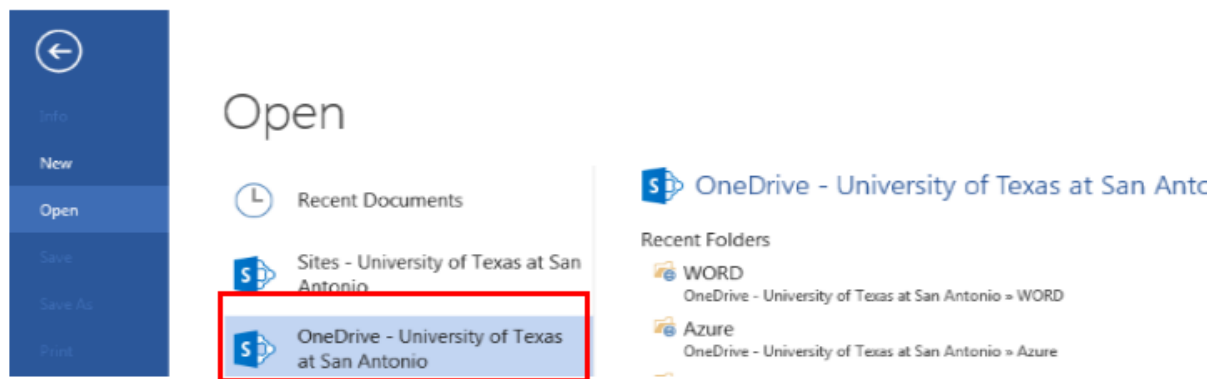# OneDrive for Business Features

Office Integration

MS Office applications automatically view OneDrive as a storage library. You can access your files using the integrated online versions of office. You can view files and make edits from anywhere with an internet connection.

Sync Client

Installing the sync client automatically copies your data files to multiple computers or mobile devices. After the initial sync <u>you can work on your documents – even when you have no Internet connectivity</u>!

Just choose where you want to sync the folder on your computer. It will automatically sync the newest edits to OneDrive for Business.
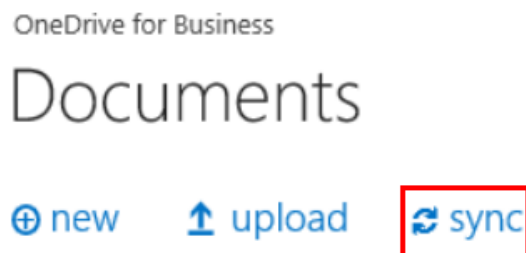

Once you have re-established Internet connectivity, your modified documents are synchronized back to the cloud and any other devices currently connected.

Accessing Files

Instead of strictly working out of your web browser, you can use Windows Explorer (My Computer to view the OneDrive Business synchronized folder.

 Simply launch Windows Explorer and select OneDrive for Business. Open this and you will see all of your synchronized files and you will be able to drag and drop files, right click files, etc.
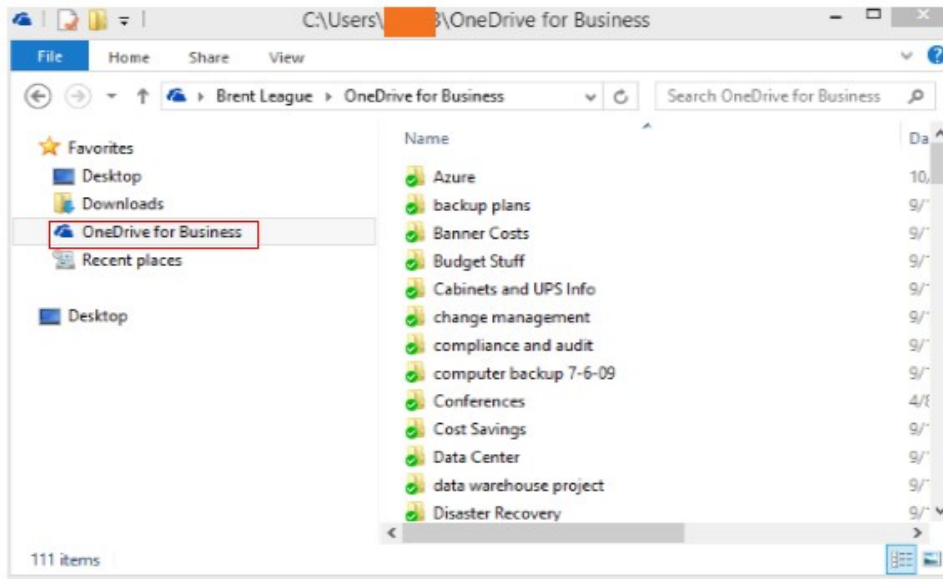
Easy Sharing

You can easily share documents with fellow students and faculty using the easy share option.

