

# UMassAmherst

## Student Affairs Technology Services

### Microsoft Office 365: OneDrive and Teams

Microsoft Office 365 is a collection of apps that can be used by the UMass Amherst community to:

- create a wide range of files and file types (Word, Excel, PowerPoint, Forms, etc.)
- manage email and calendars (Outlook)
- store files to the cloud and share/collaborate with others (OneDrive)
- organize group work and communicate with colleagues in a space that offers integration with file storage and other apps (Teams)

Office 365 Apps can be used as desktop applications (downloaded software), web applications (web browser), or mobile applications (phones and tablets).

### Table of Contents

1. [Login to Office 365](#)
2. [Find and Launch Apps](#)
3. [OneDrive \(cloud storage and collaboration\)](#)
4. [Teams](#)
5. [How OneDrive and Teams Work Together](#)
  - a. [View OneDrive files in Teams](#)
  - b. [View Teams files in OneDrive](#)
  - c. [Move or Copy files between OneDrive and Teams](#)
6. [Additional Training Resources](#)

### Login to Office 365

Staff should always turn on the [Global Protect VPN](#) before accessing Office 365 from off campus in order to maintain the highest level of data security.

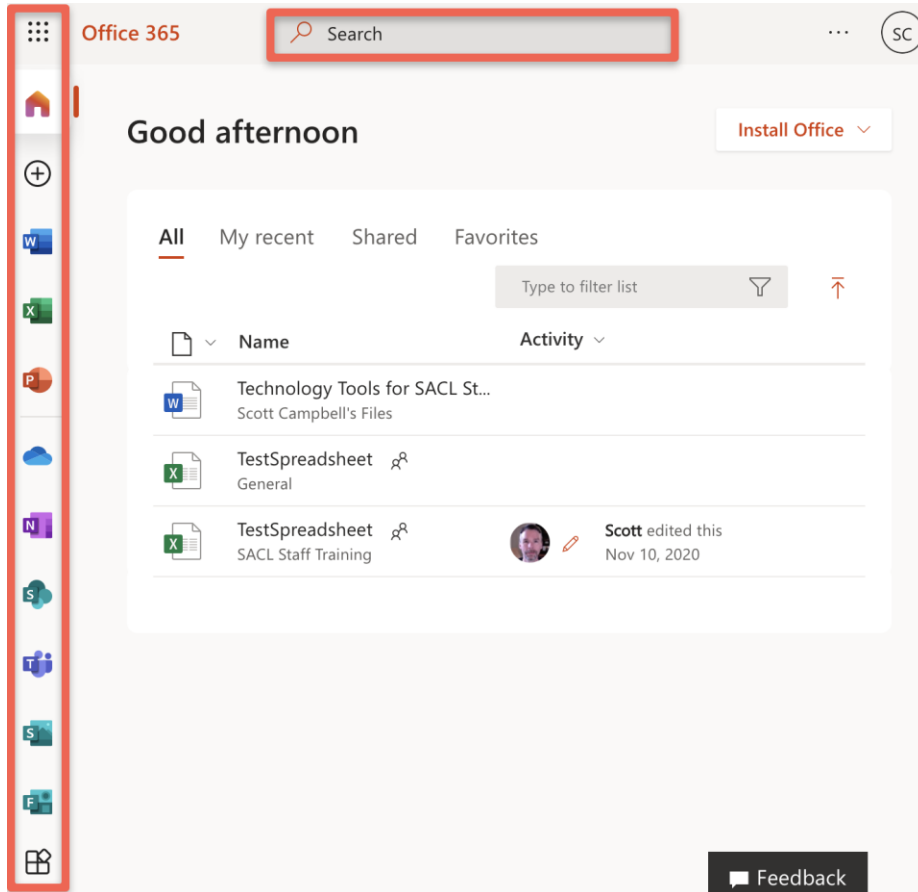
1. If accessing from off campus, turn on the [Global Protect VPN](#).
2. Go to <http://office.com>
3. Login with your official UMass Amherst **email address** and your Net ID password.  
**Student staff** should use their SACL email address in order to keep work and school data separate.

# UMassAmherst Student Affairs Technology Services



## Find and Launch Office 365 Apps


The home page for Office 365 on the web provides:

- icons to launch apps (Word, Outlook, OneDrive, Teams, etc.)
- a search area for apps, files, contacts, and all things Office 365
- links to open files across all Office 365 apps (including OneDrive, Teams, Outlook, etc.)

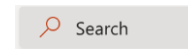


Use the left panel navigation menu to open any recently used apps.

Click the  or  icons to view additional apps.

