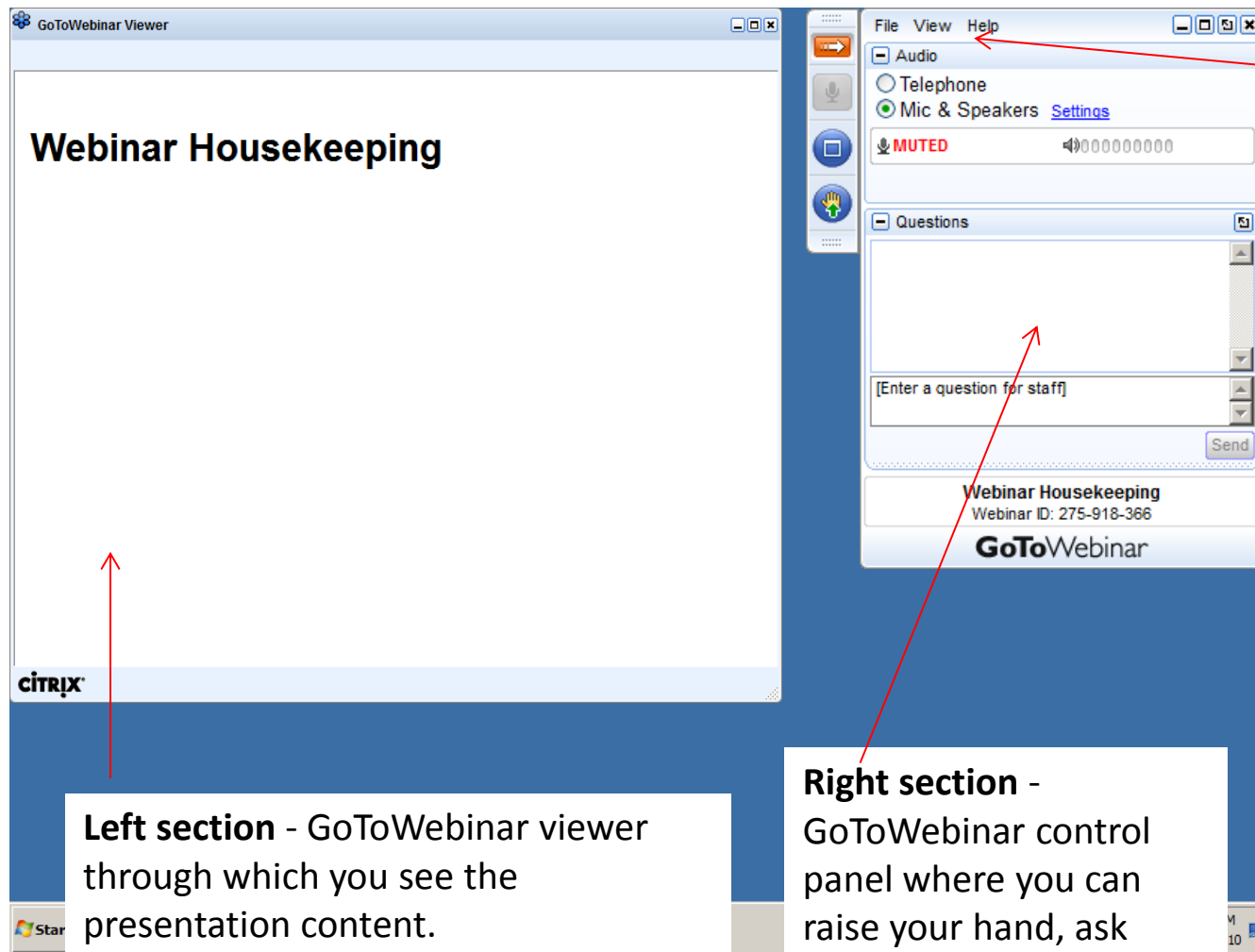


Using GotoWebinar - quick tips #1



Left section - GoToWebinar viewer through which you see the presentation content.

