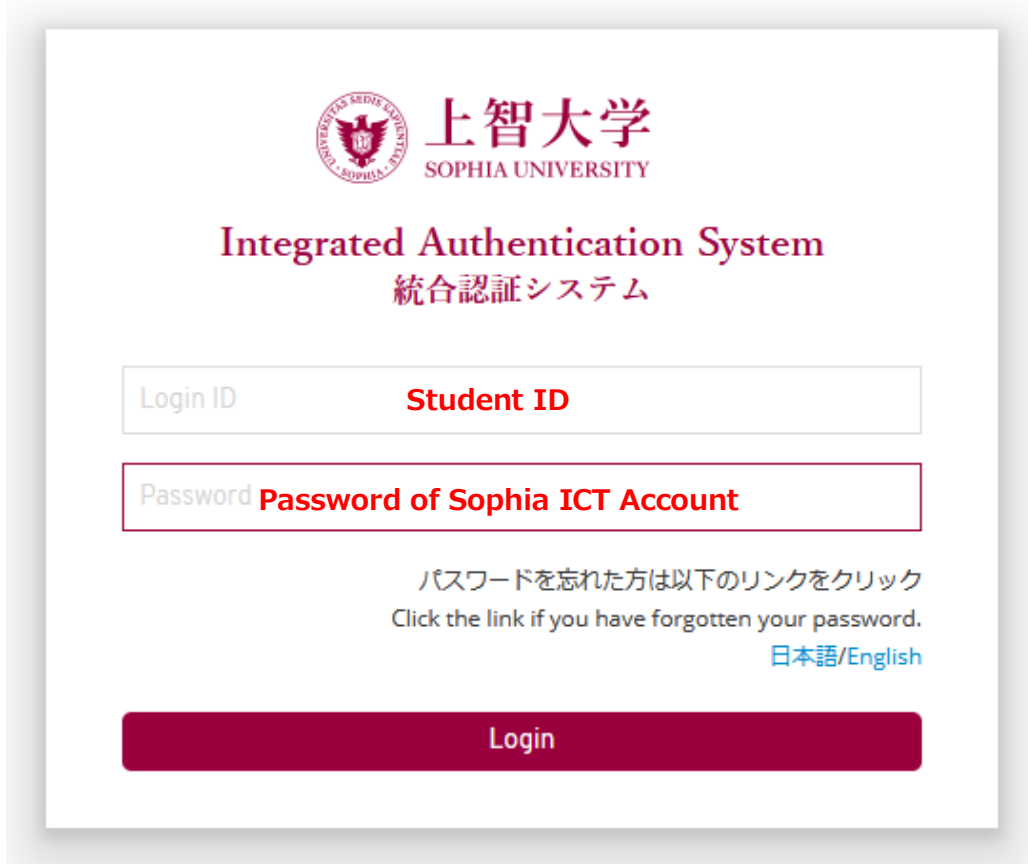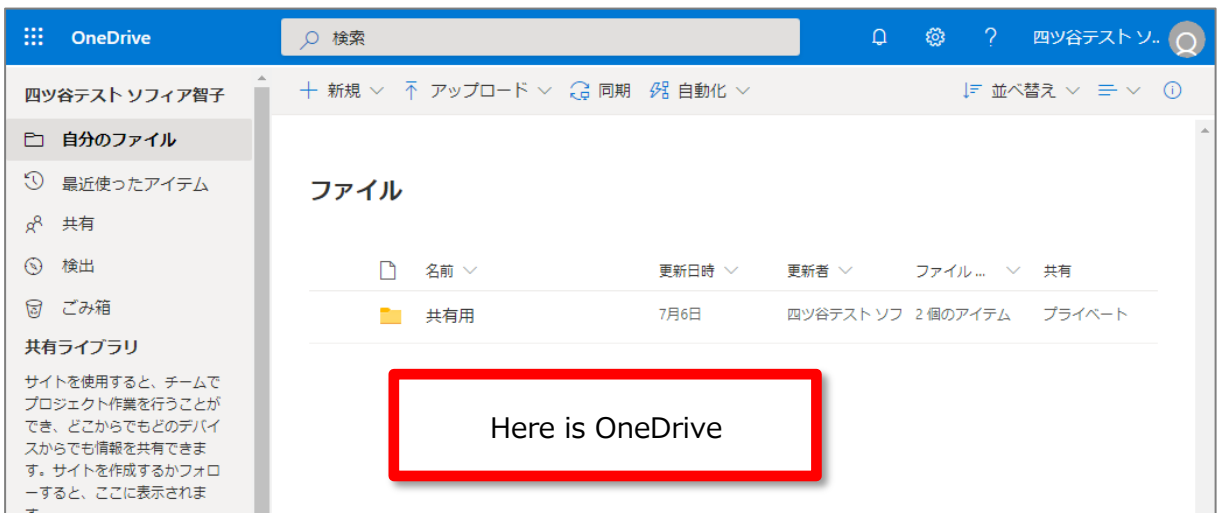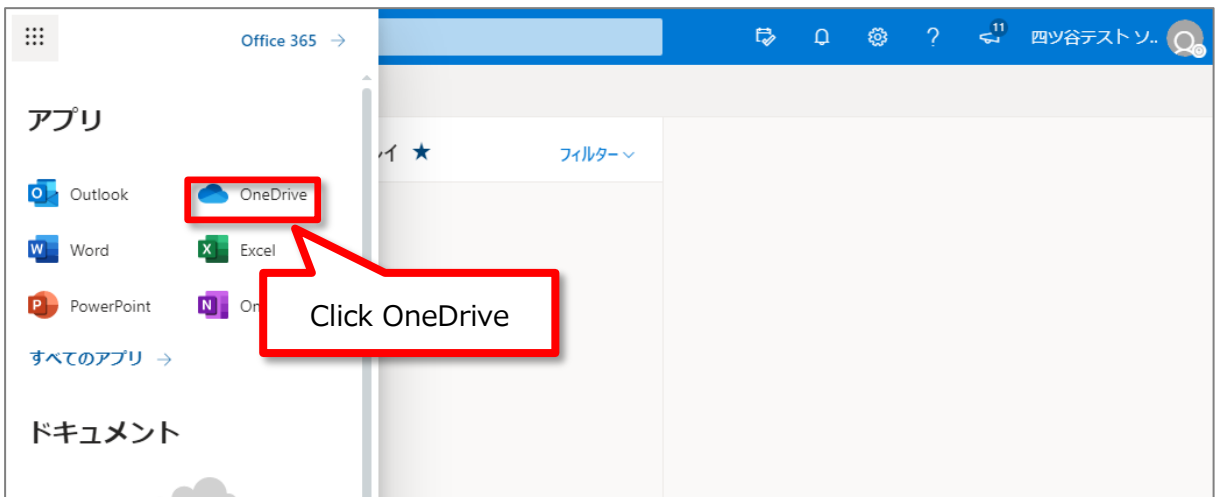

※ If you are signing in for the first time, the following screen will be displayed. Make sure the language is set to "Japanese (Japan)" and the time zone is "Osaka, Sapporo, Tokyo" (Fig.1), then click "Save" (Fig.2).
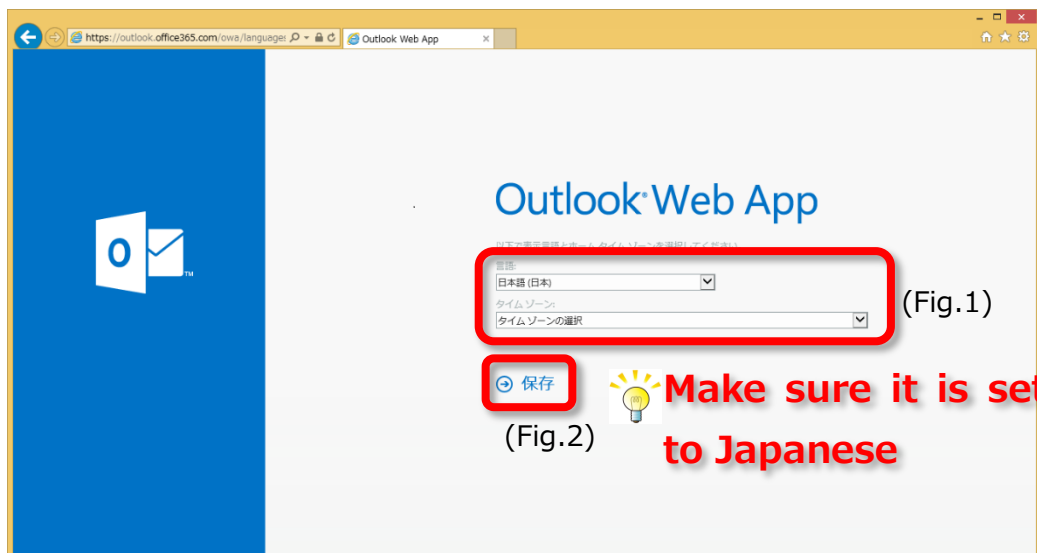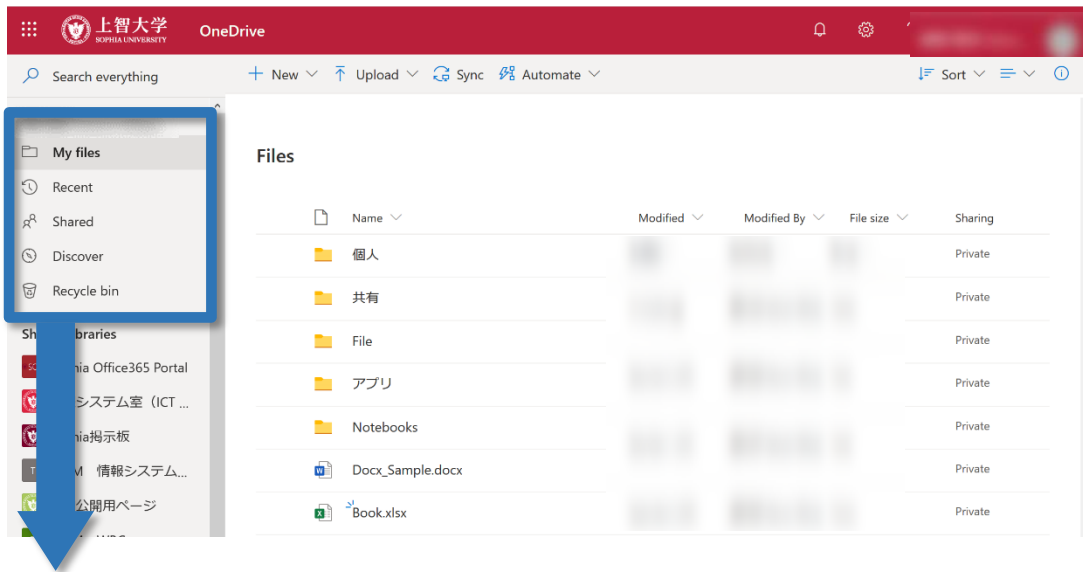
3-2 **Open OneDrive**

（1） Click on the tile in the top left corner to open the list of apps and select OneDrive.
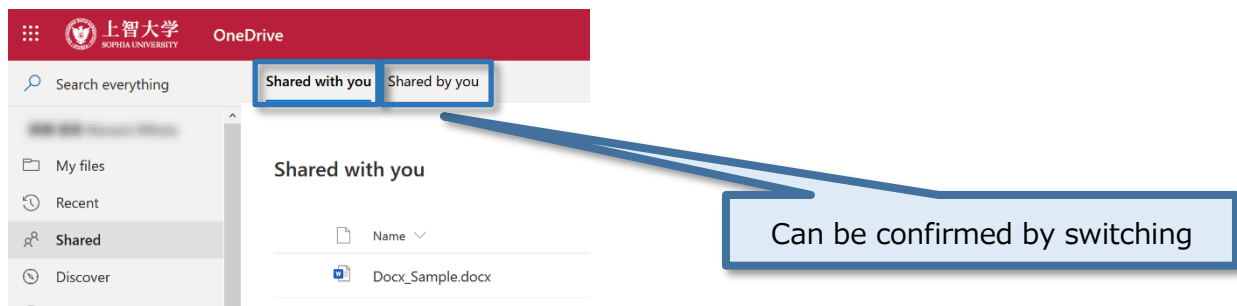
4. Menu Screen

My files

Displayed the files you have uploaded in OneDrive.

Recent

Displayed the used files or folders recently.

Shared

Displayed the items you are sharing with or you are shared by someone.

