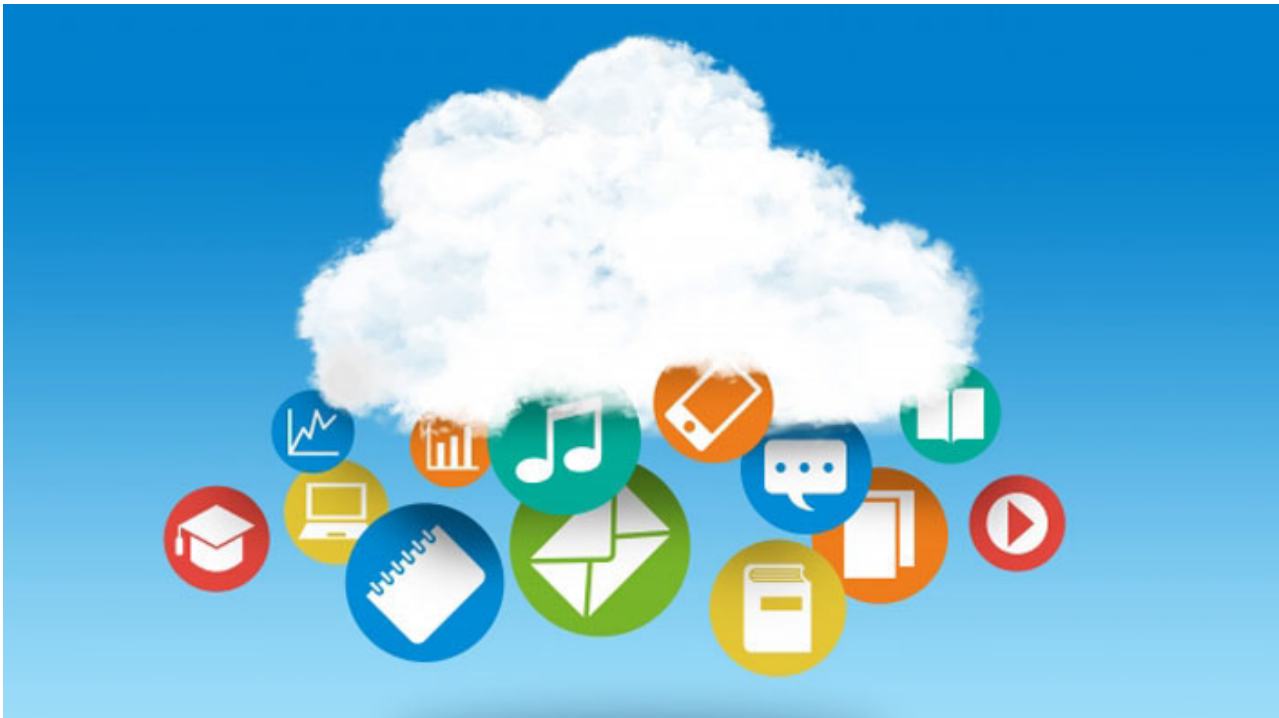


# Cloud Storage (OneDrive for Business)

2020.04.30 Updated



Cloud storage is a way to store data on the internet so that they can be accessed anytime, from any device, anywhere with an internet connection, so it is easy to edit and save files even without a USB memory stick. In addition, OneDrive for Business includes a function that allows you to share your files or folders with other users. Using this function, multiple users can create and edit files together. For more information, check out the videos on Microsoft's Official Website: [[Microsoft Office Help and Training](#)].

## Table of Contents

[How to Use](#)

[Rules](#)

[Specifications](#)

[How to save files](#)

[How to download files](#)

[How to share files](#)

# How to Use

Sign in to your [Email \(Office365\)](#) via your web browser, then click the [OneDrive] icon.

For basic instructions on how to use the system, please check the following manuals.

You can also check this directly on OneDrive.

