

# **Microsoft OneDrive Manual For Students**

Sophia University ICT Office

May. 2025

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# 1. Introduction

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

## 2. About OneDrive

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

### 2-1 Overview

OneDrive is an online storage service provided by Microsoft 365. You can do the same thing with Google Drive, Dropbox, and iCloud, among other services.

It has \*100 GB 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.

**\*From June 2025, the data capacity will be 100 GB.**

### 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 with faculty.

This is the same for people outside the university.

### 2-3 Transferring Data Between Individuals

Files on OneDrive are stored in your account.

**When an account is disabled due to graduation or withdrawal, or other reasons, even other people with whom you shared the files cannot be accessed it.**

For this reason, save the files on your PC or other device in advance as necessary.

### 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.

Due to certain factors, there have been reports of the data saved suddenly disappearing. As emergency preventive measures, we recommend regular backups and updating to the latest software.

It is technically impossible for the ICT Office administrator to access an individual's account to save or modify files.

### 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.

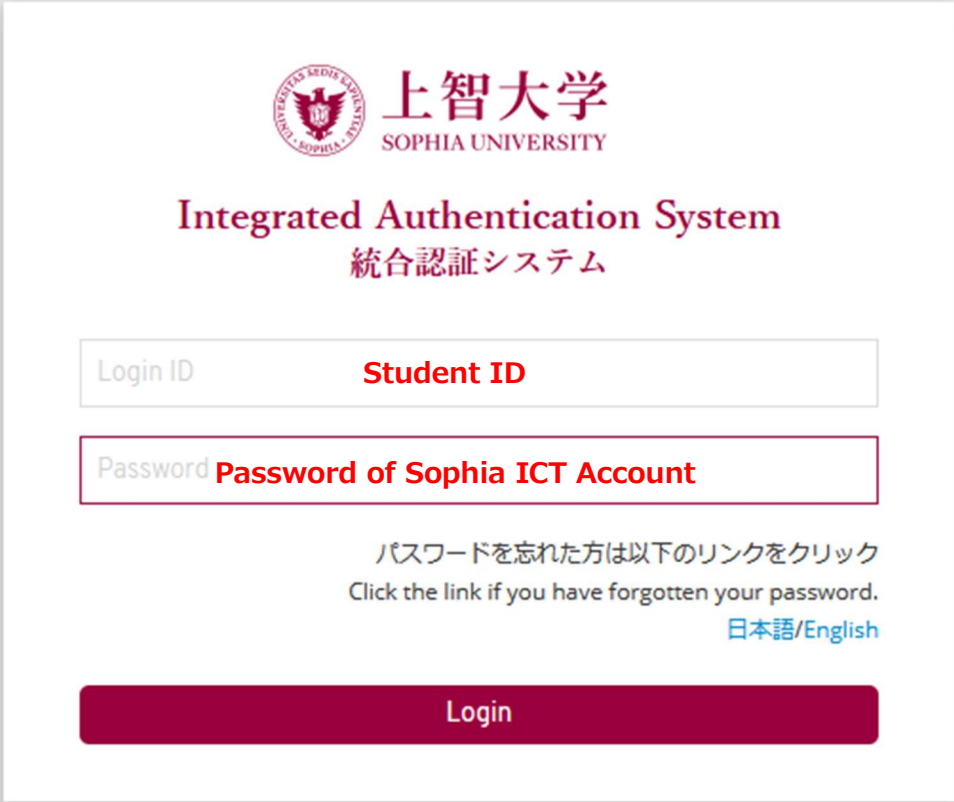
<https://ccweb.cc.sophia.ac.jp/en/>

- (2) Find [Microsoft 365 Students Login].

The screenshot shows the Sophia University ICT Office website. The header includes the university logo, 'ICT Office', and navigation links: Information, User Guide, FAQ, Application Form / Manuals, About ICT Office, and Contact. A search bar is also present. The main content area features a large banner with a building image and several information boxes. The 'Important Information' box on the right lists updates regarding account changes and sign-in screens. Below the banner, there are sections for 'Security' and 'ICT OFFICE'. The 'ICT OFFICE' section contains links for Passwords / Email address, Office365 Teachers Login, Office365 Students Login (highlighted with a red box), and Moodle. The 'COM/CALL Info' section includes Opening Hours and COM/CALL Info. At the bottom, there is a 'Microsoft365 Students Login' button with a OneDrive icon.

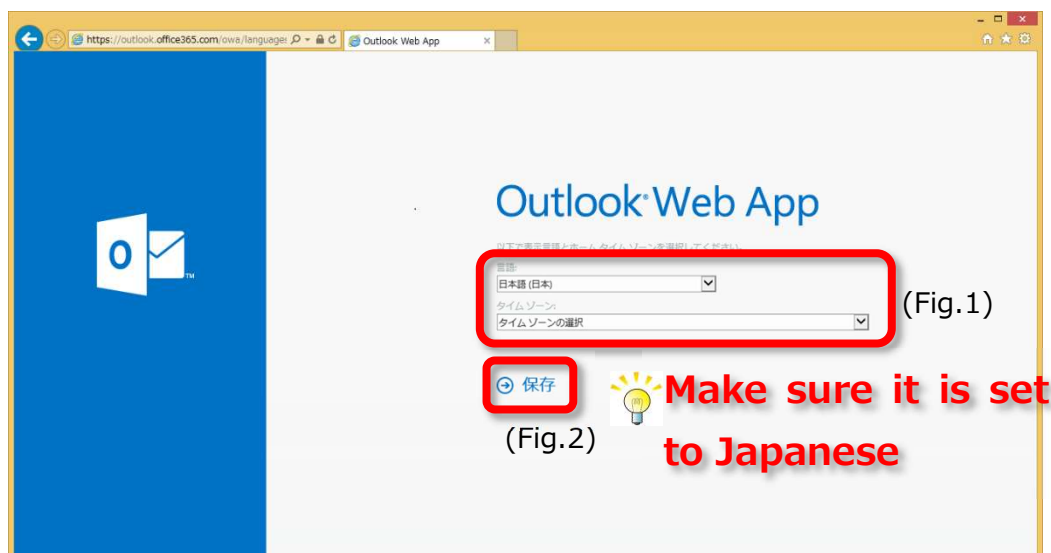
- (3) Enter your 'Login ID for system on campus' and 'password' for Sophia ICT Account, then click [Login].

\*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.



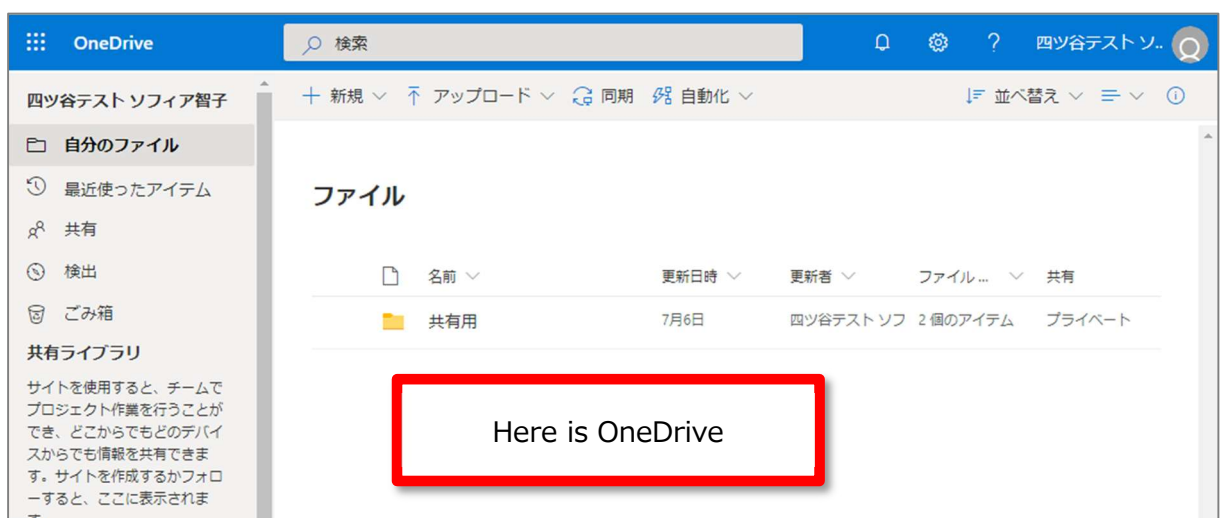
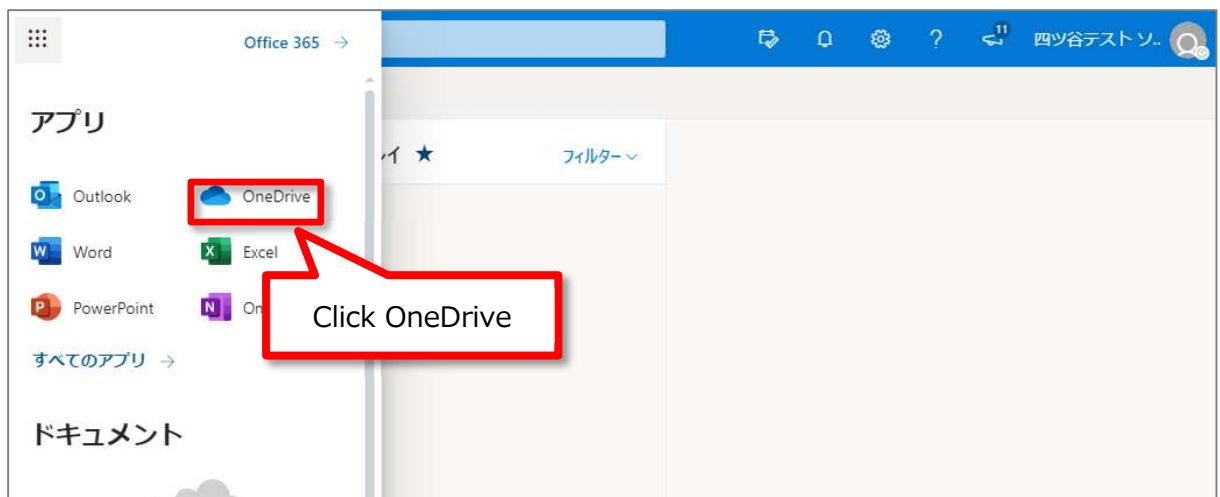
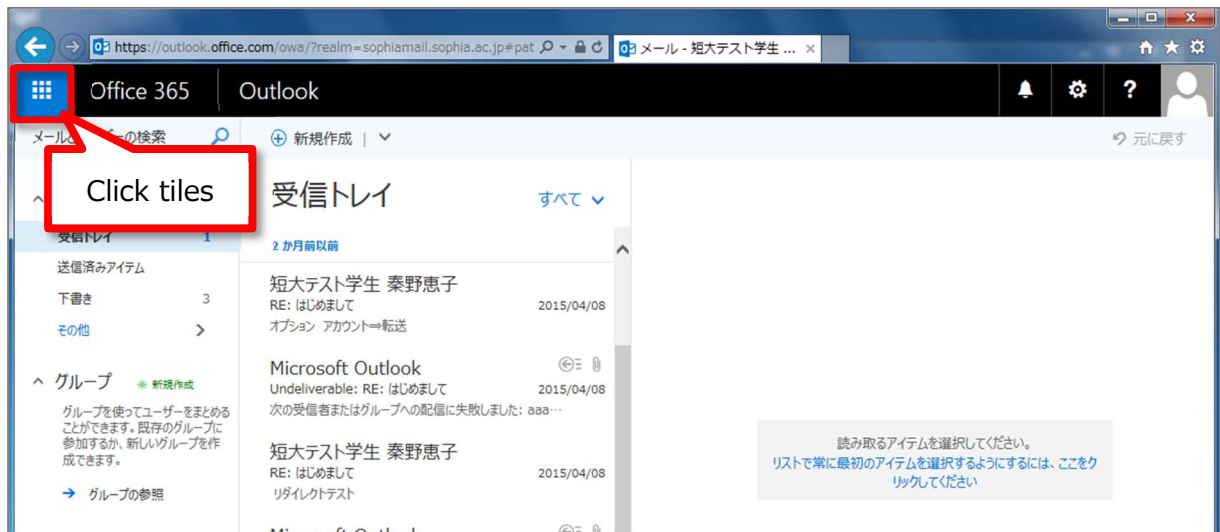
The image shows the login page for Sophia University's Integrated Authentication System. At the top is the Sophia University logo and name in Japanese (上智大学) and English (SOPHIA UNIVERSITY). Below this is the title 'Integrated Authentication System' and its Japanese equivalent '統合認証システム'. There are two input fields: the first is labeled 'Login ID' with a red prompt 'Student ID'; the second is labeled 'Password' with a red prompt 'Password of Sophia ICT Account'. Below the fields is a link that says 'パスワードを忘れた方は以下のリンクをクリック' (Click the link if you have forgotten your password.) followed by '日本語/English'. At the bottom is a large red 'Login' button.

- ※ 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).

