Quick Start Guide

Oodrive Work web application

∞ drive work

Interact with folders

Depending on the access permissions you've been granted by the owner of the collaborative folder, you can download, share, edit, import or create items within a shared folder.

Browse your files and favorites

From the navigation panel, view the folders made available to you and the items you've saved as Favorites.

Manage sent and received shares

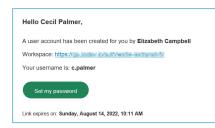
Modify, disable or re-enable the shares you created. Access all files and folders shared with you collaboratively or via e-mail.

œdrive work	Previous version Q Search	Search for your files Search results include the title ar contents of files in Documents.
+ New V	Meetings Documents > 05 - ABC Project ~°° Share ∨ ↓ Download ···· Manage ∨ ≡ Name ↑	Details Shares Activities ••• Production
 ✓ Favorites ✓ Documents ☑ 01 - Meeting Minutes ☑ 02 - Financial Accounts ☑ 03 - Strategy and Planning ☑ 04 - Sales Reports 	Notes Image: 17112020 Presentation.pptx ABC Project Guidelines.pdf	•••• Properties workspace is set up, access the online help and log out from yor session. •••• Owner: Elizabeth Campbell •••• Created on: 8/16/23, 10:47 AM •••• Modified on: 8/16/23, 10:47 AM Location: 05 - ABC Project > Meetings
 ▼ ¹ 05 - ABC Project ▼ ¹ Knowledge 	PDF ABC Project Overview.pdf ACMI-Cloud-Procedures.docx Share Share	Size: 561.24 KB Business data Author View file details Browse the information panel tat to view an item's properties, follo the actions performed by you ar
Meetings Motes SHARES	Pof Contract.pdf Final-Report.pdf	Author Image: Co-Authors Image: Co-Authors
➡ ≪° Shares >	graph-B2.bmp ■ Notes_18072019.txt	
Collapse side menu	Resources_09032019.xlsx	

Log in to your workspace

First login

- 1. Retrieve the username emailed to you when your account was created.
- 2. Click Set my password.



- **3.** You will be redirected to a browser page asking you to set a password and confirm before clicking **Validate**.
- 4. Click Log in to access the login page.
- 5. Enter your username and password, then click Log in.

After the first login

- 1. Retrieve the username emailed to you when your account was created.
- 2. In your web browser, go to the login page for your workspace:

← → C ☆ ③ https://sharing.oodrive.com/auth/ws/the-name-of-your-workspace

3. Enter your username and password, then click Log in.

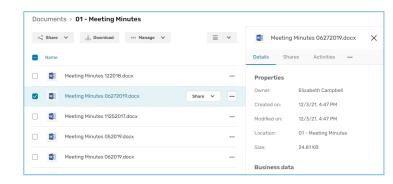
If you have forgotten your password, click Forgot your password?



- 1. In the navigation panel, click on the **Documents** section.
- **2.** From here, you can see all the collaborative folders to which workspace users have given you access.

+ New ~	Documents
FILES ☆ Favorites	Name ↑
🕶 🔚 Documents	🗌 😐 01 - Meeting Minutes
国 01 - Meeting Minutes 国 02 - Financial Accounts	2 - Financial Accounts
 Image: The strategy and Planning Image: Output of the strategy and Planning Image: Output of the strategy and Planning 	03 - Strategy and Planning
 ▼	O4 - Sales Reports
 Meetings 	🗌 😐 05 - ABC Project
SHARES	
≪ Shares >	

3. To view a file or a folder's details, select it then click ⁽¹⁾ in the upper-right corner above your files.

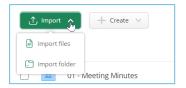


From the information panel displayed on the right side of the page, you can view the selected item's properties, add business data, track activities and versions, or add memos.

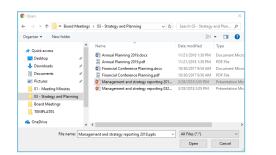


Depending on the rights you have been assigned by the owner of the shared item, you can add files to a collaborative folder yourself.

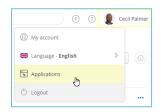
- **1.** In the navigation panel, click on the **Documents** section.
- **2.** If you want to add files to a specific folder, browse your folders and open the folder of your choice.
- 3. Click Import, then select Import files.



4. Browse the file explorer on your computer and select one or several files by holding down the **Ctrl** key.



5. Click Open.



If you prefer, you can also drag and drop files from your computer's file explorer to the **Documents** section.

Tip: To import a local folder to your Oodrive WorkOodrive Work_ share workspace, download the EasyTransfer plugin from the **Applications** menu, which you can access by clicking on your profile.



- **1.** In the navigation panel, click on the **Documents** or **Favorites** section.
- 2. Double-click the file you'd like to view.

A viewing window opens, allowing you to browse your document.



3. Scroll through the pages using the small navigation arrows located in the toolbar.

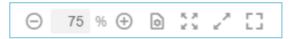


View the document contents using the other viewing tools:

• in the side panel of the viewer, accessible by clicking on the small gray arrow (page thumbnails, contents, the search bar).



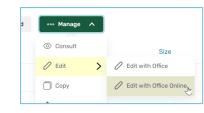
• in the toolbar (the zoom and other page display options).



