

O365 OneDrive Quick Reference Guide

Internal (NVCC Only)

Updated: 05/08/2020

Version 1.3

...




Table of Contents

1	Introduction.....	1
2	Overview.....	1
3	Install OneDrive.....	1
4	Setup Your O365 OneDrive Account.....	4
5	Manage Backup of Folders to OneDrive.....	11
6	Access Files on the Computer’s OneDrive.....	15
7	Access Files in the OneDrive Cloud.....	16
8	Sign Out of OneDrive.....	21
9	Save Files to the OneDrive Cloud.....	22
10	Upload Files to the OneDrive Cloud using Google Chrome.....	22
11	Resources.....	23

List of Figures

Figure 1: Click Download Button.....	1
Figure 2: Click Save Button.....	2
Figure 3: Click OneDriveSetup.exe.....	2
Figure 4: User Account Control Dialog.....	3
Figure 5: OneDrive Setup Process.....	3
Figure 6: Select OneDrive from Program Menu.....	4
Figure 7: Sign In With NVCC Account (a).....	4
Figure 8: Sign In With NVCC Account (b).....	5
Figure 9: Sign In With NVCC Account (c).....	5
Figure 10: Create OneDrive User Profile (a).....	6
Figure 11: Create OneDrive User Profile (b).....	6
Figure 12: Create OneDrive User Profile (c).....	7
Figure 13: Create OneDrive User Profile (d).....	7
Figure 14: Get Mobile App.....	8
Figure 15: Click Open my OneDrive – Northern Virginia Community College Folder.....	8
Figure 16: OneDrive in File Explorer.....	9
Figure 17: Select OneDrive from Program Menu Click on windows icon then “OneDrive”.....	9
Figure 18: OneDrive in File Explorer.....	10
Figure 19: Manage Backup (a).....	11
Figure 20: Manage Backup (b).....	12
Figure 21: Manage Backup (c).....	13
Figure 22: Manage Backup (d).....	13
Figure 23: Manage Backup (e).....	14
Figure 24: Access Files on Computer’s OneDrive.....	15
Figure 25: Office Sign In.....	16

Figure 26: Select NVCC Account.....	16
Figure 27: Enter NVCC Email Address.....	17
Figure 28: Select Work or School Account	17
Figure 29: NVCC Sign In	18
 OneDrive Icon	18
Figure 31: Configuration Screen (a)	19
Figure 32: Configuration Screen (b)	19
Figure 33: Configuration Screen (c)	20
Figure 34: Sign Out OneDrive.....	21
Figure 35: Select Upload Files or Upload Folder	22
Figure 36: Select Files or Folder to Upload.....	22

1 Introduction

This Quick Reference Guide details the steps to use Office 365 (O365) OneDrive.

2 Overview

OneDrive is a drive on which you can save files created with Microsoft Office and O365 programs. It's similar to the Google Drive; all files are saved to the O365 OneDrive cloud. You can create documents, organize and create folders. You can sync previous Microsoft Office files (PowerPoint, Word, and Excel) with OneDrive, enabling a broader access to them. You can work on files with your computer, mobile device or visit the OneDrive cloud. Once you sync with OneDrive, changes made within the OneDrive or when you are working offline will automatically update the files on the OneDrive.

Note: OneDrive File Sync to local hard drives is only allowed on NVCC domain-joined computers.

3 Install OneDrive

Note: Your experience may differ based on your web browser and/or if you have previously installed OneDrive. If you have OneDrive installed, you will be prompted to uninstall OneDrive. Please disregard this message and follow these steps to install OneDrive.

Follow these steps to install OneDrive:

1. Open your web browser and go to <https://products.office.com/en-us/onedrive/download>.
2. Click the **Download** button.

Note: A message on this site may indicate if you have Windows 10, OneDrive is already installed. Please disregard and click the **Download** button anyway since this is not always the case.

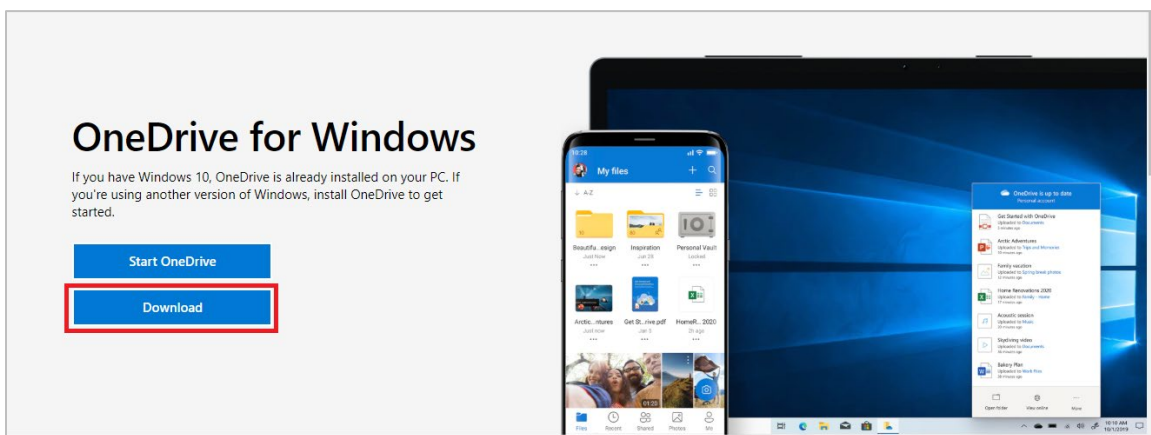


Figure 1: Click Download Button

- Click the **Save** button to save the **OneDriveSetup.exe** file.

