

# One Drive for Business

FOR LONG BEACH CITY COLLEGE **FACULTY & STAFF**



# OneDrive for Business

---

- OneDrive for Business is a place where you can **store**, **sync**, and **share** your work files.
- As part of Office 365, OneDrive for Business lets you update and share your files from anywhere and work on Office documents with others.

## How do I access OneDrive?

- To access OneDrive for Business, you will need an **internet connection** and a **web browser**.
- Go to **www.microsoftonline.com** to log into Microsoft Office365.

**Note:** LBCC walkthrough available.

# OneDrive for Business

---

## How many files can I store on One Drive?

- You can have up to 20,000 items (including files and folders).

## Is there a limit to how much storage I can have on OneDrive?

- You have up to 1 TB space in the cloud for OneDrive for Business.

## Who can see my files?

- All files that you store in OneDrive for Business are private unless you decide to share them.
- You can also share files with specified co-workers so you can collaborate on projects.

# OneDrive for Business

---

## Can I upload files from my iPad or OneDrive?

- Yes, you can download the OneDrive app for iOS and view, upload, and share files, photos right from your iPad.
- You can even back up your camera roll automatically.

## How about my Android device?

- Yes, the OneDrive app is also available for Android and will allow you view, upload, and share files, photos, and more from your Android tablet.
- The OneDrive app can be found on the Google Play Store.

# OneDrive for Business

---

## Are there any restrictions on what I can name my files and folders?

- File names can have up to 128 characters
- Folder names can have up to 256 characters
- Folder name/file name combinations can have up to 260 characters

If you would like help with the process, or have any other LBCC Technology questions, feel free to contact the IITS Faculty & Staff Help Desk!

- Phone: (562) 938-4357
- Email: [helpdesk@lbcc.edu](mailto:helpdesk@lbcc.edu)
- In-Person: Check out our schedule online at [www.lbcc.edu/iits](http://www.lbcc.edu/iits)