



Store, Edit and Share your files in OneDrive for Business on Web

- A. [Activate OneDrive for Business \(Only for First-time Users\)](#)
- B. [Create a New Document at OneDrive for Business](#)
- C. [Rename a Document at OneDrive for Business](#)
- D. [Upload a File from PC / Mac by Drag-and-drop](#)
- E. [Delete a File at OneDrive for Business](#)
- F. [Restore a Deleted File at OneDrive for Business](#)
- G. [Share a File through OneDrive for Business with Specific Recipients](#)
- H. [Stop Sharing Your Document / File](#)
- I. [Share a File through OneDrive for Business with every Student / Staff in CUHK or external users by “Get a Link”](#)
- J. [Check the Previous Versions of Your Document You Uploaded to / Updated at OneDrive for Business](#)

A. Activate OneDrive for Business (Only for First-time Users)

1. Log in CUHK Office 365 Portal www.cuhk.edu.hk/o365.

Staff

Login ID: *alias@cuhk.edu.hk*

Password: *OnePass (CWEM) Password***

Students

Login ID: *Student-*

ID@link.cuhk.edu.hk

Password: *OnePass (CWEM)*

Password

** For staff having departmental MS Exchange (Outlook) accounts, you should use MS Exchange (Outlook) password to log in here. By [changing OnePass \(CWEM\) Password](#) after 12 May, 2016, you can then use OnePass Password to log in here and also departmental MS Exchange (Outlook) email.



@Link & CUHK Office 365
LOGIN

Sign in with your CUHK Office 365 account

115500000@link.cuhk.edu.hk

CWEM Password

Sign in

About @Link & CUHK Office 365

Can't access your account?

CADS (CADS Reference Number: 233)

香港中文大學 · 資訊科技服務處
Information Technology Services Centre, CUHK

2. Once login, click **OneDrive**.

Let's make a difference today.

Install Office 2016 on your PC

Collaborate with Office Online

OneDrive

3. Start your OneDrive for Business by clicking **Next** and your OneDrive is ready.

Welcome to OneDrive for Business

Securely store and share files

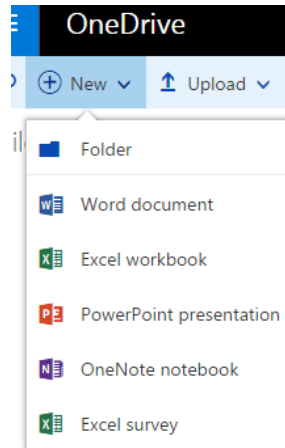
Invite others to view or edit any files you choose.
Your files and folders are private until you share them.

Your OneDrive is ready

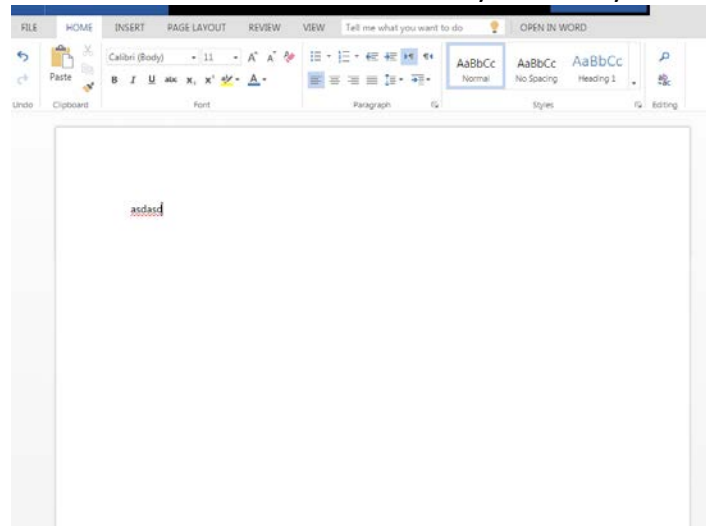


B. Create a New Document at OneDrive for Business

1. Click **New** and then choose the folder or document type which you want to create.



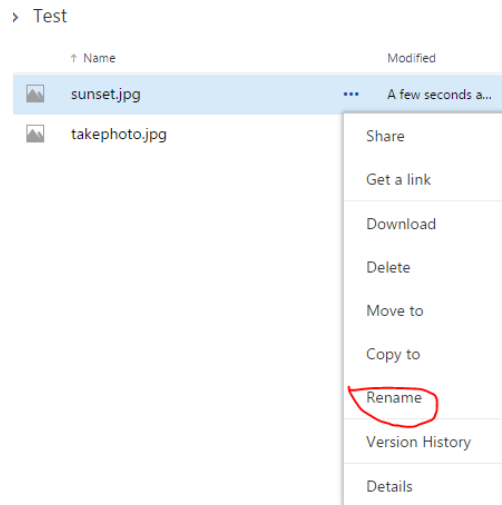
2. You will open **Office Online** (a simple online version of Office). You can start entering the document content which will be automatically saved in your OneDrive for Business.



