

## Getting Started with OneDrive

Windows-based Operating System

### What is OneDrive?


Microsoft OneDrive provides students, faculty, and staff cloud-based storage for College files.

### Benefits of Using OneDrive

- One terabyte of storage available
- Access files from anywhere, at any time, from any device
- Reduce the need for VPN (virtual private network)
- Easy to share and collaborate with others
- Protect data from hardware failure or theft
- Eliminate the need to save files on closing
- Added security two-factor authentication


### OneDrive First Time Set Up

Follow the one-time OneDrive set up below on **each** device you use to store institutional data.

1. Right click the **OneDrive** icon in the taskbar 
2. Select **More**
3. Select the **Settings** tab
4. Sign in using your full College of Charleston email address and password
5. Select **Work or School account**
6. Click **Next** (no need to change the location)
7. Follow the prompts
8. After OneDrive is set up you can save, move, drag and drop files just like you always have previously.
9. Consider creating a folder and file structure for easier access.

### Verify the OneDrive Settings

Complete OneDrive set up by verifying Files on Demand (ensuring file availability even when offline) and Backup settings (automatically syncing selected folders allowing access from other devices).

1. Right click the **OneDrive** icon in the taskbar 
2. Select **More**
3. Select the **Settings** tab
4. Verify that the **Files on Demand** box is checked

*Steps 5-8 automatically back up files to the cloud (not to be done on personal machines).*

5. Select the **Backup** tab
6. Click **Manage backup**
7. Verify **Desktop, Documents, and Pictures** folders are selected and show a check mark
8. Click **Start Backup**

### Helpful Hints:

- Download the mobile app for your tablet or phone.
- Re-sync the library using the OneDrive for Business icon in the task bar.
- Pause syncing set time frame: 2 hours, 8 hours, 24 hours / Sync specific folders / Auto sync.
- OneDrive is computer/profile based. Set up needs to be done on each computer you use regularly.
- If you set up more than one computer to **Backup** it will create a unified desktop/documents/pictures combining files from all computers.