Microsoft OneDrive

Manual

For Students

Sophia University ICT Office

Feb. 2026

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 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**

<div style="border: 2px solid red; background: yellow;">

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.

</div>

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].

（3） The following login screen will appear.Enter your ID and password and click [Login].

Login ID: Student Number or Faculty ID Number

Password: The one for the Sophia ICT account （Same as Moodle, Sophia Mail, etc.）

Enter the one-time code then click [Login].

For detailed login procedures to the Integrated Authentication System, please refer to the following page:

https://ccweb.cc.sophia.ac.jp/en/userguide/newuser/sso2024/

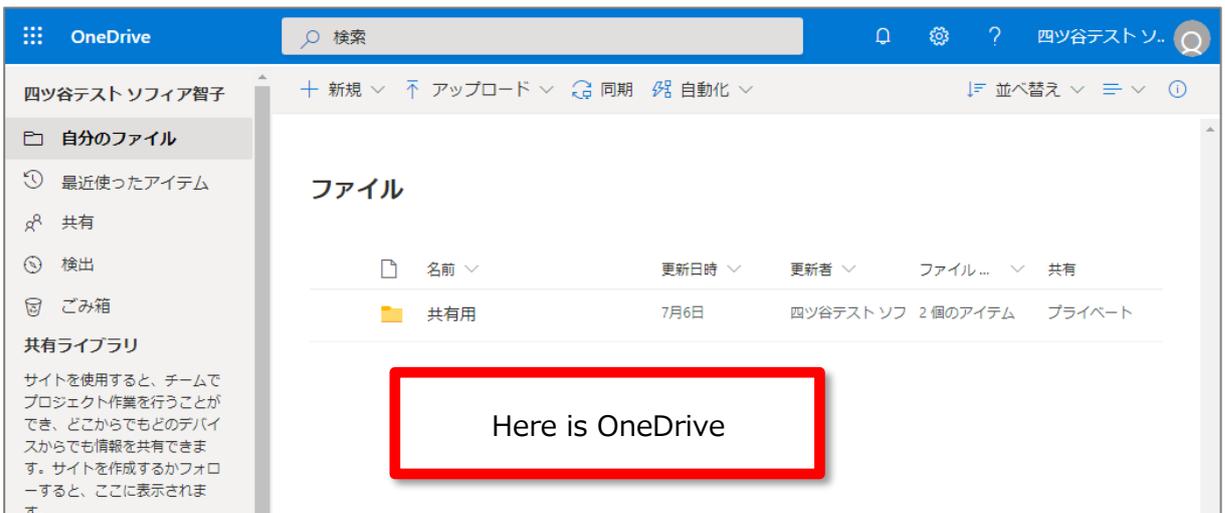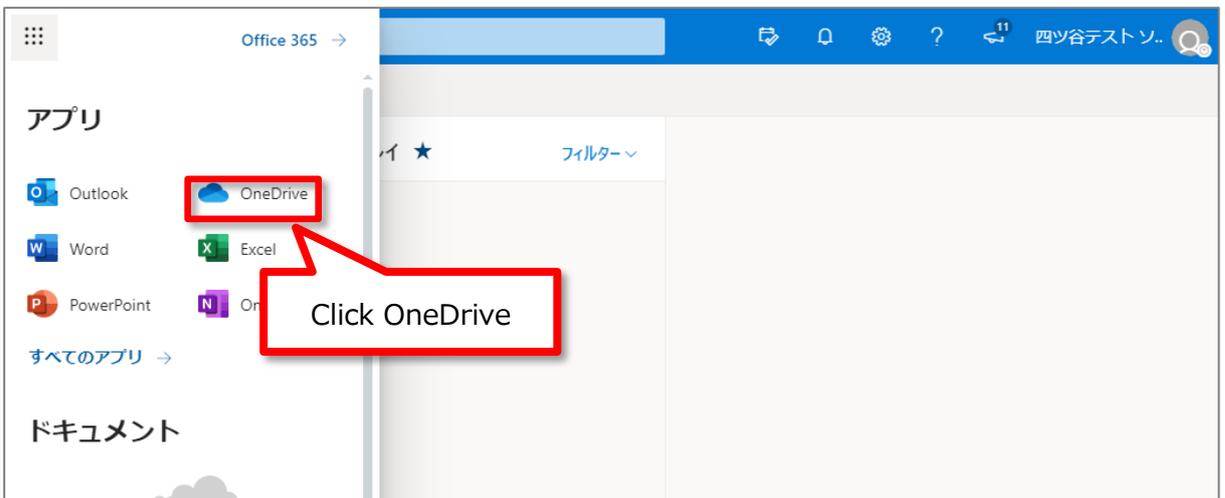(February 26, 2026- *Multi-factor Authentication/MFA is required).
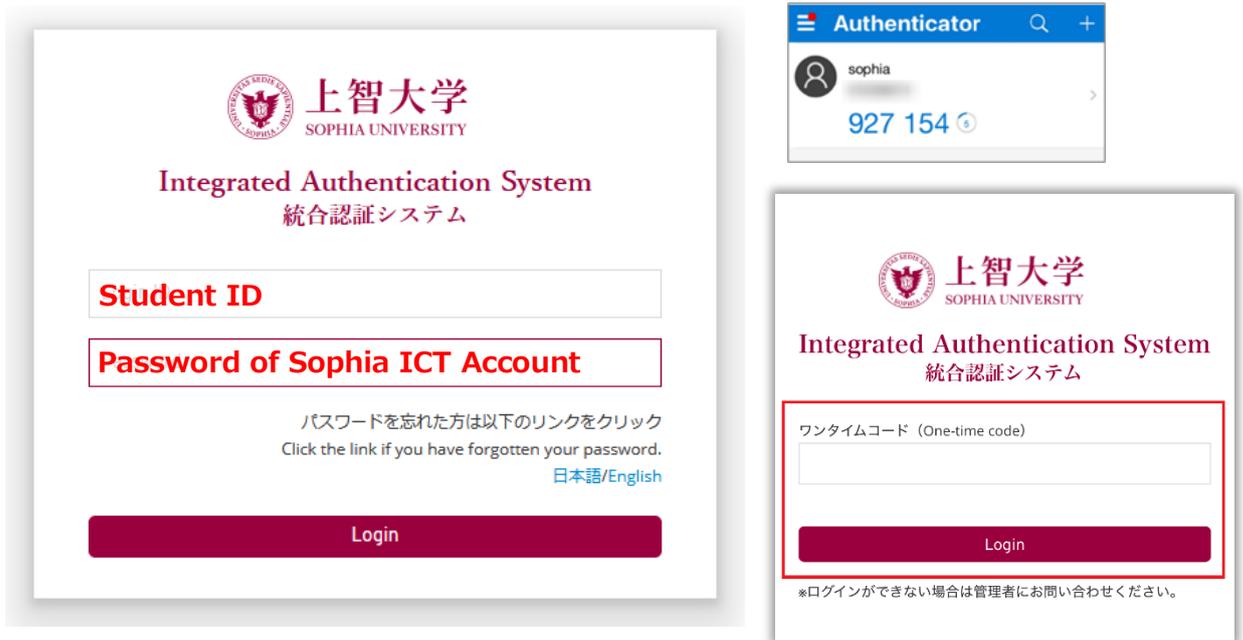
※ If you are signing in for the first time, the following screen will be displayed. Make sure the language is set to "Japanese (Japan)", and the time zone is "Osaka, Sapporo, Tokyo" (Fig.1), then click "Save" (Fig.2).
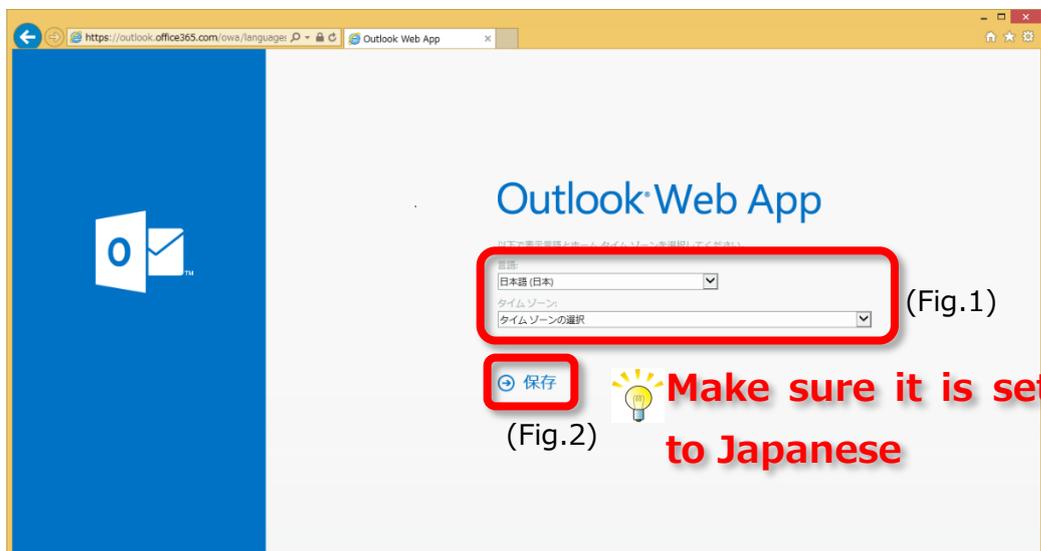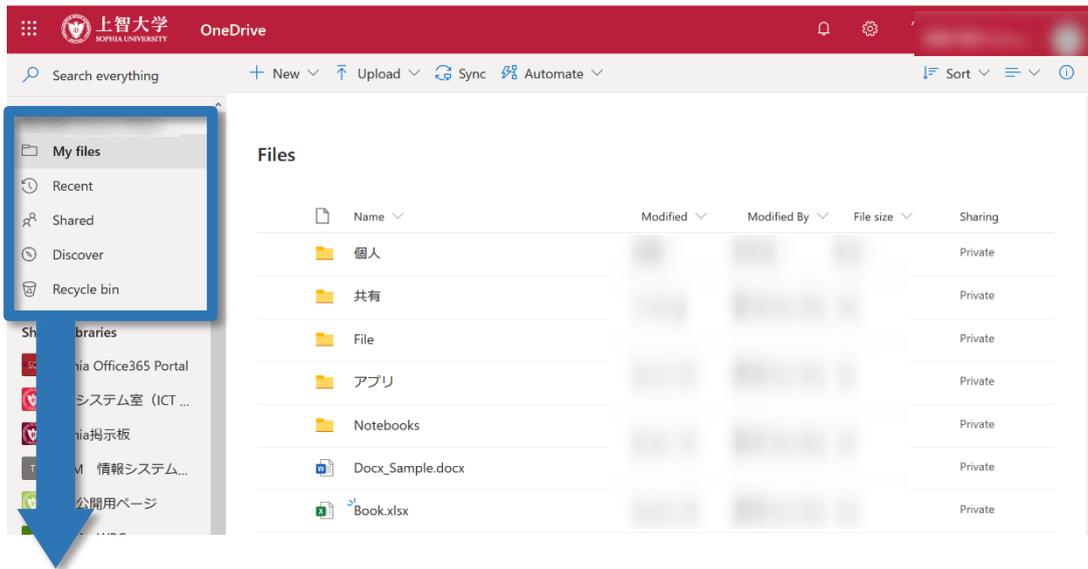
3-2 **Open OneDrive**

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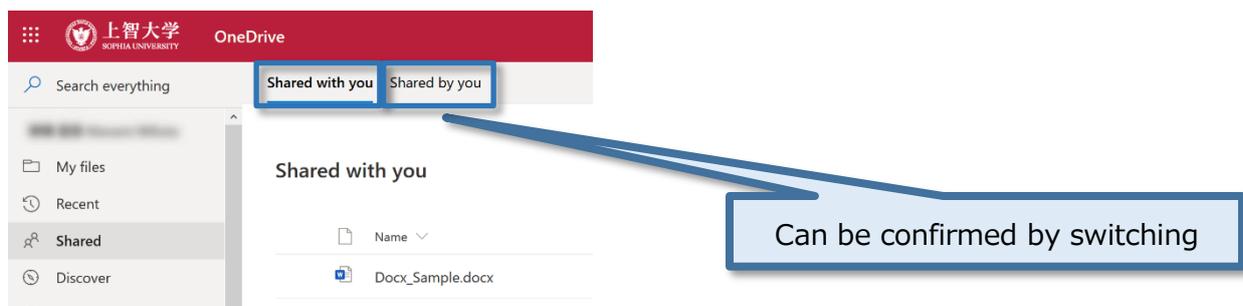
4. **Menu Screen**

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.

