



# Moving Files to OneDrive for Business

A Baldwin Wallace University IT Quick Start for Faculty & Staff

## INSTRUCTIONS FOR WINDOWS DEVICES

To successfully function, we recommend that all BW faculty and staff move their files from their C: drive into their Office 365 OneDrive for Business account. Files moved to OneDrive still reside on your local drive but a duplicate backup copy is created and safely stored in the cloud. This provides you with the highest level of mobility AND security.

**TIP:** You can access the files you save to "OneDrive" web at <http://onedrive.bw.edu>. Log in with your BW user name and password.

### BEFORE MOVING YOUR FILES, YOU FIRST NEED TO SET UP AND SYNC YOUR ACCOUNT IN OFFICE 365.

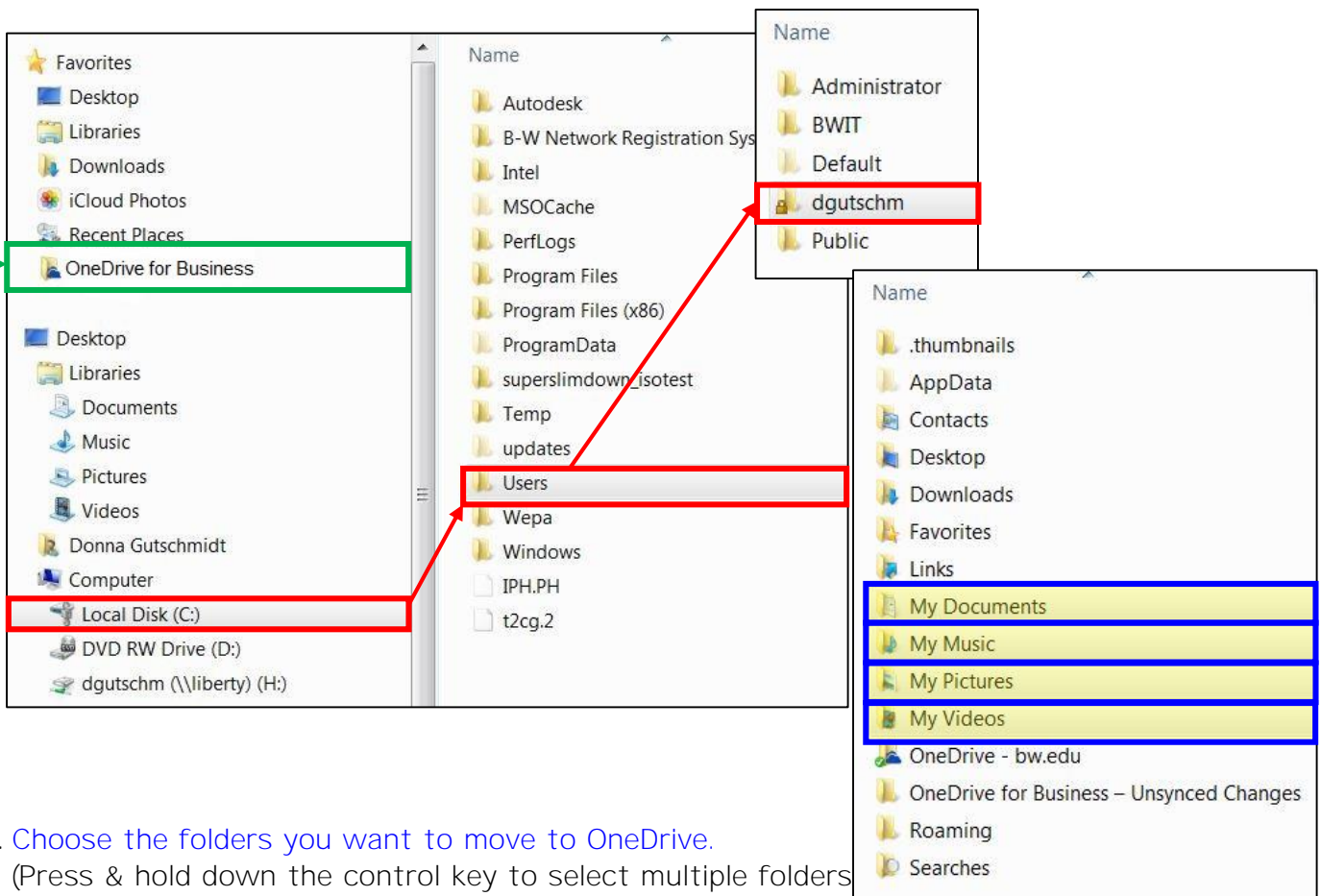
1. Click on the File Explorer icon in the lower left corner of your screen.