Discover

Displayed your personal documents and other documents you can access.
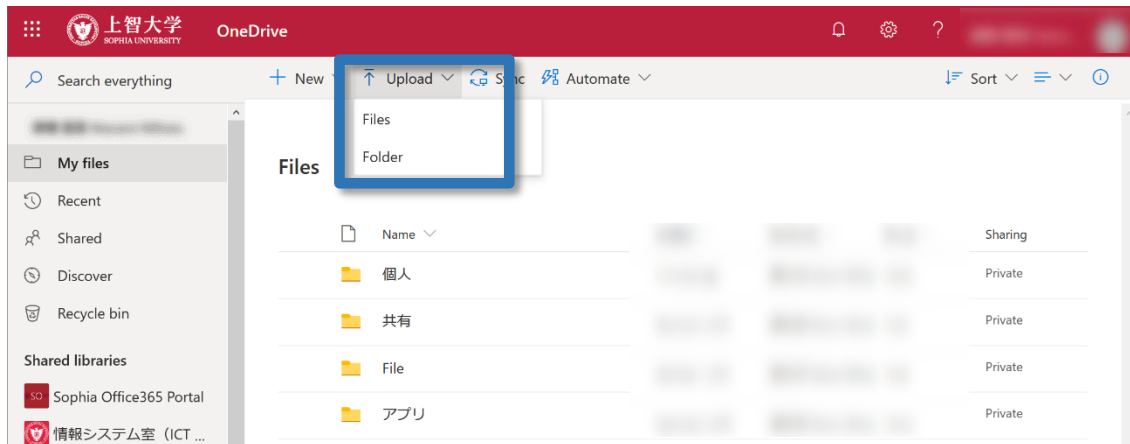
Recycle bin

The files which placed in the Recycle Bin are deleted after 30 days automatically.
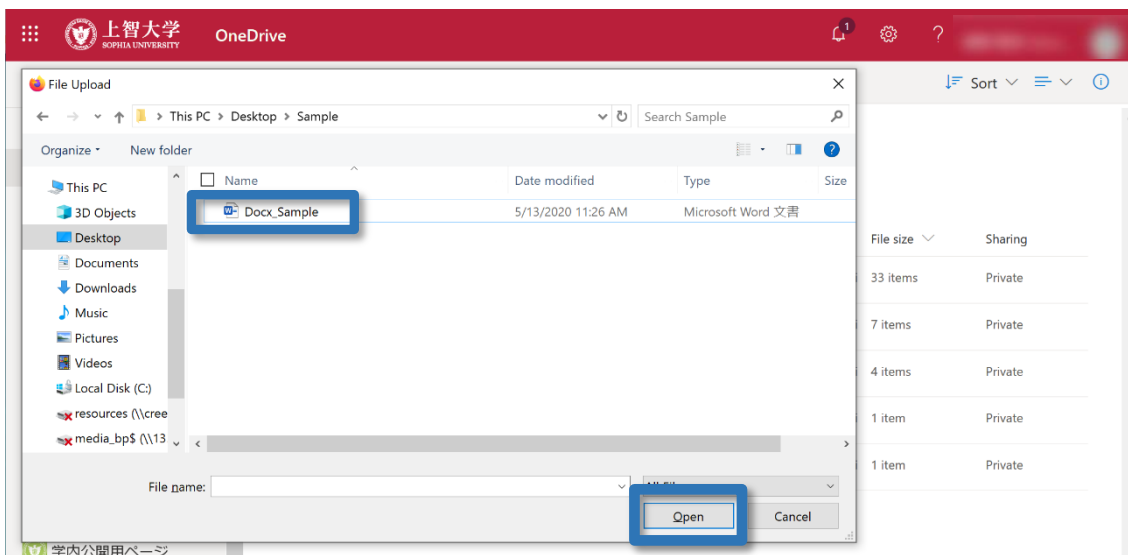
5. **Save Files**

You can upload the stored files or folders on your PC to OneDrive or create and save files directly on OneDrive.
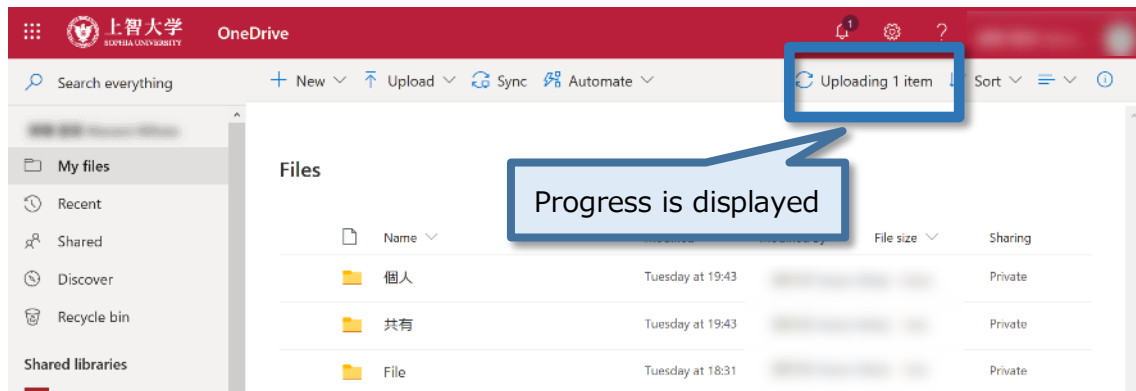
5-1 **Uploading Files**

Click [Upload], then choose [Files] ※Choose [folder] and possible to upload each folder.
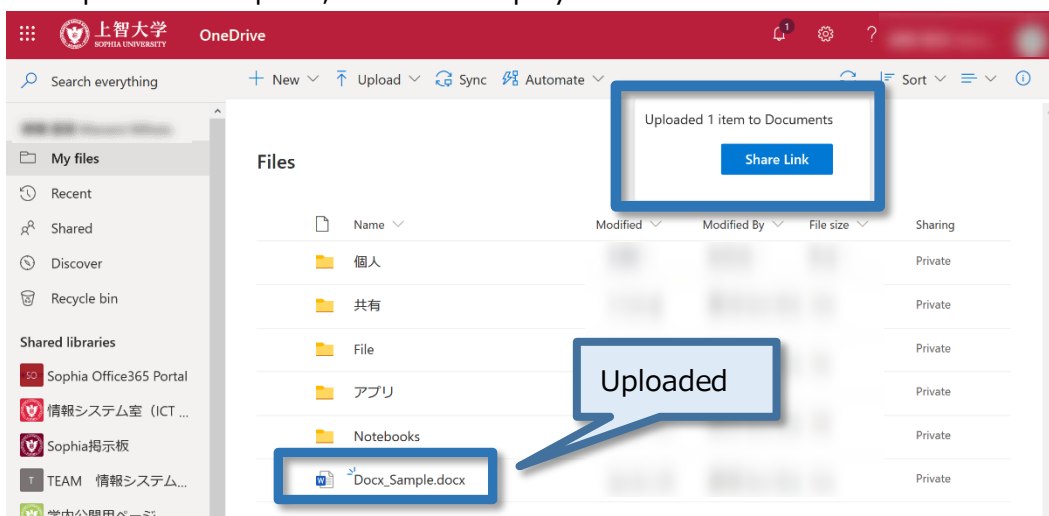

The file selection will be displayed. Choose the file you want to upload and then click [Open]. （Upload Word file here）
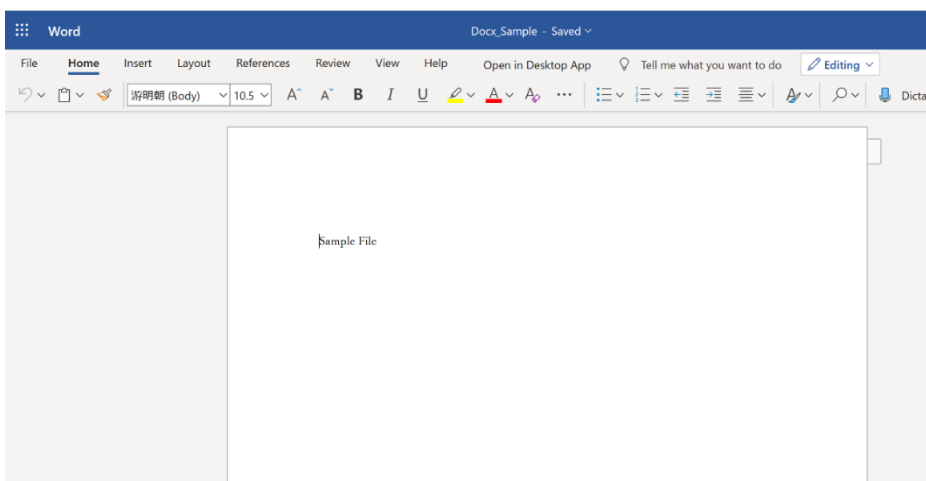

6

The upload will start.　※The large data files take a long time to complete.

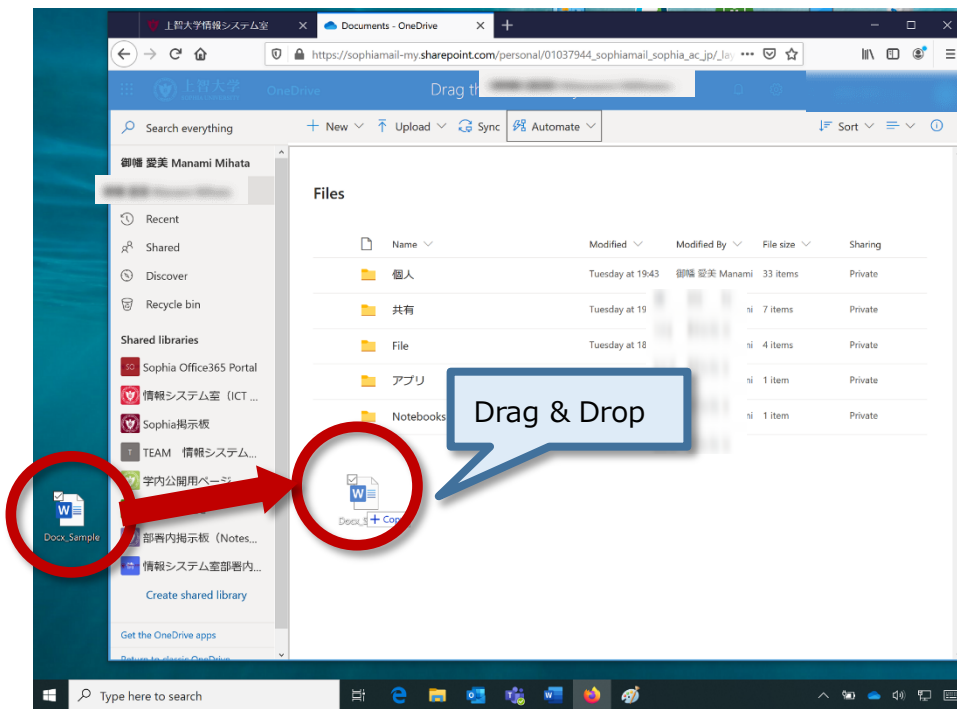When the upload is complete, the file is displayed.

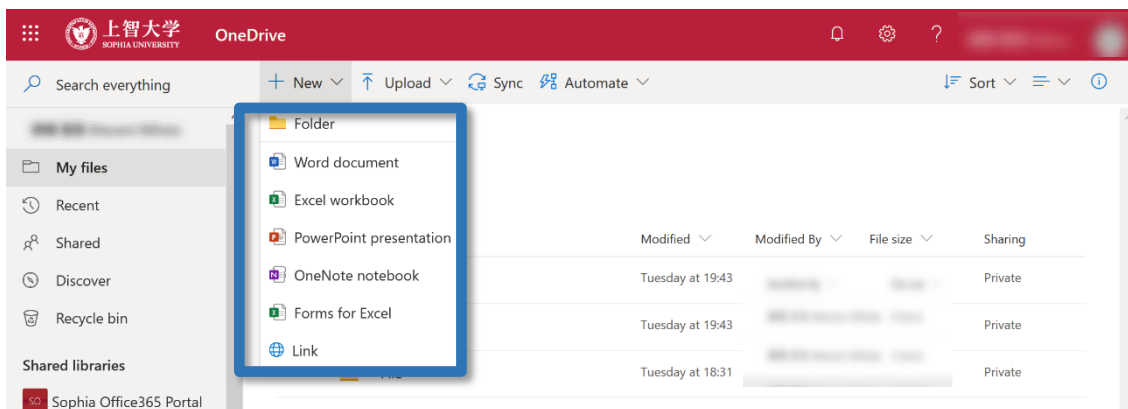Click the file name, then possible to open the file on online.

※Possible to upload by drag and drop.

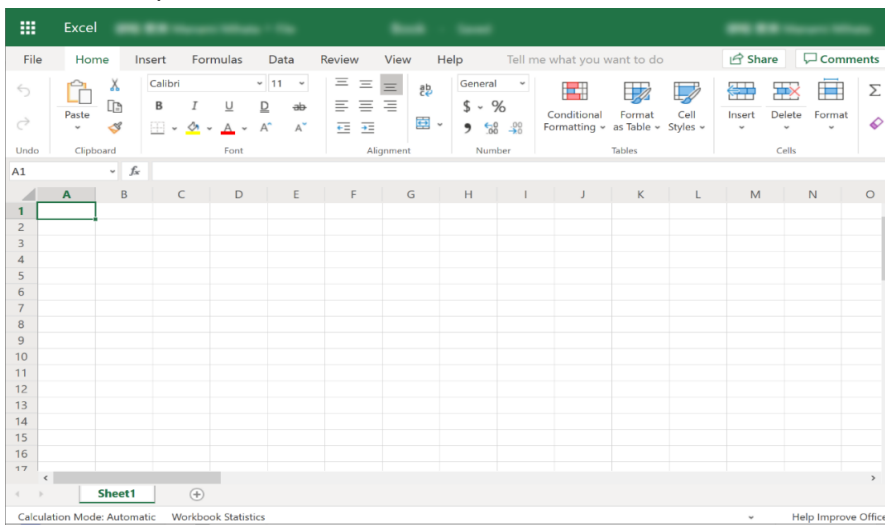## 5-2 Create New File

Click［＋New］, then choose the file type which you want to create. (Choose Excel here)

Excel will open.

