Using your CSCU OneDrive for Business library

Scope: SO, CCC	Revision Date: 1/25/2018

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1. Introduction

These days, you want files available wherever you are and from any device. You also want to 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 for how to use your CSCU OneDrive for Business library. You are not required to sync your files to your workstation if you don't want to. You can choose to access your OneDrive for Business library only from a browser or a mobile device. However, having the Microsoft OneDrive sync client on your workstation allows you to access your CSCU OneDrive for Business library directly from your workstation's File Explorer and local applications (Word, Excel, etc.) easily.

For more information on installing the Microsoft OneDrive sync client, refer to CSCU Support Center's OneDrive for Business page and the corresponding OneDrive for Business FAQ item: "What do I need to know about syncing?"

2. Accessing from a Windows workstation

After the Microsoft OneDrive sync client has been installed and setup on your workstation, you'll be able to work with your CSCU OneDrive for Business library directly from a local folder on your workstation. The sync location is also added to Favorites/Quick access locations so you can quickly browse to the location from the File Explorer:

Windows 7:
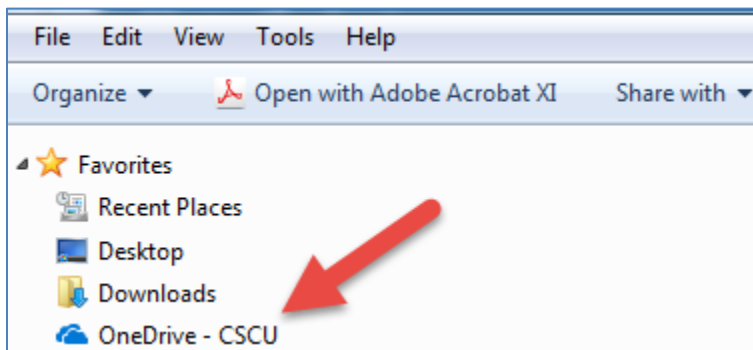
Windows 10:
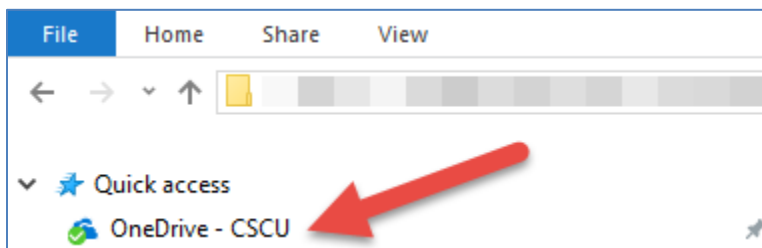
Documents here are synced with your CSCU OneDrive for Business library which can also be accessed using a browser from any location or a mobile app.

Please note that you may see other OneDrive icons listed in Favorites/Quick access. Your CSCU OneDrive for Business library is located by using "OneDrive – CSCU" as shown above. You may also see a personal OneDrive location shown simply as "OneDrive" - which is not the same thing as your CSCU OneDrive for Business library.

If you are also syncing CSCU O365 Group, Microsoft Team or CSCU SharePoint Online document libraries to your workstation, you'll note that the sync location for those libraries shows up in your Favorites/Quick access as "CSCU".

NOTE: If you see a OneDrive library named: "OneDrive – Board of Regents System Office" then you need to follow these instructions to properly rename it to the new "OneDrive – CSCU". Simply renaming the folder will not properly rename the library.

When you work with files synced with Microsoft OneDrive, you need to understand these are not a copy of your files: **if you make changes or delete files in the synced location, the changes are synced to your OneDrive for Business library in the cloud.**

Using OneDrive sync client's Files On-Demand

If you are running Windows 10 Fall Creators Update (version 16299.15) or later, you will now be able to control how your OneDrive for Business files are synced to your workstation. Files On-Demand allows you to access your files in your OneDrive for Business library without having to download them and use storage space on your workstation.

All files, even files not downloaded to your workstation, will be listed in the File Explorer. Have a file you always want to store on your workstation? Easy! Set it to 'Always keep on this device'

For more information on using Files On-Demand, refer to our OneDrive for Business FAQ article on how to enable and use it.
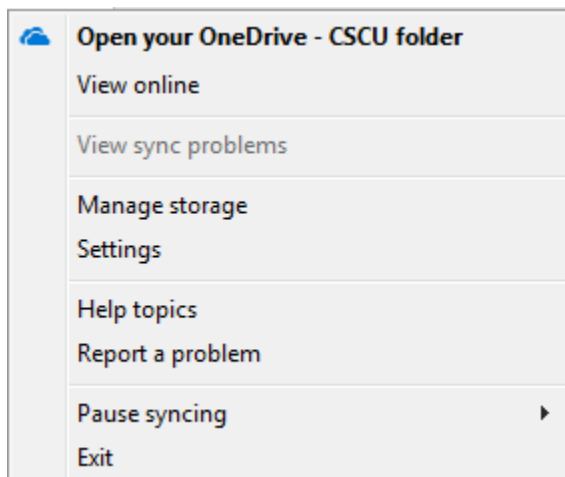
Accessing Microsoft OneDrive from the systray (lower right area by the clock):

