Rename "Board of Regents System Office" OneDrive for Business to "CSCU"

Scope: SO, CCC	Revision Date: 7/18/2017

Table of Contents

1. Introduction

If you were an early pilot for OneDrive for Business before the tenant was renamed on July 7th, 2017 from "Board of Regents System Office" to "CSCU" and had used the OneDrive for Business client to sync files to your local pc, your local folder will continue to use the old name until you unlink your pc from your OneDrive for Business account and re-sync your files.

The folder "OneDrive – Board of Regents System Office" was the original location for your OneDrive for Business files located in your C:\users\<NetID> folder:
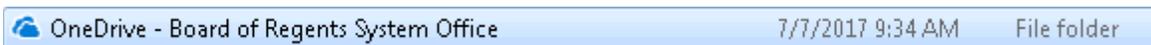
NOTE: Just renaming the folder name will not rename it properly when other changes are made using the OneDrive for Business client.

2. Procedure

NOTE: If you have an old version of the OneDrive for Business client, these instructions may not accurately reflect the exact procedure (i.e. you may not see the cloud in the systray and may need to launch it from Start, menu may look different, etc.) but you should be able to follow along and perform similar steps using your version.

This procedure shows you how to rename the location to the new name: "OneDrive – CSCU".

1.   Close all applications or reboot to make sure all files are closed.

2. Before you continue, make sure that you do not have files that are waiting to be synced to OneDrive for Business by looking at the OneDrive for Business icon in the systray (lower right hand corner, near date) and making sure it says "Up to date":
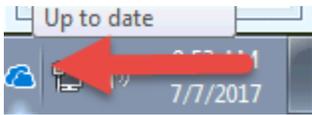
If you do have files waiting to sync, do not continue until you see it report "Up to date".

