

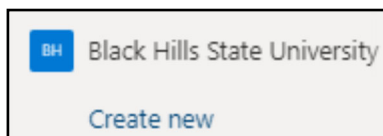
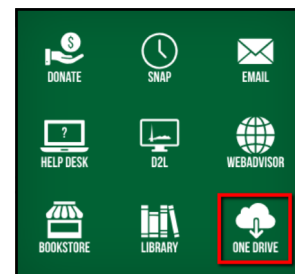
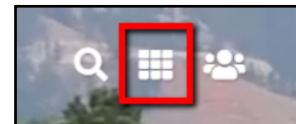


# Black Hills State University Instructional Design

## OneDrive - Collaboration

### Create a new Group / Site

- Open your internet browser
- Go to BHSU's home page <http://www.bhsu.edu/>
- Go to the drop down menu in the top right hand corner of the page
- Click the OneDrive link
- Log in with your BHSU email credentials
- Click on 'Create new'
- Enter a site name and site description
- Set privacy and language settings
- Click 'Next'
- Enter information for 'Add Additional Owners' and 'Add Members'
- Click 'Finish'
- **Note:** All of the Owners/Members will receive an invitation email.



**Site name**  
Test Instructional Design

The site name is available.

**Group email address**  
TestInstructionalDesign

The group alias is available.

**Site address**  
<https://yellowjacketsbhsu.sharepoint.com/sites/TestInstructionalDesign>

**Site description**  
Group for Instructional Design

**Privacy settings**  
Private - only members can access this site

**Select a language**  
English

Select the default site language for your site. You can't change this later.

**Next** Cancel

**Who do you want to add?**  
You can also add more people later

**Add additional owners**  
Enter a name or email address

**Add members**  
Enter a name or email address

**Finish**



# Black Hills State University Instructional Design

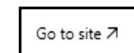
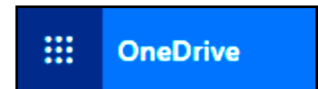
## OneDrive - Collaboration

### Add Users to a Group / Site

1. Open your internet browser
2. Go to BHSU's home page <http://www.bhsu.edu/>
3. Go to the drop down menu in the top right hand corner of the page
4. Click the OneDrive link
5. Log in with your BHSU email credentials
6. Click on the 'App Launcher' icon on the top left corner of the page
7. Click on the 'SharePoint' button
8. Click on the group that you would like to add users.
9. Click on the 'Go to Site' link available on the top right corner of the page
10. Click on 'Site permissions' for the 'Site permissions' window to open
11. Click on 'Invite People' > 'Add members to group' > 'Add members' Enter the email address > Save  
**OR** Click on 'Advanced permissions settings' > 'Grant Permissions' > Add the email address of the person you wish to add > Click 'Share'.

The person invited will

- Be added to the group
- Receive an email
- Receive access to the folders and files that are shared within the group



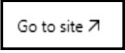
The screenshot shows the Office 365 interface. On the left, the 'Apps' section lists various applications, with 'SharePoint' highlighted by a red box. In the center, the 'Settings' pane is open, showing the 'SharePoint' section with 'Site permissions' highlighted by a red arrow. On the right, the 'Site permissions' pane is open, showing the 'Invite people' button highlighted by a red arrow. At the bottom of the 'Site permissions' pane, the 'Advanced permissions settings' link is highlighted by a red box.



# Black Hills State University Instructional Design

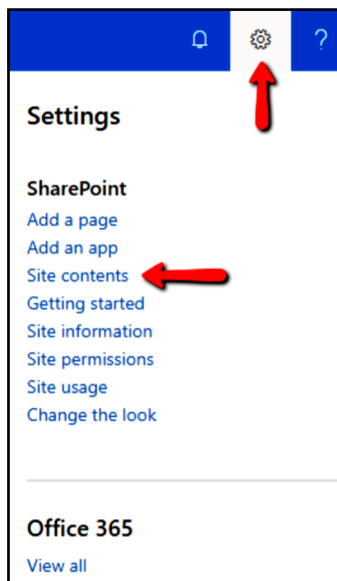
## OneDrive - Collaboration

### Remove Users from a Group / Site

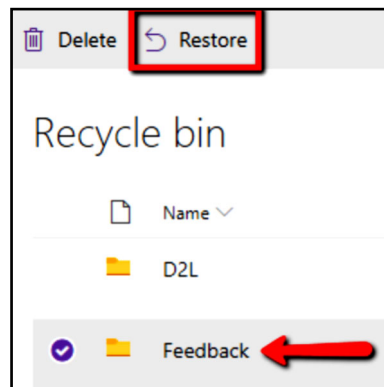
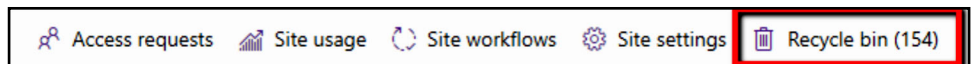
1. Follow steps from 1-7 from 'Add Users to a Group / Site' section
2. Click on the group that you would like to remove users.
3. Click on the 'Go to Site' link available on the top right corner of the page 
4. Click on the 'Settings' menu available on the top right corner of the page
5. Click on 'Site permissions' for the 'Site permissions' window to open
6. Click on the 'Advanced permissions settings' > 'Remove User Permissions' or 'Edit User Permissions'
7. Follow the steps.

### Restore Items from the Recycle Bin of a Group / Site

1. Follow steps from 1-7 from Add Users to SharePoint Groups
2. Click on the group that you would like items to be restored from.
3. Click on the 'Settings' menu available on the top right corner of the page
4. Click on 'Site contents' for the 'Site contents' window to open



5. Click on the  
to be restored >



- 'Recycle Bin' > Select the item  
Click 'Restore'