UNIVERSITY OF HARTFORD
FACULTY CENTER FOR LEARNING DEVELOPMENT

OneDrive for Business

OneDrive for Business is the Microsoft cloud storage service that comes with the Office365 package the University of Hartford has purchased for students, faculty and staff. OneDrive is similar to Dropbox or Google Drive. You have 1 terabyte of storage in OneDrive for Business. Keep in mind that if you choose to run the desktop synchronization tool, most campus computers will not have one terabyte of free space for you to be able to synchronize the full contents of your OneDrive for Business to the local drive.

There are several ways to use OneDrive for Business:

If you are on your personal or office computer with Office 2016, OneDrive for Business is already installed. This allows you to use it just like any other drive to manage documents and sync automatically to the cloud. If you do not have Office 2016 installed, contact OTS.

If you are in your classroom, presenting at a conference, or on a computer without Office 2016, you can access the cloud version online at https://portal.office.com, then click on the **OneDrive** icon. This is not browser dependent.

You can also get a free OneDrive for Business app for your smartphones or tablets to access your documents on the fly.

Using OneDrive for the first time

Office 365 is the cloud version of office. Office 2016 is the version installed directly on your laptop or desktop computer. When you save documents in OneDrive for Business on your computer, it automatically syncs your OneDrive files to the cloud. But first, you need to set this up following the steps below.

1. Find the OneDrive program on your computer (can search in the Cortana bar) or via the Windows menu and open it up. It will ask you "Which library do you want to sync?"
2. Open a web browser, then navigate to https://portal.office.com, log in and then click on **OneDrive**.

3. Copy the URL from the browser address bar (e.g.: https://hartford0-my.sharepoint.com/personal/rainwater_hartford_edu/_layouts/15/onedrive.aspx) and then go back to the OneDrive for Business application on your computer and paste the URL in the box. Click **Sync Now**.
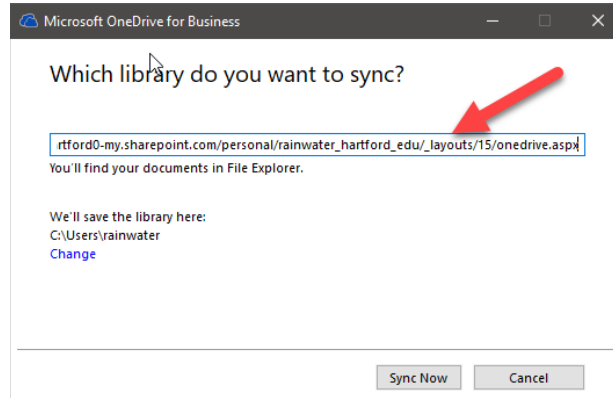
4. It will begin to sync your OneDrive on Office365 to your Office 2016. When done, it will ask you to sign in again. Input your entire @hartford.edu email address, click **Next**.
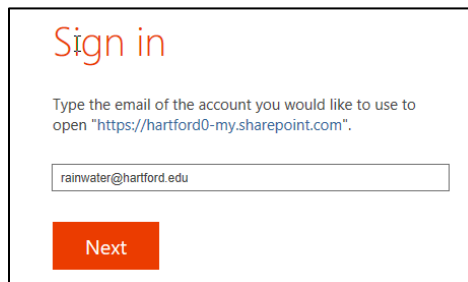
5. It will then ask if this is a Work/School or a personal account. Choose **Work or school account.**
6. Input your password and click **Next**.
7. You will then get a message saying, "Your files are syncing as we speak. Go take a look and watch them come in." Click the **Show my files** button. If you had any files saved to your OneDrive online, they would now appear here also.
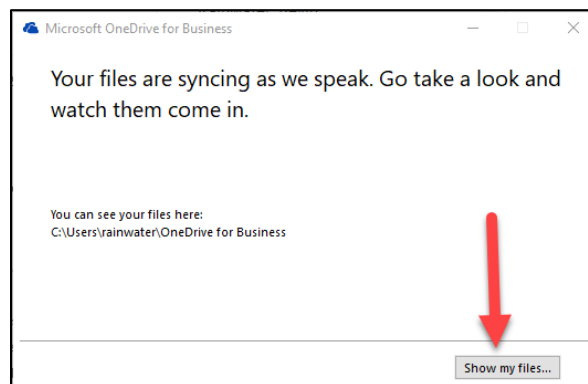
## *How to Save to OneDrive using Desktop Applications*

When ready to save, go to **File → Save As and Select** *OneDrive – University of Hartford*.

The other option is OneDrive, which is for a personal OneDrive account.

DO NOT SELECT the option for *Sites – University of Hartford* as this makes the document a public document.

Are my OneDrive for Business files backed up?

