

Ministry of Central Services

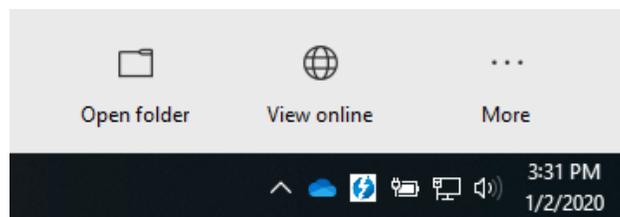
This document answers questions about accessing your files in OneDrive, using different views, accessing other types of files and folders, security, downloading and printing.

1. How do I access my files in OneDrive?

There are three easy ways to connect to OneDrive:

Access files when connected to a Government of Saskatchewan computer with network or VPN

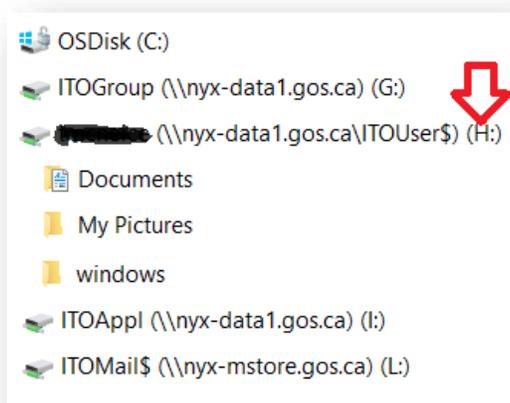
Select the blue cloud icon on the bottom right of your system tray screen, and then select the option you prefer – “open folder” or “view online”



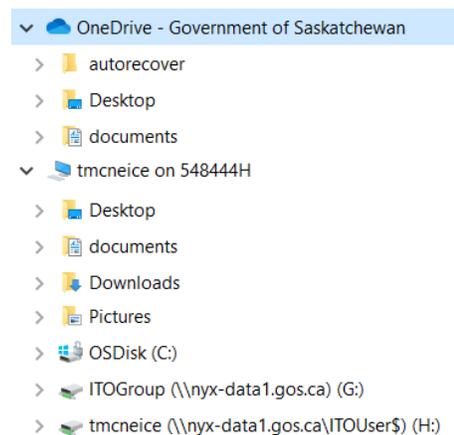
Access files through FILE EXPLORER folder view

How you access and work with your files is not changing, except for where you will find them. View all of your files through Windows File Explorer by pressing  +E (windows key and E key at the same time).

PREVIOUSLY
(STANDARD FILE EXPLORER)



AS A ONEDRIVE USER
(FILE EXPLORER REDIRECT)



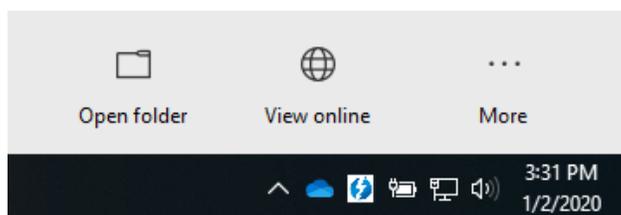
Access files through WEB BROWSER

From any computer with internet access, enter the following in your browser: office.com and access/edit all OneDrive documents using your Government of Saskatchewan credentials.

2. What is the difference between the OneDrive folder view and online view options?

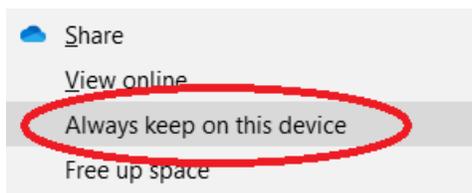
OneDrive gives you two ways to view and work in your files, to choose the option that feels most comfortable to you.

- The OneDrive “File Explorer” folder view looks and works just like the H: Drive does today, so you won’t notice much change.
- By choosing to work online through a web browser like Internet Explorer or Chrome, your view will be similar to how all government network folders and files will function in the future. Becoming familiar with accessing, sharing and editing in OneDrive today, will make your transition to upcoming Office 365 launches (that will impact other network drives) easier for you in the future.