The Microsoft OneDrive sync client icon is displayed in your systray when it is running:
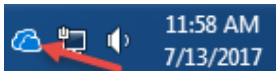
Here's how to use the Microsoft OneDrive sync client icon:

➢ 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 in the cloud.

"Open your OneDrive – CSCU folder" will open the sync folder on your workstation using the File Explorer.

"View sync problems" will be enabled (i.e. not greyed out) if you are experiencing any sync issues. You will need to resolve those problems in order to have the files sync from your local workstation to the cloud.

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

Accessing your OneDrive for Business library using Office 2016 products (i.e. Word, Excel):

You can use the "OneDrive – CSCU" location when you open or save files directly into your OneDrive for Business library on your workstation:
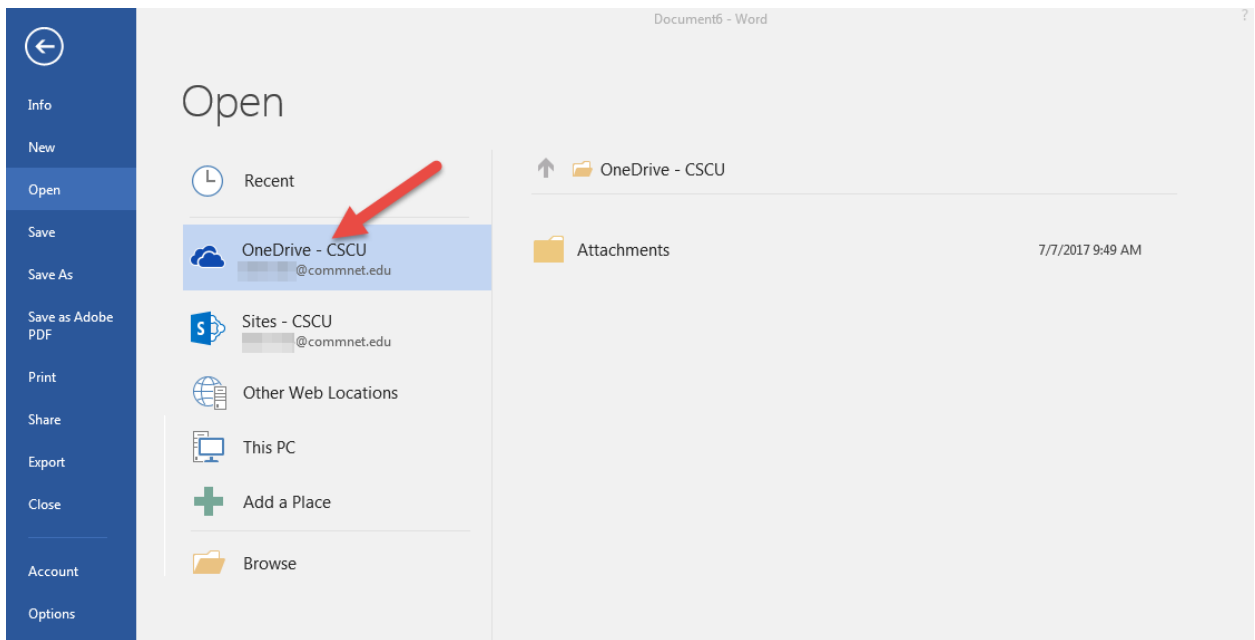
NOTE: You can ignore the "Sites – CSCU", just use the "OneDrive – CSCU" location to save/open files directly in your local folder.

