







## Office 365 OneDrive and Teams

Office 365 includes two applications that you can use to store files – OneDrive and Teams. Each application has various features as well as best practices for usage. You determine which one to use based on your overall goal. This guide describes the steps for selecting and setting up the appropriate application and how to move your files to it.

1	<b>Determine which application to use based on your overall goal</b>	
	<b>OneDrive</b> 	<b>Teams</b> 
	<p><b>What it does</b></p> <ul style="list-style-type: none"> <li>• Individual use</li> <li>• Personal work file storage</li> <li>• 1 TB of file storage space</li> <li>• Automatically created feature of your Office 365 account</li> </ul> <p><b>Considerations</b></p> <ul style="list-style-type: none"> <li>• You are the sole owner of your personal OneDrive; you control who can access the files</li> <li>• Like email, contents of OneDrive are deleted if you leave the University</li> </ul>	<p><b>What it does</b></p> <ul style="list-style-type: none"> <li>• Team-based projects</li> <li>• Collaboration</li> <li>• Document storage</li> <li>• Communication on the fly</li> <li>• Calls, meetings, presentations</li> </ul> <p><b>Considerations</b></p> <ul style="list-style-type: none"> <li>• You are the owner so you will be managing:             <ul style="list-style-type: none"> <li>○ Membership</li> <li>○ Permissions</li> <li>○ Lifecycle</li> <li>○ How documents are handled</li> </ul> </li> <li>• You should designate a second owner to ensure continued management of the Team</li> </ul>
2	<b>Access the application</b>	
	<b>OneDrive</b> 	<b>Teams</b> 
	<p><b>To access OneDrive via the Web</b></p> <ul style="list-style-type: none"> <li>• Go to the Faculty and Staff Hub</li> <li>• Click the <b>Email (Office 365)</b> link</li> <li>• Log in with your NetID and password</li> <li>• Click the waffle icon in the upper left corner of the screen (next to the word “Outlook”)</li> <li>• Select <b>OneDrive</b> from the list of Office 365 Apps</li> </ul> <p><b>To set up OneDrive locally on your computer</b></p> <ul style="list-style-type: none"> <li>• Call the ITS Service Desk for support if you want to set it up locally on your computer or synchronize the files stored on your computer and OneDrive</li> </ul>	<p><b>To access Teams via the Web</b></p> <ul style="list-style-type: none"> <li>• Go to the Faculty and Staff Hub</li> <li>• Click the <b>Email (Office 365)</b> link</li> <li>• Log in with your NetID and password</li> <li>• Click the waffle icon in the upper left corner of the screen (next to the word “Outlook”)</li> <li>• Select <b>Teams</b> from the list of Office 365 Apps</li> <li>• Click the <b>Join or create team</b> button</li> <li>• After your Team is set up, click on the corresponding tile to access it</li> </ul> <p><b>To access Teams on your computer</b></p> <ul style="list-style-type: none"> <li>• Search for the <b>Teams</b> application</li> <li>• Double-click to open it</li> </ul>

3	<b>Move your files</b>												
	<b>OneDrive</b> 	<b>Teams</b> 											
	<p><b>To move a file to OneDrive</b></p> <ul style="list-style-type: none"> <li>• Open the folder that the file is currently stored in using Windows Explorer (PC) or Finder (Mac)</li> <li>• Click and drag the file to the OneDrive folder</li> </ul> <p><b>To save a file to OneDrive</b></p> <ul style="list-style-type: none"> <li>• Open the file</li> <li>• Select the <b>File</b> menu option</li> <li>• Select <b>Save As</b></li> <li>• Select <b>OneDrive</b> from the list on the left side of the dialog box</li> <li>• Select the folder you want the file to be in</li> <li>• Click the <b>Save</b> button</li> </ul>	<p><b>To move a folder or file to Teams</b></p> <ul style="list-style-type: none"> <li>• Open the folder that the file you want to move is currently stored in using Windows Explorer (PC) or Finder (Mac)</li> <li>• Create or open the <b>Files</b> tab in Teams</li> <li>• Click and drag the files into the Teams <b>Files</b> folder</li> </ul> <p><b>To save a file to Teams</b></p> <ul style="list-style-type: none"> <li>• Create the file</li> <li>• Save it to your computer’s hard drive</li> <li>• Open the <b>Files</b> tab in Teams</li> <li>• Click and drag the files from your computer into the Teams</li> </ul>											
4	<b>Follow file naming best practices</b>												
	<p><b>OneDrive and Teams both have the following limitations</b></p> <ul style="list-style-type: none"> <li>• The size limit for each file is 15 GB</li> <li>• Please consider the following when naming your files: <ul style="list-style-type: none"> <li>○ The number of characters in the full Web path name (starting with “https:”) is limited to 400; avoid having many nested folders or long folder names</li> </ul> </li> <li>• The following characters are not allowed in folder or file names: <table style="width: 100%; border: none;"> <tr> <td>○ Tilde ~</td> <td>○ Colon :</td> </tr> <tr> <td>○ Number sign #</td> <td>○ Angle brackets &lt;&gt;</td> </tr> <tr> <td>○ Percent %</td> <td>○ Question mark ?</td> </tr> <tr> <td>○ Ampersand &amp;</td> <td>○ Slash / \</td> </tr> <tr> <td>○ Asterisk *</td> <td>○ Pipe  </td> </tr> <tr> <td>○ Braces (), {}, []</td> <td>○ Quotation mark “</td> </tr> </table> </li> <li>• You cannot start a file name by using the period character.</li> <li>• You cannot use the period character consecutively in the middle of a file name or at the end of a file name.</li> <li>• You should avoid starting file names with an underscore _.</li> </ul>		○ Tilde ~	○ Colon :	○ Number sign #	○ Angle brackets <>	○ Percent %	○ Question mark ?	○ Ampersand &	○ Slash / \	○ Asterisk *	○ Pipe	○ Braces (), {}, []
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5	<b>Learn more about OneDrive and Teams</b>												
	<p>For more information, visit the MSU Denver Office 365 webpage at <a href="https://msudenver.edu/office365">msudenver.edu/office365</a> or the Online Ready page at <a href="https://www.msudenver.edu/technology/onlineready/">https://www.msudenver.edu/technology/onlineready/</a>. Microsoft also provides support resources at <a href="https://support.office.com/onedrive">support.office.com/onedrive</a> and <a href="https://support.office.com/teams">support.office.com/teams</a>.</p>												