

# Microsoft OneDrive

Microsoft OneDrive is a safe, reliable, and convenient file storage tool. OneDrive allows you to access your files on any device from anywhere, even off campus. You can access OneDrive via your computer's File Explorer/Finder, desktop app, a web browser, or a smartphone app. Once you set up the sync on your computer, OneDrive will back up your Desktop, Documents, and Pictures folder automatically, so your files are kept safe and accessible to you. This makes moving to a different computer a breeze. You can also use the sync feature on multiple devices at once, for example, on your office computer and a portable device. Follow the instructions below for setting up sync to ensure your files are properly backed up, then read on to learn all the ways you can access OneDrive.

## Setting up OneDrive Sync (desktop app)

To get started syncing your computer files with OneDrive, it must be installed on your machine. OneDrive gets installed with Microsoft Suite on all campus machines but check to make sure you have the updated version. Take a look at the OneDrive cloud icon in your taskbar. If you see the following icon with a single cloud:

new OneDrive logo



Then your version will work with Teams. If the icon has 2 clouds like the one below:

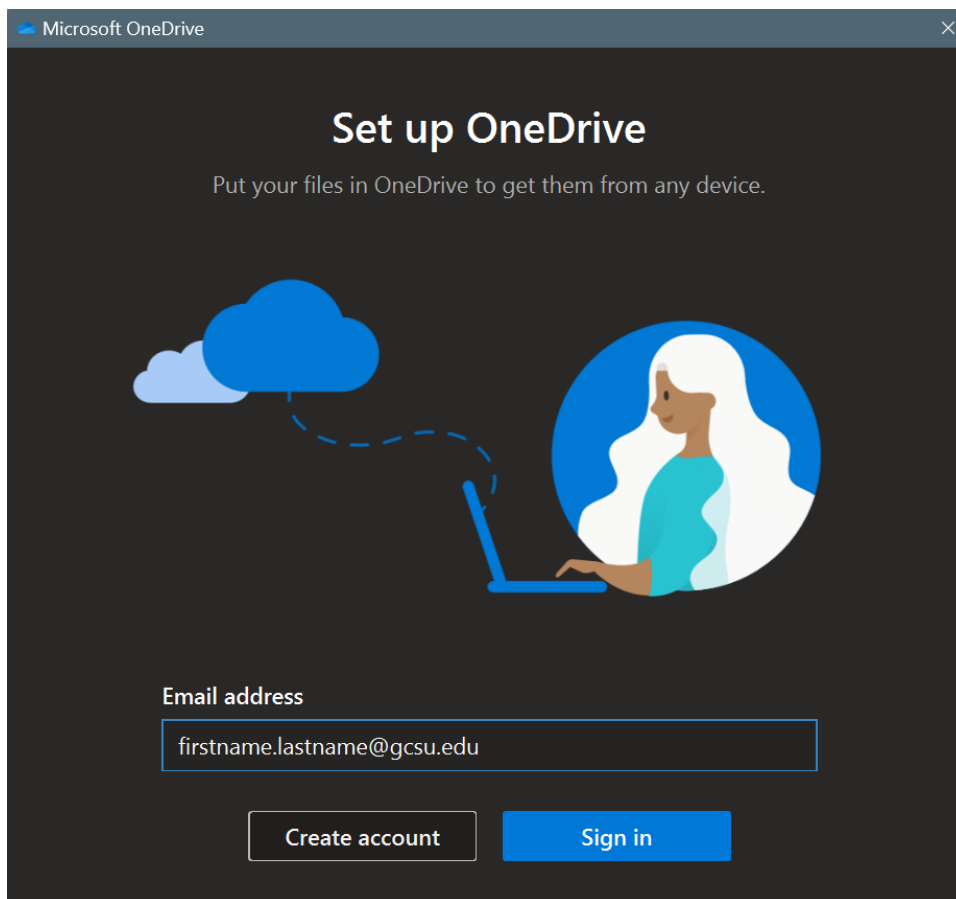
old OneDrive logo



Then you need to update your version before going any further. Contact the IT Help Desk for assistance with this

To set up sync, open OneDrive either by launching the application, or clicking the OneDrive cloud icon from the taskbar

If you have not signed in, you get a prompt like this:

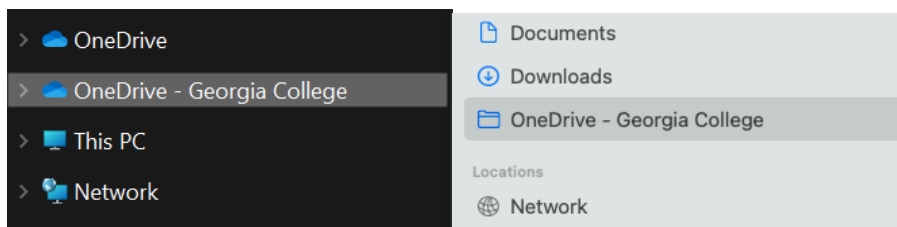


Enter your work email account and click the **Sign in** button, NOT the Create account button

Click **Next** through the screens to finish setting up your account

OneDrive will now begin syncing your files. You may click the OneDrive cloud icon on the taskbar at any time to check the status

A new folder named **OneDrive - Georgia College** should appear on the left pane of File Explorer/Finder on your computer



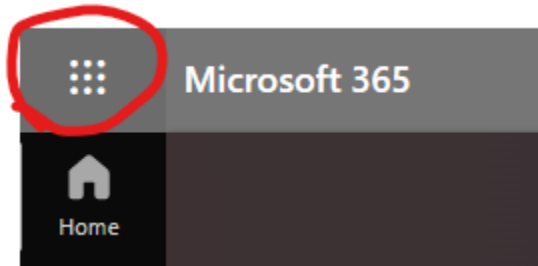
## Using OneDrive on the web

To access your files on a browser while you are away from your computer:

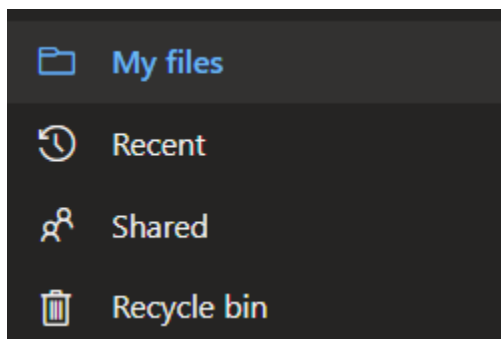
Open a browser and navigate to **portal.office.com**

Sign in with your work email and password (do NOT create a new account)

Click the dot grid menu at top left and click on the **OneDrive** icon



Select **My Files** from the left menu pane



Now you should see all the files and folders currently in your OneDrive folder, including your Desktop, Documents, and Pictures folder (if you are syncing with OneDrive on your computer). Changes made to files on the web will be reflected everywhere.

## Using OneDrive on a smartphone or tablet

To access your files on a smartphone or tablet:

Go to the app store on your device and install the **OneDrive app**

Sign in with your work email and password (do NOT create a new account) to access your files

If you need to modify a file, simply click on it and a separate file editing app will be downloaded for you to use. Changes made will be reflected everywhere.

## Tips

We strongly recommend setting up OneDrive to sync your files on your main work computer, and periodically checking to ensure the files are backing up by clicking on the OneDrive cloud icon. If you need assistance, feel free to reach out to the IT Help Desk by phone 478-445-7378 or email [askIT@gcsu.edu](mailto:askIT@gcsu.edu)