Setting up your PC to sync your CSCU OneDrive for Business

| Scope: SO, CCC	Revision Date: 7/13/2017

Table of Contents

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.

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:
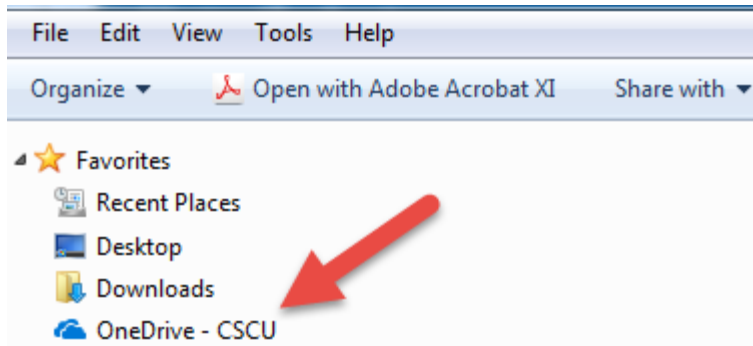
Then, any files placed in this location will be available from anywhere and any device that you connect to, including mobile devices. When you work with the synced files on your PC, you need to understand these are not a copy of your files: **if you make changes or delete files in the local folder, the 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. Login to your CSCU Office365 account

2.1. Login to the Office365 portal at http://portal.microsoftonline.com/ and enter your NetID as the username. NOTE: If you are already logged in, it may skip this step and proceed right to step 2.3
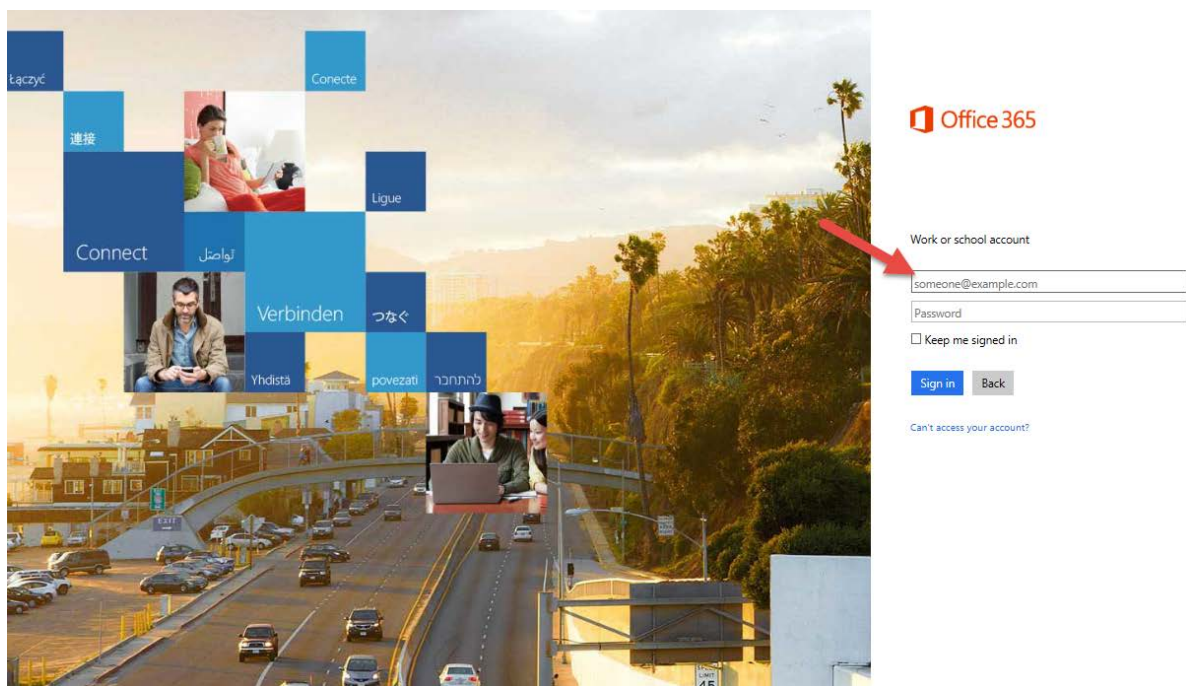
2.2. It will redirect you to the CSCU Login Portal where you'll enter your password and click "Sign in":
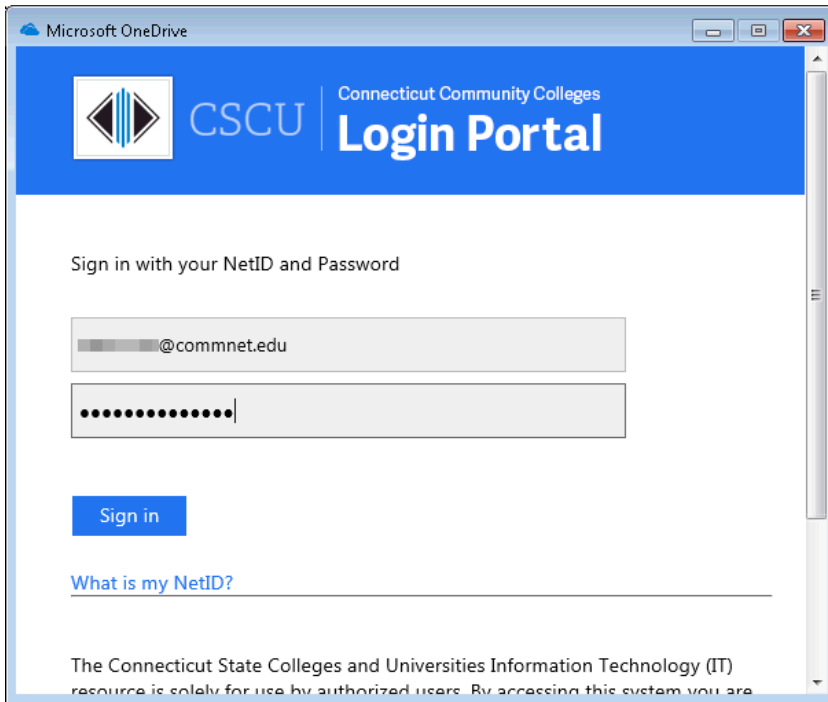
2.3. At this point, you are now logged into Office365 and can see all the Office365 applications

