Microsoft OneDrive



Official OneDrive Resources:

https://www.microsoft.com/en-us/microsoft-365/onedrive/online-cloud-storage https://www.microsoft.com/en-us/microsoft-365/onedrive/download https://support.microsoft.com/en-us/onedrive

Summary

Provided below are instructions for downloading and installing OneDrive, setting up single/multiple OneDrive accounts on a computer, configuring which folders are backed up/synced, and how to share files using OneDrive.

Notes

- OneDrive comes pre-installed on most windows 10 operating system versions.
- Your BCOM account gets 1 terabyte of storage space.

Download & Install OneDrive

These steps will guide you through the process of downloading and installing OneDrive on your computer.

- 1. Click on this link to download the program: <u>https://www.microsoft.com/en-us/microsoft-</u><u>365/onedrive/download</u>
- 2. Once the file is downloaded, run the installer **OneDriveSetup.exe**. If you did not configure your web browser to put it somewhere else, it should be in your **Downloads** folder.

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E Pictures	;	ł	Thursday_ July 23_ 2020 at 9_2 BlueJeansLauncher.exe	7_47 A	.M_default_3fcff71e.mp

3. OneDrive will start installing



NOTE: OneDrive will not prompt you when it finished. If successfully downloaded, you will see this icon on the bottom right bar.



How to setup OneDrive

These steps will guide you through the process of setting up your BCOM OneDrive account on your computer.

1. Search "OneDrive" in the taskbar located on the bottom left side and click the "OneDrive" app found In the search results.



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Set up OneDrive
Put your files in OneDrive to get them from any device.
:@bcomnm.org
Create account Sign in

2. Using the wizard, enter you BCOM email address and click the "Sign in" button.

3. Confirm the default location of your OneDrive folder location by clicking "Next".

Microsoft OneDrive	>
Your OneDrive folder	
Add files to your OneDrive folder so you can access them from other devices and still have them on this PC.	
Your OneDrive folder is here	
C:\Users\ \OneDrive - Burrell College of Osteopathic Medicine	
Change location Next	

4. OneDrive will then demonstrate a quick tutorial using the application. Click "Next" to continue through.



5. After going through the tutorial click "Open my OneDrive Folder" to view your OneDrive folder



6. All files saved to your OneDrive folder will be automatically synced to the cloud every time a new file is created, or a change is made to an existing file.

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How to setup multiple OneDrive accounts

These steps will guide you through the process of setting up additional OneDrive accounts on your computer.

- 1. On the bottom right bar you can click the OneDrive icon for more options.
- 2. Click the "Help & Settings" button.

C Open folder	Uiew online	کې Help & Settings
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3. Click the "Settings" tab.

Open your OneDrive -	Burrell College of	Osteopathic Medicine fo
Settings		
View online		
Pause syncing		~
Manage storage		
Get help		
Send feedback		
Close OneDrive		
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4. A new window will open, click the "Account" tab, click the "Add an account" button.

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- 5. Follow the same steps listed on the "How to setup OneDrive" section of this document starting at step #2.
- 6. Once you have completed those steps, you can access both OneDrive accounts using the file explorer.

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	Name ^	Status	Date modified	Туре	Size
Quick access	AppData	0	4/9/2020 8:23 AM	File folder	
Creative Cloud Files	Creative Cloud Files	0	4/9/2020 8:36 AM	File folder	
OneDrive - Burrell College of Osteonathic Medici	🖕 📜 Desktop	\odot	7/27/2020 8:49 AM	File folder	
oneone baren conege or oscoparne meder	Documents	2	7/27/2020 9:02 AM	File folder	
OneDrive - New Mexico State University	Microsoft Teams Chat Files	\odot	7/9/2020 8:59 AM	File folder	
This PC	📜 Microsoft Teams Data	0	6/16/2020 10:27 AM	File folder	
	Notures	0	7/27/2020 9:31 AM	File folder	

7. There will be a OneDrive icon on the bottom right bar for each account added to your computer.



How to choose which folders to backup

These steps will guide you through the process of setting up which folders you want backed up to OneDrive.

- 1. On the bottom right bar you can click the OneDrive icon for more options.
- 2. Click the "Help & Settings" button.



3. Click the "Settings" tab.

Open your OneDrive	- Burrell College of	Osteopathic Medicine fo
Settings		
View online		
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Manage storage		
Get help		
Send feedback		
Close OneDrive		
		ર્ડેડે
Open folder	View online	Help & Settings

4. A new window will open, click the "Backup" tab, click the "Manage backup" button.



5. You can select which folders you want to backup, click "Start backup" to begin backing up the selected folders.

Microsoft OneDrive		2
Ma	nage folder bac	kup
These folders are syncing in backed up, and avai	OneDrive. New and existing fi able on your other devices, er	les will be added to OneDrive, ven if you lose this PC.
•		•
Desktop	Documents	Pictures
2 KB	2 KB	7 KB
Space left in OneDrive after selec	tion: 968 GB	
		Start backup

6. Click "View sync progress" to check which files are currently being backed up.



How to share files

These steps will guide you through the process of sharing files using a secure link that others can access.

1. Navigate to the file you want to share, right-click the file select "Share".



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- 3. Once you have set all settings for the file you are sharing, click "Send" .
- 4. The recipient will receive an email representing the file and the permission you have set.

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	sharee	d a file with you
	testest	
	(b) This link will work f Open	or anyone.
	Microsoft	Privacy Statement

Managing access to file

These steps will guide you through managing access to a file already shared.

1. Follow Steps #1-2 on "How to share files" section, click the ellipsis icon access" tab.

• • •

Share "TEST.docx"	×
Send link TEST.docx	••••
(Anyone with the link can edit >	

2. You can then view whom owns the file, who it has been shared with, and their permission (edit or view). Click the back arrow to confirm these settings.

Share 🗢	"TEST.docx"		×
\leftarrow	Manage access TEST.docx	5	
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	Anyone with the link can edit		
(R) R)	https://bcomnm	Сору]
	People you specify can edit		
	•	×	
⁸ ₀ D	irect access ①		
		C	Owner

OneDrive Icons

The link below is a guide through the several different icons OneDrive has in the notification area and file explorer.

https://support.microsoft.com/en-us/office/what-do-the-onedrive-icons-mean-11143026-8000-44f8aaa9-67c985aa49b3