

Microsoft OneDrive – Create, edit and manage documents online using Chromebooks



USING MICROSOFT ONLINE SERVICES

Version 1.0 February 2018

With a Microsoft account, you can create documents, spreadsheets and presentations online for free. You can save files online in an area that is only accessible to you. You can also give others access to specific files and work on them together. To communicate you can use Outlook or Skype for chat, voice and video calls.

All these features can be used on the Chromebook in public session mode. Administrators also have the option to install "OneDrive" or "Word Online" as app on the Chromebooks via the device management, in order to be able to use them in public session mode. Users only need a Microsoft account.

Content

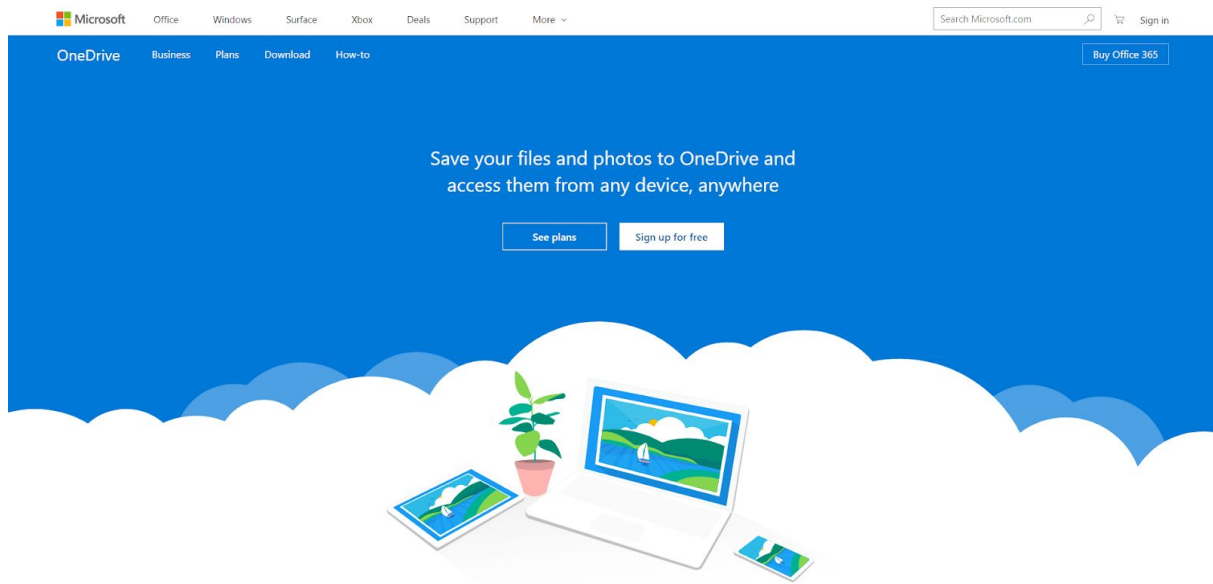
Using Microsoft Online Services	1
1. Create a Microsoft Account	3
2. Sign in to Microsoft	5
3. Microsoft OneDrive: Create, edit, and manage online documents	5
3.1 Create and name folders on Microsoft OneDrive	6
3.2 Create and name Word Online Documents on Microsoft OneDrive	7
4. Format documents in Word Online	8
5. Rename documents and folders later	9
6. Moves files	9
7. Share files	10
7.1 Sharing documents with specific email addresses	11
7.2 Share documents via a link	11
8. Edit documents together with others	12
8.1. Add comments	13
8.2. Answer comments	13
9. Save files on Microsoft OneDrive	14
9.1. Save created documents on Microsoft OneDrive	14
9.2. Upload files in Microsoft OneDrive	14
10. Download Microsoft Files	15
10.1. Download Microsoft files in various formats	15
10.2. Save files on USB stick	16
11. Find and open documents	17
12. Sign out	17
13. Add "OneDrive" as an app	18



1. Create a Microsoft Account

To use the Microsoft Online Services, you need a Microsoft account, which you can create for free. If you're using Outlook.com or Xbox Live, or you have an Office 365 account, you already have a Microsoft account. If you already have an email address, for example from Hotmail, Yahoo or GMX, you can use this address to create a Microsoft account. Or you can create a Microsoft account for free.

