April 16, 2015

My Site: Using One Drive

Microsoft's OneDrive for Business is a part of your "My Site" and offers you a generous 2GB of storage space. OneDrive acts like an extra hard drive that allows you to seamlessly share documents, images, videos, etc. with your work colleagues no matter where they are located.

You can also rest assured that the data stored in OneDrive is safe in our data centers and not stored in the cloud.

Here's how to get started using OneDrive:

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1. From SunGard Central, go to the user menu (the link with on your name in the header menu) > select OneDrive.

SUNGARD Central

Documents I Follow

- Global HR Team.pptx
- SunGard Custom Pages - webpart dimensions_SHARE.docx

All Documents I Follow

Sites I Follow

- GSC Home
- HR Home
- Blog
- Help
- Workday Support
- SunGard Central Discussion Forum
- SunGard Central Forum
- Site Managers Community
- Community Initatives
- Community

All Sites I Follow

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APRIL 2015 SECURITY BULLETIN: PROTECTING CONFIDENTIAL INFORMATION

Tuesday, Apr 14, 2015

ISS QUARTERLY UPDATE 2015

Thursday, Apr 09, 2015

Life at SunGard

2. You'll be directed to the OneDrive landing page as seen below, where you can easily upload the content you wish to share be it documents, PPTs, images, videos, etc.

SUNGARD Central

BROWSE | FILES | LIBRARY

OneDrive for Business

Documents

Paul Dsouza

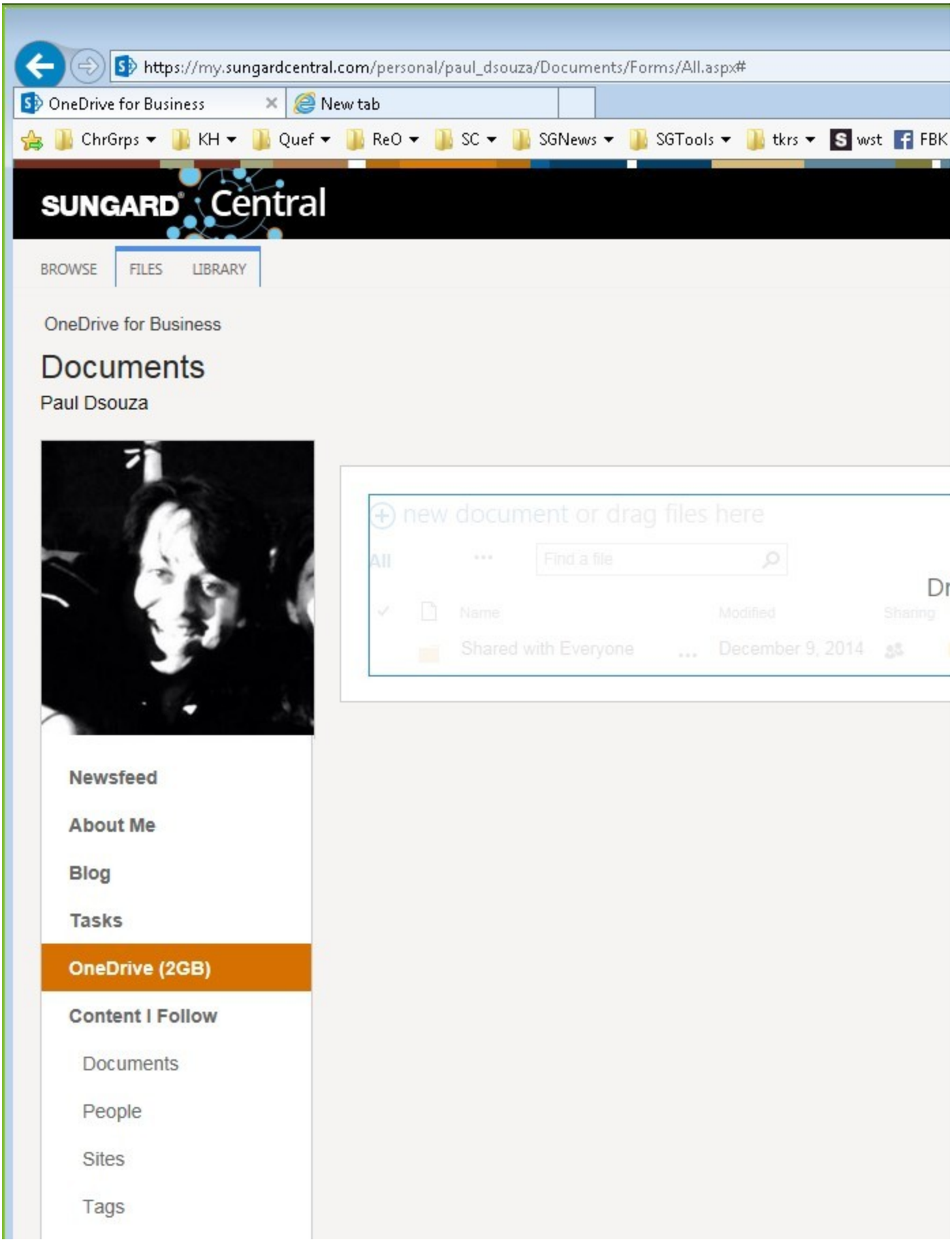
- Newsfeed
- About Me
- Blog
- Tasks
- **OneDrive (2GB)**
- Content I Follow
  - Documents
  - People
  - Sites
  - Tags
- My Organization
- Security Questions