listed. These are called "tiles" and can also be accessed from the app launcher in the upper left hand corner. Since your mailbox is hosted in Office365, you may see alerts in the upper right hand corner as mail is received. You can ignore this as we'll be focusing on the OneDrive for Business application. Ignore the message to install Office 2016 software as well.

3. Launch the OneDrive for Business application

3.1. Launch the OneDrive application by **clicking the OneDrive tile** from the list of Office365 applications:
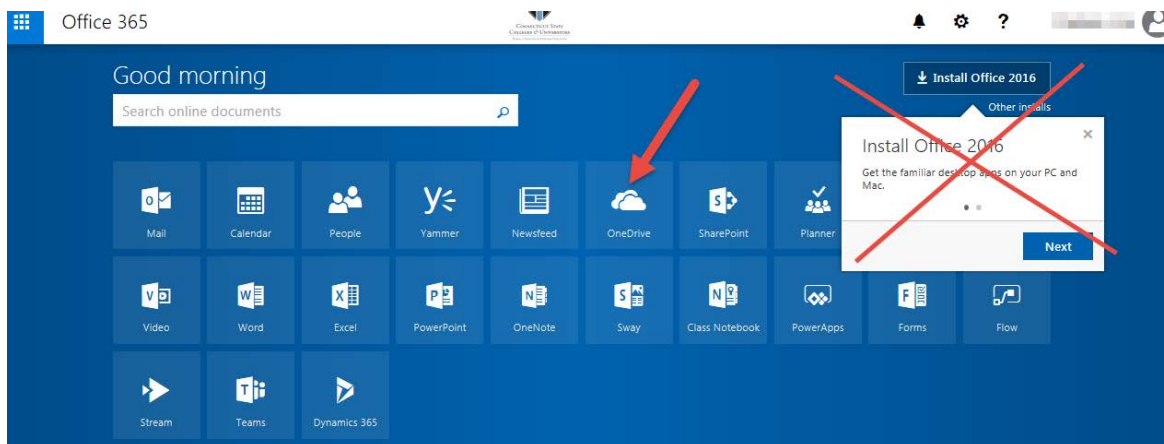
Now you are in the OneDrive for Business application (as seen in the top menu on the left):
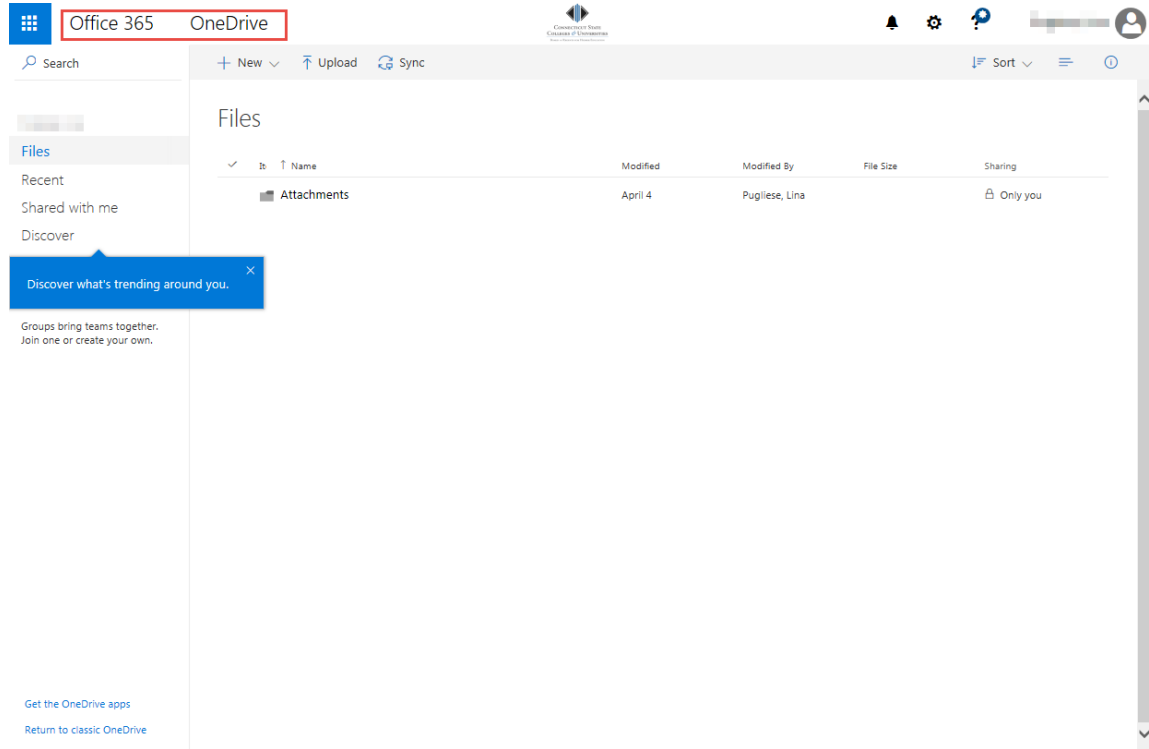
You may or may not have files already in your OneDrive for Business location. It doesn't matter as we are just setting up the location syncing at this time.

