

# OneDrive Desktop Application

## Contents

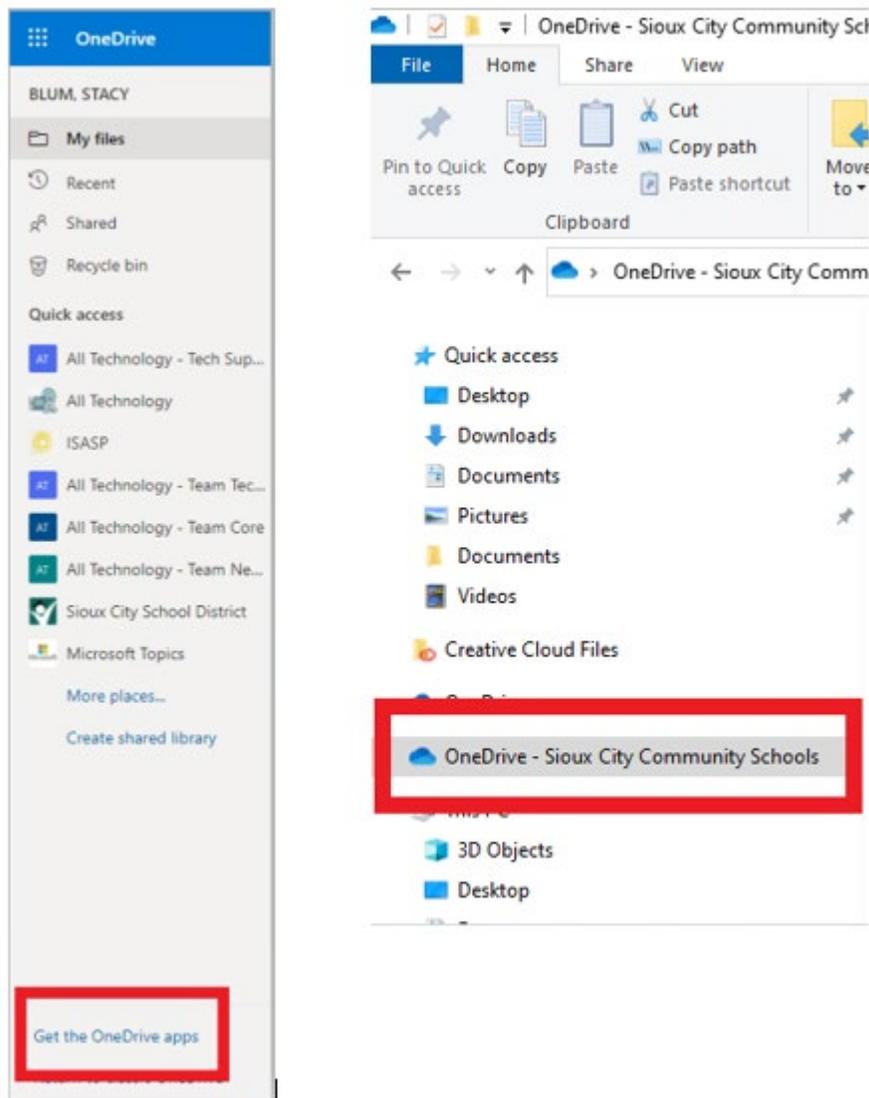
Overview .....	2
Quick Start.....	2
Get the new OneDrive app .....	3
Error in setup .....	7
Managing your OneDrive .....	8
Microsoft video .....	10
Assistance.....	10

## Overview

We use applications every day that require us to have access to our files. However, if they are stored in the cloud through Office 365, how do we get them into Canvas, Seesaw or Nearpod? It was so easy with the V drive connection! Microsoft has introduced a new OneDrive desktop connection that integrates into your File Explorer. It looks and feels like the V drive and won't fill up your hard drive with synced copies like the old OneDrive for Business. The best part is that you can browse to the location to retrieve the file you need without a lot of extra steps.

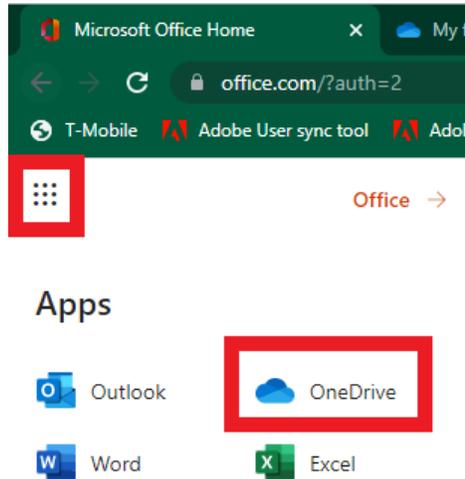
## Quick Start

Download the new OneDrive app from office.com and go to File Explorer for your files!