Click the  icon to create a new document or other file type.

Search for apps, files, contacts, etc. with the search bar at the top of the screen.



View recent, shared, or favorited files in the center of the screen.

Click the  icon in the center panel to upload new files to OneDrive.

## OneDrive: Cloud Based File Storage and Collaboration



OneDrive offers a secure cloud-based location to store files and folders as well as share and collaborate with others. UMass Amherst users have access to 1 TB of cloud storage.

Click the **OneDrive icon** from any location in Office 365 to open.

### OneDrive How-To Links (videos and text)

- [Getting started with OneDrive](#) (a quick overview)
- [OneDrive basics](#) (navigation and toolbar options)
- [Upload files and folders](#)
- [Create files and folders](#)
- [Delete and restore deleted files](#)
- [Share files and folders](#)

# UMassAmherst Student Affairs Technology Services

## Teams










Teams can be used to organize group or project work and communicate with colleagues in a space that offers integration with file storage and other apps.

Click the **Teams icon** from any location in Office 365 to open.

[Click here for a brief interactive demo of Teams](#) (a great starting point for new users).

The Teams space is made up of the following components.

|  |                  |   |
|--|------------------|---|
|  Activity | <b>Activity</b>  | Notifications about posts or messages for you or your Teams.                    |
|  Chat     | <b>Chat</b>      | Text communications between individuals and groups.                             |
|  Teams    | <b>Teams</b>     | Collections of people, content, and tools based on specific projects or groups. |
|  Calendar | <b>Calendar</b>  | Your Outlook calendar in Office 365.  |
|  Calls    | <b>Calls</b>     | Video and voice communications between individuals and groups.                  |
|  Files    | <b>Files</b>     | Files shared across your Teams, OneDrive, and Office 365.                       |
|  Apps     | <b>More Apps</b> | Additional tools that can be used in the service of project or group goals.     |

### Teams How-To Links (videos and text)

- [Getting started with Teams](#) (an overview)
- [Create and customize a team](#)
- [Work with channels in a team](#)
- [Posts and messages](#)
- [Files](#)
- [Chats and calls](#)
- [Meetings](#)
- [Live Events](#)
- [Apps and other tools](#)
- [Activity feed and notifications](#)
- [Teams on mobile devices](#)

# UMassAmherst Student Affairs Technology Services

## How OneDrive and Teams Work Together

Since OneDrive and Teams are connected in the Office 365 environment, it's possible to view, copy, or move files from one location to another.

### View OneDrive Files in Teams



Click the **Files** menu in Teams and select **OneDrive** from the Cloud storage list in the left side panel.

#### Files

Views

 Recent

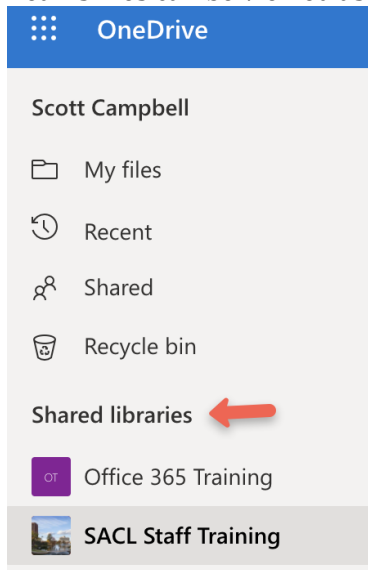
 Microsoft Teams

Cloud storage

 OneDrive 

### View Teams Files in OneDrive

Teams files can be viewed as **Shared libraries** in the OneDrive left panel menu.



