

Setup syncing your CSCU OneDrive for Business from the OneDrive client

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| Scope: SO, CCC | Revision Date: 10/24/2017 |
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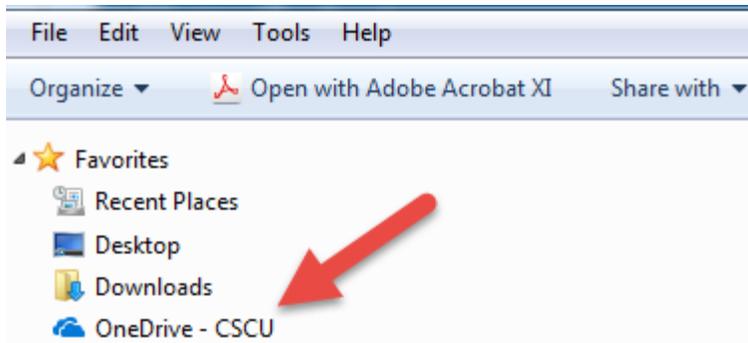
1. Introduction

These days, you want files available wherever you are and from any device. You also want to quickly share those files so others can collaborate with you. Lastly, you want to synchronize updates to those files between your devices and the cloud, so that you always have the latest version.

OneDrive is Microsoft’s cloud storage service. OneDrive for Business allows you to store, sync and collaborate on documents with others. If you are already familiar with OneDrive, note that OneDrive for Business is different from OneDrive. OneDrive is intended for personal storage separate from your workplace. OneDrive for Business is online storage intended for business/educational purposes. Your OneDrive for Business is managed by CSCU and lets you share and collaborate on documents. Microsoft provides additional information on [the difference between OneDrive for Business and OneDrive](#).

These instructions are to setup your Windows PC to sync your CSCU OneDrive for Business files in the cloud to your PC at the time of OneDrive for Business client installation.

After you have completed these instructions, you’ll be able to work with your CSCU OneDrive for Business files directly from a local folder on your PC in **C:\Users\<NetID>\OneDrive – CSCU**. The location is also added as a favorite so you can quickly browse to the location from your file browser:



Then, any files placed in this location will be available from anywhere and any device that you connect to, including mobile devices. When you work with the synced files on your PC, you need to understand these are not a copy of your files: **if you make changes or delete files in the local folder, the changes are synced to your OneDrive for Business location in the cloud.**

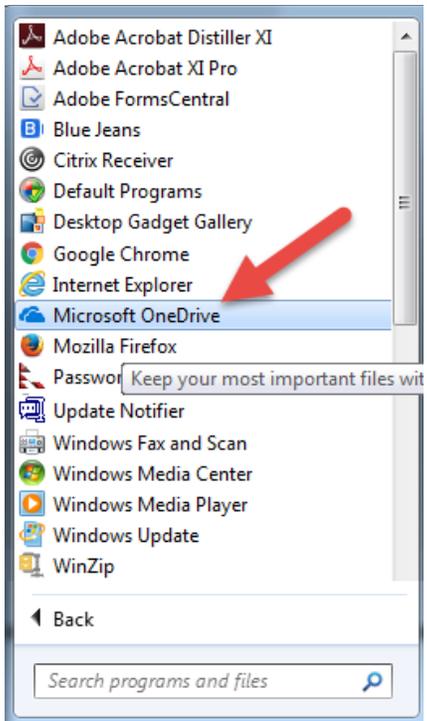
Once you have setup syncing of your OneDrive for Business files, refer to CSCU Support Center's [OneDrive For Business page](#) with link to an [FAQ](#) for more information on using your OneDrive for Business account.