Attaching files to an email using Outlook 2016

From Outlook 2016, if you want to send an attachment and the file is stored in your OneDrive for Business library, there are two different attachment types you can use:
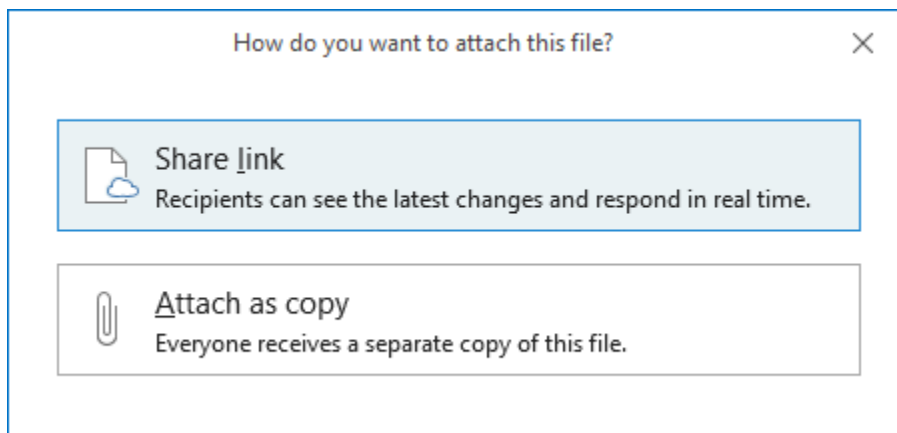
Attaching as a regular attachment

Attaching as a cloud attachment

If you select the Attach File dropdown, you'll see two locations at the bottom: Browse Web Locations and Browse This PC:
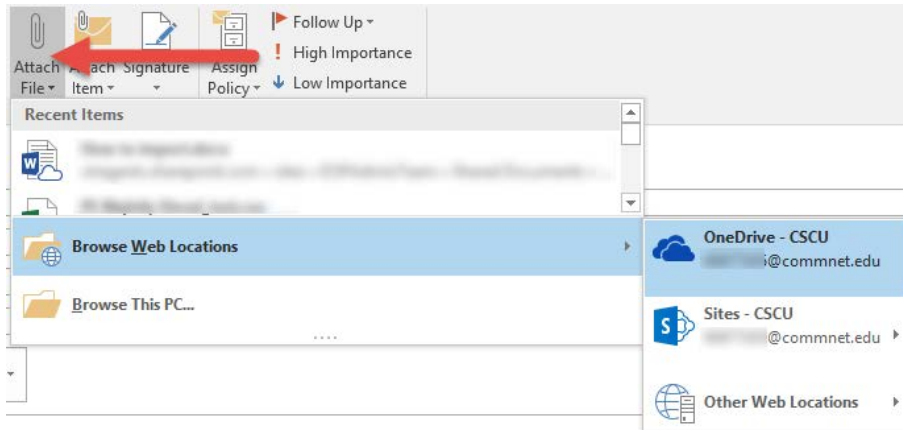
If you select a file using either OneDrive – CSCU or Sites – CSCU, it will ask you how you want to attach the file:


Selecting 'Attach as copy', attaches a copy of the file to the email. The recipient does not have real-time access to the file.

Selecting 'Share link' includes a link to the file in your OneDrive for Business library and uses the OneDrive for Business sharing capabilities. Refer to the OneDrive for Business FAQ for more information about sharing. The email does not contain the attachment if you use this. They receive an email telling them that you shared a file with you and they need to click a link to open the file. The recipient will have real-time access to the file.

3. Accessing from the Office365 Portal

You can login to the Office365 portal to access your CSCU OneDrive for Business library anytime. You do not need to be running the Microsoft OneDrive sync client in order to access your CSCU OneDrive for Business library from a browser.

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:
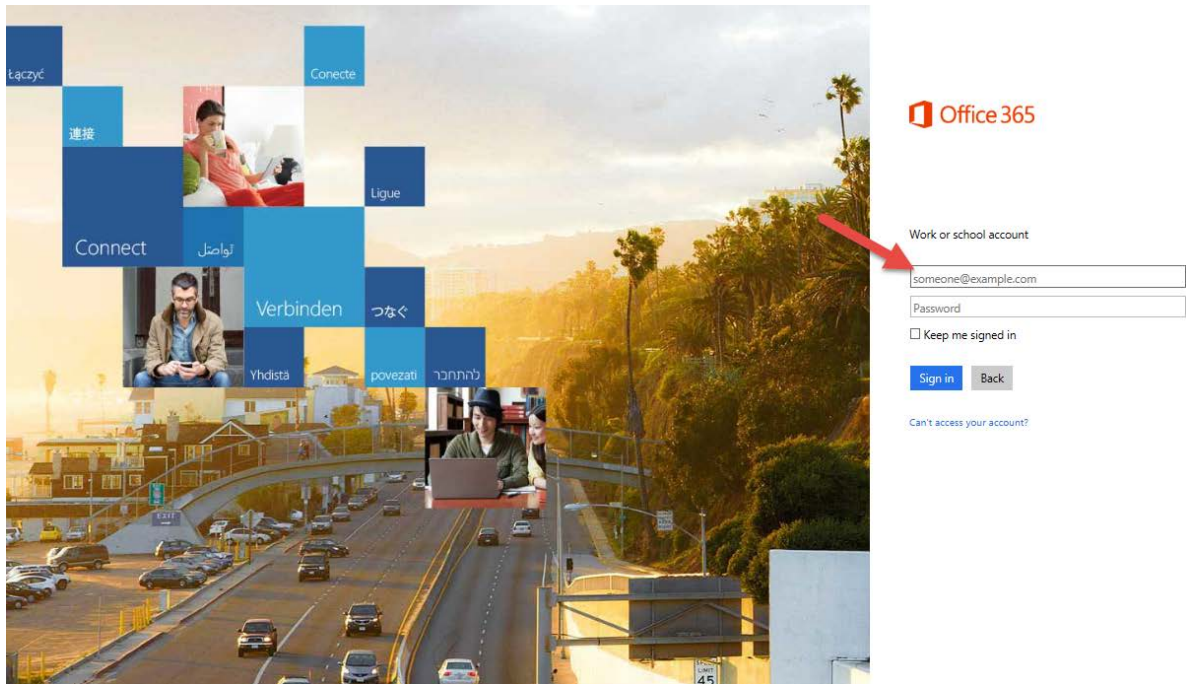

