



Remember: OneDrive is for your individual use, to store work-related information. Read the [Using OneDrive best practice](#) to learn about how to use OneDrive at uOttawa.

OneDrive-University of Ottawa vs. OneDrive-Personal



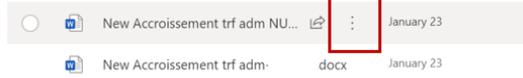
OneDrive-University of Ottawa is your OneDrive for Business account. This is where you should keep University work-related information that is for your own individual use.



You can also have personal OneDrive accounts that are linked with personal Microsoft accounts. If you have a personal account linked then this is where you should keep personal non-work related information.

Version history

When you, or people you have shared a file with, make edits to a document and save it, it is saved as a new version. Previous versions can be viewed and recovered. Click the three dots beside a file for more options, including version history.



Cloud symbols

The OneDrive symbol in your desktop navigation bar as well as online will change depending on its status.



OneDrive-University of Ottawa



OneDrive-Personal



OneDrive has not been set up or you are not logged in



Sync is in progress



Sync has paused



File or folder cannot be synced



This file is online only



This file is shared with other people



This file is available locally on your device as well as online

Recycle bin

When you delete a file or folder in OneDrive it is sent to the recycle bin. You can recover items from the recycle bin, but after 90 days they will be permanently deleted.



Recycle bin

Share files

Instead of sending a copy of a document in an email, or saving a document to a USB key and downloading it, you can share your documents with others directly in OneDrive. Unless you give them permission to edit, they will only be able to view the document. View all documents that have been shared with you by selecting the "shared" tab in OneDrive online.



Shared

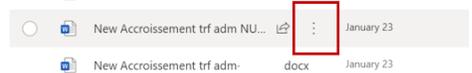
Sync your files

If you use the synchronization feature, any changes you make to files saved to your OneDrive will update automatically, and the latest version will be accessible wherever you access the application.



Co-author documents

You can give other people permission to edit your documents and make changes together in real-time. You must open the document online to make these real-time edits. Choose "manage access" in the more options button and enter the names of the people you want to be co-authors.



Search everything

Search for documents in your OneDrive by typing keywords into the search bar when online or in your File Explorer. It will find matching results from titles as well as content within your documents. You can also filter your search results.