4. Start to sync your files to your PC

4.1. To start to sync your files to your PC, **click the Sync icon** to launch the OneDrive for Business client:
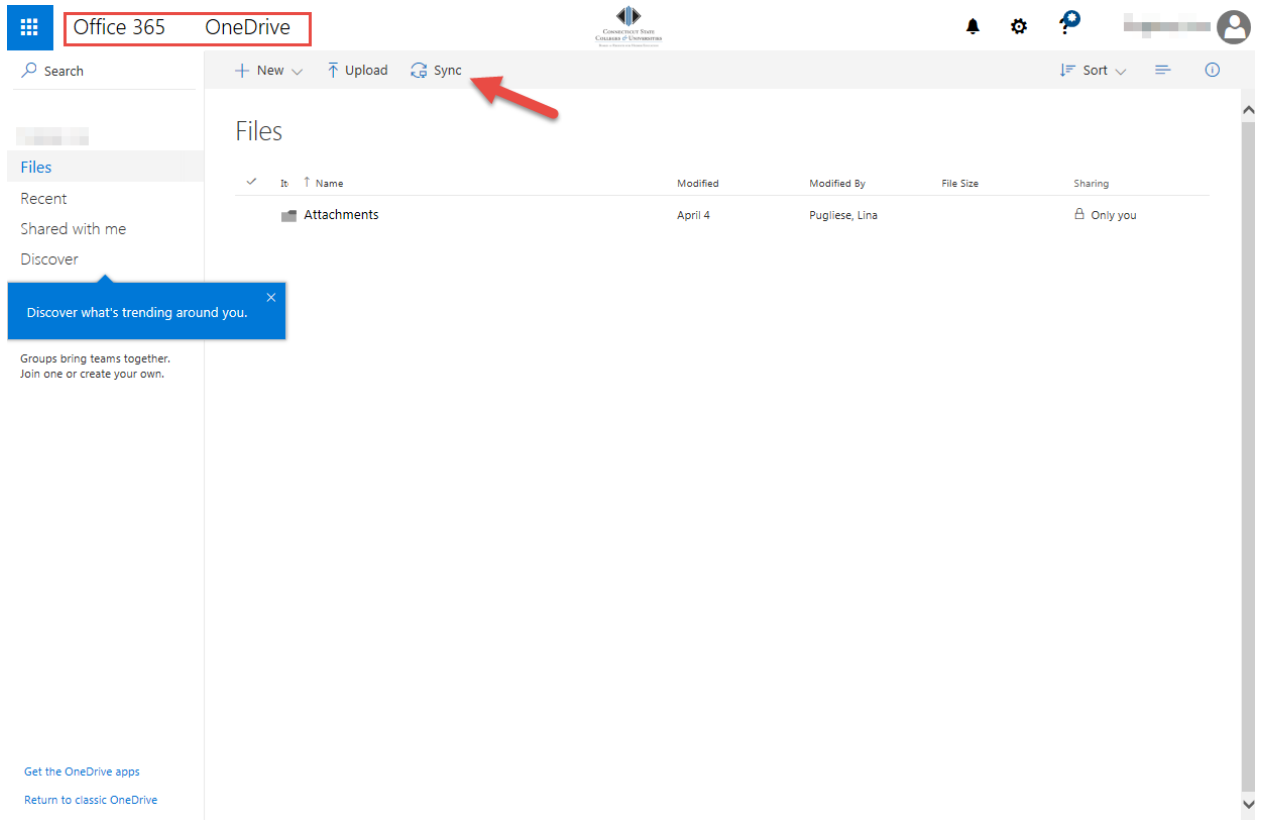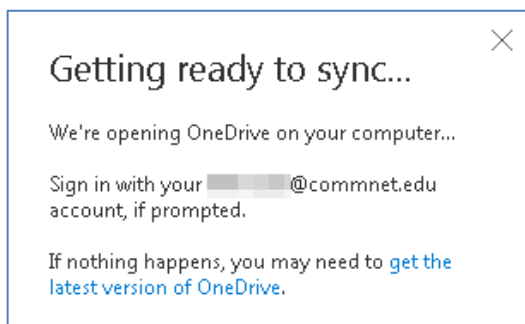
You may be prompted to allow IE to open a program on your computer. If you see something similar to this, **click Allow** to allow your browser to open the OneDrive for Business client.

NOTE: Keep "Always ask before opening this type of address" checked so you aren't prompted each time.