Can be confirmed by switching

Discover

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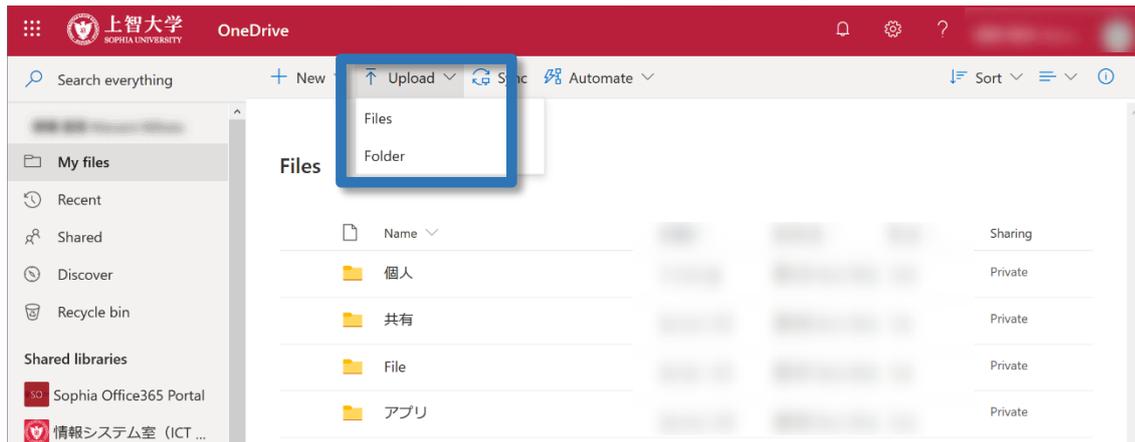
Recycle bin

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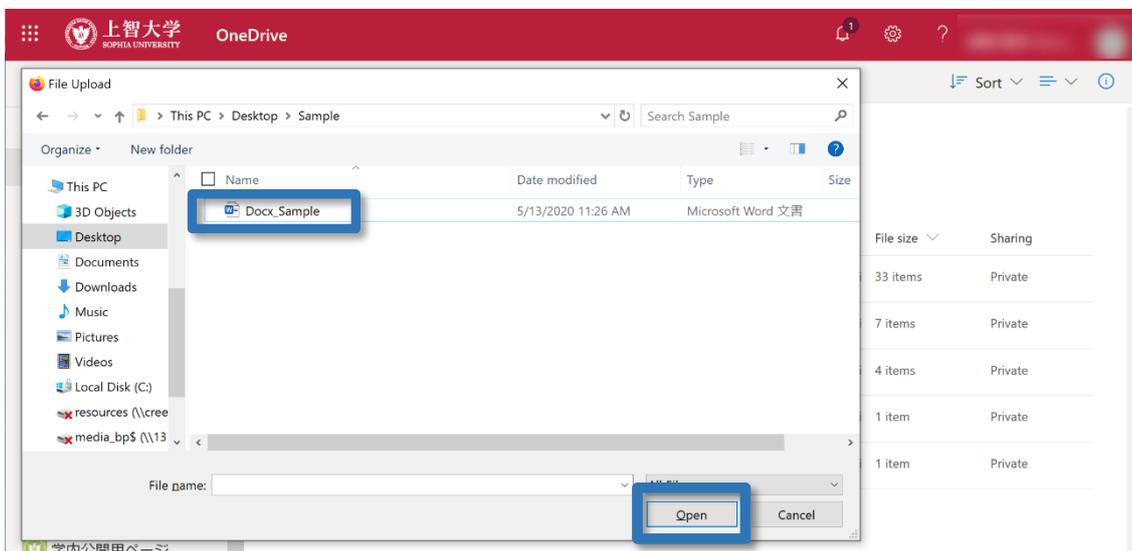
5. **Save Files**

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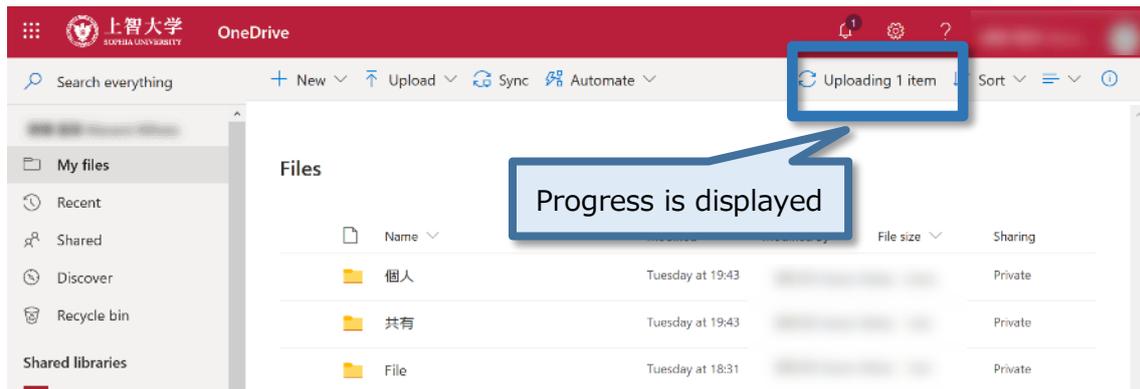
5-1 **Uploading Files**

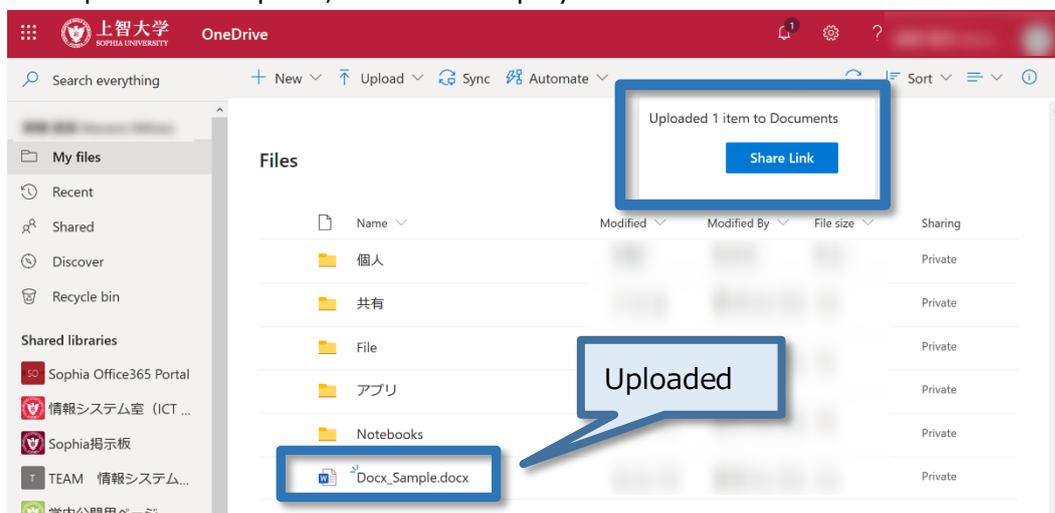Click [Upload], then choose [Files] ※Choose [folder] and possible to upload each folder.

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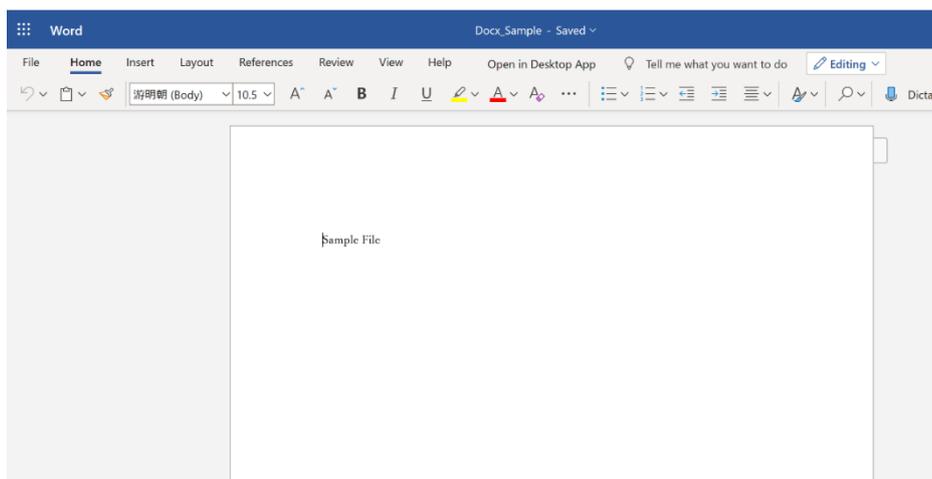（Upload Word file here）

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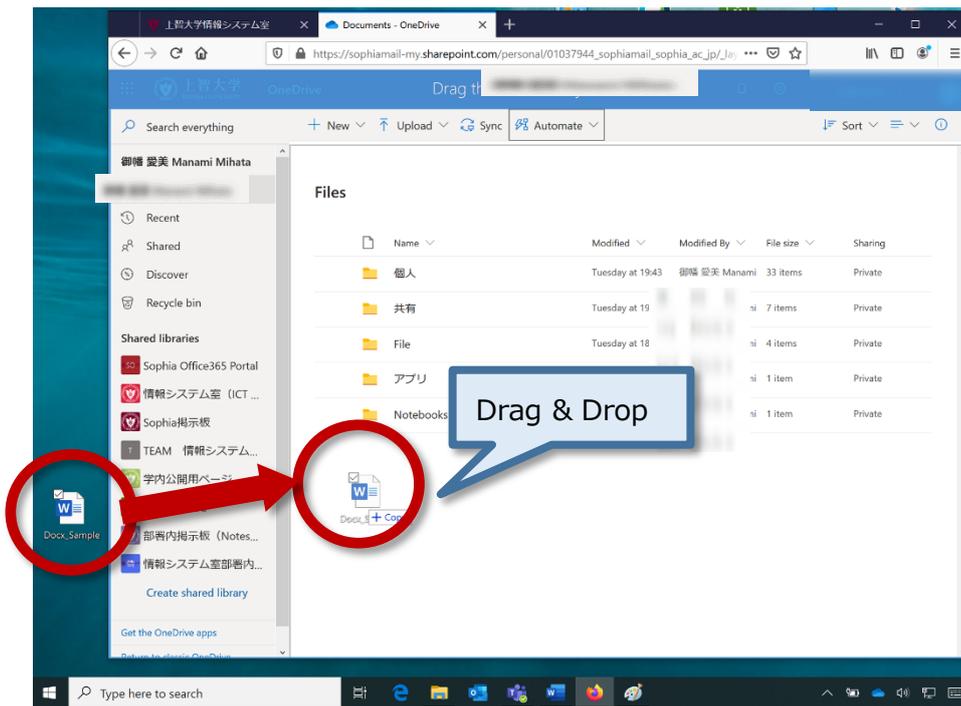

When the upload is complete, the file is displayed.

