

Linking OneDrive Files to Local Microsoft Office Installations

Interactive Table of Contents

Introduction – What is Microsoft OneDrive? – Why use OneDrive? – Creating and Uploading Microsoft Office Files

Introduction

Today, as part of our faculty professional development, we are going to cover **how to embed Microsoft Office files in Blackboard**. The purpose of embedding is to be able to update Microsoft Office files without having to go back into Blackboard to re-upload or update the file. This saves a ton of time, and hopefully you will find this convenient.

What is Microsoft OneDrive?

Microsoft OneDrive is a **cloud-based storage and content creation Web application**, available through any browser with an internet connection. Through OneDrive, you may access any Microsoft Office application, such as Word, PowerPoint, and Excel. You may also save, open, and edit Microsoft Office files within OneDrive.

EKU has its own license for Office 365, which changes the process of how you access your OneDrive online storage. Instead of accessing cloud storage through the default Microsoft OneDrive option, you will be using SharePoint to connect to EKU's OneDrive space. Step by step instructions are included in **Creating and Uploading Microsoft Office Files** below.

Why use OneDrive?

Microsoft OneDrive is a **convenient, portable platform** to easily **edit** and **share your files** with others. You can also **embed your Microsoft Office files** into a Web page or LMS (Blackboard and others), which allows you to update the files in OneDrive without having to update the item itself in Blackboard or anywhere else. Obviously, this has the potential of saving time.

Creating and Uploading Microsoft Office Files

There are **two ways to create and upload Microsoft Office files**. One way is to create them on your computer's Office programs and upload them to your EKU OneDrive space. The other way is to access Office 365 through a web browser and select the desired Office program, such as Word, PowerPoint, or Excel. You may create the file through the Web-based versions of these programs in your web browser, with the files being automatically saved to EKU OneDrive for future retrieval. The files can be retrieved locally on your computer through a connected SharePoint account or via Office 365's web-based programs.

Creating Microsoft Office Files Locally and Uploading Them to EKU OneDrive

Creating Microsoft Office files locally and uploading them to EKU's OneDrive space is easy and convenient. Simply **open your Microsoft Office program**, such as Word, PowerPoint, or Excel, and **click the File tab (Figure 1)**.

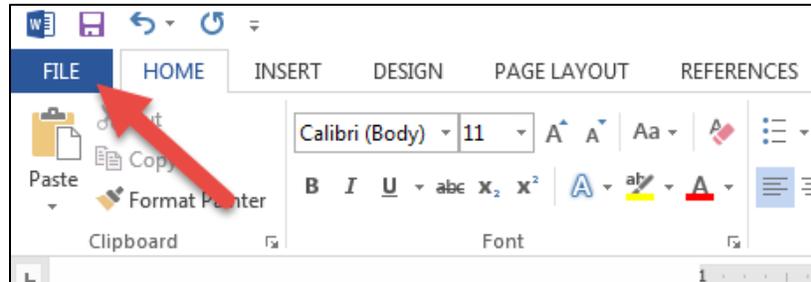
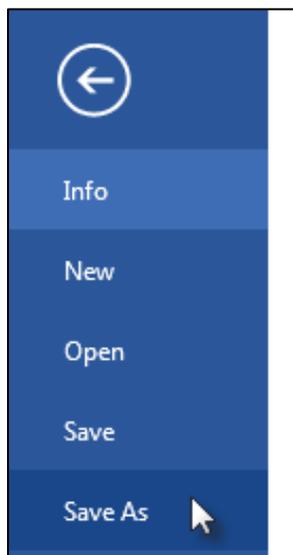


Figure 1: The Microsoft Office File tab



Within the File tab, you should see several options, such as New, Open, Save, and Save As. For this tutorial, we will be saving the document to your EKU OneDrive cloud storage. **Click on Save As (Figure 2)**.

After clicking Save As, there will be several options presented as to where to save your file. The typical location is on your computer's hard drive, but there are other options shown, such as Microsoft OneDrive, Other Web Locations, and Add a Place. The option we are looking for is the **Add a Place** option. **Click Add a Place (Figure 3)**.

After selecting Add a Place within the Save As menu option, the program will ask you to Sign In one of two services: SharePoint or OneDrive. **Sign In to SharePoint using your EKU credentials or EKU office phone number (Figure 4, 5)**. EKU's OneDrive space is not the same as OneDrive's default option. You will be accessing EKU's OneDrive space using SharePoint.

