

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.

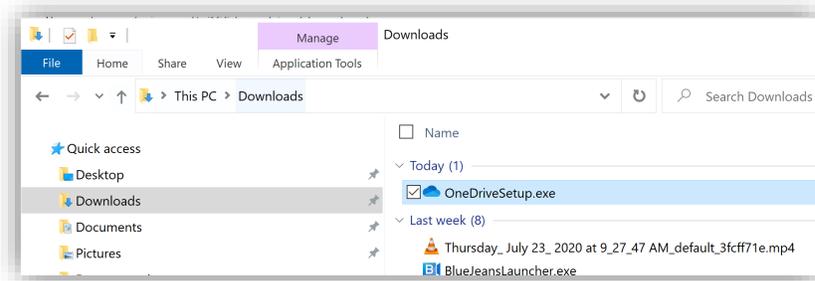
Notes

- 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: <https://www.microsoft.com/en-us/microsoft-365/onedrive/download>
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.



3. OneDrive will start installing



NOTE: OneDrive will not prompt you when it finished. If successfully downloaded, you will see this icon

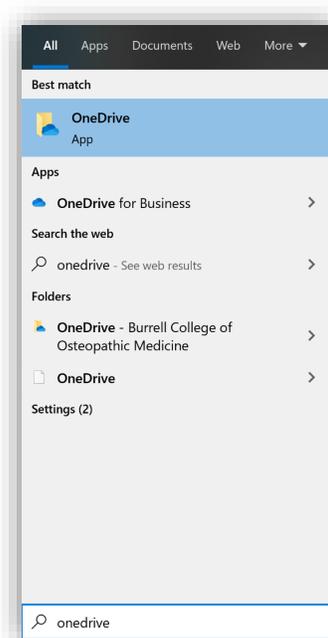


on the bottom right bar.

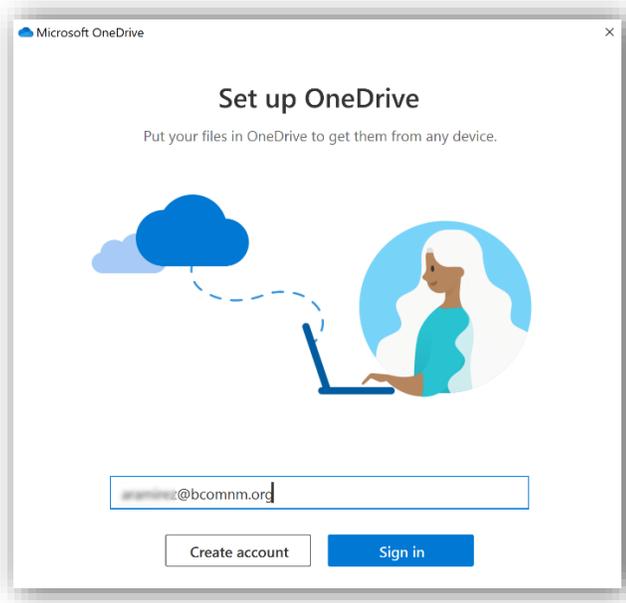
How to setup OneDrive

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

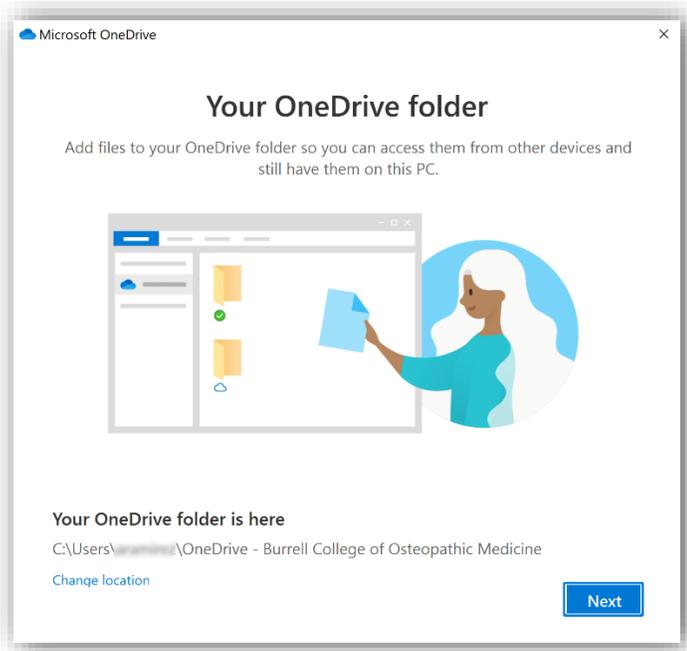
1. Search “OneDrive” in the taskbar located on the bottom left side and click the “OneDrive” app found In the search results.