3. Right click the OneDrive for Business cloud icon and select Settings from the menu:
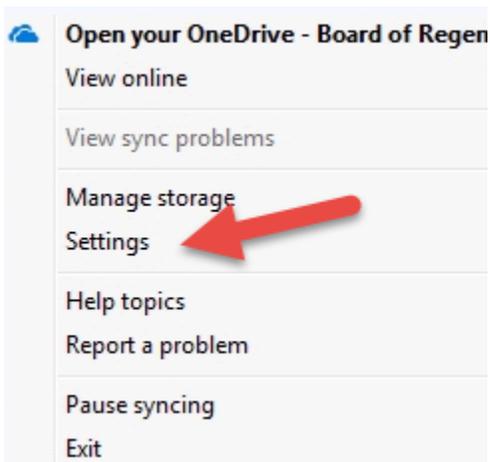
4. This will launch the OneDrive settings window already displaying the Account tab. Click "Unlink this PC" under the "OneDrive – Board of Regents System Office" section at the top:
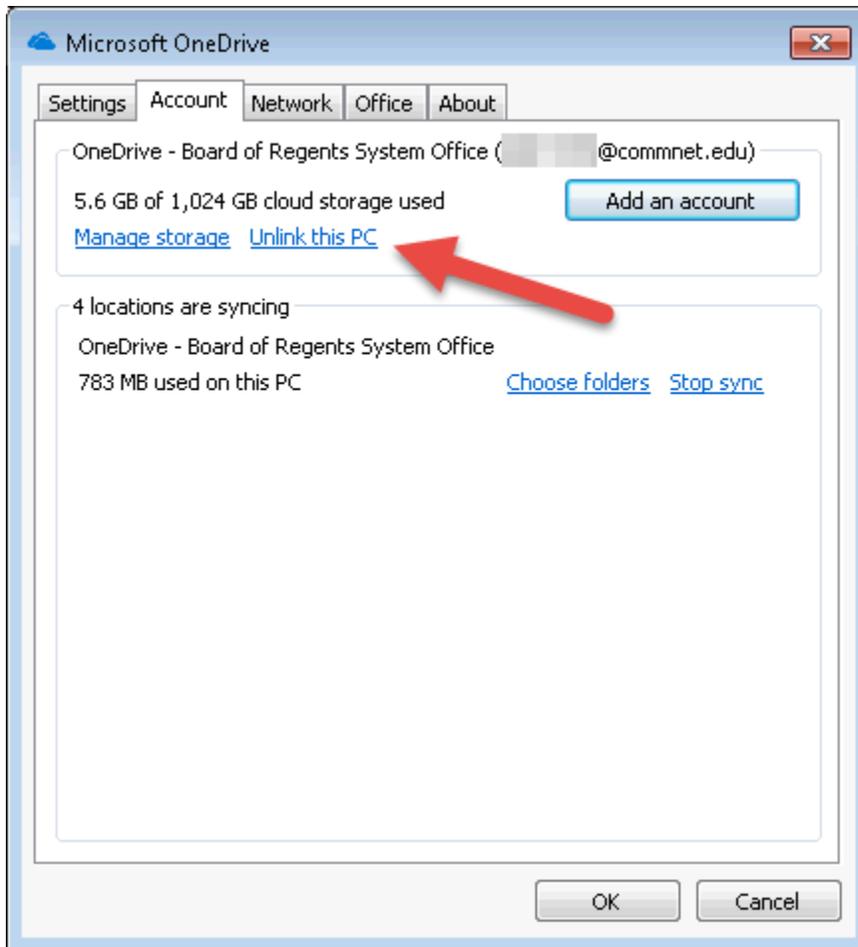
You will get the following popup, click "Unlink account":
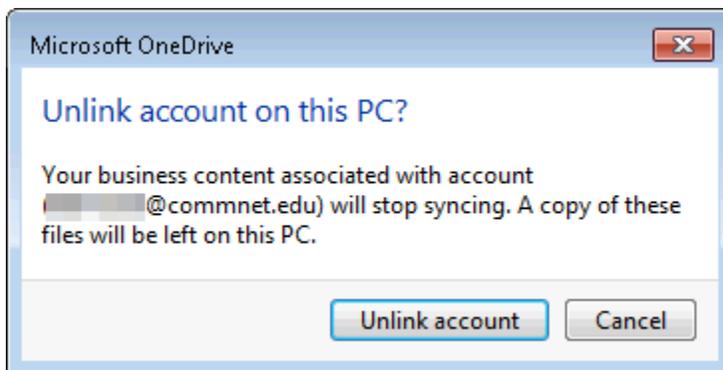
The following window will launch. Just close this window – do not sign back in:
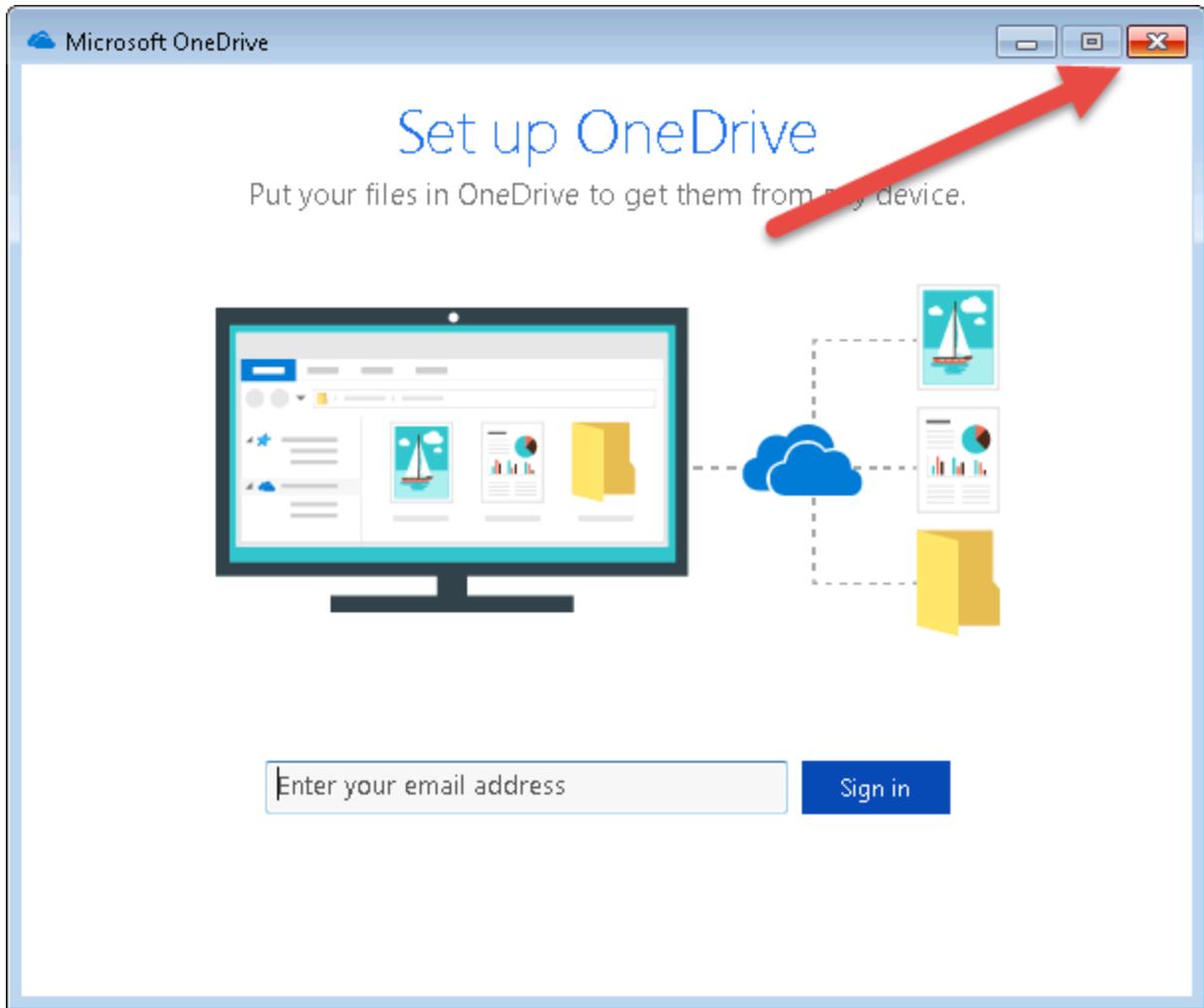
5. Now you will need to go to OneDrive for Business from a