

Accessing your UW-Superior OneDrive

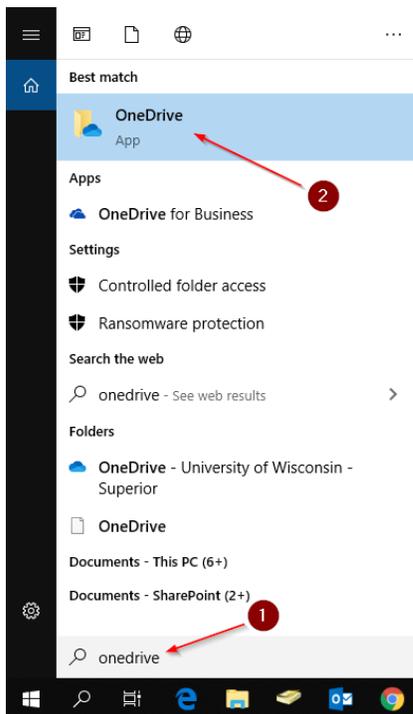
We recommend using [OneDrive Video Training](#) for more information on how to use OneDrive, share files, and manage your storage.

Web Version

1. Sign into OneDrive by going to [Campus Logins](#) on the UW-Superior website, use your full UW-Super email address to login.
2. You now have access to your OneDrive 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 share documents.

Desktop Version

1. Search for OneDrive on your computer and select the OneDrive App.



2. Enter your UW-Superior email address and click on **Sign In**, this will redirect you to the UW-Superior Login Portal, continue signing in through this. You will not have to sign in again until you change your password.

Set up OneDrive

Put your files in OneDrive to get them from any device.



3. OneDrive will provide you with the folder location of your OneDrive. Click **Next**.

Your OneDrive folder

Add files to your OneDrive folder so you can access them from other devices and still have them on this PC.

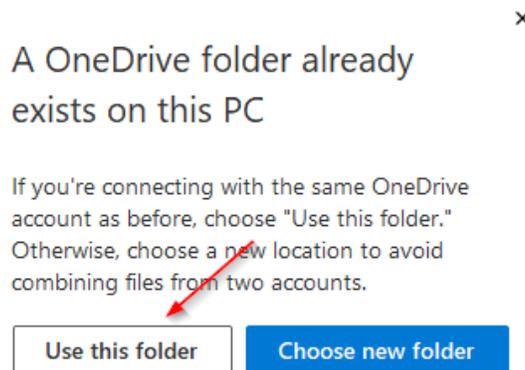


Your OneDrive folder is here

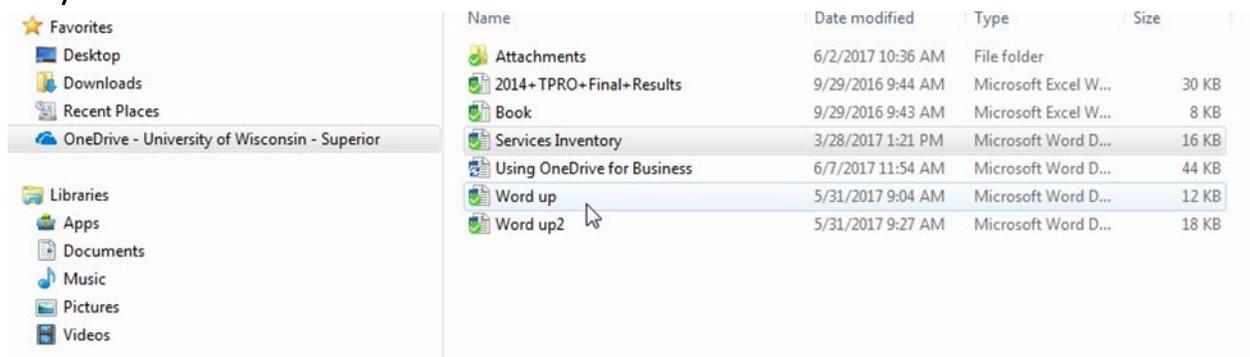
C:\Users\msn\OneDrive - University of Wisconsin - Superior

[Change location](#)

4. This pop-up may appear if you are already connected to your OneDrive on your computer. Select the option to **Use this folder**.