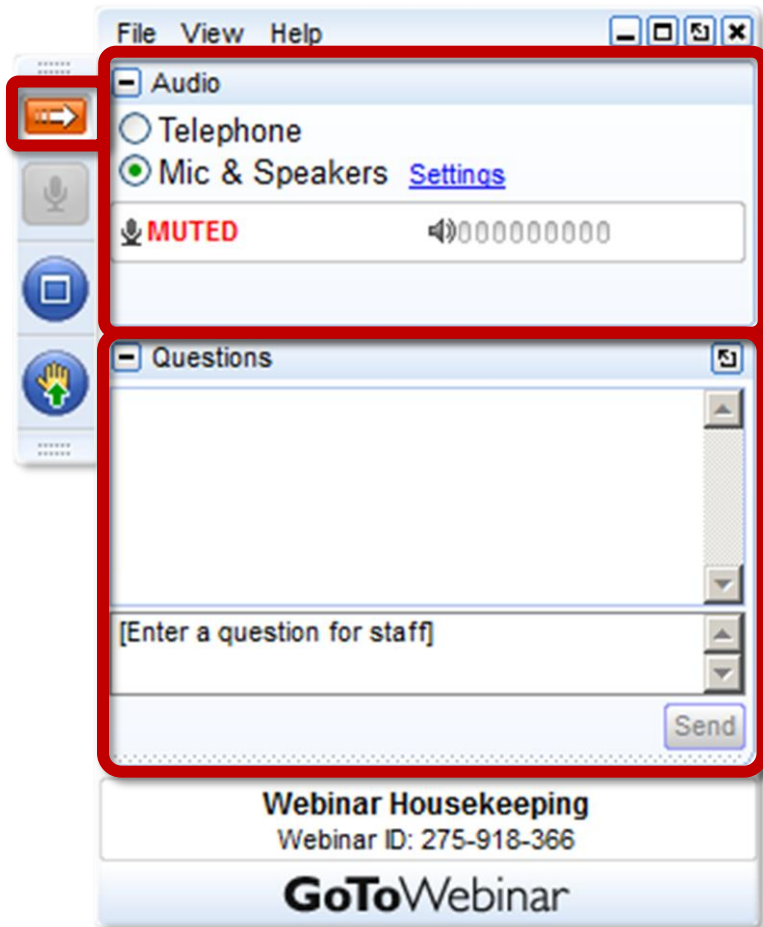
Right section - GoToWebinar control panel where you can raise your hand, ask questions/provide comments and select audio mode.

Important!

The attendee control panel may collapse automatically when you don't use it.

To keep it open, click the "View" menu and uncheck "Auto-hide Control Panel".

Using GotoWebinar - quick tips #2



- For audio, choose “Mic & Speakers” to use VoIP. The “Telephone” option is disabled. Your audio **will be muted** during the session.
- You can submit questions and comments via the Questions panel
- If enabled, you can ‘raise your hand’ to be unmuted for verbal questions.
- **Note:** Today’s presentation will be recorded. It will be posted on our website and emailed to you within a few days.

OneDrive – Microsoft's cloud storage option

May 20, 2014

Monika Jankowska-Pacyna
mjankowska-pacyna@alphaplus.ca



OneDrive – Microsoft's cloud storage option

▶ SESSION OVERVIEW

- What is it?
- How does it work?
- How can it be used?
- Links
- More information and feedback

OneDrive – Microsoft's cloud storage option



WHAT IS ONEDRIVE?

<https://onedrive.com>

Originally known as SkyDrive, and similar in functionality to Dropbox or Google Drive, OneDrive allows users to store content, such as files, pictures and documents, in the cloud.



TECH
tuesdays

OneDrive – Microsoft's cloud storage option



WHAT IS ONEDRIVE?

<https://onedrive.com>

It also allows users to create documents, such as Word, Power Point or Excel files directly in the cloud without having to purchase the desktop software – a great feature for those who might not want to or might not be able to purchase the full version of the program.



TECH
tuesdays

OneDrive – Microsoft's cloud storage option



WHAT IS ONEDRIVE?

<https://onedrive.com>

OneDrive comes with 7GB of free space which can be increased through referrals by purchasing more space or by getting a special 3GB bonus when you activate your camera roll backup to save photos automatically.

For comparison, Dropbox gives you 2GB to start with and Google Drive gives you 15GB.

If you are a Windows 8 user, OneDrive is already built into your system.



TECH
tuesdays

OneDrive – Microsoft's cloud storage option

Have you used OneDrive before?