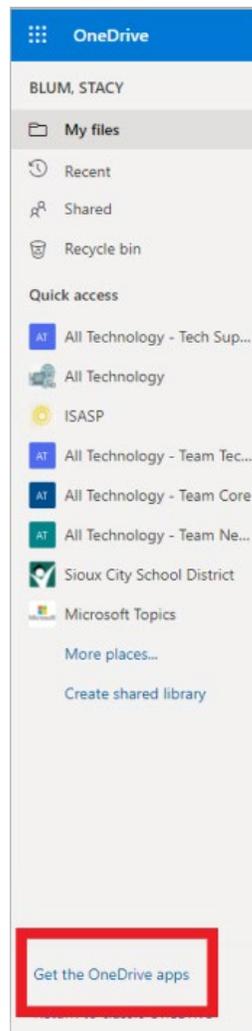


## Get the new OneDrive app

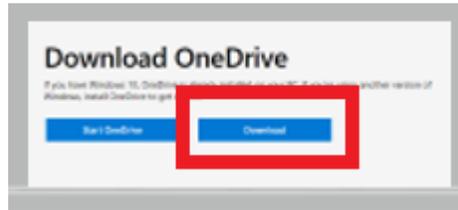
Open a browser and navigate to office.com. Click on the app launcher and choose OneDrive.



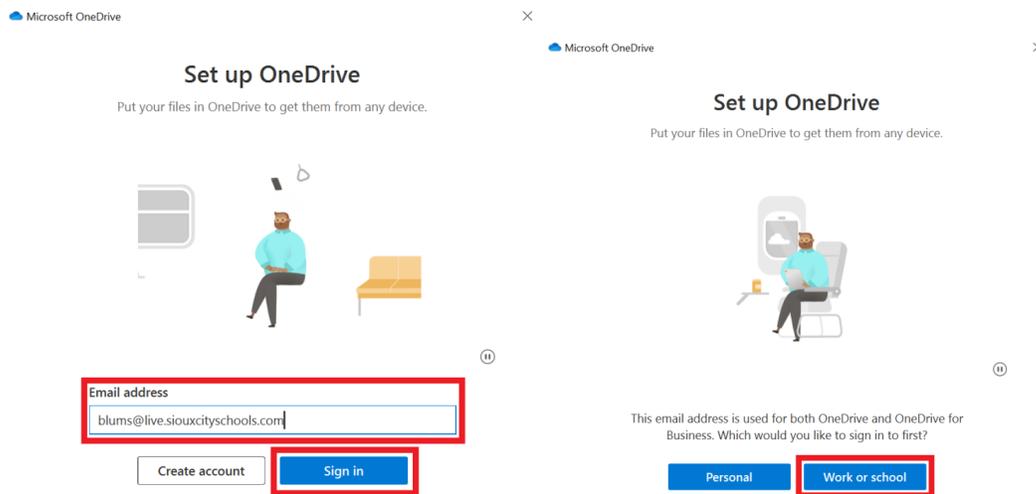
At the bottom left of the OneDrive home page, click on “Get the OneDrive apps”.



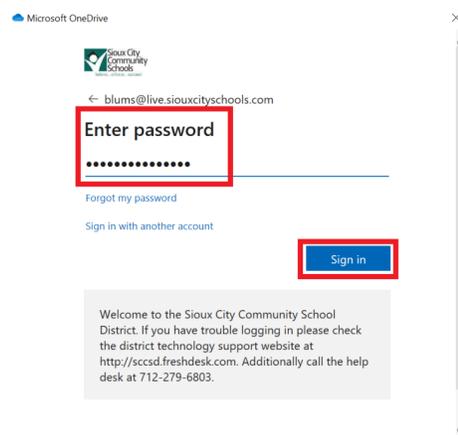
Click on Download in the new browser window.