OneDrive for Business is not backed up; however, there is a recycle bin that holds deleted documents. All documents are permanently deleted from the Recycle Bin 93 days after being placed in the Recycle Bin. Recycle Bin files do count toward the quota usage of your OneDrive for Business account.
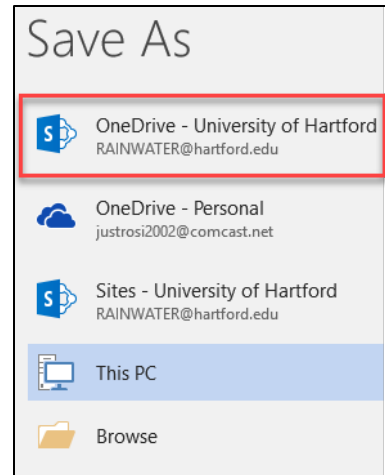
### *Is it safe to store UHart-specific documents to OneDrive for Business?*

It is reasonably safe, although there are some things to consider as far as what type of information you save. As mentioned, the files are not backed up. You do, however, have a window of time to recover files deleted if needed. OneDrive for Business is also a Microsoft cloud service; as a result the files are subject to their security measures, rather than University of Hartford, against data breaches. Last, since this is a cloud service you must have an Internet connection. If you are unable to access the Internet for any reason, you will not be able to access Office 365 or your OneDrive for Business files unless duplicates are locally saved.

### *Can I set up my H drive to sync with OneDrive for Business?*

No, OneDrive for Business can only be set up to sync files from the local hard drive (C:). If you would like to set up syncing from a campus workstation, please contact the OTS Help Desk for assistance.

Uploading Documents to OneDrive using Office365 Online

You can upload your documents directly into OneDrive online by logging into https://portal.office.com and then click on the **One Drive** button.
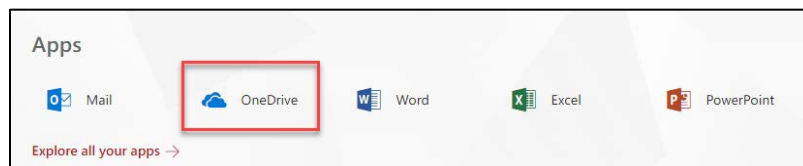
Within OneDrive, you can click **New** to create a new document (Word, Excel, PowerPoint, OneNote, etc.) using the Office365 Online Apps -OR- click the **Upload** button to upload individual files or folders to the OneNote online.
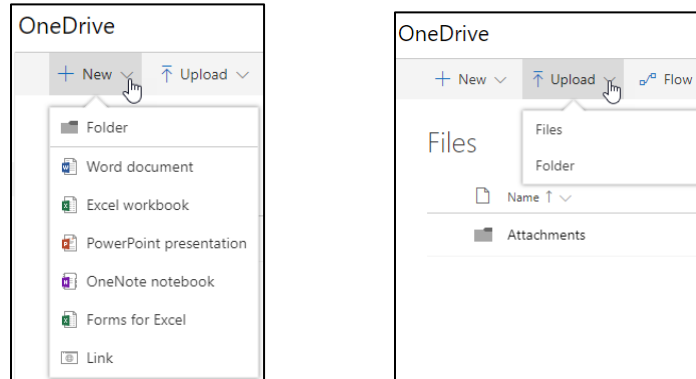
To upload a file, click the **Upload → Files** button and navigate where you have saved the file on your computer, click on it, then click **Open.** Alternatively, you can drag and drop a file from your computer directly into the window where it says "Drag files here to upload."

Your file will now show up in your Files list:
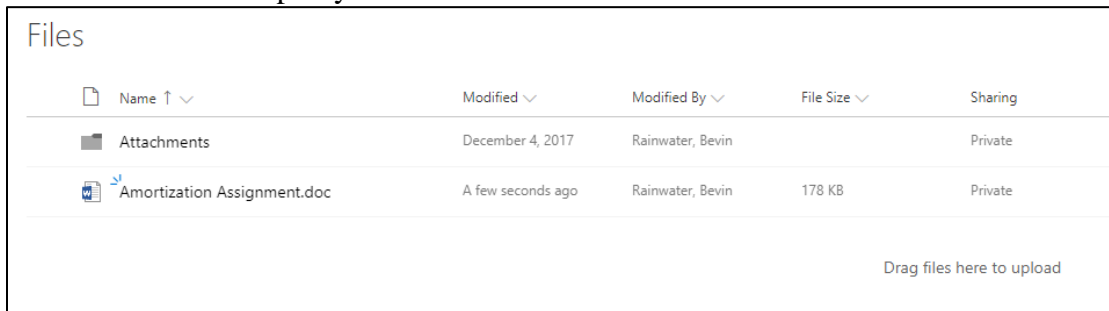
To upload a folder, click the **Upload → Folder** button, a pop-up window will appear and browse to where your folder is located on the computer, click on it and then click **OK.**