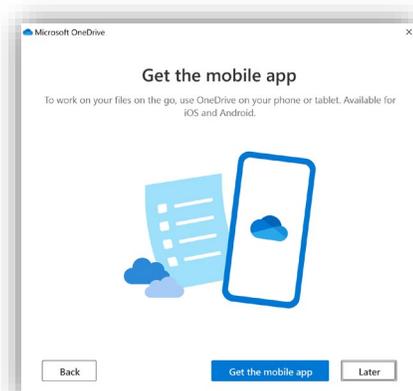
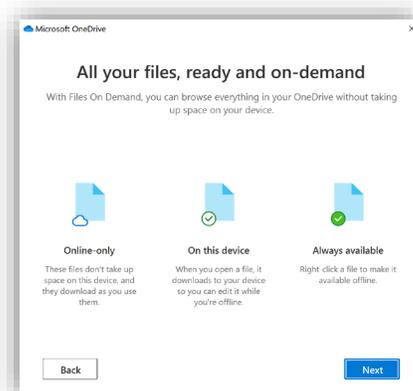
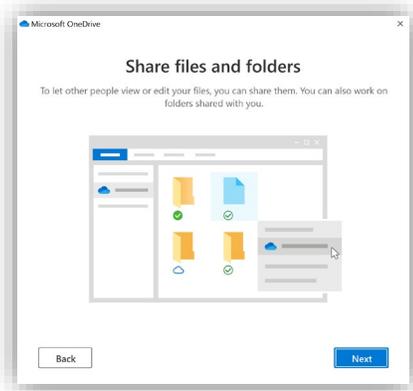
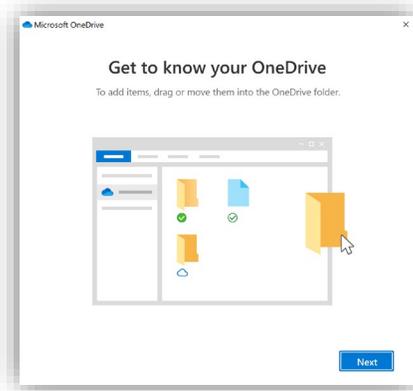
- Using the wizard, enter you BCOM email address and click the “Sign in” button.



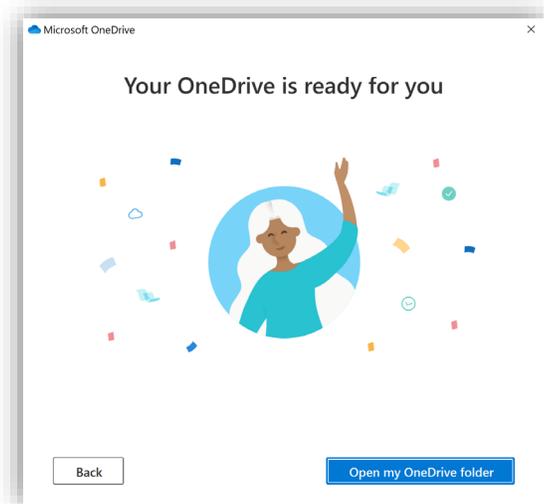
- Confirm the default location of your OneDrive folder location by clicking “Next”.