new document or drag files here

All ... Find a file

✓	Name	Modified	Sharing	M
	Shared with Everyone ...	December 9, 2014		

3. To upload content, just drag and drop files from your Windows Explorer to OneDrive as shown in the image below.


https://my.sungardcentral.com/personal/paul_dsouza/Documents/Forms/All.aspx#
OneDrive for Business
New tab
ChrGrps
KH
Quef
ReO
SC
SGNews
SGTools
tkrs
wst
FBK
SUNGARD Central
BROWSE
FILES
LIBRARY
OneDrive for Business
Documents
Paul Dsouza
new document or drag files here
All
Find a file
Name
Modified
Sharing
Shared with Everyone
December 9, 2014
Newsfeed
About Me
Blog
Tasks
OneDrive (2GB)
Content I Follow
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Sites
Tags

4. If you plan to share something with everyone, drag and drop it to the "Shared with Everyone" folder.

SUNGARD Central

BROWSE FILES LIBRARY

OneDrive for Business

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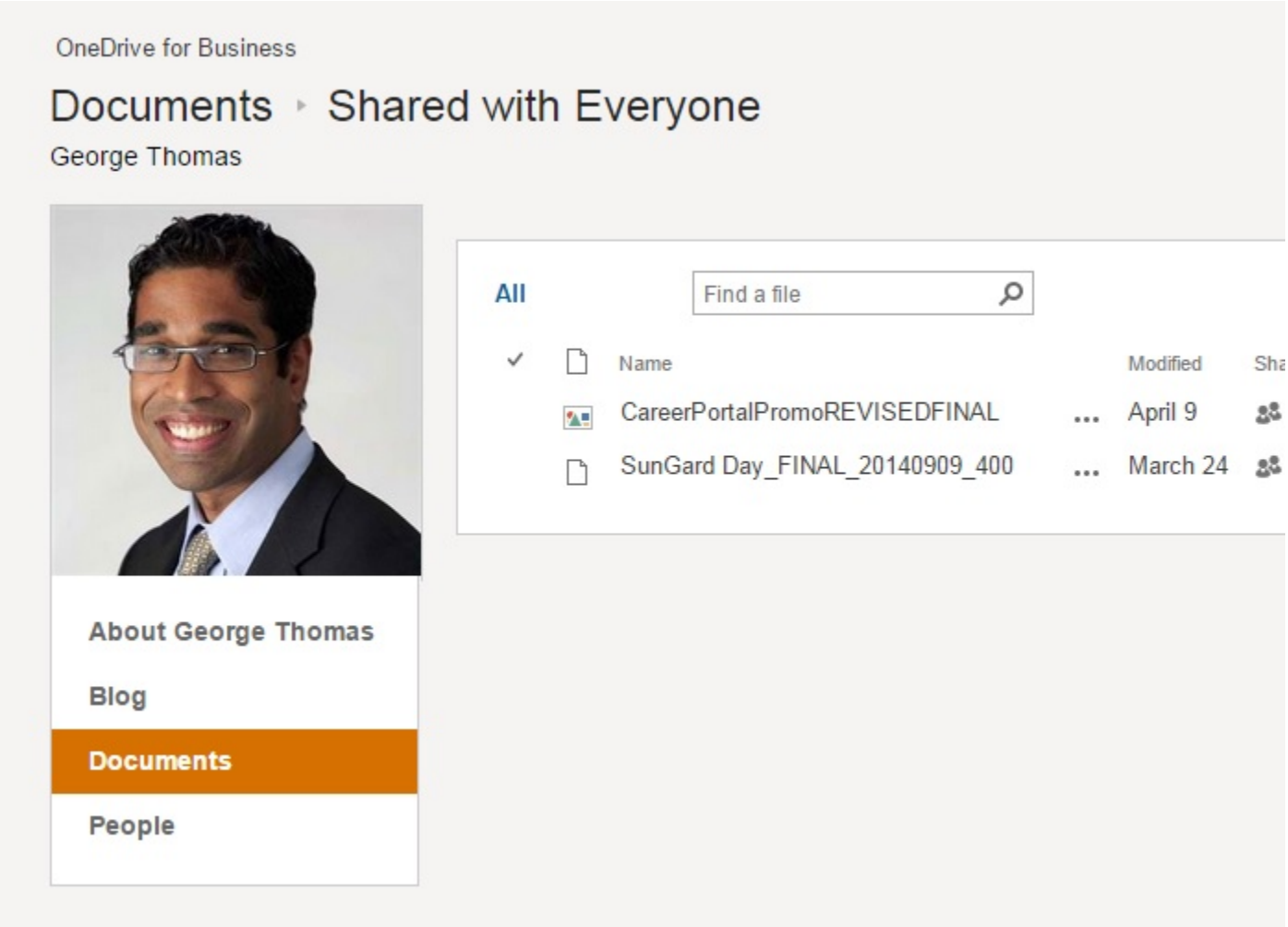
Upload completed (1 added) DISMISS