The file will be saved automatically. ※Possible to save different name as in ordinary Excel file.

Created the new file
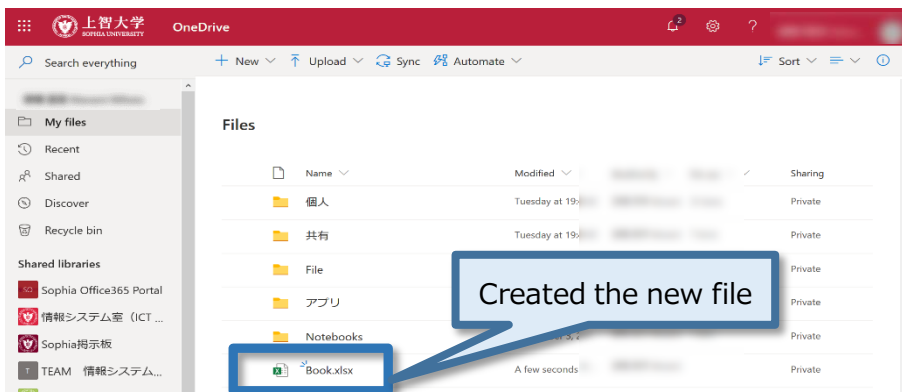
6. **Delete Files**

Possible to organize and save disk space by removing unnecessary files.
Deleted files are temporarily stored in OneDrive Recycle Bin.

6-1 **Delete Files (Folders)**

Put a check to the left of the file (folder) you want to delete. (Multiple selections allowed)

Click [Delete] on the top menu.
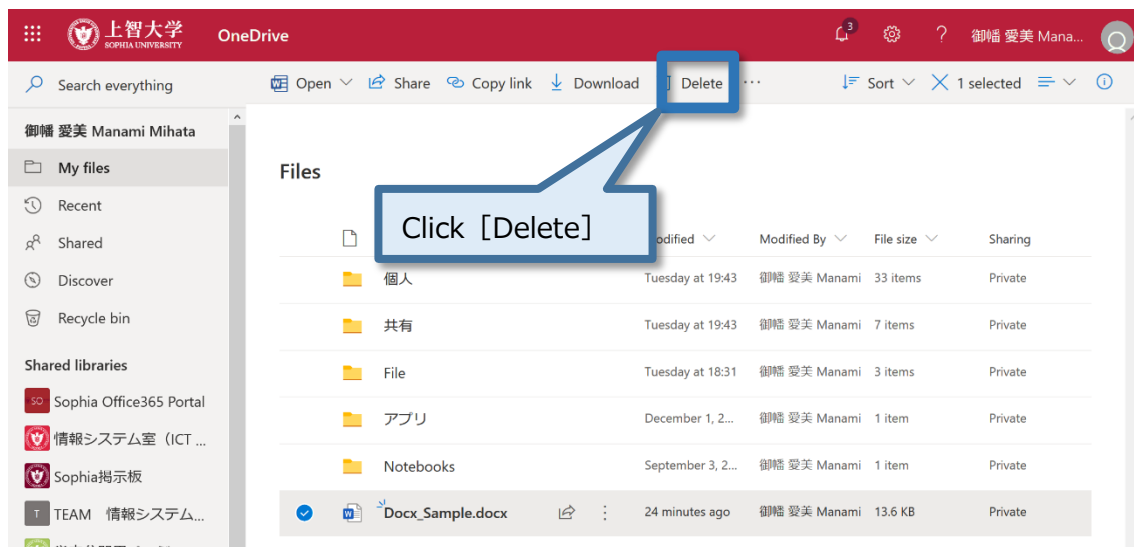
Click [Delete] on the confirmation message.
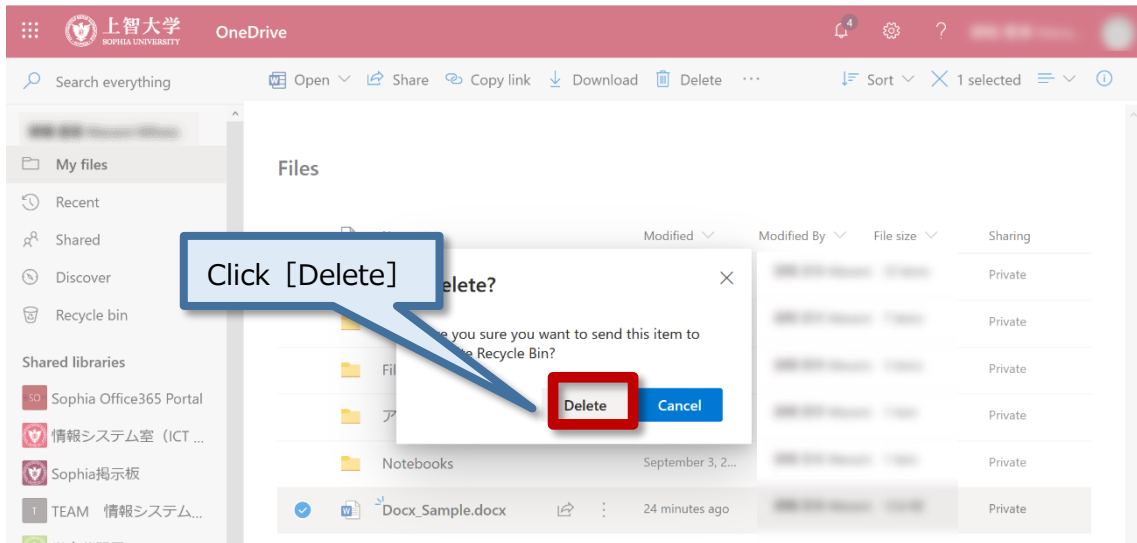
Moved to [Recycle bin].
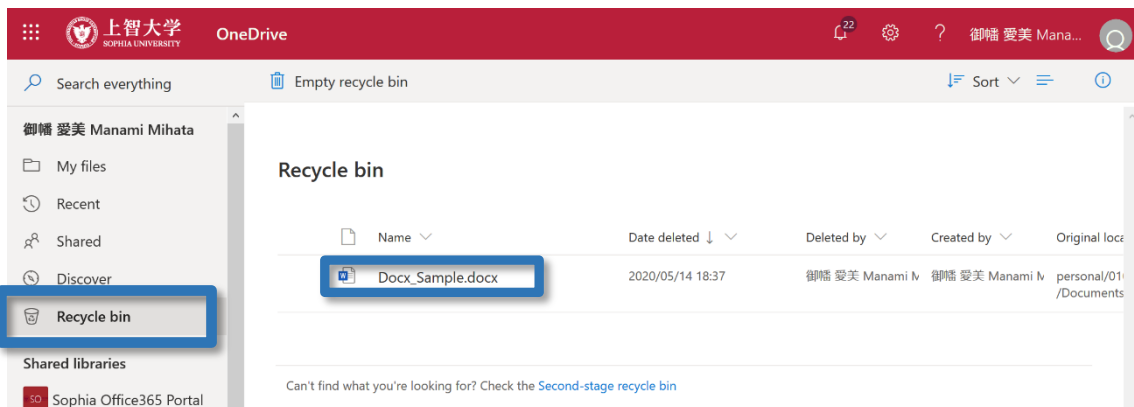
※Also possible to [Delete] by right-clicking.
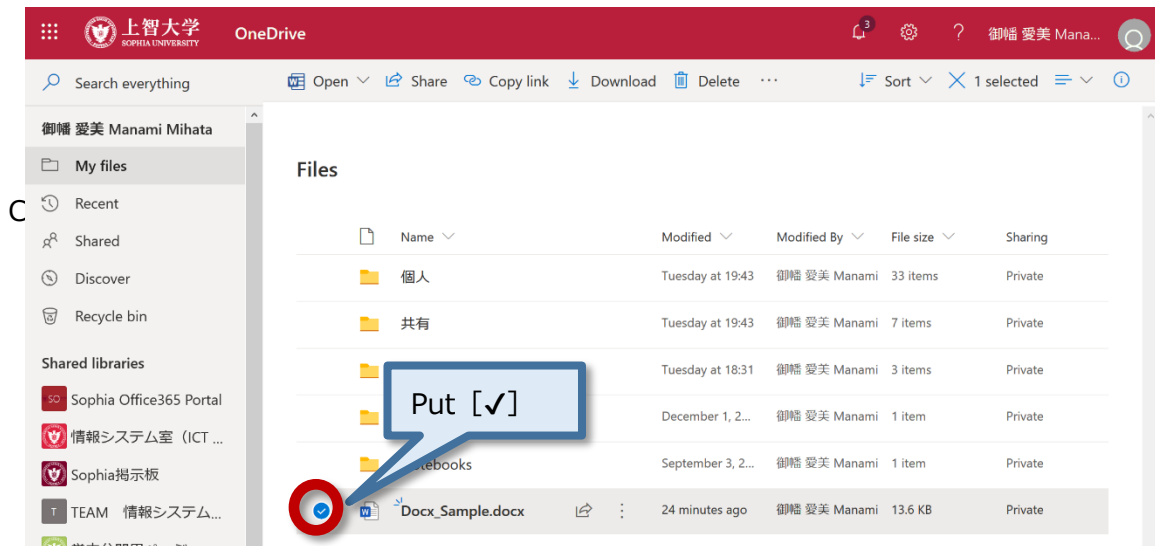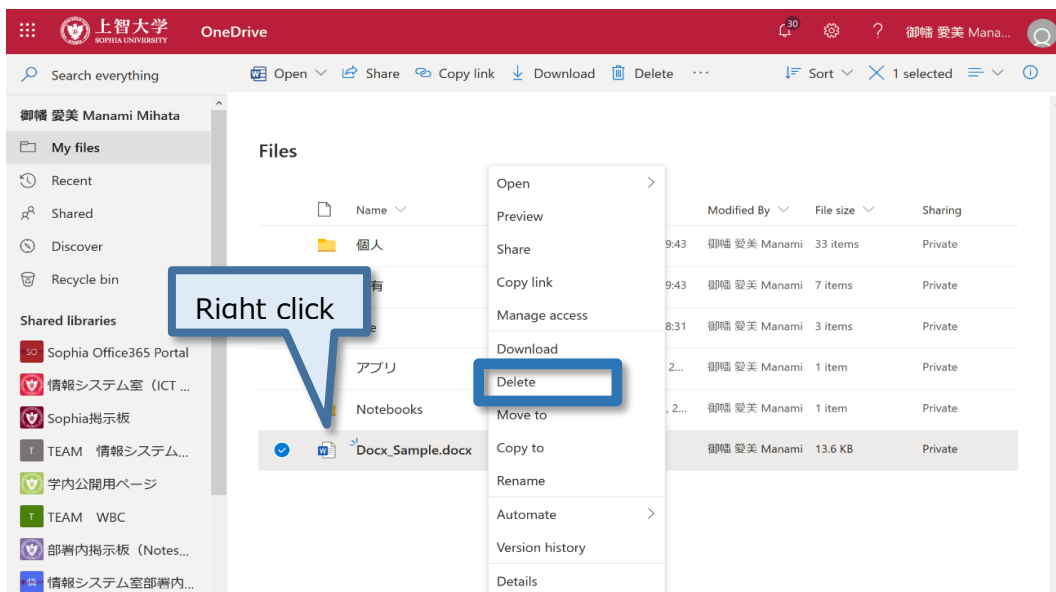
6-2 **Restoring Files (Folders)**

Possible to restore accidentally deleted files or folders.
Open Recycle Bin and put a check on the file to restore. Click [Restore].
（Multiple selections allowed）
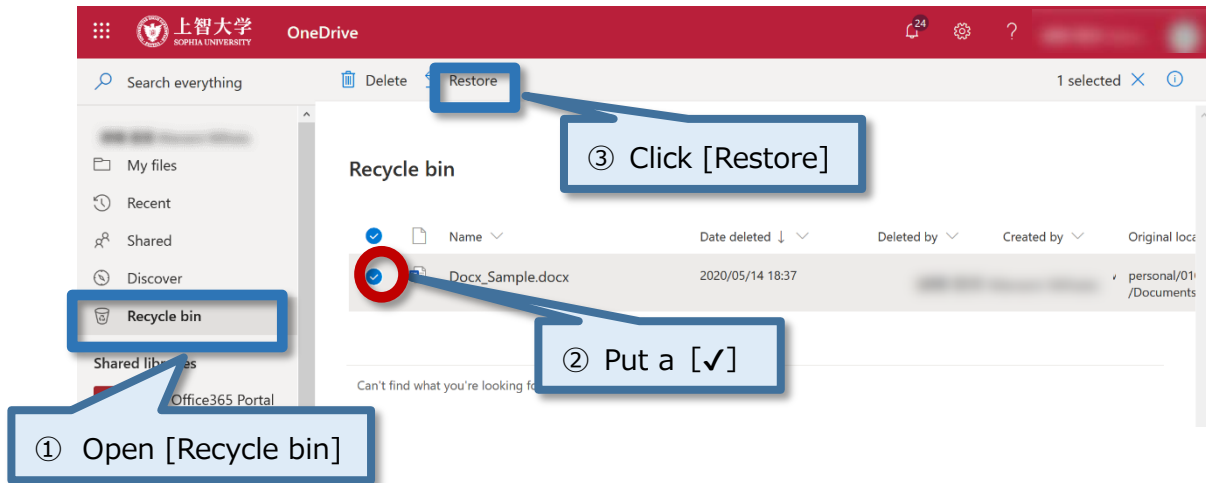
Restored to its original location.