Figure 2: File tab Operations

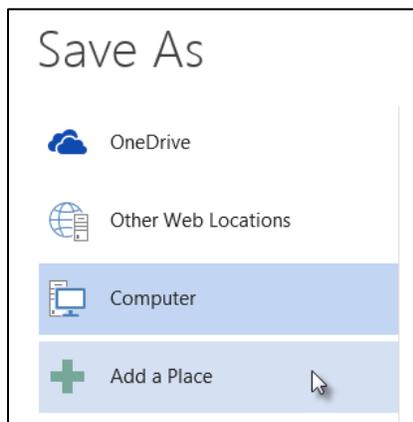


Figure 3: Add a Place within the Save As menu option

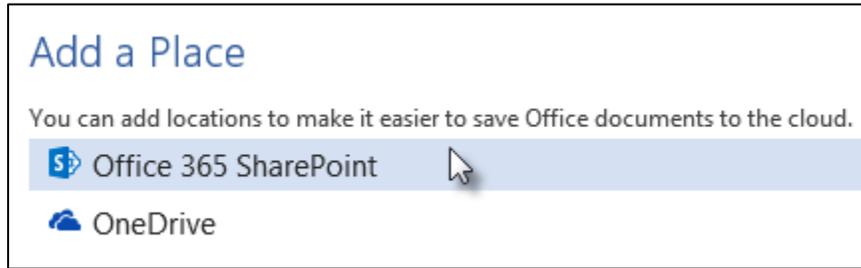
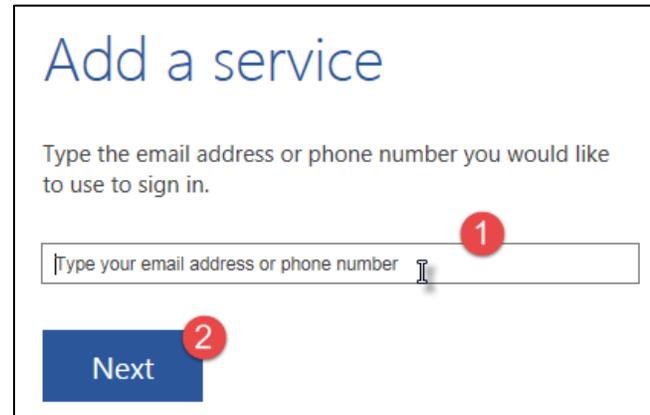


Figure 4: Add a Place options. Select SharePoint from the two options

Figure 5: Type your EKU credentials or phone number, with area code, all together, no hyphens or spaces (1). Click Next (2).



Once you enter your EKU username or phone number and click Next, Microsoft will confirm your country code if you entered a phone number or ask for your password if you entered your username (Figure 6). In our case, for the phone number, it should default to United States (Figure 7).

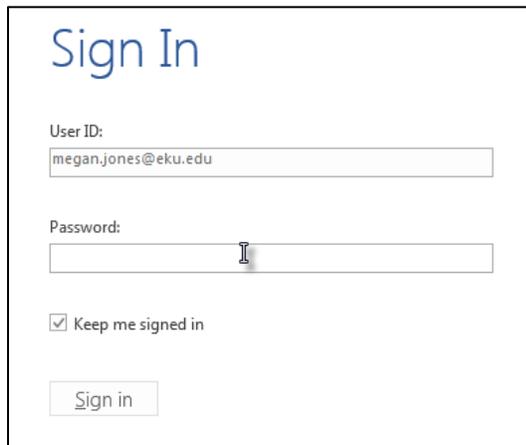
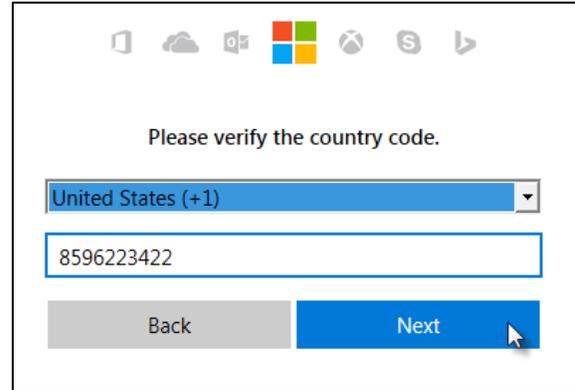


Figure 6: Enter your EKU password

Figure 7: Verify the country code and click Next



Your EKU OneDrive space should now be connected to your computer's Microsoft Office suite (Figure 8). Microsoft Office files can now be saved and accessed via EKU OneDrive. It's important to remember that EKU OneDrive's storage functions the same way as your hard drive. The only difference is OneDrive's storage can be accessed from any computer with an internet connection and web browser.