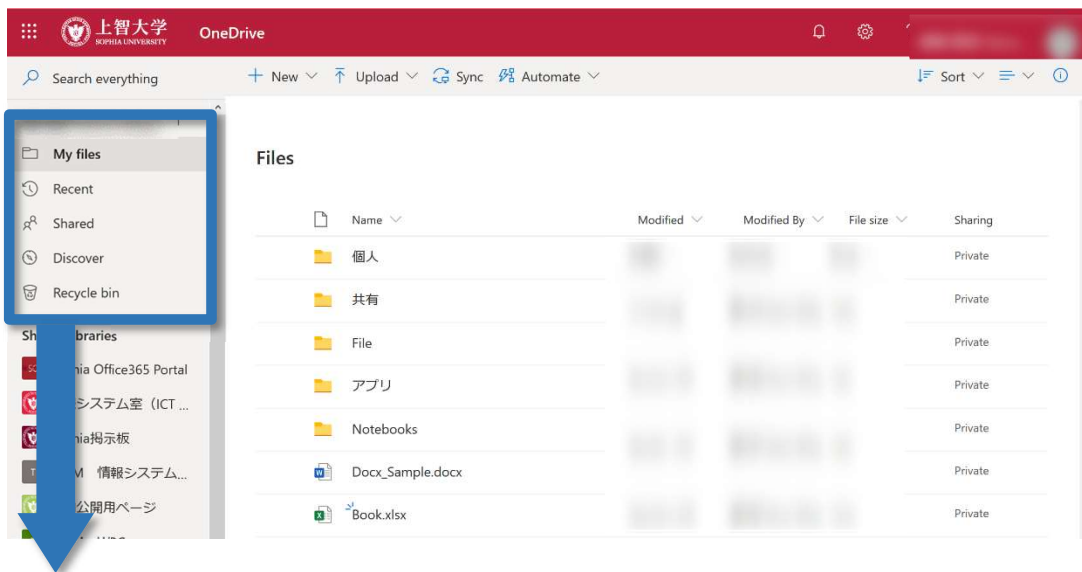


### 3-2 Open OneDrive

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



## 4. Menu Screen



### My files

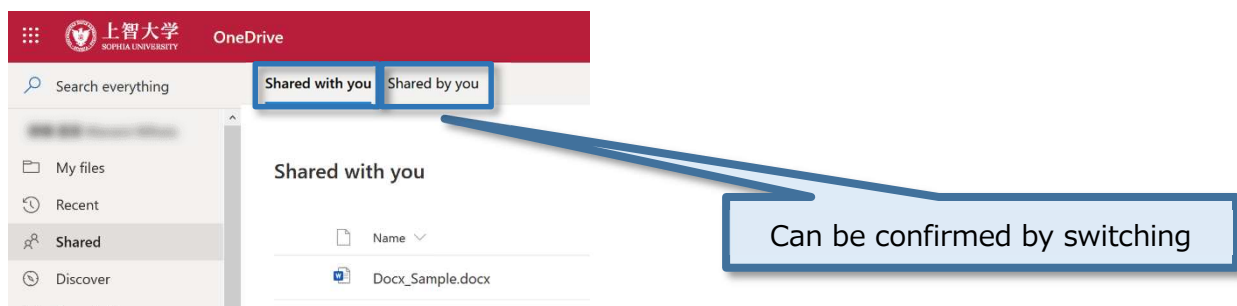
Displayed the files you have uploaded to OneDrive.

### Recent

Displayed the used files or folders recently.

### Shared

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



### Discover

Displayed your documents and other documents that you can access.

### Recycle bin

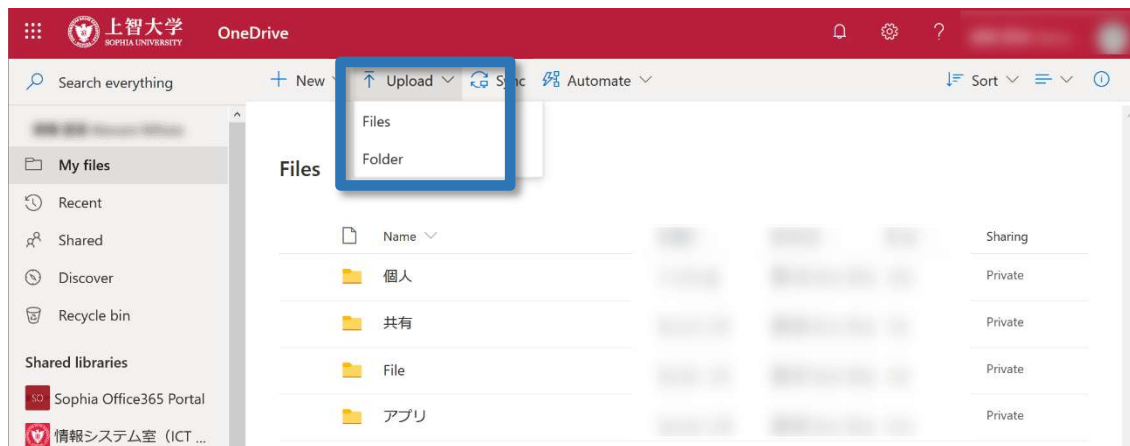
The files which are placed in the Recycle Bin are deleted after 30 days automatically.

## 5. Save Files

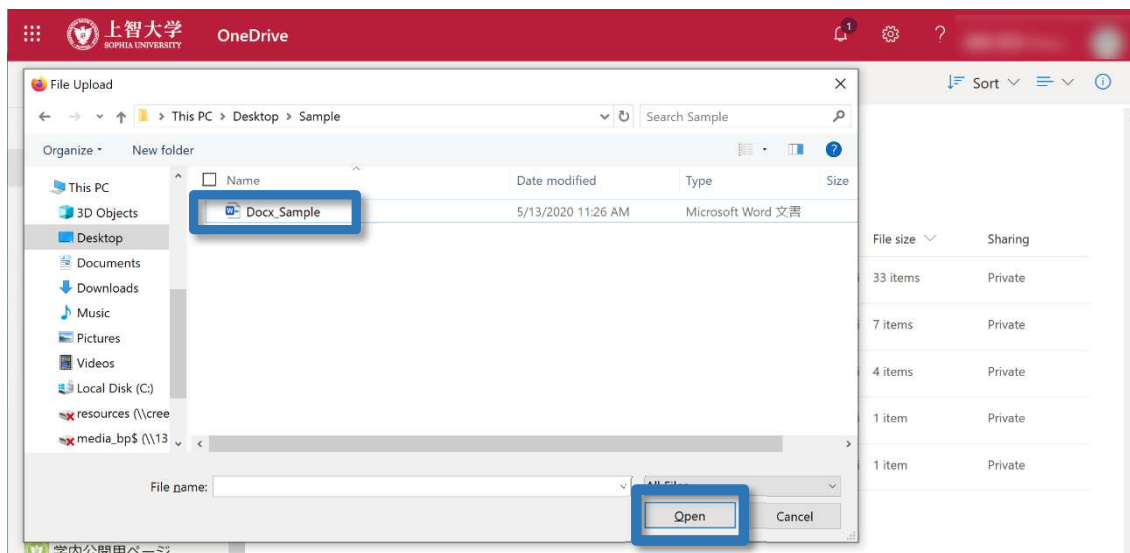
You can upload the stored files or folders on your PC to OneDrive or create and save files directly on OneDrive.

### 5-1 Uploading Files

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

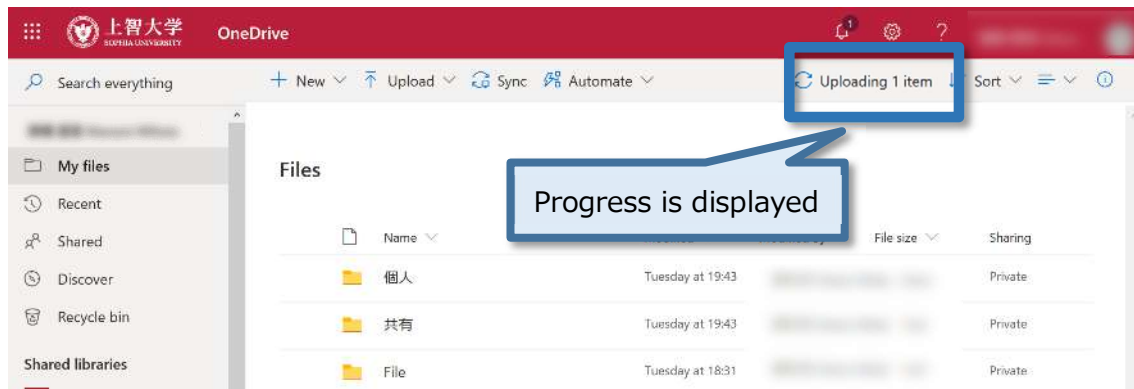


The file selection will be displayed. Choose the file you want to upload and then click [Open].  
(Upload Word file here)

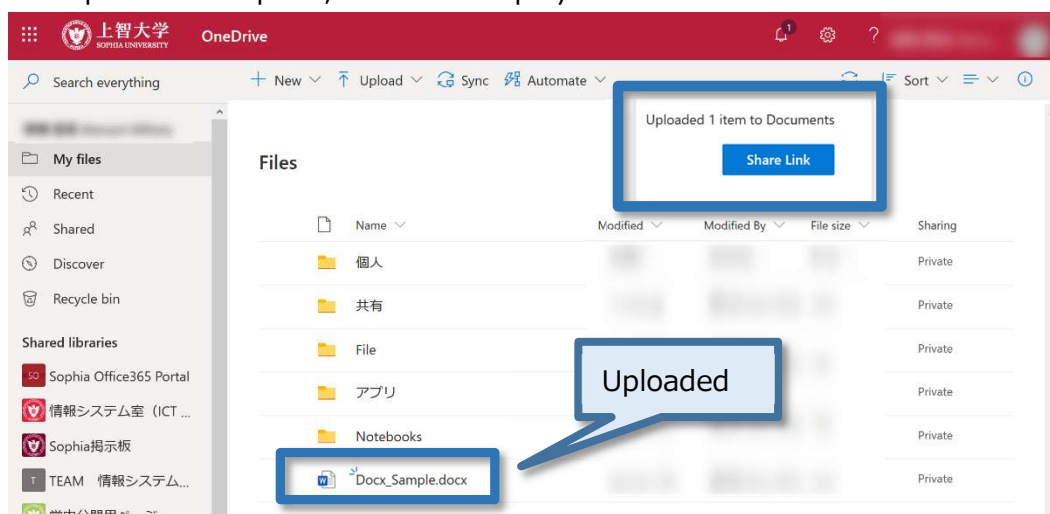




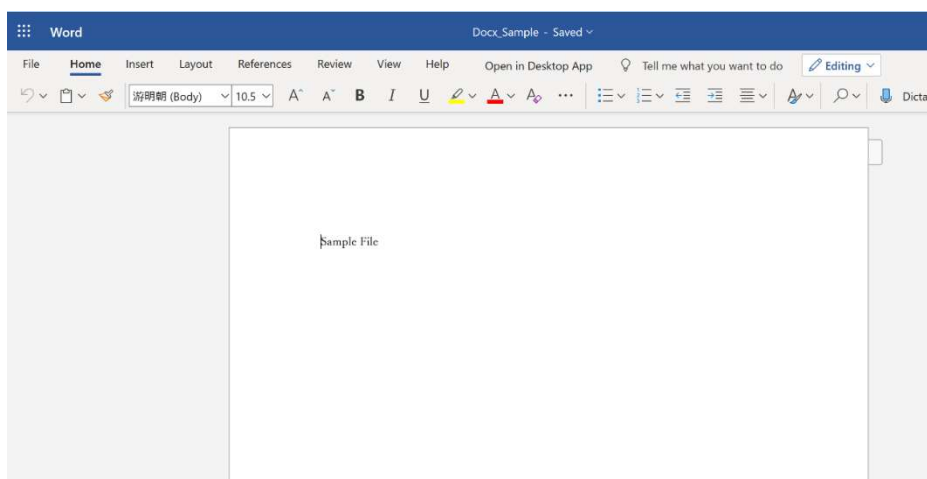
The upload will start. ※The large data files take a long time to complete.