2. Syncing from the OneDrive for Business client

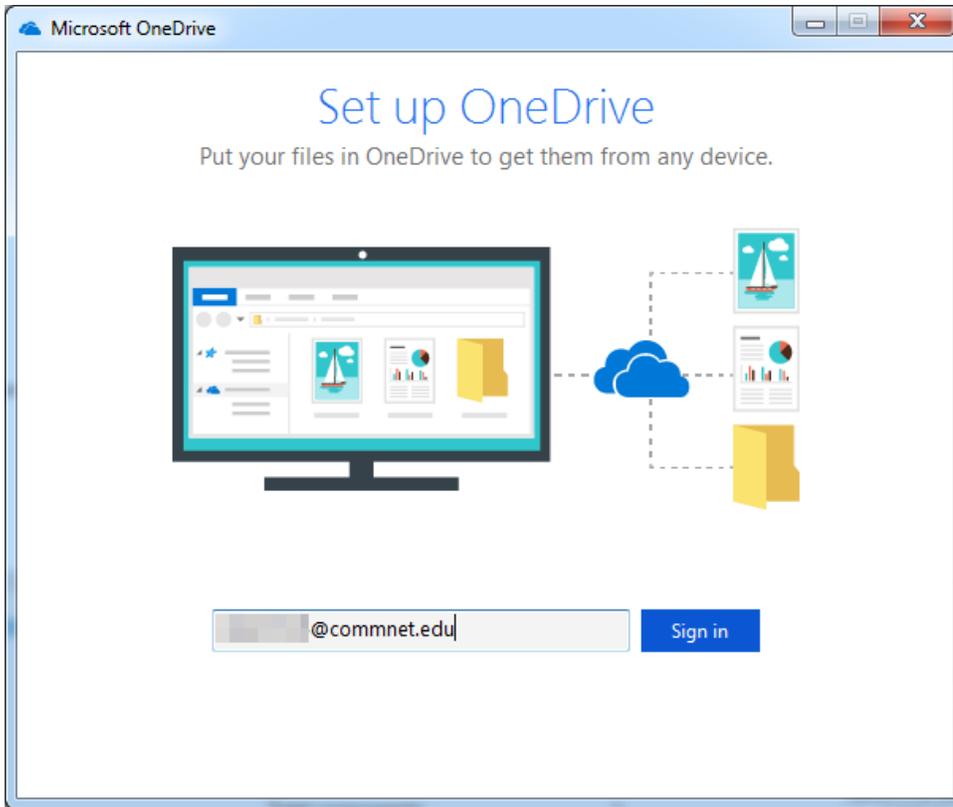
- 2.1. If the OneDrive for Business client is automatically installed on your PC by your IT department, you may see the installation screen appear. If it was silently installed, you may not see the installation window at all:



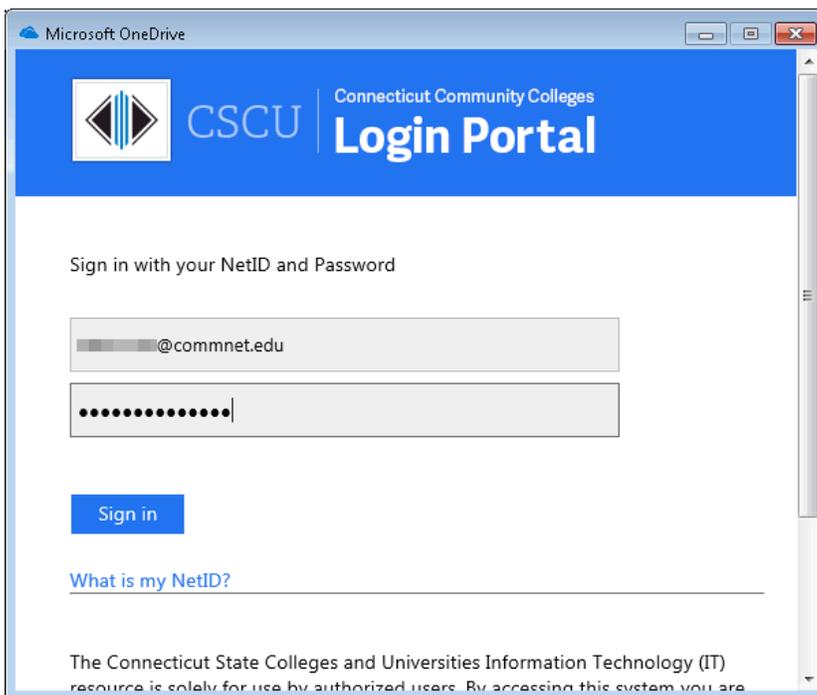
- 2.2. After installation, the "Set up OneDrive" window may automatically appear or you may need to launch OneDrive from your Start menu first:



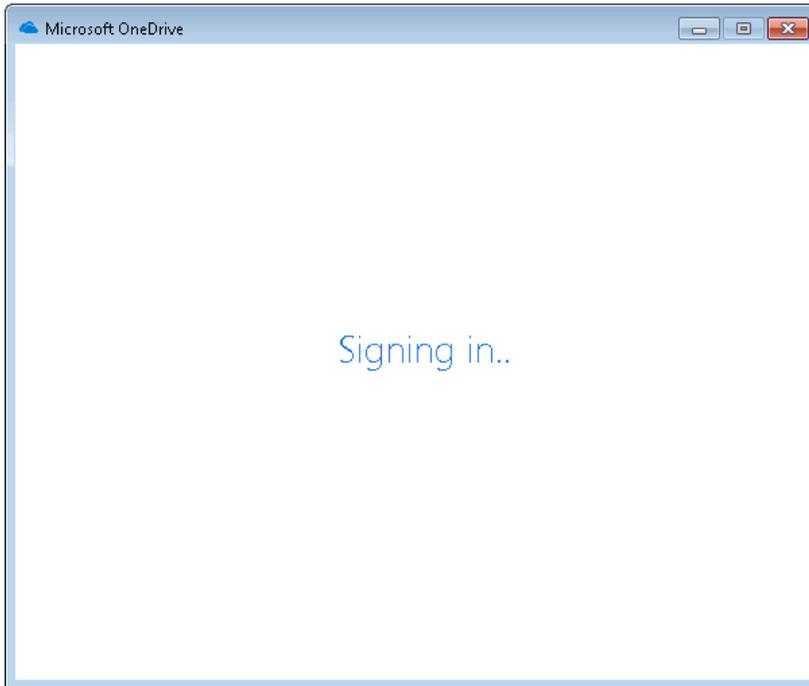
The “Set up OneDrive” window will prompt you to sign in to complete the syncing of your OneDrive for Business location to your PC. Enter your fully qualified NetID (i.e. with @ and your domain) and click Sign in:



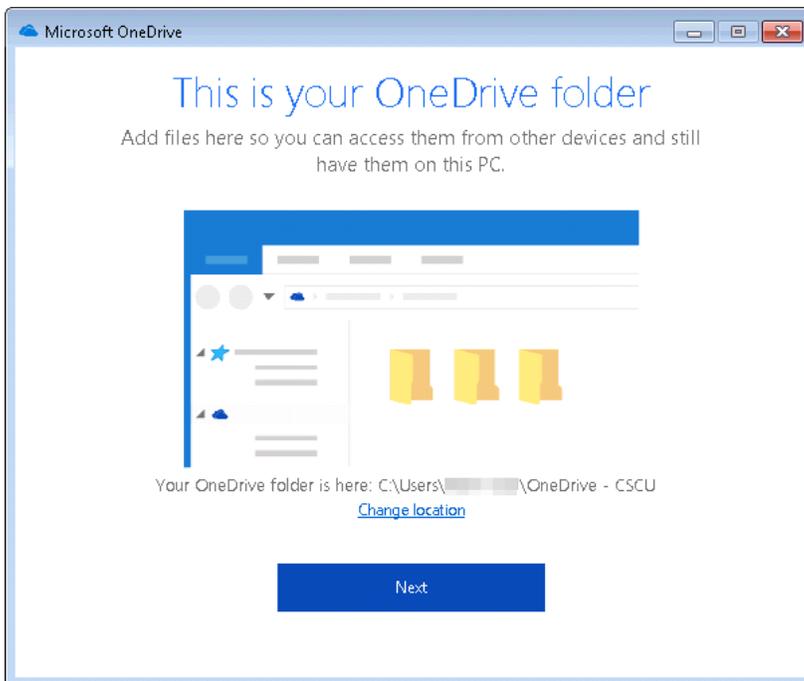
2.3. It will redirect you to the CSCU Login Portal again where you'll need to enter your password again and then click Sign in:



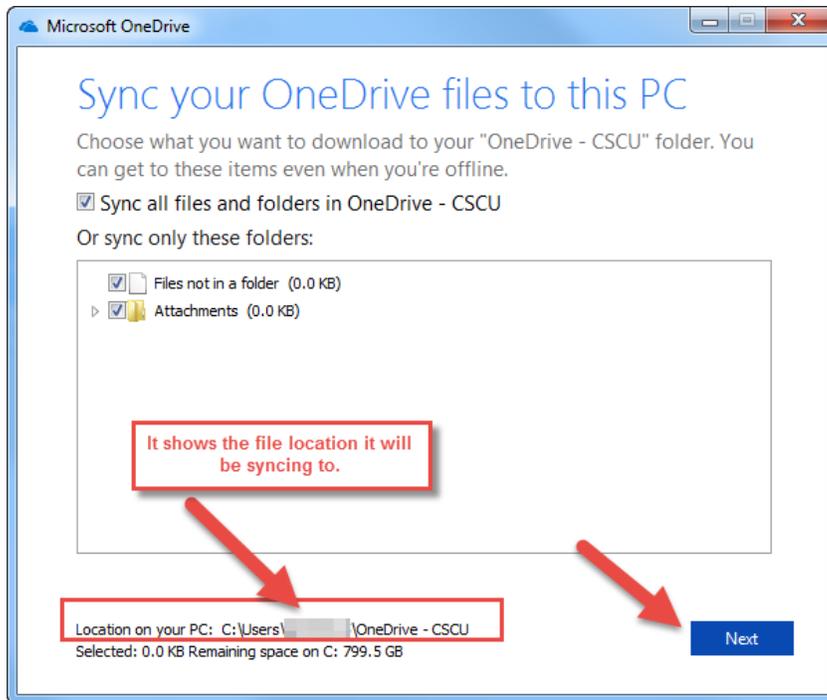
Then this page will display while it is signing you in:



2.4. It then shows you the folder location where your OneDrive for Business files will be synced to. Click Next:



2.5. On the bottom of the next screen, it will show you the location your files are syncing to. If you already had content in your OneDrive for Business folder, you can change what you want to sync to your PC, otherwise **click Next**:

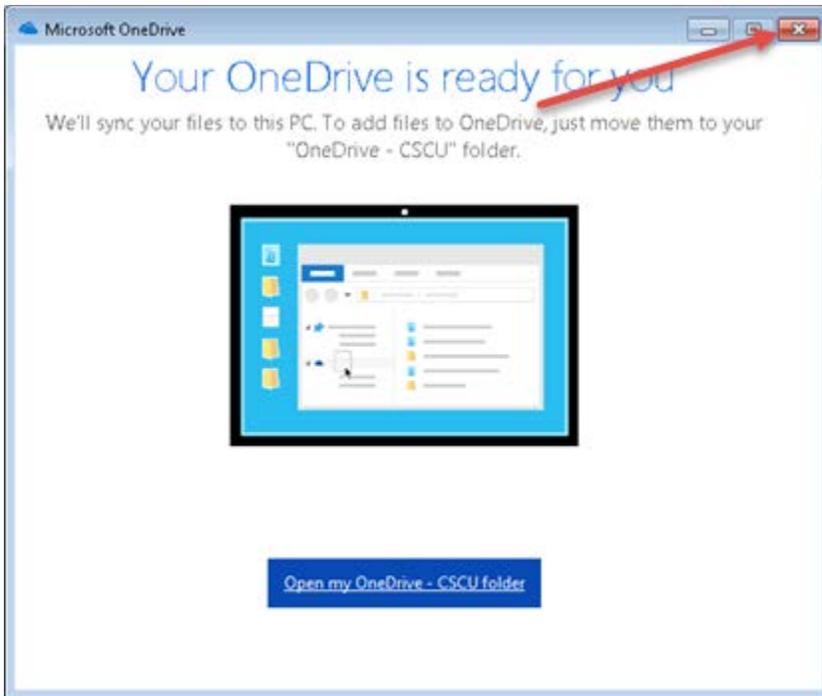


NOTE you can always change the content you are syncing from OneDrive for Business to your PC at any time by right clicking the OneDrive for Business icon from the systray and clicking Settings, then selecting “Choose folders” next to the location:



2.6. You can close the following window appears after it has been setup – it is not needed to access your local OneDrive files.

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.