(poll)

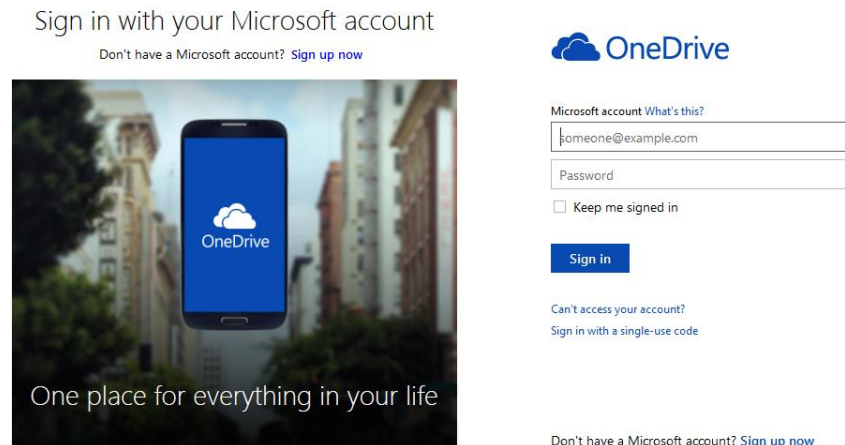


OneDrive – Microsoft's cloud storage option

▶ HOW DOES IT WORK?

NOTE: During this session, we will focus on a **web version** of OneDrive (we don't use Windows 8).

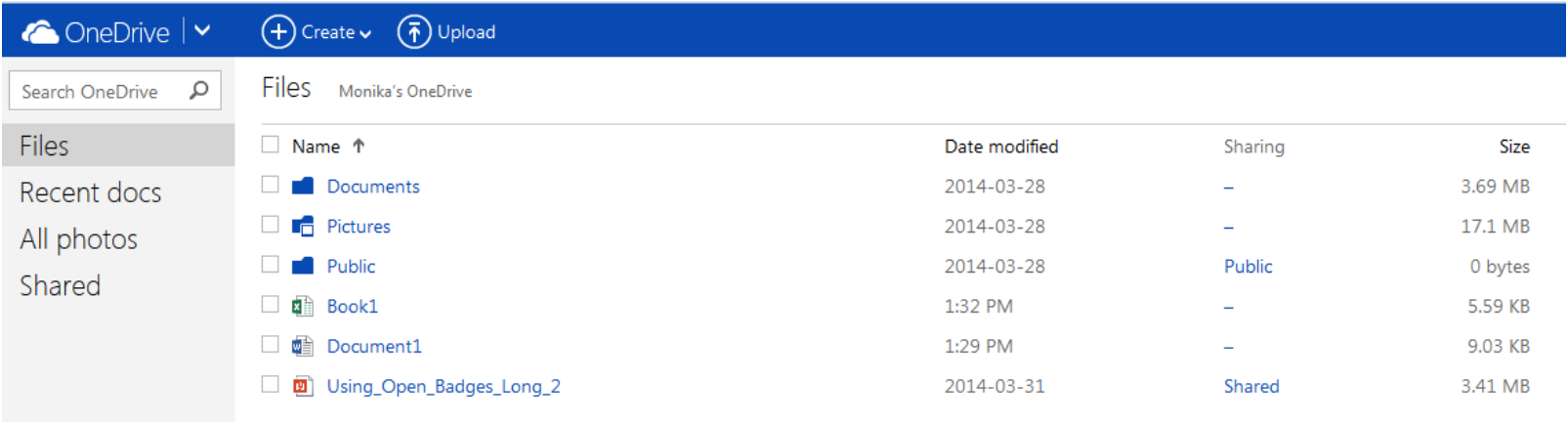
1. To get started visit <http://onedrive.com> and log in or set up a new account.



OneDrive – Microsoft's cloud storage option

▶ HOW DOES IT WORK?

2. You are automatically taken to OneDrive and can see all your content in one place. Some folders, such as Documents, Pictures and Public, are automatically set up for you when you get started.