- A. To create a Microsoft account, go to the website onedrive.live.com.



- B. Click on "Sign in".
- C. Now select "Sign up now".

Don't have an account? [Sign up now.](#)

- D. Click on "Create Microsoft Account" to create a new Microsoft account.

OneDrive

Create a Microsoft account

If you use Outlook.com or Xbox Live,
you already have a Microsoft account.
Use it to sign in

- E. Now enter an email address that you already use and create a password (password). Click on Continue". An email will be sent to the email address for confirmation.



Create account

Microsoft account opens a world of benefits.

☐ Send me promotional emails from Microsoft

Next

[Use a phone number instead](#)

[Get a new email address](#)

Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).




Remember your username and password!

Username: The username is the first part of your email address, username@outlook.com. Uppercase and lowercase does not matter in your username. Since over a billion people have Outlook addresses, many simple email addresses are no longer available. If you've entered an email address that's already taken, Microsoft will suggest similar usernames / email addresses that are still available.

Password: Remember your password! Uppercase and lowercase letters must be entered exactly the same way each time. If you forget your password, you will only be able to regain access to your information if you have previously entered the number of a mobile phone or entered another email address under "Your current email address".

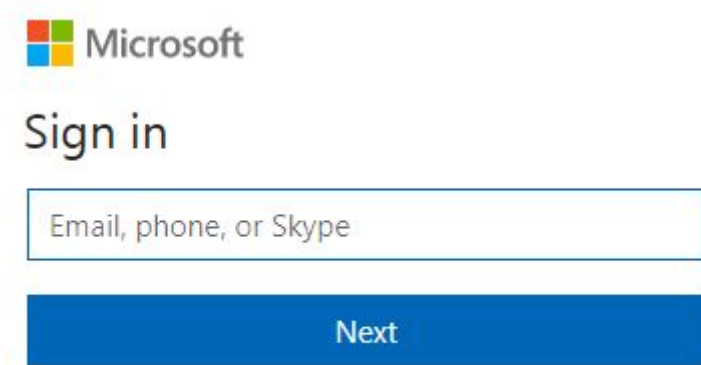
Current email address: If you already have another email address, please enter it here. This is helpful if you forget your password.



2. Sign in to Microsoft

Log in with your Microsoft account to use the Microsoft Online Services.

- A. Go to the website login.live.com.
- B. Enter your e-mail address and click on "Next".



- C. Enter your password and click on "Sign in". Pay attention to upper and lower case.



3. Microsoft OneDrive: Create, edit, and manage online documents

Microsoft OneDrive allows you to create online documents. These and other files such as photos and forms can be stored and managed there. Your Microsoft account will give you access to these files whenever you have access to the Internet and sign in with your Microsoft account. The files are not stored locally on the computer, but on secure high-performance computers, on so-called servers. One says in such a case that the files are stored in the "cloud". With your username and password, you can access the files from different places and devices: Chromebook, computer, smartphone, or tablet. This means that if you create a curriculum vitae in a course and save the curriculum vitae with your Microsoft account on Microsoft OneDrive, then you can log in to a completely different computer in an Internet Cafe with your Microsoft account at Microsoft OneDrive and continue working on your CV. The use of Microsoft OneDrive does not cost anything.



With Microsoft OneDrive, you can edit and save different files:

- an application and a CV
- homework for school or tasks for German lessons
- create and save tasks for the German course.

How to find Microsoft OneDrive:

- Go to onedrive.live.com.
- Click "Sign In" at the top right of the screen and log in with your Microsoft account.

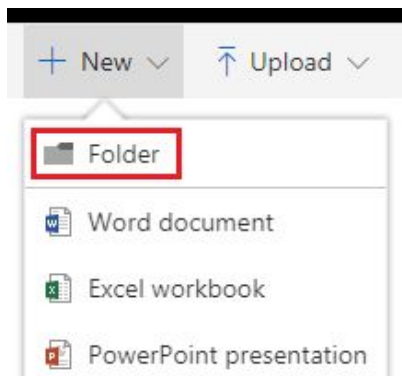
Then the overview of Microsoft OneDrive automatically opens. If you have already logged in, the overview of Microsoft OneDrive automatically appears.