[Log in to Office465] → [OneDrive] → [? Mark] → [Help]

OneDrive is a Microsoft service. If you have any questions about how to use it, or if you need assistance, please use Microsoft's Official support, Microsoft Community.

## Microsoft Community

Microsoft Community is a website managed by Microsoft where regular users and experts can ask and answer questions and exchange information about Microsoft products and services.

You can access it from OneDrive by clicking [Log in to Office365] → [OneDrive] → [? Mark] → [Community].

## Rules

Rule	Details
Users	Students, Faculty, Staff
Period of Use	While working or studying at APU
Not Permitted	<p>[Students / Faculty]</p> <ul style="list-style-type: none"><li>• Distributing course materials, submitting assignments, etc.</li><li>• Storing personal information or grading information</li></ul> <p>[Staff]</p> <ul style="list-style-type: none"><li>• Managing or storing documents that contain personal information</li><li>• Managing or storing documents that should not be shared externally</li><li>• Permanent storage of documents or other information</li></ul> <p>*It is permitted to temporarily save the types of documents or information above, but if you do so you must protect the file with a password and delete it as soon as possible after use.</p>

As a rule, materials are distributed and submitted through manaba. In light of the web-based teaching during the infection prevention period, course materials can be distributed on OneDrive but submission to assignments will not be available.

## Notes

- You must follow the regulations laid out in [The Ritsumeikan Trust Basic Regulations Concerning Information System Usage and Operation Management](#) and [The Ritsumeikan Trust Information System Usage Regulations](#).
- Cloud storage requires use of Microsoft's Office 365. Please check the list of [Office365 Services](#).

## Specifications

Spec	Details
Size	Up to 1 TB per account
Characters which cannot be used for file/folder names	The following characters cannot be used: " # % * : < > ? / ¥
Security Function	Displays an error message if malware is detected
Multiple File Download	<ul style="list-style-type: none"><li>• UTF-8 encoding allows download of multiple files in a Zip folder</li><li>• Requires decompression software that supports UTF-8 coding</li></ul>