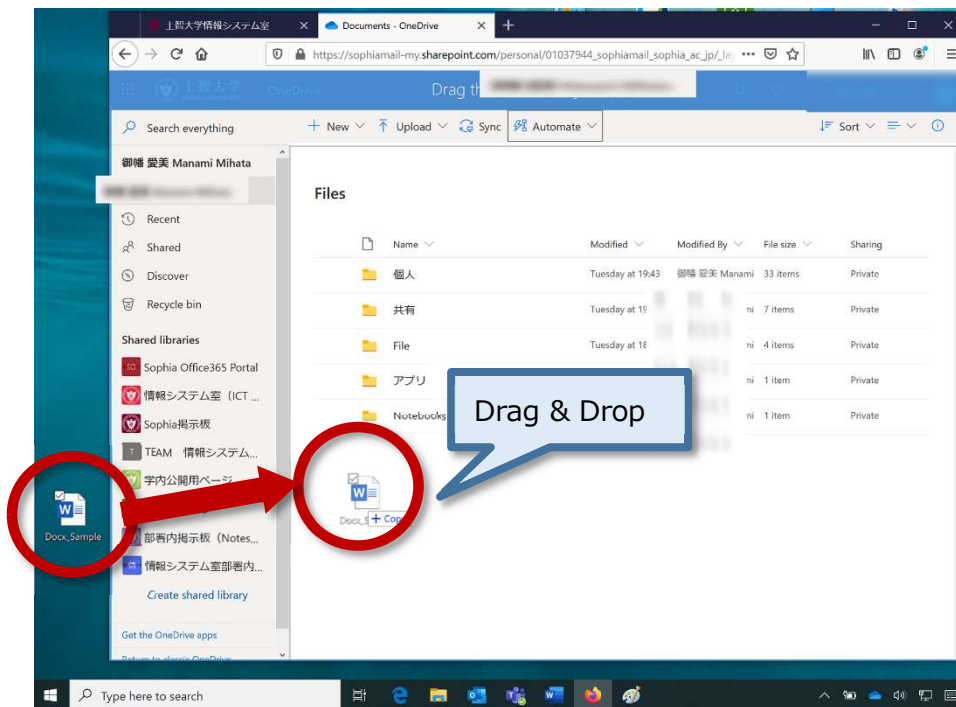
When the upload is complete, the file is displayed.



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

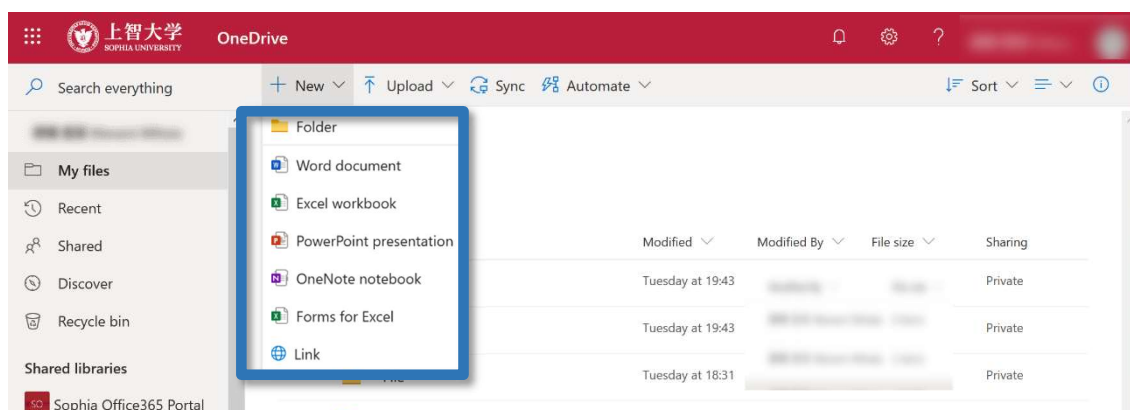


※Possible to upload by drag and drop.

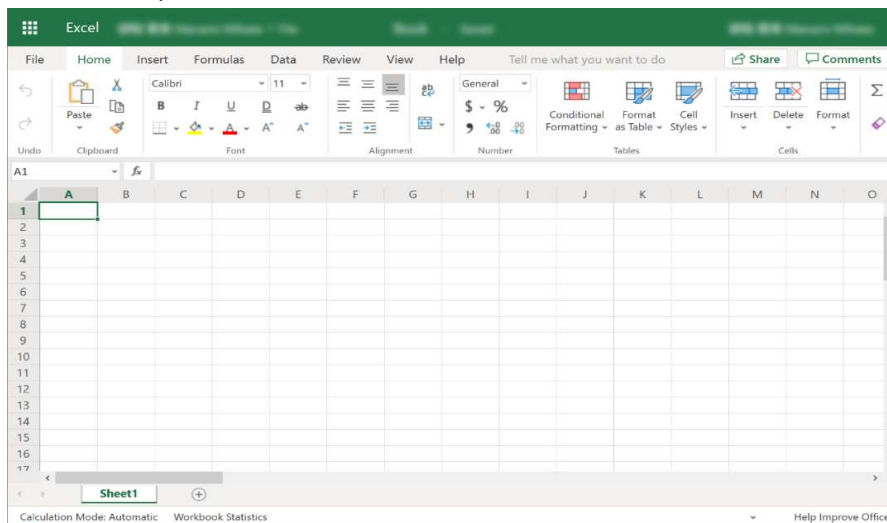


## 5-2 Create New File

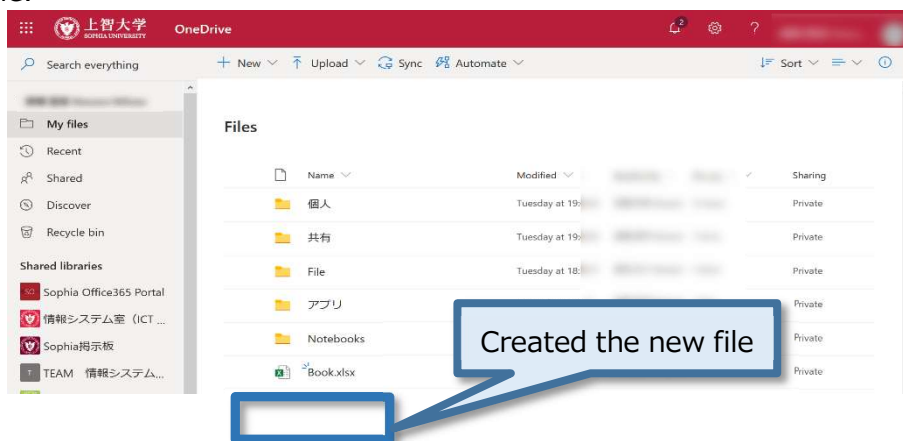
Click [ +New ] , then choose the file type that you want to create. (Choose Excel here)



Excel will open.



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

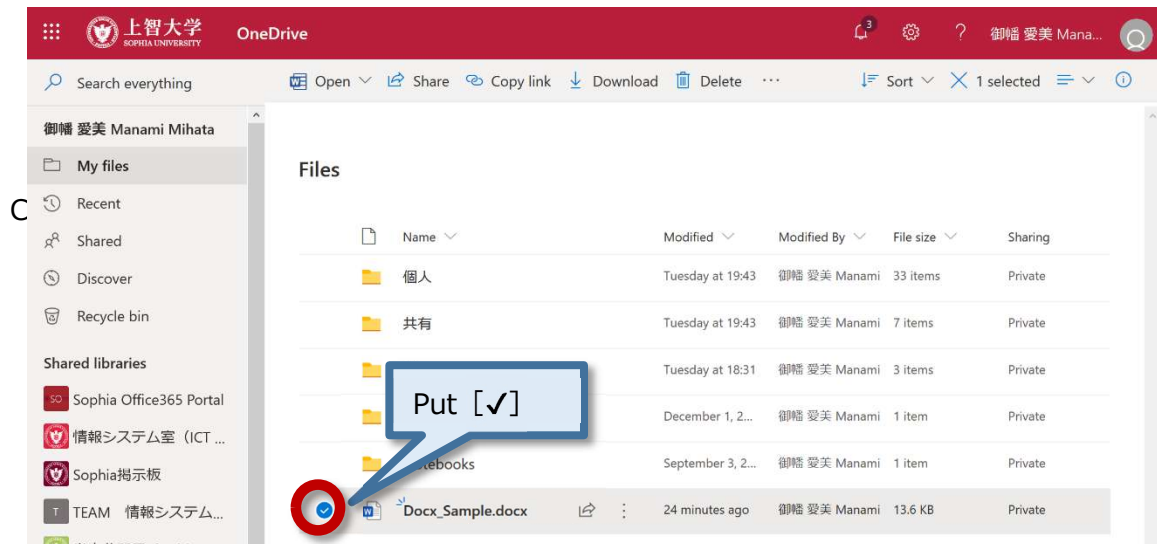


## 6. Delete Files

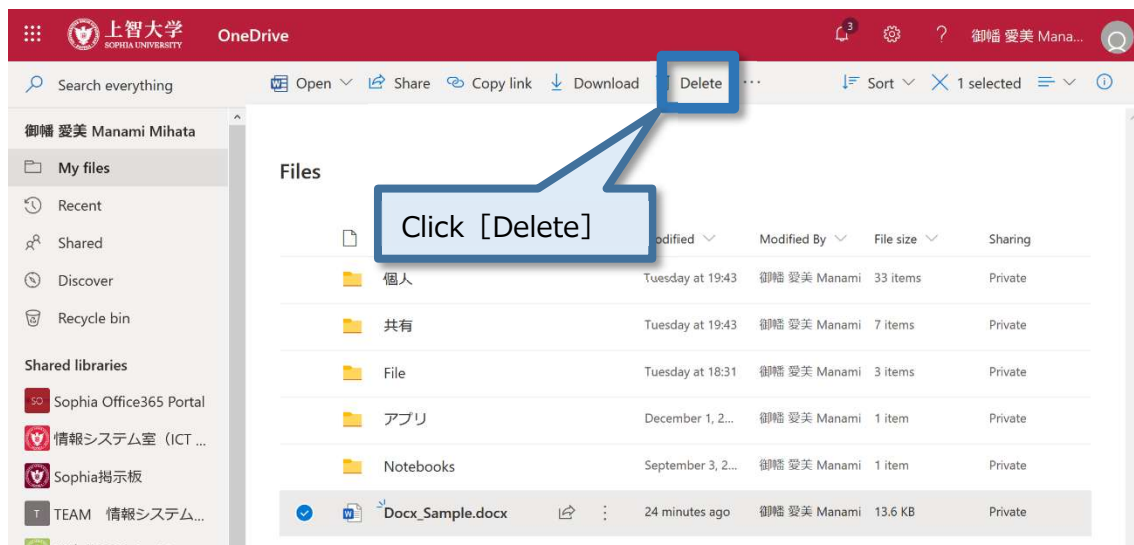
It is possible to organize and save disk space by removing unnecessary files.  
Deleted files are temporarily stored in OneDrive Recycle Bin.

### 6-1 Delete Files (Folders)

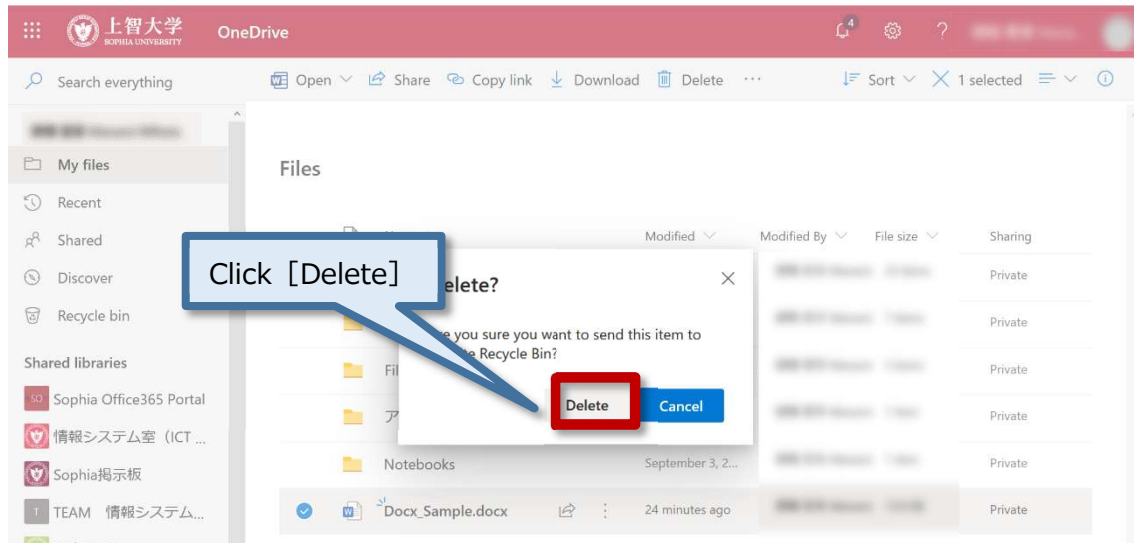
Put a check to the left of the file (folder) you want to delete. (Multiple selections allowed)



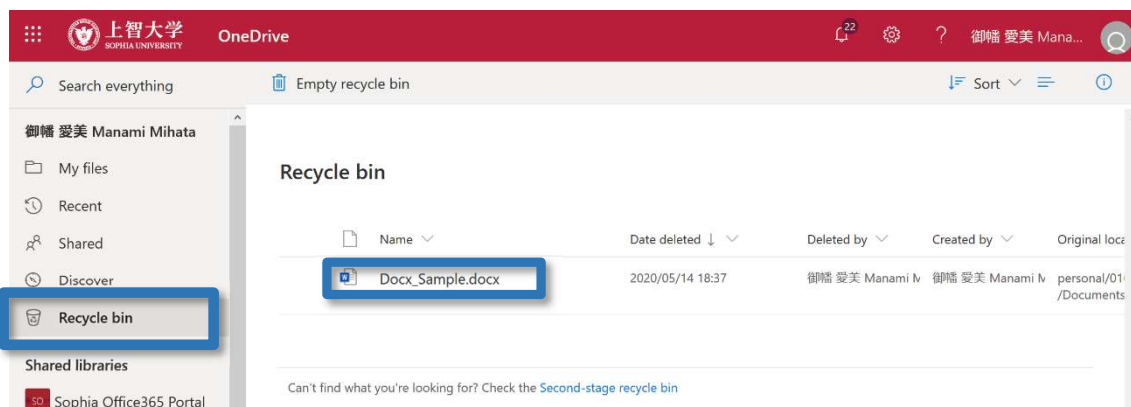
Click [Delete] on the top menu.