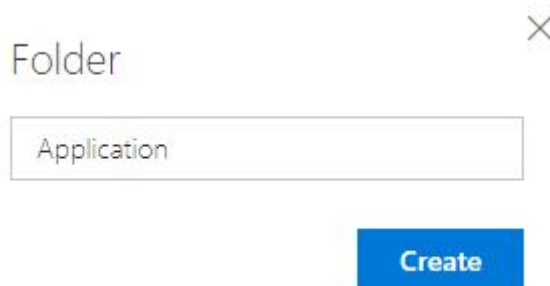
3.1 Create and name folders on Microsoft OneDrive

Using folders, files in Microsoft OneDrive can be sorted by topic. This will help you find your files later.

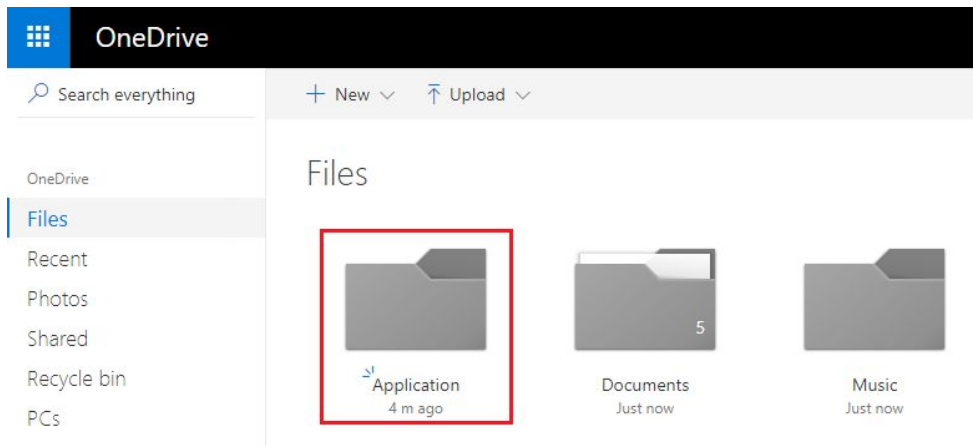
- Log in to onedrive.live.com with your Microsoft account.
- Click "New" at the top left of the screen. A selection menu opens. Select "Folder" to create a new folder.



- A text box will appear where you can enter a name for the created folder, for example: Application.



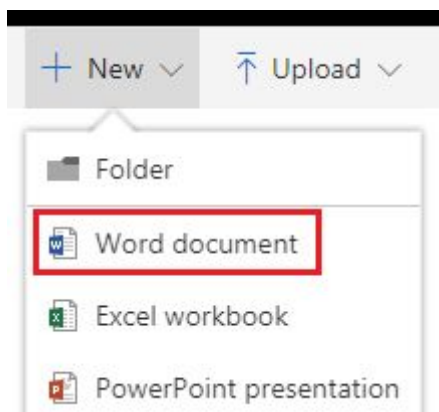
- D. Click on "Create" to add the folder to the overview.



3.2 Create and name Word Online Documents on Microsoft OneDrive

A document can either be created in the general overview or directly in a folder. If you want to create it in a folder, open it by clicking on the folder.

- A. To create a document, select the button "New" at the top of the left side. You've got the option to create a "Word document".



- B. It automatically opens a new window (tab) with the created document. The new document is called "Document1", but you can change the name.



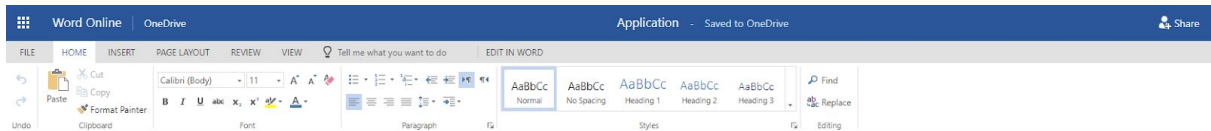
- C. Click in the top center of the box with the text "Document1".



The notice changes. You can now type in a new name for the document in the text box.



- D. The document can now be edited and a text created. For example, the text can be formatted or an image inserted using the menu bar.

