

Using OneDrive for Business – University of Wisconsin Superior

OneDrive for Business is an integral part of Office 365 and provides place in the cloud where you can store, share, and sync your work files. You can update and share your files from any device with OneDrive for Business. You can even work on Office documents with others at the same time.

NOTE: OneDrive for Business is different from OneDrive, which is intended for personal storage separate from your UW Superior account.

All files that you store in OneDrive for Business are private unless you decide to share them. You can also share files and folders with specified co-workers so you can collaborate on projects.

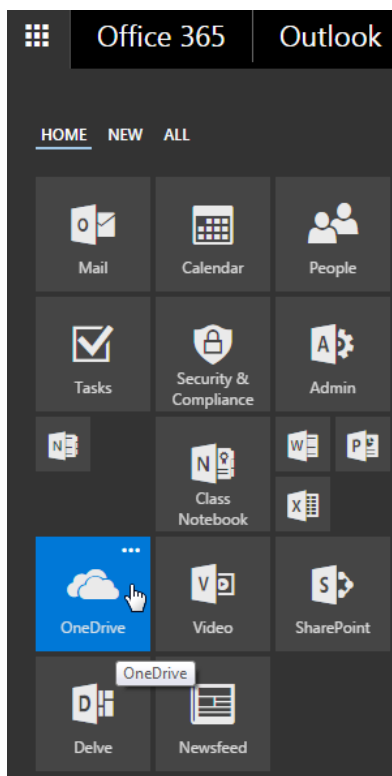
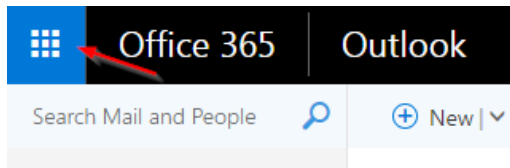
TIP: When you send email from Outlook Web App, you can attach a OneDrive for Business file as a link, instead of sending an attachment. When you Attach a file as a link, you automatically give the people you send the message to permission to edit the file. Plus, you save space in everyone's mailbox and encourage people to edit the same copy in OneDrive for Business.

There are several ways to use and access OneDrive for Business. You can choose to copy or save files to your OneDrive in the same way you would to a USB flash drive, or network drive. With Office 2016, you can sign in to your Office 365 account from within the application and save files directly to your OneDrive.

Below are directions to get you started, as well as some helpful links to more detailed information on how to use features in OneDrive for Business. Please contact the Technology Help Desk if you have any questions.

How to get to OneDrive for Business

1. Sign in to Office 365. You can do this by clicking on the Email link from the UW Superior website. For the username, use your full uwsuper.edu email address.
2. At the top of the page, click the App Launcher and then click OneDrive.

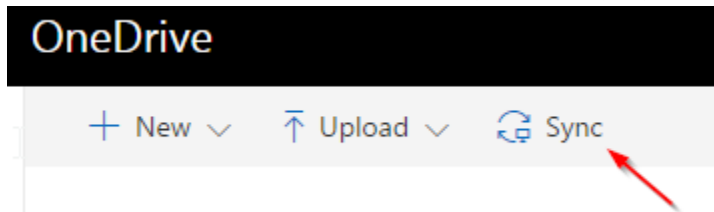


3. You now have access to your OneDrive for Business cloud based storage. At the top of the page you will find options to create new documents and files, upload existing documents and files, and options to share documents. Further details for using the web interface for OneDrive can be found here – [OneDrive for Business Training](#)