The screenshot shows the OneDrive web interface. At the top is a blue header bar with the OneDrive logo, a dropdown arrow, and buttons for 'Create' and 'Upload'. Below the header is a search bar labeled 'Search OneDrive'. On the left is a sidebar with navigation links: 'Files' (selected), 'Recent docs', 'All photos', and 'Shared'. The main area displays a list of files and folders for 'Monika's OneDrive'. The list has columns for 'Name' (with a sort arrow), 'Date modified', 'Sharing', and 'Size'. The items listed are: 'Documents' (3.69 MB), 'Pictures' (17.1 MB), 'Public' (0 bytes), 'Book1' (5.59 KB), 'Document1' (9.03 KB), and 'Using_Open_Badges_Long_2' (3.41 MB).

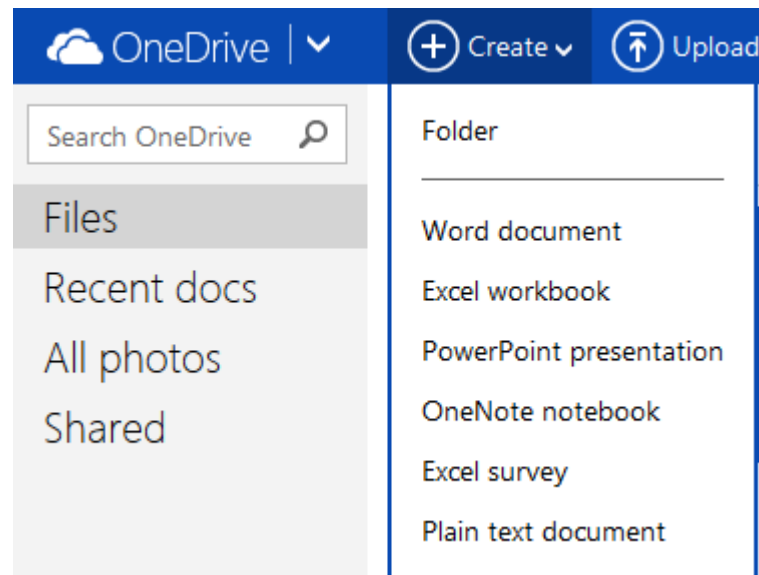
<input type="checkbox"/> Name ↑	Date modified	Sharing	Size
<input type="checkbox"/> Documents	2014-03-28	–	3.69 MB
<input type="checkbox"/> Pictures	2014-03-28	–	17.1 MB
<input type="checkbox"/> Public	2014-03-28	Public	0 bytes
<input type="checkbox"/> Book1	1:32 PM	–	5.59 KB
<input type="checkbox"/> Document1	1:29 PM	–	9.03 KB
<input type="checkbox"/> Using_Open_Badges_Long_2	2014-03-31	Shared	3.41 MB

Please note that the screen capture above includes a few extra documents that were added after the account was set up.

OneDrive – Microsoft’s cloud storage option

▶ HOW DOES IT WORK?

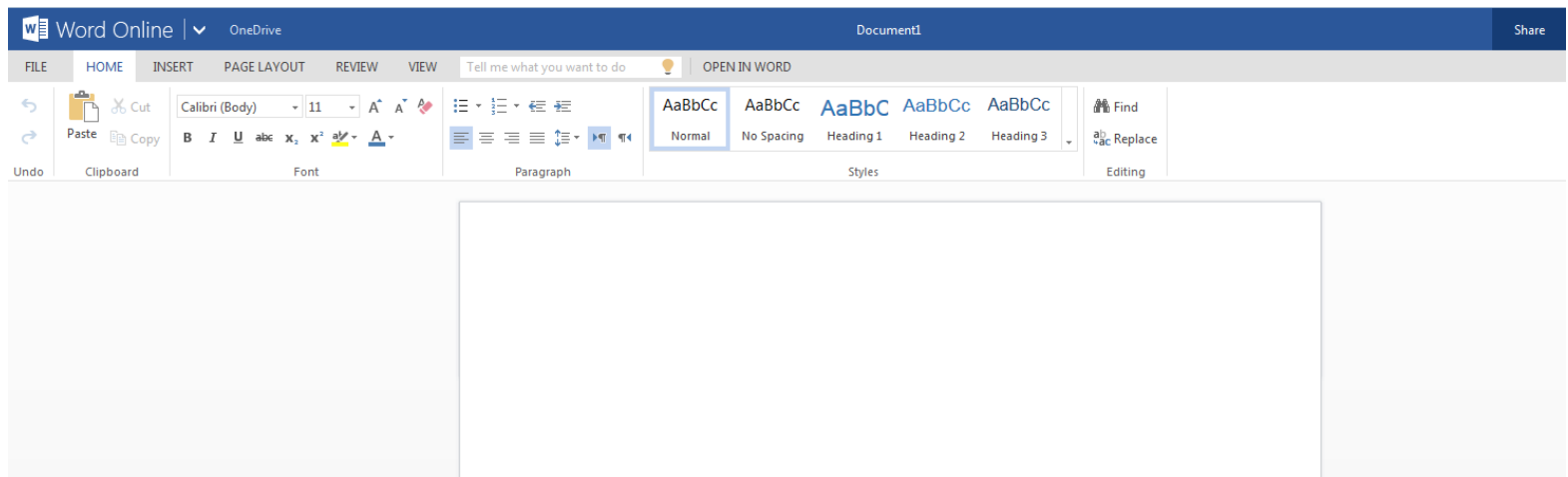
3. In OneDrive, you can click “Create” to work on new content, such as documents or spreadsheets, or “Upload” content from your computer.