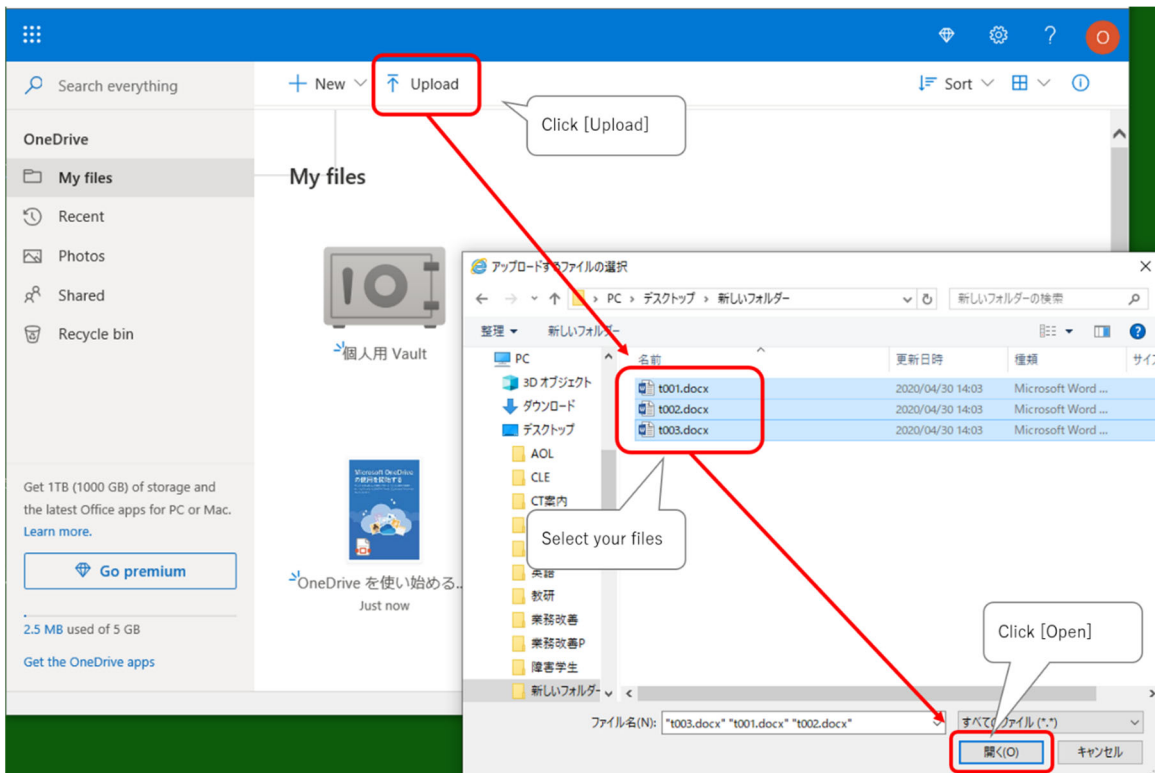
# How to Save Files

You can access the cloud and save files from your home or work PC.

\*The screenshots in this manual show the screen when using the Internet Explorer browser.

Click [Upload], then select your file. Click [Open] to upload your file to OneDrive.

※A max file size of 10GB can be uploaded at one time.



※You can save a total of 20,000 items to OneDrive (all items displayed in OneDrive - files, folders, and links).

※You cannot upload files with the [\*.tmp] or [\*.ds\_store] file extension to OneDrive.

※If a file with the same file name has already been uploaded to OneDrive for Business, a box will pop up that says "A file with this name already exists. Would you like to overwrite it?" If you select "Overwrite" then the original file will be overwritten.

※Uploaded files and folders can only be viewed by the original user. If you would like to share your items with other users please refer to the [How to Share Files](#) manual.

## References:

- [Uploading files to OneDrive \(Microsoft Official Site\)](#)

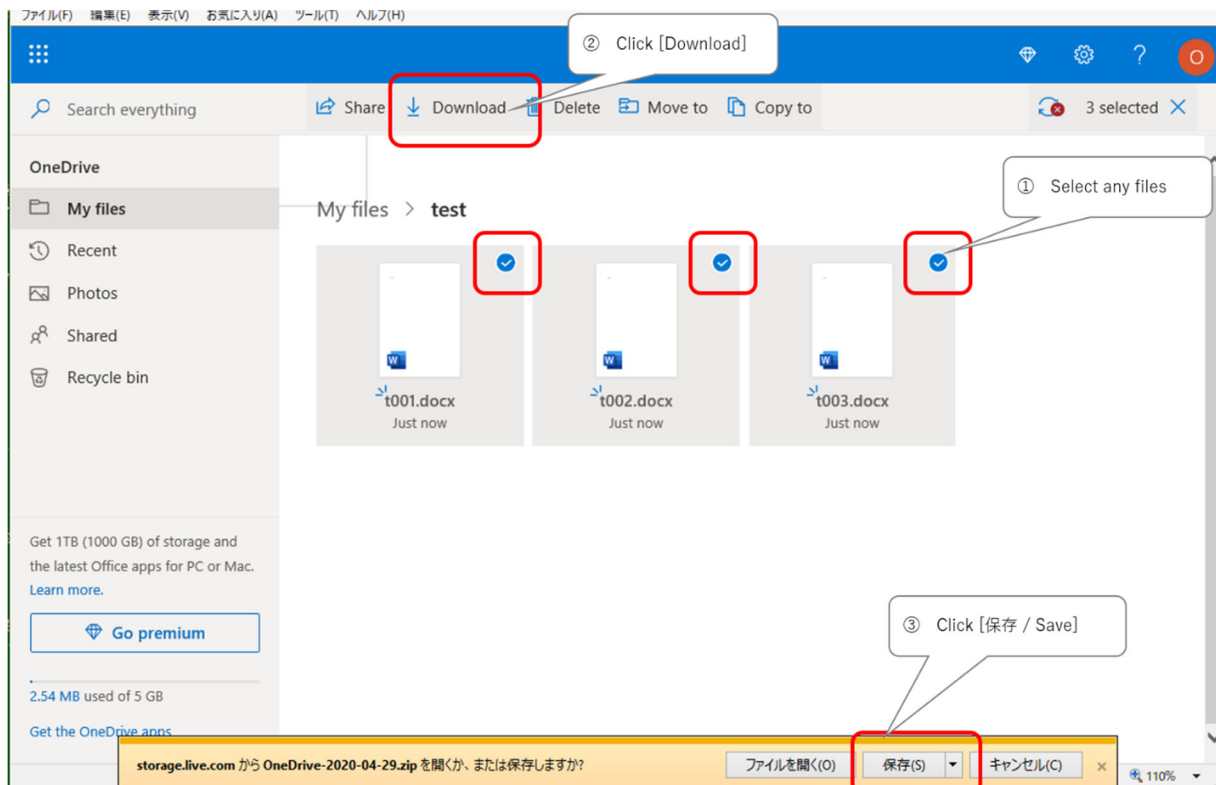
[Microsoft Office365 Training Center] → [OneDrive] → [Work or School – Manage your Files]