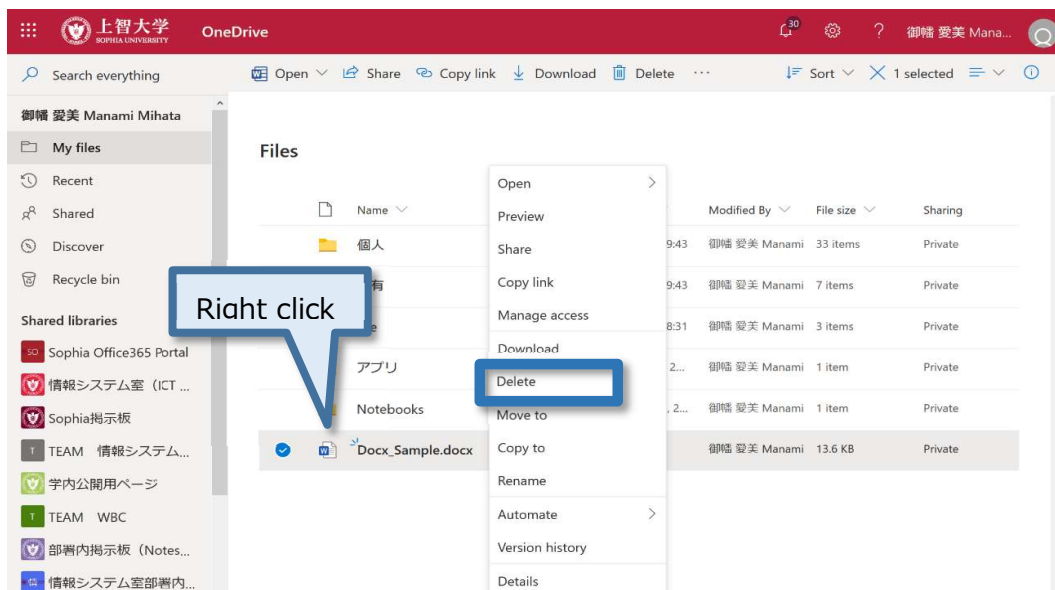
Click [Delete] on the confirmation message.



Moved to [Recycle bin].



※Also possible to [Delete] by right-clicking.

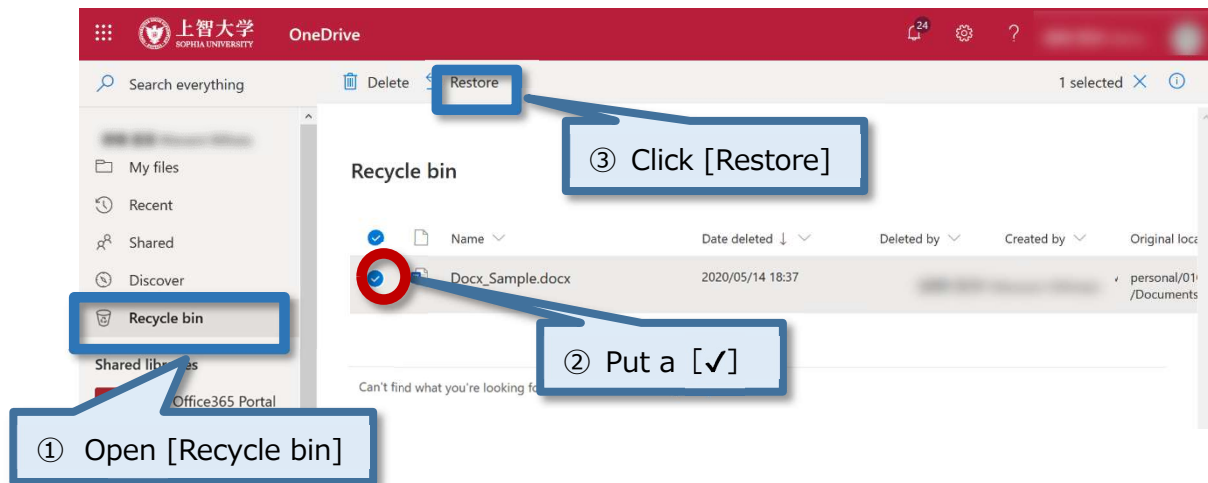


## 6-2 Restoring Files (Folders)

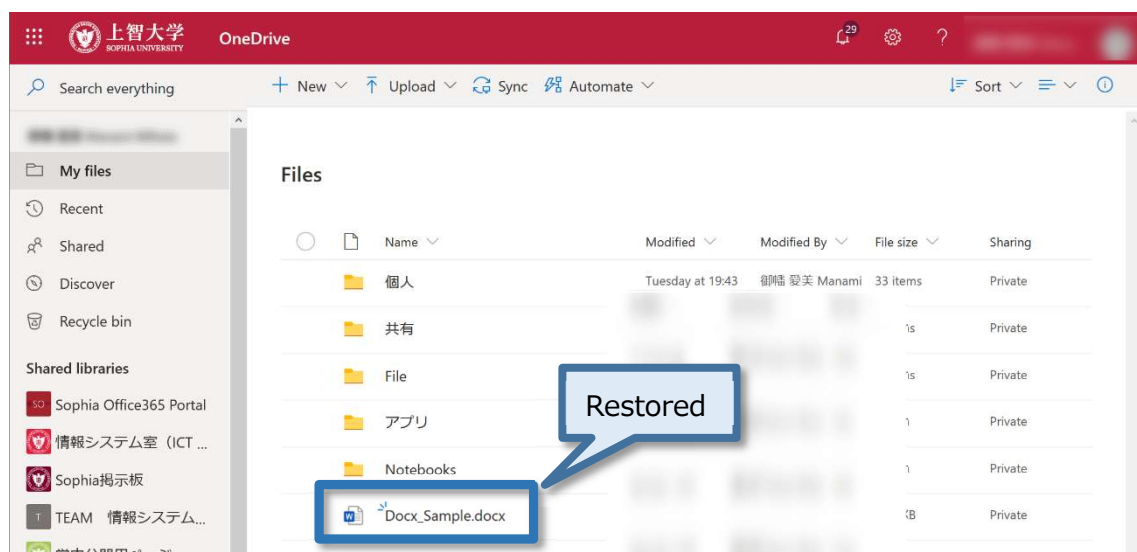
Possible to restore accidentally deleted files or folders.

Open the Recycle Bin and put a check on the file to restore. Click [Restore].

(Multiple selections allowed)



Restored to its original location.

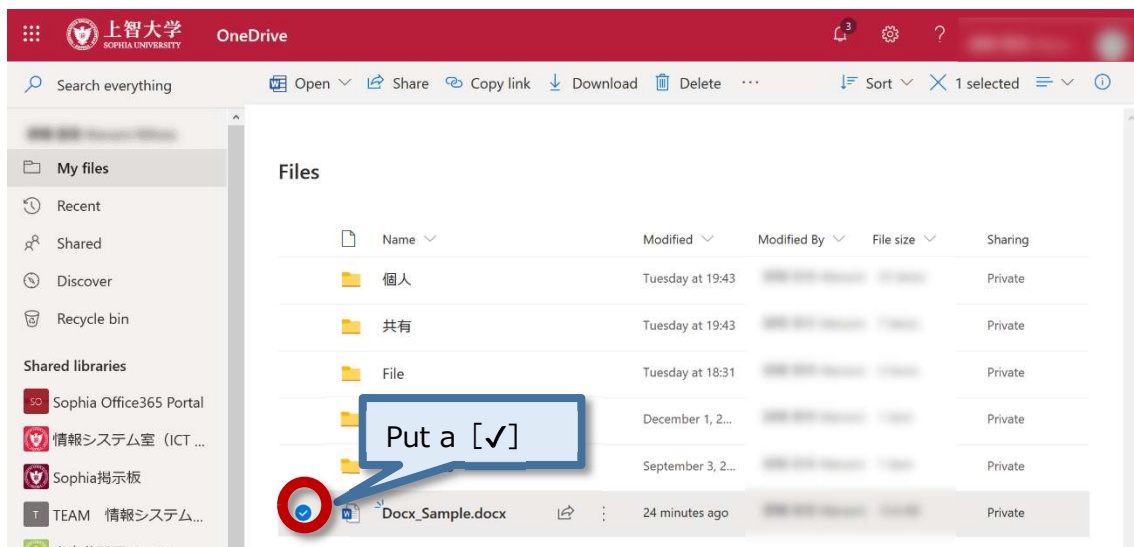


## 7. Downloading Files

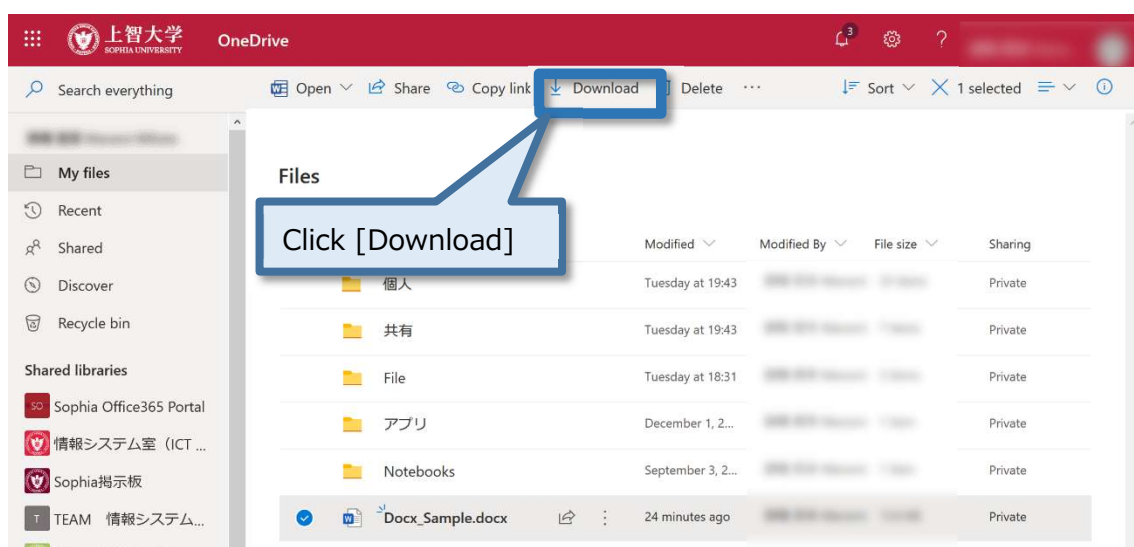
Possible to download the files or folders stored on OneDrive.  
Useful when you need to work on your PC.

### 7-1 How to Download Files

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

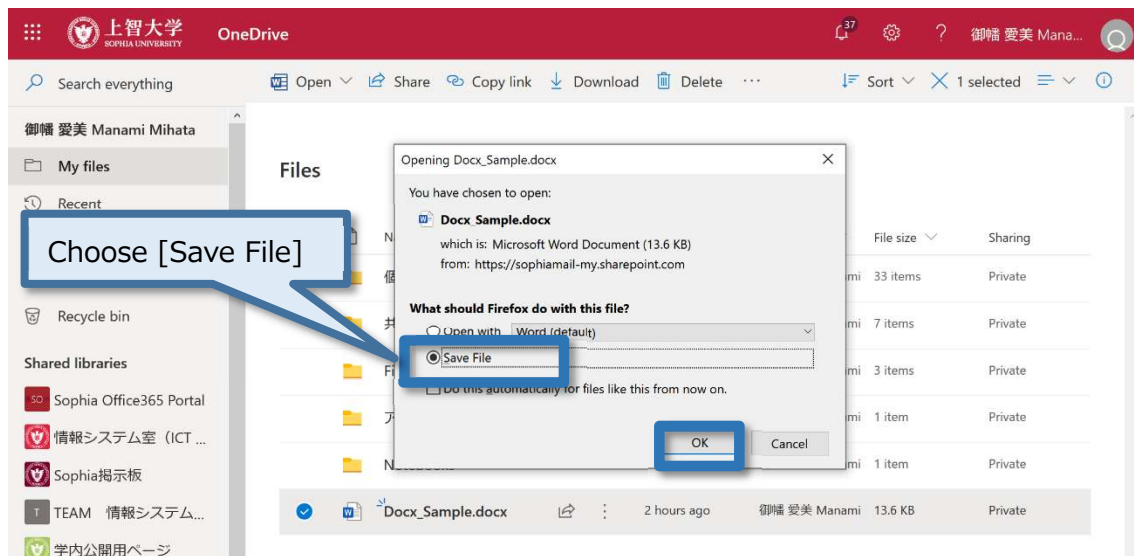


Click [Download] on the top menu.