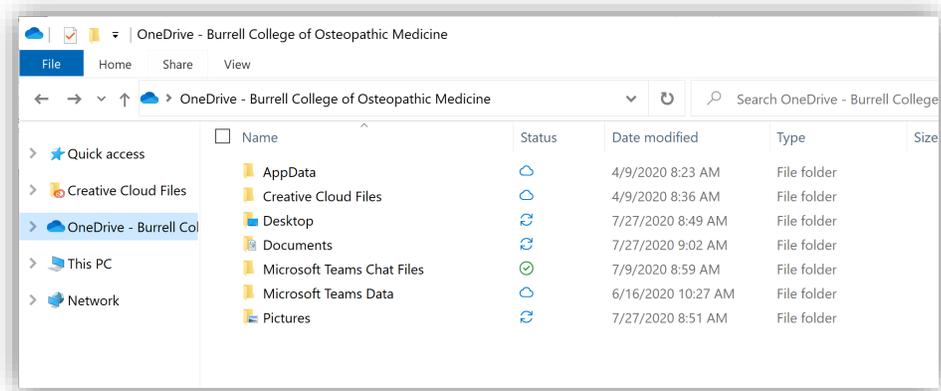
4. OneDrive will then demonstrate a quick tutorial using the application. Click “Next” to continue through.



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



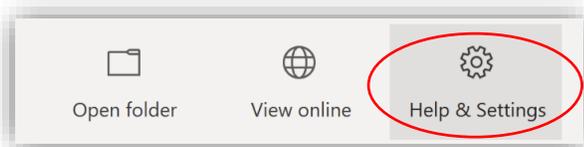
6. All files saved to your OneDrive folder will be automatically synced to the cloud every time a new file is created, or a change is made to an existing file.



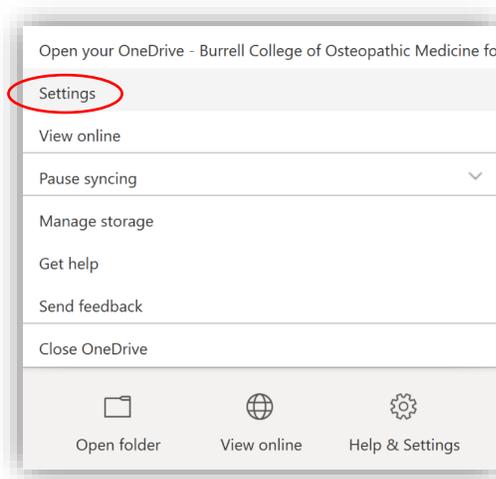
How to setup multiple OneDrive accounts

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

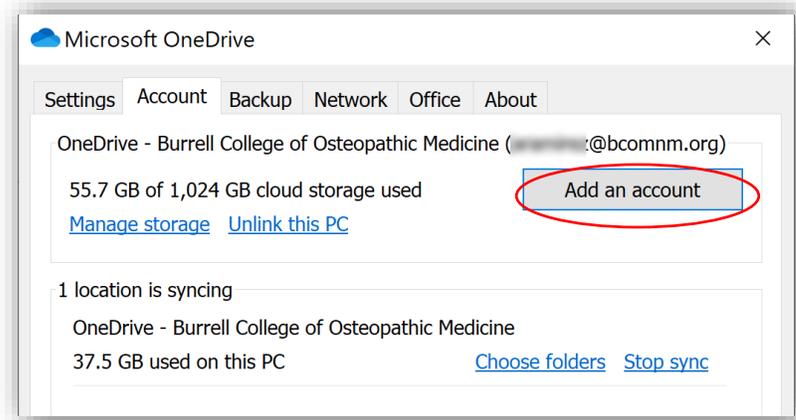
1. On the bottom right bar you can click the OneDrive icon  for more options.
2. Click the “Help & Settings” button.



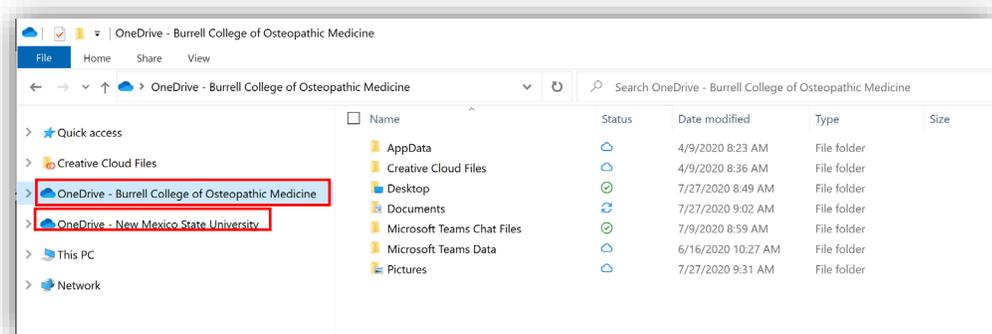
3. Click the “Settings” tab.