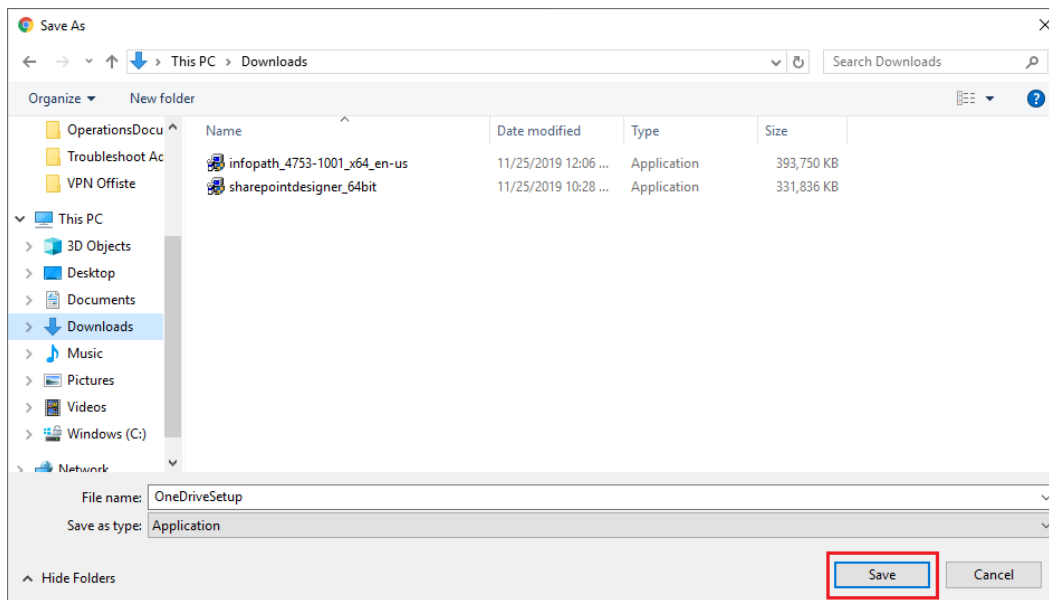


Figure 2: Click Save Button

- Click **OneDriveSetup.exe** located at the bottom your web browser

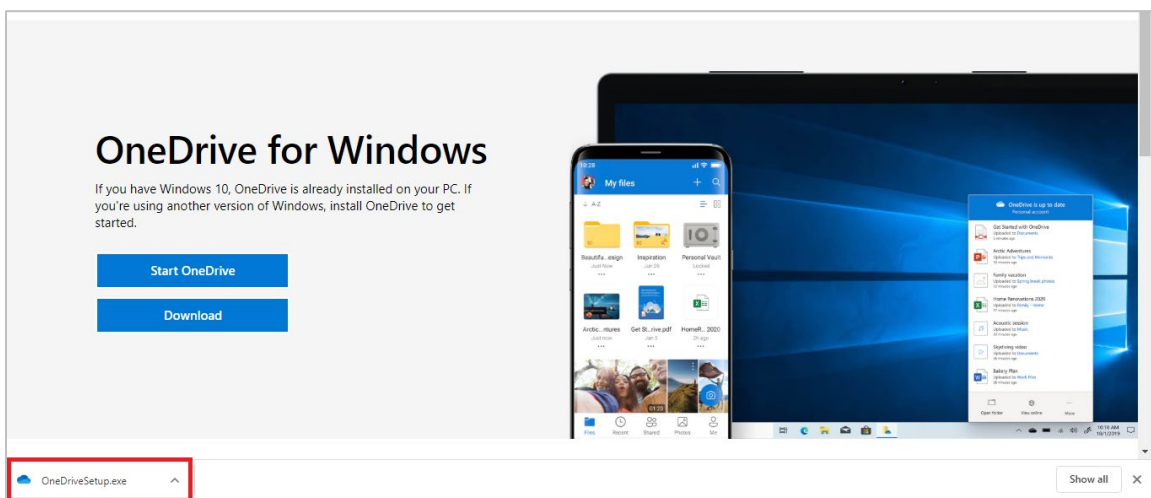


Figure 3: Click OneDriveSetup.exe

Note: If the User Account Control dialog displays prompting you to provide an admin user name and password to run the Microsoft OneDrive Setup, cancel by clicking the **No** button and you will be able to proceed.

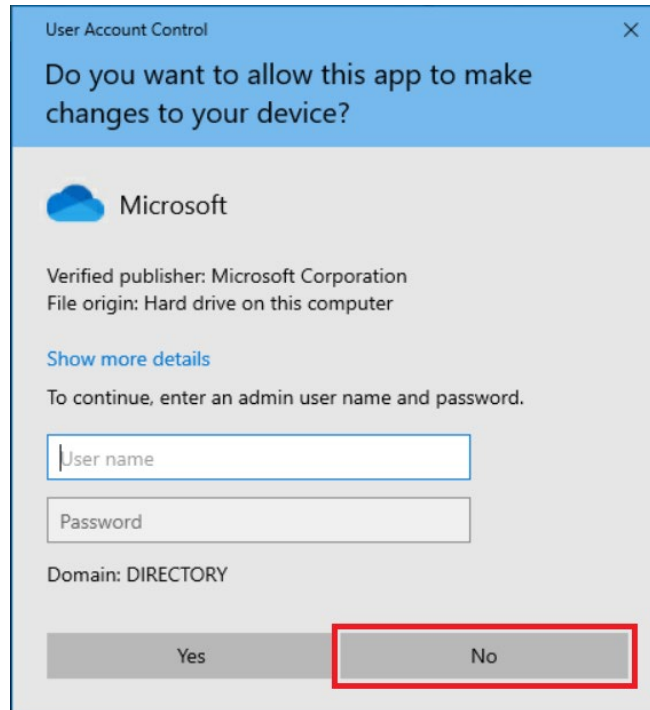


Figure 4: User Account Control Dialog

Microsoft OneDrive Setup will start.

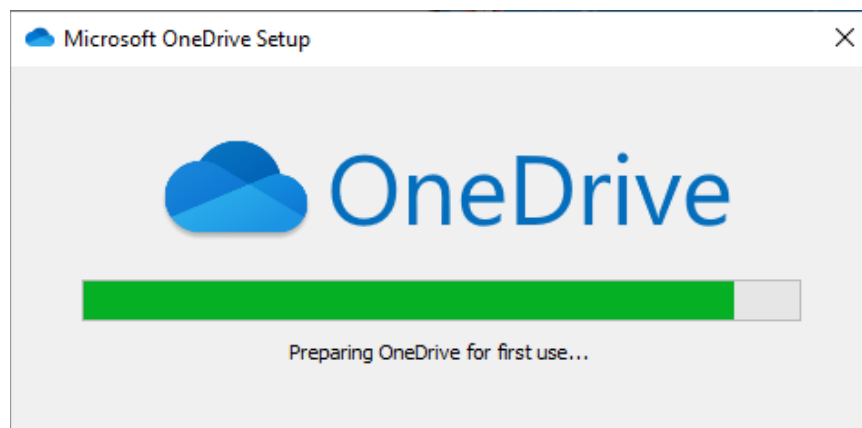



Figure 5: OneDrive Setup Process

Once OneDrive is installed, Microsoft OneDrive Setup will close.

4 Setup Your O365 OneDrive Account

Follow these steps to setup your O365 OneDrive account:

1. Select the  icon from the Windows task bar.
2. Select **OneDrive** from the Program Menu.

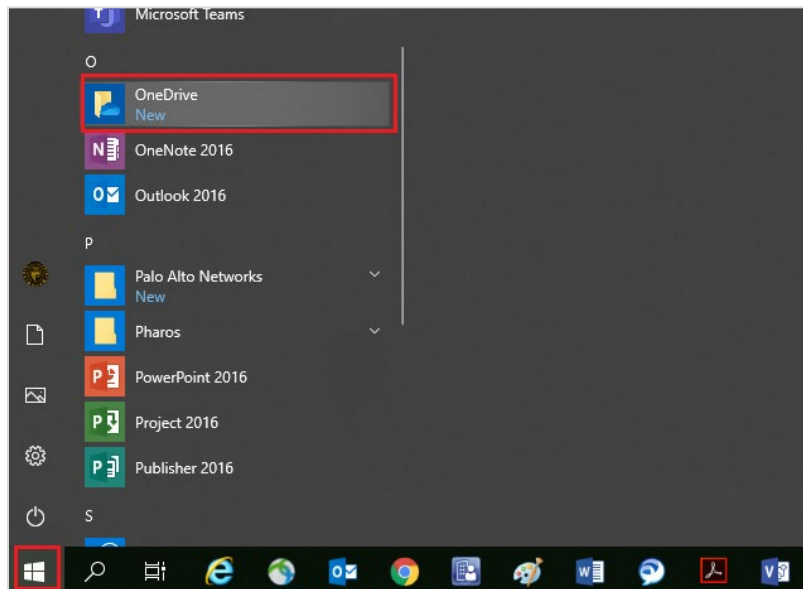


Figure 6: Select OneDrive from Program Menu

3. Enter your NVCC email address and click the **Sign In** button.

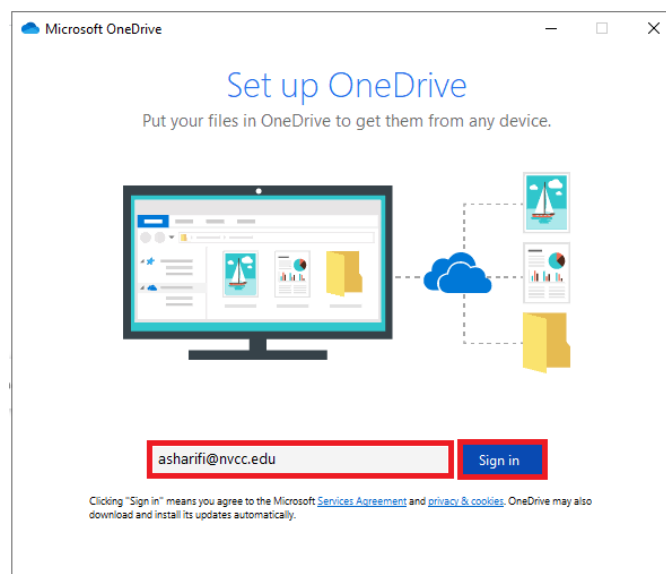


Figure 7: Sign In With NVCC Account (a)