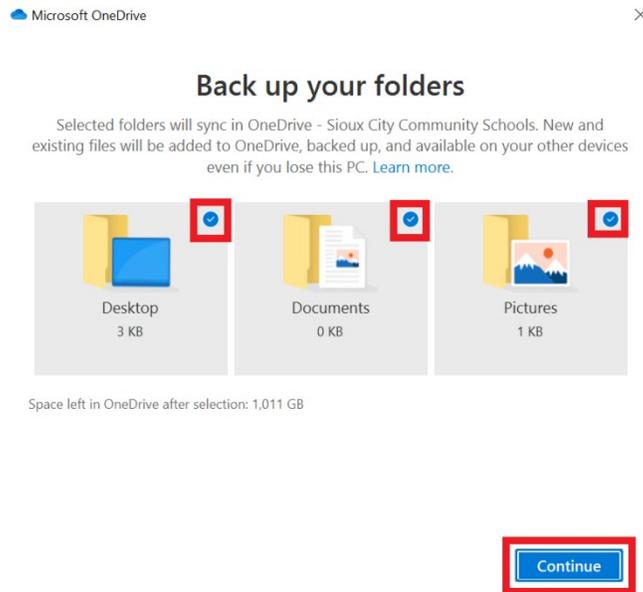
A file will download from the site. Open the file OneDriveSetup.exe. A window will open to set up your OneDrive. Enter your email address, click Sign in and then Work or school. **If you receive an error at this step, see the section in these instructions titled "Error in setup".**



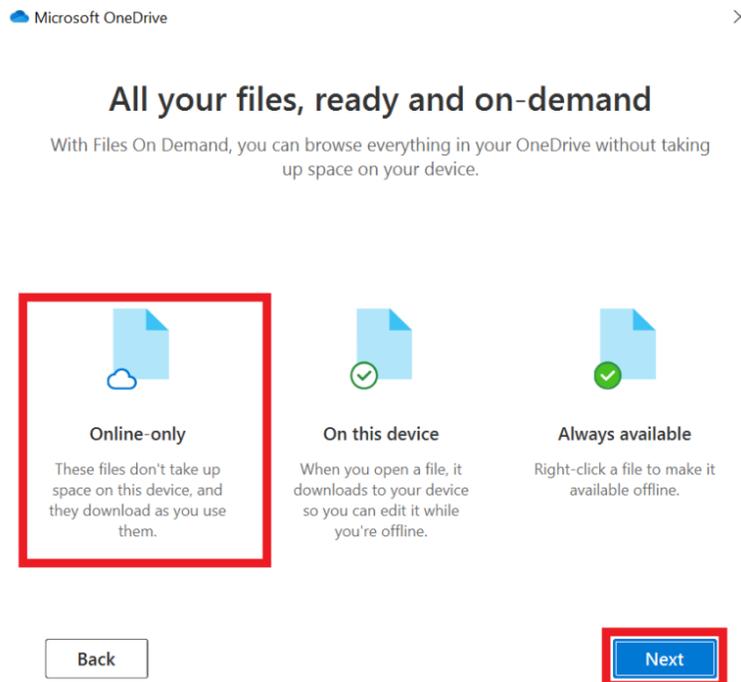
If you are prompted for your password, enter it and click Sign in. You might also be prompted to authenticate so verify your account using your chosen MFA method.



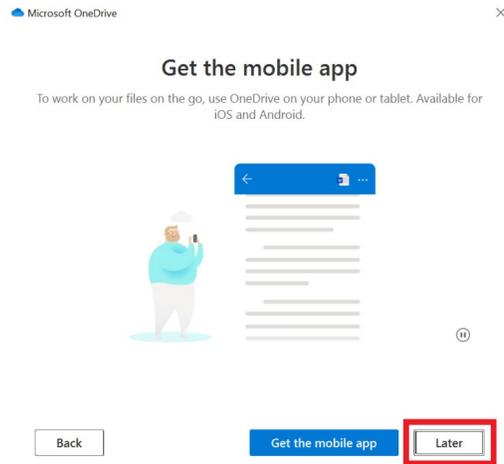
Click Next on the window after sign in. You will then be presented with a window asking you to back up your folders. This will allow you to sync any items you currently have saved on your Desktop, in Documents, or Pictures to your OneDrive. Leave these options checked and click Continue.



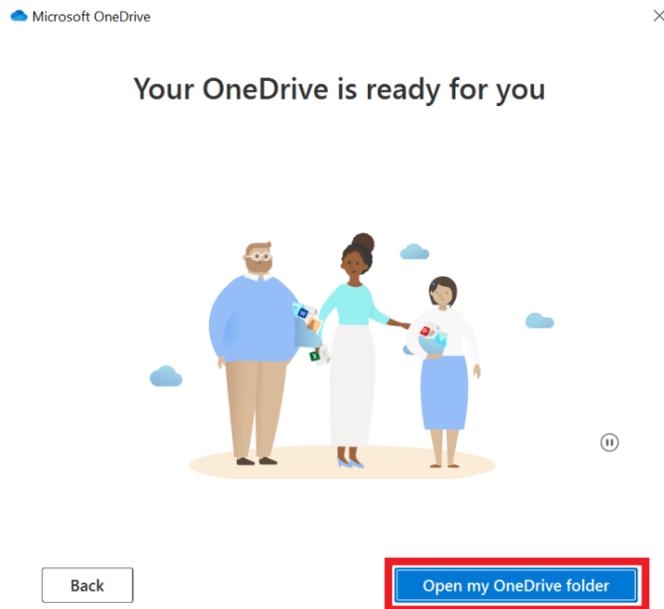
Click Next through the following two windows. You will then be presented with a window with important information. In your new OneDrive, you will have the option to manage your files. It is recommended by the technology department that you mark all files “**Online-only**”. This option will ensure that you do not fill up your hard drive with copies of files but still allows you to download them as you use them.