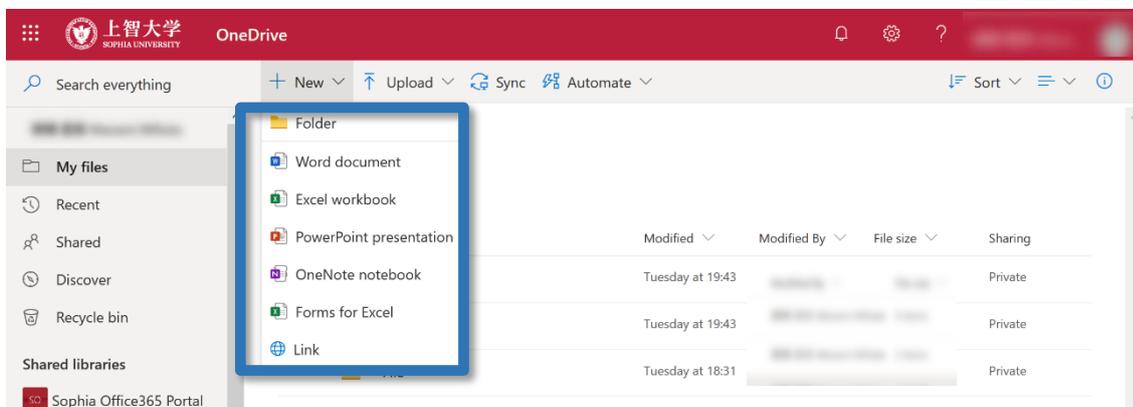Click the file name, then possible to open the file online.
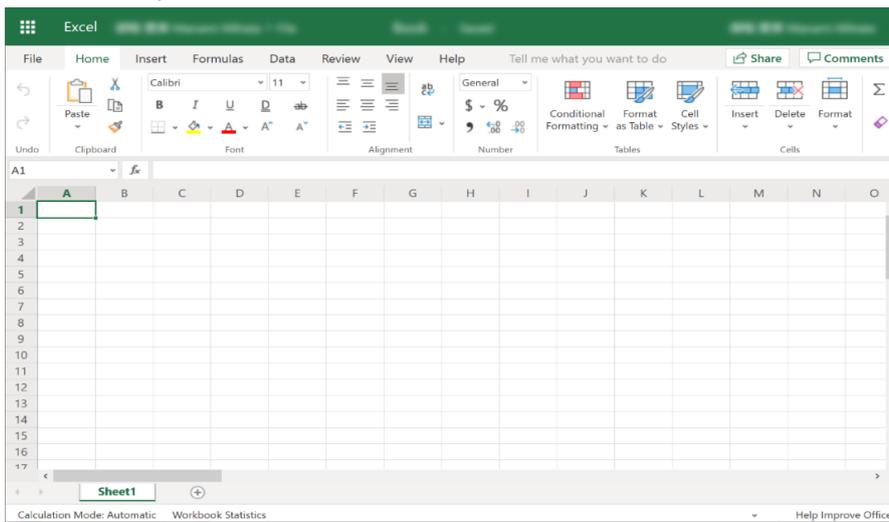
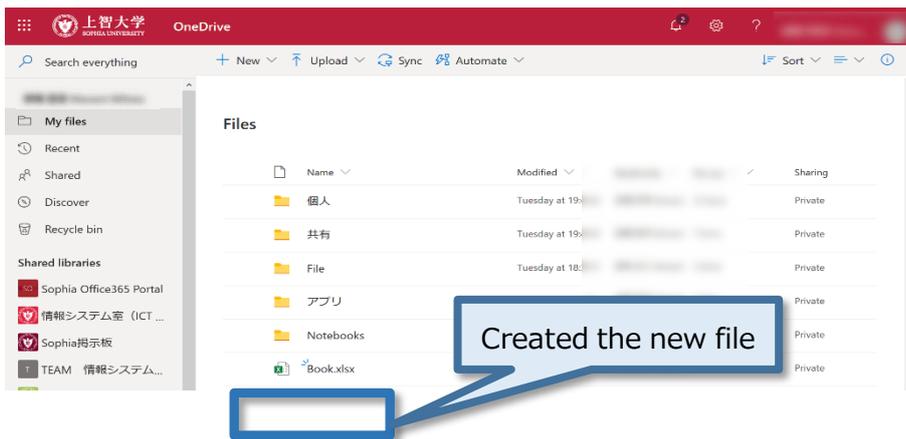※Possible to upload by drag and drop.

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.
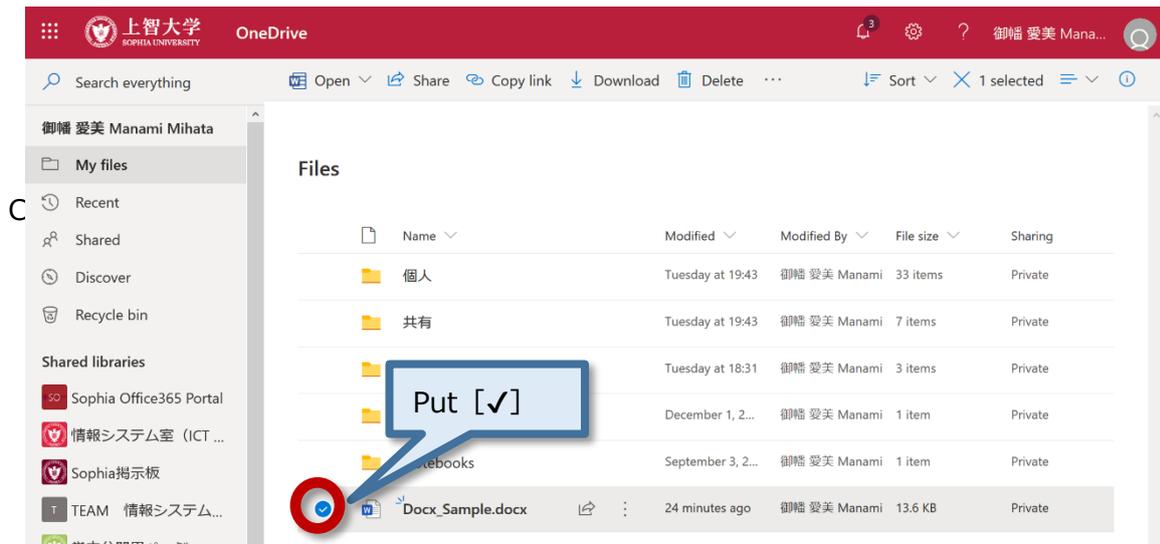

Created the new file
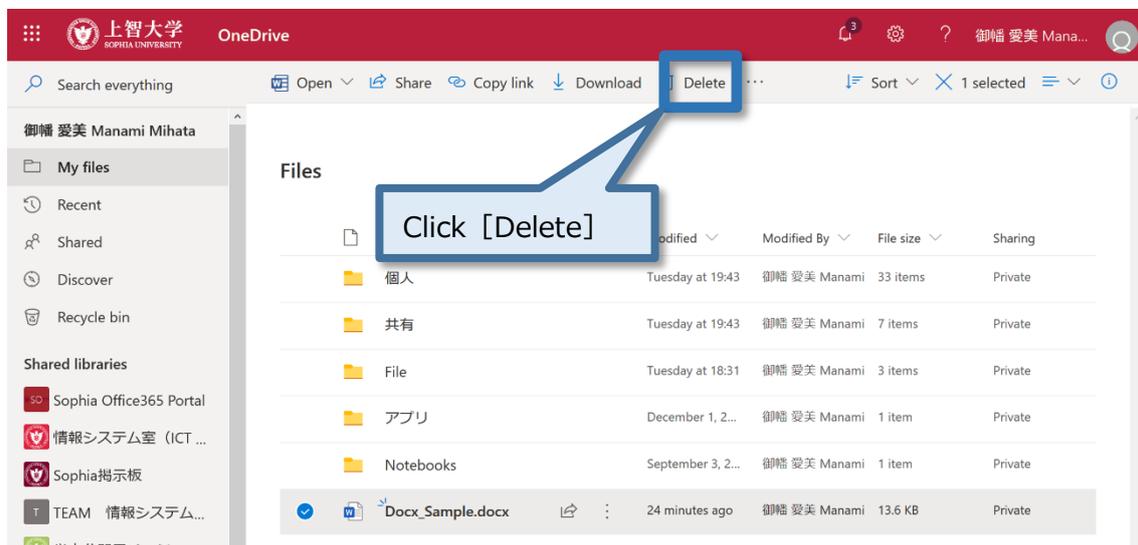
6. **Delete Files**

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

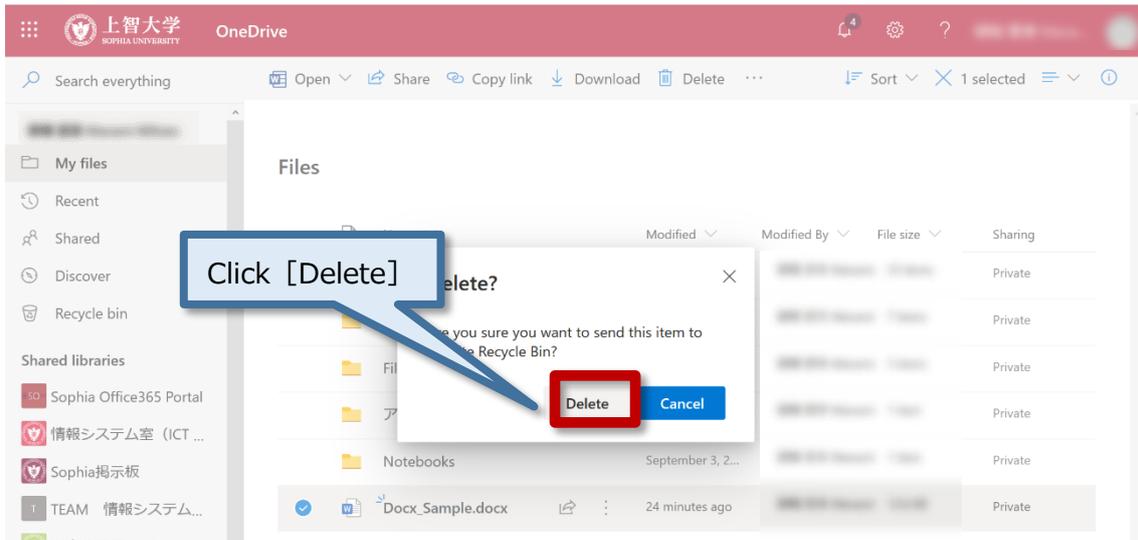## 6-1 **Delete Files (Folders)**

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].
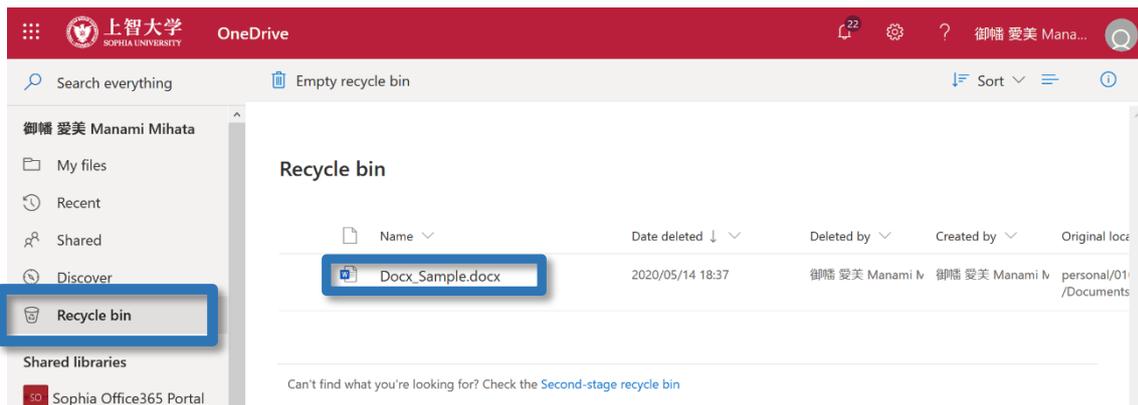
※Also possible to [Delete] by right-clicking.
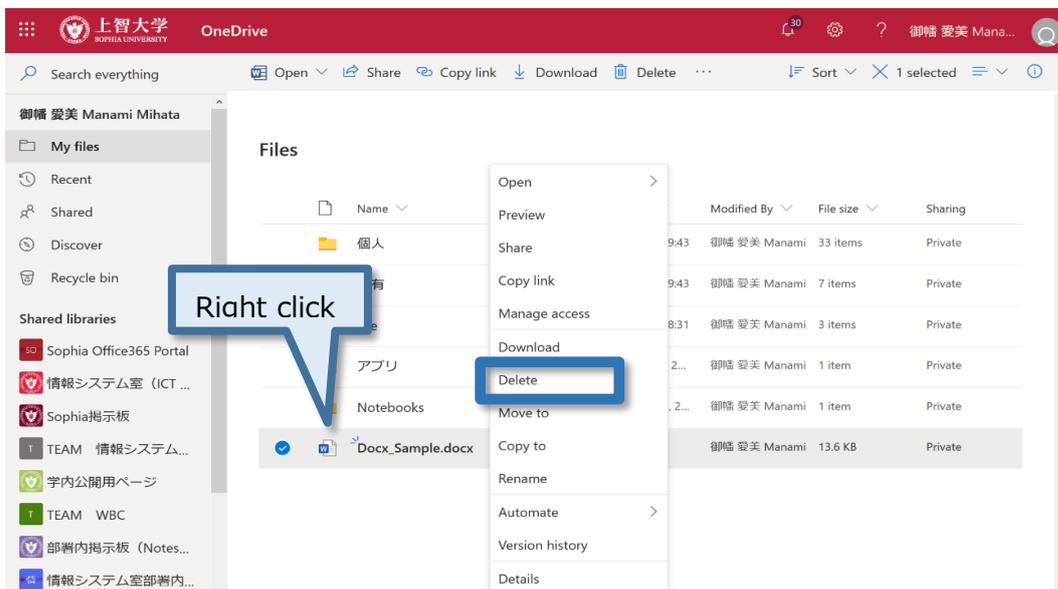
6-2 **Restoring Files (Folders)**