12
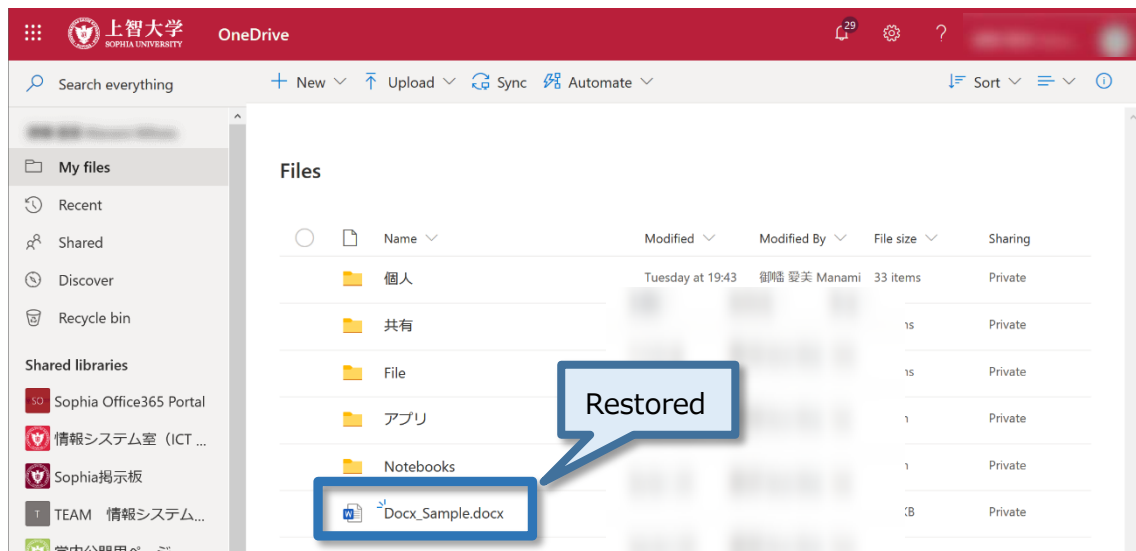
7. **Downloading Files**

Possible to download the files or folders stored on OneDrive.

Useful when you need to work on your PC.

7-1 **How to Download Files**

Put a check to the left of the file (folder) to download. (Multiple selections allowed)
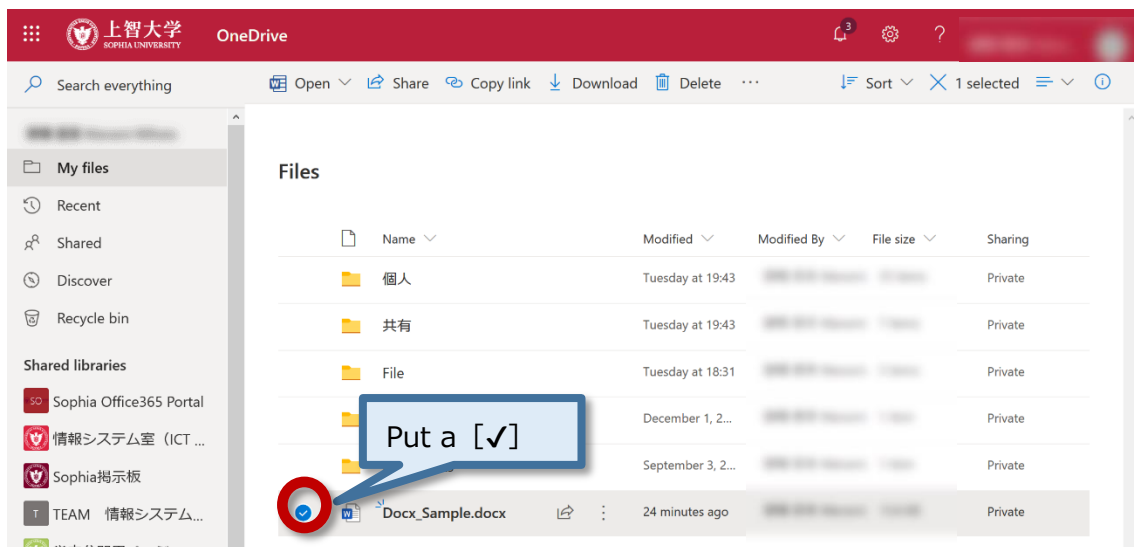
Click [Download] on the top menu.
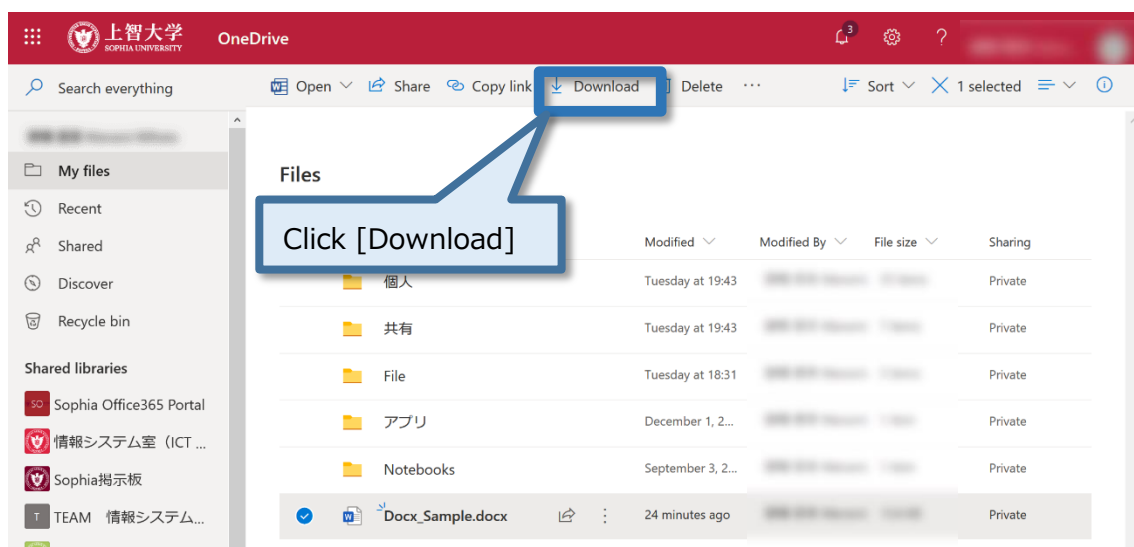
When the dialog box appears, choose [Save File] and click [OK].
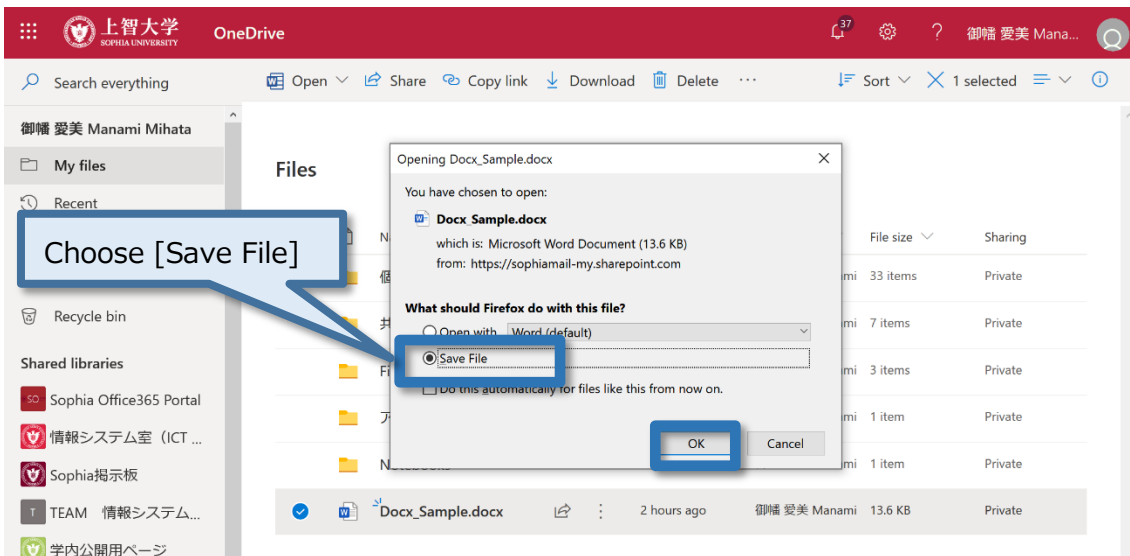
File saved.

(The file is stored in the same location as the setting where download from browser)

14
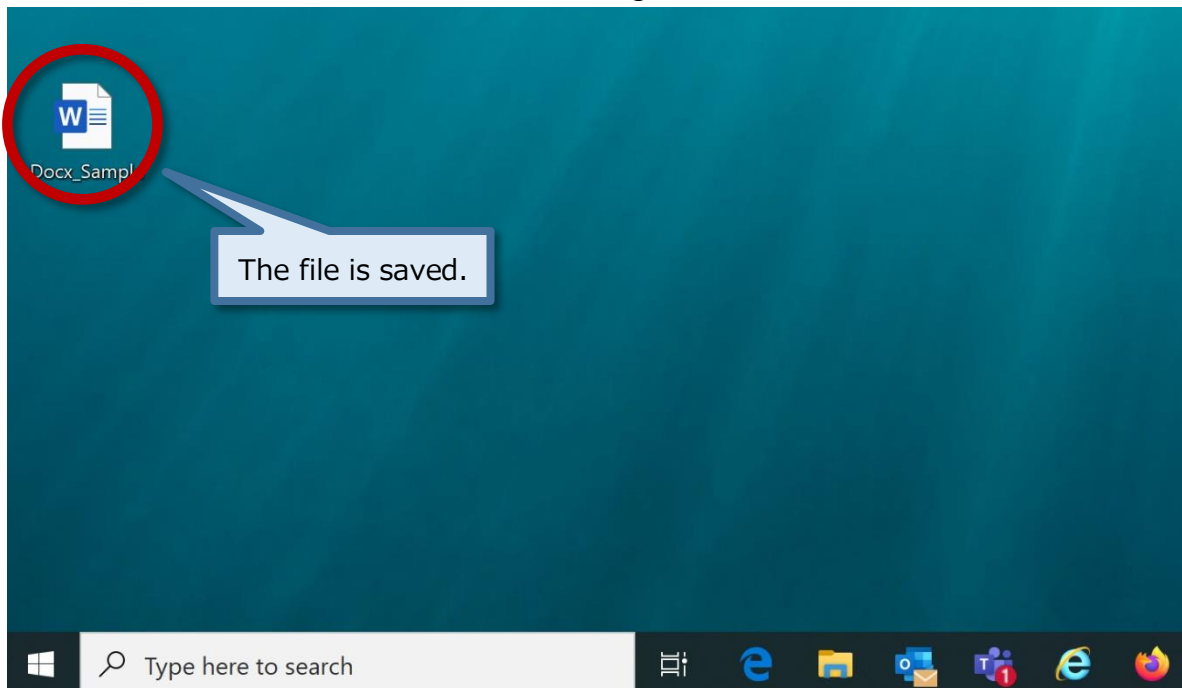
※Also possible to [Download] by right-clicking.
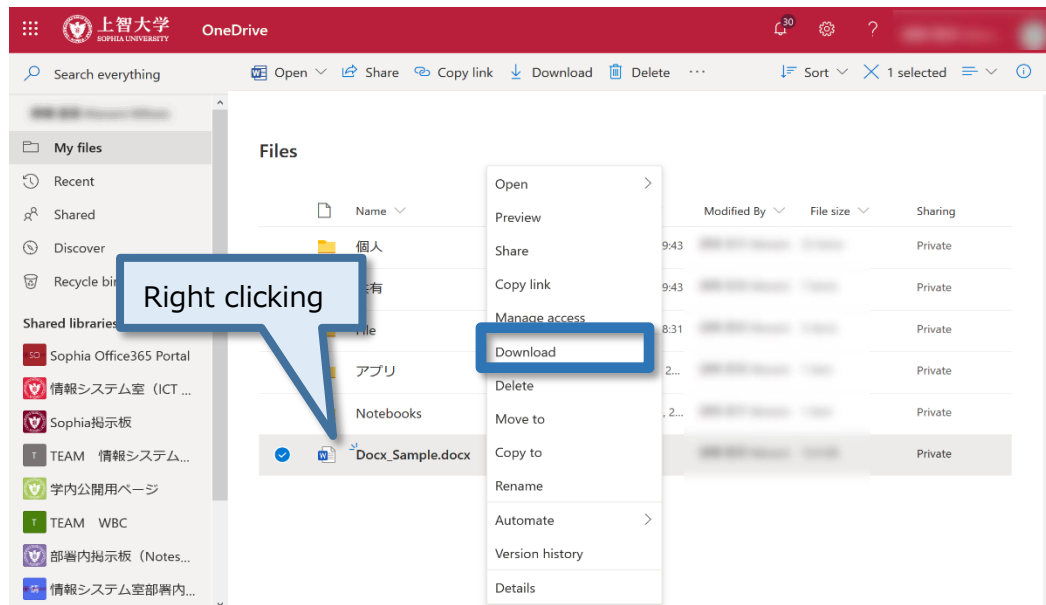
8. **Sharing Files**

8-1 **Sharing File**

Possible to share files (folders) stored in OneDrive with others.
Possible to edit the shared files simultaneously. This helps to save time and prevent duplicate files.