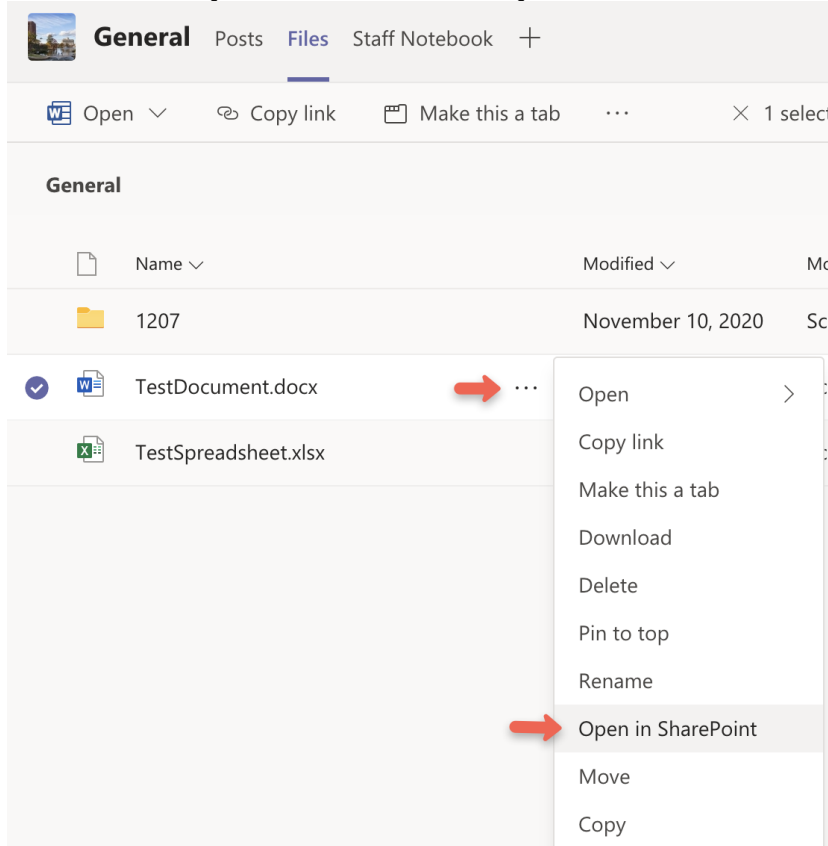
Click a Team name to view folders and files from any of its channels.

# UMassAmherst

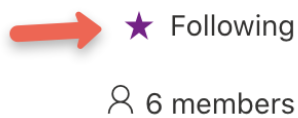
## Student Affairs Technology Services

If you can't see one of your Teams in the Shared libraries list in OneDrive, try these steps.

1. Navigate to any file on any channel of the Team that isn't showing up in your Shared libraries list.
2. Click the more options icon and select "Open in SharePoint"



3. A new tab will open showing the file inside a Group in SharePoint (another Office 365 app). Click the "Follow" option in the top right corner of the SharePoint group window.



4. Close the tab and refresh the page in OneDrive to view the Team in the Shared libraries list.

# UMassAmherst

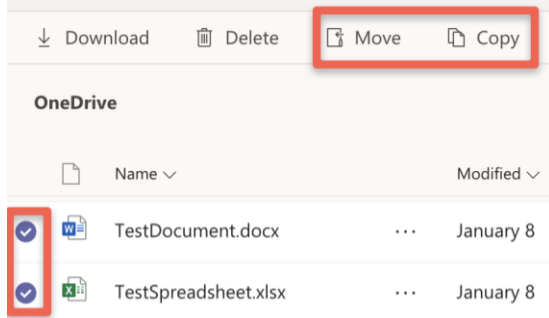
## Student Affairs Technology Services

### Move or Copy Files between OneDrive and Teams

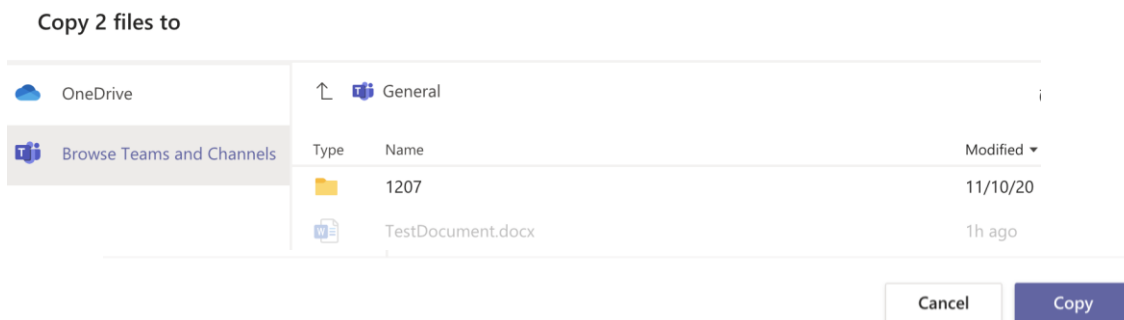
When moving or copying **from within Teams**, only files can be selected – not folders.

When moving or copying **from within OneDrive**, either files or folders can be selected.

1. Select the file(s) or folder(s) you want to copy or move and select the appropriate button from the toolbar.



2. Navigate to the location you want them moved/copied to and click the Copy or Move button.



### Additional Training Resources

**LinkedIn Learning** offers a variety of self-paced training courses (include videos, text, and practice files) and is available to anyone with an active UMass Amherst email account. [Click here](#) for more information about using and accessing this resource.

**Microsoft Support Website** provides a variety of help guides and videos. [Click here](#) to start exploring the help & training center.