When prompted to “Get the mobile app”, click on Later.

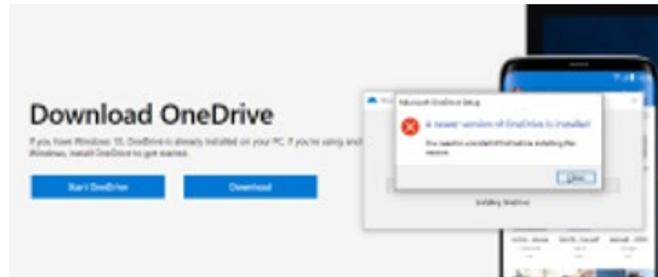


You are now ready to use your OneDrive folder!

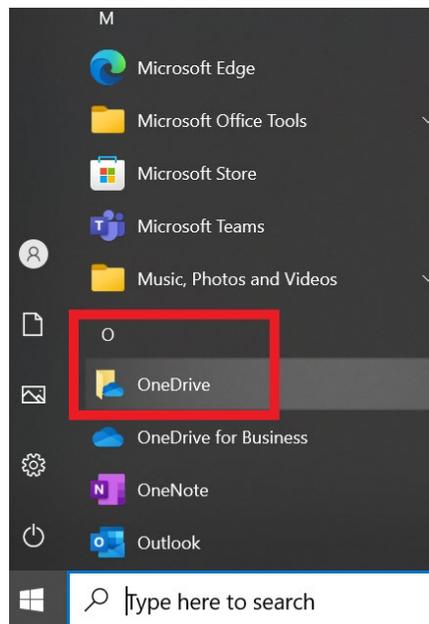


## Error in setup

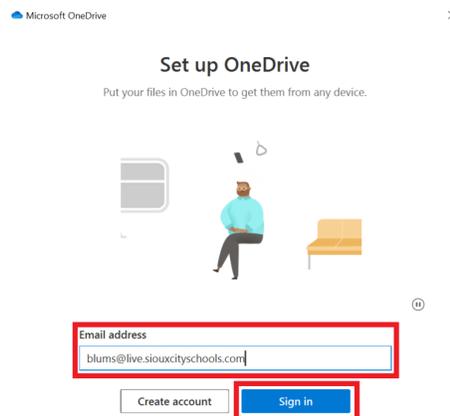
If you attempted to open the file to install the OneDrive app, you may have received an error like this:



This error is stating that you already have a newer version of OneDrive on your system. Click on the start menu of your computer and scroll down to the "O" section. Click on the OneDrive icon seen here:

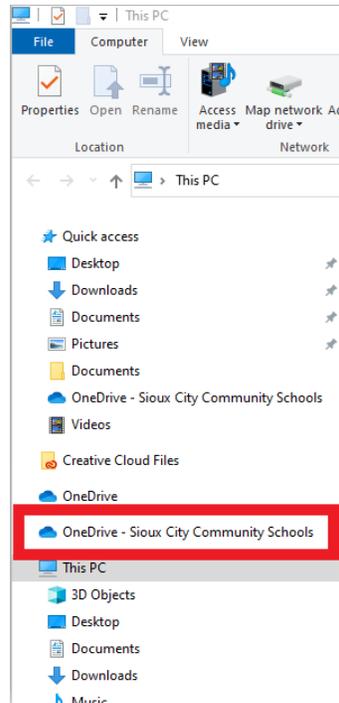


From here, you will pick up the steps in the previous section, starting with signing into OneDrive.

