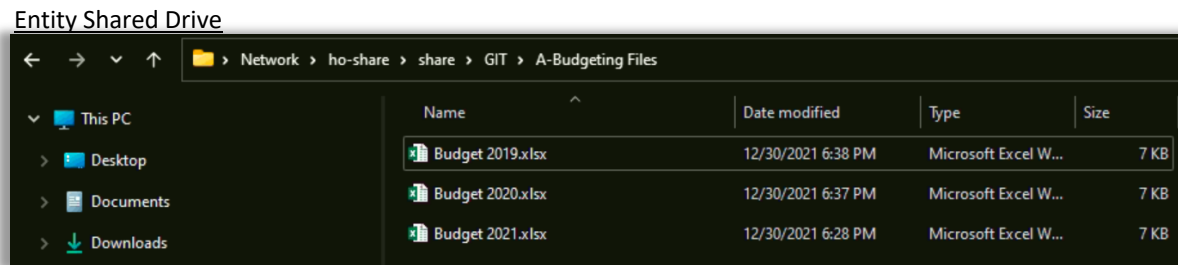
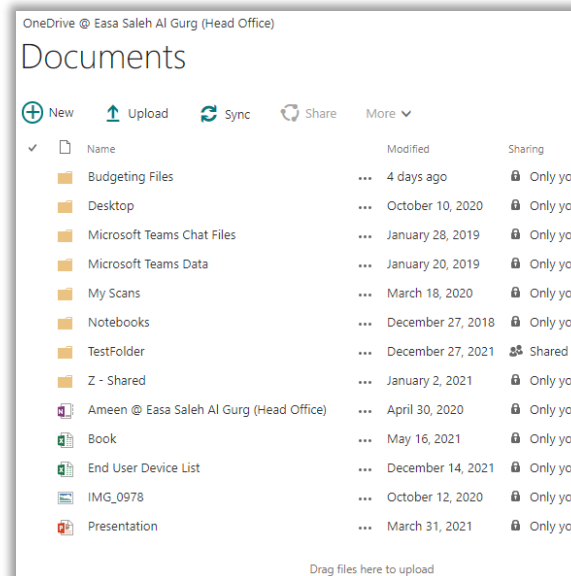


How to use *OneDrive For Business*

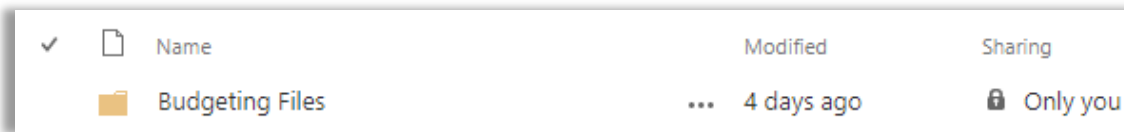
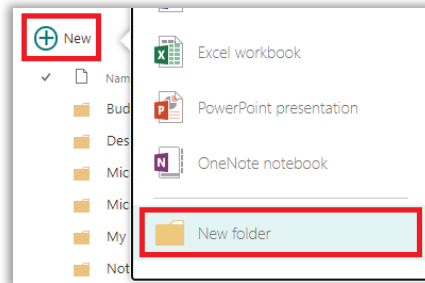
Below is a case scenario for reference where a user wants to work on Budgeting files on a WFH Day and the necessary Budgeting files are all available in the Entity Shared Drive.



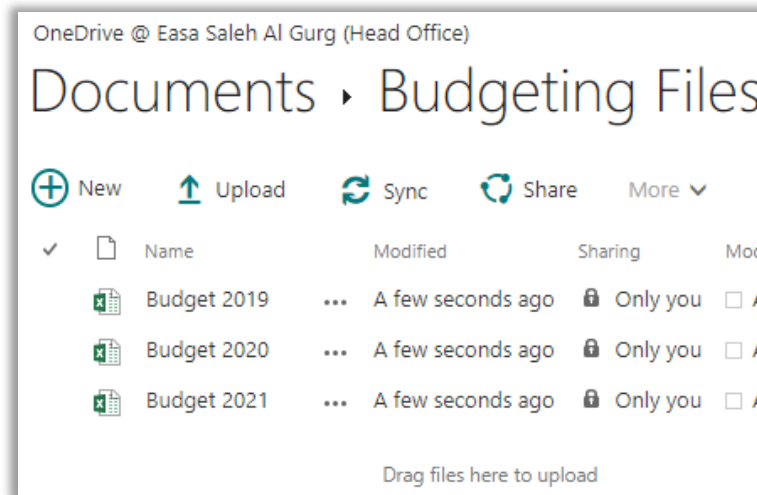
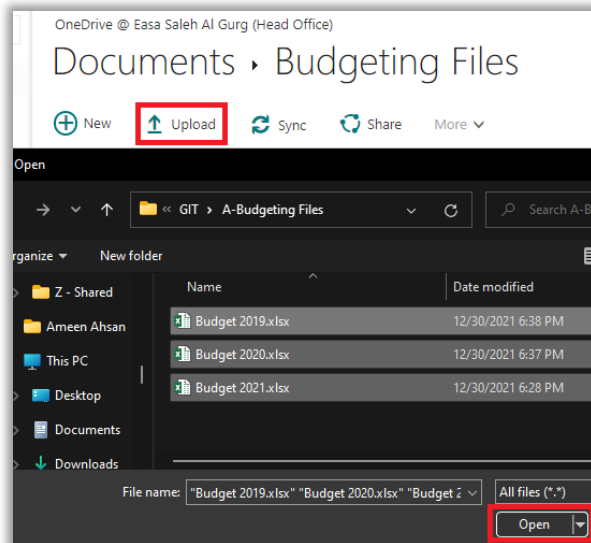
- 1- User Logs into <https://onedrive.live.com> from a web browser.