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）

③ Click [Restore]

② Put a ［✓］

① Open [Recycle bin]
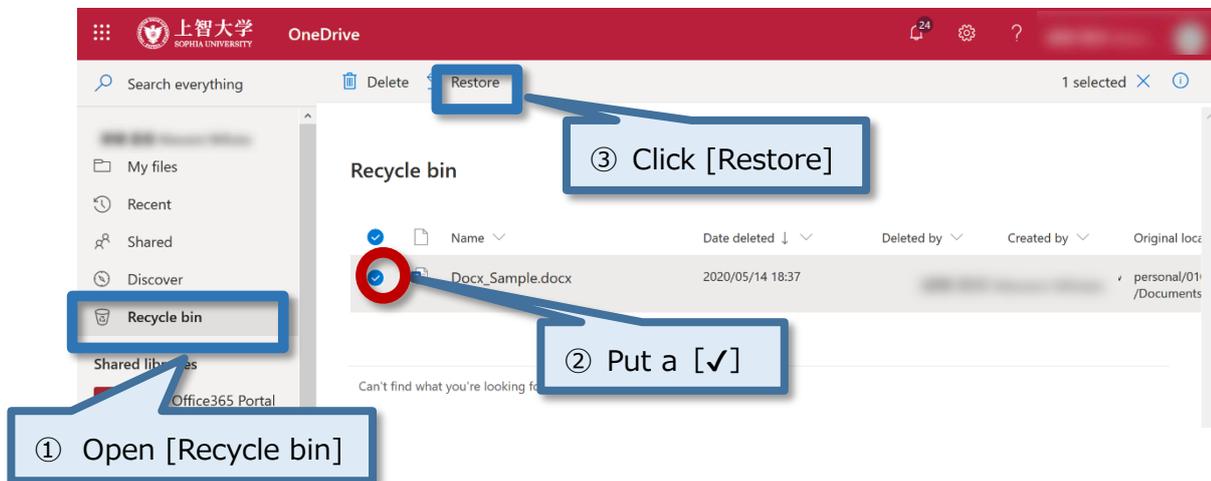
Restored to its original location.

Restored

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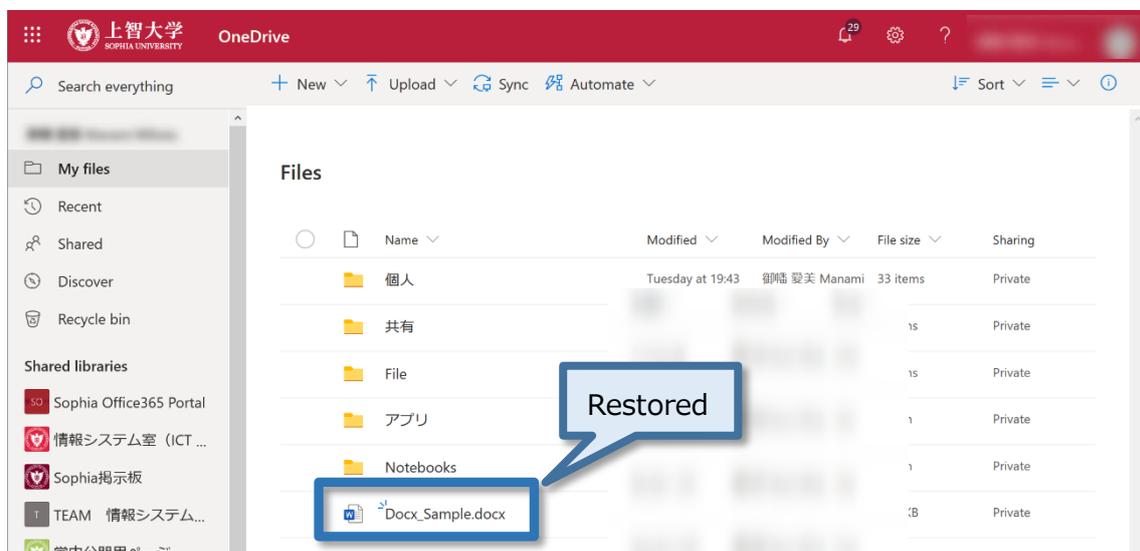
7. Downloading Files

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)
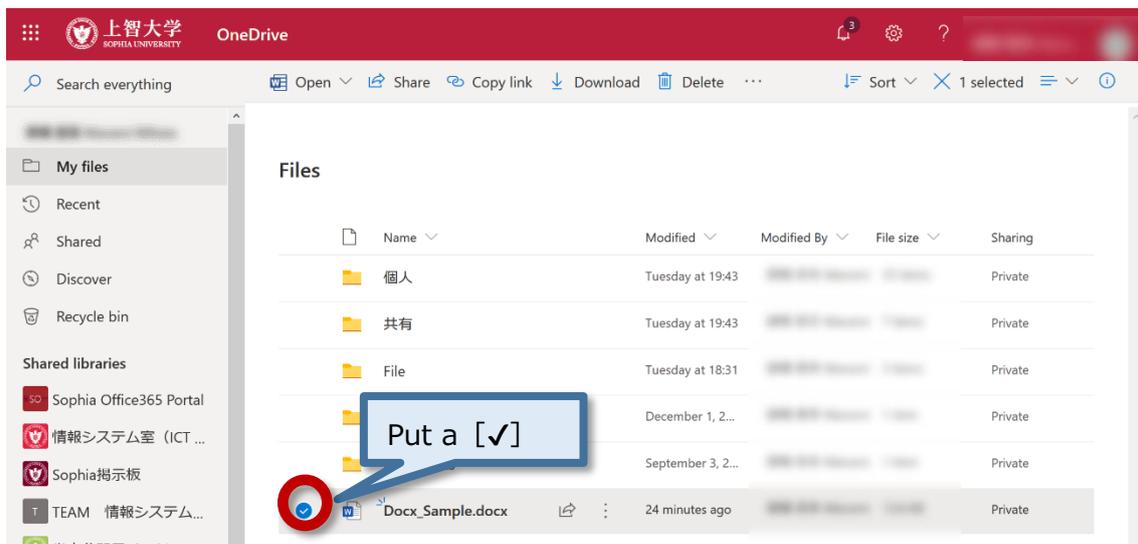
Click [Download] on the top menu.
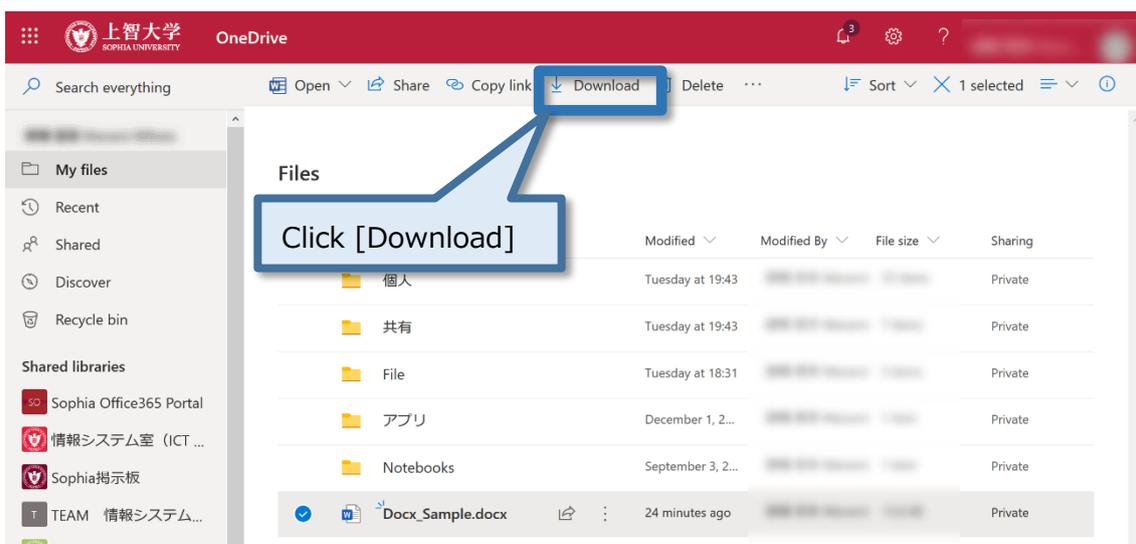
When the dialog box appears, choose [Save File] and click [OK].

File saved.

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

The file is saved.

