What’s new in Windows 10

Start menu
What’s new in Windows 10

Search and Cortana
What’s new in Windows 10

Action center
What’s new in Windows 10

Virtual Desktops
What’s new in Windows 10

Settings

- System
  - Display, notifications, apps, power

- Devices
  - Bluetooth, printers, mouse

- Network & Internet
  - Wi-Fi, airplane mode, VPN

- Personalization
  - Background, lock screen, colors

- Accounts
  - Sign-in, sync settings, family & work

- Time & Language
  - Date, time, region
What’s new in Windows 10

Microsoft Edge

Introducing Microsoft Edge
The brand new browser for doing
One Drive

• OneDrive for Business is a cloud storage application where you can store, sync, and share your work files.
• As part of Office 365, OneDrive for Business lets you access, update and share your files from anywhere.
One Drive in O365

- OneDrive for Business can be accessed from the App Launcher in O365 Webmail

- Part of the O365 suite of Applications
One Drive Locally

- One Drive is integrated within Windows 10 so you can access the files easily in File Explorer

- Files can be searched for from the Start menu as well
One Drive: Getting Started

• One Drive will be replacing the U: Drive
• As part of your move to Windows 10, we will work with you to copy your files from the U: drive over to One Drive
One Drive: Benefits

• The sync’d files are then stored in the Cloud and can be recalled from anywhere
• You will not need to remote in, or be on site to access files you may need to work on.
One Drive: Uploading

• You can upload files to your OneDrive for Business by simply dragging them from your computer or using the upload button.

• To open or download a file from OneDrive for Business on your computer, select the file, click the More button, and click Download.
One Drive: Sharing

- You can simply share files in One Drive as well

### Files

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<th>Modified By</th>
<th>File Size</th>
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One Drive: Editing Online

• To quickly edit a file in your browser, click the file name and it will open in Office Online for you to edit.

• While not as fully featured, can be accessed from anywhere
SharePoint Online

- Part of Office 365
- Cloud based sites to store, organize, share, and access information from almost any device -- all you need is a web browser.
SharePoint Online

Login to Office 365 ([https://email.law.upenn.edu](https://email.law.upenn.edu)) and select SharePoint from the App Launcher.
What’s Available in SharePoint Online

- Documents
- Calendars
- Announcements
- OneNote
- Lists
- Web Pages
Uploading Documents

Several options:

- Drag and drop
- Upload button
- Copy documents via Explorer View (best for bulk uploading)
Creating New Documents

Easily create new folders and documents.
Editing Documents

Option to edit files in Office Online (Word, Excel, PowerPoint). Allows you to edit files directly in your web browser from any computer.
Editing Documents

Real Time Collaboration (Office Online/Office 2016)
Editing Documents

Real Time Collaboration (Office Online/Office 2016)
Editing Documents

View Version History and Restore

Version history

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<tr>
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Viewing Documents in Explorer View

Documents

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<tr>
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<th>Modified By</th>
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<tbody>
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</tr>
<tr>
<td>Web Developers February 2016.pdf</td>
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<td>Christine Drake</td>
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</table>

- Option to View in File Explorer
Viewing Documents in Explorer View
Sync Documents

Sync the document entire library or only the files and folders that you want.
Sync Documents

Sync the document entire library or only the files and folders that you want.
Share Documents

Options available for sharing within Penn Law as well as with Penn users with an O365 account or external user with Outlook.com/Microsoft account.
Attach Documents

On the ribbon, click **Attach File** and choose one of the following:

- **Recent items**
  Lists the files you've worked on recently. They might be stored on your computer, in OneDrive, on a SharePoint site, or in a group document library.

- **Browse Web Locations**
  Locations include OneDrive, a SharePoint site, or other locations such as a groups document library that you've accessed before.

- **Browse This PC**
  Opens a File Explorer window where you can choose a file from your computer.
SharePoint Online: Data Restrictions

Sanctioned for Penn Data

Yes: Non-Confidential University Data; FERPA Data

No: SSNs, Credit Card/PCI Data, HIPAA Data
SharePoint Online

Questions?

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