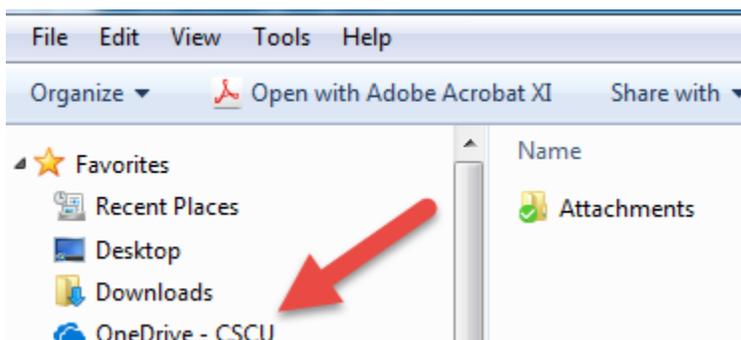


3. Using your OneDrive for Business

Here is where you'll interact with your OneDrive for Business location:

From the file browser:

You now have the OneDrive for Business folder on your PC that is syncing to your OneDrive for Business location in the cloud. From your PC, it is easily accessible from your Favorites as "OneDrive – CSCU":



You may see other OneDrive icons listed in Favorites. For access to your CSCU OneDrive for Business files, you will only be using the "OneDrive –CSCU" icon as shown above.

Any document placed into this location, will be synced to your OneDrive for Business folder in the cloud and can then be accessed using a browser or a mobile app. When you work with the synced

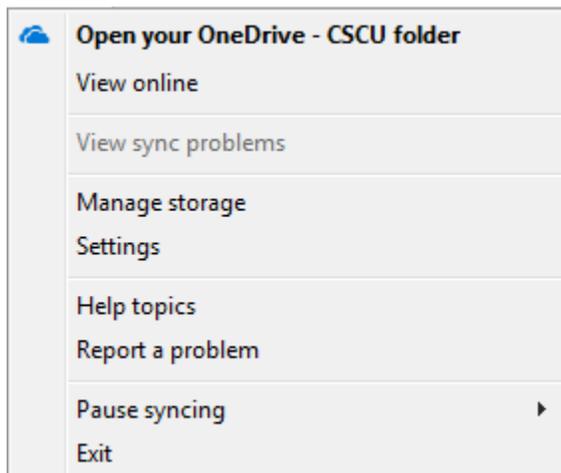
files on your PC, you need to understand these are not a copy of your files: if you make changes or delete files in the local folder, the changes are synced to your OneDrive for Business location in the cloud.

In the systray:

You will notice a new icon in your systray:



- Clicking on this icon will show files as they sync to the cloud.
- Right clicking this icon will show you a menu:



“View online” will launch a browser and you can login to the [Office365 portal](#) to view your files from the cloud.

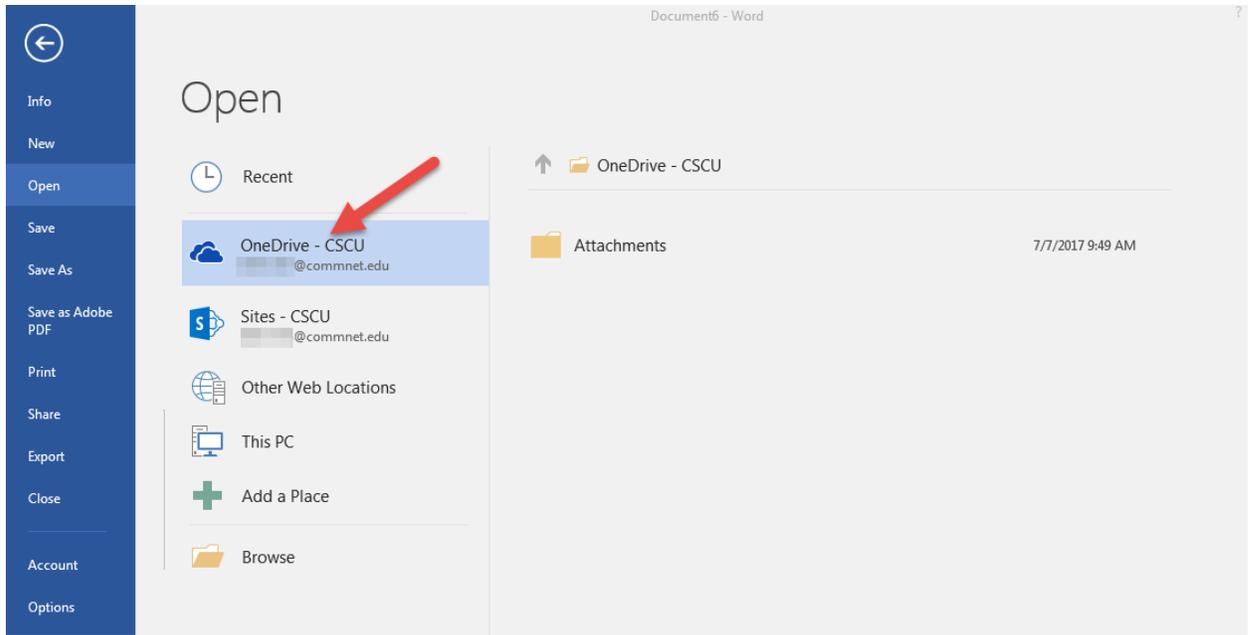
“Open your OneDrive – CSCU folder” will open the local folder on your PC.