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※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.
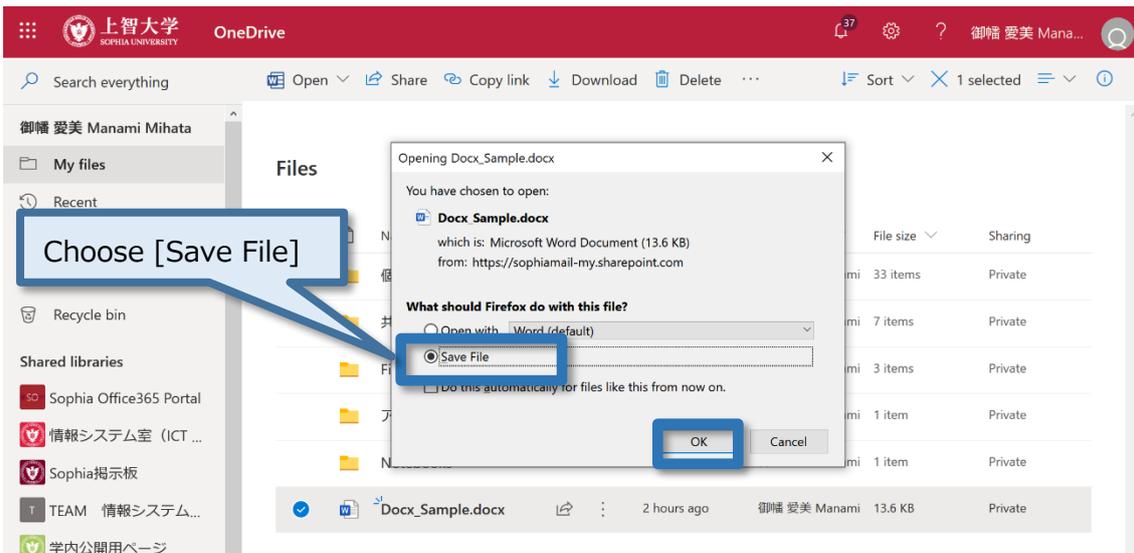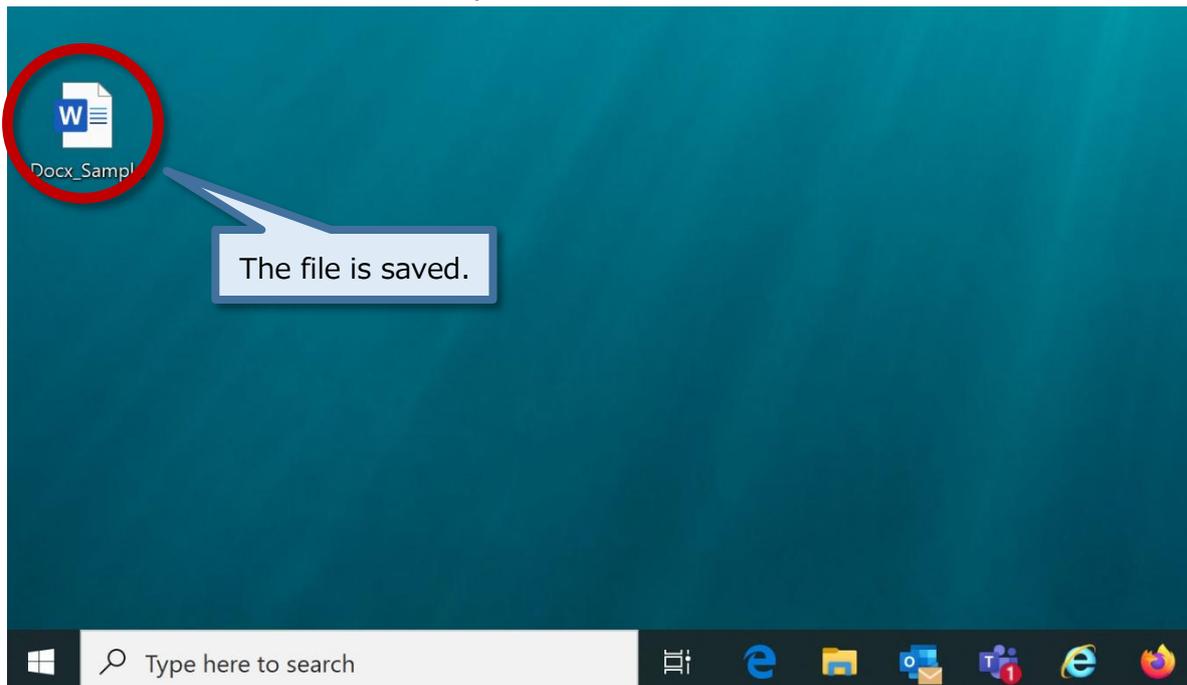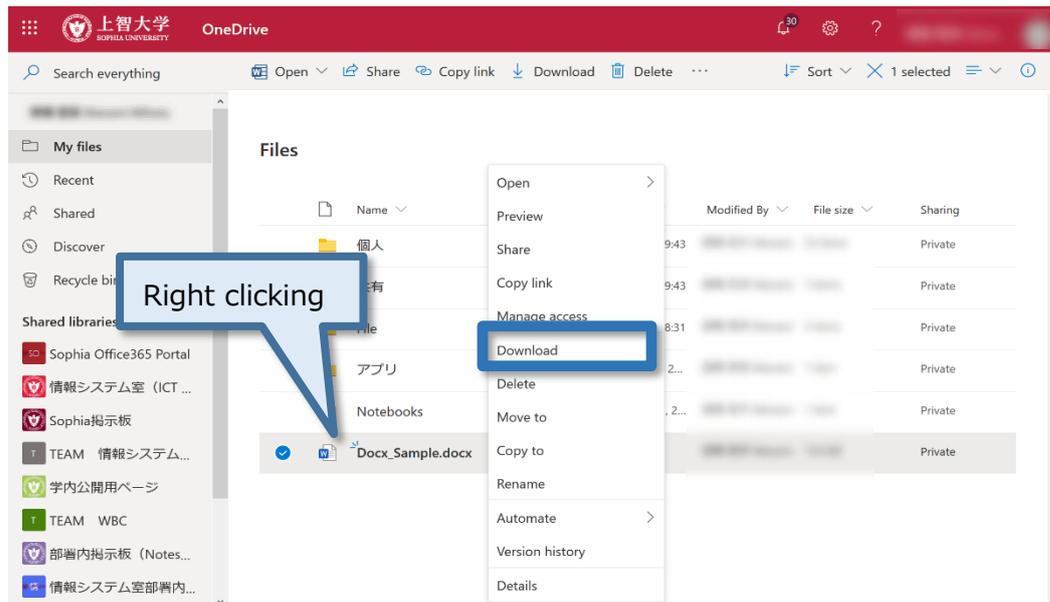Maintain the sharing settings regularly.
The responsibility for any information leakage caused by misconfiguration is attributed to the person.

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 No teachers allowed	High	Viewing only	8-3
			View and Edit	
②	Students who know the sharing URL (@eagle.sophia.ac.jp) No teachers allowed	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.
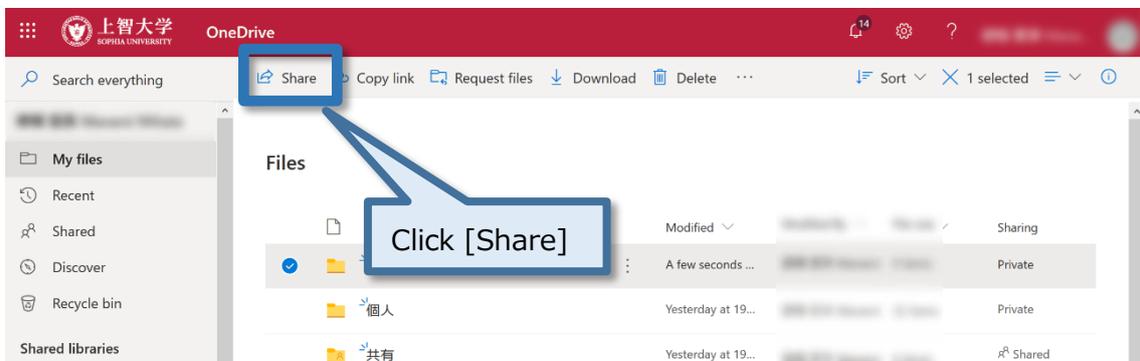
> ## *Point*
>
> First, create a shared folder.
> By storing files in the shared folder, the access rights of the shared folder are taken over.
> This is convenient because there is no longer needed to manage access rights for each file.

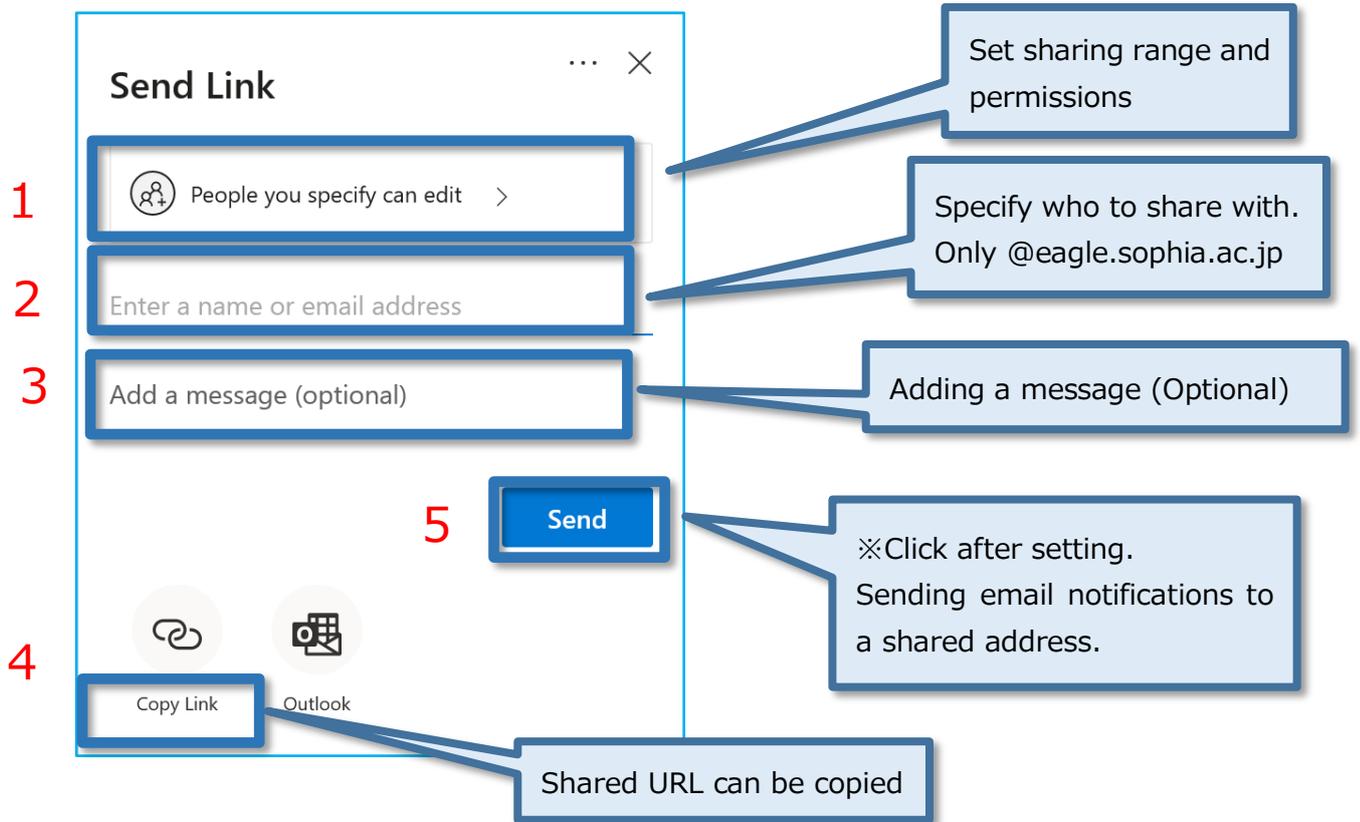### 8-3 **Shared with Specific People (High-Level Security)**

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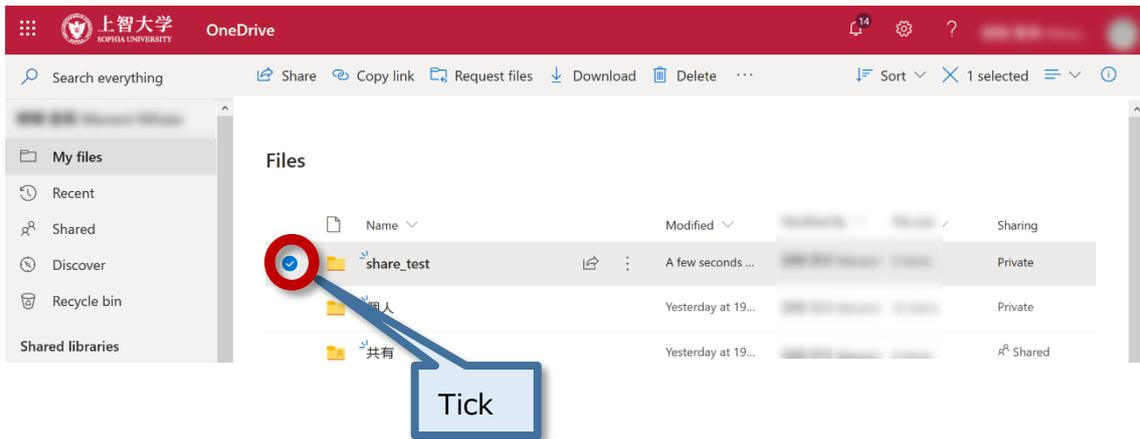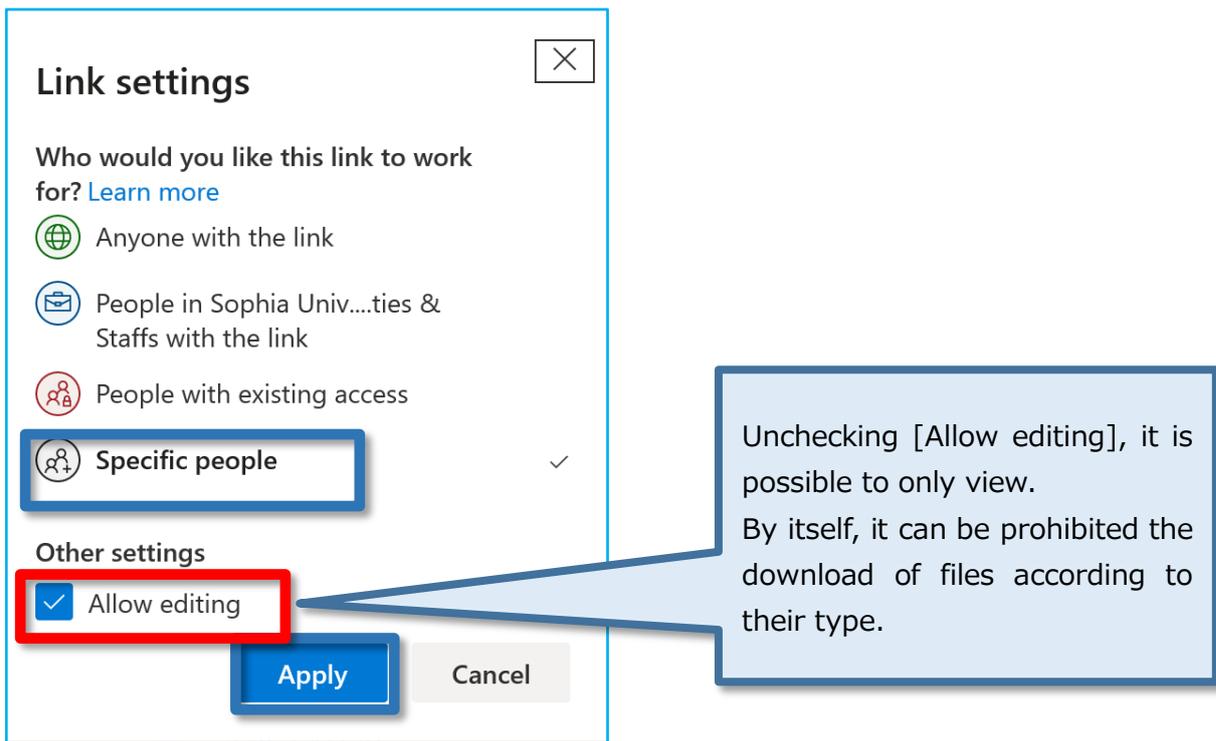

Click [Share] in the top menu.