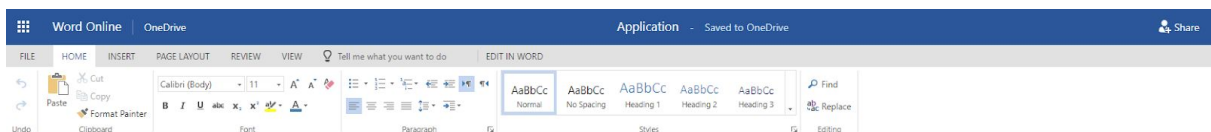







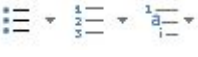
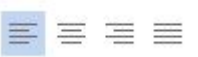
The documents created in Microsoft OneDrive are automatically saved as soon as the title has been changed or changes have been made in the editing area.

4. Format documents in Word Online

Highlight the text in a document you want to edit and select the preferred settings at the top of the gray line (menu bar). You can also set the settings before you create a text.

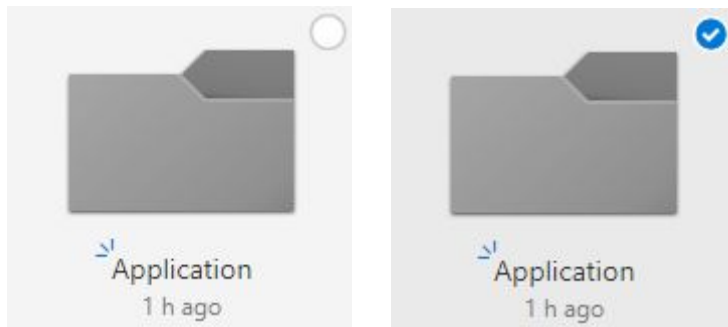
The following settings are a few selected basic settings. Further settings can be found above in the menu bar.



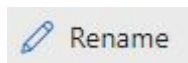
Start	
	bold, italic, underline, strikethrough
	choose font
	choose font size
	undo/redo changes
	styles for headings and titles
	numbered or bullet lists
	text alignment: left, center, right, justify
For more settings, see "Insert" or "Page Layout".	

5. Rename documents and folders later

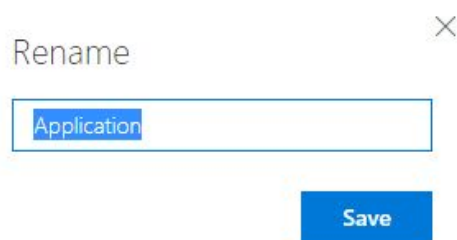
- A. The name of a document or folder can also be changed later. Move the pointer to the file or folder you want to change. In the upper right corner of the file, a small, round circle appears. Click on the circle. The circle turns blue with a white tick.



- B. At the top center of the screen are various choices. Select "Rename" there.



- C. A window opens and you can set a new name for the folder.

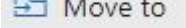


The name of a document can also be changed if it's open. To do this, if you are in the document, click in the field with the current name in the top center of the screen, delete that name, and enter a new name.

6. Moves files

Files can also be moved later.

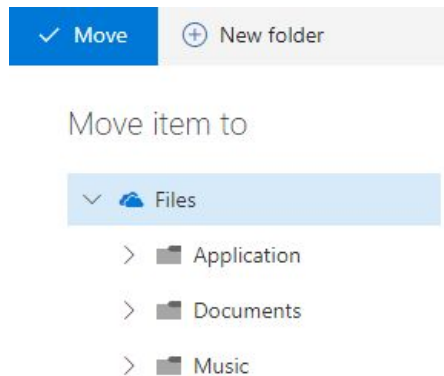
- A. To do this, select the desired file in your overview so that the blue circle with the white checkmark appears on the top right.

- B. In the middle of the middle, go to "Move to".  On the right side, a window will open, showing your previously created folders in an overview.

You now have the following 2 options:

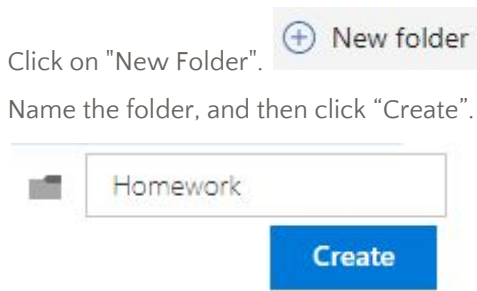
1. Move to an already created folder:

In the overview, select the folder into which the file should be moved. Then click on "Move".