To return to your file manager, click on the X in the upper-right corner of the screen.

Edit a file with Office Online

- 1. In the navigation panel, click on the **Documents** section.
- 2. Browse the files for which you have editing permissions and select the file you'd like to edit.
- 3. Click Manage and select Edit, then Edit with Office Online.



The document opens in a new tab.

Word	Meeting Minutes 053	1019 - Saved to Oodrive - P Search	Elizabeth Campbell
File	Home Insert	Layout References Review View Help 🖉 Editing 🗸	Comments
9* [🔍 v 👒 Times N	$[evr Ro_{} \vee 14 - v] A^{*} A^{*} B I \underline{U} \underline{\mathscr{A}} \vee \ \underline{A} \vee \ \cdots \ \left \ \Box \vee \ \Box \vee \ \Box \vee \ \overline{\Box} \vee \right \\ A^{*} \vee \left \ \underline{A}^{*} \vee \right $	P*
		Opening. The regular meeting of the Oodrive was called to order at 4.30 on 03.28.2018 in Paris by Elizabeth Campbell. Present John Roberts	
		Andrea Wilson	
		Thomas Walker	
		John Schindler	
		Approval of Agenda The agenda was unanimously approved as distributed.	
		Approval of Minutes The minutes of the previous meeting were unanimously approved as distributed.	
		Open Issues Summarize the discussion for each existing issue, state the outcome, and assign any	

- 4. Log in to your Office 365 account.
- 5. Make changes as desired.

Your changes are saved automatically, as you make them.

6. Once you finish, close the tab.

Tip: If you do not have an Office 365 account, you can edit a file locally using EasyTransfer. To do this, click Manage and select Edit, then Edit with Office.

Share files via email

- 1. In the navigation panel, click on the **Documents** or **Favorites** section.
- 2. Select one or more items by holding down the Ctrl key.
- 3. Click Share, then select Share by email.
- 4. In the sharing form, add recipients by entering their email address and selecting Add the email.

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5. Select the share permissions you want to grant your recipients then click Next.

All recipients (2)	Download V
e.campbell@oodrive.com	\otimes
a.girard@oodrive.net	\otimes

- 6. If needed, enter the subject and contents of the email message.
- 7. Modify the sharing options according to your preferences:
 - ✓ Share end date Delete files when share ends
 - Password

- Max download limit
- Apply watermark
- Send me an activity summary

☑ End-of-share alert

- Make recipients visible to one another
- 8. When you are finished, click Share.



1. In the navigation panel, click Shares > Manage sent shares.

+ New ~	Manage sent shares Shares		
	Share type V Share state V	Creation date 🗸 🗸	
FILES ☆ Favorites	Name	Creation date \downarrow	Expiration date
Documents	Planning Q4.xlsx	8/16/23, 2:04 PM	9/16/23, 2:03 PM
SHARES	Financial Conference Planning.docx	6/6/23, 11:56 AM	9/16/23, 2:02 PM
Shares Manage sent shares	ACMI-Cloud-Procedures.docx	2 11/26/20, 11:47 AM	-
See received shares	Presentation 17112020.pptx	11/26/20, 11:30 AM	-

You view all your shares.

2. Use the filters along the top of the page to locate a specific share.

		Share type	~	Share state	~	Creation date 🗸
3.	Click or details.	n the share yo	u'd like	to modify to vi	ew its	Financial Conference Pla Active Details Activities
4.	Click Ma	odify.				File
5.	'	the recipient(s) are options.), share i	rights, email me	essage	03 - Strategy and Planning Recipients (2) e.campbell@oodrive Download
6.	To upda	ate your change	es, click \	/alidate.		a.girard@oodrivegro Download
		The owner of t disable or delet		and folders you nares.	ı have	Invitation Resend invitation An email will be resent to all active recipients.
				t once to delete tatus (active/ina		Advanced options ✓ End of share on 7/6/23, 11:55 AM Information

Created on:

🖉 Edit

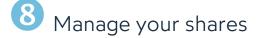
6/6/23, 11:56 AM

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- 6. To upo

Tip: You can or to modify their share end date or status (active/inactive) in bulk.

	share
	Tip: To man the Docume Details tab.
~	To disable
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To track activity on a share:

- 1. In the navigation panel, click Shares > Manage sent shares.
- 2. Select a share to display its details, then click on the Activities tab.
- **3.** You view the actions of your recipients on the re.

Details Activities Today \bigcirc e.campbell@oodrive.net downloaded the file Presentation 17112020.pptx \bigcirc a.girard@oodrive.net downloaded the file Presentation 17112020.pptx

nage activity notifications for a collaborative share you're a recipient of, select it in ents section and enable/disable the notification option along the bottom of the

e or re-enable a share:

- ne navigation panel, click Shares > Manage sent shares.
- 2. In the share item you'd like to modify, click on the toggle switch.
 - Inactive
 - Active
- · When the toggle switch is grayed out, the share is inactive
- When the toggle switch is blue, the share is active

To delete a share:

- 1. In the Manage sent shares section, identify the share you'd like to delete.
- 2. From the Details tab on the right, click Delete.
- 3. To permanently delete the share, click Delete.

Please note: Deleting a share does not delete the original files from your documents.