2- User clicks on  **New** and creates a New folder and then name it **Budgeting Files**.



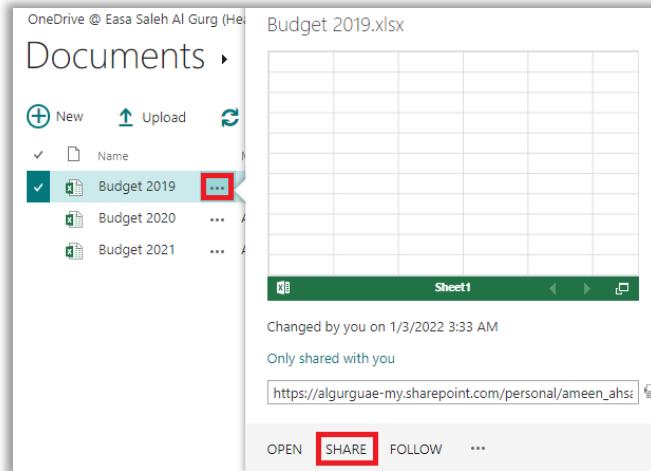
3- User opens the **Budgeting Files** from the Entity Shared Drive and select Upload.



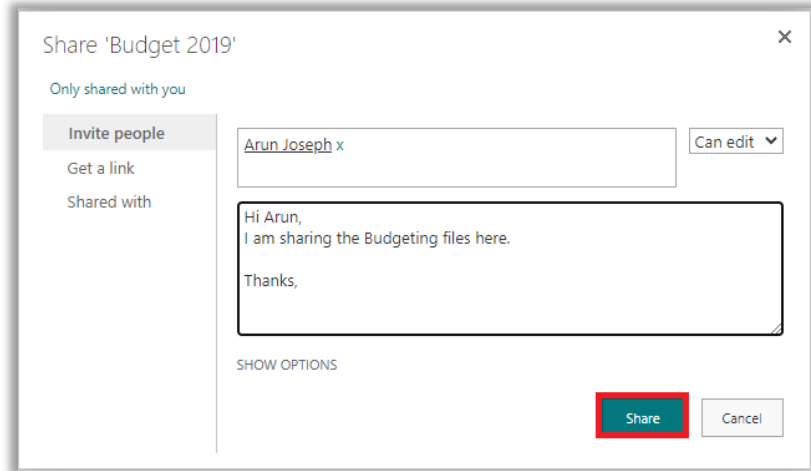
The Budgeting files are now copied to *OneDrive For Business*.

4- User working from home accesses the file [online](#), works on it & share it with his colleagues.

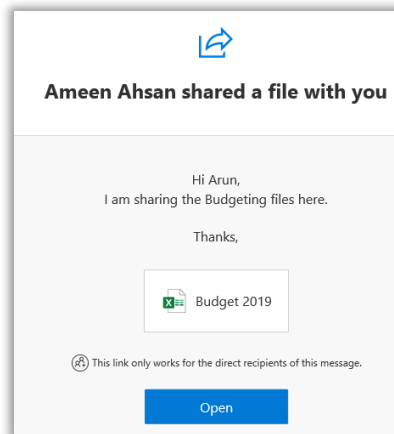
5- Click ... and then select SHARE



6- Type the recipient's name and select Share.



6- His Colleague receives a mail with the invitation to the file.



7- His Colleagues can now open the file from the invitation mail and work on it.

*All Microsoft Office files are auto saved when accessed online.

8- User copies the files from *OneDrive for Business* back to the Entity Shared Drive when he is back in office.

****This is important and to be followed since we do not back up the Data residing in *OneDrive for Business*.**

*****User needs to ensure the original file in the Entity Shared Drive wasn't modified when copying back the file from *OneDrive For Business*.**

Please raise a service ticket in [Service Desk](#) should you have further queries on using *OneDrive For Business*.