



Microsoft OneDrive

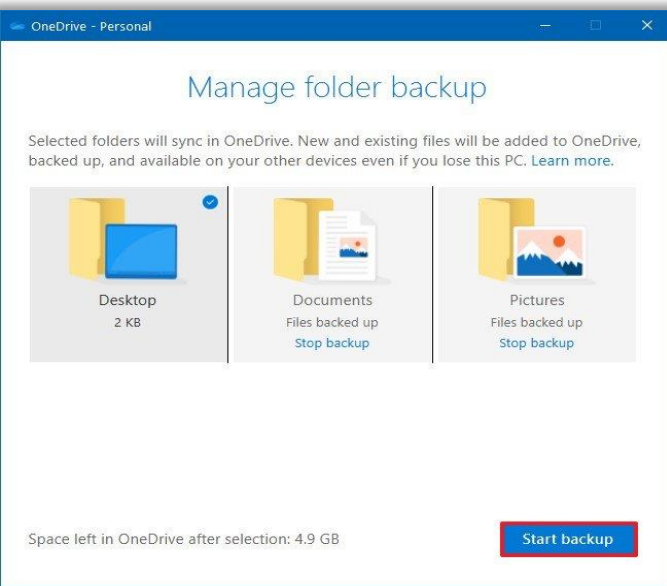
What is OneDrive?

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!

Personal Vault

A place with an extra layer of security for your sensitive and important files and photos.

-  Secured by two-step verification
-  Auto locks after 20 minutes of inactivity
-  Available on all of your OneDrive devices

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!

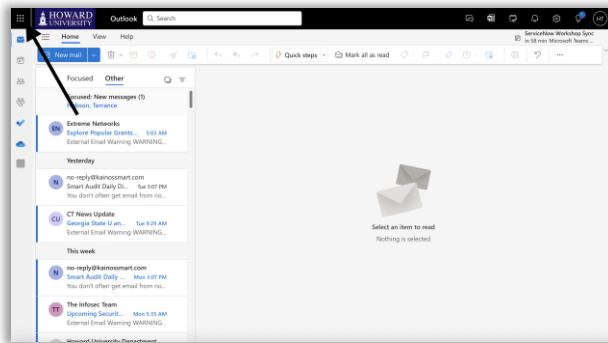
Continue on for specific,
step by step instruction on
important features in
OneDrive!

Sign-In

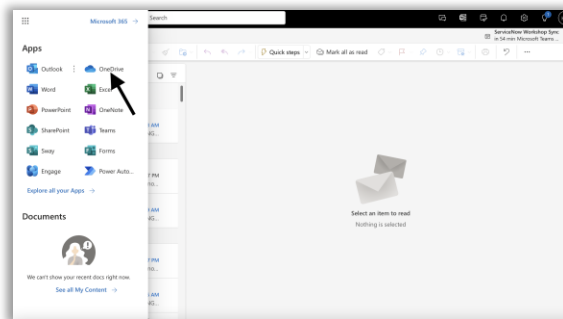
This provides step-by-step instructions on signing into OneDrive.

ONEDRIVE SIGN-IN

1. Sign into **Microsoft 365** via [Access HU](#).
2. Select  in the top-left corner.



3. Select **OneDrive**.




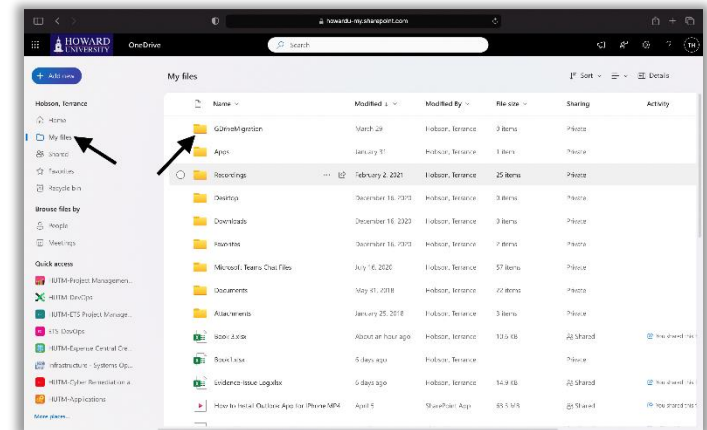
Locate Your “GDriveMigration” Folder

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**.



3. You can now access your files!

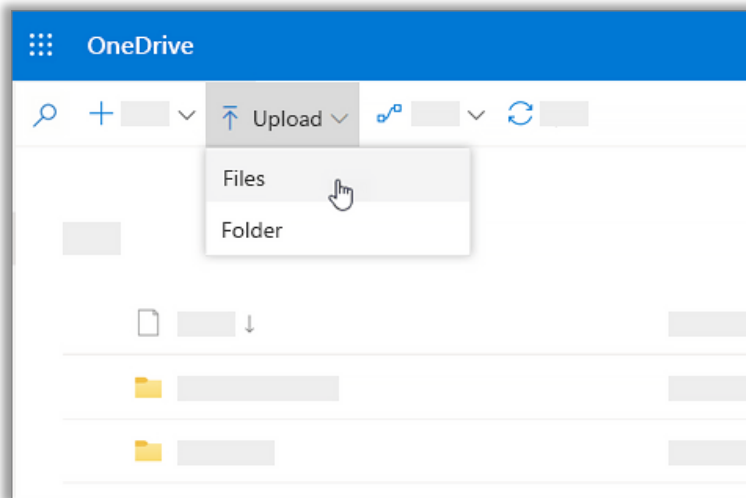
Upload Files or Folders

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**.



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!

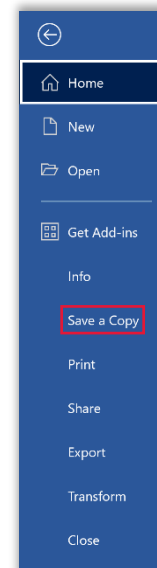
Save Files

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

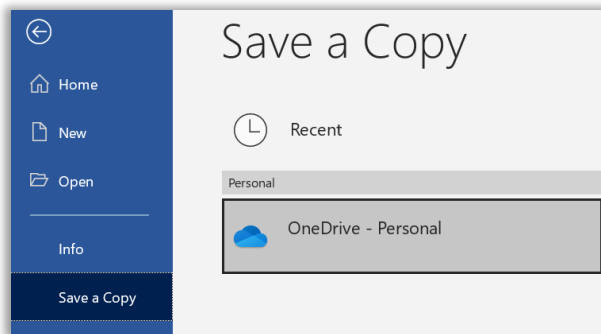
SAVING A FILE

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!