2. Create a new folder to move the file:

- a. Click on "New Folder".
- b. Name the folder, and then click "Create".



- c. To move the document to the created folder, click on "Move".

7. Share files

If you want, you can also give others access to one or more of your files. You can share the files with others. This feature can be used, for example, if you want to show someone a file or work on a document together.

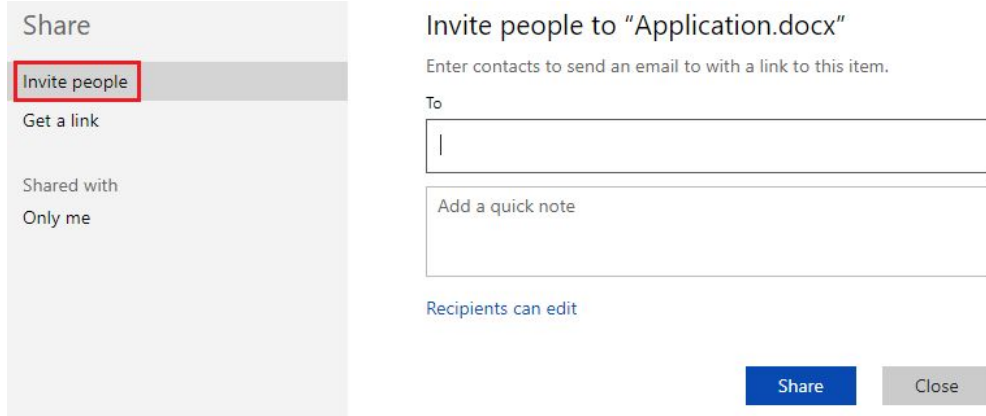
- If the file is open, click on "Share" in the top right corner.
- If the file is not open, move the pointer over the file. In the upper right corner of the file, a small, round circle appears. Click on the circle. The circle turns blue with a white tick. Now click on "Share" at the top of the overview and select "Sharing settings"



You can share the text with a person by typing that person's email address in the text box. A link will be emailed to the one you want to give access to. You can also copy the link and copy it into a new email.

7.1 Sharing documents with specific email addresses

- A. In the sharing settings, you can choose which people to share the document with by entering the email addresses of those people in the text box.



Share

Invite people

Get a link

Shared with

Only me

Invite people to "Application.docx"

Enter contacts to send an email to with a link to this item.

To

Add a quick note

Recipients can edit

Share Close

- B. It's also possible to define which "rights" these people have, whether they are only allowed to read the document or if they are even allowed to edit it.

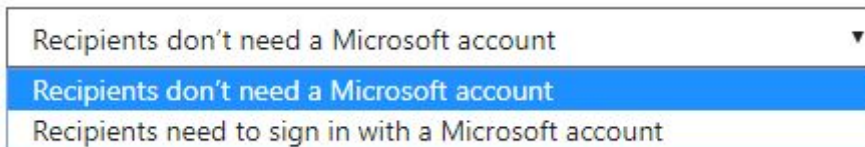


Recipients can edit

Recipients can only view

Recipients can edit

- C. You can also specify whether or not these people must have a Microsoft account.



Recipients don't need a Microsoft account

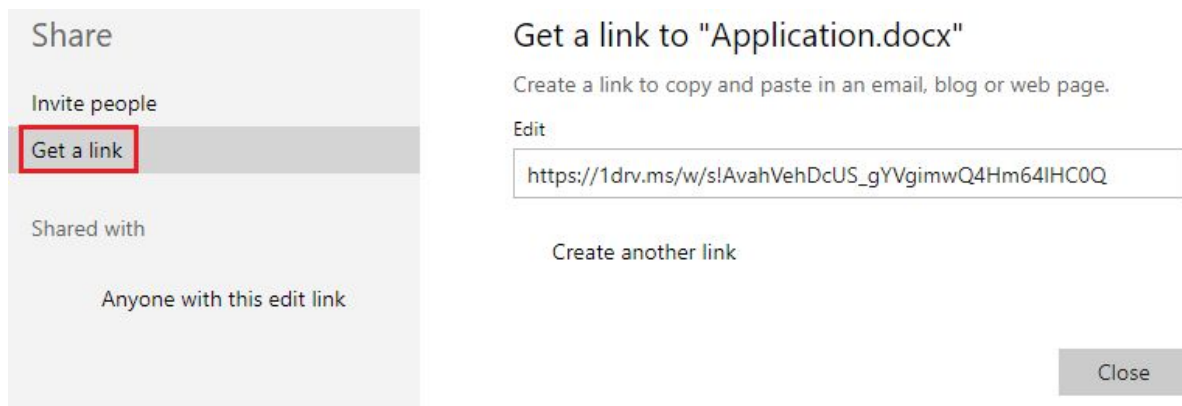
Recipients don't need a Microsoft account

