

OneDrive Basics (Windows)



A Quick Start Guide by MET IT

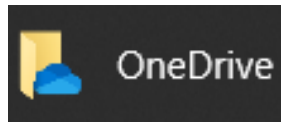
Personal Drive Set-Up • One Drive Sync Icons • SharePoint Sync Set-Up • Notes & Recommendations

Personal Drive Set-Up

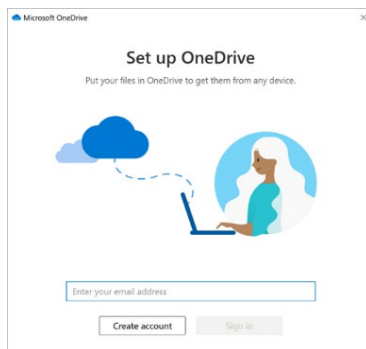
Full-time faculty and staff receive a OneDrive folder for saving their personal work files. Benefits include:

- HIPAA, Restricted, and Confidential compliant
- 1 TB of storage space
- File access without VPN

To access your OneDrive folder, open the OneDrive app through the Start Menu or the Search Bar.



Enter your BU e-mail when prompted and select all the default options in the following screens.

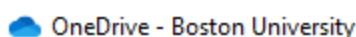


After completing the sign in process, you should now see two new features in Windows:

- On the taskbar, you will see a cloud icon that indicates the status of OneDrive.



- In the File Explorer, you will see a Quick Access link as shown below. If you do not, you can find it in the following directory: C:\Users\<BU username>\



OneDrive Sync Icons

The following is a list of the various OneDrive icons that you will encounter:



Gray Cloud – Found on taskbar. Indicates that you are not signed in. Follow “Personal Drive Set-Up” steps



Pending Arrows – Found on taskbar & File Explorer. Indicates that sync is currently in progress.



Pause – Found on taskbar. Indicates that syncing is currently paused. Click on icon, go to settings, and select “Resume Syncing”.



Yellow Caution – Found on taskbar. Indicates that account needs attention. Click for warning message.



Red Cross – Found on taskbar & File Explorer. Indicates a file/folder can't be synced. Click for problem details.



Blue Cloud – Found in File Explorer. Indicates the file/folder is only available online. Item does not take up disk space.



Green Check – Found in File Explorer. Indicates a local copy of a file/folder. Item takes up disk space. Right-click the item and select “Free up space” to remove safely.



Solid Green Check – Found in File Explorer. Indicates a local copy of a file/folder that is always up to date. Right-click the item and select “Always keep on this device” to activate feature.



Person – Found in File Explorer. Indicates that the file is being shared with someone. Sharing can be done from File Explorer, within Office apps, or online.

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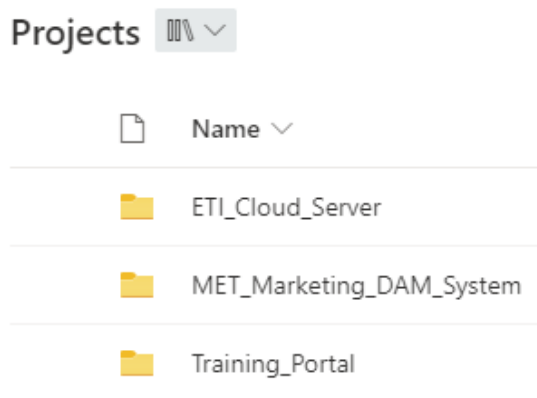
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SharePoint Sync Set-Up

Each department at MET has been set-up with a SharePoint site that stores their shared documents. This folder can be accessed from your web browser but can be synced to your computer using the OneDrive application.

1.) To sync your departmental folder(s), go to your department SharePoint site, and navigate to the folder you wish to sync.

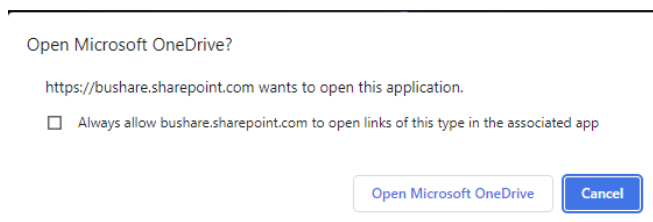


2.) Click on the Sync button in the toolbar. If you do not see the button, try clicking the ellipsis at the right end of the tool bar.

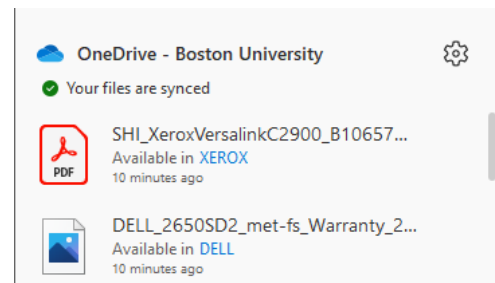


3.) The browser will request permission to open OneDrive. Make sure to accept.

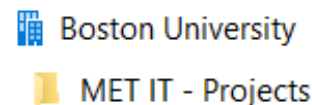
The “We’re Syncing Your Files” message can be closed without any other action.



4.) Sync times can vary depending on the size of the library; they should be allowed to complete before working. Monitor the progress by clicking on the OneDrive icon in the taskbar.



5.) Open your File Explorer to see a new Quick Access folder as shown below. All synced folders will appear in C:\Users\<BU username>\Boston University.



Notes & Recommendations

- Do not sync many small folders. Instead
 - Sync the highest-level folder that contains all the folders you will be working with.
 - Once the sync completes, MET IT can adjust OneDrive settings to sync only the folders you need.
- If you notice the sync is delayed/not working, check to make sure that there are no warning icons. In addition, you can upload/download directly to SharePoint.