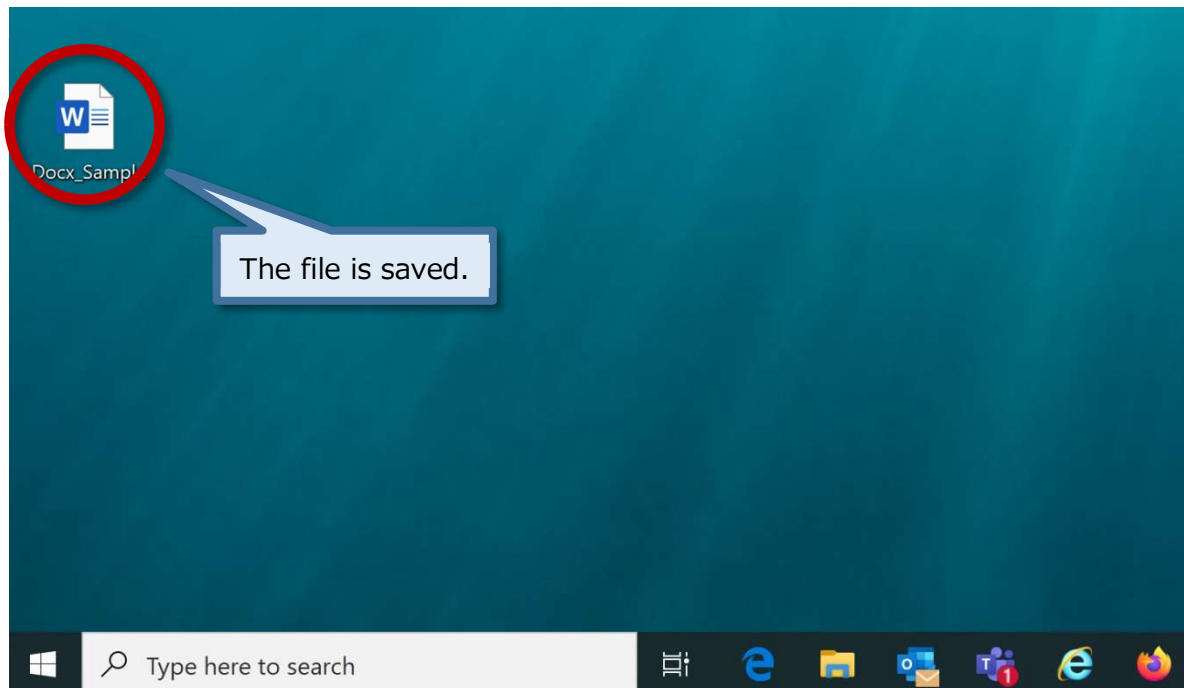


When the dialog box appears, choose [Save File] and click [OK].



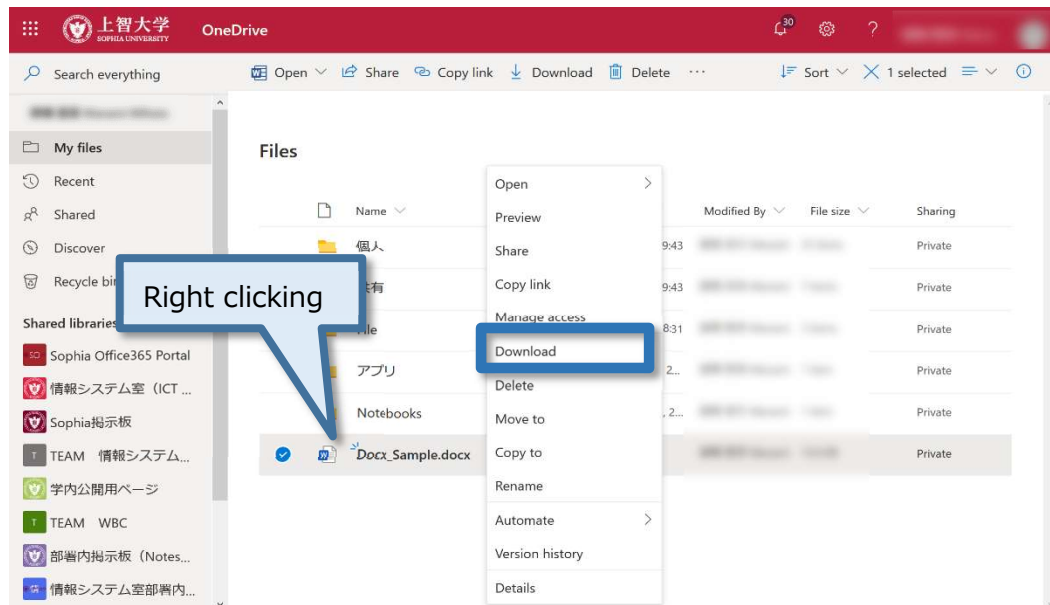
File saved.

(The file is stored in the same directory as browser's default download location)





※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 is selected 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 settings 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 saving the file in a folder that allows sharing.

When sharing, it is necessary to consider the following two 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
	Specific students are allowed to share <b>No teachers allowed</b>	High	Viewing only	8-3
			View and Edit	
②	Students who know the sharing URL (@eagle.sophia.ac.jp) <b>No teachers allowed</b>	Intermediated	Viewing only	8-4
			View and Edit	

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

### Point

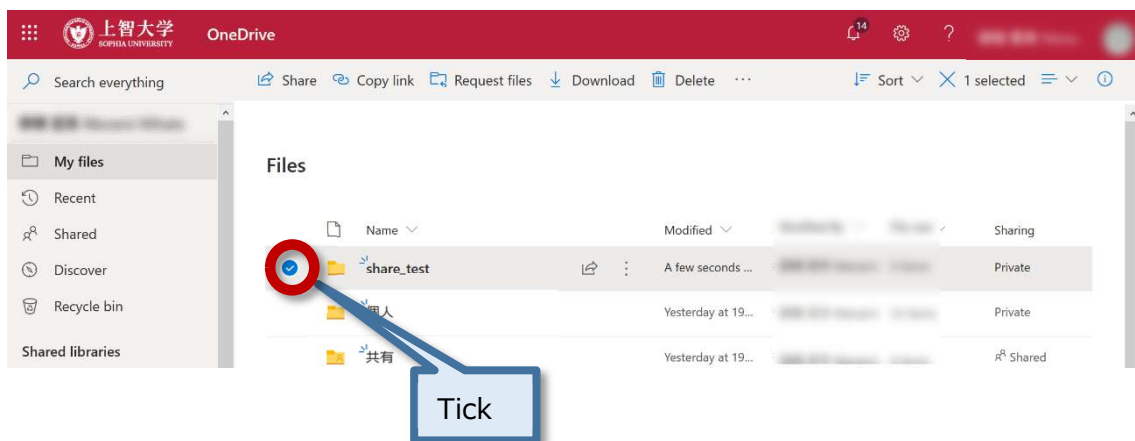
First, create a shared folder.

By storing files in the shared folder, the access rights of the shared folder are taken over.

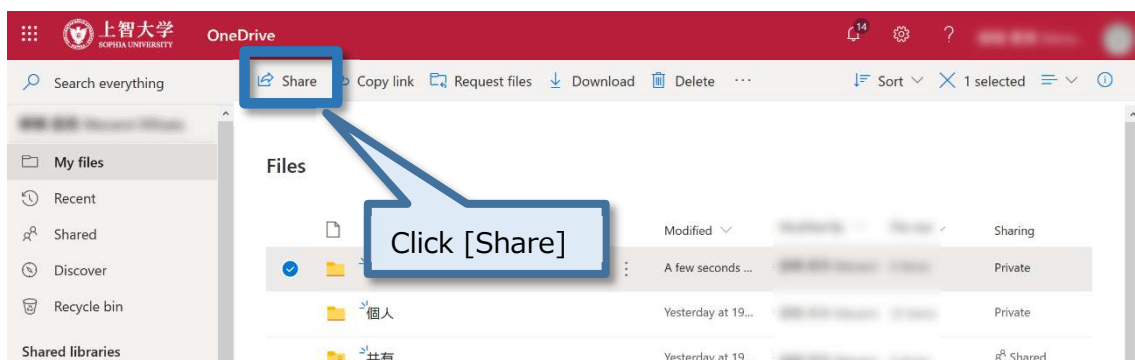
This is convenient because there is no longer needed to manage access rights for each file.

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

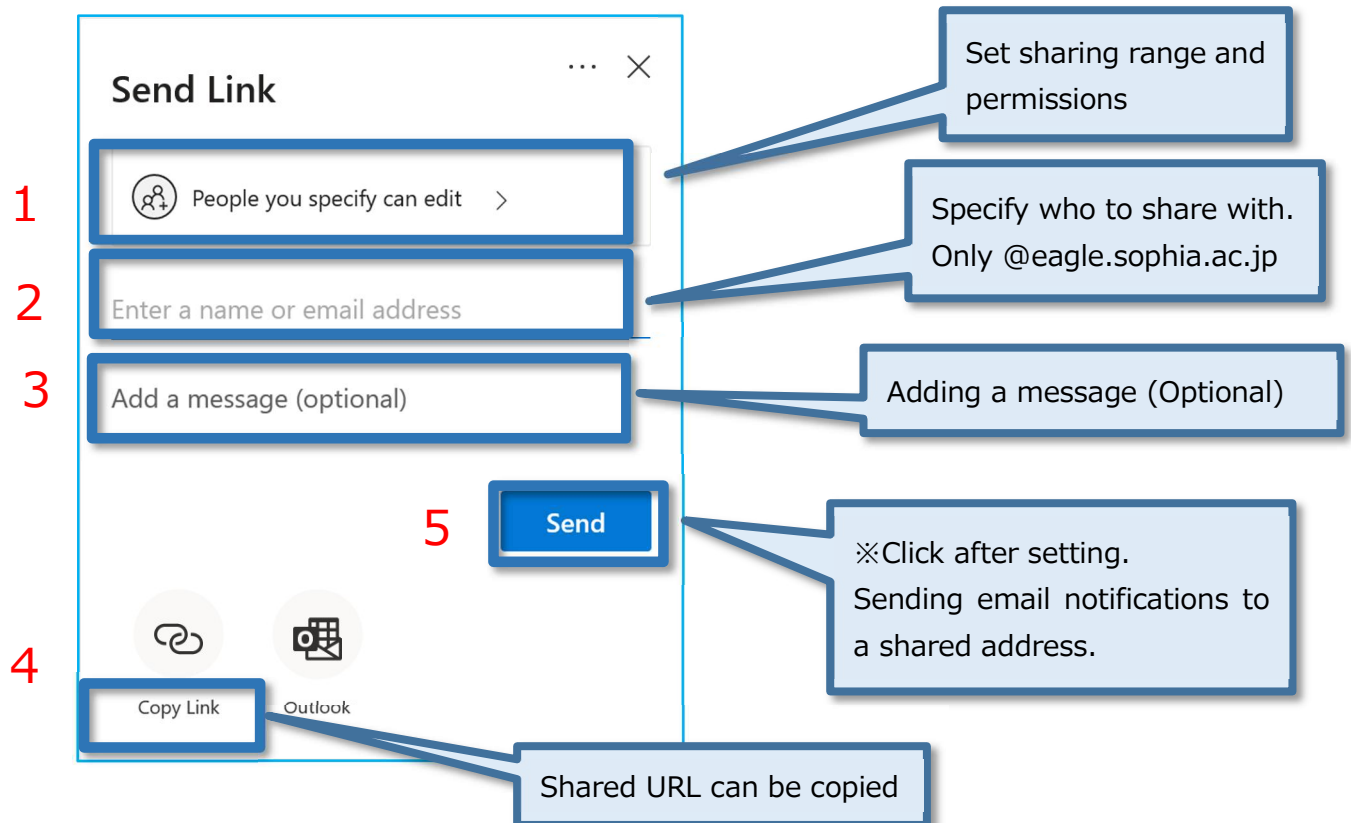
Tick to the left of the folder to share. (Multiple selections allowed)



Click [Share] in the top menu.