3. Since OneDrive is in the cloud, will I still have local access to my files on my computer?

Yes, the OneDrive Sync Client (little blue cloud) syncs thumbnails of all files saved in your OneDrive. This means that when connected to the GoS network, accessing them will function as if they are saved to your local drive. However, if you want any documents available when you are not connected to the GoS network, you will have to identify this manually by right-clicking on the document and choosing “Always keep on this device”.



For more information, please see the support document [OneDrive Document Syncing](#) to learn more about why and how to use Files on-Demand.

4. Why am I being prompted to enter a code, to access OneDrive?

Multi-factor authentication prompts you to submit a code that has been sent to one of your devices, confirming your identity for greater security of yours and government's data.

If you only ever plan to use OneDrive on a government device, connected to the government network, you do not need to set up Multi-Factor Authentication.

You will, however, need to have multi-factor authentication set up if you intend to access OneDrive on:

- a personal mobile device app or browser;
- a government mobile device app or browser;
- a government device not connected to the government network; or
- a non-government device.

It is possible you may have already registered for multi-factor authentication when Exchange Online launched in your ministry. Instructions were offered so users could access their government emails and calendars on any web-enabled device, or on their government mobile device.

5. Is OneDrive secure?

Microsoft automatically updates the software for OneDrive, so you can be confident your information is always secure, and you have the most up-to-date software available.

6. Can I download OneDrive files to a non-Government of Saskatchewan device?

To further protect Government of Saskatchewan information you can download files to any device but will not be able to access the content of these files without current GoS login credentials.

7. Can I print files offsite using OneDrive?

Your OneDrive files can be accessed from any internet connected device, however, these files can only be printed on a Government of Saskatchewan printer to ensure security.

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This document answers questions about managing files and folders in OneDrive, saving files, creating new documents, how documents will function, version history and deleting folders.

1. How do I manage files and folders in OneDrive?

OneDrive enables you to view, create and manage your OneDrive files any time, any place and on any device. This means you have access to the current version of your documents at all times, without the need to email it to yourself or use risky thumb drives to transport copies of it.

a. Local Computer:

- i. Press the  +E (windows key and E key at the same time) to open File Explorer
- ii. Select OneDrive in the left navigation
- iii. Manage and access files the same way you always have

b. WEB:

- i. Right click on the OneDrive (blue cloud) icon in the Windows system tray
- ii. Select the “View Online” option
- iii. Navigate to the folder you wish to manage
- iv. Use the “New” button to create a new folder or file of any type
- v. Use the “...” beside any file or folder to manage it in any way such as rename, move, delete, share, etc.

c. APP:

- i. From OneDrive app:
 - Open the OneDrive app on your mobile device.
 - Tap a file to preview it

d. Home / non-GoS computer:

- i. In a browser window, type office.com
- ii. Log in with your GoS O365 credentials (ie: jspringt@gov.sk.ca) and password

2. How do I save files to OneDrive that have been stored in another location?

OneDrive enables you to save documents to OneDrive in a couple of ways:

a. Local Computer (*if saving to your Documents folder only)

- i. Save your document as you always have
- ii. Select “OneDrive” in the left navigation



OneDrive Files and Folders Basics

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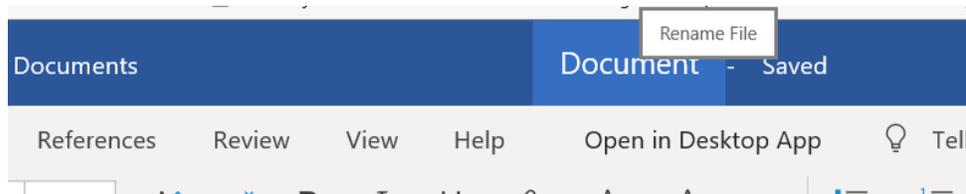
- iii. Select the folder you wish to save it in, name file and save (same as before)

b. WEB:

- i. Access OneDrive web by right clicking on the OneDrive Sync icon in system tray and selecting “view online” or through **office.com** if you are not on the GoS network.
- ii. If prompted for login, please use your eight-character USERNAME followed by @gov.sk.ca (ie: jsmith@gov.sk.ca)
- iii. Select Upload > Files
- iv. Select the files or folder you want to upload.