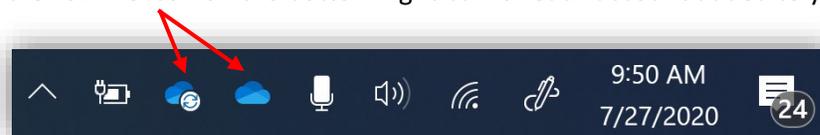
4. A new window will open, click the “Account” tab, click the “Add an account” button.



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.



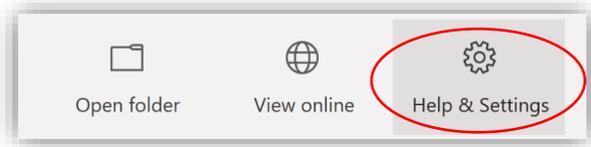
7. There will be a OneDrive icon on the bottom right bar for each account added to your computer.



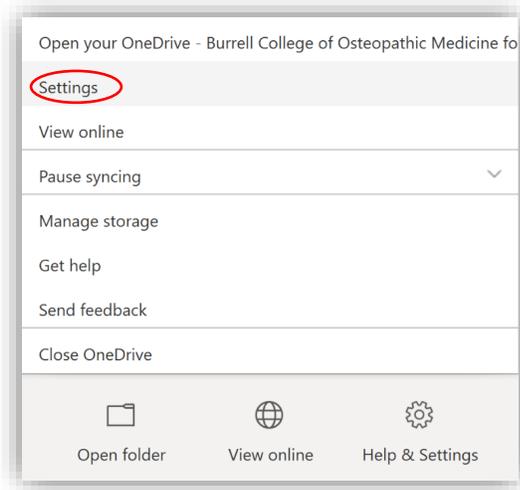
How to choose which folders to backup

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

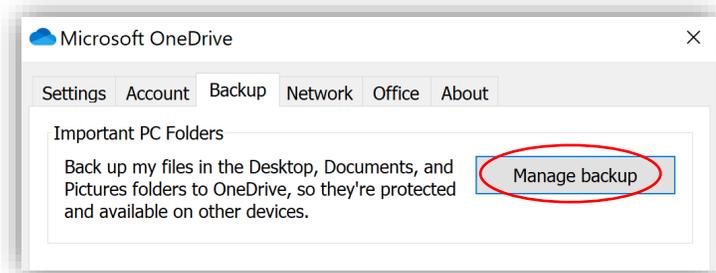
1. On the bottom right bar you can click the OneDrive icon  for more options.
2. Click the “Help & Settings” button.



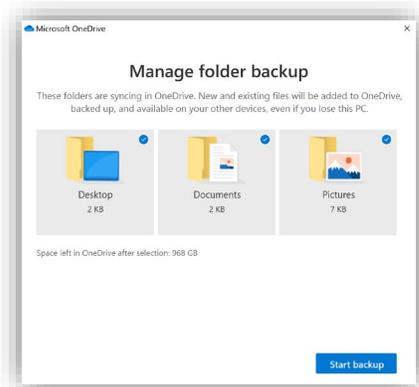
3. Click the “Settings” tab.



