OneDrive for Business

GC Drive Replacement for U Drive
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Introduction

GC Drive makes it easy for you to share and work together on all your files. It provides the ability to store your files and folders centrally and access them from anywhere. It also lets you share files and collaborate on documents with anyone inside. GC Drive essentially lets you replace your U Drive.

How To Access Your GC Drive?

1. Go to the Graduate Center website and click on the GC Portal.
   Click on the cloud icon.
2. Click ‘GC Drive’ (Powered by OneDrive for Business).
3. Click the Cloud Icon or go to https://gcdrive.gc.cuny.edu/
4. When prompted, enter your GC network username and password and click OK.
   a. On the Mac you get prompted a browser plug in, when prompted click the Trust button.
5. Once signed on. You are ready to drag and drop files from your desktop to the web interface for OneDrive. Please note that all your documents are private until you shared them. Also, be aware that you can only share files within the GC domain.

**Note:** By default, OneDrive creates a *Shared with Everyone* folder. We recommend that you delete this folder since any files added to that folder will be shared with the Everyone, this means the GC Community members.
How To Create And Share A Folder?

1. Click on New.
2. Select New Folder.
3. Name the Folder.

If you want to share the folder, click on INVITE PEOPLE, otherwise click on Create.

4. If you did choose to share your folder, type the person’s GC username and select the user from the dropdown.

5. If you need to, change the permissions level from Edit to View.

6. If you want to notify the user (s) you are sharing the folder with, check off the Send an email invitation option; otherwise, uncheck it. This option is always selected by default.

7. Click Create.
Your folder has been created. You can manage your folder, by clicking on the three dots next to the folder and selecting the different options such as sharing, renaming, deleting and moving or copy your folder.

**Documents**

Welcome to your OneDrive for Business, the place to store, sync, and share your work. Documents are private until shared. Learn more here. Dismiss

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**How To Upload Files?**

1. Once you opened your desired location where you want to save your file, click **Upload** on the tool bar.

2. Select your file and click **Open**.
If you have more than one file and want to upload them faster, you can also drag and drop files to your folder by selecting all your files and dropping them off in your folder.
Managing Documents

There are tons of things you can do with your files. You can create new documents, share them, move them from one location to another and above all, you can edit them online or in your computer.

How to Create New Documents?

Create a file in GC Drive

1. Select New and choose the type of file you want.

2. To rename the file, select the file, for example Document, and then drop down on the More button and select Rename, this opens up in a new section. Here you can type a new name, let’s say Training Document.
3. Here you can type a new **name**, let’s say Training Document and click **Save**.

4. All changes are automatically saved in the Office online apps, so when you go back to GC Drive, your new file is already saved.

**How To Share Documents?**

When you use Microsoft Office Applications to save your files to GC Drive, sharing your files is the same wherever or however you work.

**Share a file or folder**

1. With a file open or a file or folder selected, select **Share**.

2. Select **Invite people** and enter the names of the users you want to share the folder or file with.

3. Select the appropriate permissions from the dropdown **Can edit** or **Can view**.

4. Type a message.

5. Check Send an email invitation.
6. Click on **Share**.

7. The file is now **Shared with** the user.
How To Move Documents?

To move a file or folder to a different location

1. Browse to the file or folder that you want to move.

2. Pick the item you want to move by selecting the check box in the upper-right corner of the item. You can also pick multiple items to move them together. Here the Training Folder is being moved to U Drive Files.

3. Tap or click Move to, select the destination folder, in this case it is the U Drive Files, and then tap or click Move. If you want to create a new folder to store the item, tap or click New folder.

4. Now you can see the Training Folder under U Drive Files.
How To Edit Documents?

1. Choose the file you wish to edit. In this case, a word document named General Issues Document is selected.

2. Next, you will want to click on that file, which will bring you to a preview mode. In the preview mode you will not be able to make any changes to your document.

3. Then move your mouse to the top right of the screen and click the drop down tab titled 'Edit Document'.

4. From there two choices will drop down, the first being to 'Edit in Word' which would open the document in the Word application on your computer, the second is 'Edit in Browser which will open your document using the Word Web App. Choose 'Edit in Word Online'.

5. The document will then open in Word online and give you essentially the same features you would get from using Word anywhere else; however, you cannot print from word online. It will give you the option to print, but what that does is turn your document into a PDF. The easiest way to print would be to save the document on your computer then open it and print it from there.
Edit in Word Vs Edit in Browser Online

When we want to edit a document in GC Drive, select the document right click on it and chose either one of the option –

Open in Word – This option gives us the full functionality of the word. (This is recommended)

Open in Word Online- This option is only to make quick changes to the document.

P.S- Word Online can’t open the documents in other file formats such as Rich Text Format (RTF), Hypertext Markup Language (HTML), and Multipurpose Internet Mail Extensions HTML (MHTML).

How To Delete Files?

When you delete a file or folder, it goes into the Recycle bin, where you have a chance to restore it.