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

Send Link

1 People you specify can edit >

2 Enter a name or email address

3 Add a message (optional)

5 Send

4 Copy Link   Outlook

Set sharing range and permissions

Specify who to share with. Only @eagle.sophia.ac.jp

Adding a message (Optional)

※Click after setting. Sending email notifications to a shared address.

Shared URL can be copied

**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].

Link settings

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

⊕ Anyone with the link

📁 People in Sophia Univ….ties & Staffs with the link

👥 People with existing access

👥 **Specific people** ✓

Other settings

☑ Allow editing

Apply   Cancel

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

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.
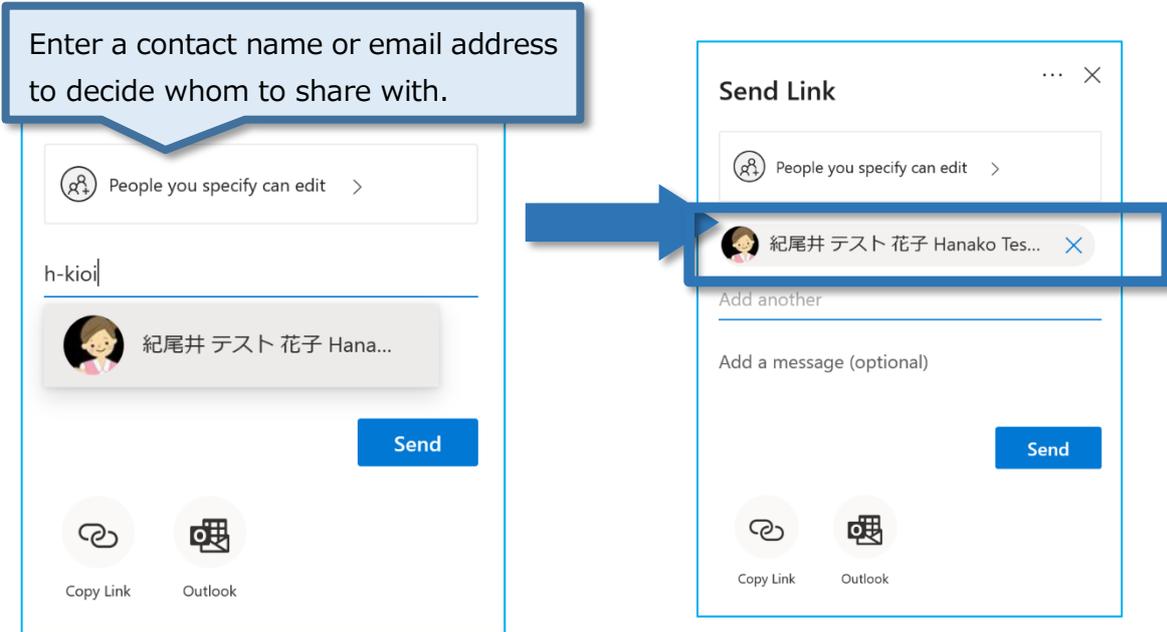
３． Add a message (Optional)

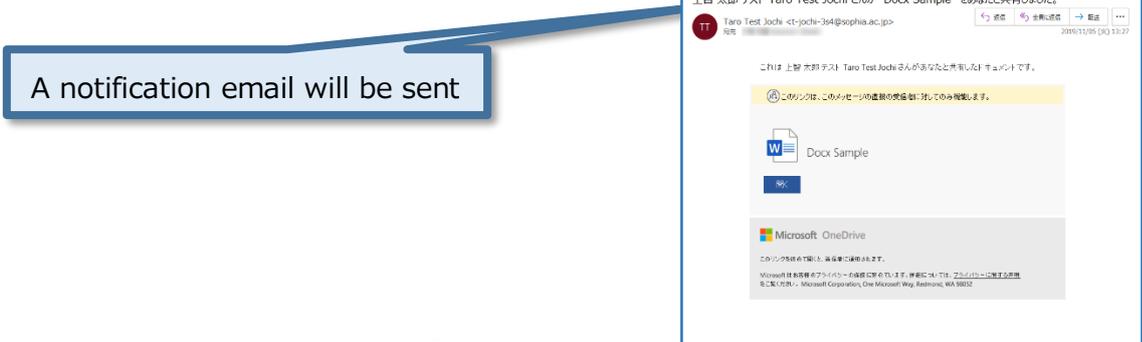Type when you want to add a message to the notification email.

４． Copy of link

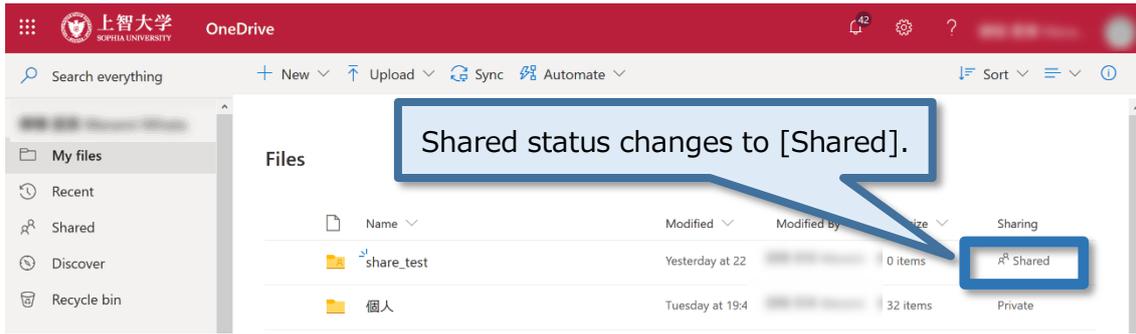Click to create a link and copy the shared URL and paste it into an email.

５． Sending

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

A notification email will be sent

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

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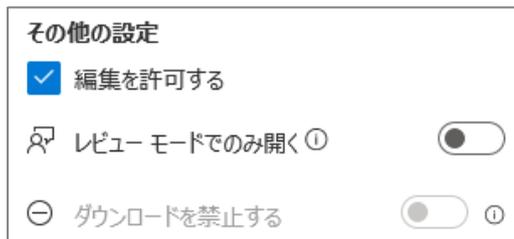
## 8-4 Shared with students who know the sharing URL (Intermediate-Level security)

Point
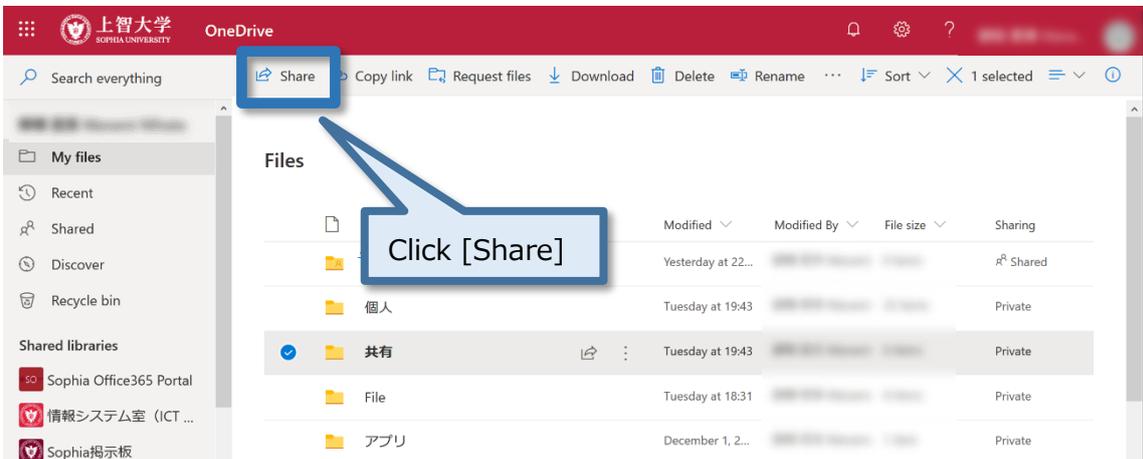
This method cannot be used to interact with faculty.
Office 365 data is separate for faculty (@sophia.ac.jp) and
students/graduates/retirees (@eagle.sophia.ac.jp).
Since the creation of data contents is fundamentally different, file sharing is not possible.
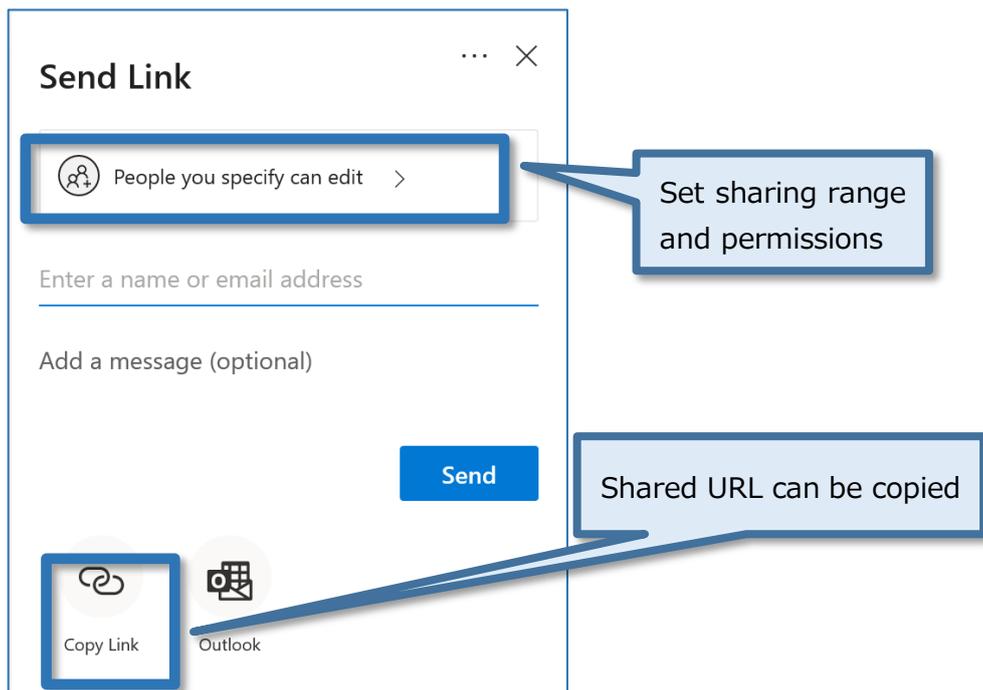
Tick to the left of the folder to share. (Multiple selections allowed)
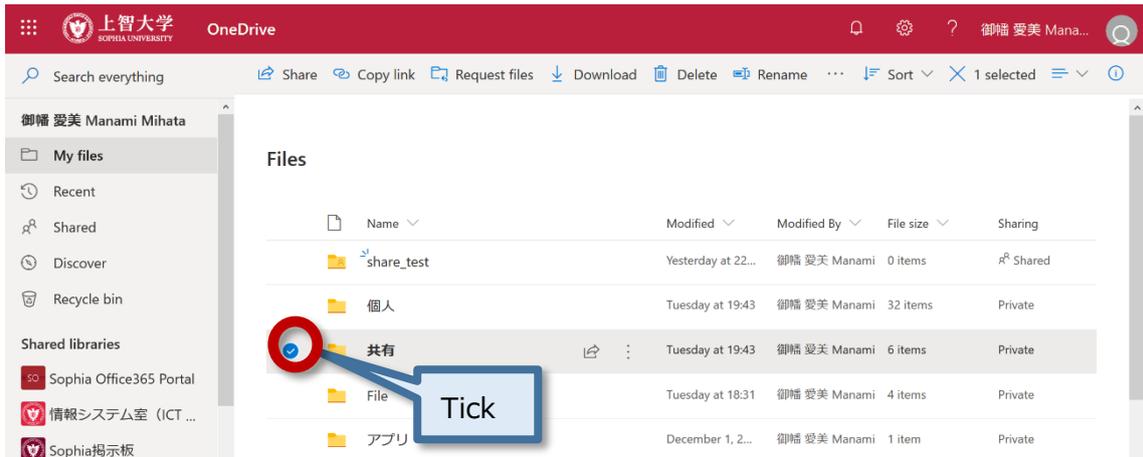

Click [Share] in the top menu.