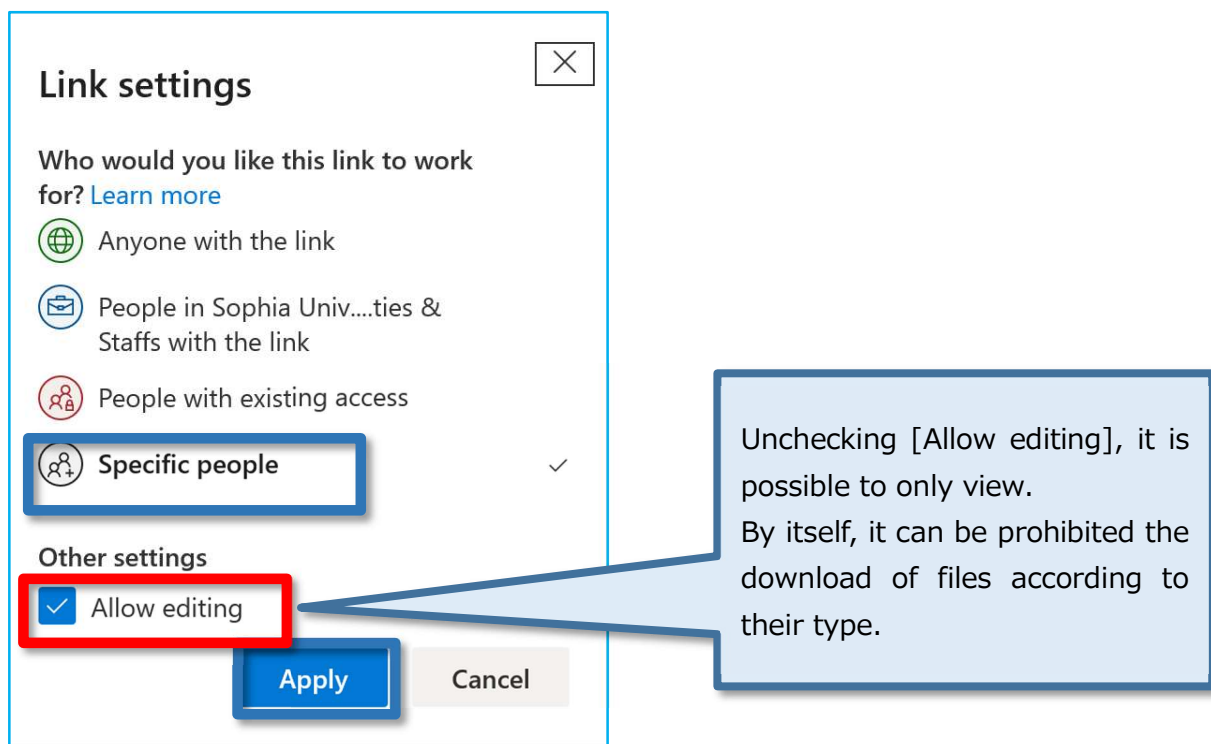
When the shared settings window appears, configure the settings in order.



### 1. The setting of the sharing range and permission.

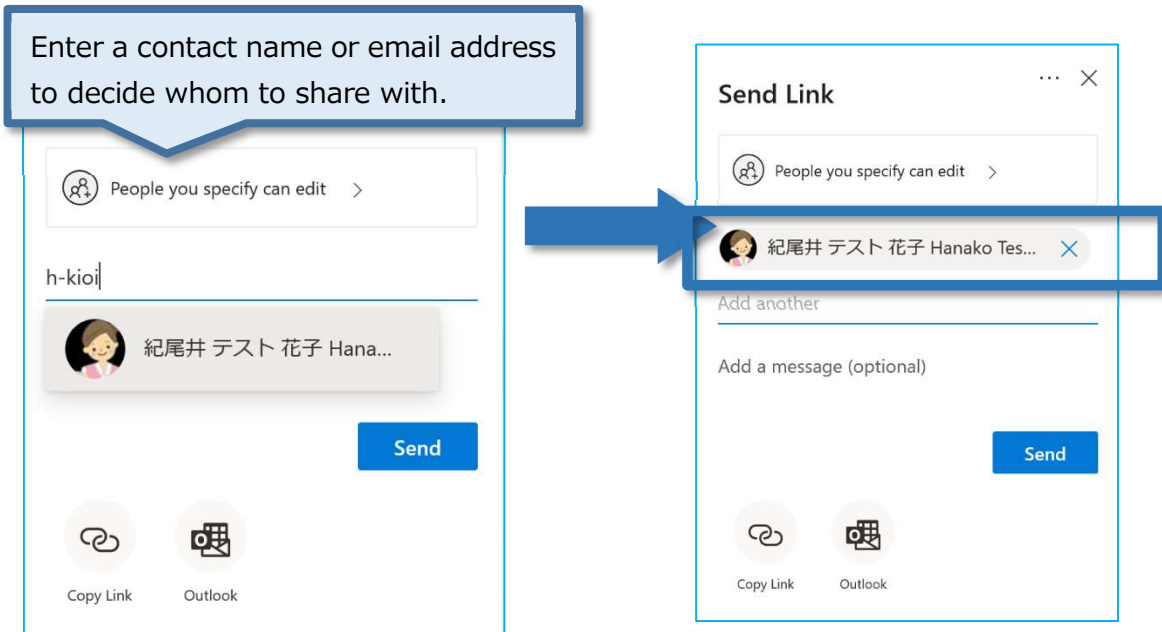
Click to open the settings screen for the sharing range and permissions.

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



## 2. Specify whom to share

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

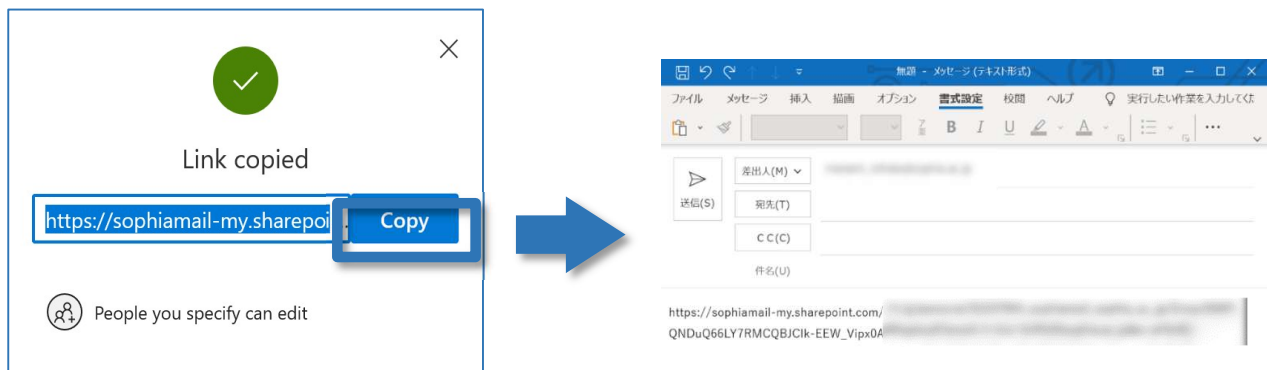


## 3. Add a message (Optional)

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

## 4. Copy of link

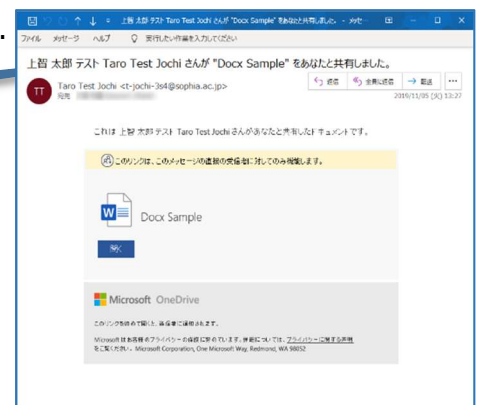
Click to create a link and copy the shared URL and paste it into an email.



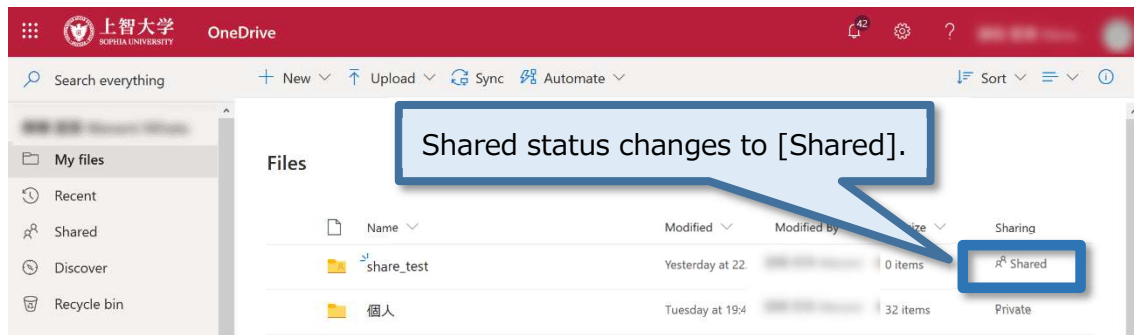
## 5. Sending

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

A notification email will be sent

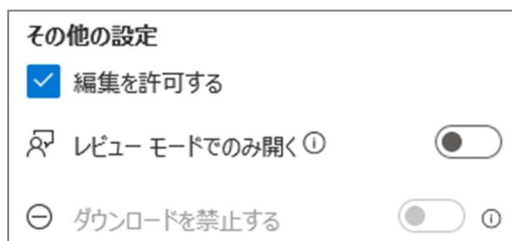


The sharing status changes from "Private" to "Shared".



### 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 settings for the 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 overwritten directly.  
Displayed as "Change history is recorded", the file owner can select "Accept" or "Reject".



## 8-4 Shared with students who know the sharing URL (Intermediate-Level security)

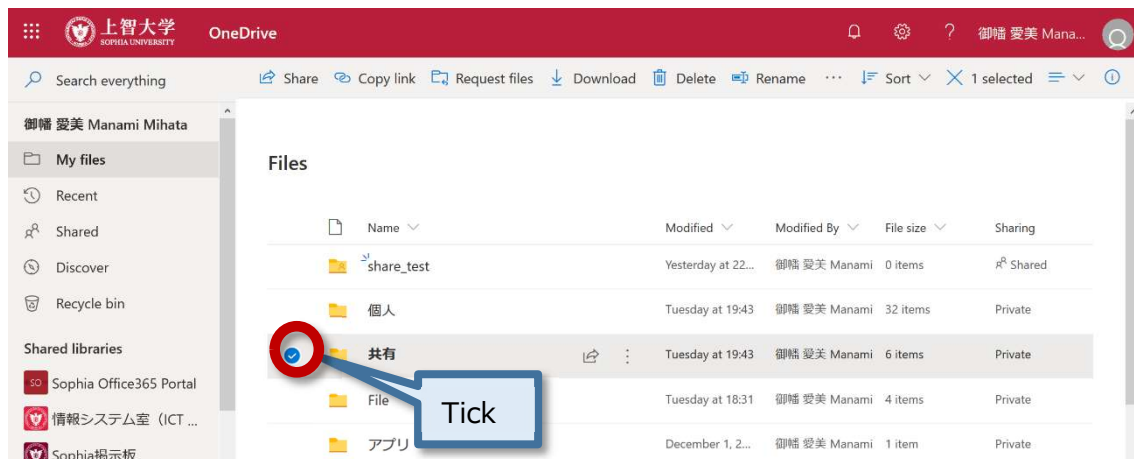
### Point

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

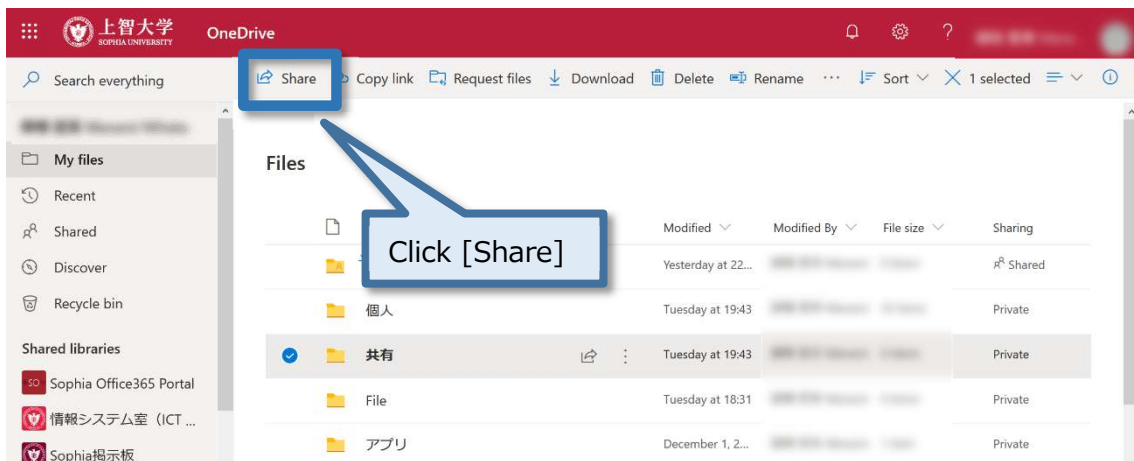
Office 365 data is separate for faculty (@sophia.ac.jp) and students/graduates/retirees (@eagle.sophia.ac.jp).