4. If prompted, click the **Work or school** button.

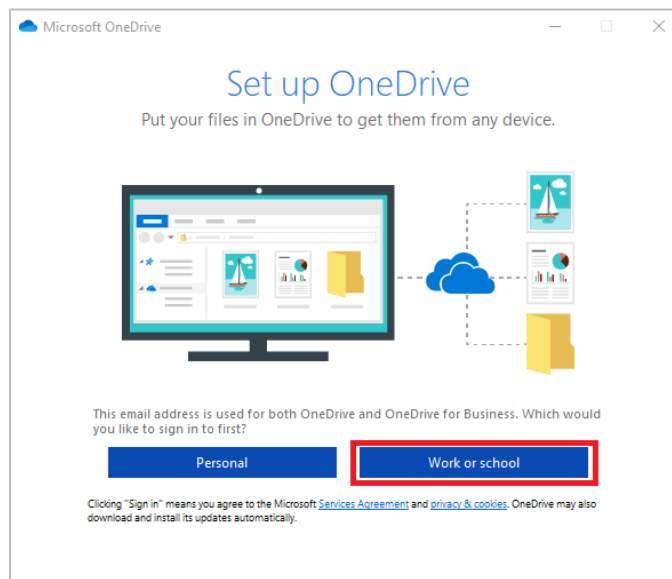


Figure 8: Sign In With NVCC Account (b)

5. When prompted, enter your NVCC email address and password and click the **Sign In** button.

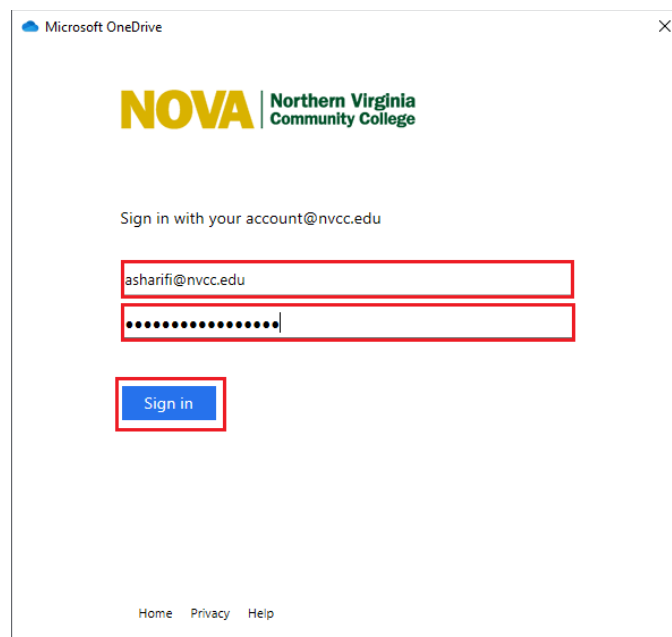


Figure 9: Sign In With NVCC Account (c)

6. Click the **Next** button in multiple windows to create your OneDrive user profile.

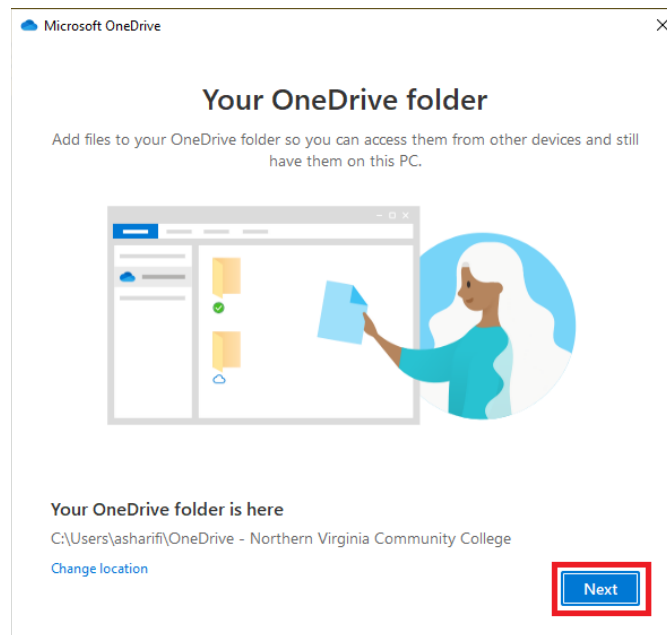


Figure 10: Create OneDrive User Profile (a)

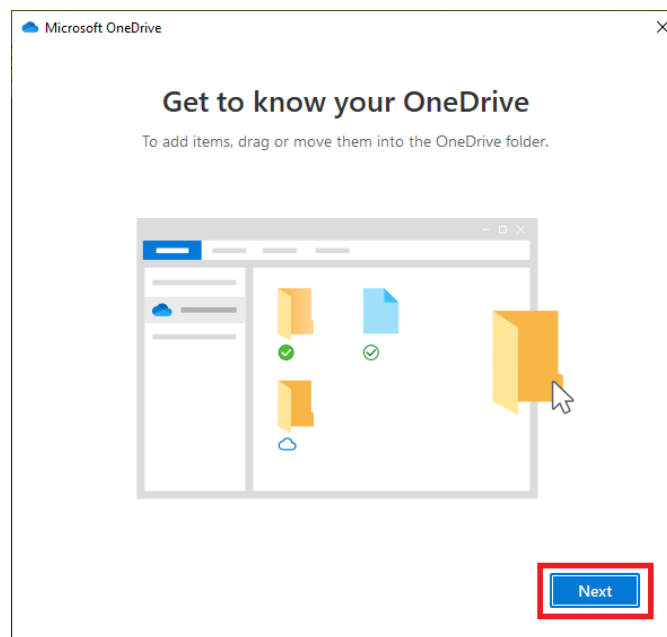


Figure 11: Create OneDrive User Profile (b)

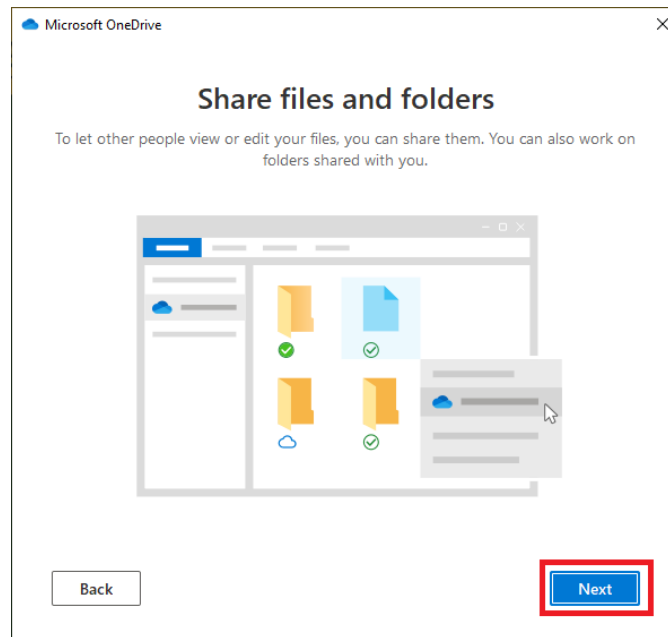


Figure 12: Create OneDrive User Profile (c)

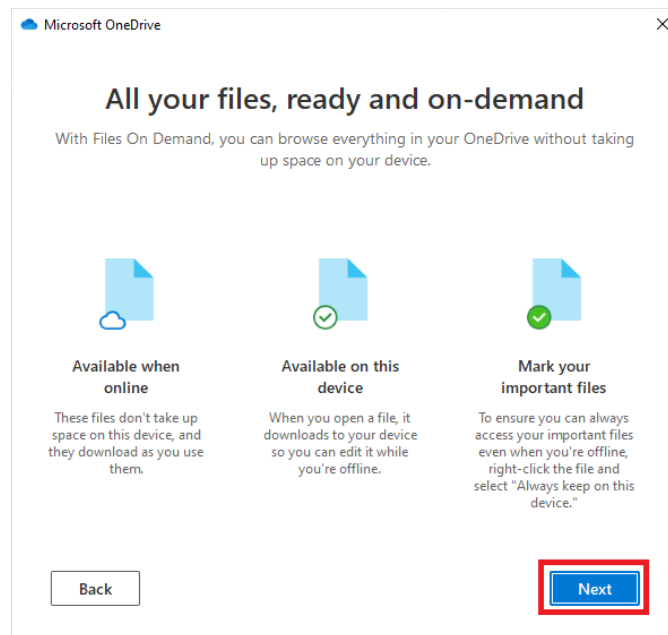


Figure 13: Create OneDrive User Profile (d)