Pick the file you want, choose "share," and type in the names of the individuals you want to share the document with. The users get an email with a direct link to the shared item. It is also easy to take away permissions as well.
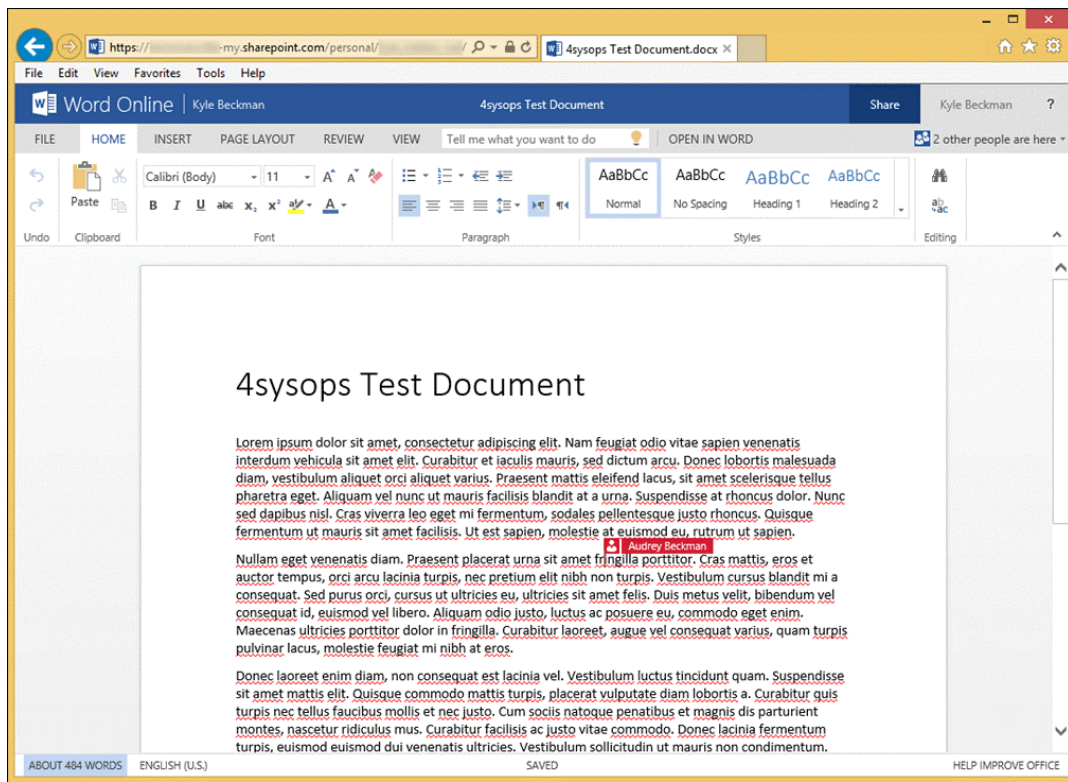

Co-authoring

Multiple people can edit a document simultaneously.

Just choose the file you want to edit and OneDrive will save the edits automatically with the names of the people that edited the document.

Versioning

OneDrive keeps multiple file versions so you can easily recover a corrupted file or recover a file you want to revert back to the original version.

Select the version you want, choose restore, and the version will restore back to the chosen edit.
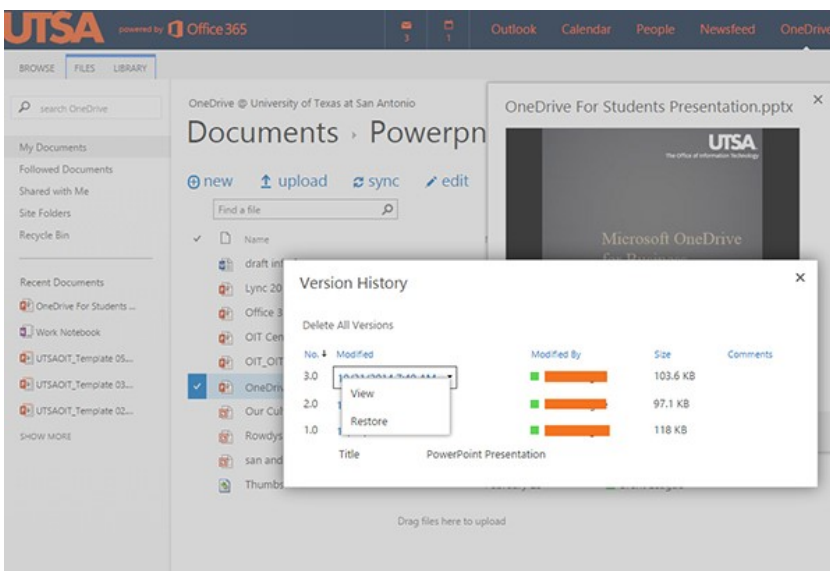
OneDrive for Business FAQs

Q. How long will I have access to the student version of Office ProPlus?

A. As with the online storage, student will be allowed to use the student version of Office ProPlus for at least 12 months after the last semester that they attend at UTSA. UTSA will notify the user that their license will expire at least 60 days prior to the actual expiration. Once the license for the student version of Office ProPlus has expired, the user may be required to obtain a license from Microsoft to continue using Word, Excel, and the other applications.

1. **Students will be allowed to use their online storage in OneDrive for Business for at least 12 months after the last semester that they attend at UTSA. UTSA will notify the student that their license will expire and the student will have at least 60 days to login to download copies of their documents within their online storage. After that time, the data within their online storage will be removed permanently and will not be recoverable.**

Q. How long will I have access to my online storage?

1. Students will be allowed to use their online storage in OneDrive for Business for at least 12 months after the last semester that they attend at UTSA. UTSA will notify the student that their license will expire and the student will have at least 60 days to login to download copies of their documents within their online storage. After that time, the data within their online storage will be removed permanently and will not be recoverable.