2. How do I create a new document when accessing OneDrive via the web?

- a. Navigate to the folder you wish the new document to be created in
- b. Click the small dropdown arrow beside “New”
- c. Select the type of document you wish to create
NOTE: the file is immediately saved with a temporary name such as “Document.docx”, “Book.xlsx”, “Presentation.pptx”, etc in the location you selected
- d. To rename the file, click on the current name of the file in the top blue tool bar and enter a new name for the file



NOTE: if you select “File | Save As”, you will have the temporary file (ie: document.docx) version of the file as well as the second, “newly named” version of the file

3. File > Save isn’t in my menu options. How do I SAVE my file in OneDrive?

Files located in OneDrive automatically save as you work. There is no extra step needed.

4. Will all of my documents still function the same?

Yes, all documents will function exactly as you are familiar with. OneDrive simply changes where they are stored and enables you to access them from anywhere, any device, etc.

5. What is document version history and how do I use it?

OneDrive has automatic version control, so you can automatically view earlier saved versions of a file without the need to save multiple versions with updated dates or names (v1, v2, etc.)

In OneDrive online, click the three dots : beside the file, and select “Document History.” It will present you with each saved version of the file, where you can then select any version by date to view and download a copy.

6. Why can't I delete a folder from OneDrive Online?

A folder must be empty to be deleted from the online version of OneDrive.

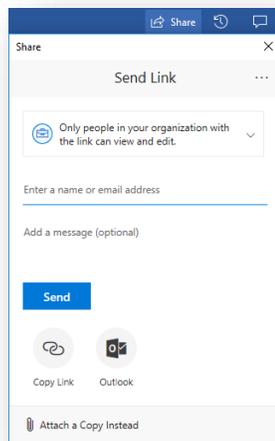
To delete, you can either open the folder, delete all contents, then delete the folder OR open File Explorer from your computer and delete the folder with all of its contents.

1. How do I share documents with my colleagues?

With OneDrive, document sharing is a breeze no matter who you are sharing it with. The steps are similar whether you are sharing internally to Government of Saskatchewan or to an outside colleague. You have the option to enable sharing as “view only” or “enabling edit”.

a. Sharing from inside the document open in the O365 application (ie: Word, Excel, Outlook, etc)

- i. Select share on the ribbon
- ii. Or, select File > Share
Note: If your file is not already saved to OneDrive, you'll be prompted to upload your file to OneDrive to share it
- iii. Select who you want to share with from the drop-down, or enter a name or email address
- iv. Add a message (optional) and select “Send”



b. Sharing from File Explorer

- i. Open File Explorer by pressing the  +E keys
- ii. Locate the file you wish to share
- iii. Right-click on the file and select “Share”



OneDrive Collaborating and Sharing

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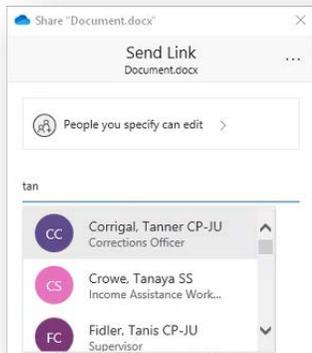
This document answers questions about sharing and co-authoring documents with colleagues.

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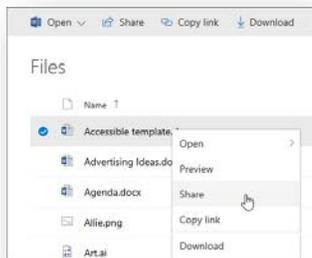
- iv. Type the name (if internal) or email address (if external) of the person you want to share the document with into the space provided



- v. Select "Share"

c. Sharing from the OneDrive online:

- i. Right-click the file and select "Share"
- ii. Or, select a file and select  Share on the toolbar
- iii. Select who you want to share with from the drop-down, or enter a name or email address
- iv. Add a message (optional) and select "Send"