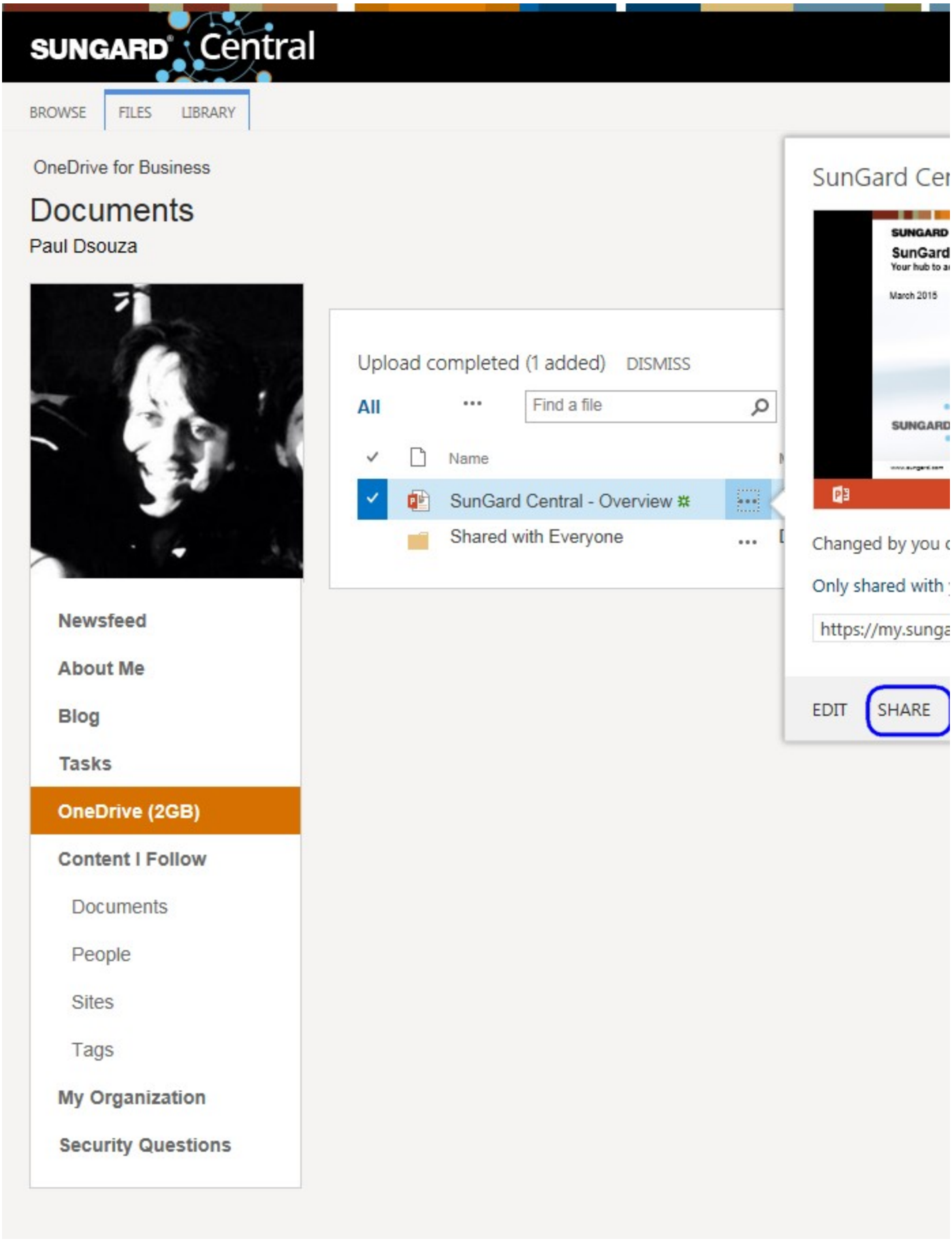
All ... Find a file

✓	Name		Modified
	SunGard Central - Overview	...	A few seconds ago
	Shared with Everyone	...	December 9, 2014

5. You can view files in any colleagues' "shared" folder. Even if you do not follow them, you can visit their "My Site" by using the search feature to search their name. Once you are on their site, click on Documents, and then open their "Shared with Everyone" folder to view what is inside.



6. To share an uploaded file with specific colleague(s), click on the ellipsis (the three dots ...) next to the file name and in the footer of the pop-up, click SHARE.


SUNGARD Central
BROWSE
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Documents
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OneDrive (2GB)
Content I Follow
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Security Questions
Upload completed (1 added)
DISMISS
All
Find a file
Name
SunGard Central - Overview
Shared with Everyone
SunGard Cen
SUNGARD
SunGard
March 2015
Changed by you
Only shared with
https://my.sunga
EDIT
SHARE

7. The below share dialogue box will appear. Select the colleague(s) you want to share the document with, check the "Send an email invitation" box, key in your custom message and hit SHARE at the bottom to notify your colleagues that the file is available for them to access.

SUNGARD Central

BROWSE FILES LIBRARY

OneDrive for Business

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- Security Questions

Upload completed (1 added) DISMISS

All ...

Name

SunG

Share

Share 'SunGard Central - Overview'