browser by visiting the site: https://onedrive.live.com and login with your NetID:
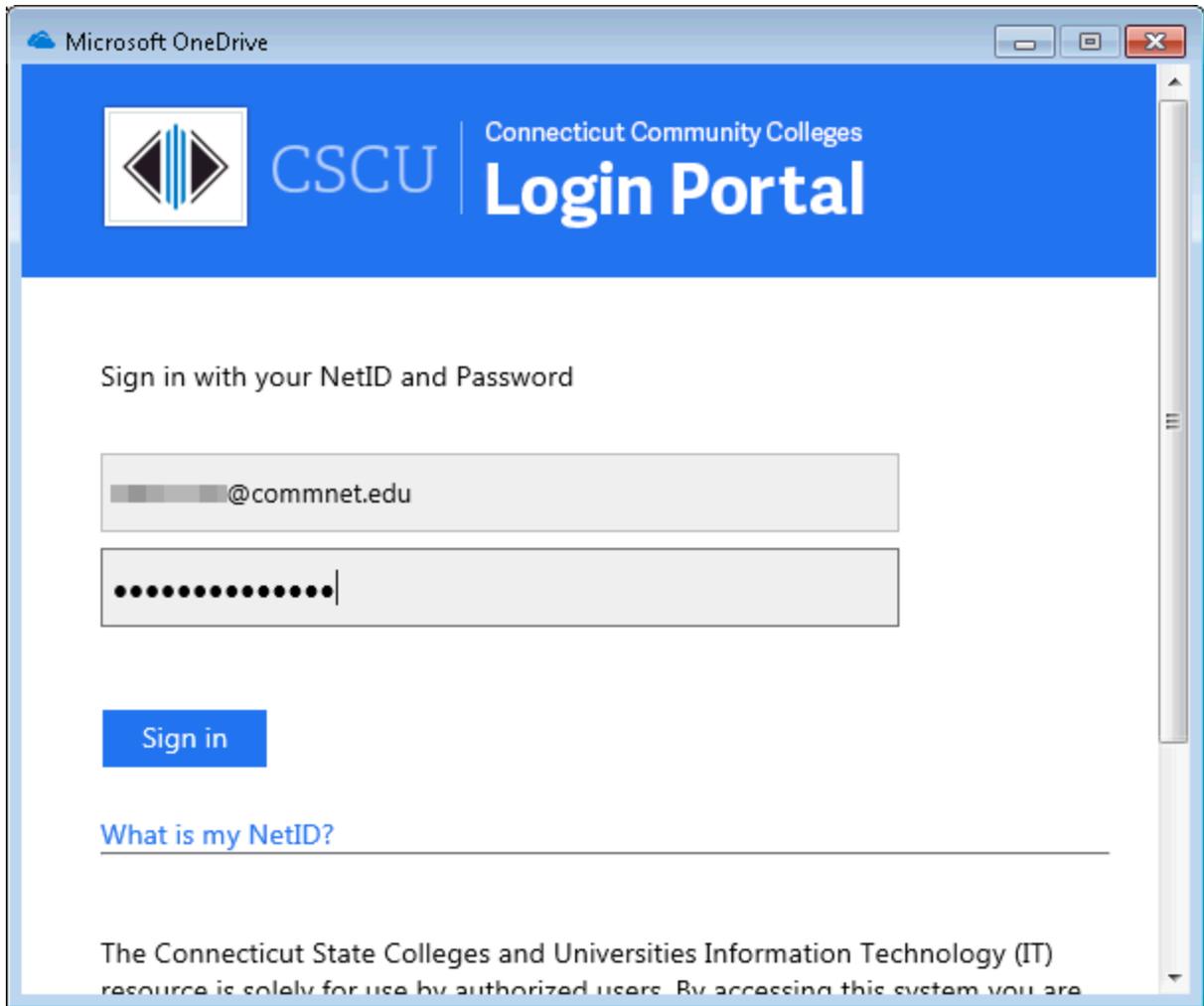
6. Once logged in, click the Sync icon:
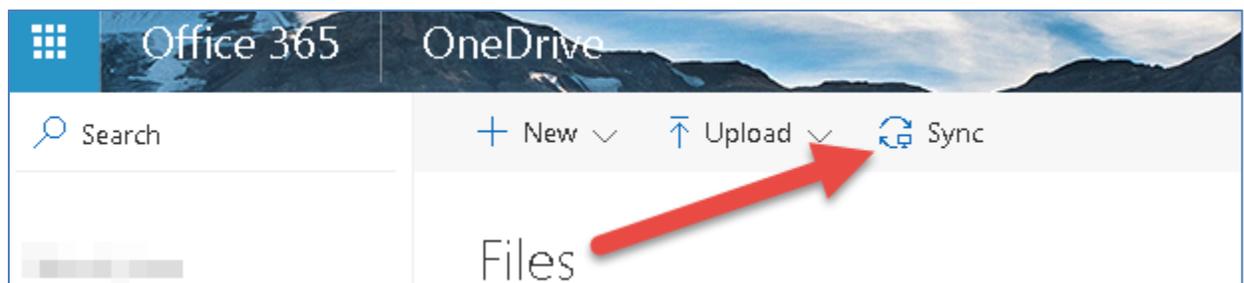
You will see a popup window letting you know you are about to sync your OneDrive for Business files to your PC:

Getting ready to sync...

We're opening OneDrive on your computer...

Sign in with your ▓▓▓▓@commnet.edu account, if prompted.

If nothing happens, you may need to get the latest version of OneDrive.
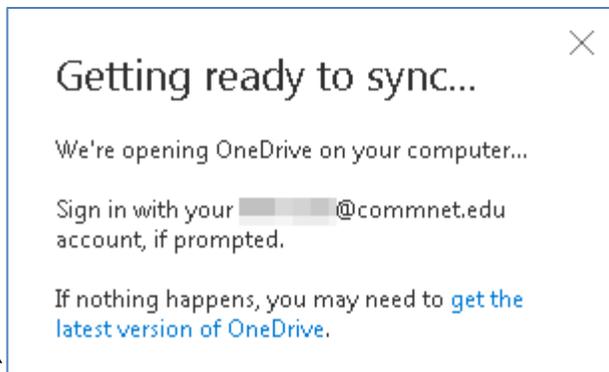
7. Then the OneDrive for Business client will launch, click Sign in:

8. You'll be prompted to login with your NetID and password, then click Sign in:

Microsoft OneDrive

CSCU | Connecticut Community Colleges
Login Portal

Sign in with your NetID and Password

███████@commnet.edu

●●●●●●●●●●●●●

Sign in

What is my NetID?