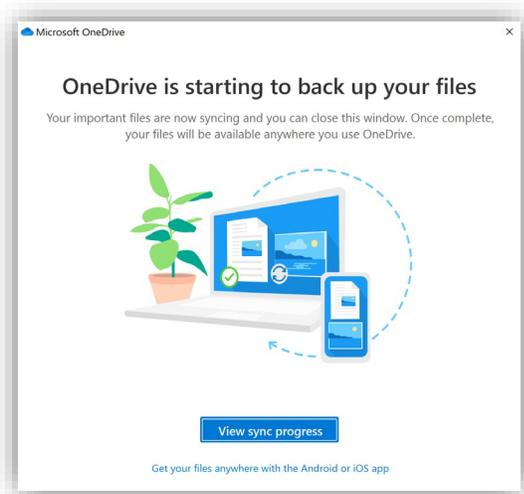
4. A new window will open, click the “Backup” tab, click the “Manage backup” button.



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



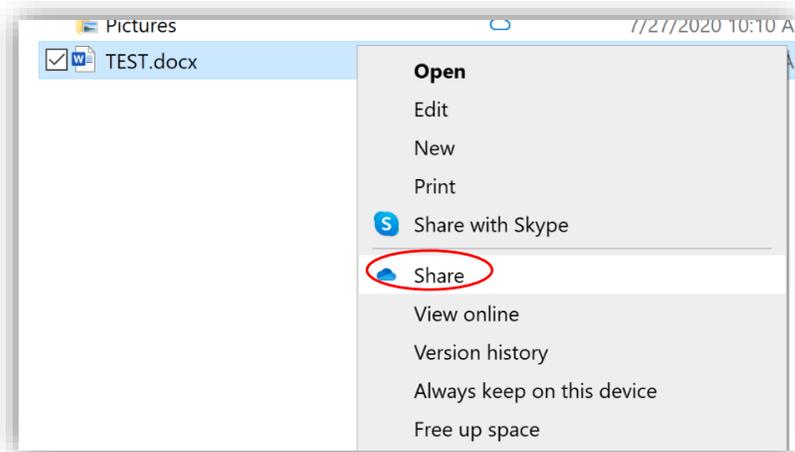
6. Click “View sync progress” to check which files are currently being backed up.



How to share files

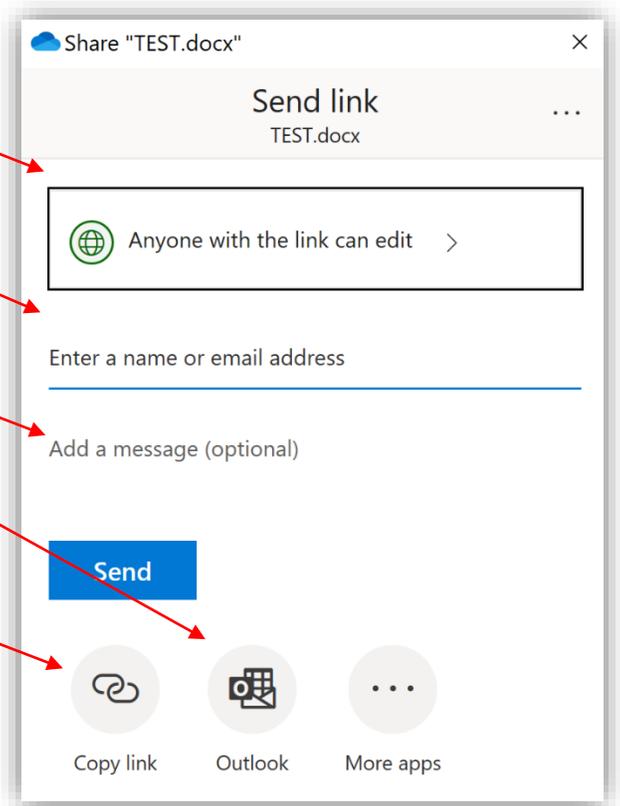
These steps will guide you through the process of sharing files using a secure link that others can access.