The folder will then show up in your Files list, along with all the files within it.
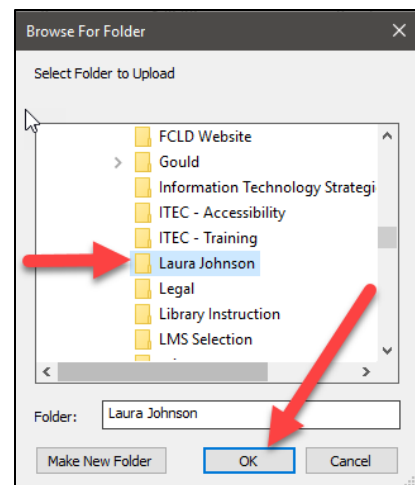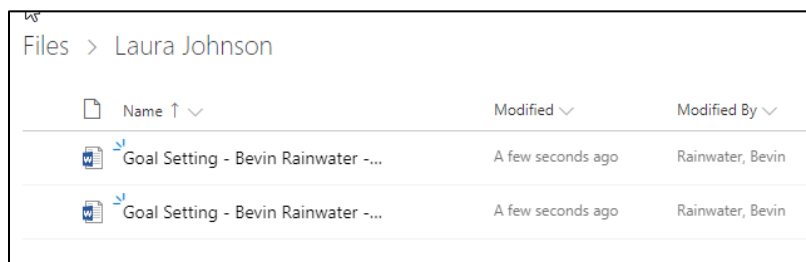
Sharing Files from within OneNote Online

In your files list, right click on the file and you will get a menu with lots of options. You have two options for sharing: **Share** or **Copy Link**. Clicking **Share** will ask you who you want to share the document with, asking for their emails, etc. Clicking **Copy Link** allows you to copy and paste the link into an e-mail, blackboard or wherever you like to share the file.
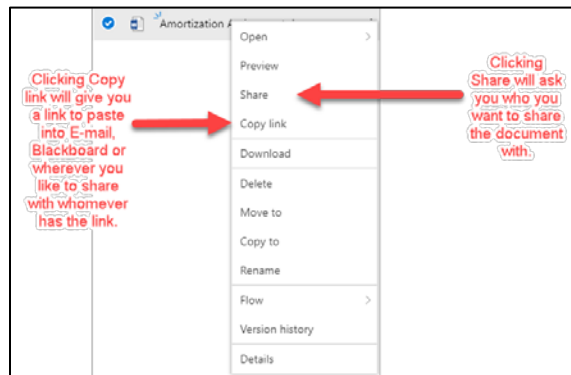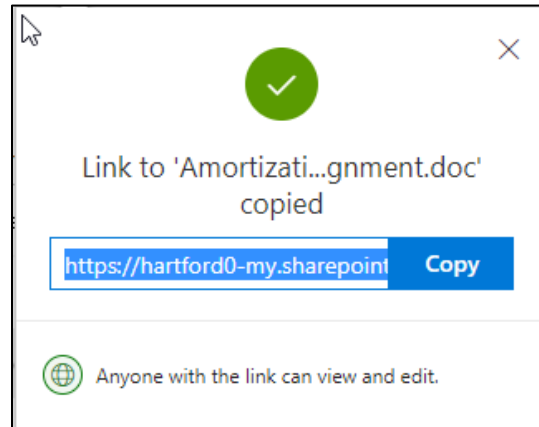