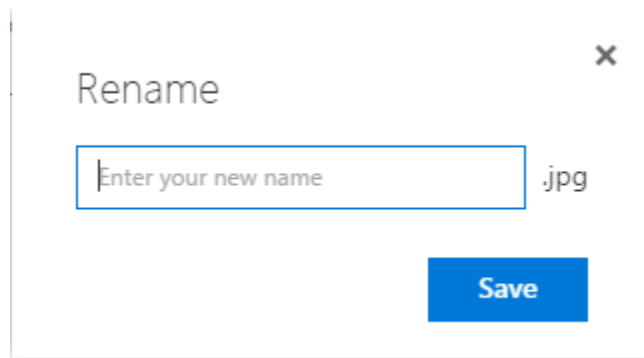


C. Rename a Document at OneDrive for Business

1. Click ... beside the file name you want to rename and then select **Rename**.



3. Enter your new file name and click **Save**.

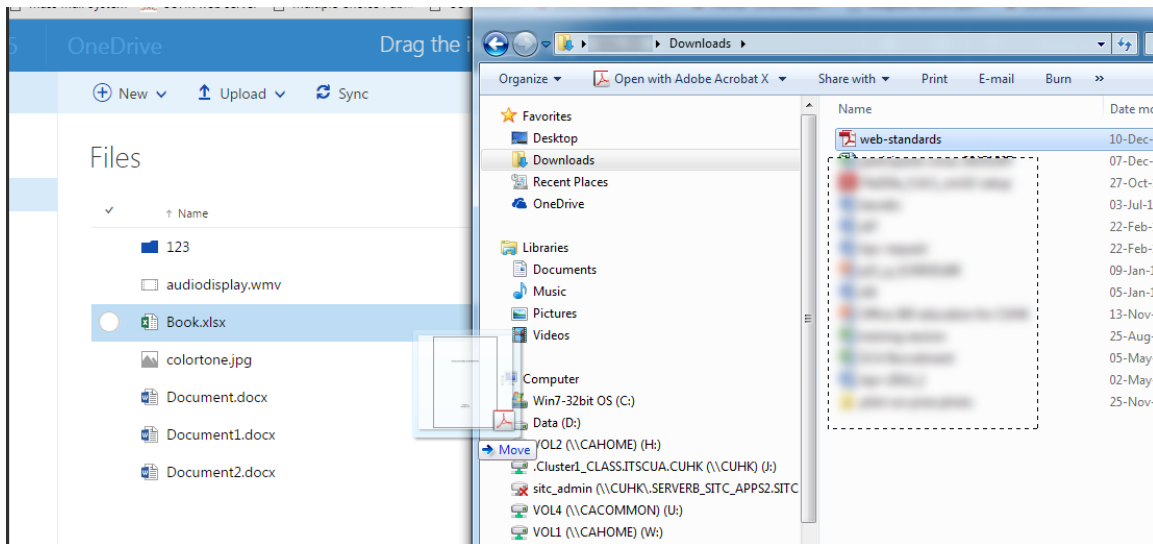




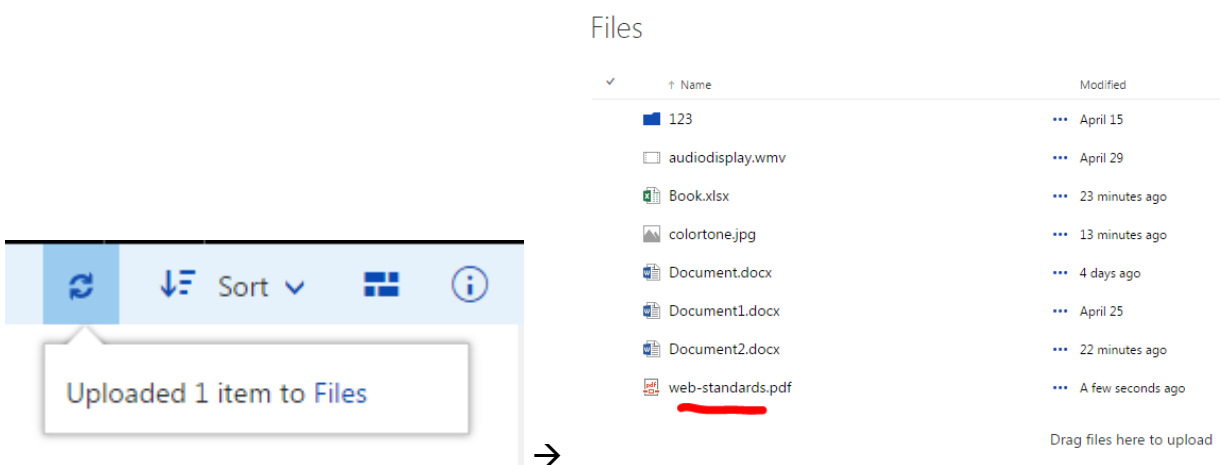
D. Upload a File from PC / Mac by Drag-and-drop

1. Open your file location in your PC. Drag the file / folder you would like to upload and drop it at your OneDrive for Business in your internet browser.

Check [the file limitation while syncing OneDrive for Business](#) e.g. file size, file name and etc..



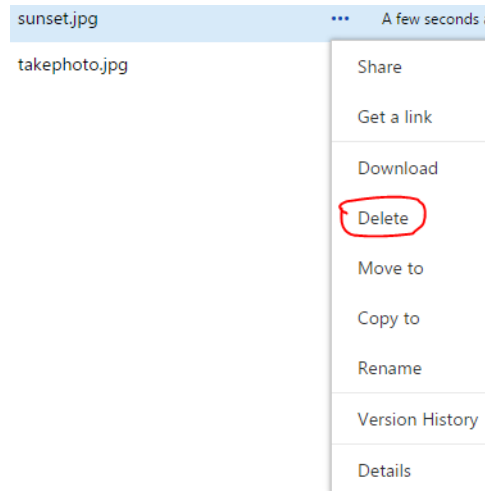
