Setting Up "OneDrive for Business" - Windows

A Baldwin Wallace University IT Quick Card for Faculty & Staff

"OneDrive for Business" is your Office 365 file storage account! Files saved there are stored on your local hard drive and a duplicate backup copy is created and safely stored in the cloud. This provides you with the highest level of mobility AND security. Your files can be accessed WITH or WITHOUT a network connection from anywhere via your computer or the Internet.   Whenever changes are made to your files they are "synced" so that both copies are up-to-date. Storing your files in "OneDrive for Business" also provides you with the ability to replace devices at any time, for any reason – a computer upgrade, device failure, loss, or theft. Simply connect and re-sync… all your backup files in the cloud are copied to your new device!

SET-UP INSTRUCTIONS:

NOTE: You must be on the BW campus when accessing OneDrive for Business the very first time! If you are prompted, choose work or school account. This is not a personal account.

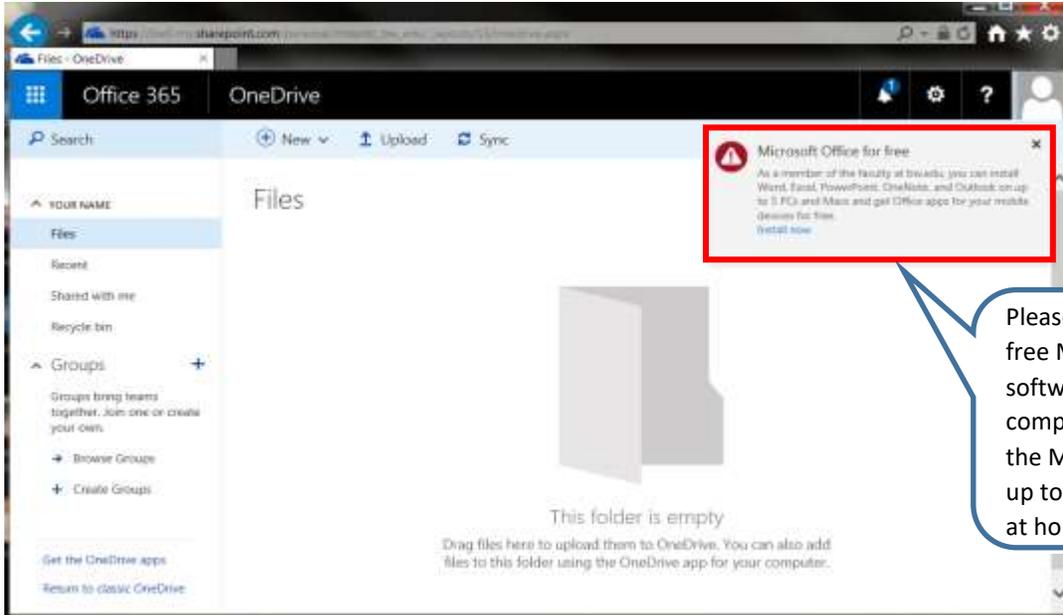Please open a browser.

>>> Go to http://onedrive.bw.edu.