If you set up your OneDrive account correctly, you should now see "OneDrive for Business" (or "OneDrive bw.edu") listed under Favorites.



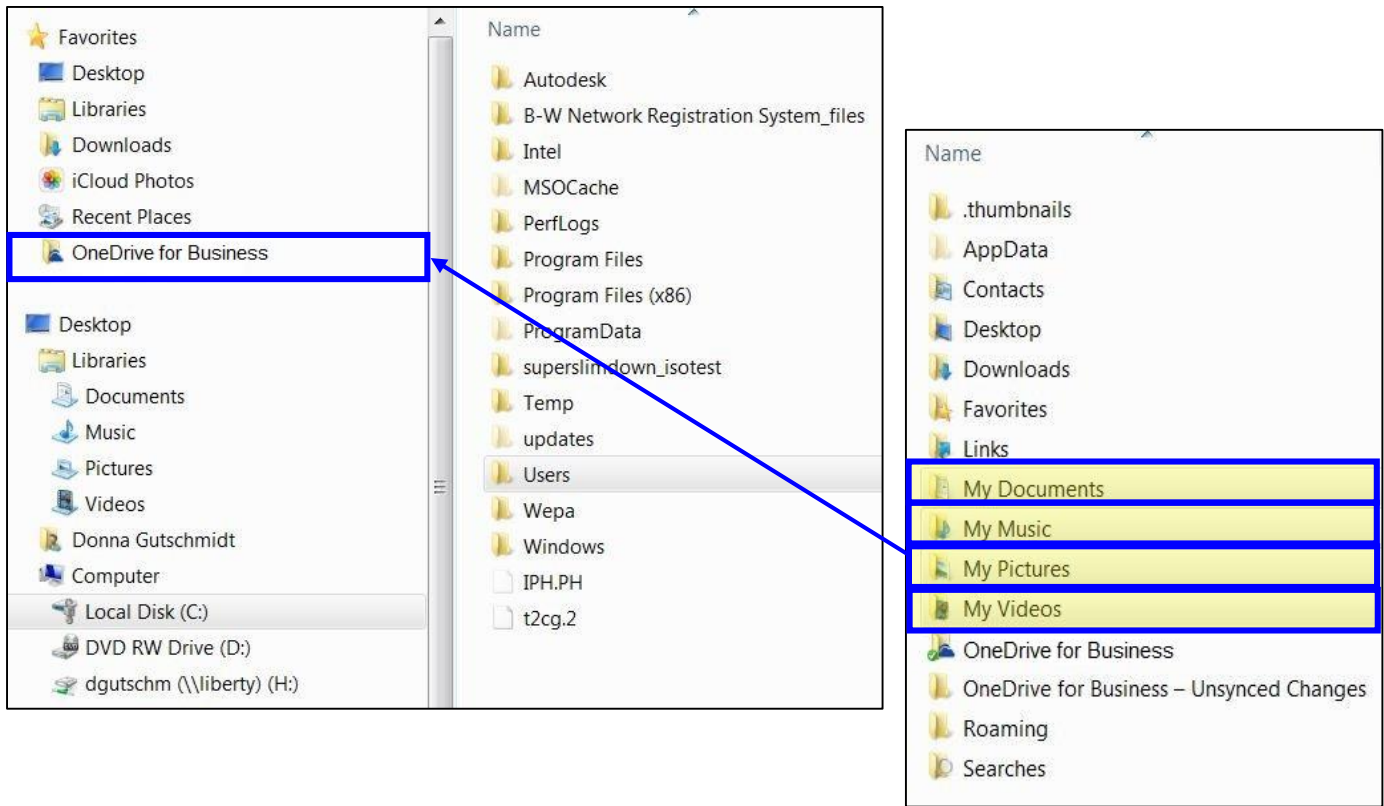
2. Click on your C drive and then click "Users".

3. From there, click on your user name to expand the menu.



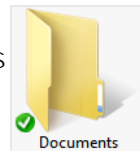
4. Choose the folders you want to move to OneDrive.  
(Press & hold down the control key to select multiple folders)

5. Drag the folders ~~them~~ into your OneDrive for Business account. Remember ... you basically moving these files from one destination on your C: drive to another being the OneDrive for Business. It will also sync your files with the cloud, creating a secure backup that is accessible from anywhere. Additionally, if your computer is ever lost or damaged, all your files can be retrieved!