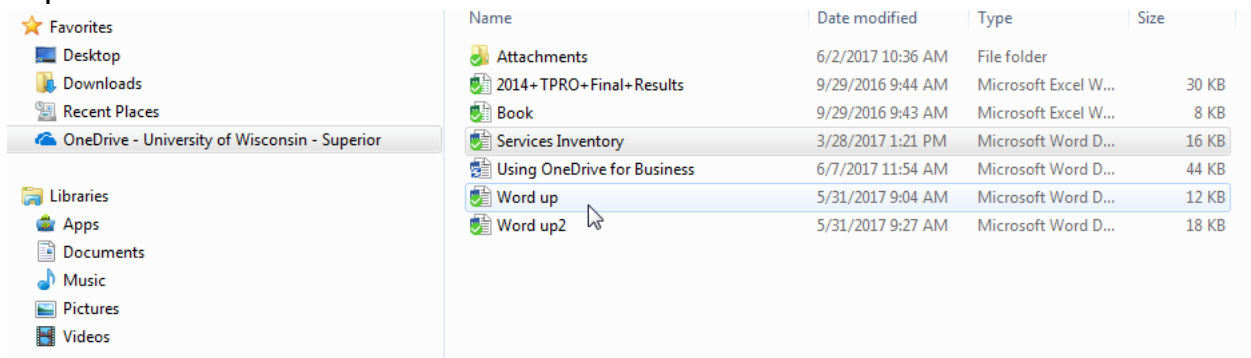
Sync OneDrive for Business to your computer

To sync OneDrive for Business with your local computer, you'll need to use the OneDrive for Business app. This app should already be installed on your computer.

1. Sign in to your Office 365 account and navigate to your OneDrive (explained above).
2. Click the Sync button at the top of the page.

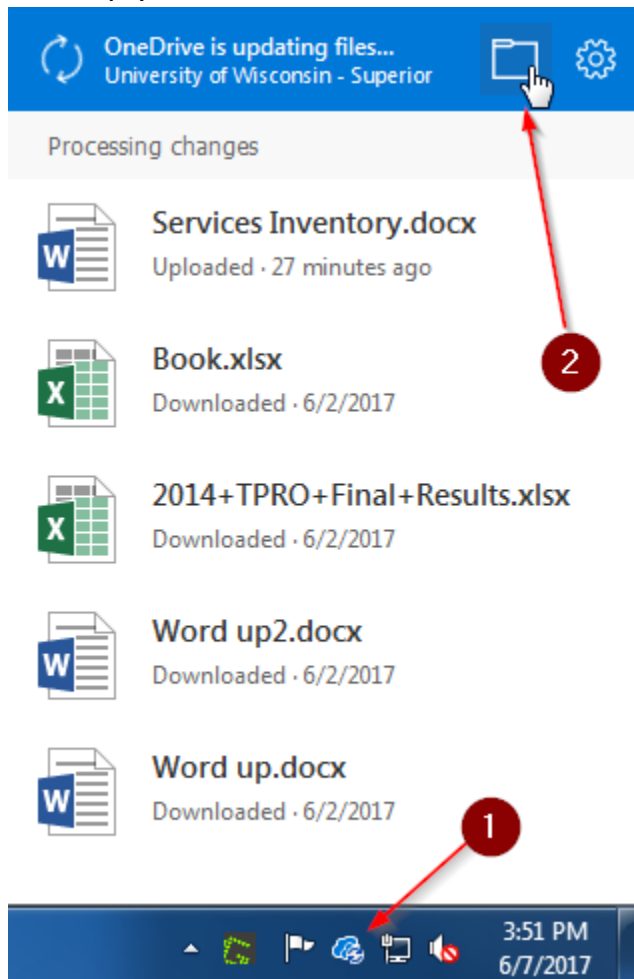


3. To find OneDrive for Business on your computer, do one of the following:
 - a. You'll find your synchronized files in your File Explorer, under the Quick Access panel. Your synchronized files appear in the OneDrive – University of Wisconsin – Superior folder.



- b. Another way you'll find OneDrive for Business on your computer is to click the OneDrive icon in the notification tray (1), then click the Open Folder icon (2).

Or simply double-click the OneDrive icon.



4. You can also work on your files locally, saving to the OneDrive folder, and your changes will be synchronized automatically with your OneDrive for Business library when you're online. For further information on how to sync files from your PC to OneDrive, please see this [website](#), or contact the Technology Help Desk.