Enter your BW **email address** in the first field. Then, click your cursor in the password field. You will not need to type your password! As soon as you click, you will automatically be redirected to a new page and logged in.
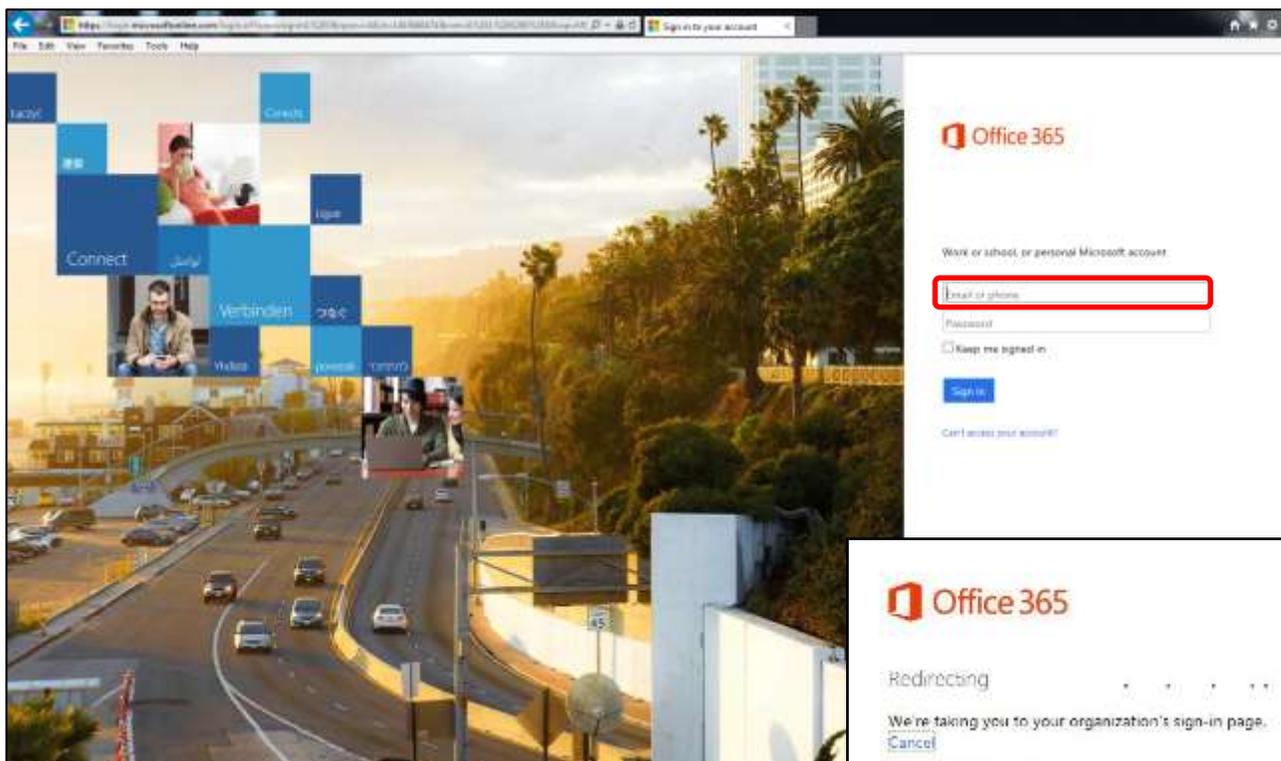
Note: If your email address is already there, just click your cursor in the password field and it will automatically redirect you.

You are now in your OneDrive for Business personal document library in Office 365. Files you store here are private by default.


Please **DO NOT** install the free Microsoft Office software on your BW work computer! You **CAN** install the Microsoft Office Suite on up to 5 **personal** computers at home for free.

NOTE: You may or may not see a '**Shared with Everyone'** folder listed under Files. DO NOT copy any files to this folder unless you want to share with **EVERYONE** at the University! If you see a **'Welcome to OneDrive for Business – One place for all work files'** screen appear instead of this, simply click 'Next' and it will take you to the screen above.
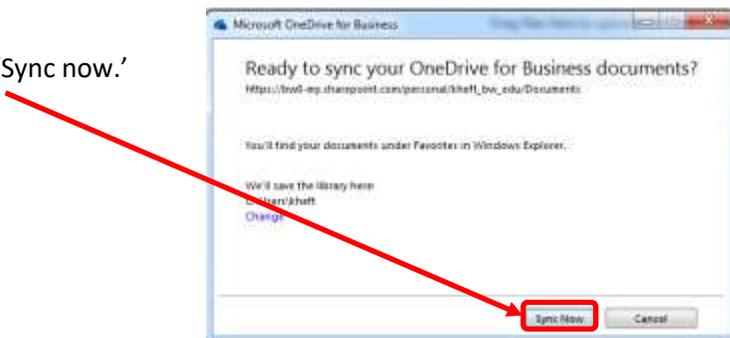
To create a folder on your device so that you can move files to OneDrive for Business, click on "**SYNC.**"
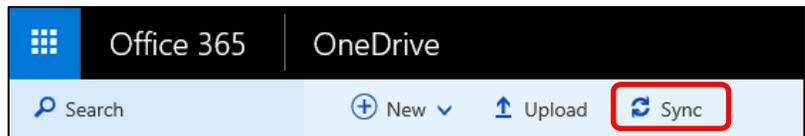
Next, click 'Sync now.' If an Internet Explorer Security box pops up, don't worry. You can click 'Allow.'
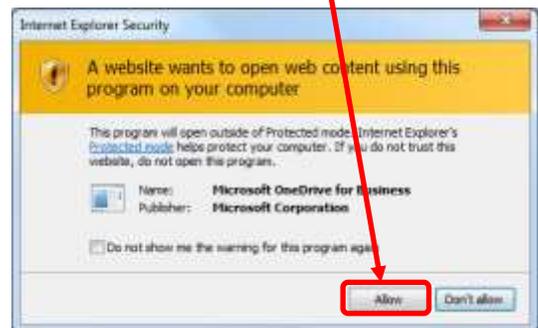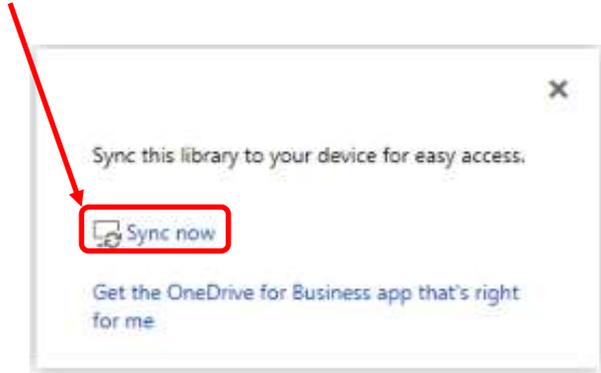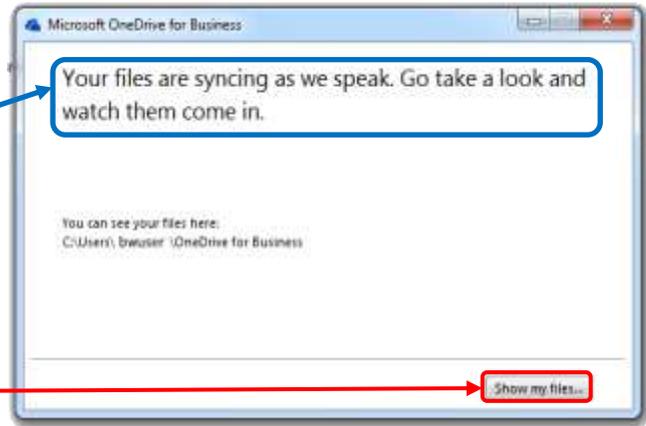