7. Click the **Later** button when prompted to get the mobile app.

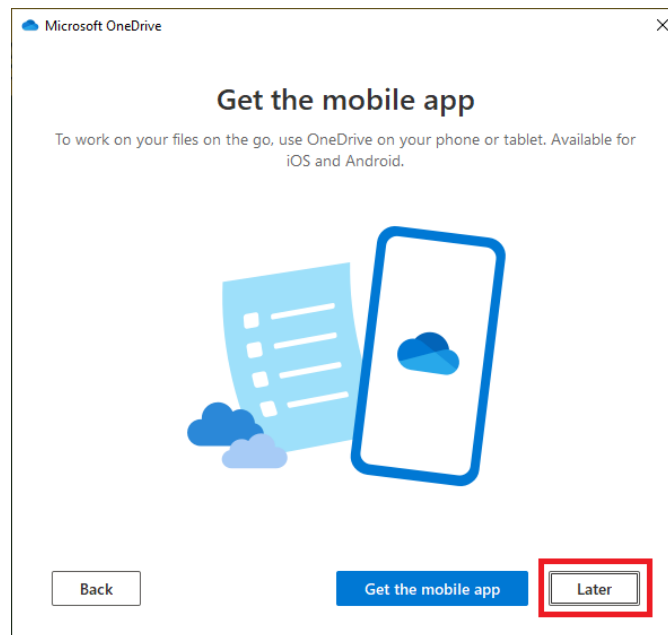


Figure 14: Get Mobile App

8. Click the **Open my OneDrive – Northern Virginia Community College folder** button.

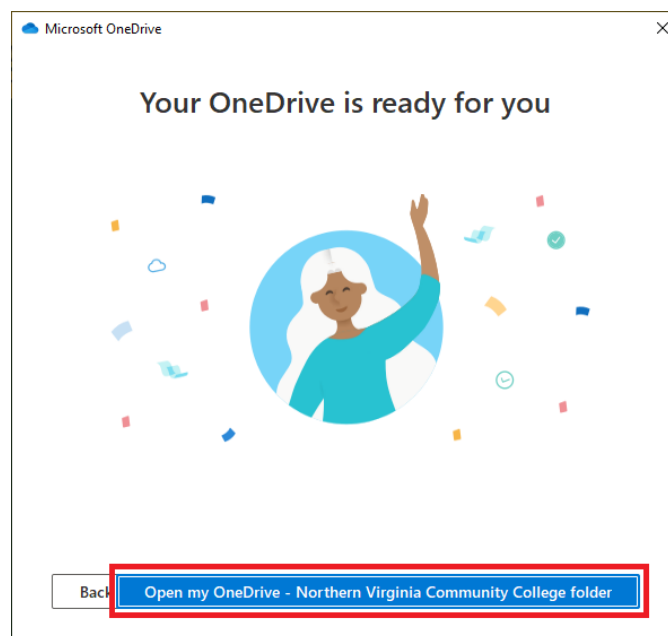


Figure 15: Click Open my OneDrive – Northern Virginia Community College Folder

9. Verify you see OneDrive in the left-hand pane of File Explorer.

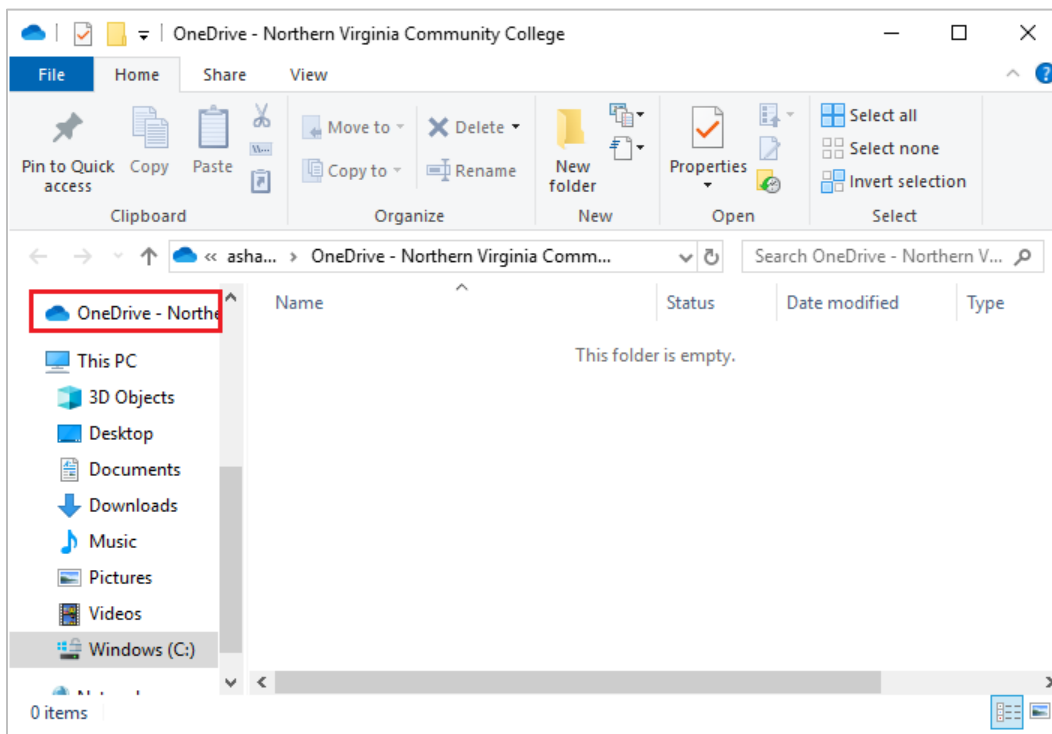


Figure 16: OneDrive in File Explorer

10. To access OneDrive from the Program Menu: Select the  icon from the Windows task bar and select **OneDrive** from the Program Menu.

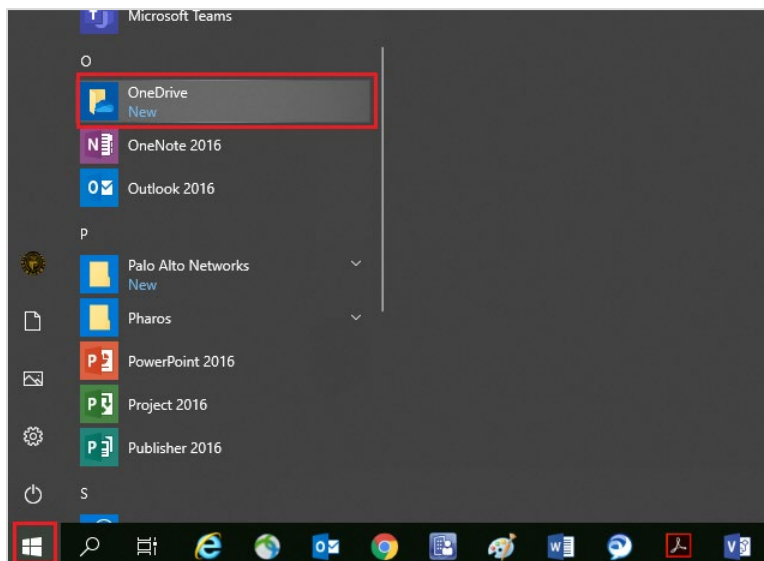


Figure 17: Select OneDrive from Program Menu Click on windows icon then “OneDrive”