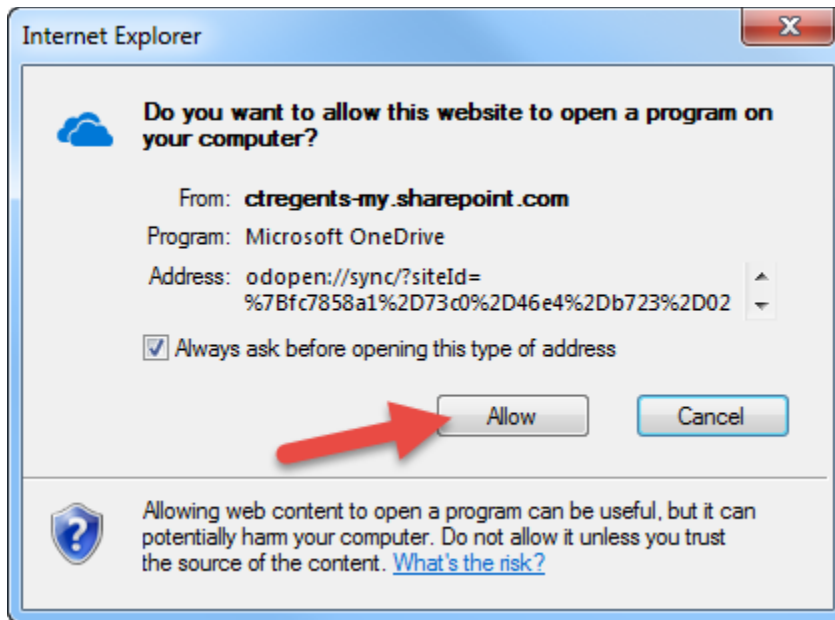
This window will appear next and will attempt to launch OneDrive for Business client:


What happens next depends on having the appropriate version of OneDrive for Business client installed on your PC. You may encounter different scenarios and may need to refer to your local IT department for additional help.

- If you are on a CSCU-owned machine and nothing happens, you'll need to work with your local IT to have the OneDrive for Business client installed on your PC.