OneDrive – Microsoft's cloud storage option

▶ HOW DOES IT WORK?

4. Creating a Word Online document is as simple as using the desktop version of Microsoft Word.

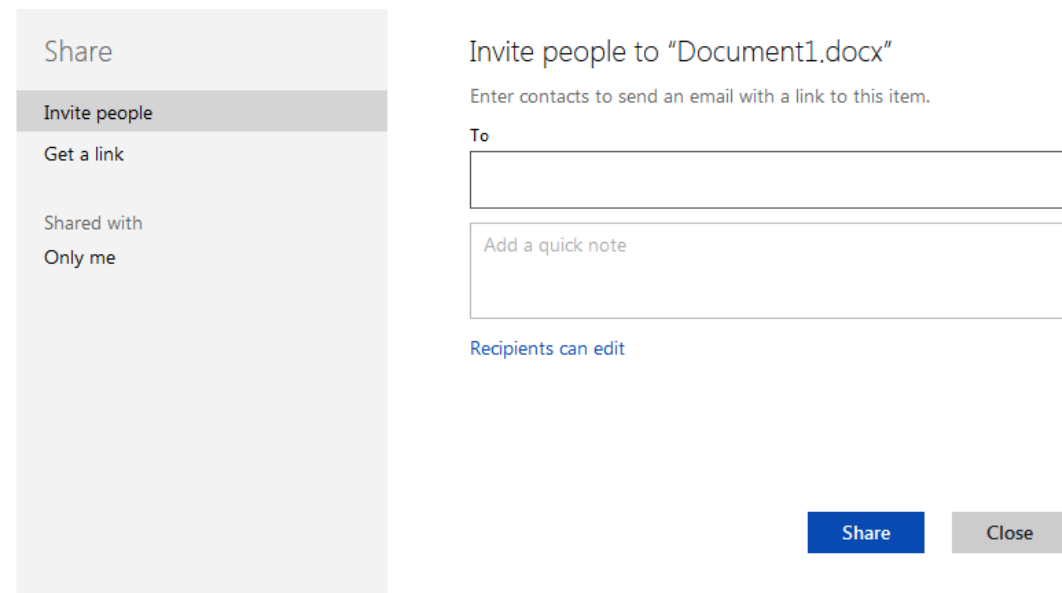


OneDrive doesn't have a Save button (similar to GoogleDrive). It automatically saves the content as you work on it.

OneDrive – Microsoft's cloud storage option

▶ HOW DOES IT WORK?

5. It is also possible to share and collaborate on documents in real time like on Google Drive. You can see who is editing what, as you type.



The screenshot shows the OneDrive sharing interface for a document named "Document1.docx". On the left, a sidebar contains the following options: "Share" (highlighted), "Invite people", "Get a link", "Shared with", and "Only me". The main area is titled "Invite people to 'Document1.docx'" and includes the instruction "Enter contacts to send an email with a link to this item." Below this, there is a "To" label followed by a text input field. Underneath the input field is a section labeled "Add a quick note" with a larger text area. A link "Recipients can edit" is positioned below the note area. At the bottom right, there are two buttons: a blue "Share" button and a grey "Close" button.