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

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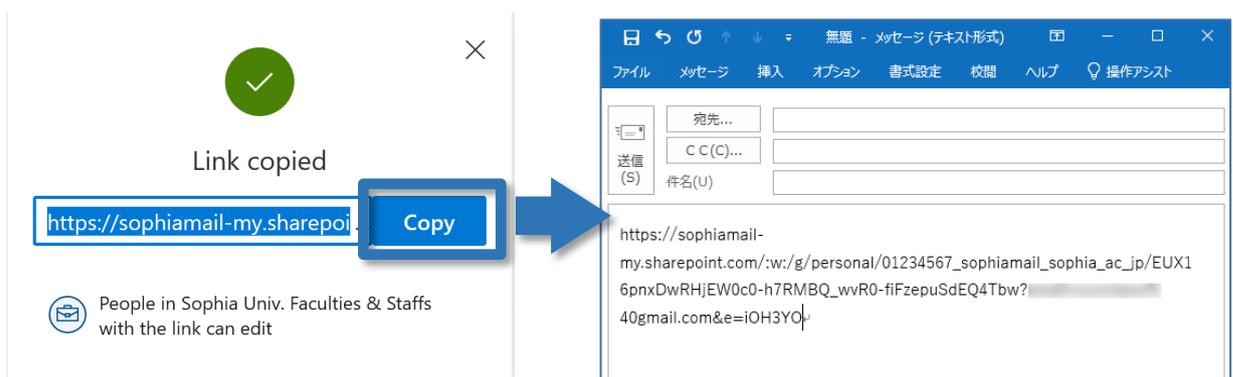
Click to open the settings screen for sharing range and permissions.

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

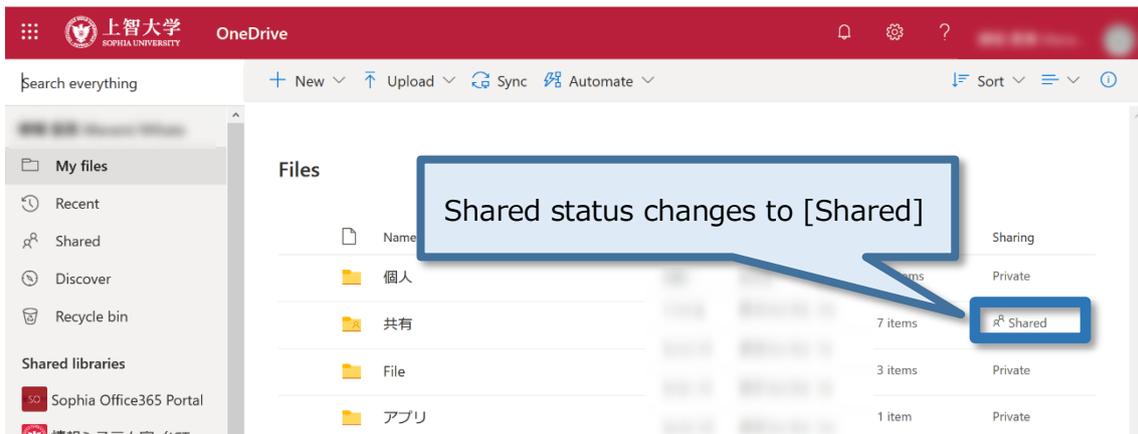The default is [Allow editing].
Make sure you need the permission.
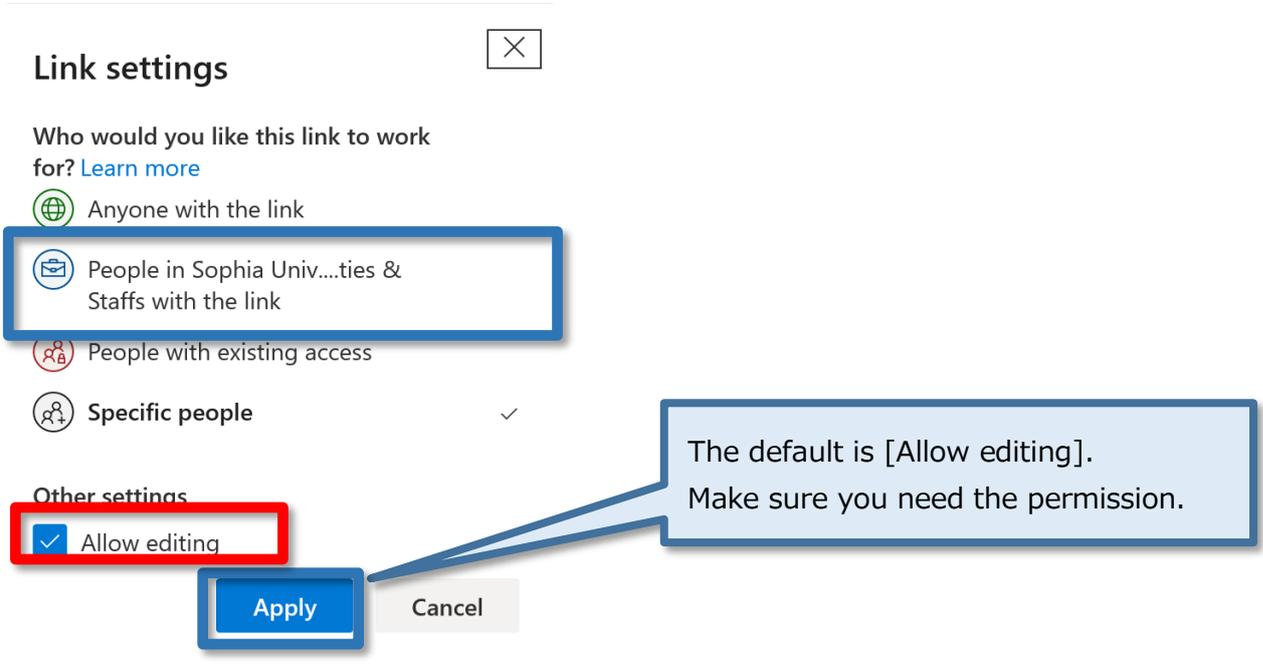
２． Copy of the link

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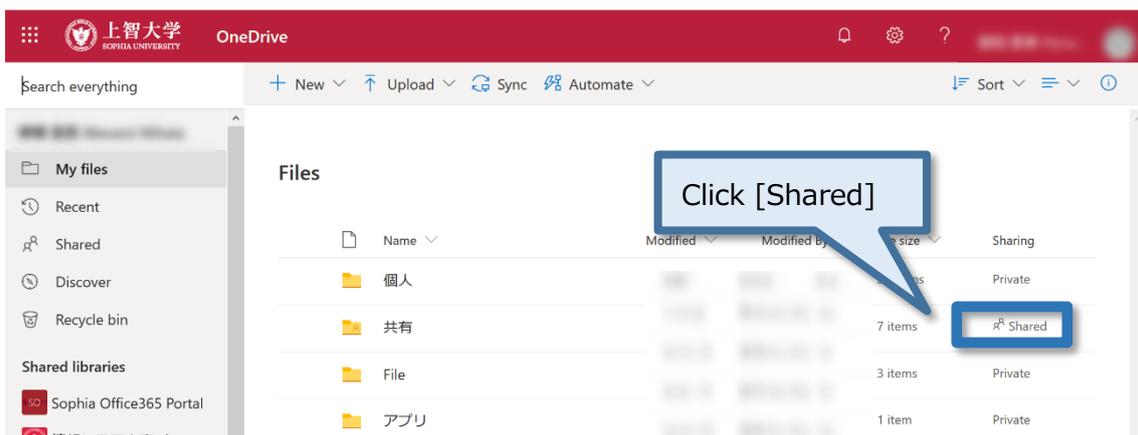
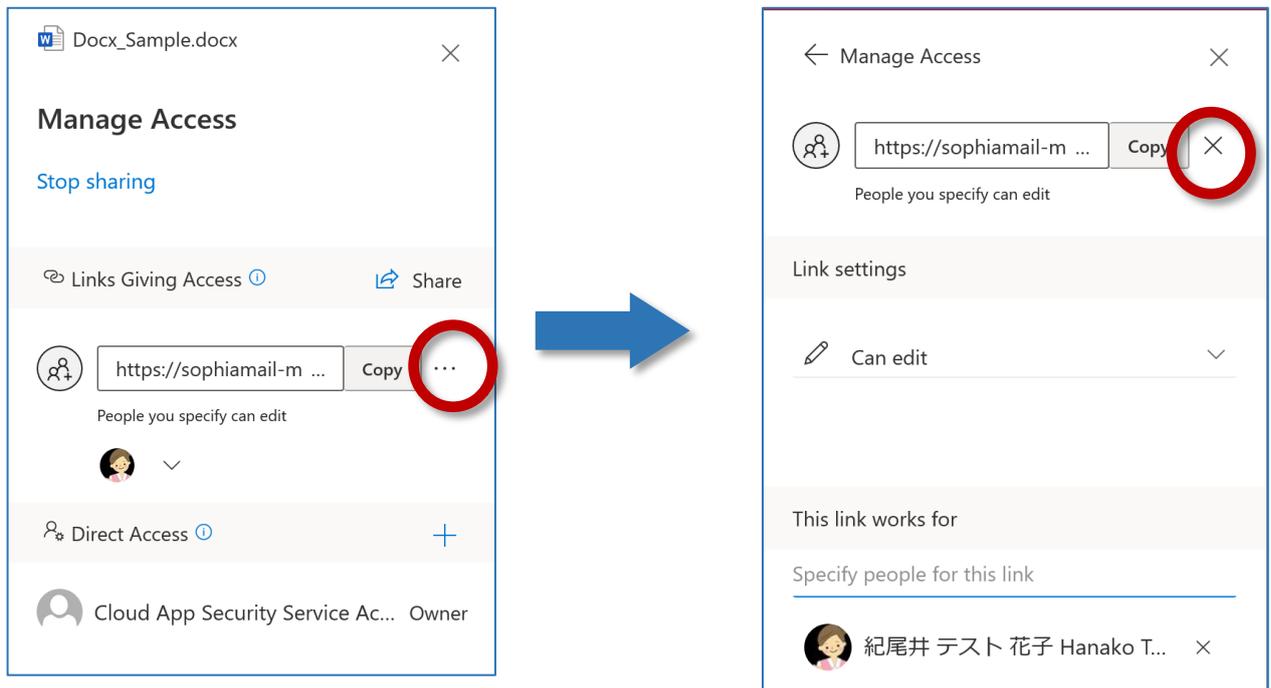The sharing status changes from "Private" to "Shared".

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

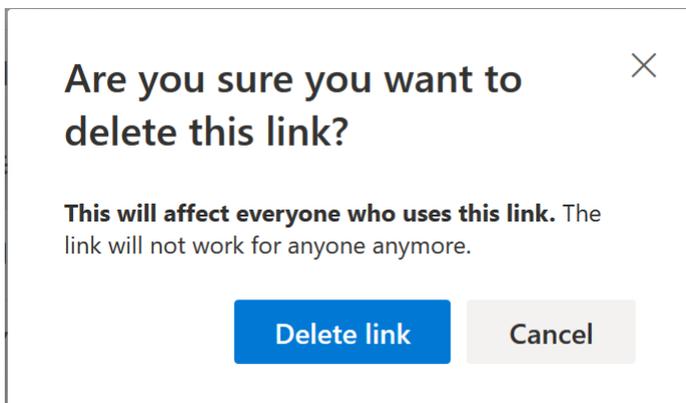※This operation is irreversible after execution.