- If you are not on a CSCU-owned machine and nothing happens, you need to get the latest version of OneDrive for Business installed.
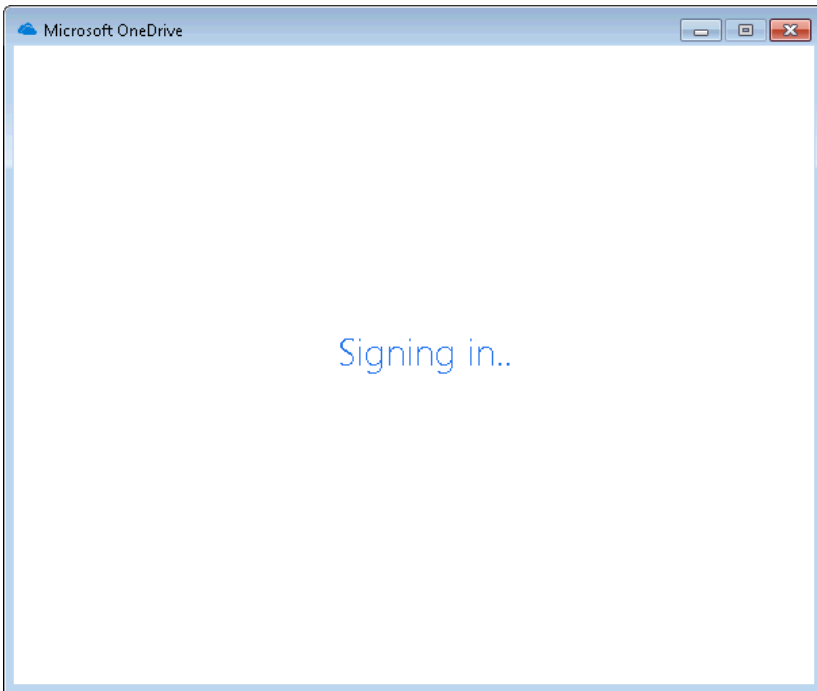
4.2. If you have the OneDrive for Business client installed on your PC, it will launch with the following screen and your NetID already filled in, **click Sign in:**