Share

Invite people

Get a link

Shared with

Only me

Invite people to "Document1.docx"

Enter contacts to send an email with a link to this item.

To

Add a quick note

[Recipients can edit](#)

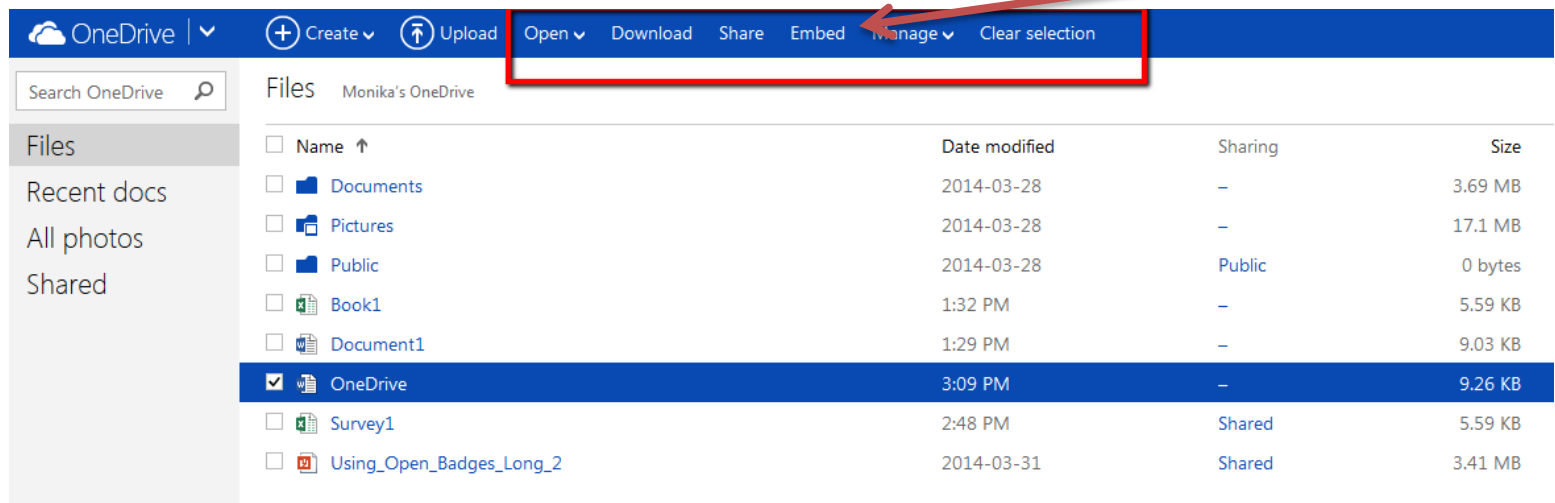
Share Close

OneDrive – Microsoft's cloud storage option

▶ HOW DOES IT WORK?

6. When done, you can simply click on OneDrive name and a list of your documents (including your latest one) is displayed.

By clicking on a folder or a document name, or selecting a box next to it you can activate additional tools, including embedding.



The screenshot shows the OneDrive web interface. At the top, there is a blue header bar with the OneDrive logo, a search bar, and a menu with options: Create, Upload, Open, Download, Share, Embed, Manage, and Clear selection. A red box highlights the 'Open', 'Download', 'Share', 'Embed', and 'Manage' options. A red arrow points to the 'Manage' option. Below the header, there is a sidebar with 'Files', 'Recent docs', 'All photos', and 'Shared'. The main area shows a list of files and folders. The 'OneDrive' folder is selected, and its details are shown below.