6. As your files and folders sync, ~~you~~ check the status

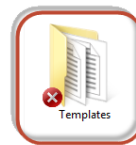
< A green checkmark of a file or folder means that it has been successfully synced.



< A blue circular arrow means it is currently being synced.



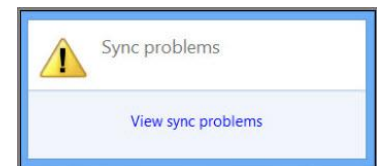
< A red X indicates a file or folder that is out of sync. Check known errors below or call the HelpDesk.



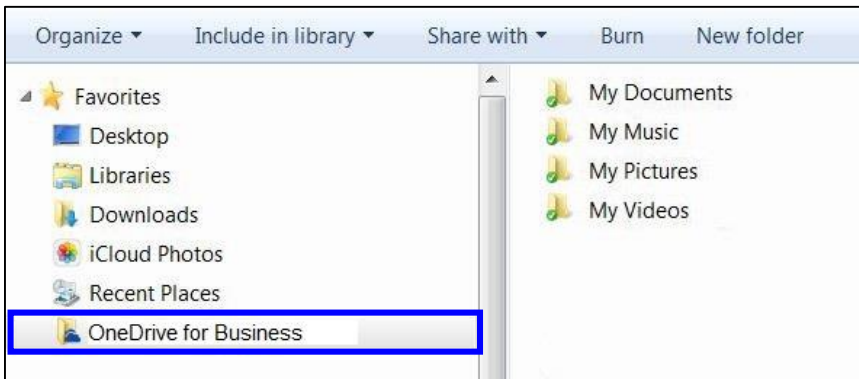
< You'll see the OneDrive icon on the bottom right side of your taskbar. The moving green line indicates files are in the process of syncing.



< Clicking the OneDrive icon on the taskbar will also give you information on the current status of your sync.



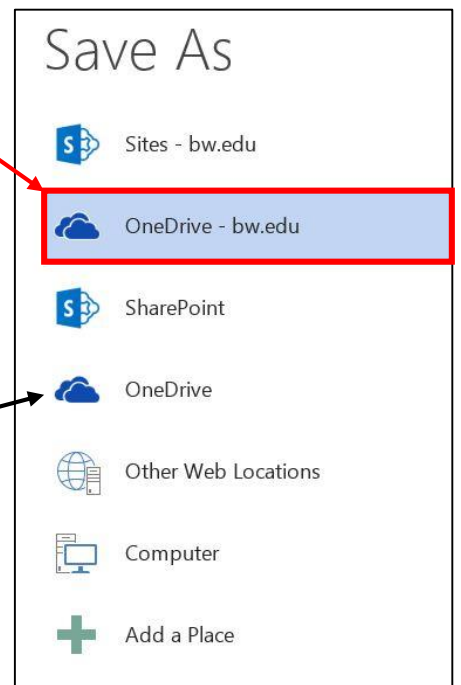
Once all of your files and folders have green checkmarks, they are safe in OneDrive for Business! This is a new destination you will save to and access files from.



Moving forward when you save a new file, select OneDrive for Business (or OneDrive.bw.edu) as the destination instead of your C: drive or My Documents folder as you may have done in the past.

As always, you can also choose to save any of your BW network drives or shared drives like the S: drive. Those files will only be accessible from on campus or via Virtual Desktop (remote login). <http://labs.bw.edu>

The other OneDrive icon you may see on your menu is a free OneDrive PERSONAL account. You can use this for personal storage space.



IMPORTANT NOTE: If you have shared with Everyone folder in your OneDrive for Business folders, please DO NOT copy any files to this folder unless you really want to share with EVERYONE at the University.

KNOWN FILE ERRORS There are some files that you cannot copy to OneDrive for Business. These include: .pst, .type files. Also, certain characters in a file or folder name are invalid and will

STORAGE CAPACITY: Although your Office 365 OneDrive for Business account has cloud storage, the SYNC feature is limited to the amount of disk space on the hard drive of your computer. If the files you save to OneDrive exceed the storage capacity of your hard drive, you will need to select which folders you want to sync to your computer. (The others will remain only in the cloud.) If you need assistance with this process, please contact IT Support Services. They will help you install a different sync client that allows you to choose specific folders to sync.