Click 'Sync now.'

It will take a minute or so for the process to run.

> **NOTE:** If you are setting up OneDrive for the first time, don't worry about this message. None of your files are syncing yet. It's just setting up a destination folder for your files.

Your files are syncing as we speak. Go take a look and watch them come in.

You can see your files here:
C:\Users\ bwuser \OneDrive for Business

Now, click on **Show my files…** to go to the **OneDrive for Business** folder that was just created.

You can also get to the folder by clicking on the File Explore icon (from your taskbar). It will be listed under "Favorites" and will either be labeled as "**OneDrive for Business**" or **"OneDrive – bw.edu."**   These files are on your computer's local (C:) drive.
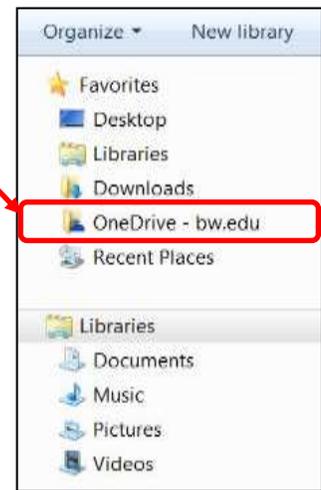
SAVING FILES TO YOUR ONEDRIVE FOR BUSINESS ACCOUNT:

To save files to your OneDrive for Business account, go to the File menu of the program you are working in. Click "Save As" and then choose your OneDrive for Business (or OneDrive – bw.edu) as the destination. You can set up folders for all of your files there.

If you are in File Explorer, you can also use the drag and drop method to move files you have stored in other locations into your OneDrive for Business folder.

ADDITIONAL INSTRUCTIONS FOR MOVING FILES from other locations to your OneDrive for Business account are available at help.bw.edu. Search using keyword 'OneDrive.'

A FEW NOTES worth mentioning…

- A green checkmark on 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 did not sync. (Call IT Support Services at 826-7000 for assistance.)

There are some **FILE TYPES** that cannot be copied to OneDrive for Business. These include: .pst, .dll, .exe, and any "installation" type files.

Certain **CHARACTERS** in a file or folder name are not recognized by OneDrive and will prohibit the sync process. Simply rename these files eliminating the problematic characters. They include **\ / : * ? " < > | # &**

Although your Office 365 "OneDrive for Business" account has unlimited storage, you are limited by the amount of storage on the hard drive of your computer when it comes to the sync & store feature. If the files you are trying to sync and store are beyond the capacity of your device's hard drive, you will need to choose which files to sync to your device (the rest will remain safely in the cloud). Please contact IT Support Services (x7000) to install a different version that allows you to choose specific folders to sync to your device.