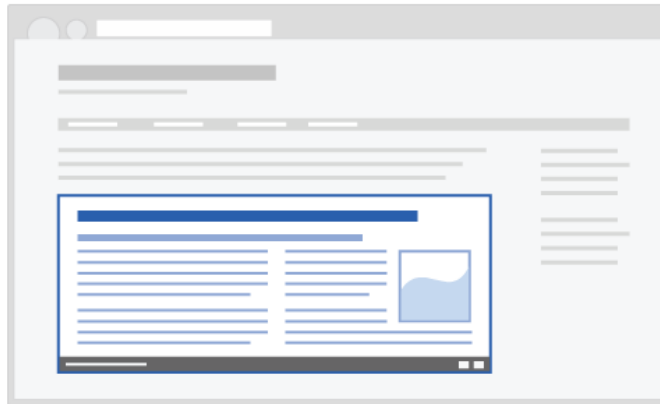
<input type="checkbox"/>	Name ↑	Date modified	Sharing	Size
<input type="checkbox"/>	Documents	2014-03-28	–	3.69 MB
<input type="checkbox"/>	Pictures	2014-03-28	–	17.1 MB
<input type="checkbox"/>	Public	2014-03-28	Public	0 bytes
<input type="checkbox"/>	Book1	1:32 PM	–	5.59 KB
<input type="checkbox"/>	Document1	1:29 PM	–	9.03 KB
<input checked="" type="checkbox"/>	OneDrive	3:09 PM	–	9.26 KB
<input type="checkbox"/>	Survey1	2:48 PM	Shared	5.59 KB
<input type="checkbox"/>	Using_Open_Badges_Long_2	2014-03-31	Shared	3.41 MB

OneDrive – Microsoft's cloud storage option

▶ HOW DOES IT WORK?

Embedding feature is unique to OneDrive.

Embed "OneDrive" in a blog or webpage



Generate HTML code to embed this file

[Generate](#)

Note: Anyone who visits the blog or webpage with this embedded file will be able to view it without signing in.

[Done](#)

OneDrive – Microsoft's cloud storage option

▶ HOW DOES IT WORK?

Example of how it looks when embedded can be found at <http://alphaplus.ca/en/featured-technology/724-mozilla-open-badges.html>



Screen capture

OneDrive – Microsoft's cloud storage option

▶ HOW DOES IT WORK?


7. Photos and images added to the Pictures folder can be displayed via a special slideshow and include information on the location a picture was taken, can be tagged, can be shared and can even provide the information on the type of camera used to take the picture.

OnDrive can be a great way to store and manage pictures, and to back up images from mobile devices (please keep in mind that with 7GB of free space your account can get filled up very)

OneDrive – Microsoft's cloud storage option

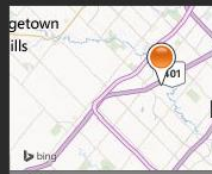
OneDrive | [Play slide show](#) [Download](#) [View original](#) [Share photo](#) [Embed](#) [Manage](#) [Rotate](#)

←



→

All photos
1 of 17
[View folder](#)
[Return to all photos](#)

Location

Mississauga, ON, Canada


People tags
[Tag someone](#)

Sharing

Information

Type	JPG Image
Date taken	2014-04-03 10:00
Dimensions	2688 x 1520
Camera	HTC One
Shot	1/120 f/2.3.82m
Modified	2014-04-03 Monika JP
Added	2014-04-09 Monika JP

Add a caption

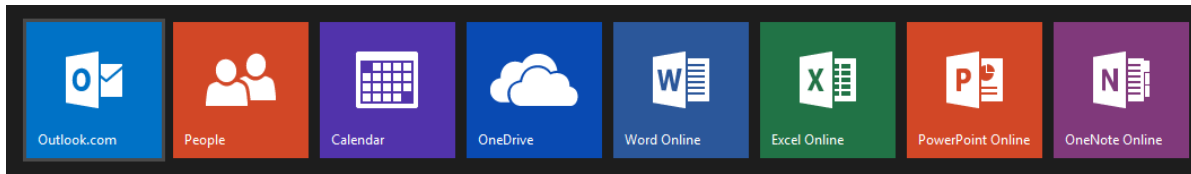


OneDrive – Microsoft's cloud storage option

▶ HOW DOES IT WORK?

8. The web version of OneDrive gives you access to much more than just storing files in the cloud. With one account you get:

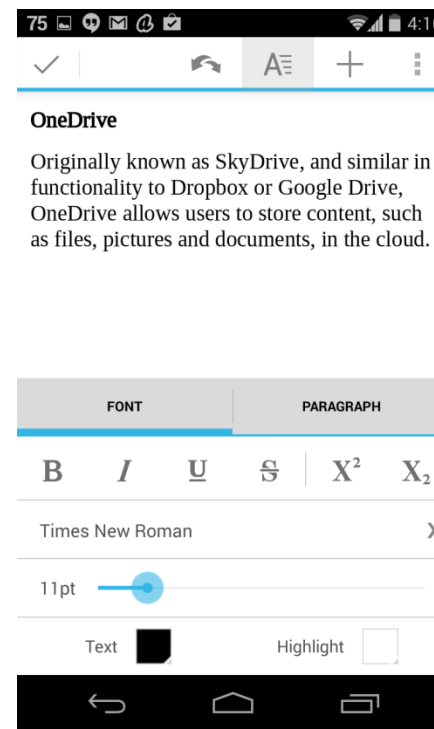
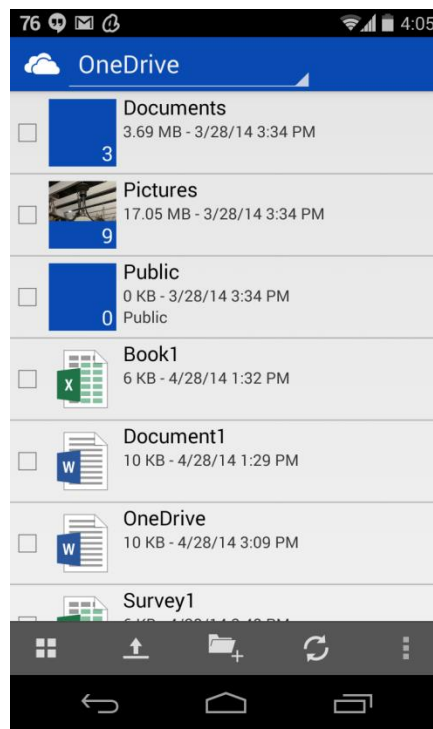
- Outlook.com – for sending and receiving emails
- People – to manage contacts
- Calendar – for scheduling and events
- OneDrive – for storing files and pictures
- Word Online – to create documents
- Excel Online – to set up spreadsheets and surveys
- PowerPoint – to develop presentations
- OneNote – to take and manage notes.



OneDrive – Microsoft's cloud storage option

▶ HOW DOES IT WORK?

9. OneDrive is available via web, desktop and mobile devices.
Here is how the files are displayed on Android phone Nexus 4:

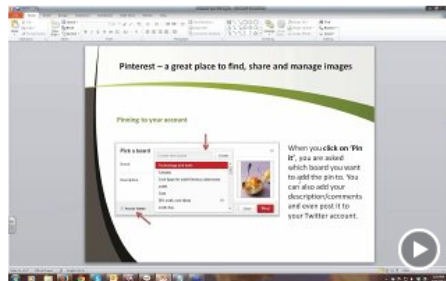


OneDrive – Microsoft's cloud storage option

▶ HOW DOES IT WORK?

10. OneDrive can be a great tool to upload and share videos.

Embed "2014-04-22 15.02 Pinterest – a great place to find, share and manage images" in a blog or webpage



Copy the HTML code to embed this file

```
<iframe src="https://onedrive.live.com/embed?cid=6355F93C5261B8C3&i"
```

Note: Anyone who visits the blog or webpage with this embedded file will be able to view it without signing in.

It has a special engine that encodes video on the fly so that once it's uploaded to OneDrive storage and shared with friends or family, the version streamed to their device will take into account the speed and bandwidth of their connection.

OneDrive – Microsoft's cloud storage option

Why should you consider using OneDrive?

- Easy to use
- No need to purchase desktop software
- 7 GB free
- Students can use it at school, library home
- No need for USB sticks
- Interesting tools to teach students some technical skills (like embedding documents😊)
- Other ideas?

Here is why Ryan, an instructor at Centre for Community Learning & Development, is using OneDrive (previously SkyDrive):

http://youtu.be/MtHy--l_TCs

OneDrive – Microsoft's cloud storage option

Let's take a virtual tour and explore the web version of OneDrive:

<https://onedrive.live.com>

OneDrive – Microsoft's cloud storage option

► MORE INFORMATION & YOUR FEEDBACK

Thank you for your participation!

- Presentation slides and recording will be emailed in few days and posted in [Archived webinars](#) section
- Next Tech Tuesdays webinar: [Augmented Reality](#) - June 24 at 3 pm

Please follow this link to provide quick session feedback:

http://fluidsurveys.com/s/onedrive_webinar_feedback/