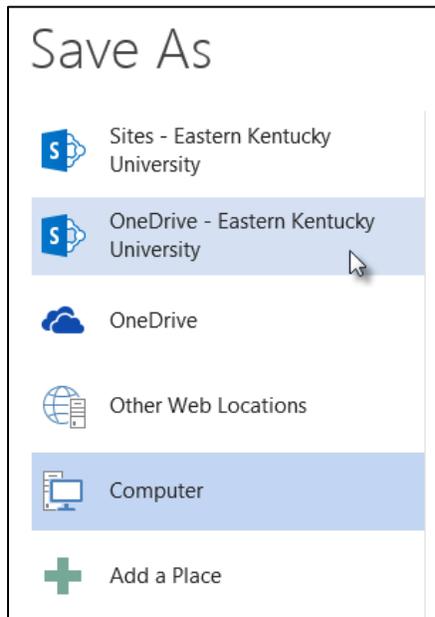


Figure 8: Save your file to EKU OneDrive by selecting OneDrive – Eastern Kentucky University

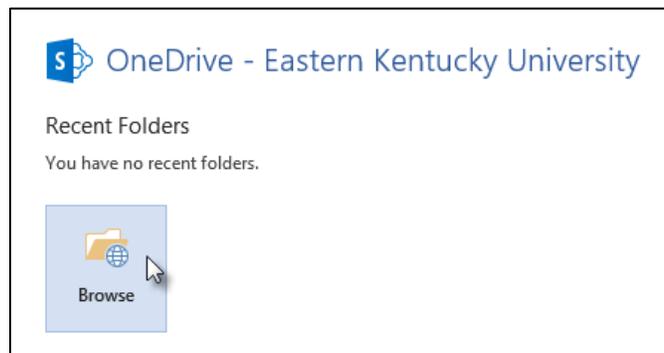


Figure 9: Select Browse to view your EKU OneDrive space

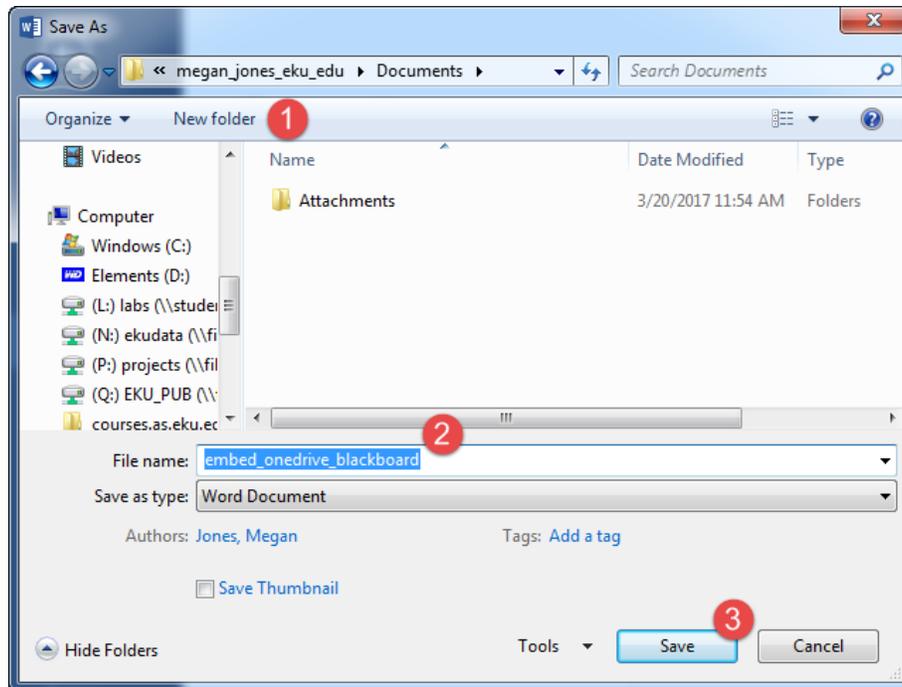


Figure 10: In the Save As dialog box, you may create a New Folder to help organize your content (1), edit the file's name (2), and ultimately Save the file (3).

Creating Microsoft Office Files Using Office 365

To use Office 365 for the creation of Microsoft Office files via a web browser, open a web browser and navigate to <https://login.microsoftonline.com/>. Enter your EKU email address and password.

