



# OneDrive for Business

Quick-Start Card

## Sign In and Access OneDrive

To sign in to O365/OneDrive:

1. Go to [webmail.hasbro.com](http://webmail.hasbro.com).
2. If prompted, log into O365: **username@na.hasbro.com** and your network password and then authenticate.



3. Click on the Waffle Menu
4. Select the OneDrive application tile OneDrive

## Sharing a File or Folder in Your OneDrive

You can share files or folders from OneDrive with other employees or people outside the company:

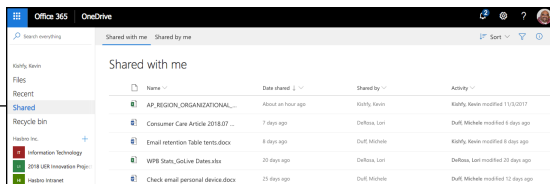
1. From the file or folder you want to share, click on the ellipsis ... (3 dots) to its right.
2. Click **SHARE**.
3. Select the desired/appropriate share permission from the drop-down list.
4. Select whether or not to **"Allow Editing"**.
5. Click **Apply**.
6. Enter the email addresses of your recipients.
7. Add a message about the file if desired.
8. Click on the **Send** button.

## Viewing Shared Files

When files are shared with you, they will appear under the **"Shared with me"** link. When you share files, they will appear under the **"Shared by me"** link.

**NOTE** - External clients will need a Microsoft account in order to open/view shared files.

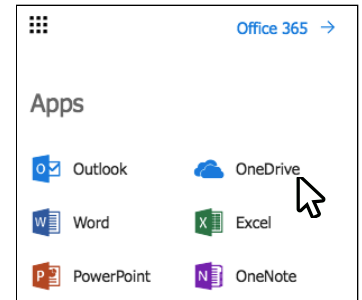
1. From the left-side navigation pane, click on the **Shared** link and then choose either **Shared with me** or **Shared by me** from the top of the screen.
2. Click on a file to open it directly within OneDrive (if supported). If not compatible it will download.
3. If a supported file opens within OneDrive (Word, Excel, PowerPoint ect.), you will see various file options associated with the application.



## Understanding OneDrive for Business

OneDrive for Business, part of the O365 suite, provides a place in the cloud where you can store, sync and share your individual work files.

Easily store and access your files from all your devices. Edits you make offline are automatically uploaded next time you connect.



## Navigating Your OneDrive

**Search for Files**

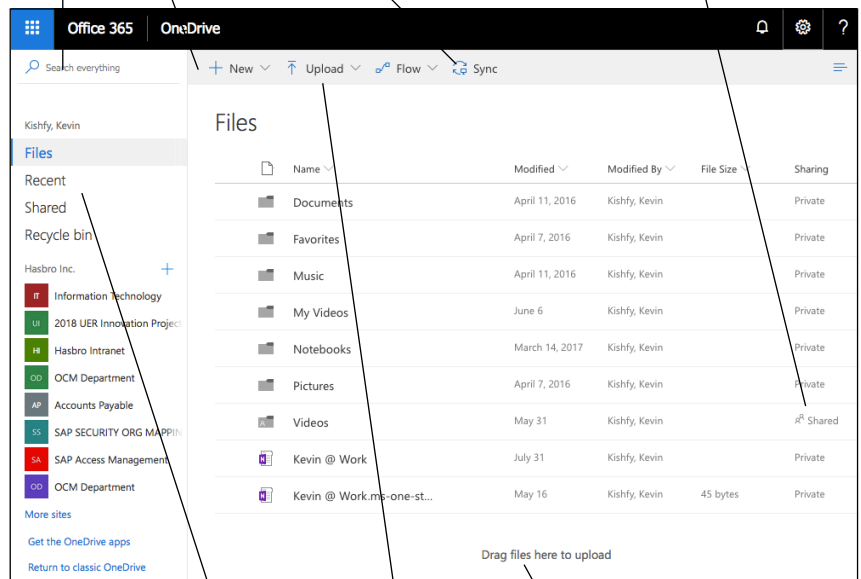
**Add a New File**

**Sync OneDrive:**

Click **Sync** to create a synchronized copy of your OneDrive on your hard drive.

**Share files:**

Click on the link to see with whom you've shared your files.



**Change Views:** Navigate between your documents, followed documents, and recently viewed documents.

**Upload Files:** Click **Upload** or **Drag & Drop** to add files to your OneDrive library.