Recipients need to sign in with a Microsoft account

7.2 Share documents via a link

It's possible to share the document via a link and to send it to people you want to give access to the document. Again, you can define which "rights" the person has.

- A. In the sharing settings on the left, select "Get a link".



Share

Invite people

Get a link

Shared with

Anyone with this edit link

Get a link to "Application.docx"

Create a link to copy and paste in an email, blog or web page.

Edit

https://1drv.ms/w/s!AvahVehDcUS_gYVgimwQ4Hm64IHC0Q

Create another link

Close

- B. Choose which "rights" the person, with whom you want to share the file, should have.
- Edit:** If you use the link already displayed, any person who has this link can edit the document.
 - Show only:** If you want people to only be able to view the document, select "Create another link" and then "Create link".

Choose an option

View only ▼

Anyone with this link can see the files you share.

Create link

View only

https://1drv.ms/w/s!AvahVehDcUS_gYVg2_oa1E8uMSImfA

- C. Click on the link and copy it with the key combination Ctrl + C.

Edit

https://1drv.ms/w/s!AvahVehDcUS_gYVg8qOxLx5rvRUwtw

- D. If you want to use the link e.g. in an email, open the email and press the key combination Ctrl + V and the link will appear.

8. Edit documents together with others

Documents can be edited by multiple people at the same time on Word Online. This way everyone always has the current version.

For this, the document must be shared with another person (see "7. Sharing Files"). Only then does this person gain access to the document.

If more than one person is working on a document, the user name of these people will be displayed in the upper right corner as soon as they start editing or stop. Each person gets a different color. So you can see where the person edited the document.



Clicking on a person's name and it will automatically take you to the point where that person works.

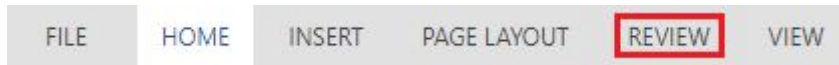


This feature allows a supervisor e.g. to improve an application or add suggestions or a teacher can comment on the homework.

8.1. Add comments

If you work on a document with others, you can make changes immediately so that the text does not show what changed, or you can add comments to propose changes or clarify questions.

- A. Open the document.
- B. Click "Review" at the top of the menu bar.




- C. Select "New Comment" to add a new comment. On the right side, a field will appear where you can enter the comment.



- D. Use the cursor to highlight a word / phrase / section to make it clearer what you want to add the comment.
- E. When you have entered a comment, click Post to make the comment visible to everyone.






- F. To see the comments of other people, click a balloon  in the document at the top of the menu bar and select "Show Comments."



On the right side an overview with all comments appears.

8.2. Answer comments

- A. By clicking on the speech bubble  at the commentary, you can answer it.
- B. Use the square  to mark the comment as "done".
- C. If you click on the cross , the comment will be deleted.

9. Save files on Microsoft OneDrive

9.1. Save created documents on Microsoft OneDrive

The documents you create in Microsoft OneDrive are automatically saved to the directory they were created in as soon as they are edited. While you edit the document you do not need to actively save the document. The document is saved automatically on a regular basis, so you don't always have to remember it.

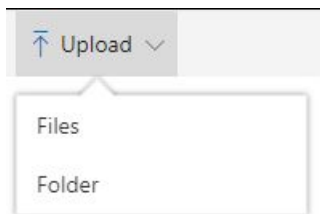
9.2. Upload files in Microsoft OneDrive

Files, such as government forms that you download from a website, are automatically saved to the Chromebook for your current use or session.