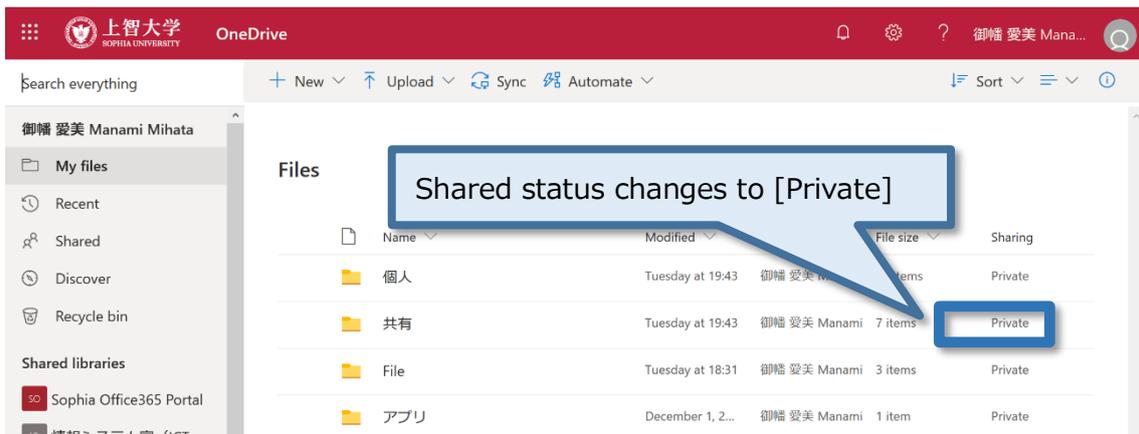Click [Shared] for the folder to stop sharing.

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

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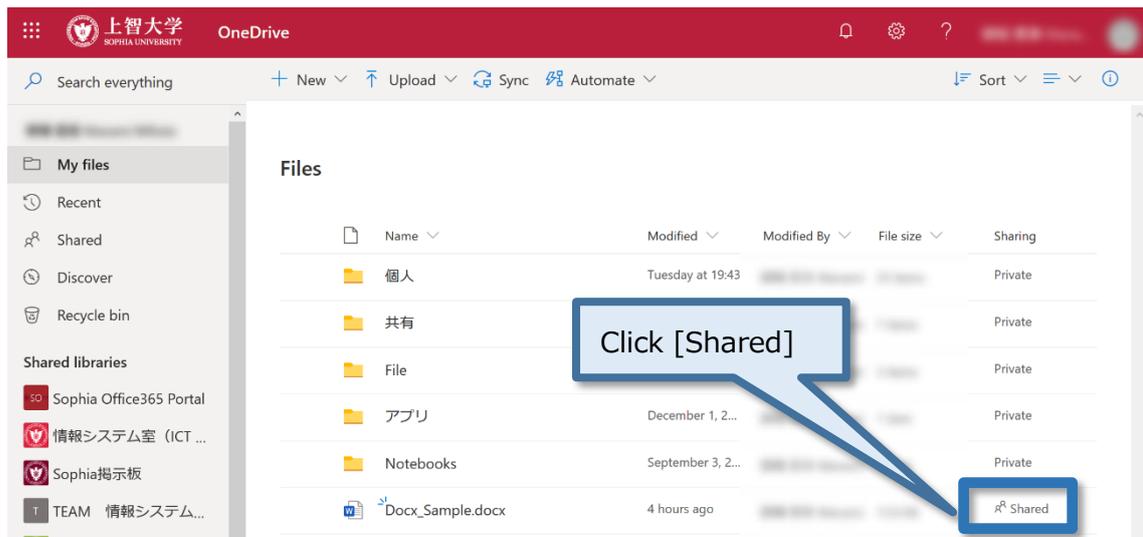
The sharing status changes from "Shared" to "Private".
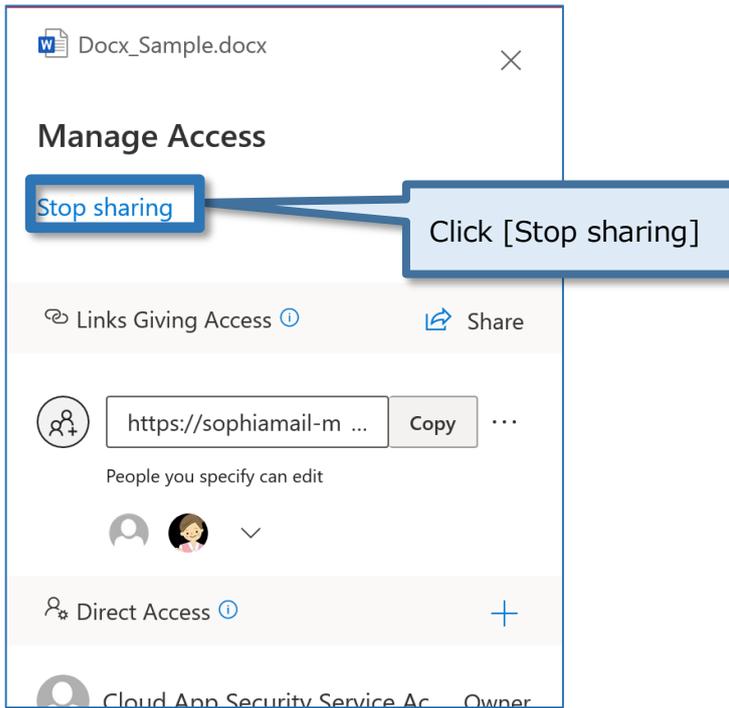

8-4-2 How to stop sharing (file)
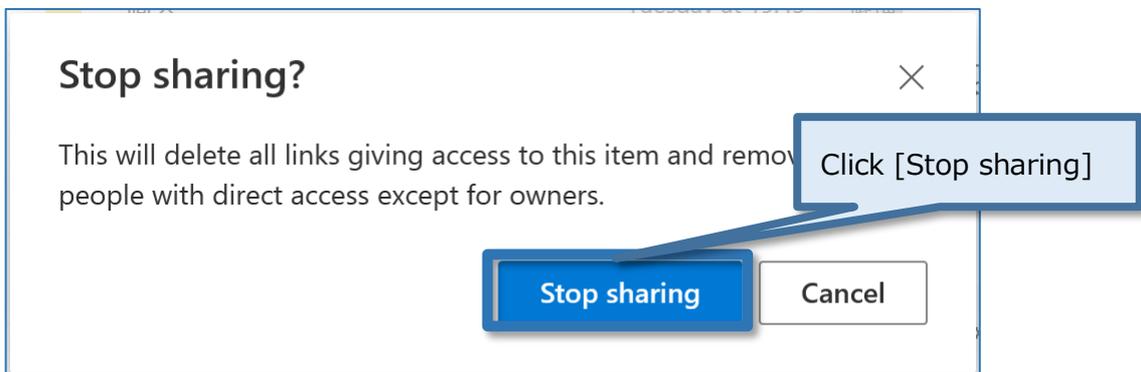
※This operation is irreversible after execution.
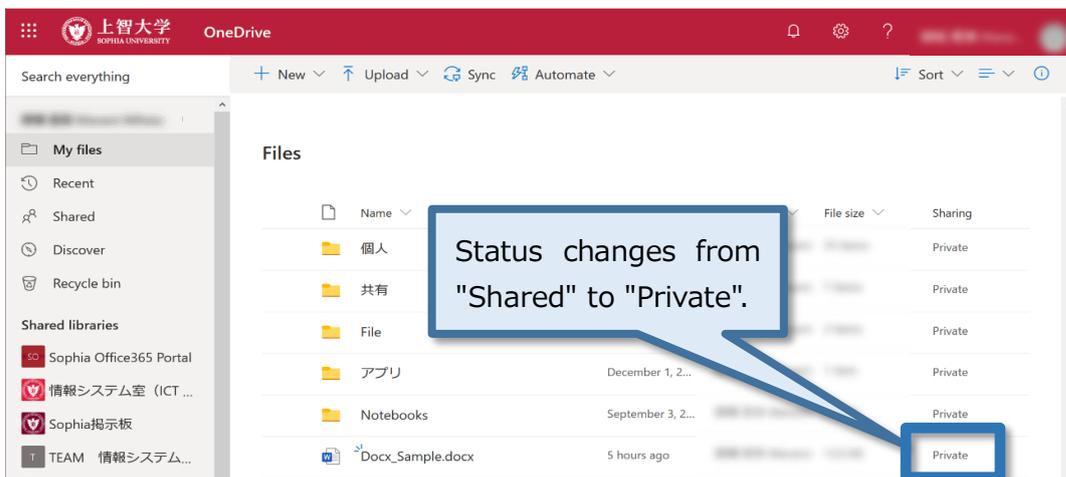
Click [Shared] for the file to stop sharing.

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

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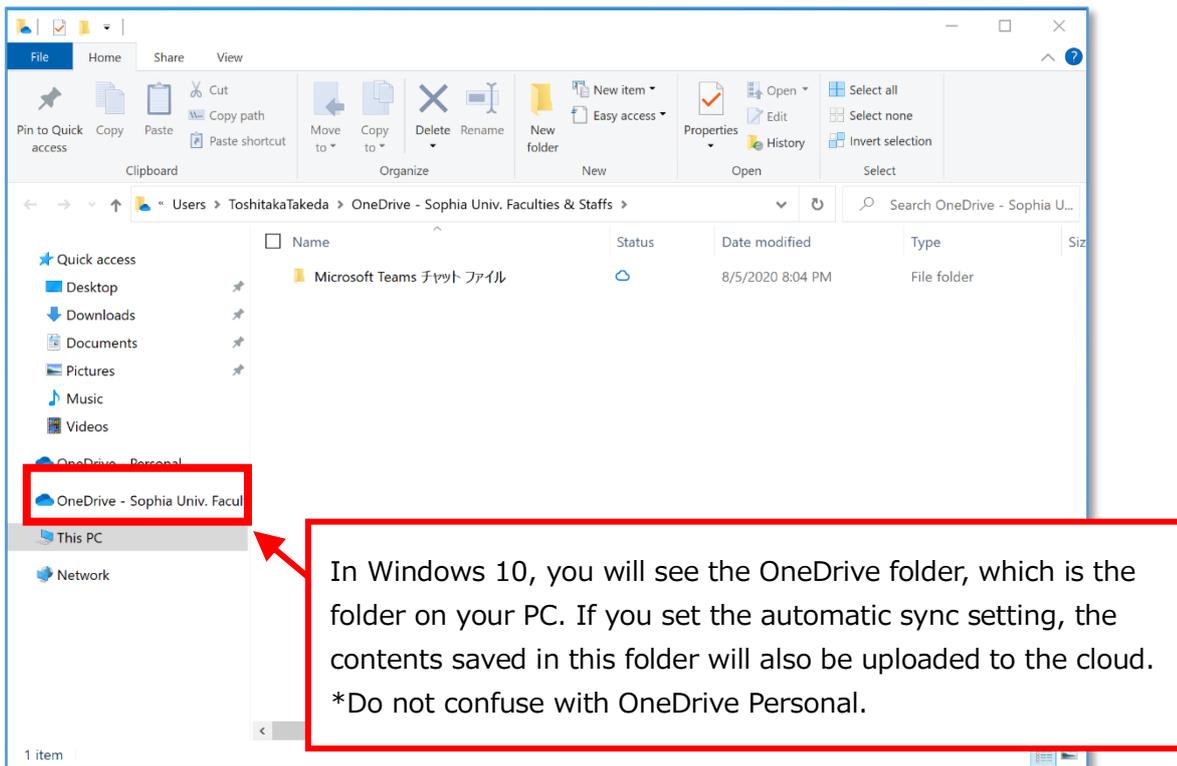

The sharing status changes from "Shared" to "Private".

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.

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 Office

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Telephone： 03-3238-3101

| Sophia ICT | Search |