The Connecticut State Colleges and Universities Information Technology (IT)
resource is solely for use by authorized users. By accessing this system you are
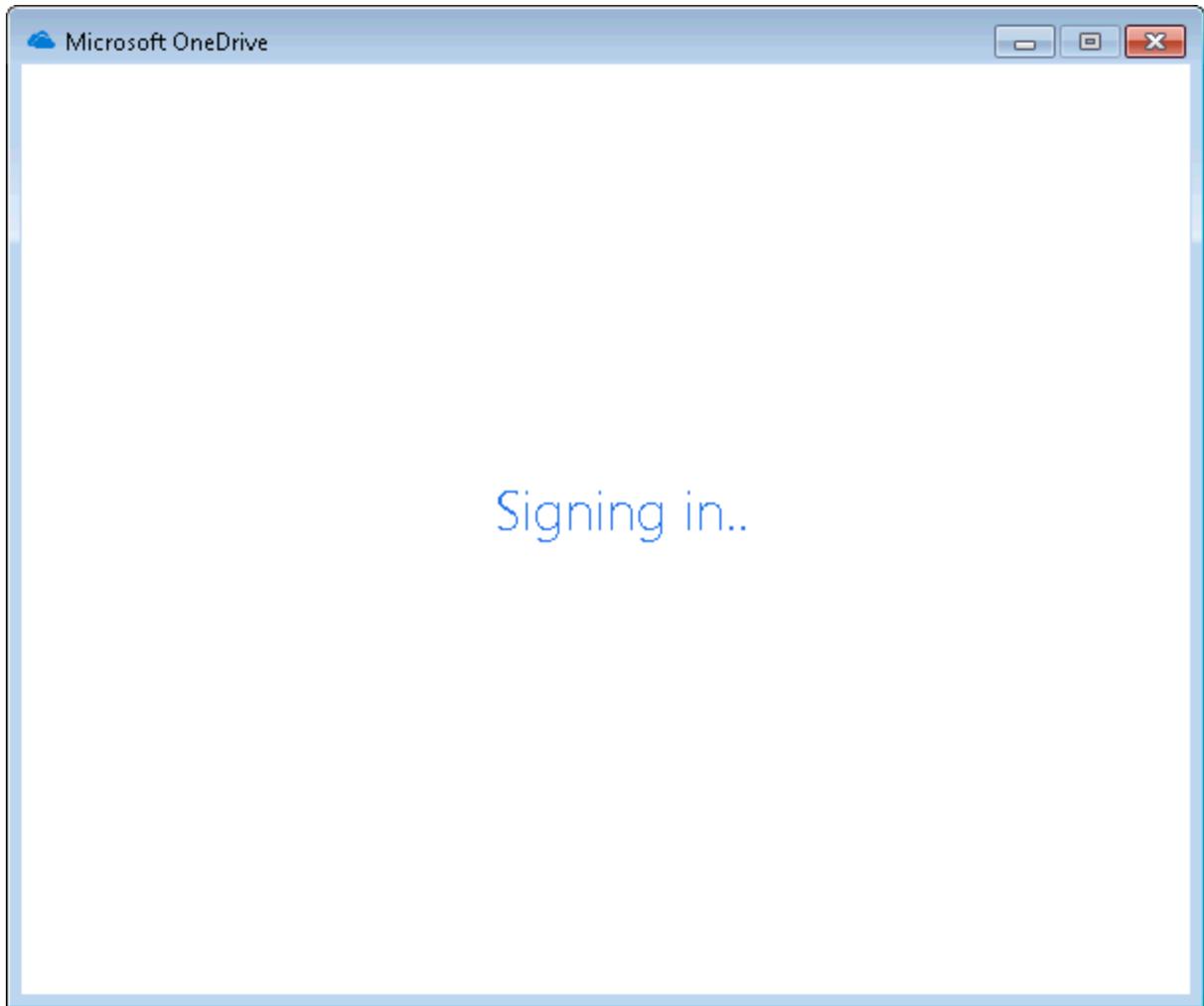
9. It then shows you the folder location it will sync your OneDrive files to using the new name. Click Next:
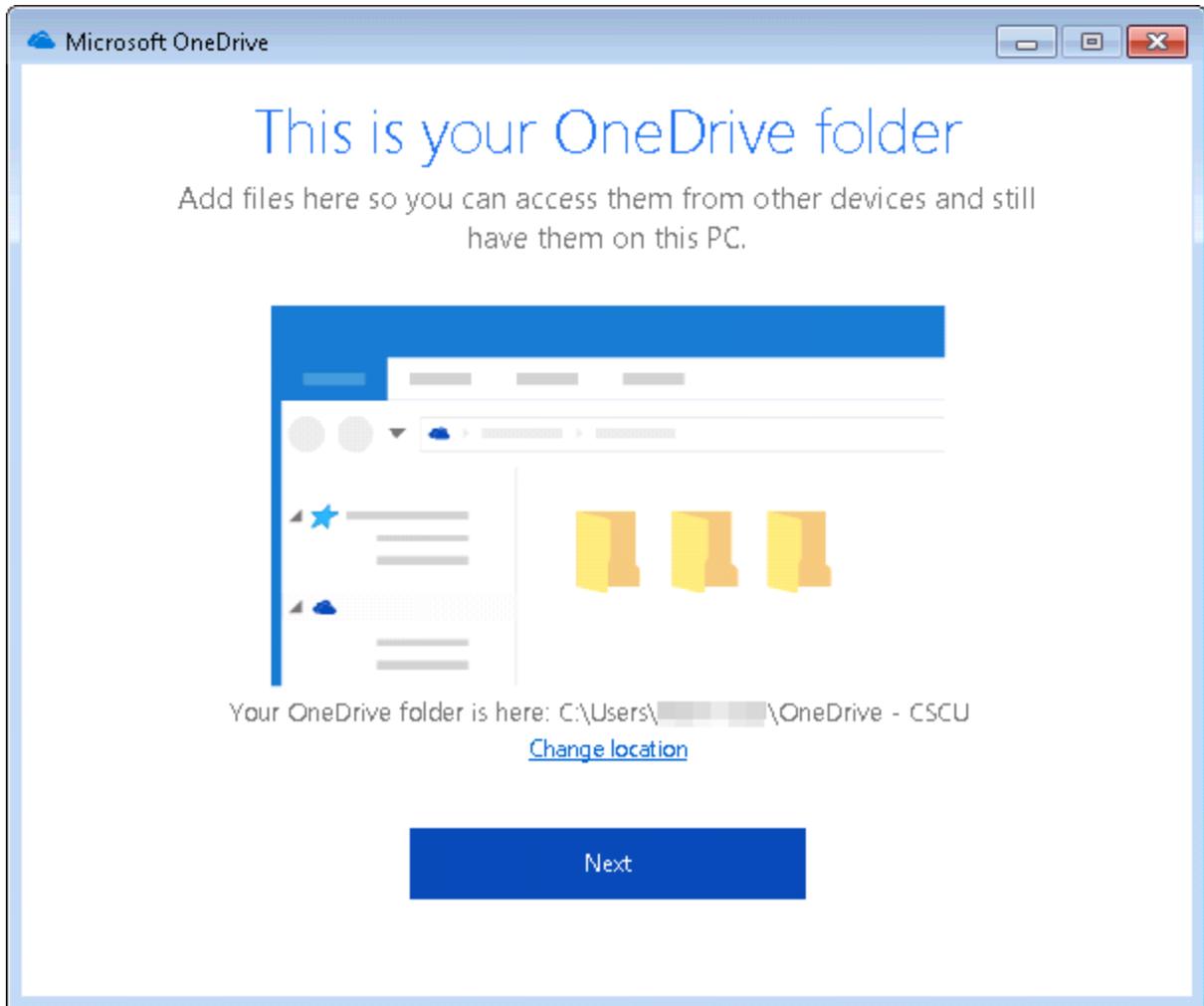