Incorrect file sharing settings may result in information leakage. Please make sure the appropriate sharing range and operate carefully.
Maintain the sharing settings regularly.
The responsibility for any information leakage caused by misconfiguration is attributed to the person.

8-2 **Sharing**

Files or folders on OneDrive have one of the shared setting as follows:
a. My file（Not shared and only you can access）※Default
b. My file（Shared with others）
c. Other people's file（Shared by others）

Newly created and uploaded files are initially not shared with anyone.
（State of "a" above. Only the owner can view and edit）
Sharing can be done by inviting specific teachers, notifying them of a sharing URL set in a file on OneDrive, or by saving the file in a folder that allows sharing.

When sharing, need to consider the following tow settings:
・Who to share with
・What operations are allowed (whether to allow only viewing, or both viewing and editing)

If students want to share a file on OneDrive, it can only be shared between students (those who have an email address of @eagle.sophia.ac.jp)
Possible to set up the following two levels of file sharing recipients.

| #	File-sharing recipients	Security	Privilege of Editing	Setting
①	Specific students allowed to share No teachers allowed	High	Viewing only	8-3
			View and Edit	
②	Students who know the sharing URL (with @eagle.sophia.ac.jp) No teachers allowed	Intermediated	Viewing only	8-4
			View and Edit	

To share the file with a specific student who knows a Sophiamail address, choose ①.
To share the file with an unspecified number of students who have a Sophiamail address, choose ②. Any student who knows the sharing URL can access the file.

Point

First, create a shared folder.
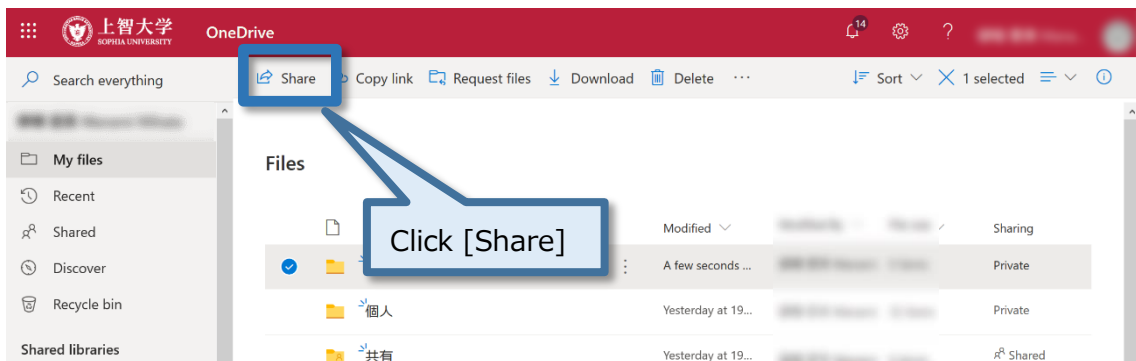By storing files in the shared folder, the access rights of the shared folder are taken over.
This is convenient because there is no longer needed to manage access rights for each file.

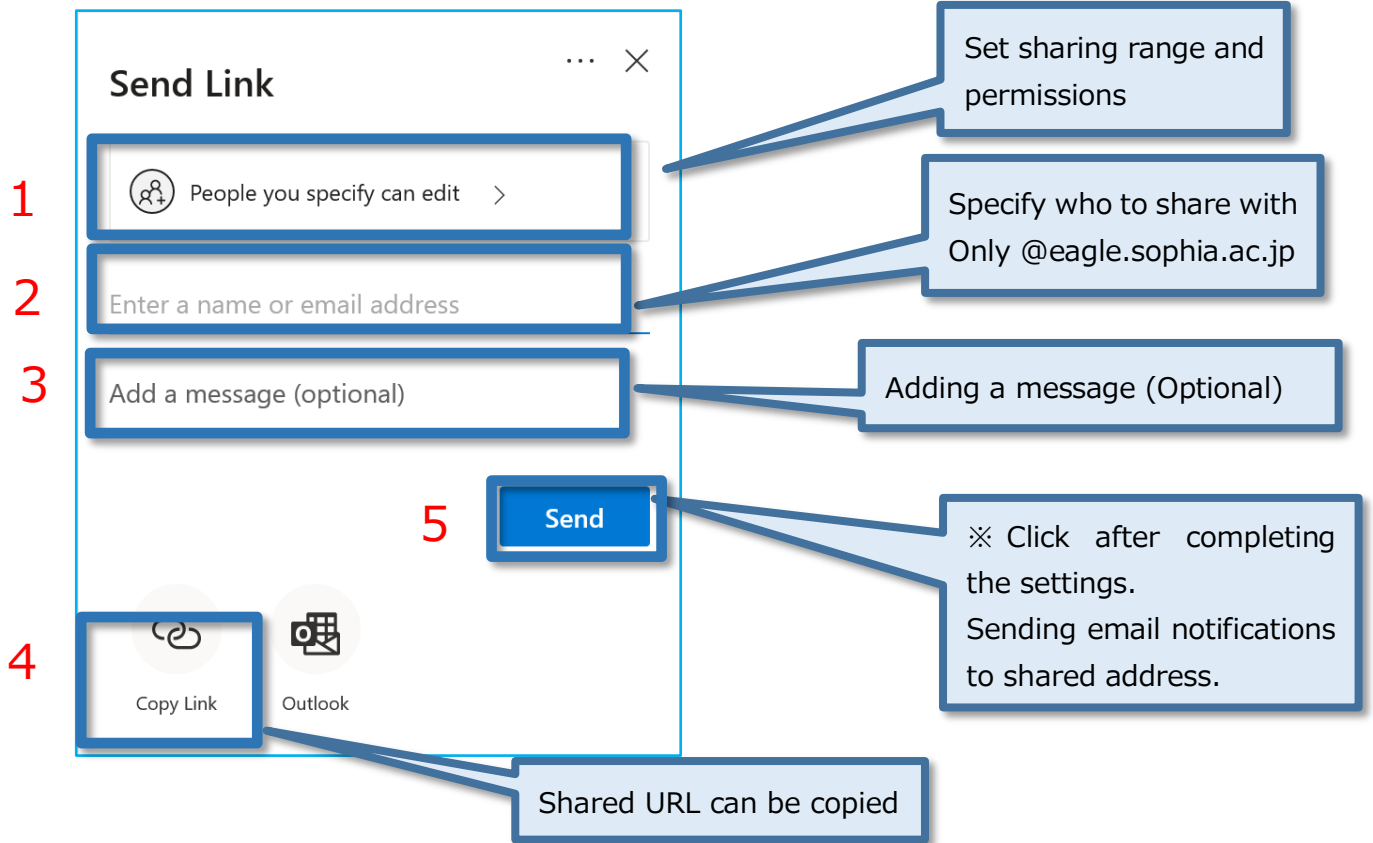8-3 **Shared with Specific People (High-Level Security)**

Put a check to the left of the folder to share. (Multiple selections allowed)
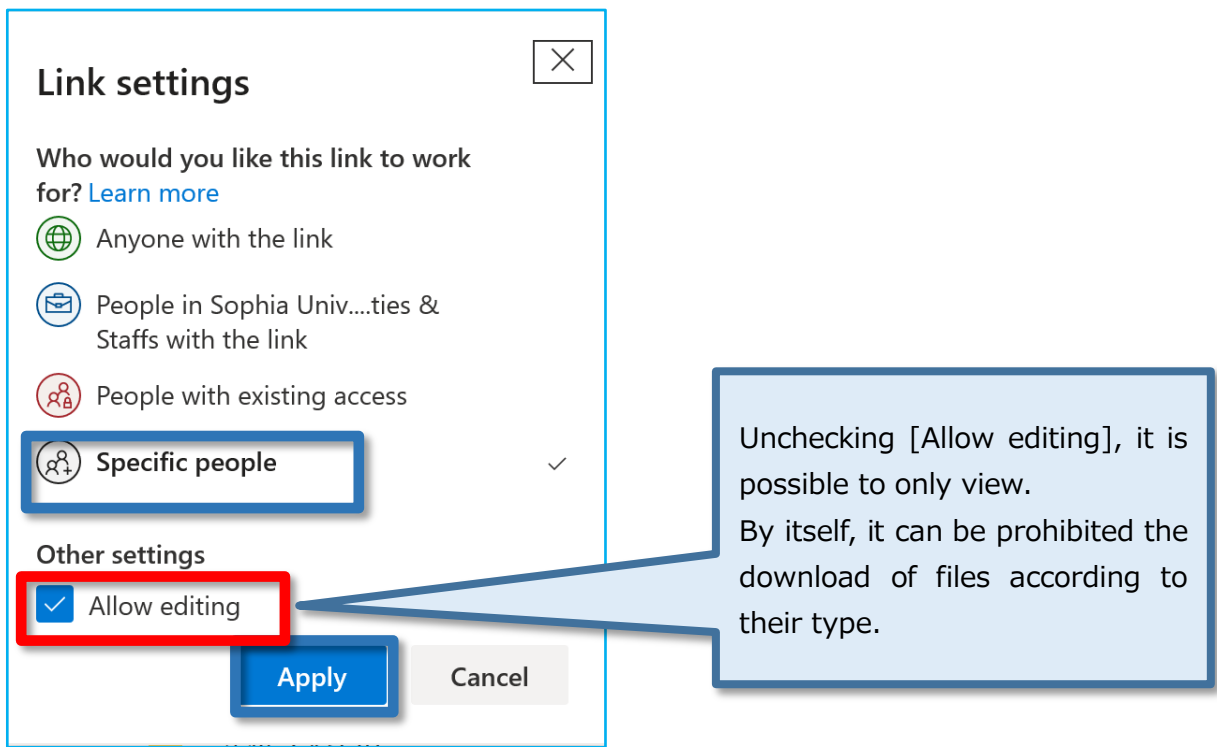

Put a [✓]
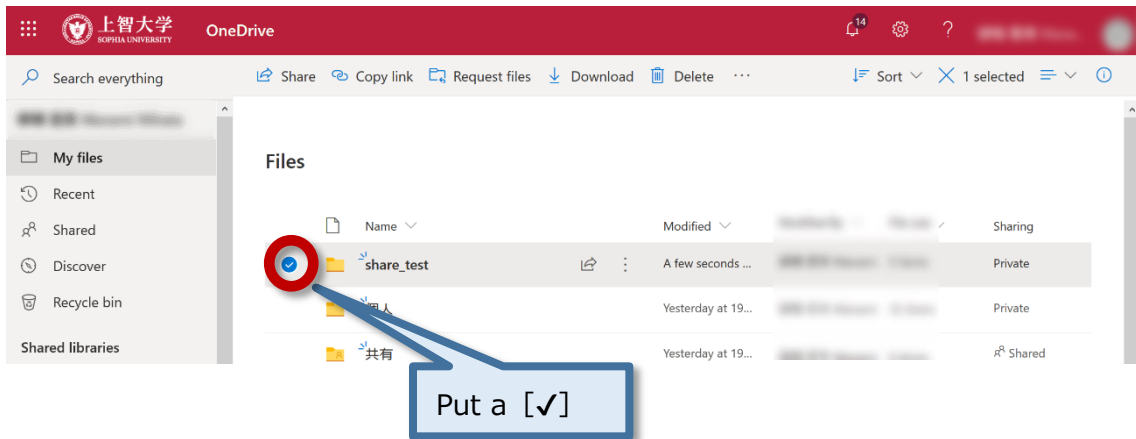
Click [Share] in the top menu.