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

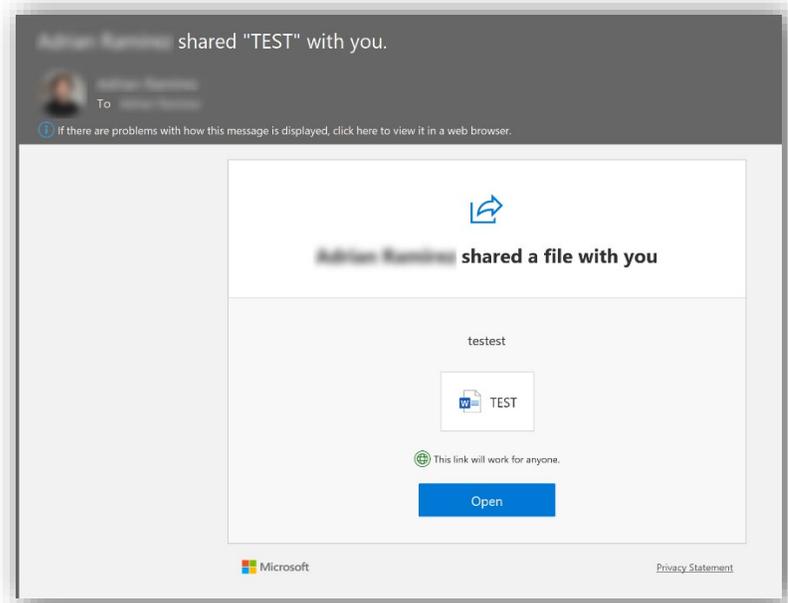


2. A new window will appear.

- a. Set permissions for the file.
- b. Recipient(s) email address.
- c. Message the recipient will receive in the body of the email.
- d. Opens outlook with an email template with the files link.
- e. A direct link copied to your clipboard.



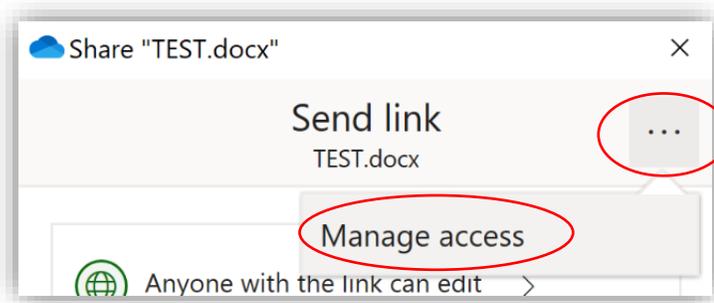
- 3. Once you have set all settings for the file you are sharing, click "Send" .
- 4. The recipient will receive an email representing the file and the permission you have set.



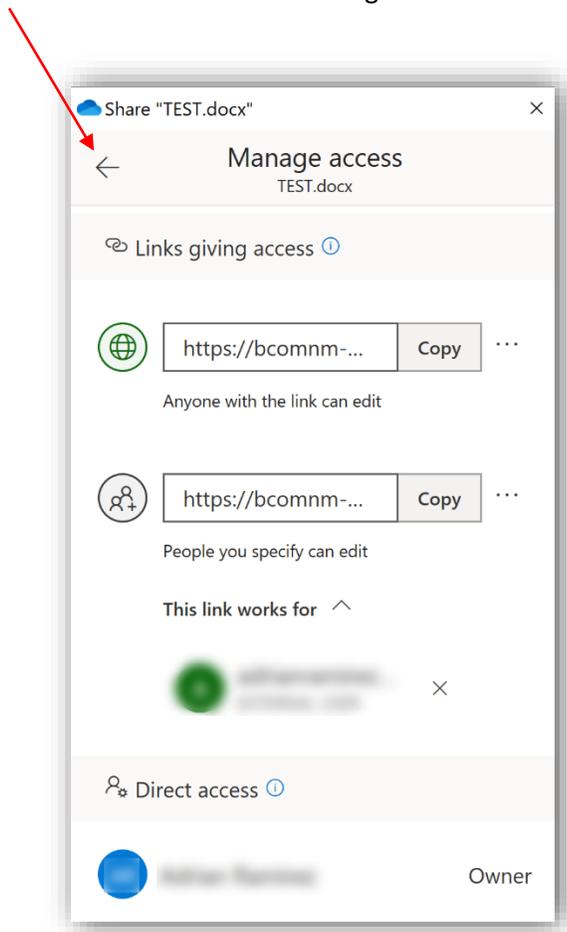
Managing access to file

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  , click the “Manage access” tab.



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.



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-11143026-8000-44f8-aaa9-67c985aa49b3>