“View sync problems” will be available if you are experiencing any sync issues with files. You will need to resolve those problems in order to have the files sync from your local folder to the cloud.

“Settings” allows you to view other settings that may be applicable.

From an Office 2016 product (i.e. Word, Excel):

You can use the “OneDrive – CSCU” location when you open or save files directly into your OneDrive for Business folder on your PC:



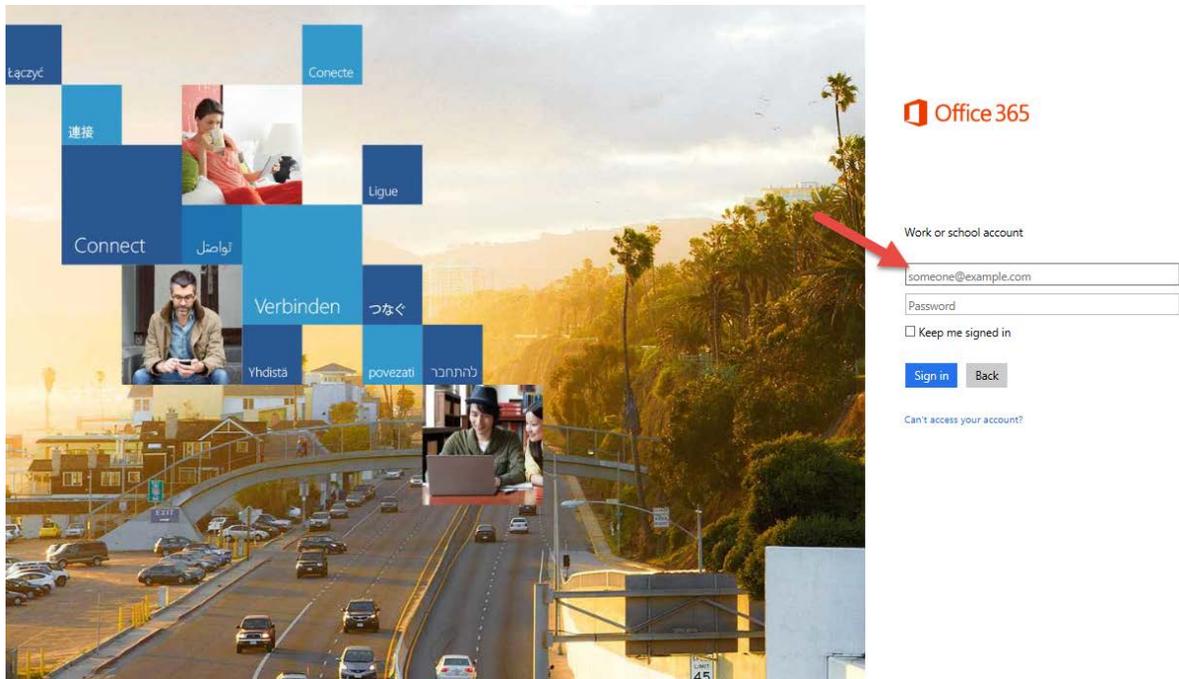
NOTE: You can ignore the “Sites – CSCU”, just use the “OneDrive – CSCU” location to save/open files directly in your local folder.