Click [Share]

When the shared settings window appears, configure the settings in order.

Send Link ··· ✕

1 — (icon) People you specify can edit ＞ → Set sharing range and permissions

2 — Enter a name or email address → Specify who to share with Only @eagle.sophia.ac.jp

3 — Add a message (optional) → Adding a message (Optional)

5 — **Send** → ※ Click after completing the settings. Sending email notifications to shared address.

4 — (icon) Copy Link   (icon) Outlook → Shared URL can be copied

**１．The setting of sharing range and permission.**

Click to open the setting screen of sharing range and permissions.

Choose [Specific people] and determine the permission in other settings. Then click [Apply].

Link settings ✕

Who would you like this link to work for? Learn more

(icon) Anyone with the link

(icon) People in Sophia Univ....ties & Staffs with the link

(icon) People with existing access

(icon) **Specific people** ✓

Other settings

☑ Allow editing → Unchecking [Allow editing], it is possible to only view. By itself, it can be prohibited the download of files according to their type.

Apply   Cancel

２．Specify whom to share

Enter a contact name or email address to decide whom to share with.

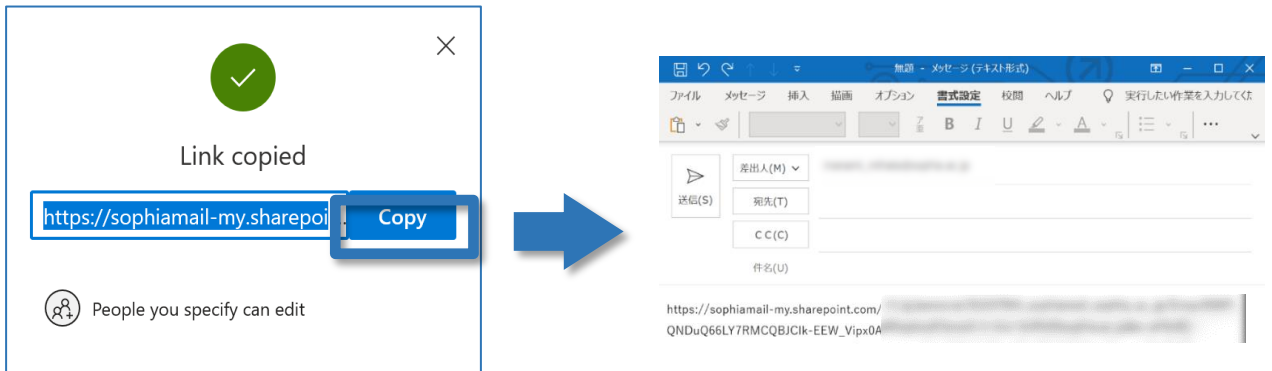Enter a contact name or email address to decide whom to share with.
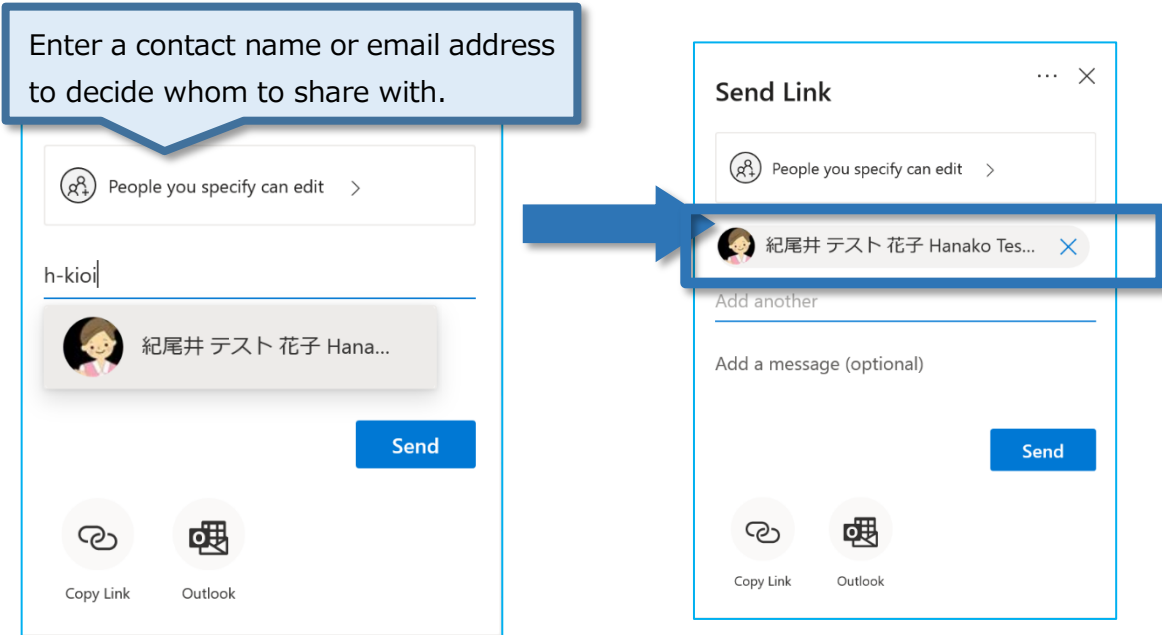
３．Add a message (Optional)

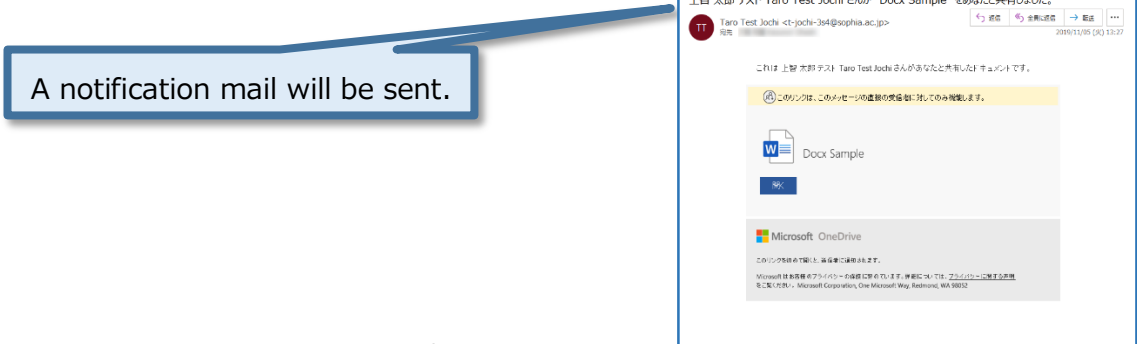Type when you want to add a message to the notification email.

４．Copy of link

Click to create a link and copy the shared URL and paste it into an email.
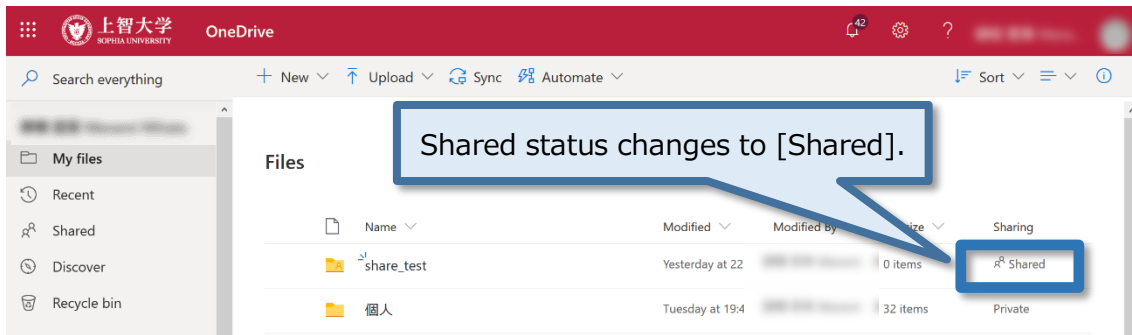
５．Sending

The settings are sent as a notification email to the recipients.

A notification mail will be sent.

The sharing status changes from "Private" to "Shared".

🖱 Other Settings

◆ Setting of "Prohibition of download"

① Cannot be set for folders. Set in file units.

② Cannot be set depending on the file type. (Executable file, etc.)

◆ Sharing setting for Folder

① Individual settings may not be reflected in the files in the folder for which sharing is set. To set individual settings for files, do it outside the shared folder.

◆ Open only in review mode (Word files only)

① Even in edit mode, it cannot be directly overwritten.

Displayed as "Change history is recorded", and it can be selected whether to accept or reject the file owner.
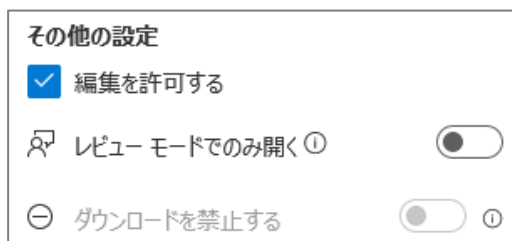
## 8-4 Shared with students who know the sharing URL (Intermediate-Level security)

Point

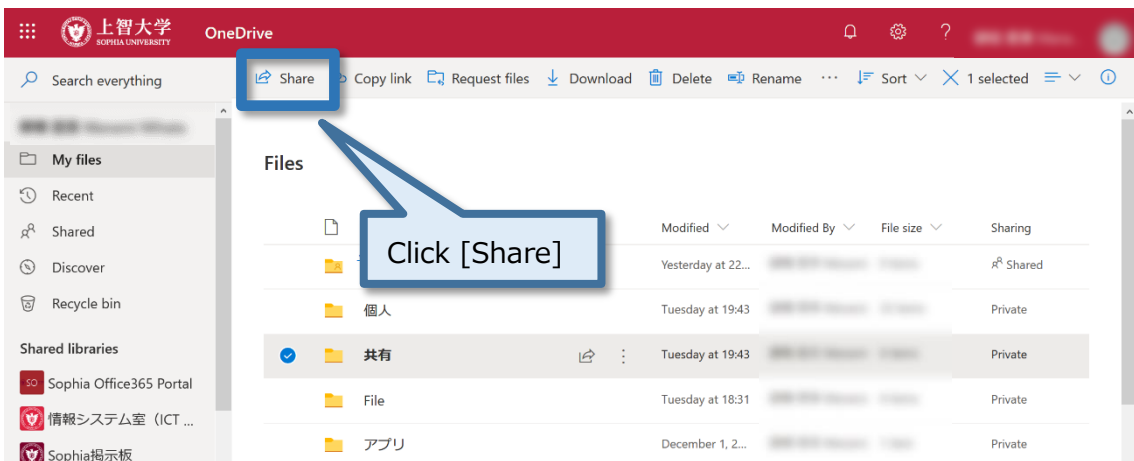**This method cannot be used to interact with faculty.**

Office 365 data is separate for faculty (@sophia.ac.jp) and

students/graduates/retirees (@eagle.sophia.ac.jp).

Since the creation of data contents is fundamentally different, file sharing is not possible.
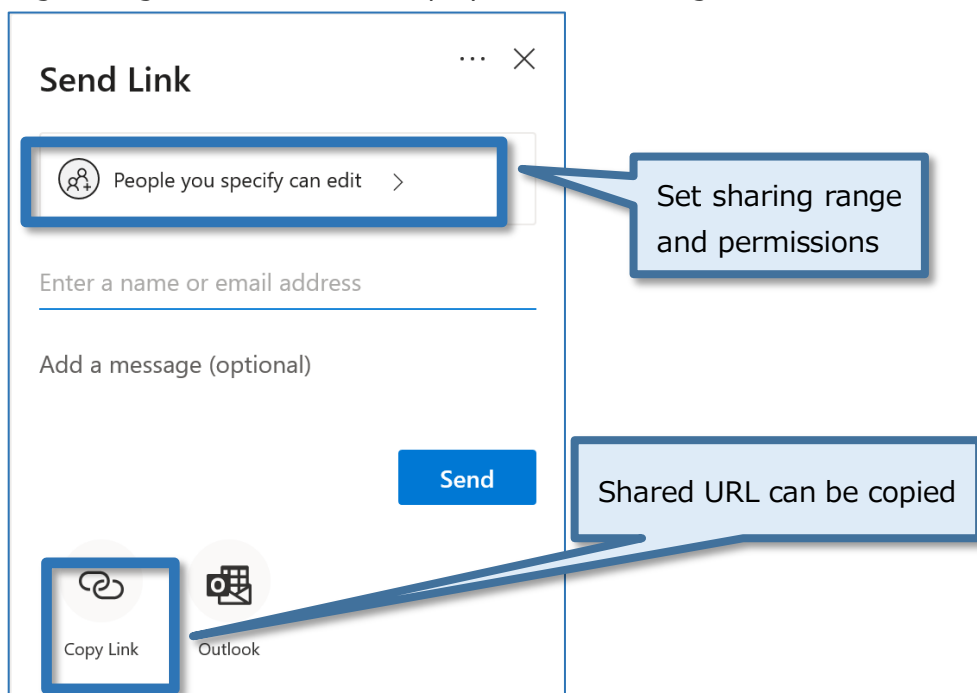
Put a check to the left of the folder to share. (Multiple selections allowed)
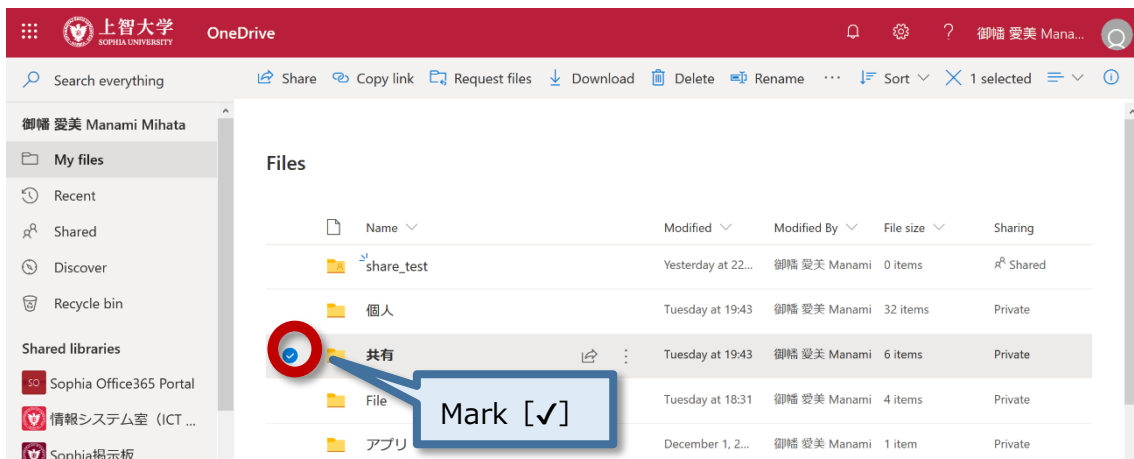

Click [Share] in the top menu.