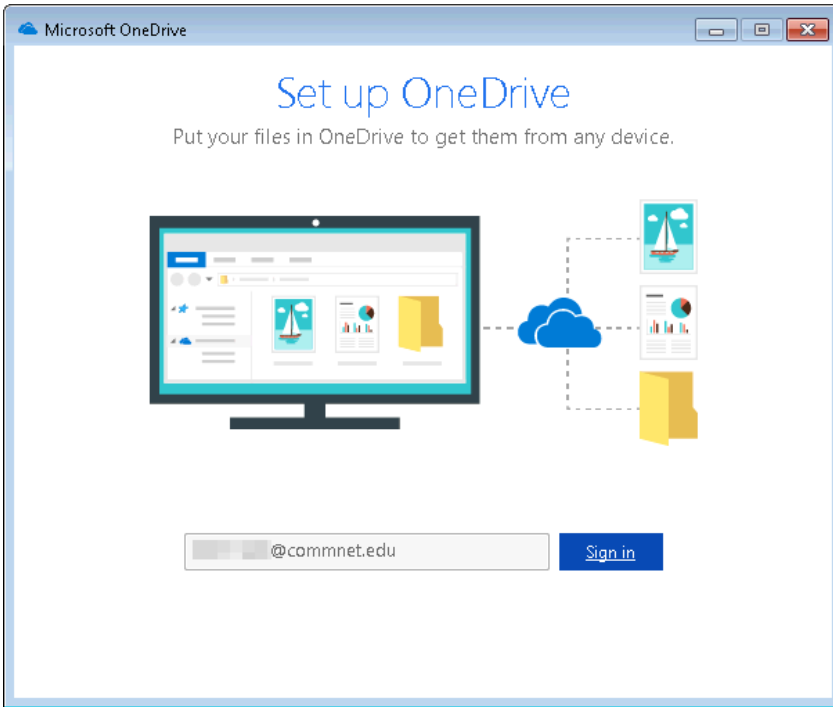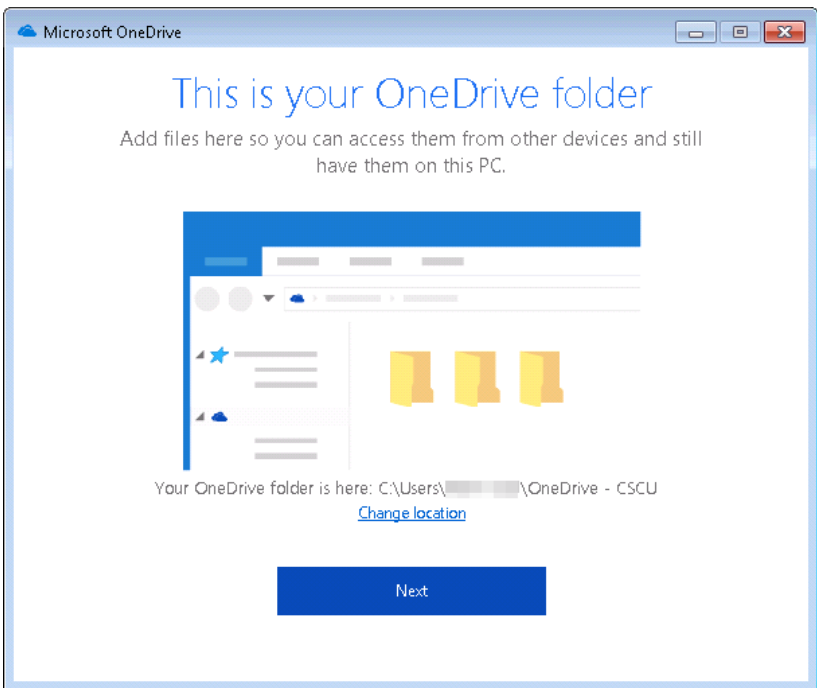
4.3. It will redirect you to the CSCU Login Portal again where you'll need to enter your password again and then click Sign in:
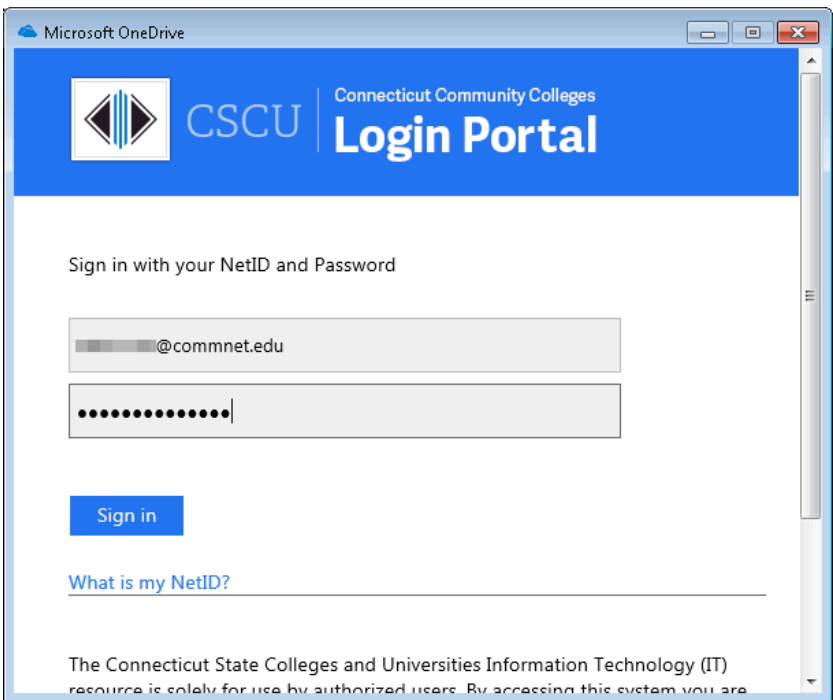
Then this page will display while it's signing you in:

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

4.5. 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**:
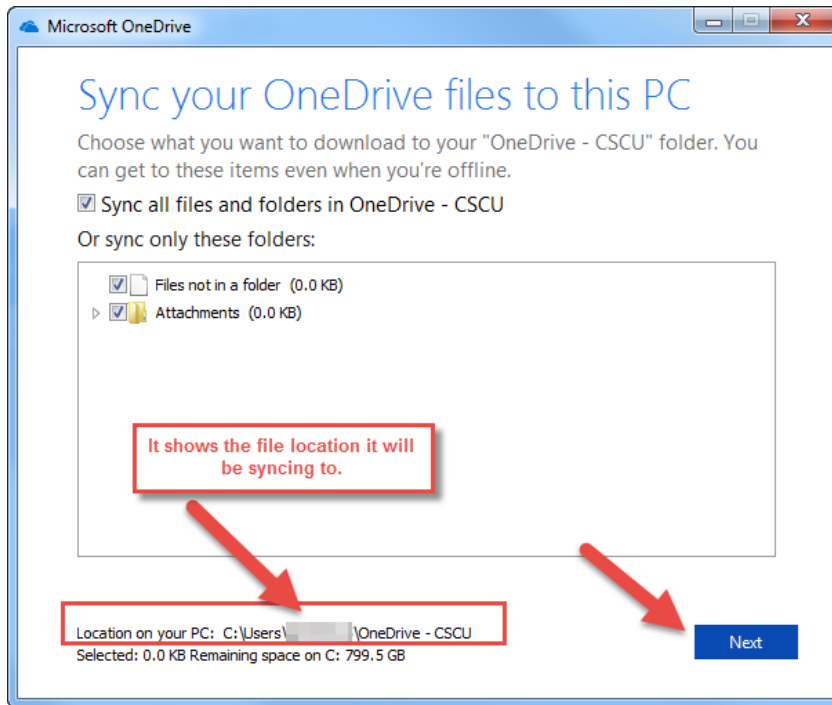
NOTE you can always change the content you are syncing from OneDrive for Business to your PC at any time by right clicking the OneDrive for Business icon from the systray and clicking Settings, then selecting "Choose folders" next to the location:


4.6. 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.
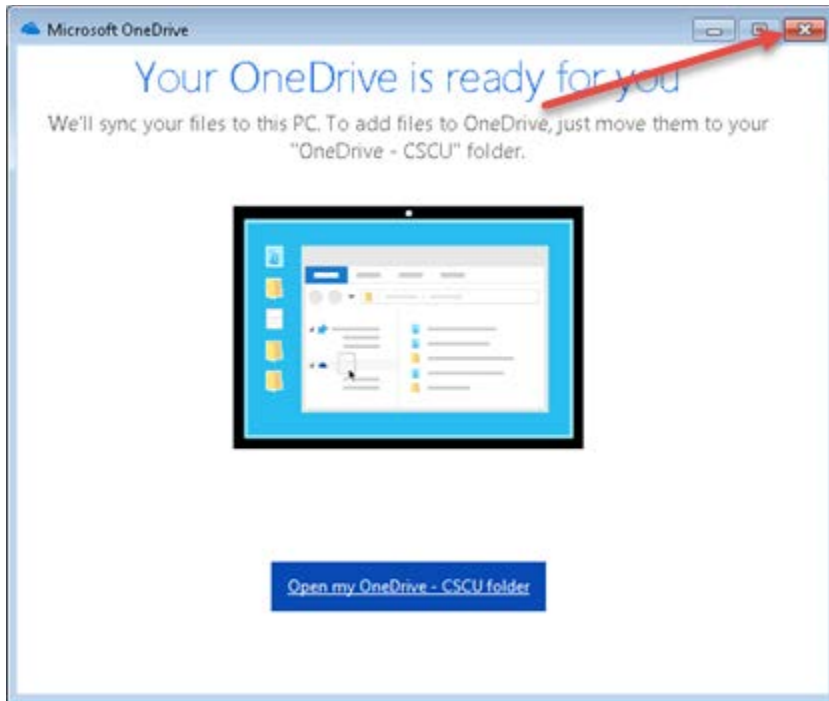
4.7. You can also close the "Getting ready to sync…" window:
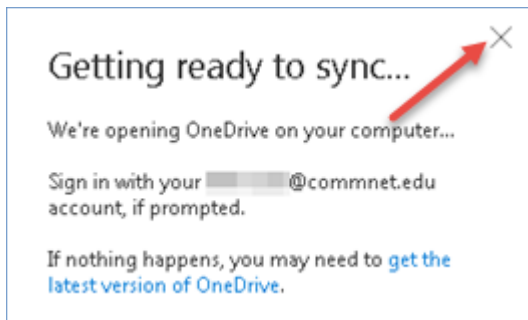
5. Using your OneDrive for Business

Now that your PC is syncing with your OneDrive for Business, you do not need to click the sync button again from this PC. You only need to do that to start the syncing process on a PC. It will continue to sync your files as long as the OneDrive for Business client is installed and connected to your account.