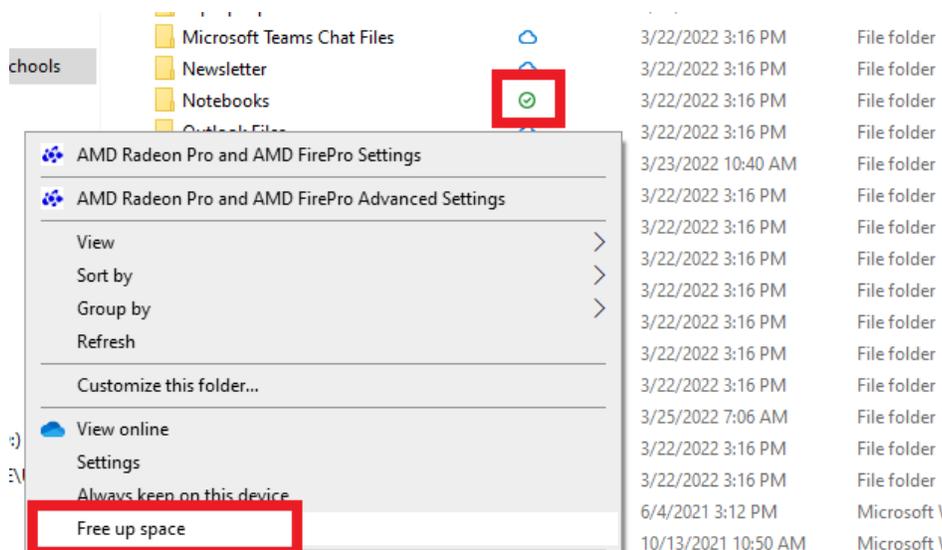


## Managing your OneDrive

It will be important to make sure you aren't syncing your files to your hard drive through OneDrive. Microsoft has made this step easy! Open File Explorer and click on OneDrive – Sioux City Community Schools.



You will notice that the files in your OneDrive have an icon next to them. You will want all of your files and folders to have a hollow blue cloud next to them. This means they are saved in the cloud and not taking up space on your hard drive. If the file/folder has a green check mark (hollow or filled in) next to it, right click on the item and select "Free up some space". The item will sync and display a blue cloud when done.



This picture gives you more details about the types of ways to store files in your OneDrive:

Your files will have these statuses in File Explorer:



A blue cloud icon next to a OneDrive file or folder indicates that the file is only available online. *Online-only files* don't take up space on your computer. You see a cloud icon for each online-only file in File Explorer, but the file doesn't download to your device until you open it. You can't open online-only files when your device isn't connected to the Internet.



When you open an online-only file, it downloads to your device and becomes a *locally available file*. You can open a locally available file anytime, even without Internet access. If you need more space, you can change the file back to online only. Just right-click the file and select "Free up space."

With [Storage Sense turned on](#), these files will become online-only files after the time period you've selected.

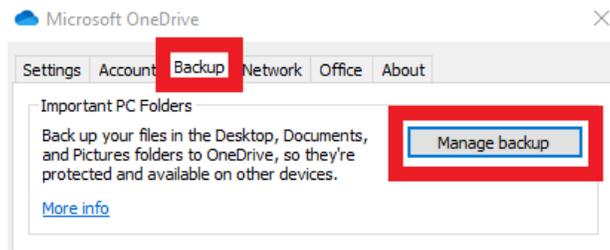


Only files that you mark as "Always keep on this device" have the green circle with the white check mark. These *always available files* download to your device and take up space, but they're always there for you even when you're offline.

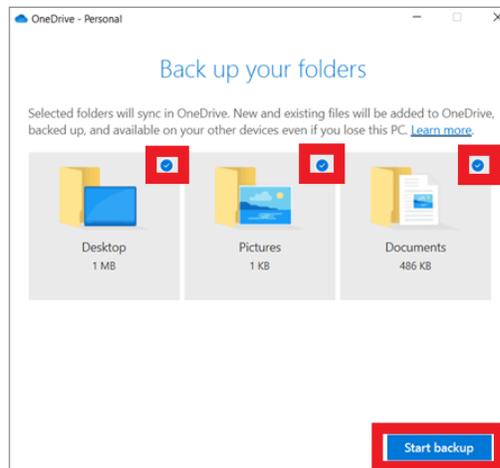
There is a chance that one of the windows did not appear during setup and you would like to sync your Desktop, Documents and Pictures from your hard drive to your new OneDrive. You can still complete this step by clicking on the blue OneDrive cloud in your taskbar tray and selecting the Help & Settings gear at the top right.



From the Help menu, click on Settings and then choose the Backup tab. Click on Manage backup.



Select the locations where you have files saved that you would like to move to the cloud. Technology strongly encourages all users to move all files from these locations to the cloud to avoid loss of data in the event of a computer failure or lost/stolen device. Once you have selected the locations, click Start backup. Your files will sync to OneDrive. Make sure the files/folders are set to "Free up space" once the sync has completed.



## Microsoft video

Please view this [video](#) for additional setup help.

## Assistance

If at any time you experience issues with installing or using OneDrive, please enter a help desk ticket at this [link](#).