11. Verify you see OneDrive in the left-hand pane of File Explorer.

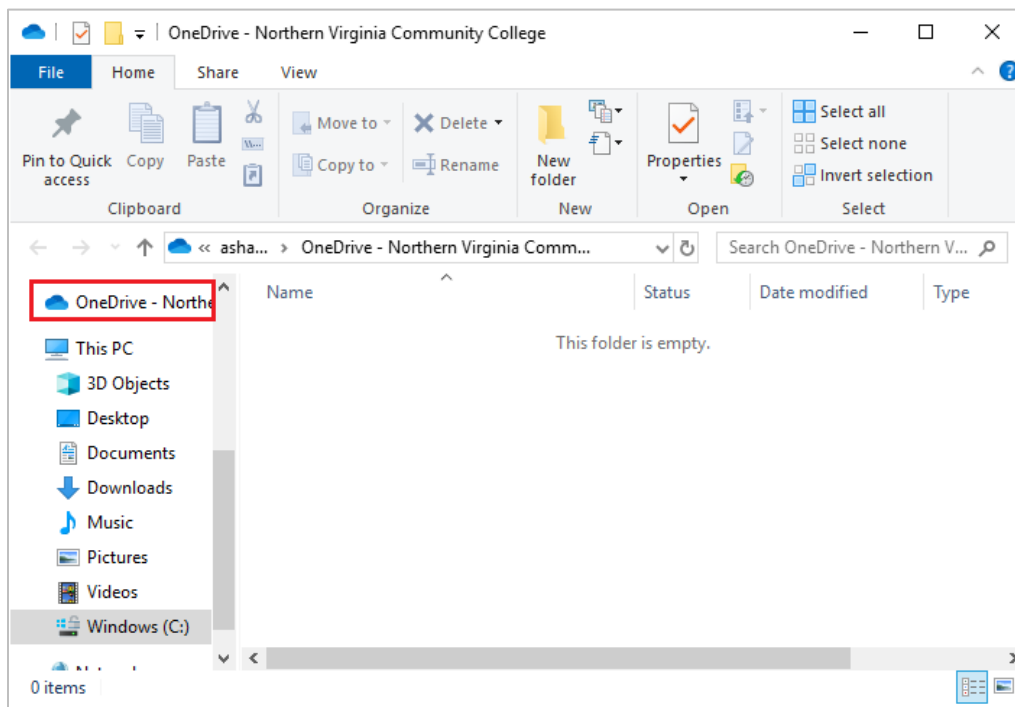



Figure 18: OneDrive in File Explorer

5 Manage Backup of Folders to OneDrive

Follow these steps to manage the backup of folders to OneDrive to sync the folders on your hard drive with OneDrive:

1. Select the  icon in the Windows system tray and select **More > Settings**.

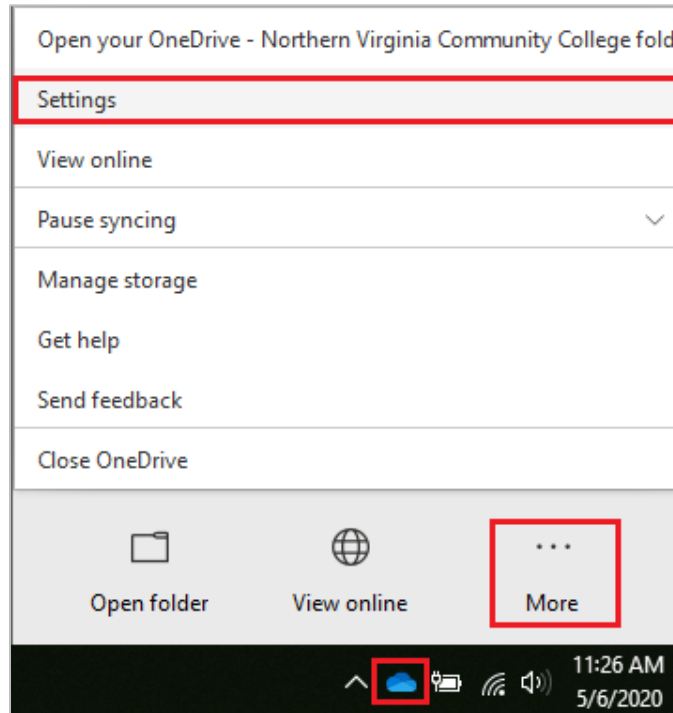


Figure 19: Manage Backup (a)

2. Select the **Backup** tab and then click the **Manage Backup** button.

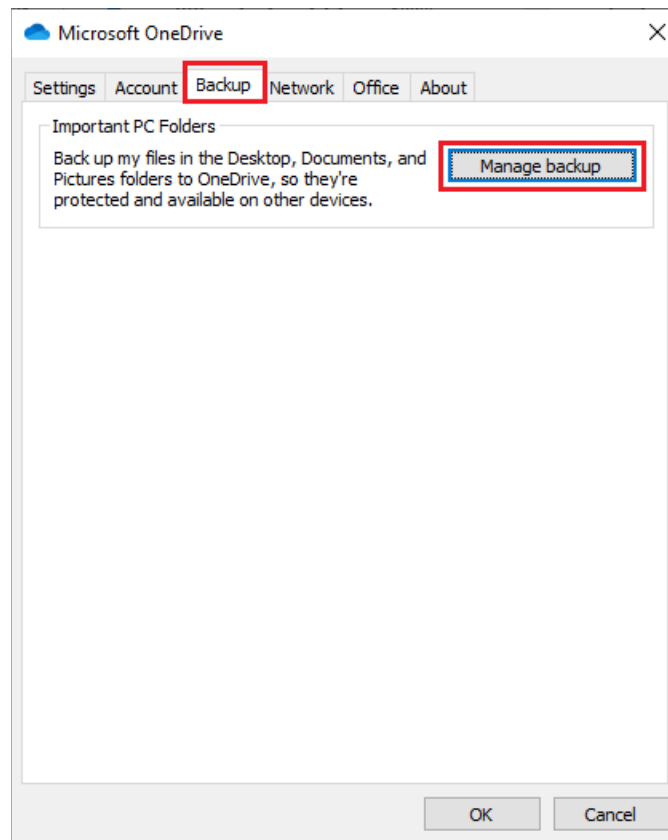


Figure 20: Manage Backup (b)

3. Select the folders to backup and click the **Start Backup** button.

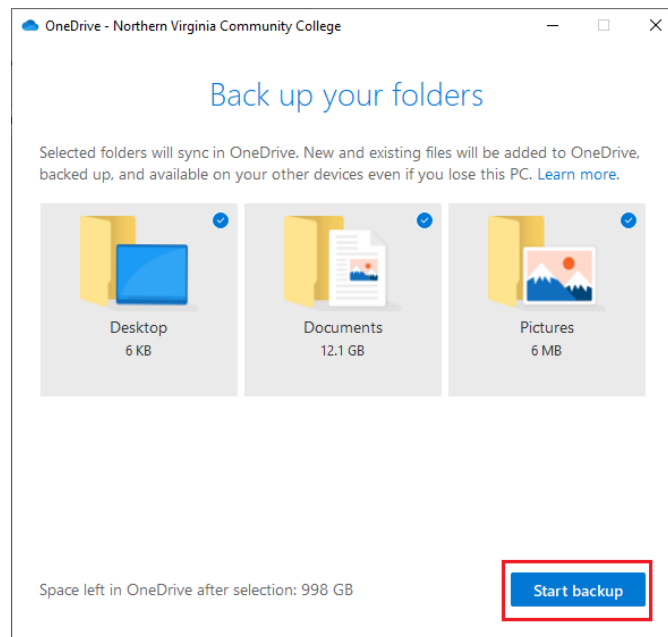


Figure 21: Manage Backup (c)

OneDrive sets up the folder backup and syncs these folders from your hard drive to OneDrive. Depending on the size of your folders, this may take a while.