From the Office365 Portal:

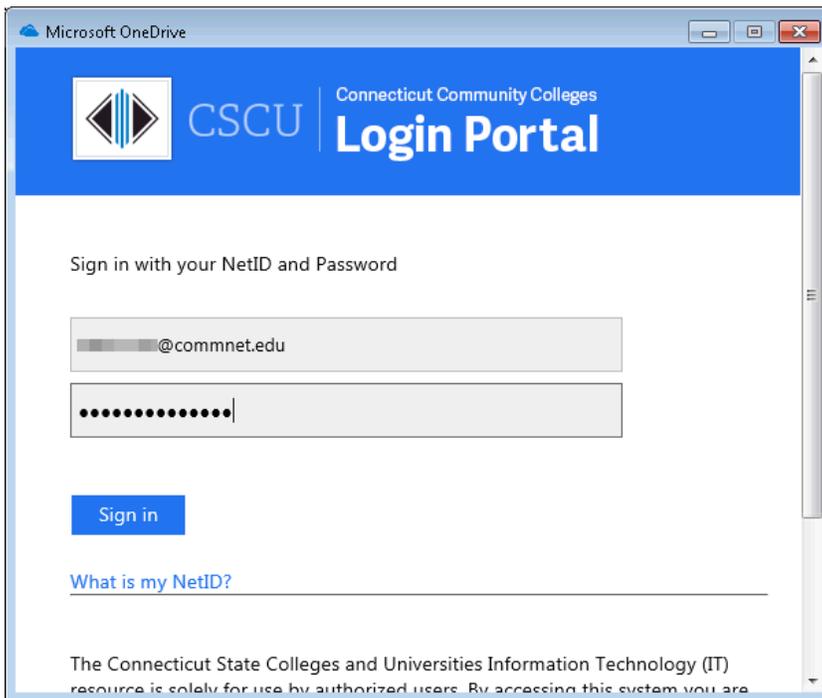
You can login to the [Office365 portal](#) to access your OneDrive for Business documents anytime.

You’ll be prompted to sign in if you are already not signed in. Enter your NetID as the username.

NOTE: If you are already logged in, it will skip the next step of you having to log into the portal:



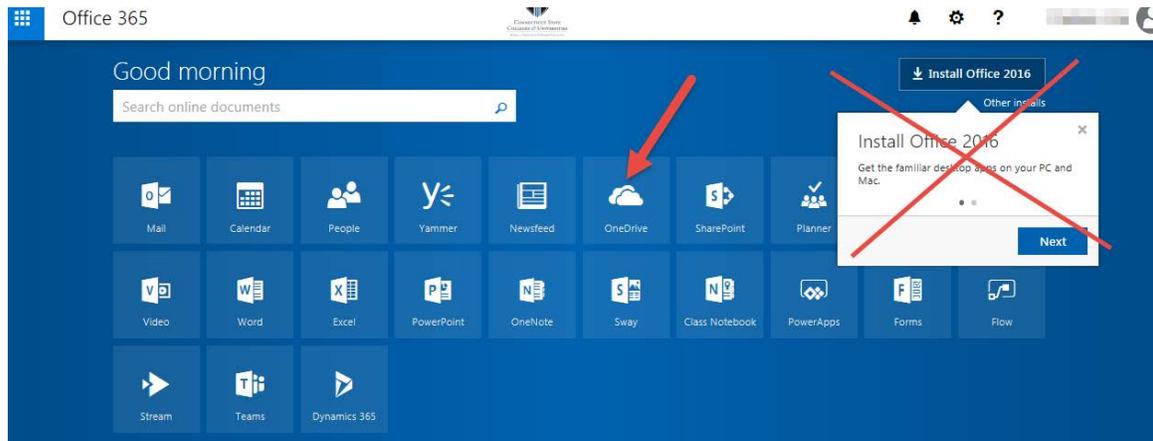
It will redirect you to the CSCU Login Portal where you'll enter your password and click "Sign in":