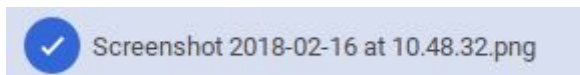


When you are using the anonymous login on a Chromebook, it is important to remember that all downloads are automatically deleted from the Chromebook, when it is turned off or you sign out or end a session. Documents previously saved to Microsoft OneDrive will not be deleted and can be reopened on Microsoft OneDrive the next time you log in.

- A. To save a download (file) or other file stored on a USB stick to Microsoft OneDrive, select the "Upload" button in the top center row. There you can choose if you want to upload a file or a folder.



- B. A window opens with an overview of all the files on the Chromebook. On the left side you will also see the USB stick if it has been plugged into the Chromebook. Select any files you want to save to Microsoft OneDrive.



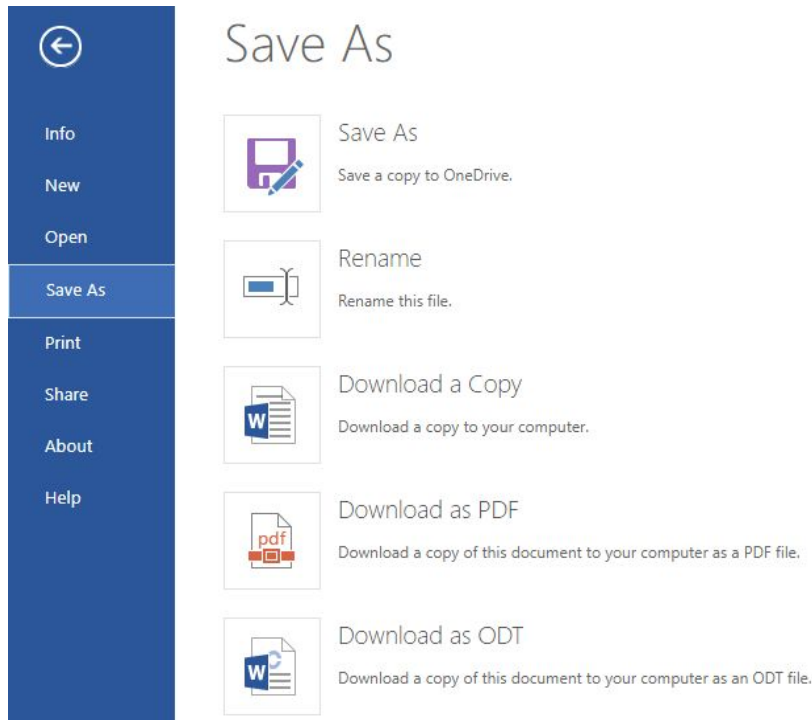
- C. Click on "Open" in the lower right corner. The files are now uploaded.



10. Download Microsoft Files

10.1. Download Microsoft files in various formats

To download a document as a PDF file, Word, etc., open the desired document. Via "File" → "Save as" the desired file format can be selected



The downloaded document will then be saved to the Chromebook.

- A. You can find the document by clicking on the "Overview" circle in the lower left corner of the taskbar.



- B. Select "Files". An overview appears in which the downloaded document is displayed.

The document now can be e.g. opened by double-clicking on the name or saved on a USB stick.



If you sign in anonymously on the Chromebook, the data will be deleted from the computer after the session ends. Data you want to keep should be stored on a USB stick or Microsoft OneDrive.

10.2. Save files on USB stick

You can download files, such as forms, handouts and other government documents, or photos from the Internet and then reopen them on the Chromebook. To keep a file permanently, you can save it online, for example, in your Microsoft OneDrive, or on a USB stick.



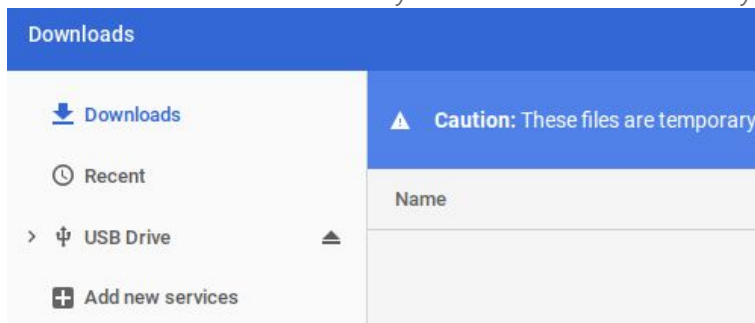
A USB stick is a storage medium that can be used to store files and open files on another computer. USB sticks are usually so small that you can put them in your pocket. A Chromebook has 2 USB ports (left and right) to connect the USB stick. Each port on the Chromebook is marked with this icon.