# How to Download Files

You can access the cloud and download files from your home or work PC.

\*The screenshots in this manual show the screen when using the Internet Explorer browser.

Access OneDrive, select the files you want to download, then click [Download]. You can then select [Save] or [Save As] to download the file to your PC.



If you select multiple files or a whole folder then click [Download], the files will be combined into one .zip folder for download.

## References:

- [Download Files from OneDrive or Sharepoint \(Microsoft Official Site\)](#)

[Microsoft Office Help and Training] → [OneDrive] → [Files] → [Manage] → [Download files and folders from OneDrive or SharePoint]

# How to Share Files

You can share files on the cloud with other APU and non-APU users.

\*The screenshots in this manual show the screen when using the Internet Explorer browser.

## Table of Contents

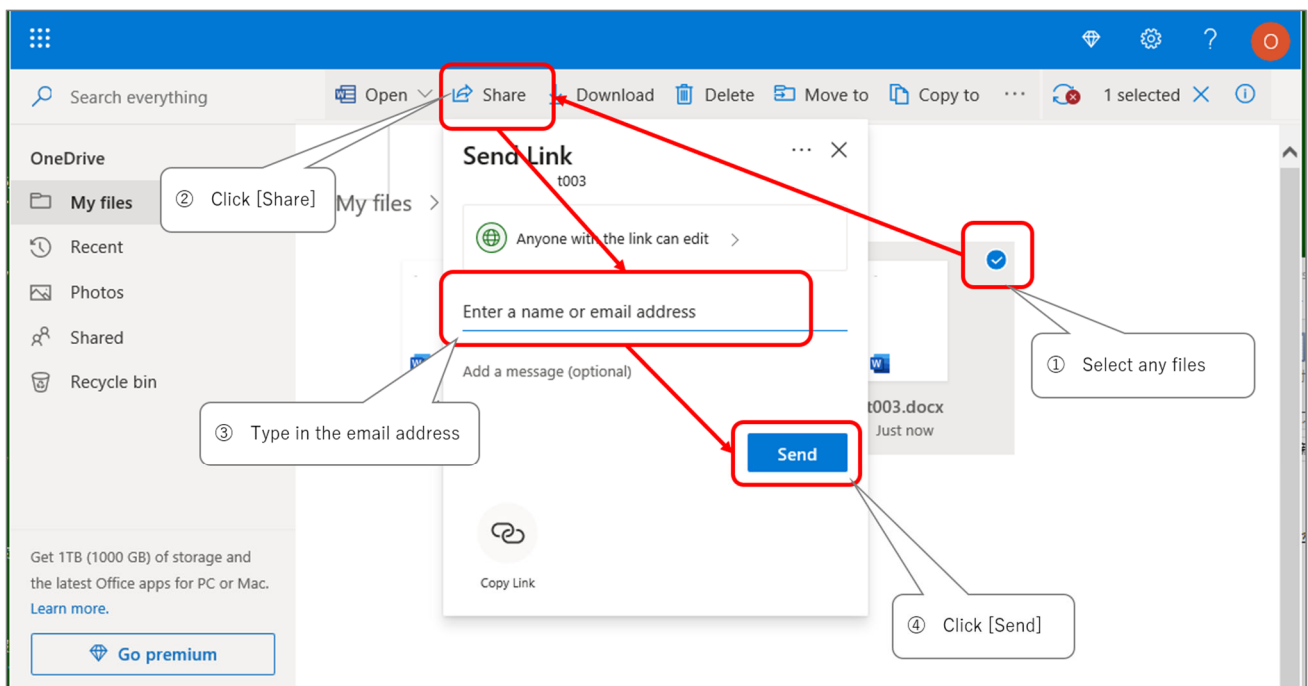
[How to Share Files with Other Users](#)