Share

Share will pop-up asking for the person's name or email address, you can add a message, copy the link or send to Outlook also from here or send via Office365 Online by clicking the **Send** button. Clicking the down arrow next to "Anyone with the link can view and edit" gives some additional sharing options.
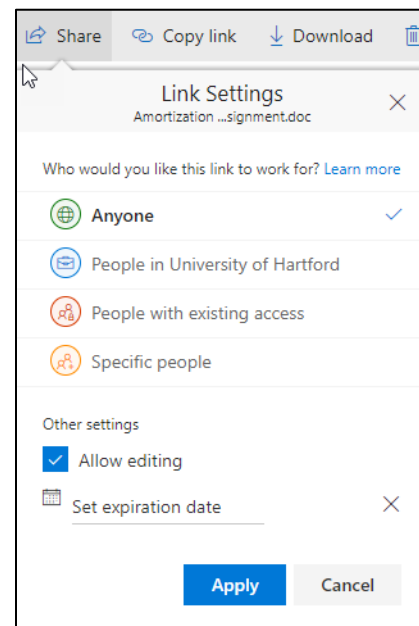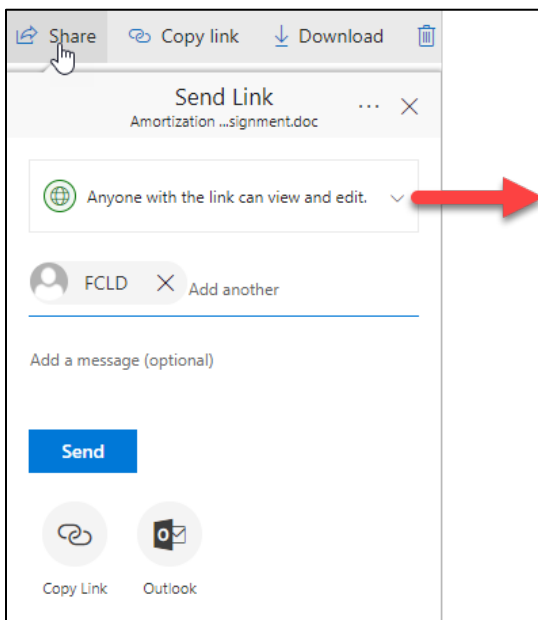
Copy Link

When clicking the **Copy Link** button, it will give you a box that allows you to **Copy** the URL to the document and also set the link settings (as shown under Share). This link can then be pasted anywhere of your choice (in an email, social media, a document, Blackboard).


Accessing the Shared File

To access the file, the recipient of the email you sent, would just click the link that comes in their email (or wherever you placed the link) or the **Open** button to open it.

The document would then open in the default browser window to the Office365 application.

If you share a Word Document, it would open in Word Online, Excel files would open in Excel Online, and PowerPoint files would open in PowerPoint online. PDFs would open directly in the browser window.
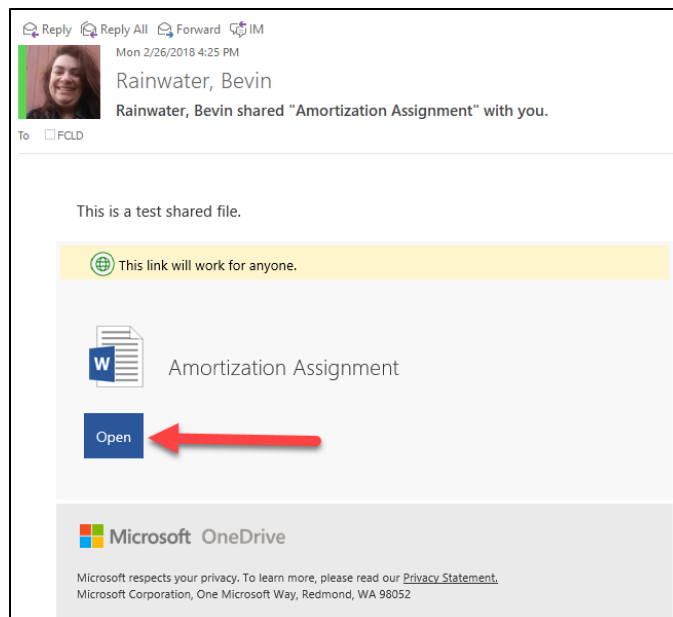
Faculty Center for Learning Development (FCLD)
FCLD provides consulting and instructional support to faculty and staff who are using technology in teaching and learning. The FCLD Faculty Lab in Mortensen 203a is available for faculty support and use and is equipped with instructional technology- related equipment including: PCs, Macs, scanners, and projectors as well as support staff. Faculty and Staff needing support with Blackboard or other instructional technologies, should contact FCLD.
Phone: (860) 768-4661   **Email:** fcld@hartford.edu
Website: http://www.hartford.edu/fcld

Student Blackboard Support
The following is student support for Blackboard only. All other support technical support issues need to be addressed to the Office of Technology Services (below).
Phone: (860) 768-4636   **Email:** bbsupport@hartford.edu
FAQ/Submit a Ticket: http://www.hartford.edu/studentbbsupport

Information Technology Services (ITS) Help Desk
For general computer and Internet/network support questions (not directly related to the classroom but rather passwords, Internet/email problems, Banner/Self-Service, campus Facebook).
Phone: (860) 768-4357   **Email:** helpdesk@hartford.edu
Website: http://hartford.edu/ots

Media Technology Services (MTS)
Faculty should contact MTS for assistance scheduling or implementing classroom technology (2-Way interactive video classrooms, Smart Podiums, laptops, etc.), for setting up WebEx accounts, or for scheduling and instruction for a wide variety of media equipment and resources like LCD data projectors, CD/cassette players, TVs and VCRs, digital video, and more.
Phone: (860) 768-4357   **Website:** http://www.hartford.edu/mts