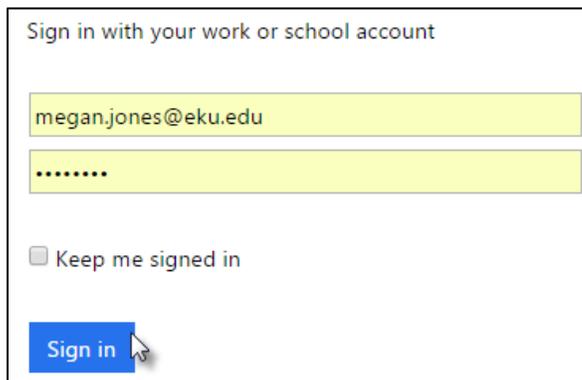


Figure 11: Sign in to Office 365

After signing in, you should see a welcome statement, a search box for files, and programs you can access via your web browser (Figure 12). You will also see any recent online documents listed below the programs on the home page. In the upper, left-hand corner of the home page, you will also see an **App Launcher** option, which allows you to switch from program to program instantly (Figure 13, 14).

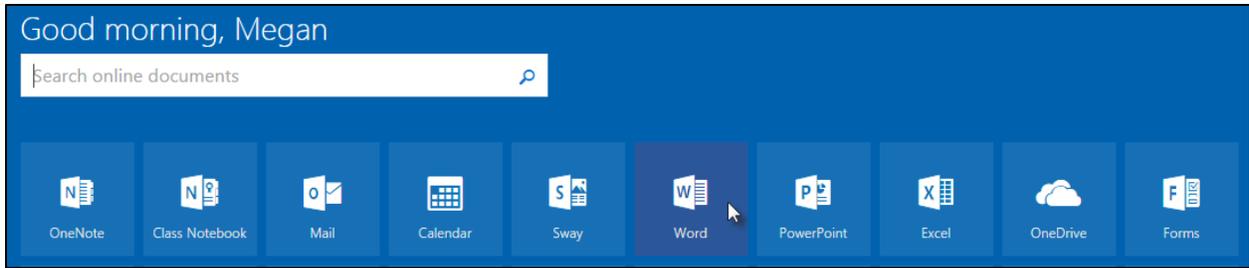


Figure 12: Office 365 welcome page

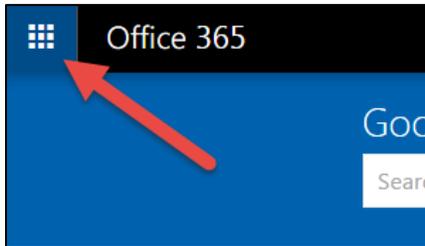


Figure 13: App Launcher button

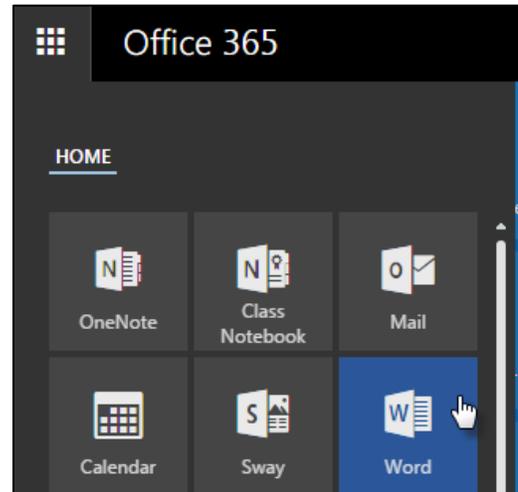


Figure 14: App Launcher button clicked

For this tutorial, we will be working with Word. **Click on Word** in either location to launch a new tab with Word opened.

Click on the New blank document option to open a new document (Figure 15).

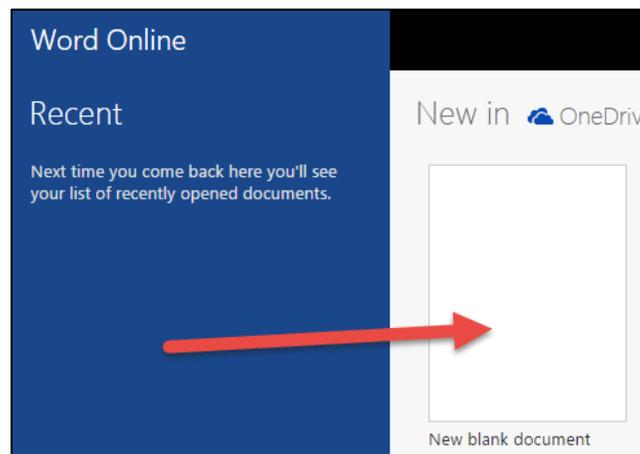


Figure 15: Word Online's home page

From this point forward, Word is very similar to the locally installed program, but the online version is missing a few tabs, such as Design, References, and Mailings (Figure 16).



Figure 16: Tabs in Word Online (1) and you may also elect to open the document in your installed version of Word on your computer (2)

To switch programs, **navigate to the Microsoft Office Home tab or window** opened in your web browser or use the App Launcher button. **Select another program to use**, and the program will launch in another browser tab or window.