[How to Access Files Shared by Other Users \(APU\)](#)

[How to Access Files Shared by Other Users \(Non-APU\)](#)

## How to Share Files with Other Users

Access OneDrive, check the files you would like to share, then click [Share]. Type in the email addresses of the users with whom you would like to share the file, then click [Send] to send those users an email with a link that can be used to access the files.



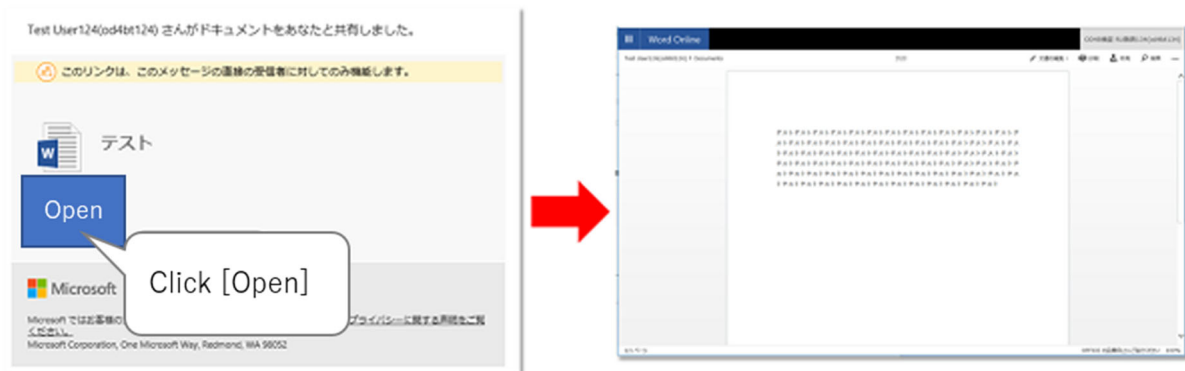
※The initial settings have “Allow anyone with the link to edit” on by default. If you would like other users to only be able to view the file, not edit, please click [Only allow designated users to edit] then remove the check from the “Allow Editing” box. Click “Apply” to save your settings, then add the email addresses.

## References:

- [Sharing Files on OneDrive \(Microsoft Official Site\)](#)  
[Microsoft Office Help and Training] → [OneDrive] → [Share & Collaborate] → [Share OneDrive files and folders]

## How to Access Files Shared by Other Users (APU)

When you click [Open] in the file sharing email you receive you will be able to open shared files.



## How to Access Files Shared by Other Users (Non-APU)

Follow the steps below to access files shared by non-APU users.

- ① After you click the link in the file access email, "Request Verification Code" will be displayed. If they click "Send Code" then they will receive an email with the code to access the file.



②Enter the verification code, then click [Verify] to open the shared file.