Only shared with you

Invite people

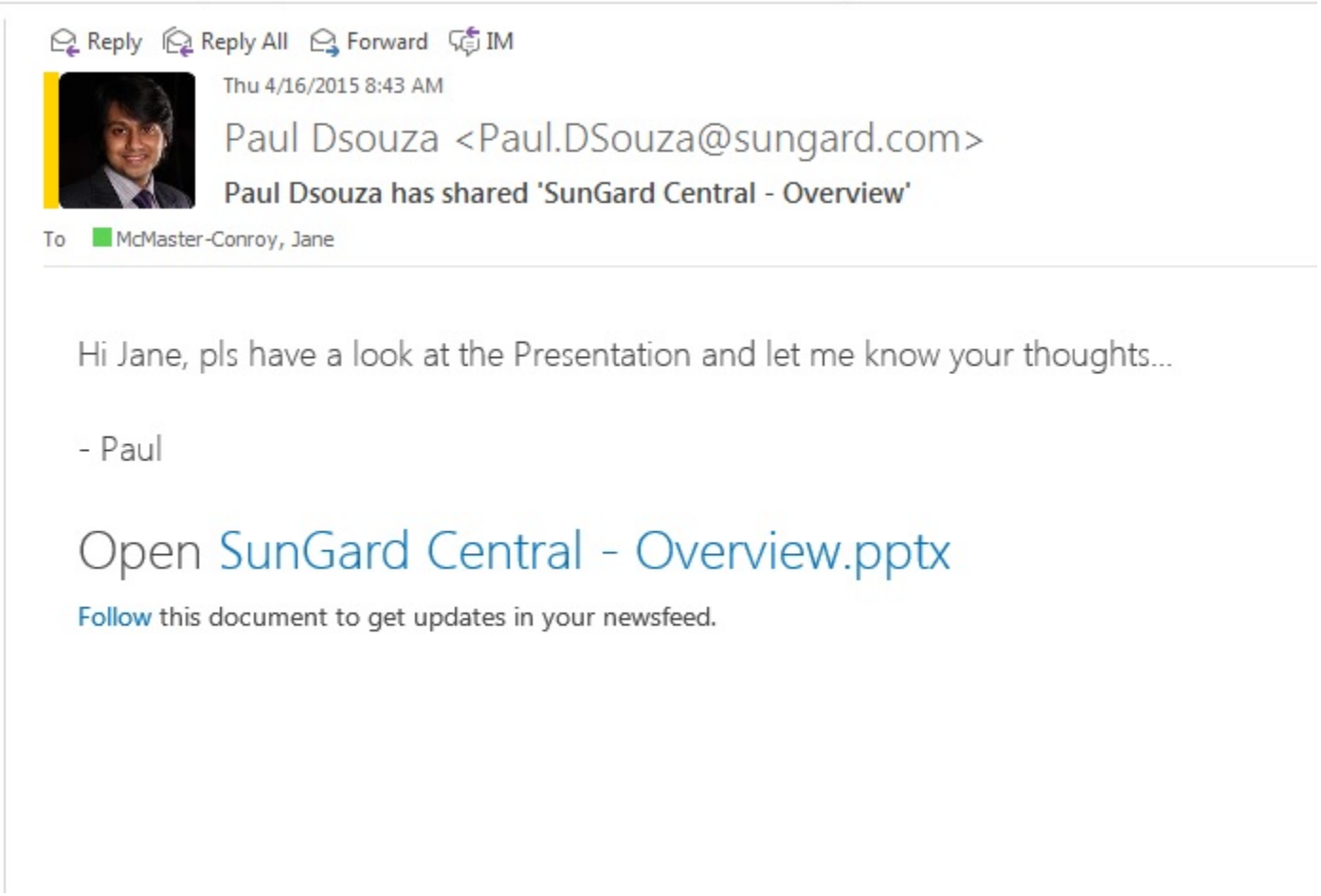
McMaster-Conroy, Jane x

Hi Jane, pls have a look at the Presentation and le
thoughts...

- Paul

Send an email invitation

8. Below is a screenshot of the email your colleague(s) will receive, complete with a convenient link to the file you shared with the custom message. Also note that the follow button under the link makes it easy to FOLLOW the document and get automatic updates when it is updated in the future.



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With it's easy drag and drop functionality, OneDrive is a great alternative to using Secure File Transfer when sharing files internally with colleagues across SunGard. It's also the perfect option for sharing or keeping videos for purposes such as the I Am SunGard video contest.

Keep in mind that OneDrive is for internal use only. Secure File Transfer must be used when transferring information to vendors and others outside SunGard.

If you found this tutorial of One Drive for Business useful and want to see more tutorials like this, visit the SunGard Central Community site and start a discusion thread with category - tutorials.