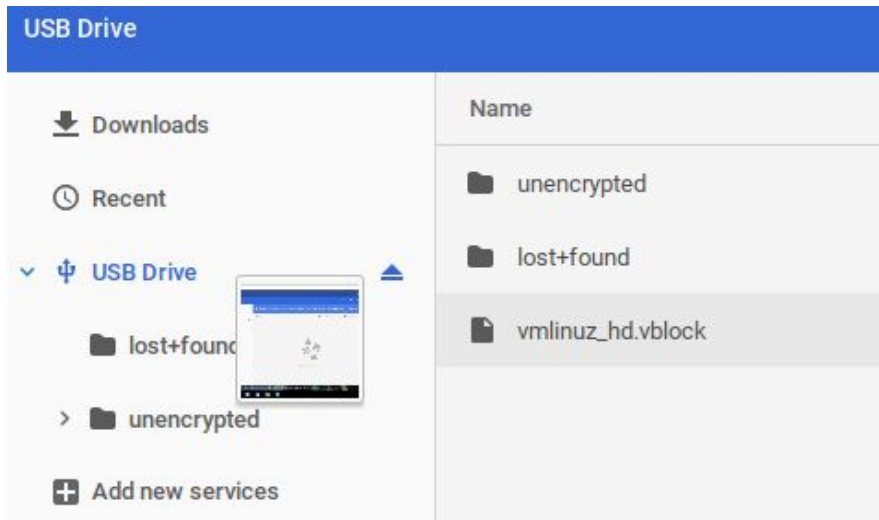
- A. Files you have downloaded can be found by clicking on the "Overview" circle in the lower left corner of the taskbar. The installed apps are displayed.



- B. Select "Files". An overview appears in which the downloaded document is displayed.
- C. Plug the USB stick into one of the USB ports. The "Downloads" window now shows "USB Stick" on the left. There it will also show you the USB flash drive when you plug it into the Chromebook.



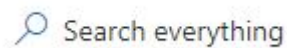
- D. To save a file on a USB stick, click on the circle on the left of the preferred file. The circle turns blue with a tick.
- E. Move the file to the name of the USB stick using the "drag and drop" function.
- Move the cursor  over the file until a hand appears.
 - Press a finger on the bottom left of the touchpad and hold it.
 - Move a different fingers on the touchpad until the cursor hand is on the USB stick name which will appear blue. A mini version of the file will appear as well as a green circle with a plus.



- d. Release the file by removing your fingers from the touchpad. The file is automatically saved on the USB stick.

11. Find and open documents

Documents created can be found via the search function if you have forgotten in which folder you have saved them. This can be found in the overview (on the home page onedrive.live.com) on the top left or if a folder has already been opened. Enter the name of the document you are looking for or a part of it into the search bar. A list with documents that match the searching term will show. You can also enter one or multiple words that appear in the document you are looking for. The search not only searches the name of the files but also the content.

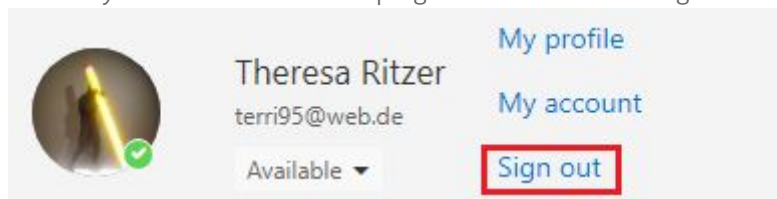


Click on the document (or folder) to open it and continue editing.

12. Sign out

To prevent other unauthorized people from accessing your Microsoft Account and your files, make sure to log out.

Click on your username in the top right corner and then "Sign out".



13. Add "OneDrive" as an app

The online service "OneDrive" from Microsoft is also available as a Chrome app. Administrators of an organization will have the option to install "OneDrive" or "Word Online" via the device management as an app on the Chromebooks. This is not necessary, as the Microsoft services can also be accessed and used via the Google Chrome browser. However, users can access this service easier when the App is installed. To open the App simply click on the icon in the taskbar.