Since the creation of data contents is fundamentally different, file sharing is not possible.

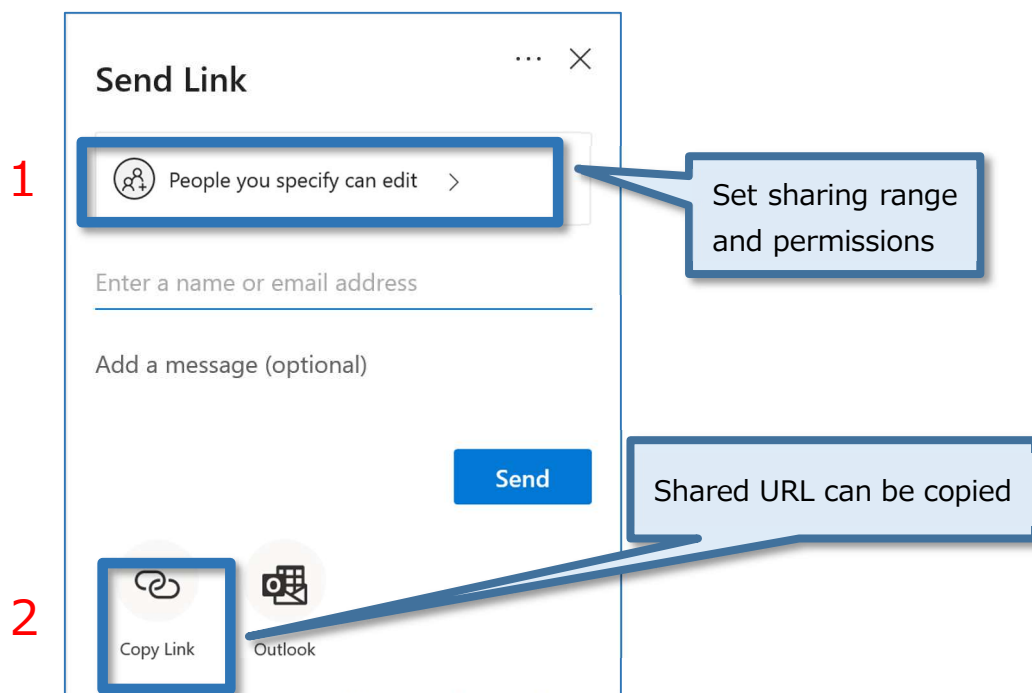
Tick to the left of the folder to share. (Multiple selections allowed)



Click [Share] in the top menu.



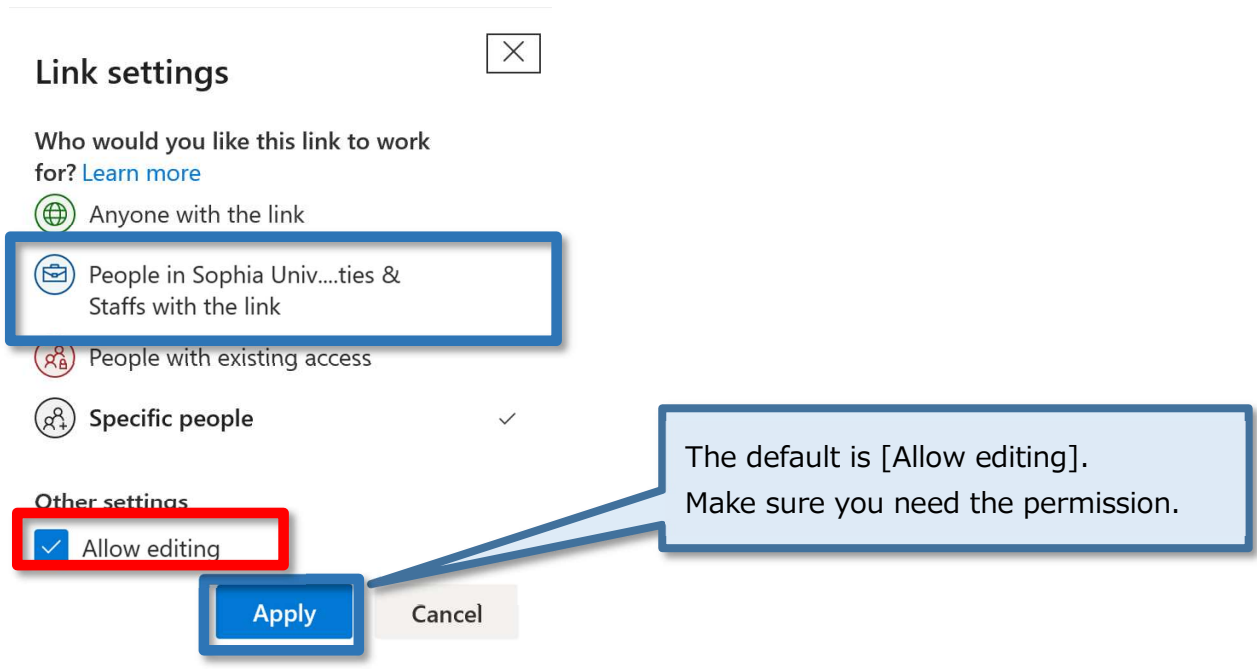
The sharing settings window will be displayed. Make the settings in order.



## 1. The setting screen for sharing range and permissions

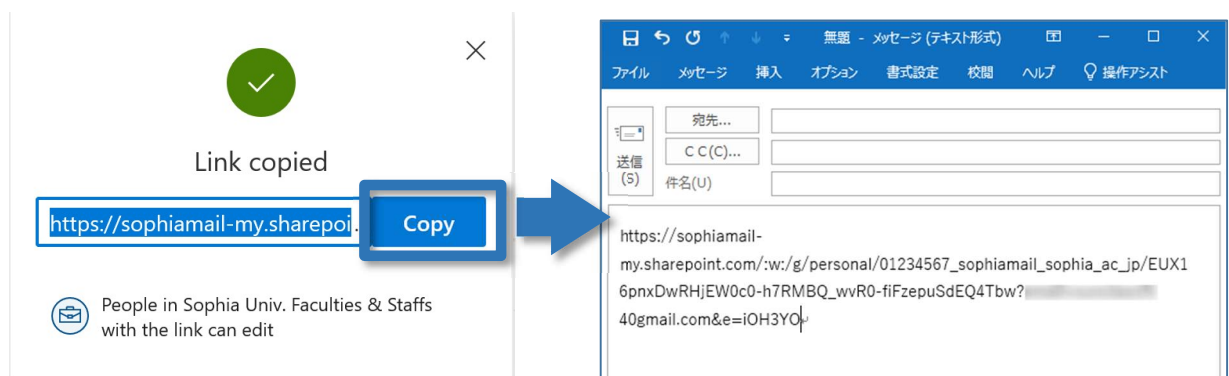
Click to open the settings screen for sharing range and permissions.

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



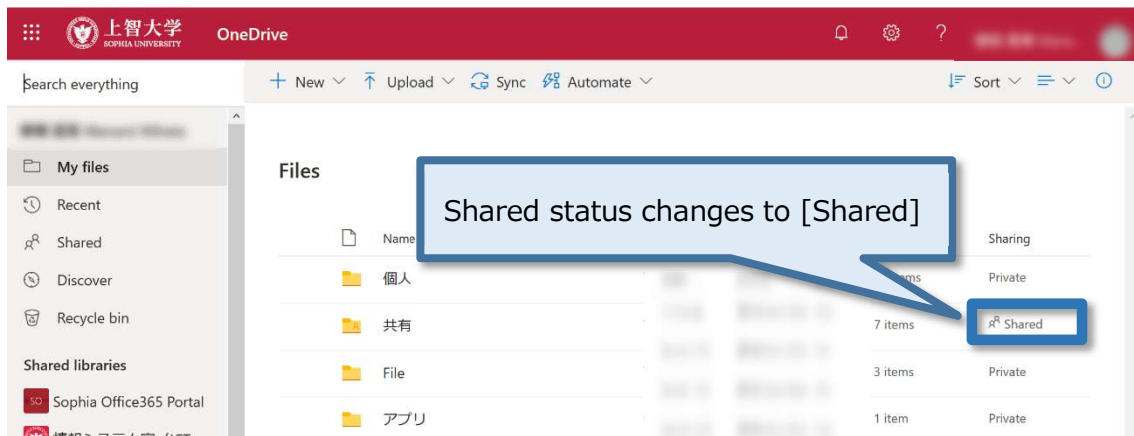
## 2. Copy of the link

Click to create a link and copy the shared URL. Possible to notify by pasting it in an email.





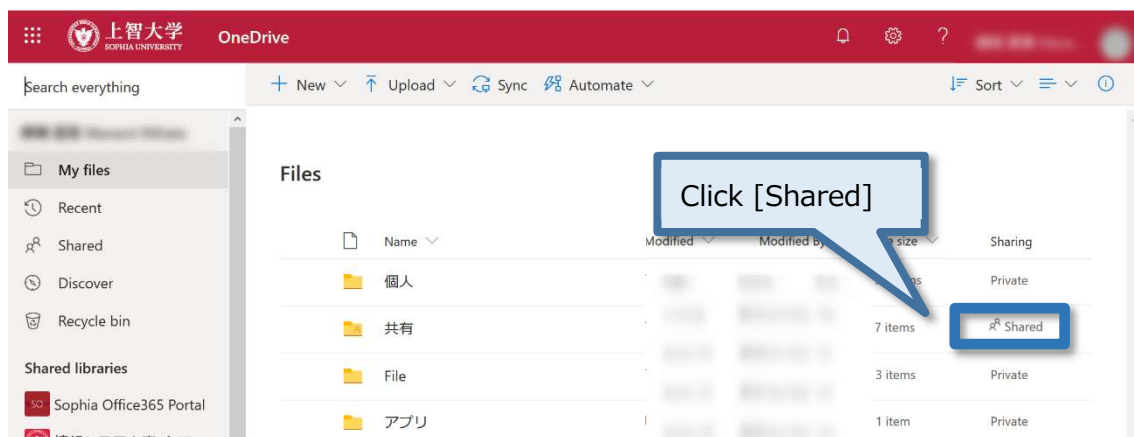
The sharing status changes from "Private" to "Shared".



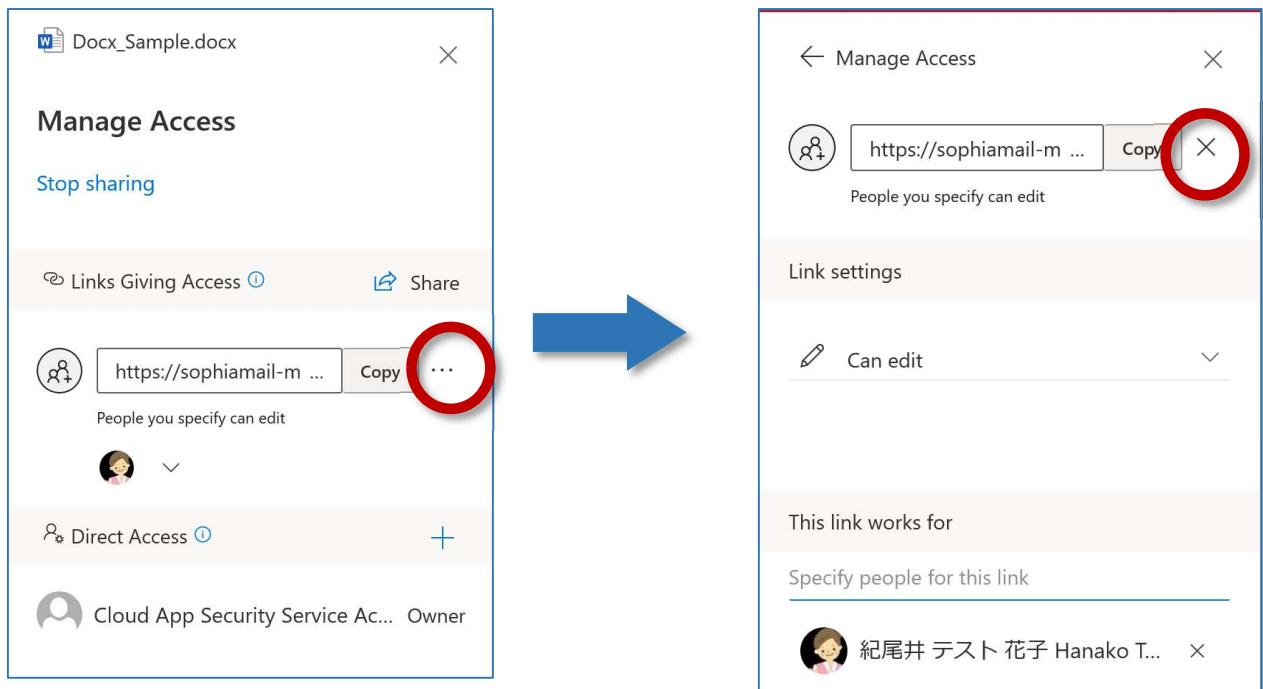
#### 8-4-1 How to stop sharing (folder)

※This operation is irreversible after execution.