2. A pop-up at the top right corner shows the uploading status. You can see your file appears in your OneDrive for Business.



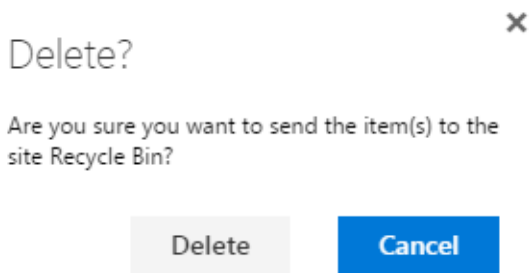


E. Delete a File at OneDrive for Business

1. Click ... beside the file name you want to delete and then select **Delete**.



2. Click Delete at the pop-up window.

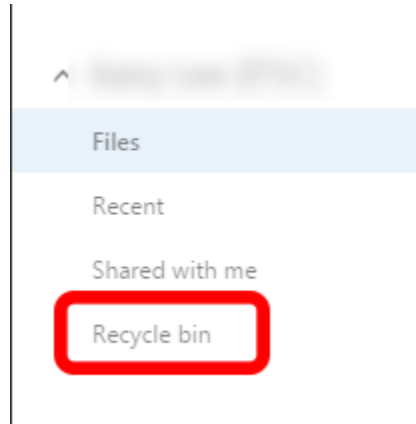


3. The deleted file will be retained in Recycle Bin for approximately 90 days. You could restore it if you would like to. Check the subsequent section for the steps to restore a file.



F. Restore a Deleted File at OneDrive for Business

1. All deleted file will be retained in Recycle Bin for approximately 90 days. Please choose Recycle Bin at your left column menu.