The sharing settings window will be displayed. Make settings in order.

１．The setting screen of sharing range and permissions

Click to open the setting screen for sharing range and permissions.

Choose [People in Sophia Univ…ties &] and determine the permission in Other settings.
Then click [Apply].

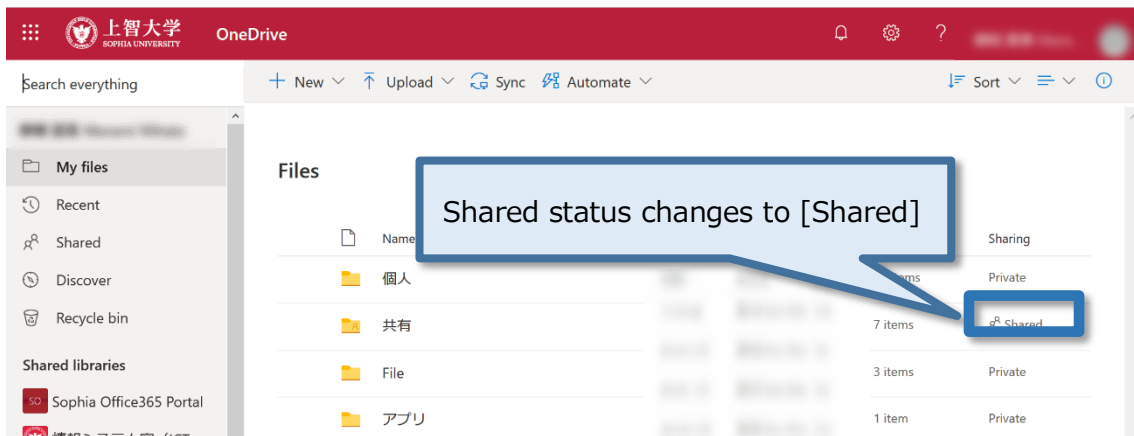The default is [Allow editing]. Make sure you need the permission.
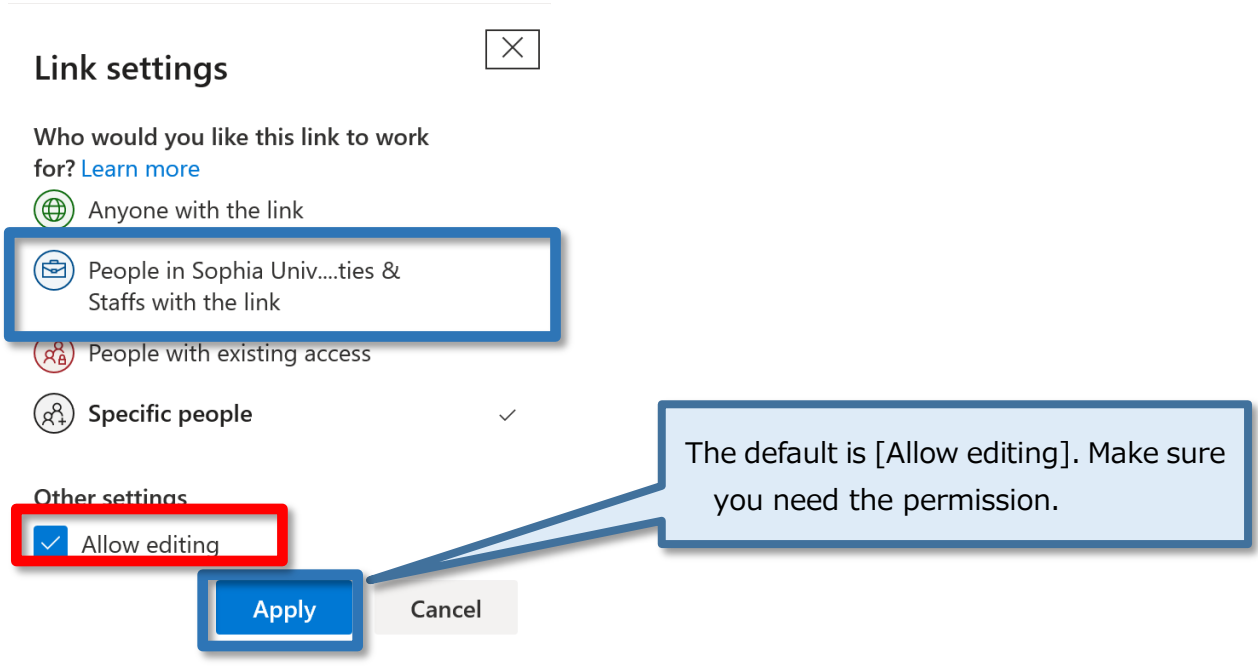
２．Copy of link

Click to create a link and copy the shared URL. Possible to notify by pasting it in an email.
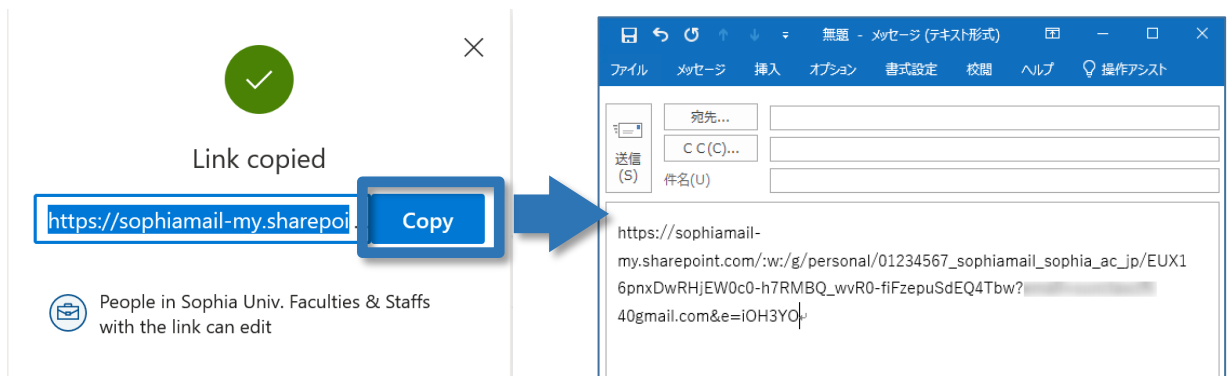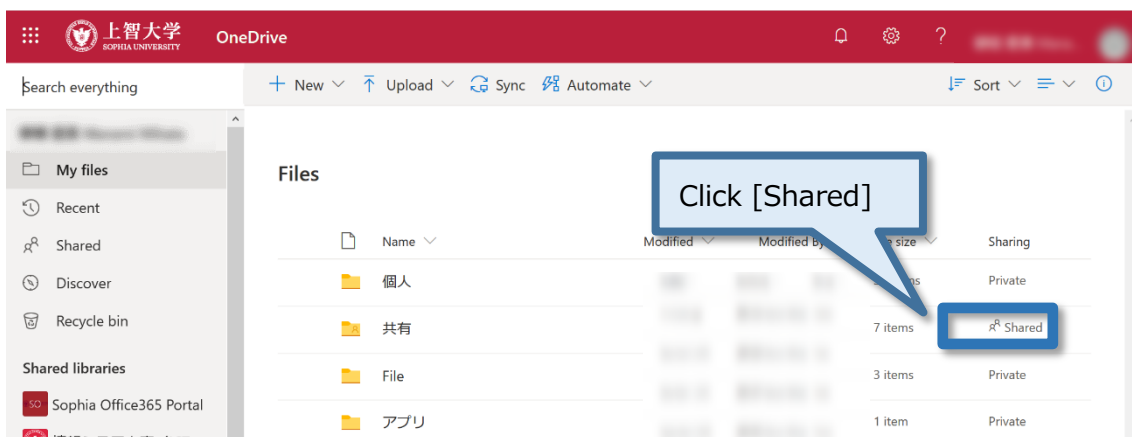
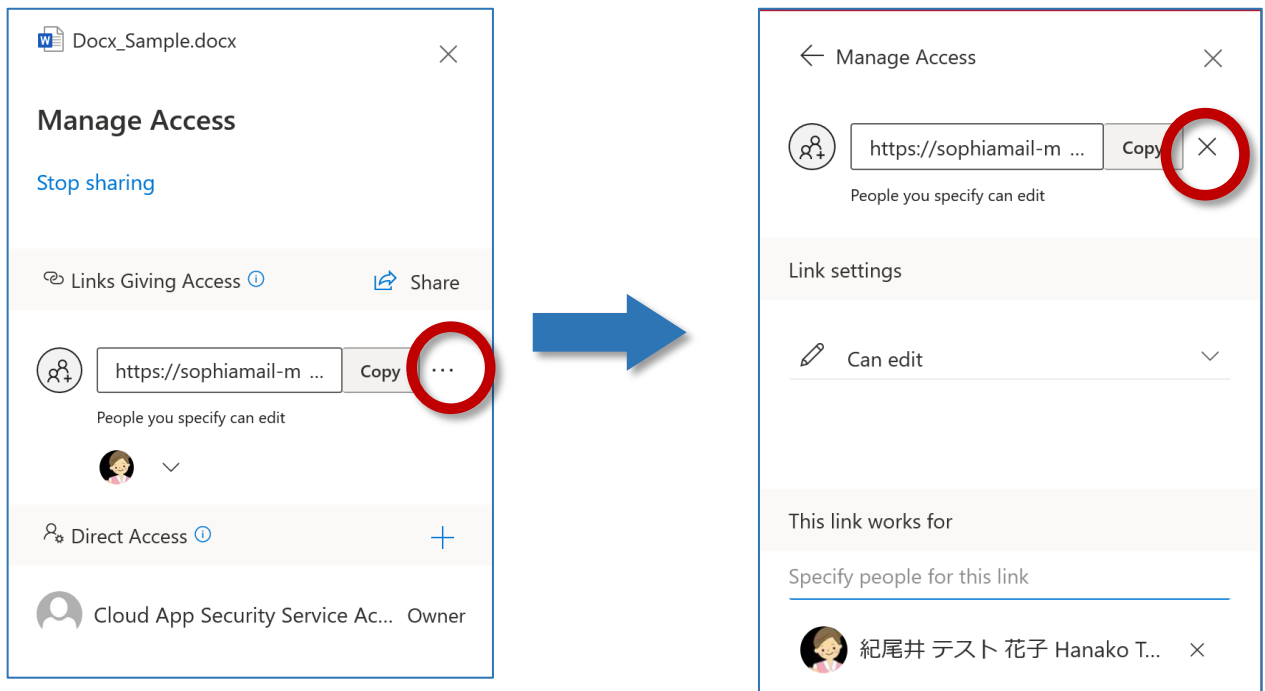The sharing status changes from "Private" to "Shared".

8-4-1 **How to stop sharing (folder)**

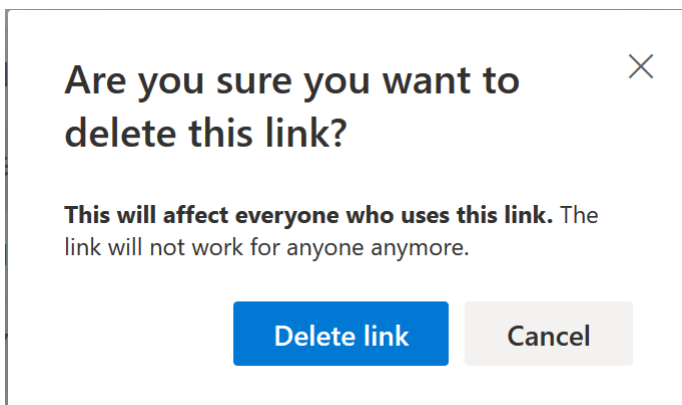※This operation is irreversible after execution.