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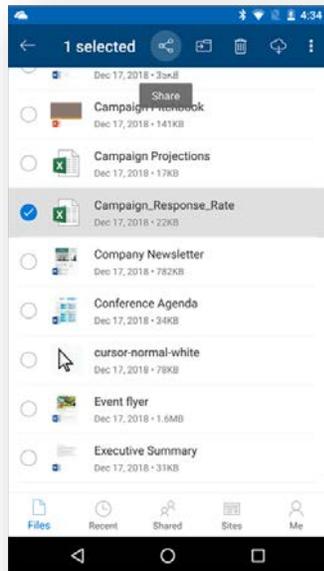
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d. Sharing from your mobile device

i. From OneDrive app:

- Open the OneDrive app on your mobile device
- Select a file or folder - press and hold until the checkmark appears next to it.
- Tap the  Share icon.



ii. From Office app on mobile device

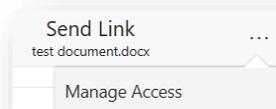
- Open an Office app like Word, Excel, or PowerPoint on your device
- Tap "Open", then tap "OneDrive" - [company name]
- Tap the "More" icon (three dots - :) next to the file, then select "Share"

e. Stop or change sharing

If you are the file owner, or have edit permissions, you can stop or change the sharing permissions. The following instructions work on both Windows File Explorer and OneDrive Web.

i. From File Explorer

- Select the file or folder you want to stop sharing
- Right-click on it and select "Share"
- In the top right corner of the "Send Link" window, select the three dots : and then select "Manage Access"



OneDrive Collaborating and Sharing

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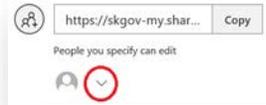
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- Under the link you will see “People you specify can edit” - select the small dropdown arrow beside the image icon

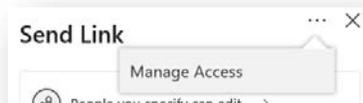


- Click the X beside the name of the person you want to stop sharing with

NOTE: Even after stopping all sharing, File Explorer still shows a small “person” beside the file icon.

ii. From OneDrive online

- Select the file or folder you want to stop sharing.
- Select the “Send Link” icon  beside the file name
- In the “Send Link” window, select the three dots  in the top right corner and select “Manage Access”



- Under the link you will see “People you specify can edit” select the small dropdown arrow beside the image icon
- Click the X beside the name of the person you want to stop sharing with

2. How do I co-author documents with colleagues?

With OneDrive document sharing, more than one person can work on a shared document at the same time. Simply work in the document as you always do, but you will be notified when someone else is editing the document with you.

- First, share a document or access a document that has been shared with you (see instructions above)
- When two authors have it open at the same time, you will see:
 - In the windows applications (ie: Word) you will see an indicator in the top right corner showing there is more than one author.



OneDrive Collaborating and Sharing

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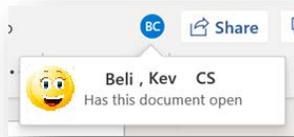
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This document answers questions about sharing and co-authoring documents with colleagues.

- ii. In the web browser you will also see a co-authoring notification in the top right, but it will look a little different



1. How do I set up my mobile phone or tablet to access my OneDrive files?

Microsoft has clear descriptions on this – please refer to their support pages at the link below for help setting up all kinds of mobile devices (including iOS, Android and Windows)

[Set up my mobile phone or tablet to access my OneDrive files](#)

2. Will I be prompted to enter a code to confirm my identity, to access OneDrive?

Multi-factor authentication will prompt you to submit a code that has been sent to one of your devices, confirming your identity for greater security of yours and government's data.

If you only ever plan to use OneDrive on a government device, connected to the government network, you do not need to set up Multi-Factor Authentication.

You will, however, need to have multi-factor authentication set up if you intend to access OneDrive on:

- a personal mobile device app or browser;
- a government mobile device app or browser;
- a government device not connected to the government network; or
- a non-government device.

It is possible you may have already registered for multi-factor authentication when Exchange Online launched in your ministry. Instructions were offered so users could access their government emails and calendars on any web-enabled device, or on their government mobile device.

3. How do I edit a file from OneDrive mobile?

Opening one of your files in OneDrive will open it in a “viewer”. This means that within the OneDrive app, the file is not editable. To edit the document on your mobile device, you will have to install and launch the appropriate application for the document.