10. Verify the content you want to sync to your local PC and click Next:
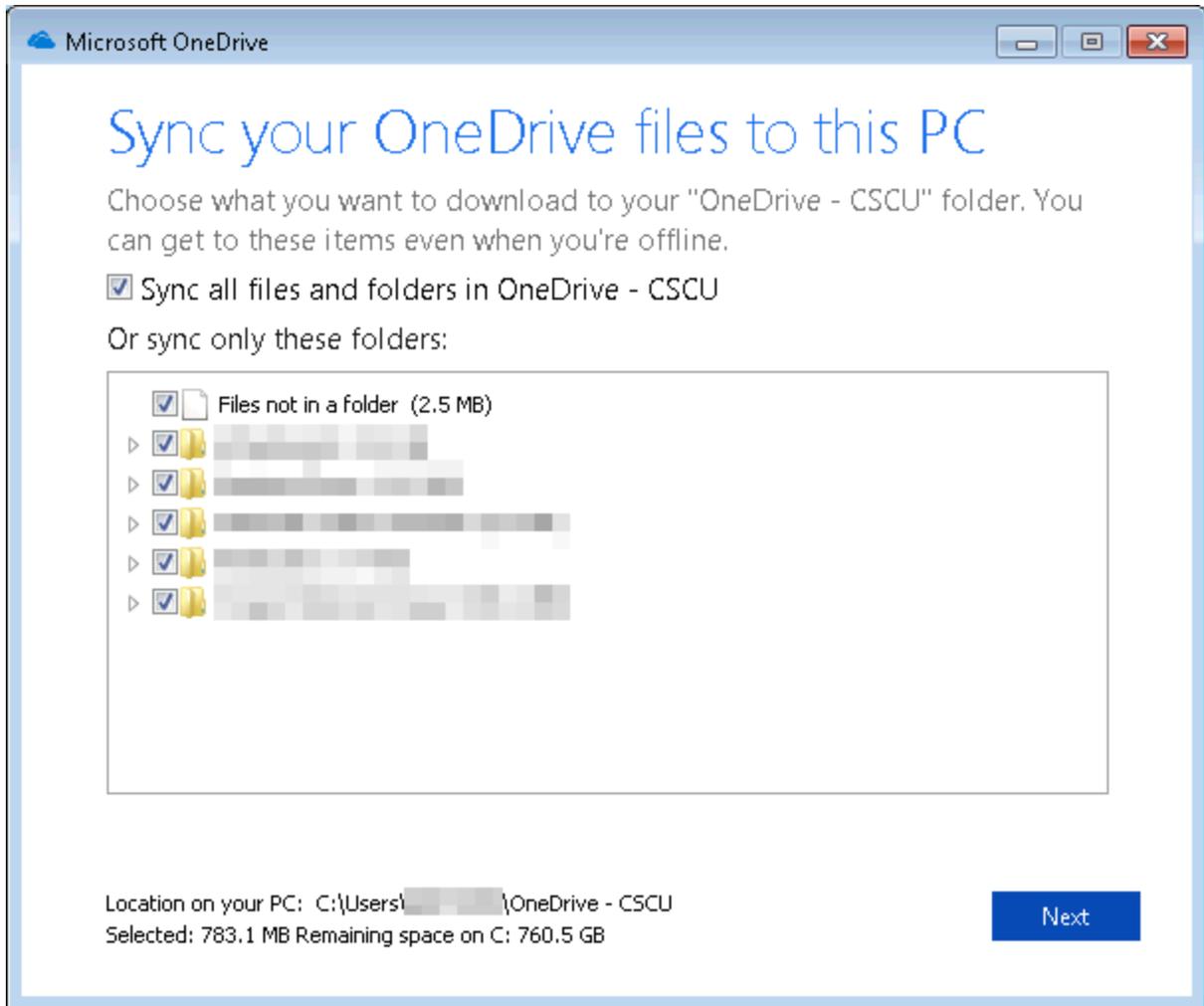
NOTE you can always change the content you are syncing from OneDrive for Business to your PC at any time by right clicking the OneDrive for Business icon from the systray and clicking Settings, then selecting "Choose folders" next to the location.