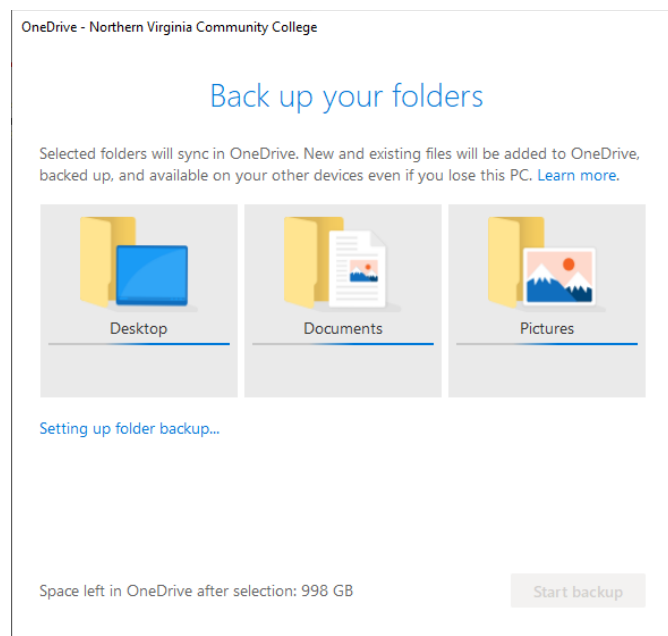


Figure 22: Manage Backup (d)

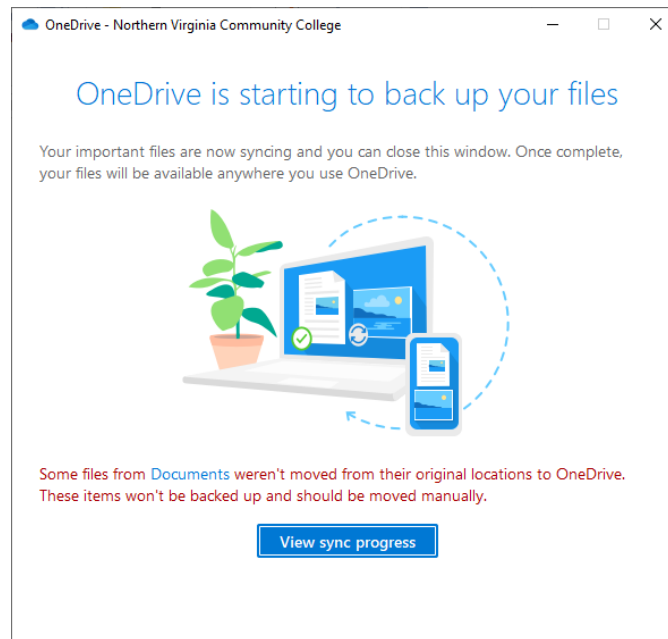




Figure 23: Manage Backup (e)

Note: If a message displays stating some files weren't moved from their original locations to OneDrive and won't be backed up, you should move the files manually to OneDrive.

Going forward, all your files saved to these folders on your hard drive will be automatically backed up on OneDrive.

6 Access Files on the Computer's OneDrive

Follow these steps to access files on the computer's OneDrive:

1. Click the  icon.
2. Look in the left-hand pane of File Explorer for the  icon and click to open. You'll see the folders containing your Office files.

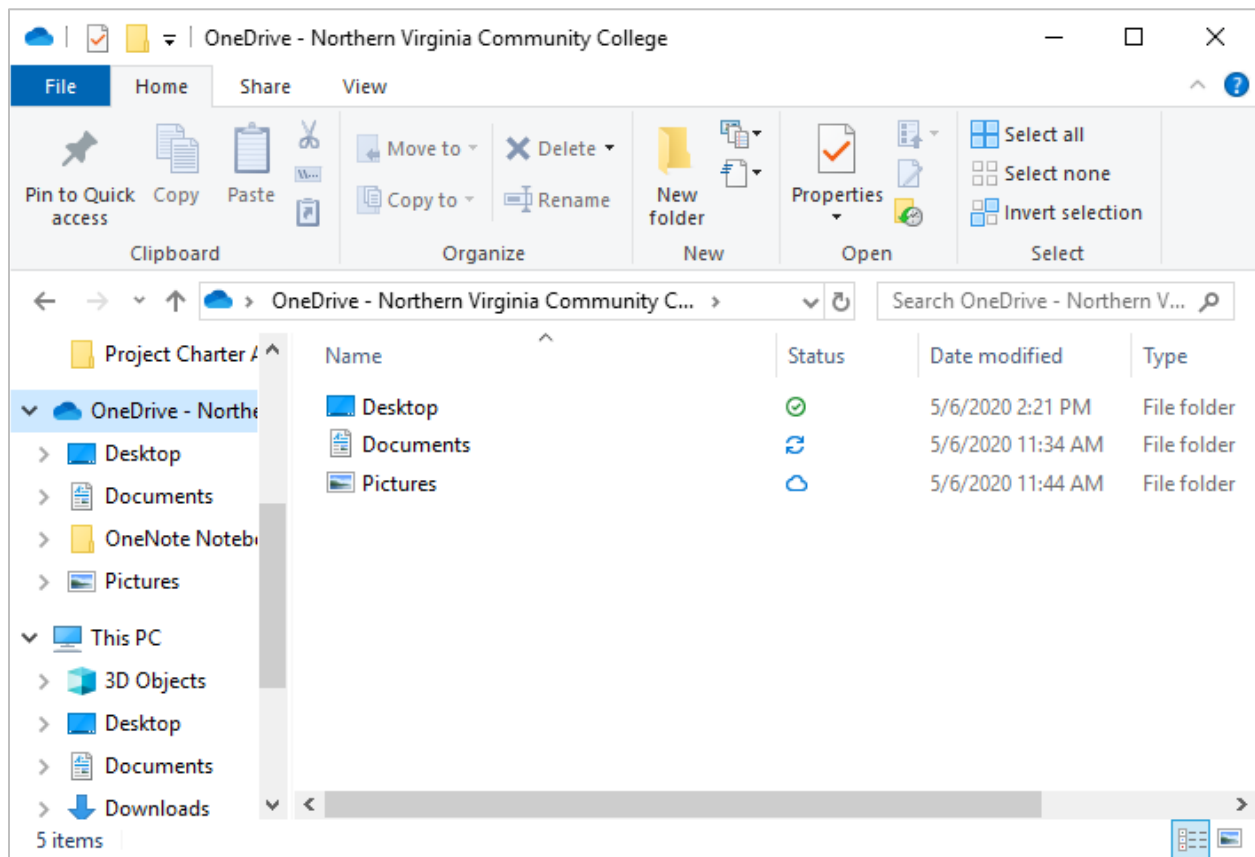


Figure 24: Access Files on Computer's OneDrive

If you are prompted to log in, use your NVCC LAN account credentials. Logging in enables the syncing of files from your desktop/laptop to the cloud.

7 Access Files in the OneDrive Cloud

Follow these steps to access files in the OneDrive cloud:

1. Open your web browser and go to <https://www.office.com>.
2. Click the **Sign in** button.



Figure 25: Office Sign In

3. Select your NVCC account and proceed to Step 5, or if prompted, enter your NVCC email address and click the **Next** button.