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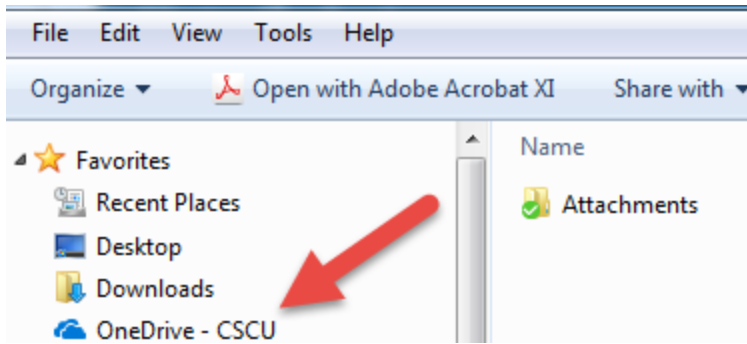
You may see other OneDrive icons listed in Favorites, for access to your CSCU OneDrive for Business files, you will only be using the "OneDrive –CSCU" icon as shown above.

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:
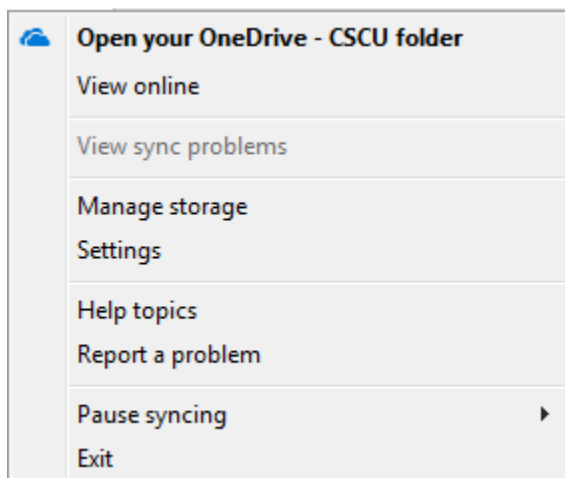
"View online" will launch a browser and you can login to the Office365 portal to view your files from the cloud.

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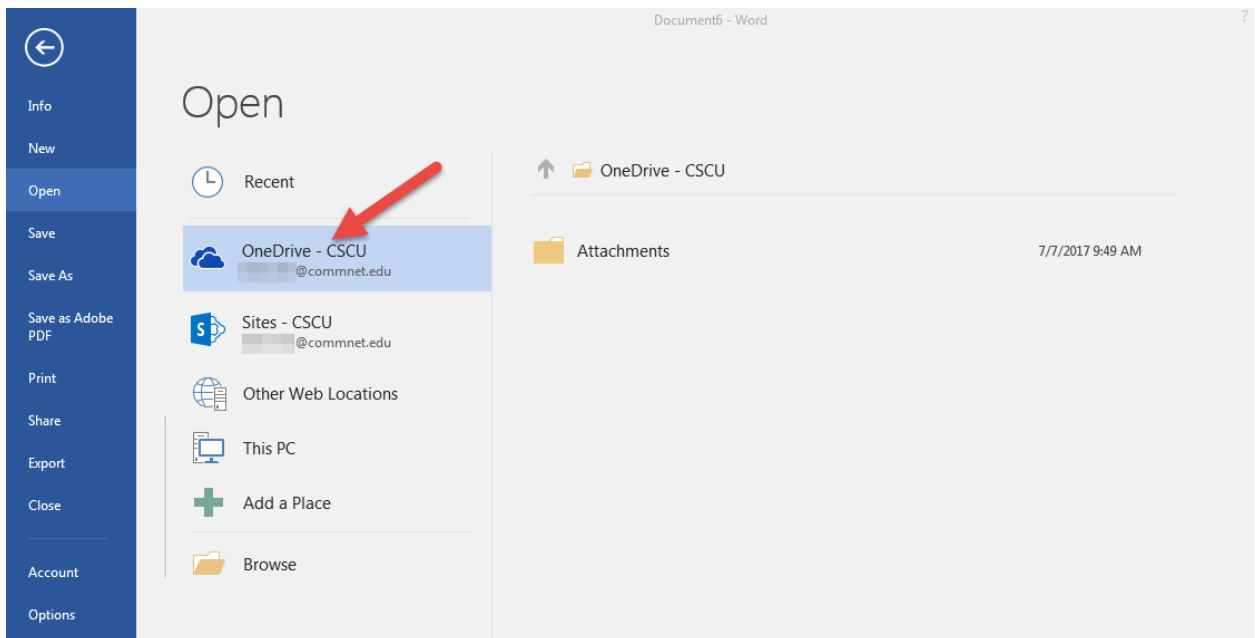
NOTE: You can ignore the "Sites – CSCU", just use the "OneDrive – CSCU" location to save/open files directly in your local folder.

6. Resources

Microsoft's general info about setting up syncing with OneDrive for Business client

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