Delete files

1. Select the file or files you want to delete.

2. Select Delete. The files move to the Recycle bin.
How to Self – Restore deleted files or folders in your GC Drive?

**Note:** In case you accidentally deleted a file or folder in your GC Drive, you will be able to recover it later from the GC Drive (OneDrive) Recycle bin. *Items in the recycle bin will be automatically deleted and sent to the second-stage recycle bin after 30 days.*

1. In the navigation pane, select **Recycle bin**.

2. Select the files or folders you want to restore and then click **Restore Selection**.

3. In the navigation pane, select **Documents** to confirm that your documents have been successfully restored.

**Note:** You can still restore files or folders deleted from your **Recycle bin**, by going to the **second-stage recycle bin**. *Items in the second-stage recycle bin will be permanently deleted after 50 days.*
1. Click on the **second-stage recycle bin** link at the bottom of the recycle bin page.

![Second-stage recycle bin](image1)

2. Select the files or folders you want to restore and then click **Restore Selection**. Your files will be automatically restored in your document library.

![Restore Selection](image2)

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**Co-Authoring Of Documents**

1. From your GC Drive, open your Office document and then Share with a user.

![Share Office document](image3)

Notice that the user can **edit** the document. This is because I selected **Can edit** rights while sharing.

2. Open your document in GC Drive (One Drive for Business) on web and then verify if the document is shared with the user.
3. When Document is Co-authored, Test User can see notification on top-left for other users when they open the document for editing. The user also sees the mode other users are using to edit.

4. User does not save the changes manually as no Save button is available. The changes while co-authoring are auto-saved.
**Version History**

Version History allows us to track and manage items as they progress. To check the version history of the document please follow the steps below.

1. Select the document you want to check the version for and right click on it.

2. It displays all the versions for the document and gives us a choice of view, delete and restore options.

   ![Version History](image)

   **View** – This option allows us to view the version history. It gives us what the version is and by whom and when this version is created by.
Delete – This option allows us to Delete the specific version history of the document. Select the version you want to delete and it will go to the recycle bin.

Restore- This option helps us to restore the deleted version back from the recycle bin.
Check Out

To check out a file do the following steps below:

1. Select the document or file you want to edit, right click and select Advanced and chose Check Out

2. Once the file is checked out, you will see an arrow in green. Now open the file to edit.

3. After you edit the file, save the changes and Check in the file so the other people can see the file and make edits.
Follow

To follow a document or a site that interests you follow the steps below:

1. Select the document you want to follow, right click and select the advanced option and chose Follow.

2. Now the document you have followed will be seen in the left side ribbon under Followed.
Mobile Collaboration for GC Drive on an iPhone or iPad

Signing in and out of the OneDrive for Business app

Sign in to the app

1. Download the One Drive for Business app on your iPhone

2. Tap the OneDrive for Business app on your iPhone or iPad, and click on “SharePoint or OneDrive for Business URL” and log in using your GC account. (Please make sure to give the complete URL- For example- https://gcdrive.gc.cuny.edu/personal/dmonnala/)

3. It will take you to another log in page where you put in your DOMAIN\Username and Password as shown below. Please make sure to enter the domain as gc.cuny.edu\username
4. Tap Sign In.

**Sign in to the app**

1. Tap Settings > Sign Out.
View and Edit an Office Document
To open a Word, Excel, or PowerPoint document, you **must have Office for iPhone, or Word, Excel, or PowerPoint** for iPad installed on your device.

1. In OneDrive for Business, tap the Word, Excel, or PowerPoint document you want to open. A read-only version of the file opens.

2. Tap Edit. The Office mobile app launches and you can now edit the document on your iPhone or iPad.
3. Install the Office app on your phone and start editing the document.

**Rename, delete, or create a folder**

**Rename a File**

1. Open the file you want to rename
2. Tap Actions •••.
3. Select Rename
4. Enter a new name, and tap OK.
Delete a File

1. Open the file you want to delete.
2. Tap Actions  

3. Tap OK.

Create a Folder

1. Tap Files.
2. If you want to place the new folder inside an existing folder, tap the existing folder to open it.
3. Tap Actions  > Create a Folder.
4. Name the folder, and tap OK.
Share OneDrive for Business files and folders
You can share files in your OneDrive for Business with people in your organization.

Share a File

1. Tap the file you want to share.
2. Once the file opens, tap Share.

If you’re already sharing the file, you’ll see a list of the people sharing the file. Otherwise, you see a note that reads This item isn’t shared.

3. Tap the Plus+ icon at the top of the Share dialog box.
4. Tap the Share with box, and enter the email address of the person you want to share the file with. Alternatively, tap the Plus+ icon and select a name from your contact list.
NOTE: You can share a file with only one person at a time. If you want to share with more people, repeat this procedure.

5. Set the sharing permission for the person you’re inviting to share the file. The default setting is Let recipient edit. You can change sharing permissions later, if you want.
6. Tap Add

Change sharing permissions

1. To change sharing permissions for a file, tap the file.
2. Once the file opens, tap Share 📑.
3. Tap the name of the person whose permissions you want to change.
4. Tap the permission setting you want.

**Stop sharing a file with someone**

1. Tap the file you want to stop sharing.
2. Once the file opens, tap Share.
3. Tap the name of the person you want to stop sharing the file with.
4. Tap Remove Permissions.

Upload files stored on your iPhone or iPad to OneDrive for Business

1. Click on the file and chose the Upload option

2. It will display two options you can upload from :1 Photos and Videos 2 Browse
3. Select the file or pictures you want to upload and click Done. This will start uploading.