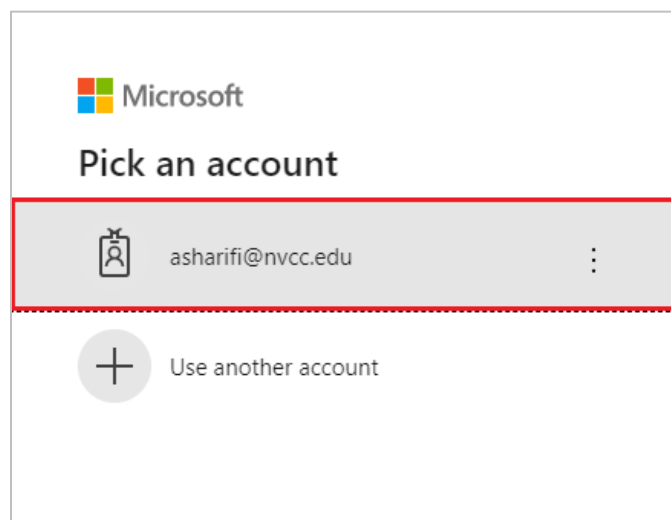


Figure 26: Select NVCC Account

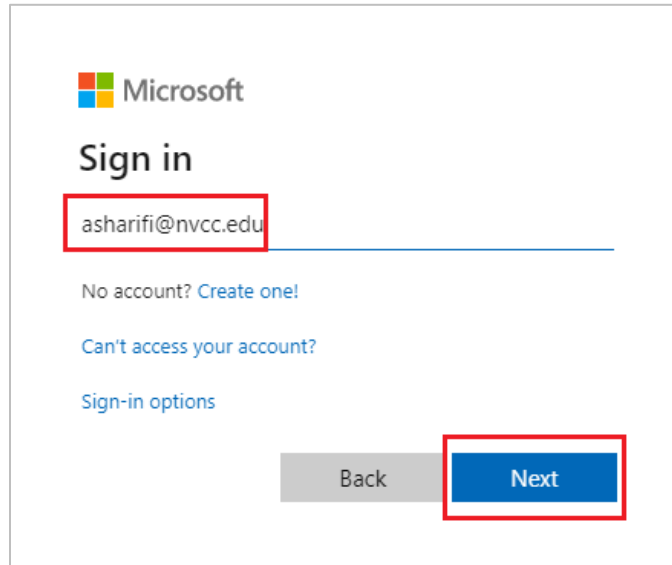


Figure 27: Enter NVCC Email Address

4. If prompted, select **Work or School account**.

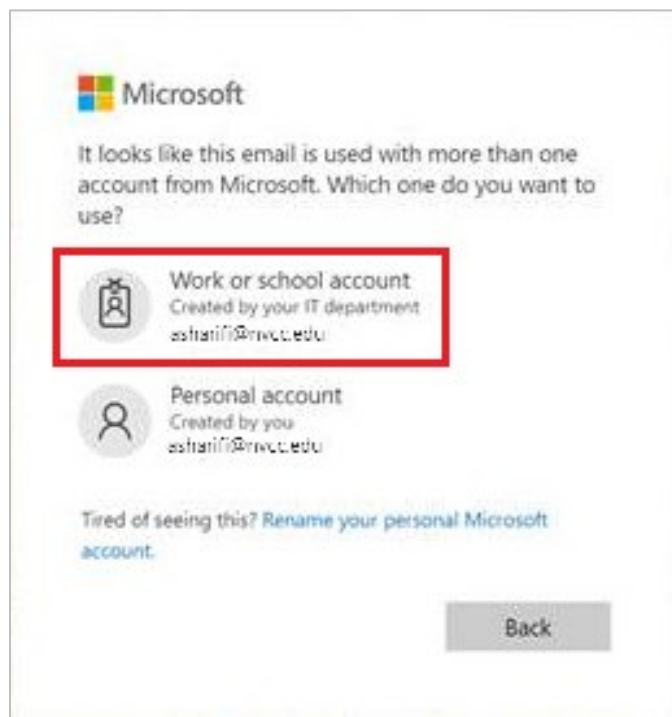


Figure 28: Select Work or School Account

5. Enter your NVCC LAN account credentials and click the **Sign In** button.

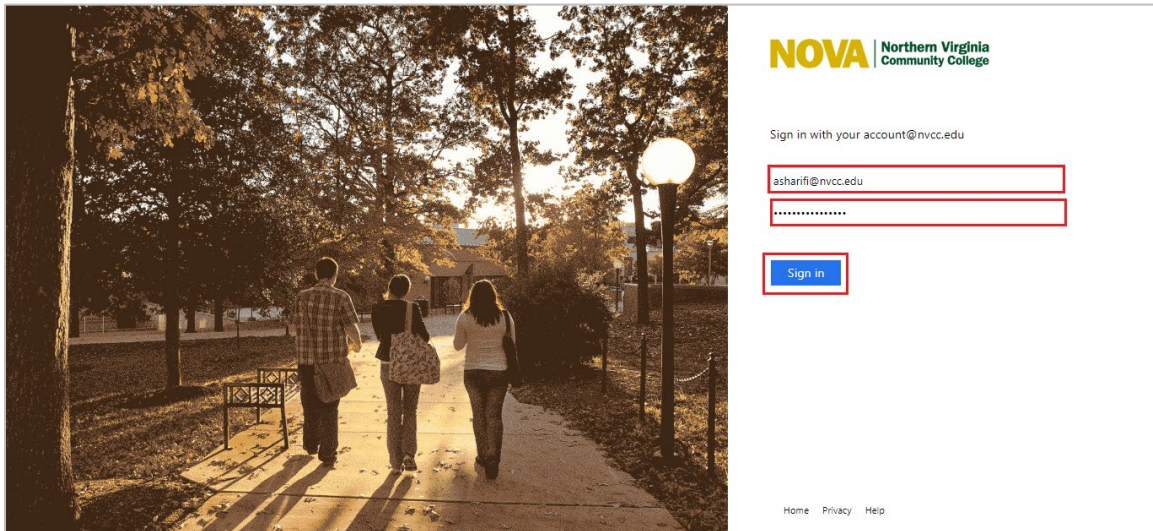


Figure 29: NVCC Sign In

6. Click the  icon.

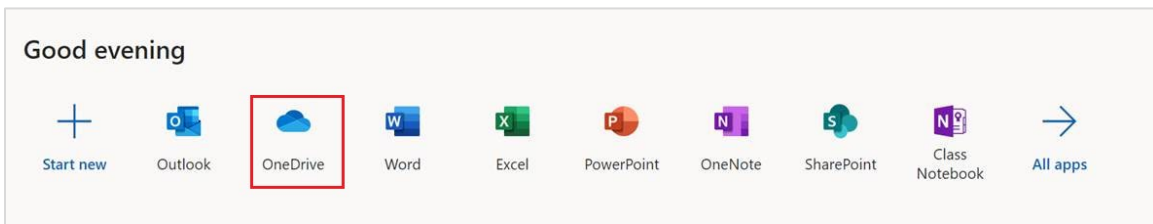


Figure 30: Click  Icon

If this is your first time accessing the OneDrive, you will see several configuration screens. You may select **Skip** to bypass these screens or **Start** to view and follow the prompts.

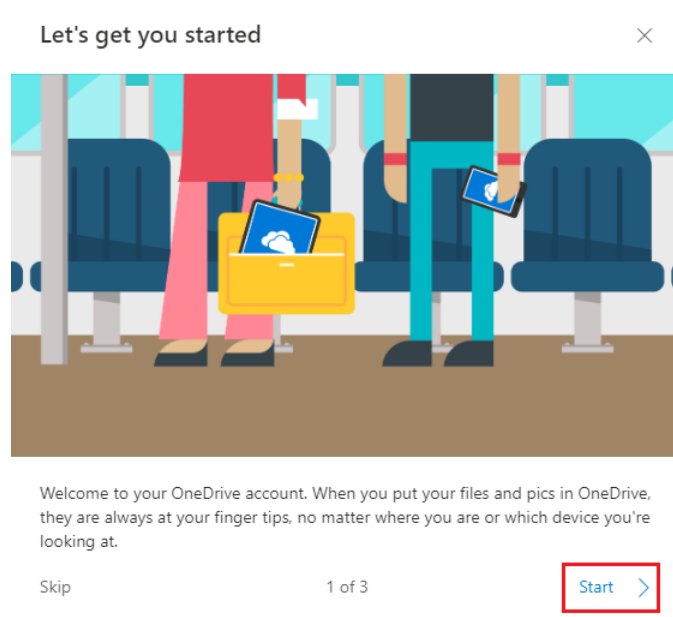


Figure 31: Configuration Screen (a)

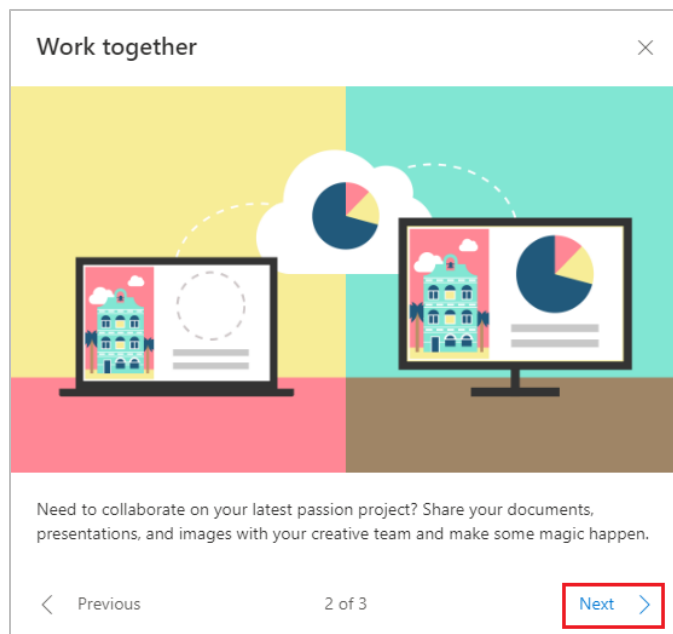


Figure 32: Configuration Screen (b)