It will redirect you to the CSCU Login Portal where you'll enter your password and click "Sign in":
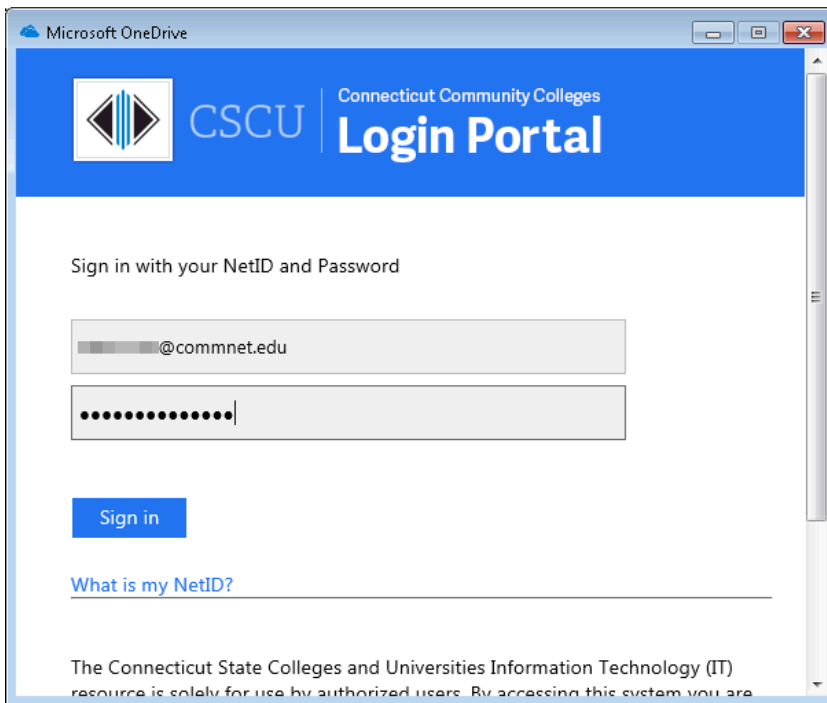
At this point, you are now logged into Office365 and can see all the Office365 applications listed.

These are called "tiles" and can also be accessed from the app launcher in the upper left hand corner.