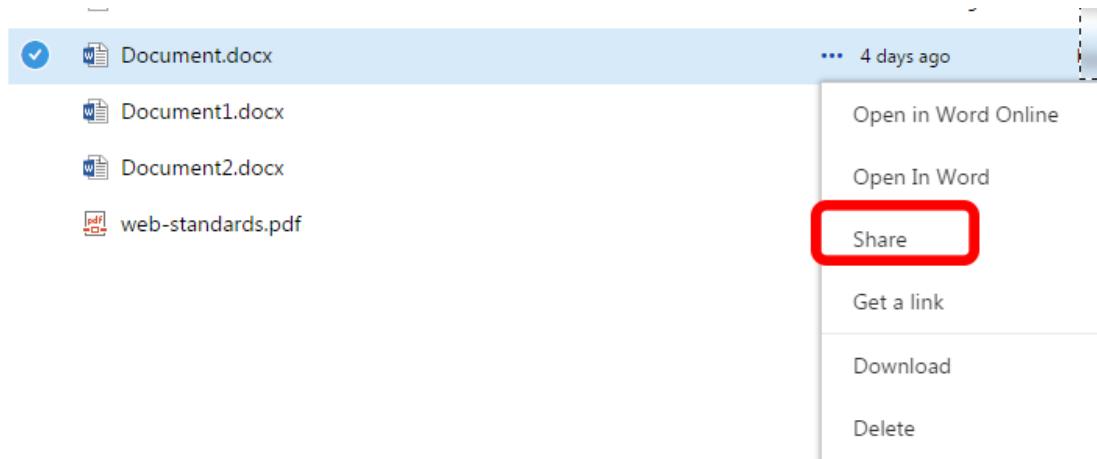
2. Check the file you would like to restore and select **Restore Selection**

Type	Name	Original Location	Deleted By	Created By	Deleted	Size
Image	sunset.jpg	/personal/...	5/9/2016 1:55 AM	197.1 KB
Image	...	/personal/...	5/9/2016 1:37 AM	332.7 KB
Image	...	/personal/...	5/9/2016 1:31 AM	518.3 KB



G. Share a File through OneDrive for Business with Specific Recipients

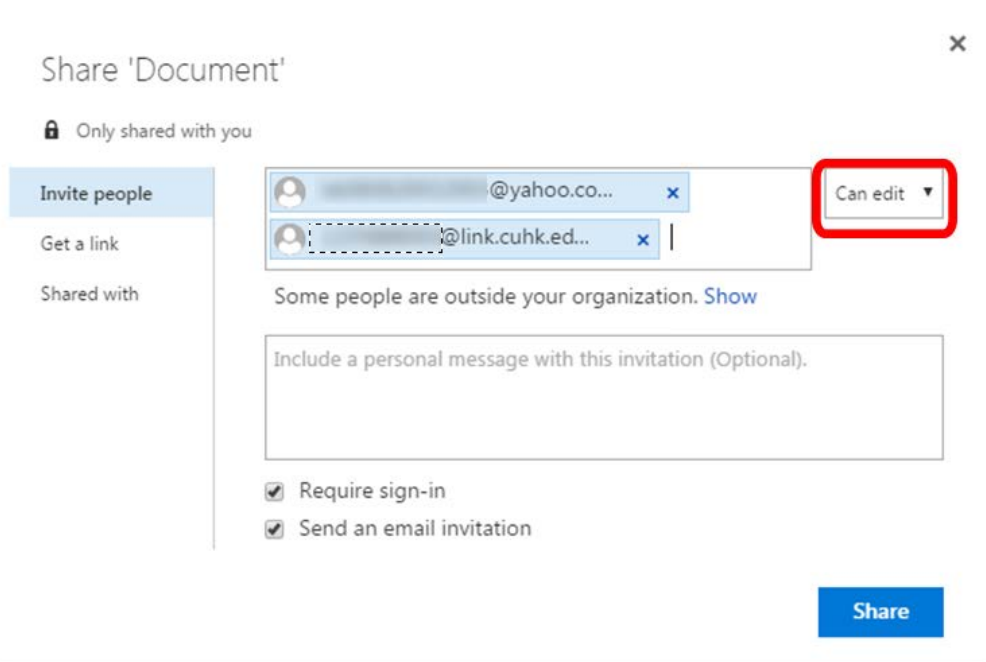
1. Click the icon ... beside the file name you want to share and then click **Share**.



2. In the tab of **Invite people**, enter the email address or name (applicable to staff only) of the people you want to share the file with.

E.g. xxx@link.cuhk.edu.hk / xxx@cuhk.edu.hk
xxx@outlook.com
xxx@gmail.com

You can set their editing and viewing right on the right.





3. If your document is for CUHKers to view only, please make sure you have checked **Require sign-in**. If you want to notify your target recipients, you could also check **Send an email invitation** below.