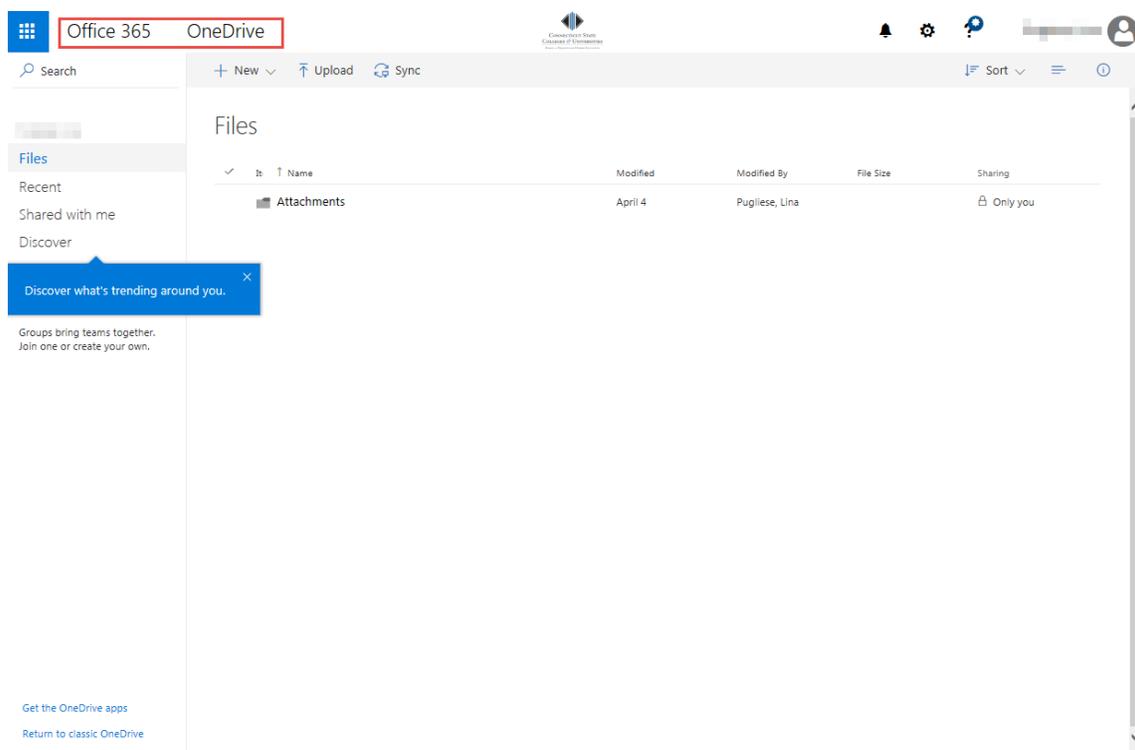
At this point, you are now logged into Office365 and can see all the Office365 applications listed.

These are called "tiles" and can also be accessed from the app launcher  Office 365 in the upper

left hand corner. Launch the OneDrive application by **clicking the OneDrive tile** from the list of Office365 applications:

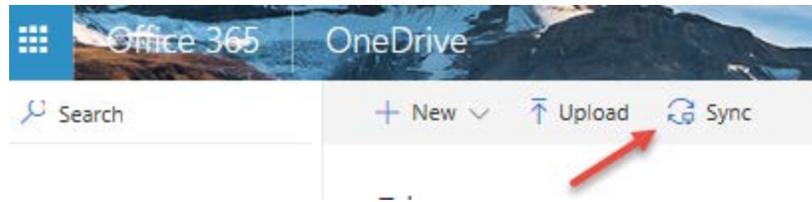


Now you are in the OneDrive for Business application (as seen in the top menu on the left):



You are now viewing and can work with your OneDrive for Business files.

NOTE: When you are using OneDrive for Business from the Office365 portal, you may notice the Sync button. You do not need to click this link from a machine that is already setup to sync your files using the client. You only need to click "Sync" when you are setting up OneDrive for Business on a new PC:



4. Resources

CSCU Support Center's [OneDrive For Business page](#) with link to an [FAQ](#) for more information on using your OneDrive for Business account.

[Microsoft's general info](#) about setting up syncing with OneDrive for Business client