What is OneDrive

With OneDrive, people can store files in the cloud and use them on different devices. Files are stored at Microsoft, in a data center.

In addition to saving, sharing and editing is also possible with OneDrive. You can also work on a document with someone else. The storage service can handle all kinds of files, such as text documents, spreadsheets, music and photos. The storage service can also serve as a backup resource.
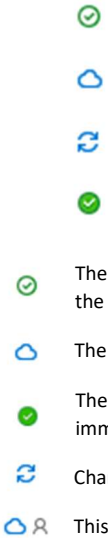
Intune & OneDrive

With a device configured with Intune, OneDrive will automatically be logged in with your UGent account, the folder "desktop", "documents" and "pictures" are immediately in OneDrive with Intune devices.

OneDrive status

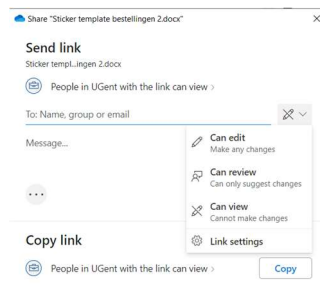In each OneDrive folder you have an extra column with a status symbol in Windows Explorer.

Status

These Symbols immediately explain to you the status of the relevant folders or documents in a moment

The file or folder is stored both locally and in the Cloud, the file is accessible offline on your current device or via another device via the internet.

The file or folder is stored in the Cloud, the file is accessible if your device has an internet connection.

The file or folder will be force downloaded to your device. If the file or folder is changed through another channel, your device will immediately download the latest change and save it locally.

Changes have been made to the file or folder, OneDrive will synchronize it with your Cloud as soon as possible.

This file or folder has been shared with third parties.

Share files in OneDrive

In OneDrive it is possible to share files or folders with third parties, you can do this by right-clicking on the file or folder you wish to share and then choosing "share"
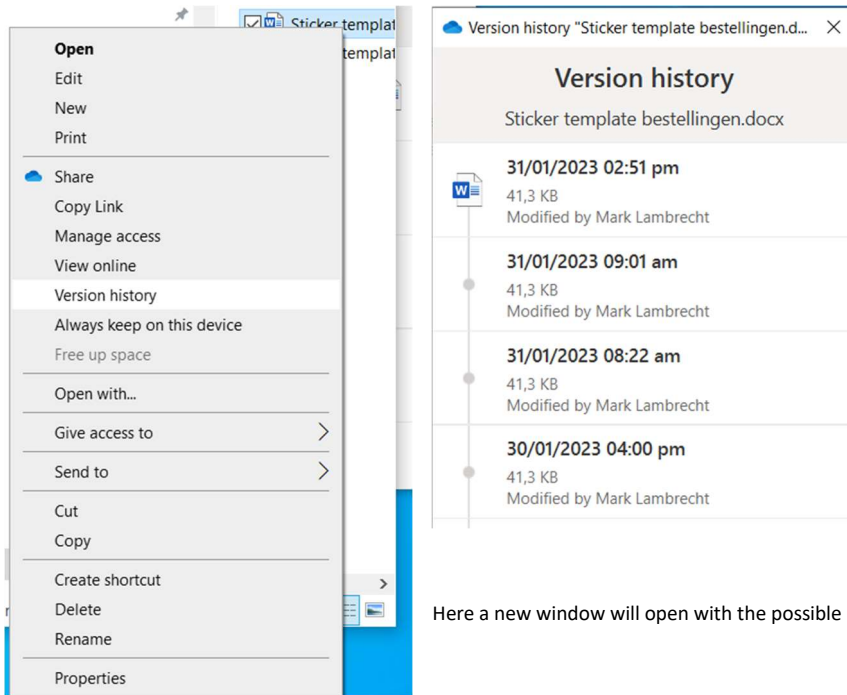
- Here you can enter the email address of the person you want to share with.

- You can also choose whether this person can edit the file, (by default, the person cannot edit the files)

Version history in OneDrive

There is a version history for every file you have created/edited in OneDrive. You can find it by right-clicking on the file and then choosing "Version History".

Here a new window will open with the possible restore points of the file.