If you want to share the file with other users who do not have any Microsoft account, please uncheck this row. Please note that the above action will make your document accessible to the public who visit the document URL directly.

The screenshot shows the 'Share' dialog box in Microsoft OneDrive. On the left, there are options for 'invite people', 'Get a link', and 'Shared with'. The main area shows a recipient list with an email address '@link.cuhk.ed...'. Below the list, there is a text box for a personal message and two checkboxes: 'Require sign-in' and 'Send an email invitation'. The 'Require sign-in' checkbox is highlighted with a red rectangular box. A blue 'Share' button is located at the bottom right.

4. Click **Share** to finish the sharing. Your target recipient will then receive the following email invitation. He / She could click **Open Document / File** to go to your file URL. You will be in the cc list of this email.

Sender: Microsoft Online Services Team

msonlineserviceteam@email.microsoftonline.com

Email Subject: <Your Name> wants to share document / file



[View this email in your browser](#)



Hello,

Check out what I [redacted] shared with you.

Open Document

This is a mandatory service communication.

This message was sent from an unmonitored e-mail address. Please do not reply to this message.
[Privacy](#) | [Legal](#)

Microsoft Office
One Microsoft Way
Redmond, WA
98052-6399 USA



5. If a user is not on your “shared with” list, he / she will be denied to access your document, unless your document does not **require sign-in** (please refer to Part G Step 3 here).

Sorry, you don't have access to this page

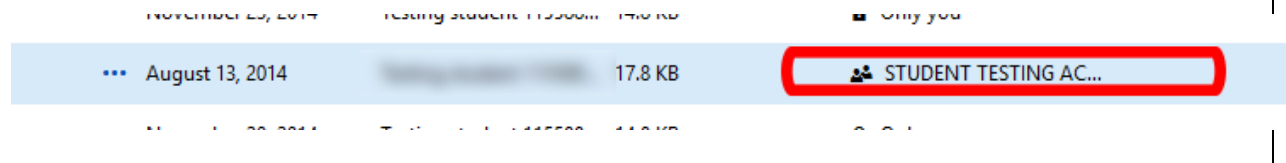
I'd like access, please.

[Request Access](#)

