

Using Microsoft OneDrive (Windows 7)

Installing OneDrive

1. Double-click the **Portal Manager** icon on your desktop. (Or find the Portal Manager under **All Programs** in your Start Menu.)



2. From the Portal Manager, find Microsoft OneDrive and click Install.



3. Once the installation is complete, click the **Start** button and find the **Microsoft OneDrive** shortcut.



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4. A gray cloud icon will appear in your system tray (bottom right of screen). After a brief delay, you'll see a sign-in screen. (If it doesn't show up automatically, click on the cloud icon and find the Sign In button.) Type in your ODU email address and click **Sign In**.



5. On the next screen, enter your ODU email address and MIDAS password and click **Sign In**.



6. Set up your primary OneDrive folder location. Click **Next** to use the default location (or choose another location).





7. Choose the folders you'd like to sync between the computer and the cloud. (New accounts will only have a few default folders to begin with.)



8. Go through a brief OneDrive tutorial, and you're good to go.

Microsoft OneDrive						
Welcome to OneDrive						
•.						
To add items, drag them into the OneDrive folder.						
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Storing and accessing data in OneDrive

1. You can access your OneDrive folder from Windows Explorer or from the blue cloud icon in the bottom right of your screen.



2. Drag your data into the OneDrive folder to sync it. You'll see blue arrows going in a circle while the data is syncing, and a green check when the data is done syncing.



Important: Before moving any data to OneDrive, please review the **Regulated Data Storage Matrix** to see what types of data can be stored there (<u>itsapps.odu.edu/storage_options</u>).

	Public Data	Confidential Data		Restricted Data			
Data Types	Public Data »	FERPA »	Confidential Data Not Covered by FERPA »	PCI-DSS »	HIPAA »	PII »	GLBA »
OneDrive for Business An enterprise service that allows users to store, share and edit files within online Office apps as part of Microsoft Office 365.	~	✓2	✓2	×	×	×	×

- To save to the new OneDrive folder from another program, look for OneDrive – Old Dominion University in the save box (or c:\users\ [YourMIDASID]\OneDrive – Old Dominion University).
- 4. You can also access OneDrive online:
 - a. Go to <u>office365.odu.edu</u>.
 - b. Click on the **OneDrive** icon under Apps.





Sharing files with OneDrive

1. Right click on a file in your OneDrive folder, and click **Share**.

ZTest Document.docx		Open Edit New Print
	6	Share
		View online
		Always keep on this device
		Free up space

2. Choose who you'd like to share with. Type the person's MIDAS ID or email address on the blue line, add a message if you want, and click **Send**. You could also create a link to share or send out through Outlook.

Chare "ZTest Document.docx"	×	Who would you like this link to work for? Learn more
Send Link ZTest Document.docx		Anyone with the link ①
People in Old Dominion University with this link can edit.		People in Old Dominion University with the link
		R People with existing access
		(ဂရိ) Specific people
	- \	Other settings
Add a message (optional)		✓ Allow editing
Send		Apply Cancel
Jenu		
∞ • …		
Copy Link Outlook More Apps		

About OneDrive

- Each user has a total of 5TB of online storage with OneDrive.
- Individual files cannot exceed 15GB.
- OneDrive can restore deleted files (more information).
- OneDrive Help and Knowledge Center