

Setting up OneDrive for Business

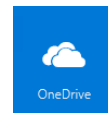
Please note: If you encounter an error or the OneDrive icon isn't available in the [Office 365 portal](#), please contact your help desk for assistance.

OneDrive Training: [Microsoft Training Videos](#)

Accessing OneDrive for Business via the web:

1.) Log into the Office 365 portal (<https://portal.office.com>)

2.) Click the OneDrive icon, OneDrive will launch in your web browser.



3.) Add files by simply dragging them into the window. The graphic below will detail other operations:



The screenshot shows the OneDrive web interface for a user named "SOM User". The interface includes a top navigation bar with "Office 365" and "OneDrive" tabs, and a search bar. The main area displays a file named "test.txt" with a table of columns: Name, Modified, Modified By, File Size, and Sharing. The "Sharing" column shows "Only you". A red arrow points to the "Sharing" column with the text "Share files with others".

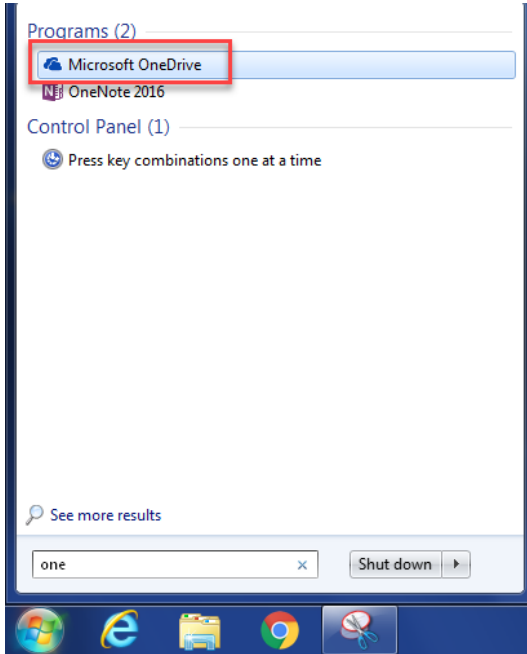
Red callout boxes provide additional information:

- "Create new office files directly in OneDrive using Office Online" points to the "New" button.
- "Accidentally deleted files will go to the recycle bin" points to the "Recycle bin" link in the left sidebar.
- "Create Office 365 groups here" points to the "Create Groups" link in the left sidebar.
- A central box states: "Any file in Windows/ Mac OSx can be dragged into OneDrive".

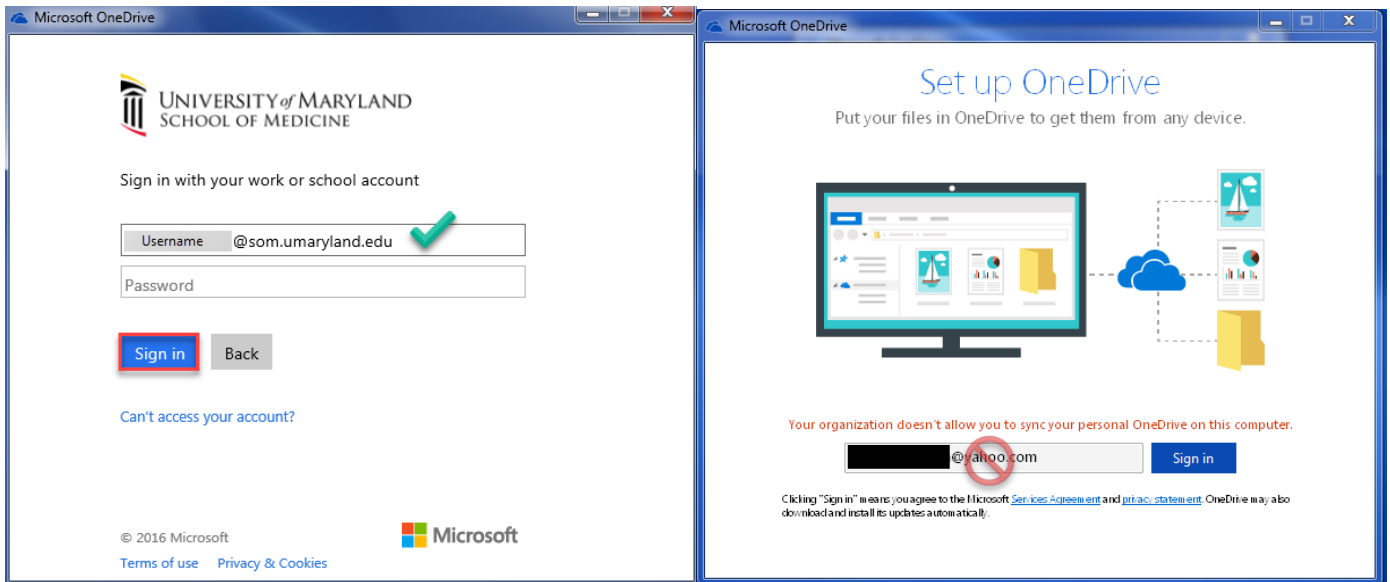
OneDrive Sync Client with your SOM PC:

Note: The OneDrive sync client will only work on a SOM domain connected computer or a PC/Mac managed by Intune.

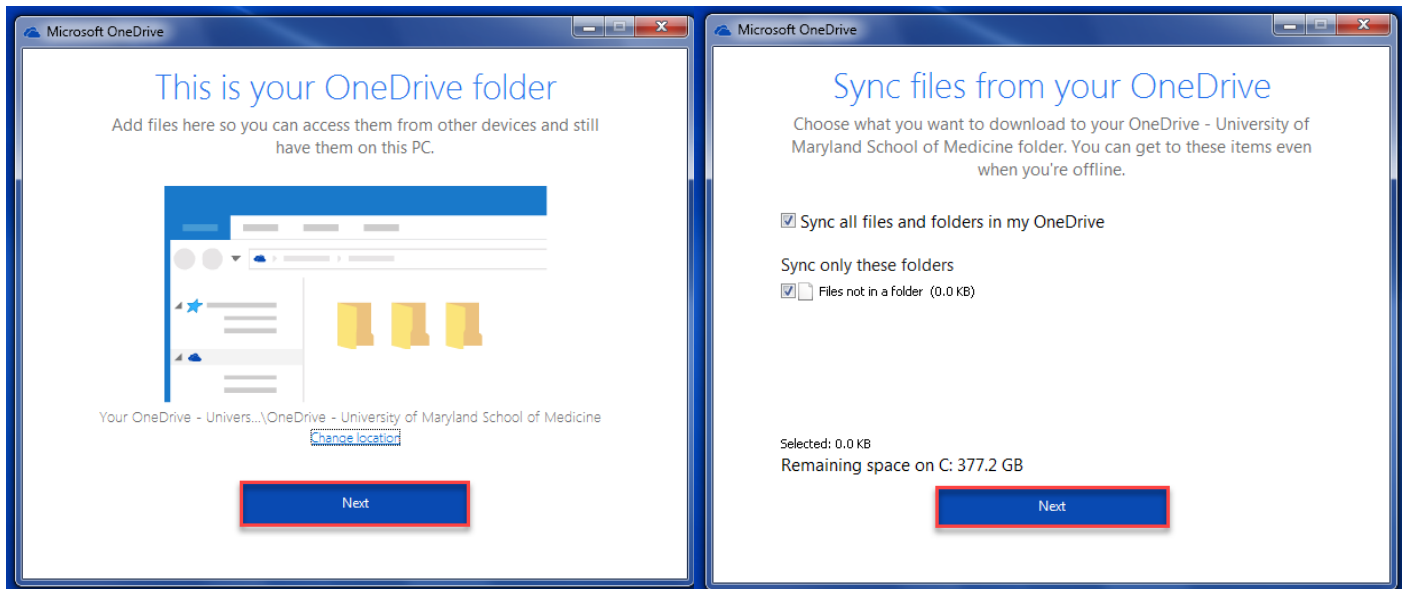
1.) Click Start and navigate for “Microsoft OneDrive”.



2.) Enter your SOM Credentials into the pop-up window. Click Sign-In. **Please note: syncing a personal OneDrive is not allowed on SOM workstations. To use a personal OneDrive, utilize the web client.**



- 3.) Click through the prompts. If you already have data in OneDrive, you can choose what you would like synced to your PC. By Default, all data will sync. **Syncing can always be turned off at anytime through the file explorer (Right Click One Drive link -> "Choose what folders to sync")**



- 4.) After your files sync they'll appear in your Windows Explorer. Any files dragged into OneDrive via file explorer will sync with OneDrive. The green "check" icon next to the file signifies that the file is synced. The blue "refresh" icon means the file is currently syncing with OneDrive