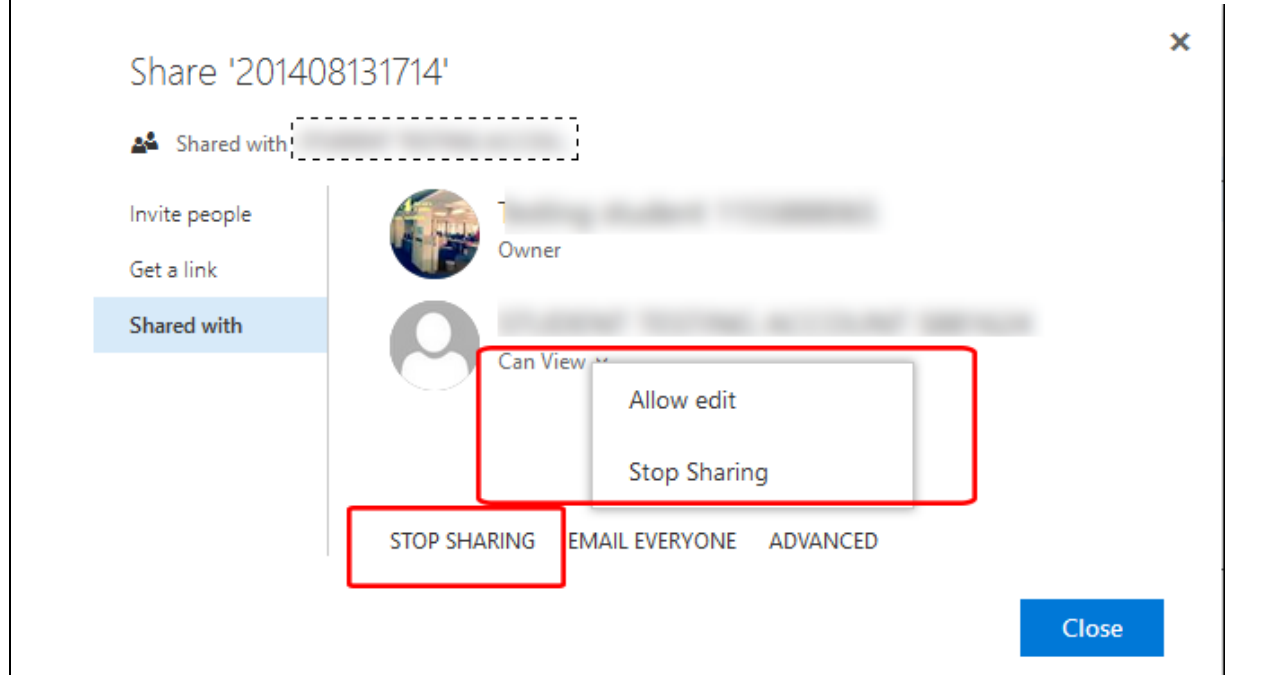


H. Stop Sharing Your Document / File

1. In the last column of OneDrive for Business called **Sharing**, you can see whom you share the file with. Please click it.



2. Please choose **Stop Sharing** at the bottom to make your file become private.
Or, to remove a specific user in your “**share with**” list, please click the arrow under the user name and choose **Remove sharing**.





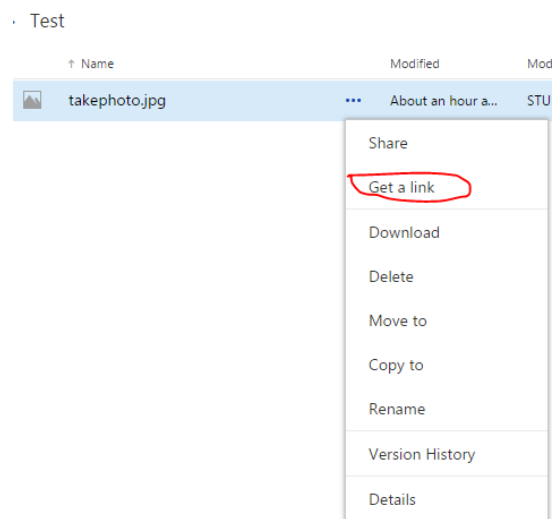
I. Share a File through OneDrive for Business with every Student / Staff in CUHK or external users by “Get a Link”

You can use “Get a link” function in OneDrive for Business to share your document with

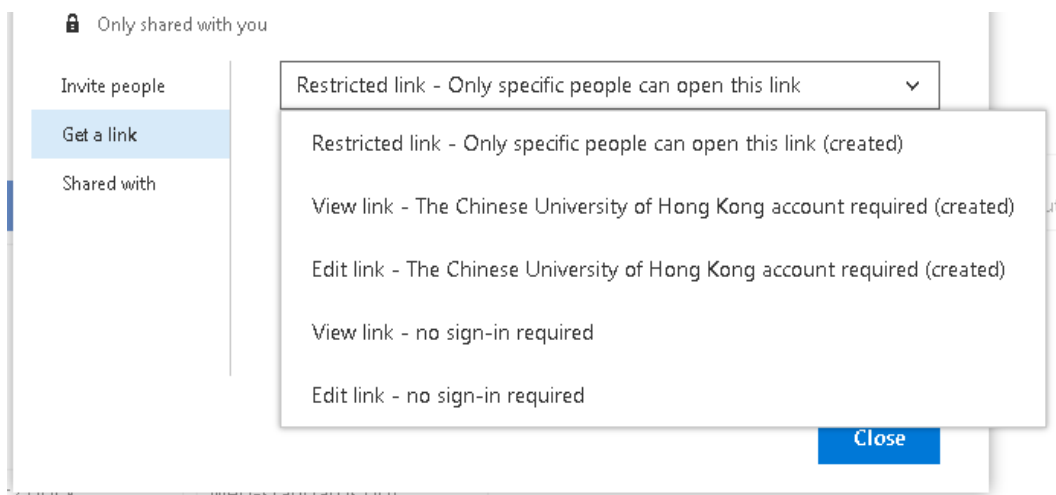
1. Every student if you are a CUHK student (login required);
2. Every staff if you are a CUHK staff (login required)
3. Everyone no matter who they are

This function will not send a notification to your target recipients.

