



# Microsoft OneDrive

### What is OneDrive?

OneDrive is a Microsoft cloud storage service that lets you store your personal files in one place, share them with others, and get to them from any device connected to the Internet.

## Why OneDrive?

- Unlimited file access at all times
- Securely store files and information
- Supports multimedia
- Frees up device storage



## **Tips and Tricks**



Want to automatically sync your Desktop, Documents, and Pictures folders to OneDrive? Turn on Folder Backup!

Add extra protection to your sensitive files with Personal Vault!





## **Tips and Tricks**

Total used

Empty recycle bin | What's taking up space?

Last but not least, enjoy up to 1 TB of file storage!

Continue on for specific, step by step instruction on important features in OneDrive!



# Sign-In

This provides step-by-step instructions on signing into OneDrive.

### **ONEDRIVE SIGN-IN**

- 1. Sign into Microsoft 365 via Access HU.
- 2. Select in the top-left corner.



3. Select OneDrive.



## Locate Your "GDriveMigration" Folder

Files previously stored in Google Drive will now be stored in OneDrive. Once migrated, these files will be located in a folder titled "GDriveMigration." This provides step-by-step instructions on locating this folder.

### **GDRIVEMIGRATION FOLDER**

From the home page:

- 1. Select My files on the left side of the screen.
- 2. A list of files and possibly folders will display. Select the folder titled **GDriveMigration**.

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3. You can now access your files!



## **Upload Files or Folders**

This provides step-by-step instructions on uploading files and folders to your OneDrive.

## UPLOADING A FILE OR FOLDER

#### From My files:

1. Select **Upload**. Based on what you are uploading, select **Files** or **Folder**.

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- 2. Select the file or folder that you are uploading.
- 3. Select Open or Select Folder.
- 4. You have successfully uploaded a file or folder to OneDrive!

## Save Files

This provides step-by-step instructions on saving files to your OneDrive.

### SAVING A FILE

From the Microsoft 365 Application:

1. Select File in the top left corner. Select Save a Copy.



2. Select OneDrive-Personal.





The option to save to OneDrive.

**3.** Enter the name of the file and select **Save**.

Note: To save to another folder, select **Browse** and select the folder.

4. Your file is now saved to your OneDrive!