11. The following window appears after it has been setup – but it can be closed.

    If you were to click "Open my OneDrive – CSCU folder", it simply launches a browser with some brief Getting Started info with info on how to use OneDrive for Business and links to download additional apps for your phone. We recommend closing this window.
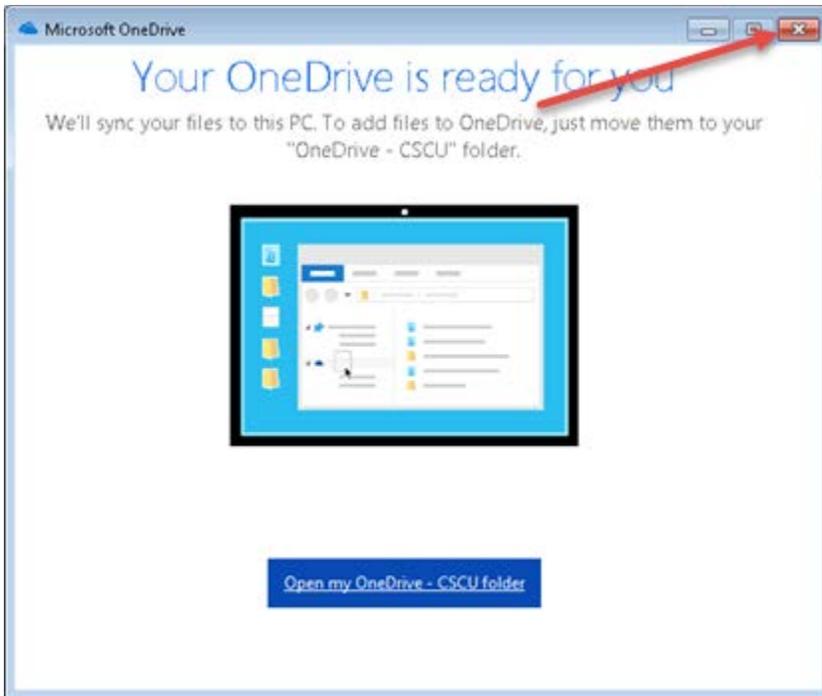
You can also close the "Getting ready to sync…" window:
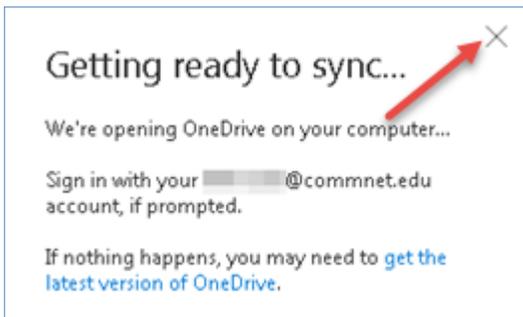
12. Your PC will start to sync the files found in your OneDrive for Business folder to your PC. You can begin using your OneDrive files in the new location: C:\Users\<NetID >\"OneDrive – CSCU"

13. You will still have the old location with synced copies of your files using the old name. **You will need to remove the folder.** If you browse to your c:\users\<netid> location, you will see both the old and the new OneDrive for Business folders.

    NOTE: It may require a reboot before you can remove the old copy.