1. Click ... beside the file name you want to share and then click **Get a link**.



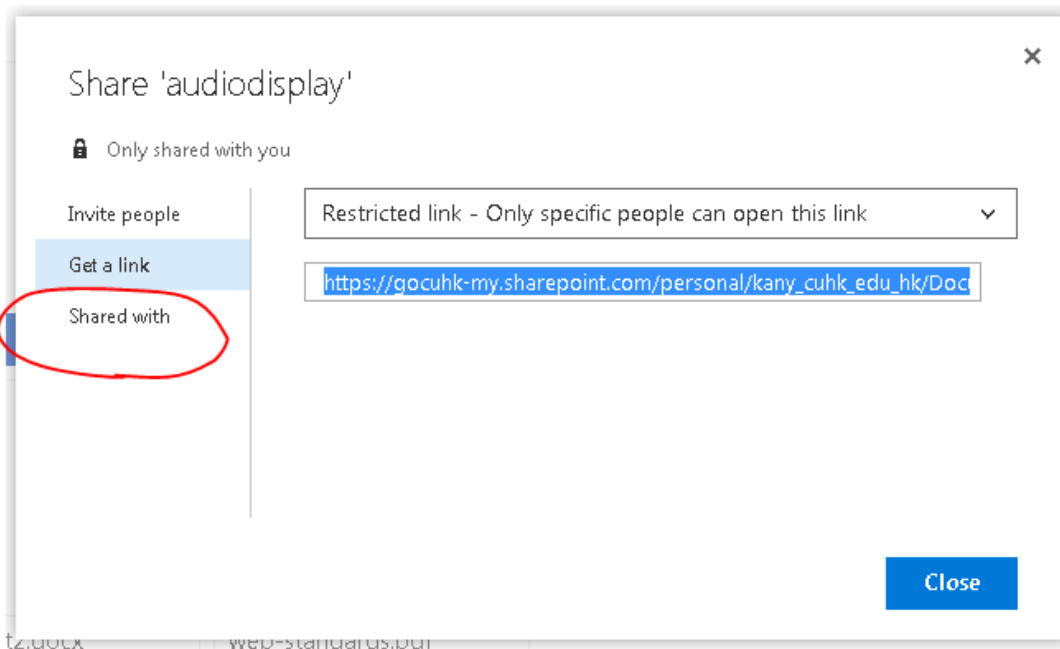
2. You can see the following options:





Please see what your target recipient is:

- a. Specific recipients:
 - i. Please follow Part G of this user guide; or
 - ii. You can still use **Get a link** and choose **Restricted link – Only specific people can open this link**. Only people in your “share with” list can access your document. Create and copy the link created and send it to your target recipients.



- b. Every CUHK student (only if you are a student) or every CUHK staff (only if you are a staff):
 - i. Choose **View link – The Chinese University of Hong Kong account required** if you want them to read your file only; or
 - ii. Choose **Edit link – The Chinese University of Hong Kong account required** if you want them to read and edit your file.Create and copy the link and share it through your mass mails or other promotion channels. They will be asked to log in Office 365 before viewing your file.



Share '201408131714'

Shared with STUDENT TESTING ACCOU...

Invite people

Get a link

Shared with

View link - The Chinese University of Hong Kong account requ... ▾

<https://mycuhk-my.sharepoint.com/personal/...> REMOVE

Close

c. Everyone no matter who they are, including external users

- Choose **View link – no sign-in required** if you want them to read the file only; or
- Choose **Edit link – no sign-in required** if you want them to read and edit the file

Create and copy the link and share it through your mass mails or other promotion channels. No login is required to access your file. You can then see “Open to anyone with a guest link” as below.

Please set an expiration date if you don’t want the file open to the public forever.



Share '201408131714'

Shared with STUDENT TESTING ACCOU...

Open to anyone with a guest link

Invite people

Get a link

Shared with

Edit link - no sign-in required

<https://mycuhk-my.sharepoint.com/personal/...> REMOVE

SET EXPIRATION ▾

- Never
- 1 day
- 30 days
- 60 days
- Custom

Close

December 9, 2014

Only you

3. Please simply click **Remove** to stop sharing your file through **Get a link**.

Share '201408131714'