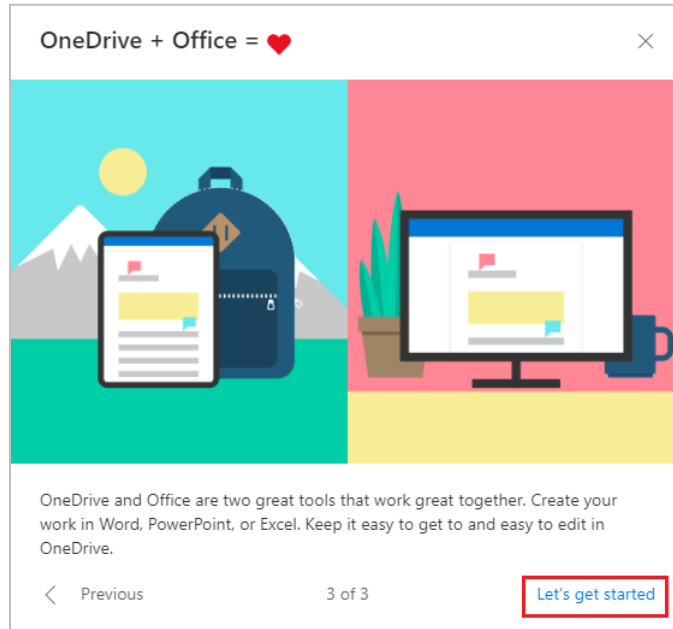


Figure 33: Configuration Screen (c)

8 Sign Out of OneDrive

When you are done with OneDrive, please remember to sign out before closing the webpage. Follow these steps to sign out of OneDrive:

1. Click the icon with your initials in the upper right corner of the screen.
2. Select **Sign Out**.

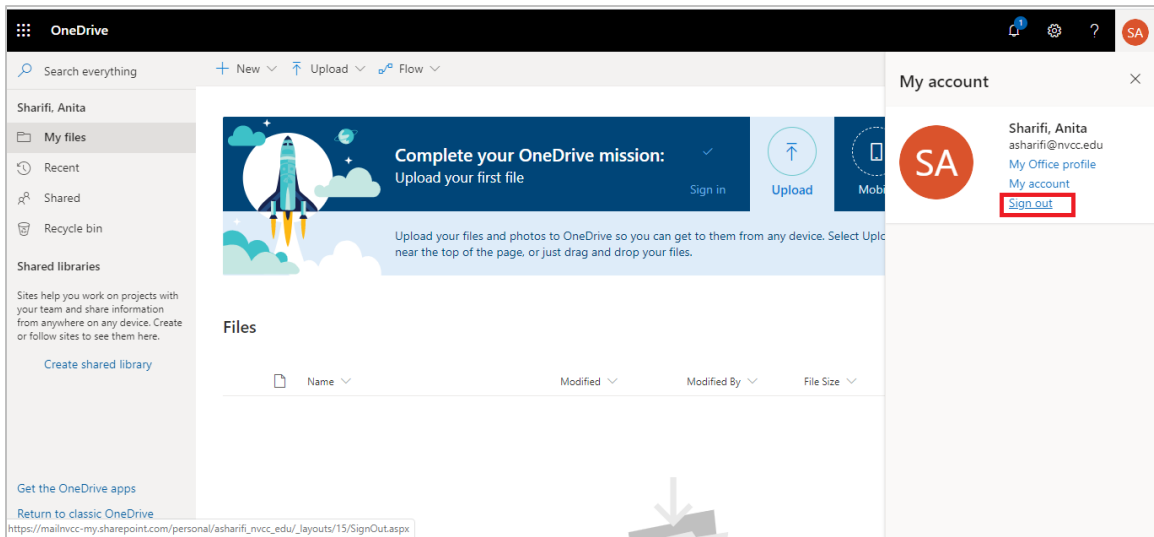


Figure 34: Sign Out OneDrive

9 Save Files to the OneDrive Cloud

Follow these steps to save files to OneDrive:

1. Select **File > Save As > OneDrive – Northern Virginia Community College** to save a work file to OneDrive.

10 Upload Files to the OneDrive Cloud using Google Chrome

Follow these steps to upload files to OneDrive Cloud using Google Chrome:

1. Select **Upload > Files** or **Upload > Folder**.

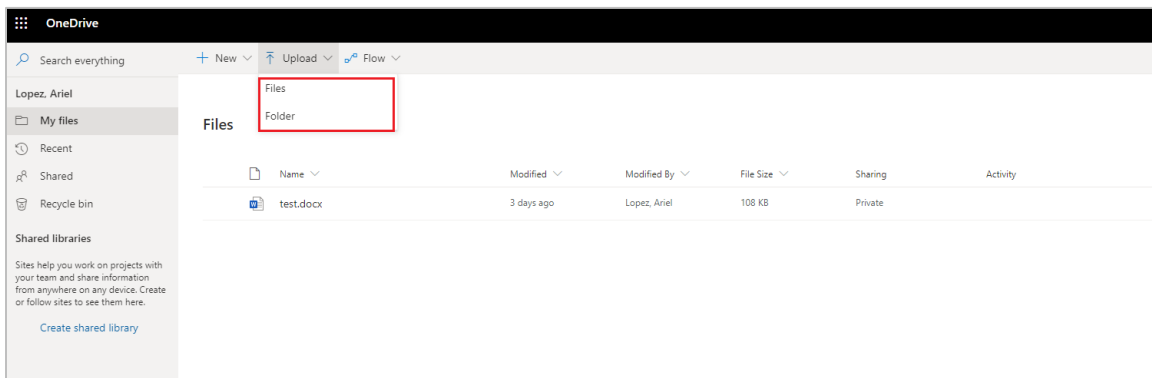


Figure 35: Select Upload Files or Upload Folder

2. Select the files or folder you want to upload and click the Open button.

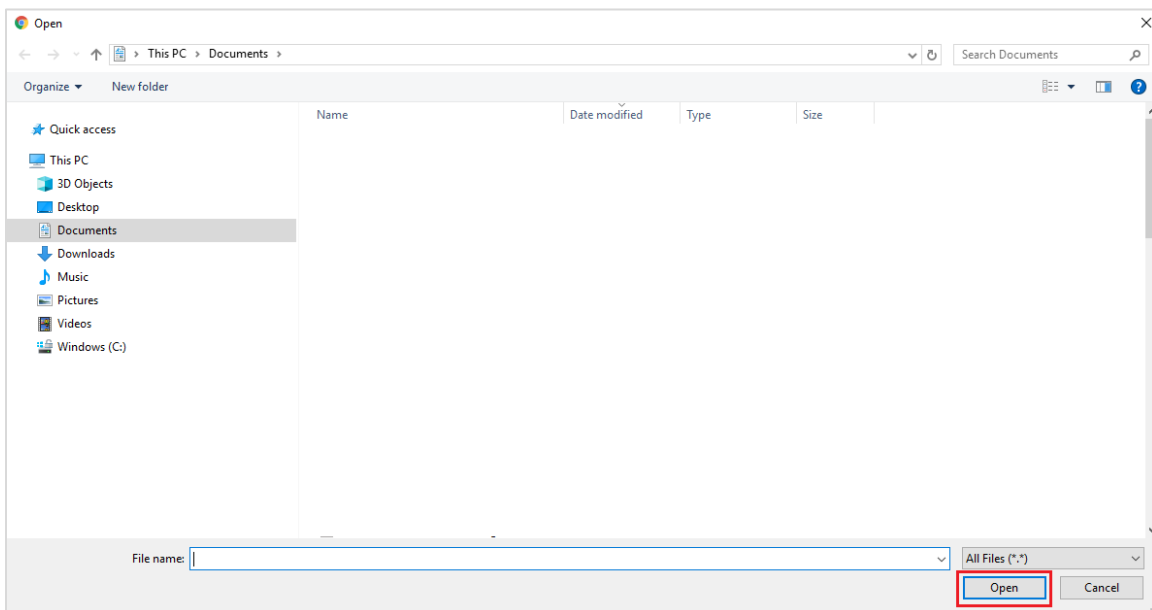


Figure 36: Select Files or Folder to Upload

11 Resources

The following resources are available for OneDrive:

- **Tips and Troubleshooting Assistance** – <https://support.office.com/office-training-center>
- **OneDrive Video Training** – https://support.office.com/en-us/article/onedrive-video-training-1f608184-b7e6-43ca-8753-2ff679203132?wt.mc_id=otc_home