Launch the OneDrive application by **clicking the OneDrive tile** from the list of Office365 applications:
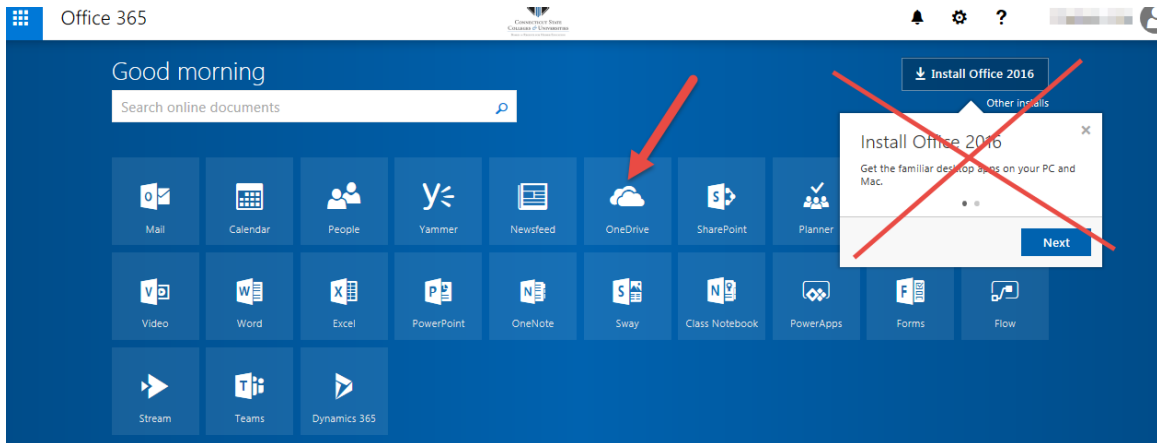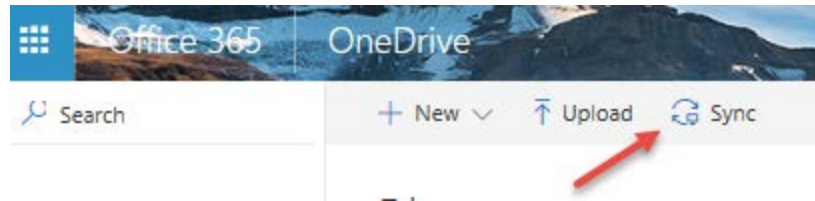

Now you are in the OneDrive for Business application (as seen in the top menu on the left):
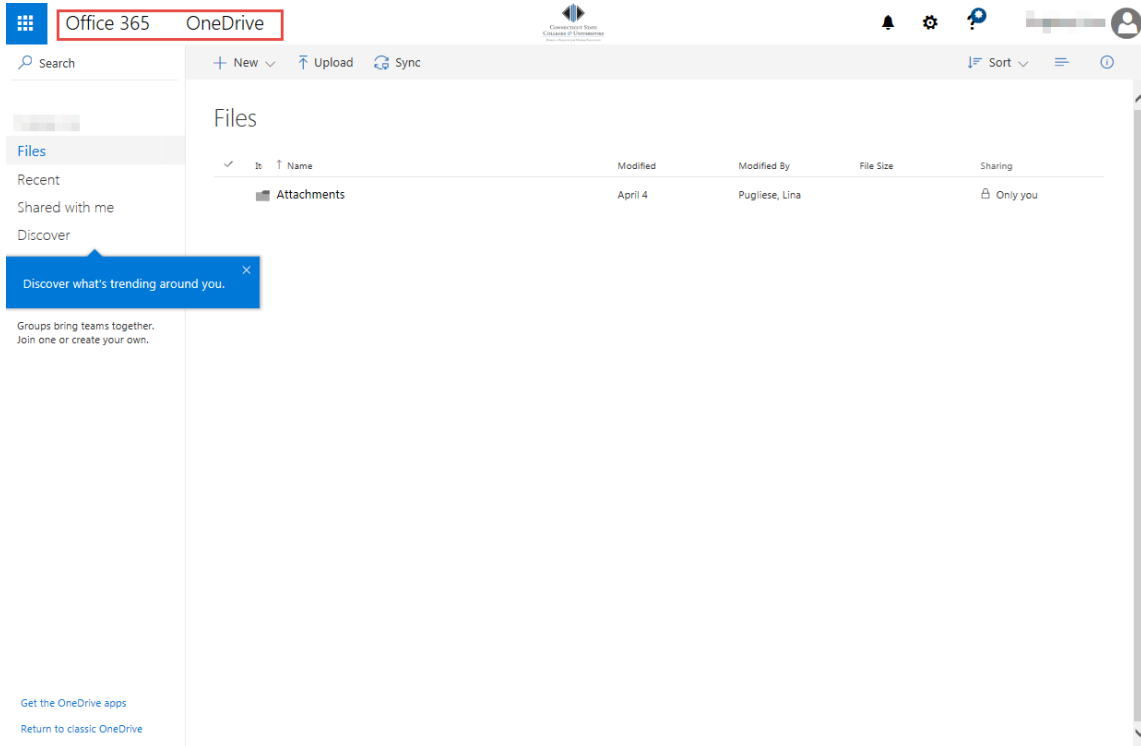
You are now viewing your OneDrive for Business document library and can work with files in your library.

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 Microsoft OneDrive sync client. You only need to click "Sync" to set up OneDrive for Business on a new workstation.

4. Accessing from other devices

Looking to access your OneDrive for Business library on other devices? Use these links:

- Use OneDrive on iOS
- Use OneDrive on Android
- Use OneDrive on Windows Phone
- Use OneDrive on Mac OS X

5. 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 the Microsoft OneDrive sync client.