Shared with

Open to anyone with a guest link

Invite people

Get a link

Shared with

Edit link - no sign-in required

<https://mycuhk-my.sharepoint.com/personal/...> **REMOVE**

Link expires: 6/9/2016 CHANGE ▾

Close

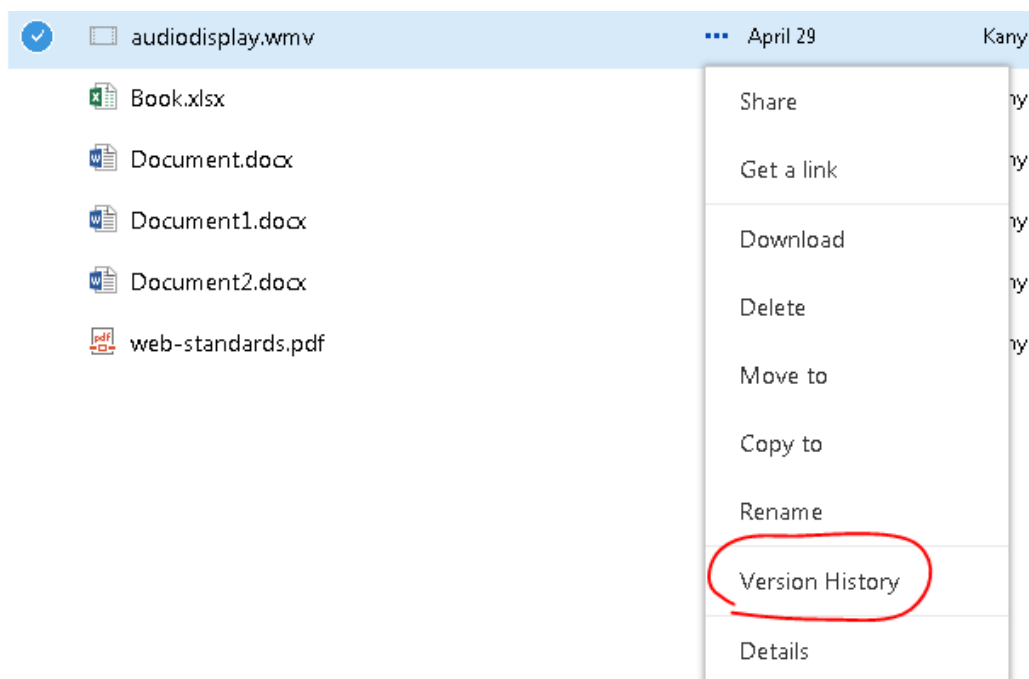


J. Check the Previous Versions of Your Document You Uploaded to / Updated at OneDrive for Business

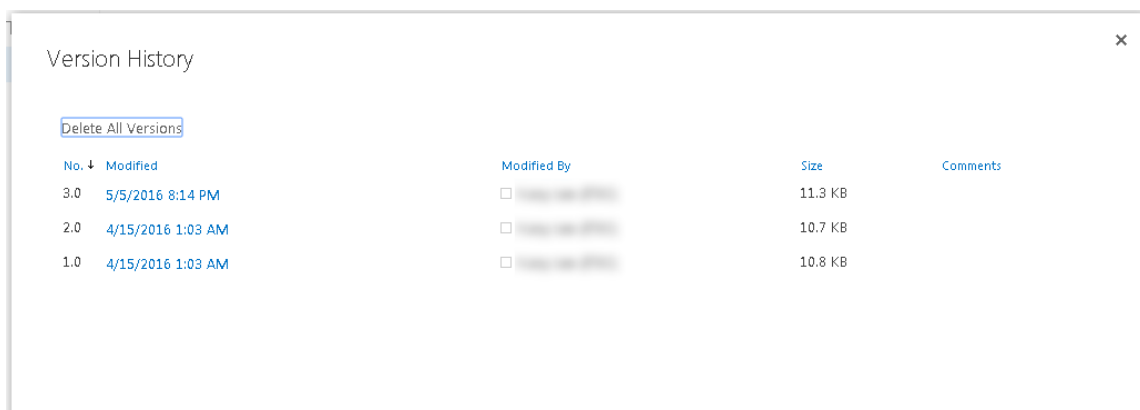
If you would like to read the previous version of your document / file, e.g. image / video, “Version History” can help.

This is very useful if your document / file is co-edited with others. Then, you could check out the previous version to compare with the latest version and the corresponding editor.

3. Click ... beside the file name you want to share and then click **Version History**.



4. You can now see when and who have edited the document, for how many times:





5. You can mouse over the **date and time** and click the arrow to see the drop down menu. Choose
- View** to read the previous version online (for some non-documents, e.g. video, you can download it to your device)
 - Restore** to replace your current version with the previous version
 - Delete** to remove the previous versions of your document.

Version History

No. ↓	Modified
3.0	5/5/2016 8:14 PM
2.0	<input type="button" value="↓"/>
1.0	

View

Restore

Delete

Prepared by: User Support Division, Information Technology Services Centre
Last Update: May 2016