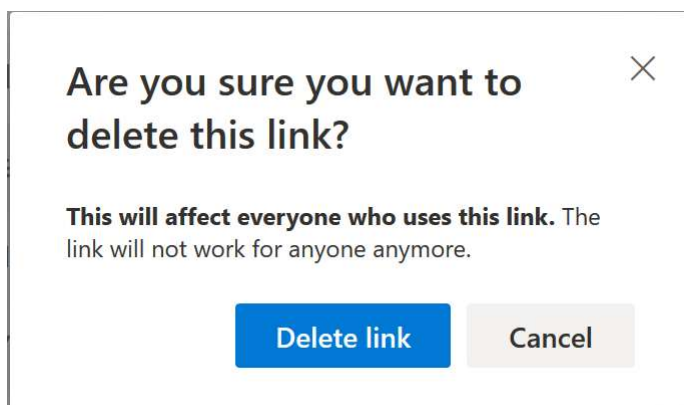
Click [Shared] for the folder to stop sharing.



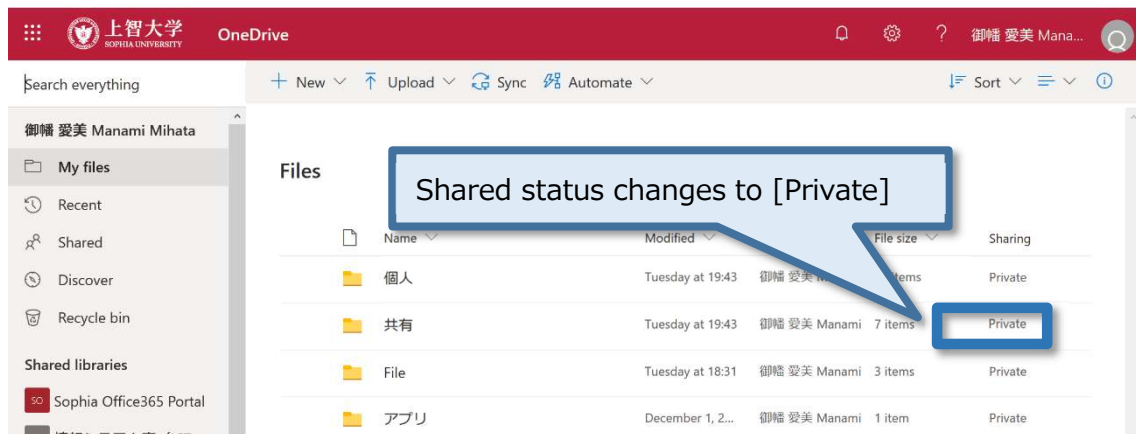
The Manage Access window will open. Click [...] and then [X] .



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



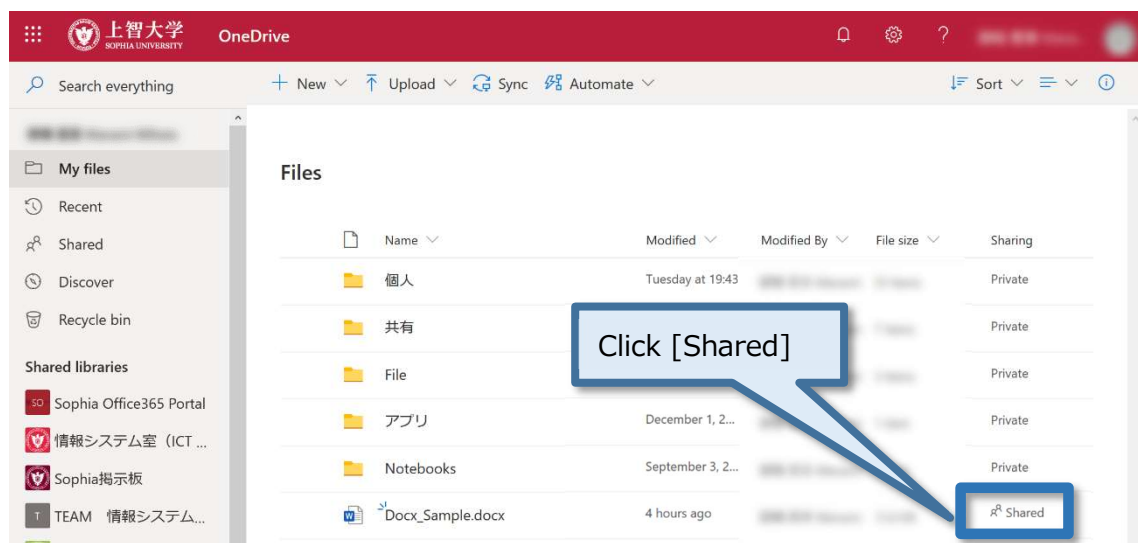
The sharing status changes from "Shared" to "Private".



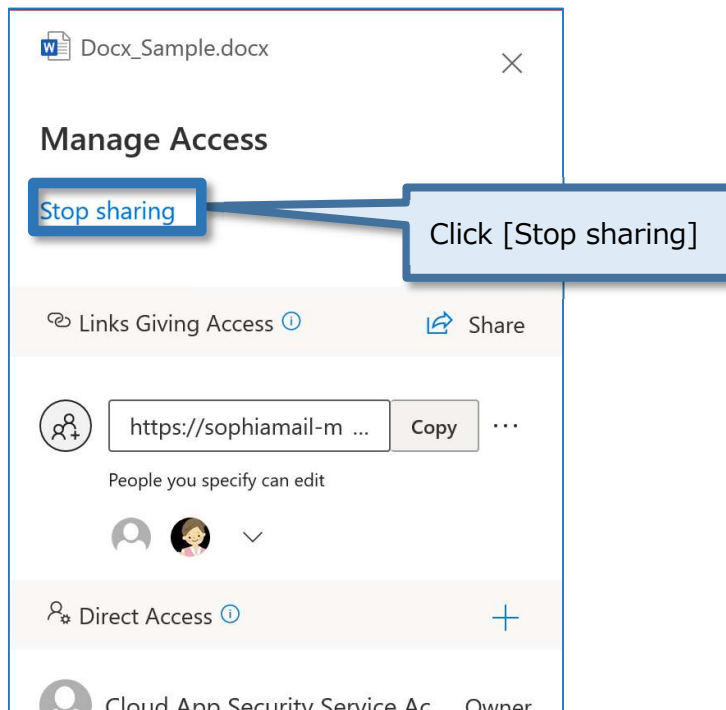
## 8-4-2 How to stop sharing (file)

※This operation is irreversible after execution.

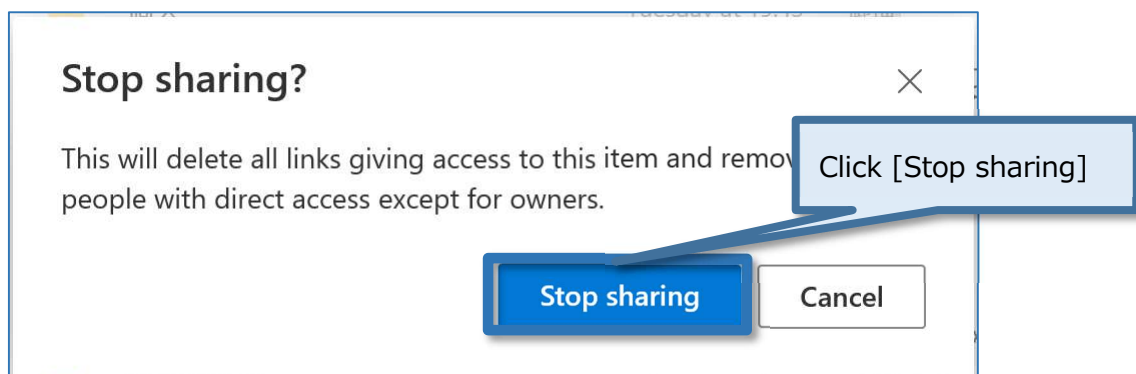
Click [Shared] for the file to stop sharing.



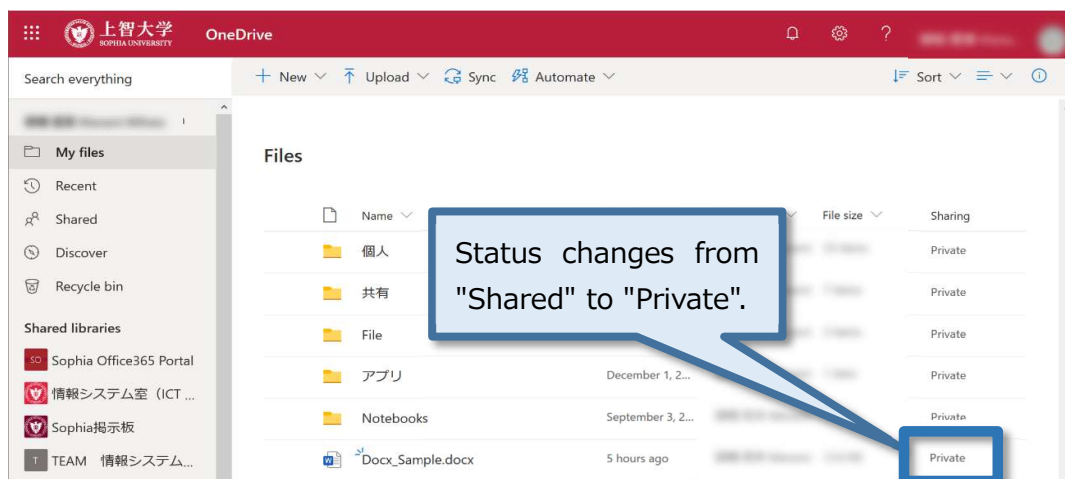
The Manage Access window will open. Click [Stop sharing].



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



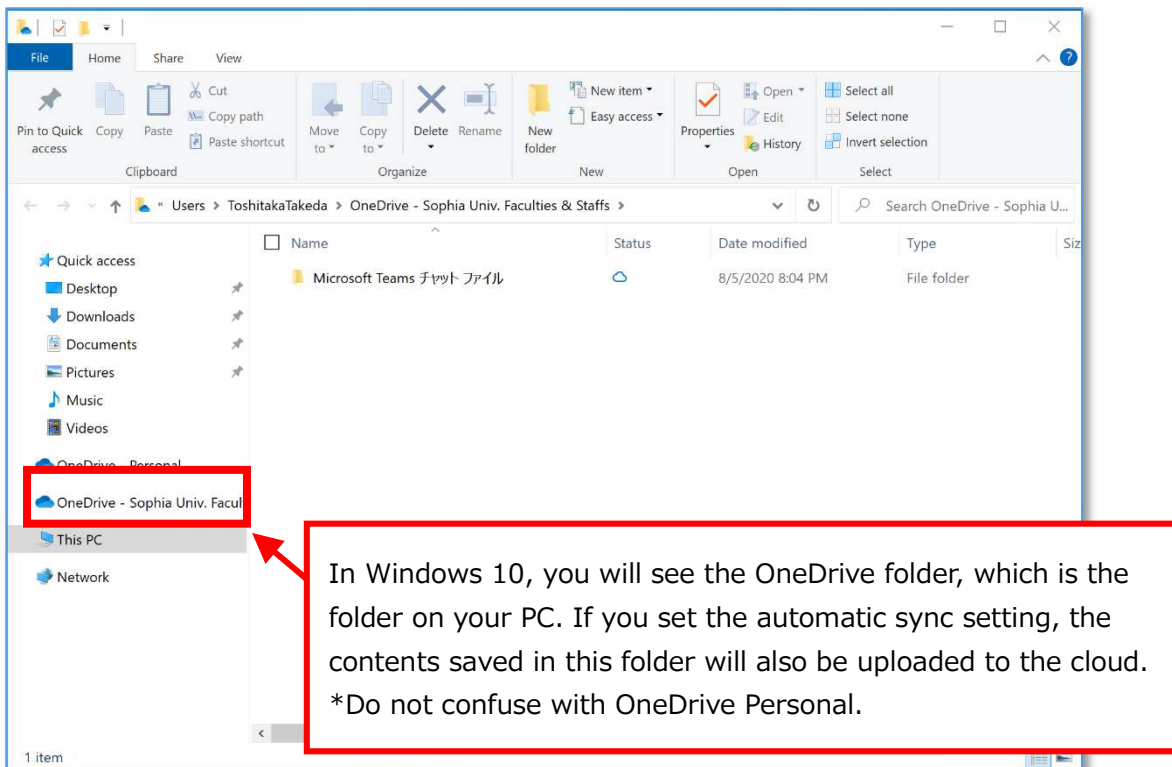
The sharing status changes from "Shared" to "Private".



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

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

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.



Edit / Publish : Sophia University ICT Office

Address : 7-1 Kioicho, Chiyoda, Tokyo 102-8554

Telephone : 03-3238-3101