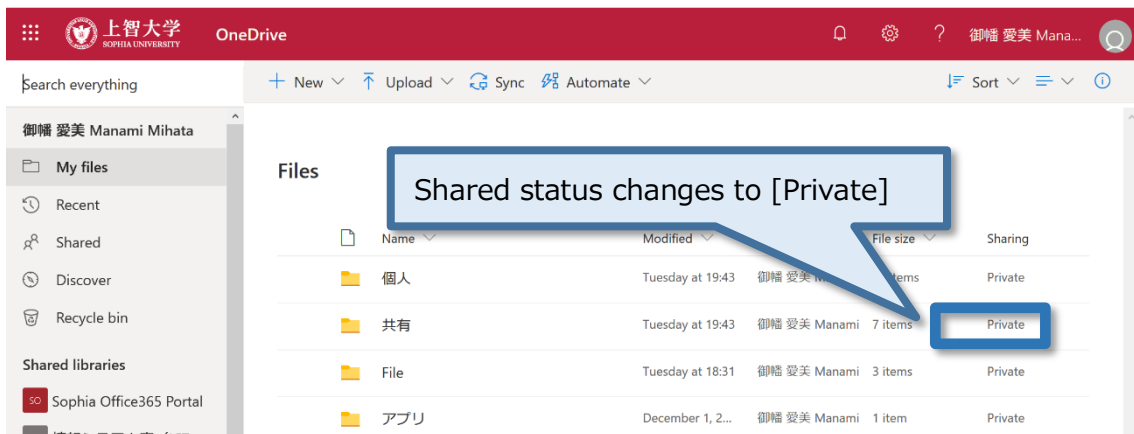Click [Shared] for the folder to stop sharing.

The Manage Access window will open. Click ［•••］and then ［✕］.

A dialog box will show. Click [Delete Link]. (Cannot be canceled after clicking)
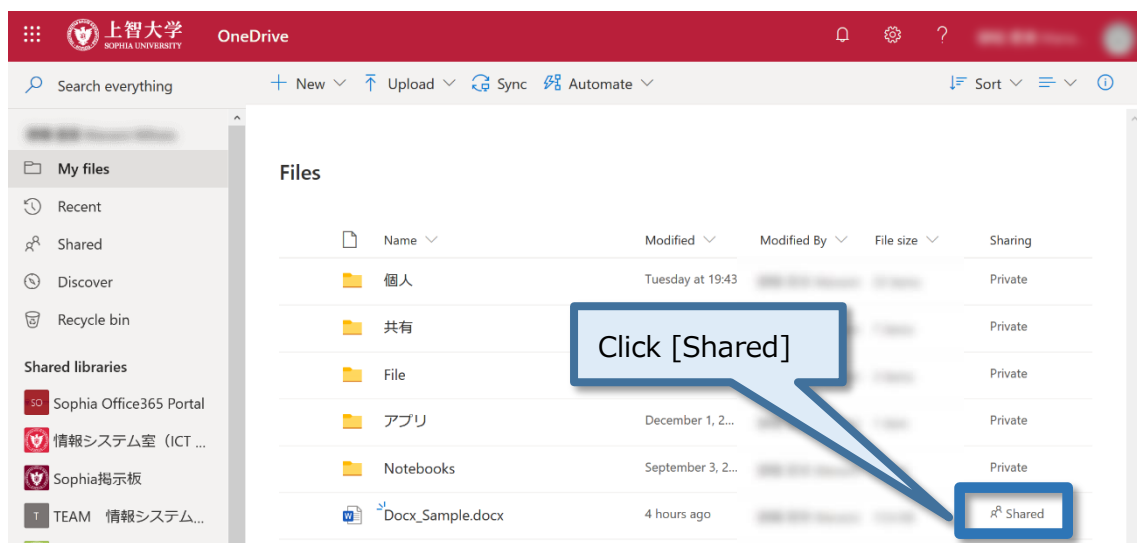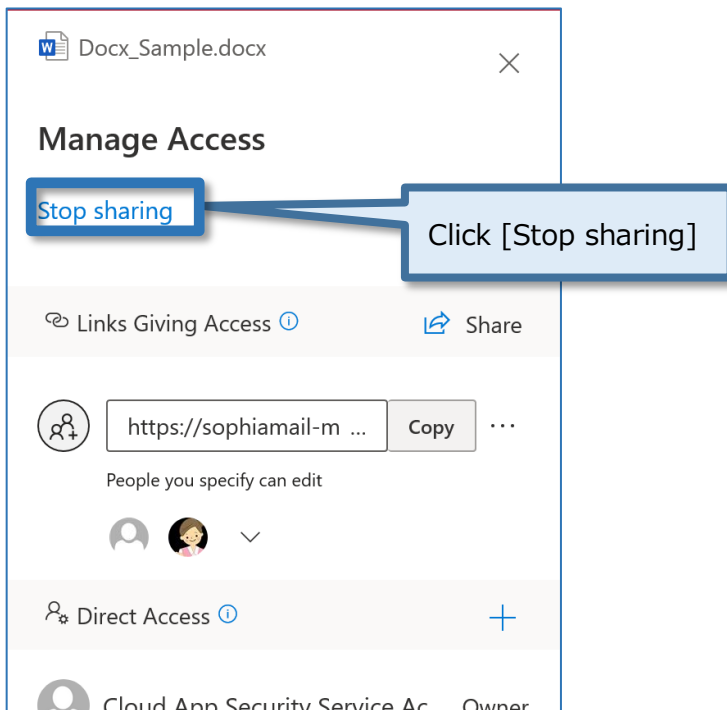
The sharing status changes from "Shared" to "Private".

8-4-2 **How to stop sharing (file)**
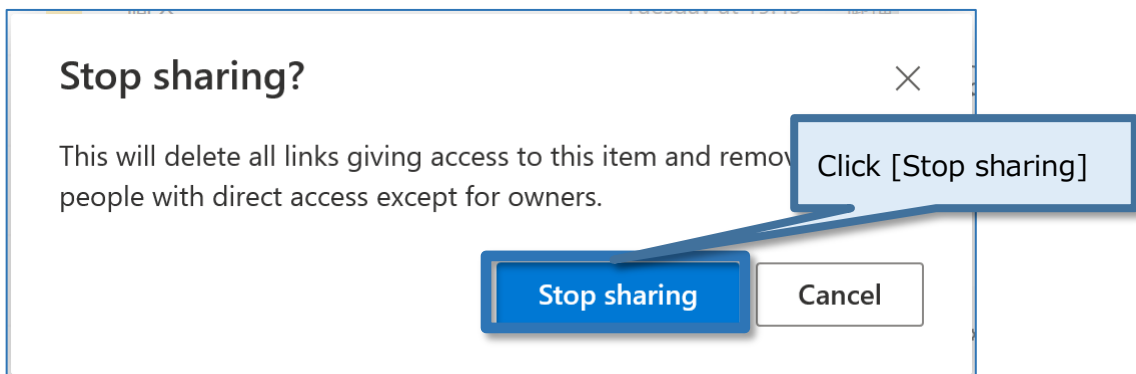
※This operation is irreversible after execution.
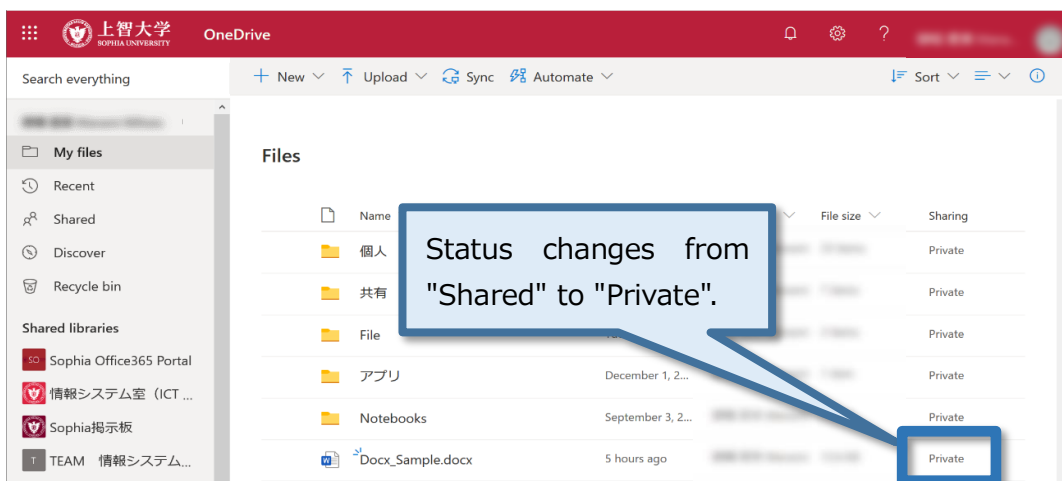
Click [Shared] for the file to stop sharing.

The Manage Access window will open. Click [Stop sharing.

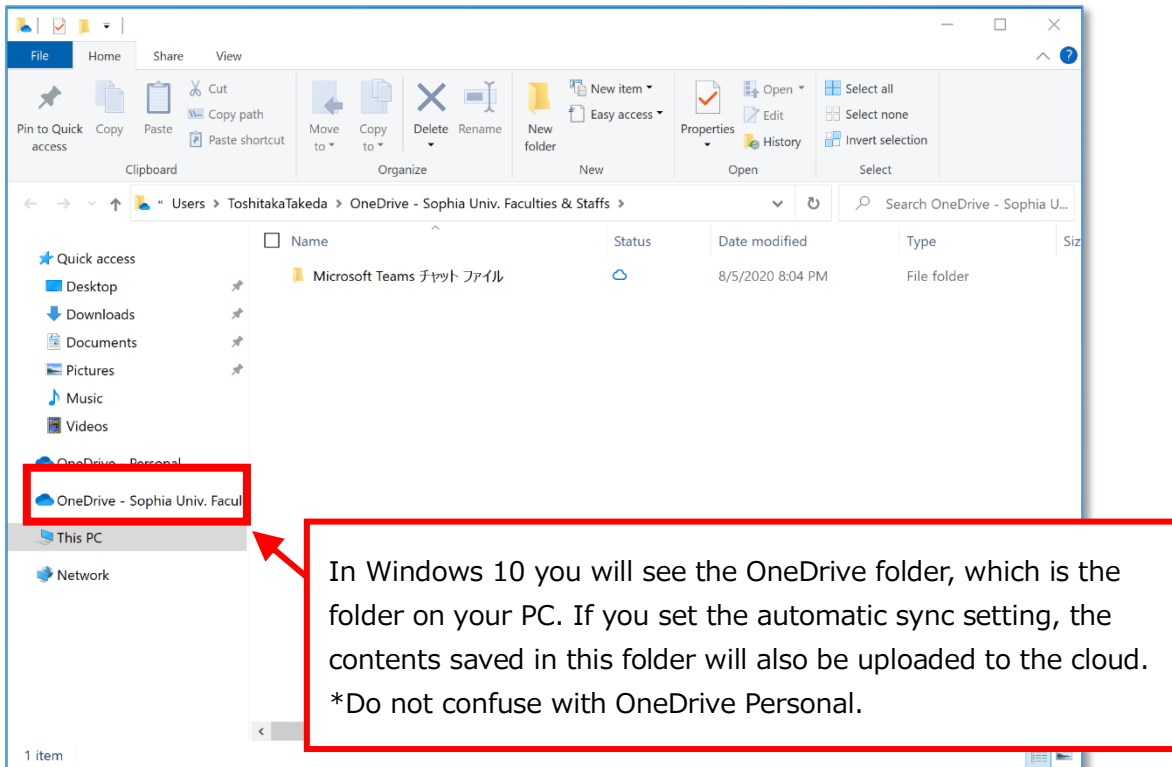A dialog box will show. Click [Stop sharing]. (Cannot be canceled after clicking)

The sharing status changes from "Shared" to "Private".

8-5 （**For Advanced Users**）**Convenient To Use On The Desktop**

Although we cannot support it, if you are knowledgeable in ICT, you can automatically synchronize OneDrive for Business data with a specific folder on your desktop by downloading and setting it on your desktop PC.

If you use it without understanding the meaning of the above contents, it may cause troubles such as "all files that you did not intend were published on the Internet", so please do not do it.

In Windows 10 you will see the OneDrive folder, which is the folder on your PC. If you set the automatic sync setting, the contents saved in this folder will also be uploaded to the cloud.
*Do not confuse with OneDrive Personal.

Edit / Publish : Sophia University ICT Support

Address : 7-1 Kioicho, Chiyoda, Tokyo 102-0094

Telephone : 03-3238-3101

Sophia ICT   Search