- a. Open the document in OneDrive
- b. Select the appropriate application icon on the screen to open the app
- c. NOTE: iPhone is at the top of the screen and Android in a circle at the bottom

OneDrive Working Remotely

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This document answers questions about accessing and editing OneDrive files on your mobile phone and tablet, marking a file or folder for offline use or as online-only, and considerations about downloading and printing files.

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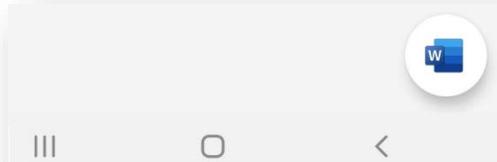
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IPHONE



ANDROID



- d. If you do not have the appropriate application installed, your device will take you to the app store and offer you the ability to install it.

4. How do I mark a file or folder for offline use or as online-only?

To ensure your files are accessible and synced as you need, you can manually change the sync status of any file or folder as follows:

- a. When connected to the Government of Saskatchewan network (either in office or via VPN), navigate to the folder through Windows file explorer – press the  + E to access.
- b. Right-click the file or folder you wish to change the sync status
- c. Select the appropriate option such as:
 - i. “Always keep on this device” to ensure the file is available to you on this computer even when you aren’t connected to the Government of Saskatchewan network
 - ii. “Free Up Space” to remove copies of the document that have been saved to your local hard drive

NOTE: New files or folders created online or on another device will appear as online-only to save maximum space until you manually select “Always keep on this device”. Please refer to the support document OneDrive Document Syncing to learn more about Microsoft Files on-Demand.

5. Can I download OneDrive files to a non-Government of Saskatchewan device?

To further protect Government of Saskatchewan information you can download copies of documents saved in OneDrive to any non-Government of Saskatchewan device, however the content may not be accessed in any way without current GoS credentials.

6. Can I print files offsite using OneDrive?

Your OneDrive files can be accessed from any internet connected device, however, these files can only be printed on a Government of Saskatchewan printer to ensure security.

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This document answers questions about accessing your OneDrive files without having to download them all, knowing whether your OneDrive documents are synced and syncing other documents to your local computer.

1. What is Files on-Demand, and how does it work?

OneDrive Files On-Demand helps you access all your files in OneDrive without having to download them all and use storage space on your Windows device. On your computer, you can see the status of each file by the sync status icon associated with it:



A blue cloud icon next to a OneDrive file or folder indicates the file is only available online. Online-only files don't take up space on your computer. You see a cloud icon for each online-only file in File Explorer, but the file doesn't download to your device until you open it. You can't open online-only files when your device isn't connected to the Internet.



When you open an online-only file, it downloads to your device and becomes a locally available file. You can open a locally available file anytime, even without Internet access. If you need more space, you can change the file back to online only. Just right-click the file and select "Free up space."



Only files that you mark as "Always keep on this device" have the green circle with the white check mark. These always available files download to your device and take up space, but they're always there for you even when you're offline.

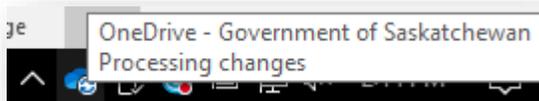
2. How do I know if all of my OneDrive documents are synced?

Any documents stored in your OneDrive folder will automatically sync to your local computer.

- a. If you hover your mouse over the cloud in your system tray, you will see the following message:



- b. If your files are not yet synced, you will see small blue sync arrows  on the cloud and if you hover your mouse over it you will see the following message:



OneDrive Document Syncing

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This document answers questions about accessing your OneDrive files without having to download them all, knowing whether your OneDrive documents are synced and syncing other documents to your local computer.

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3. How will I know if a specific file is synced?

Open File Explorer by pressing the  +E keys. You will notice a “green checkmark”  on each file that is successfully synced.

As documents are in the process of syncing, instead of the green checkmark you will see blue “spinning arrows”  on the file until it's completed its sync.

4. How can I make my other documents also sync to my local computer?

Any documents that you save in OneDrive will be accessible from any device connected to the internet. If you wish to have any of these documents in OneDrive accessible on your GoS laptop when not connected to the GoS network, you will need to right click on those files or folders and select “Always keep on this device”.