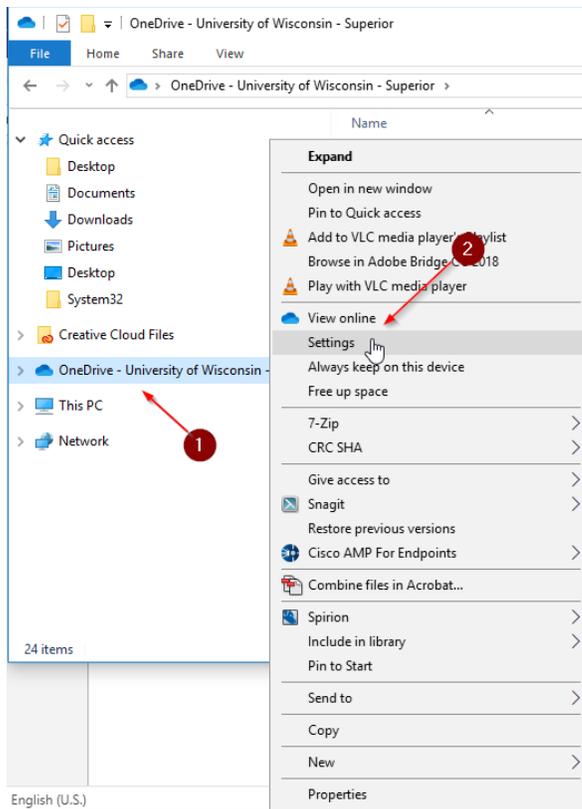
5. Once you have selected your option, this will now take you to your OneDrive folder. You may now drag and drop your files into the folder and they will be saved in the Cloud.



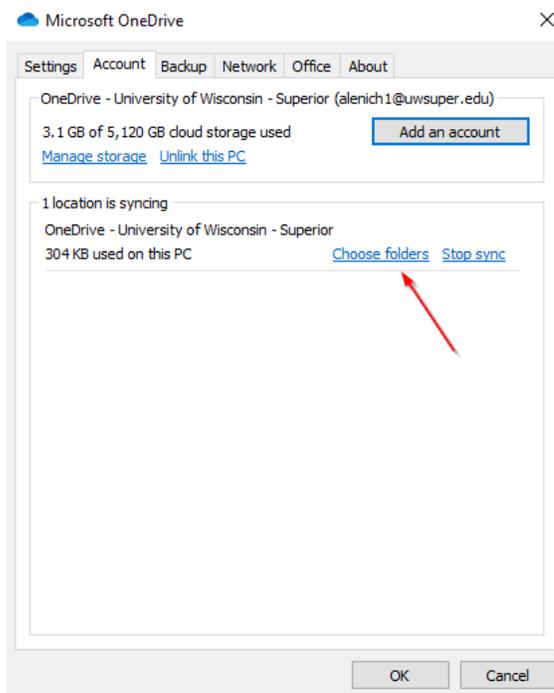
Managing Files in OneDrive

You can manage what folders get synced into the cloud and what folders remain stored on your computer.

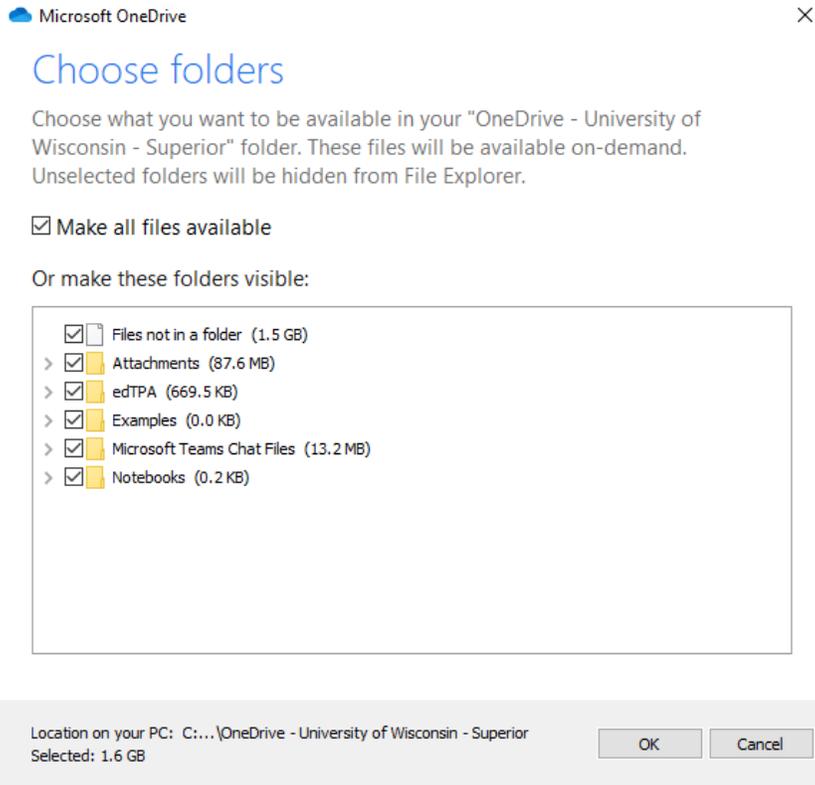
1. Right-click on your OneDrive folder in the File Explorer. Click on **Settings**.



2. Click on **Choose folders**.

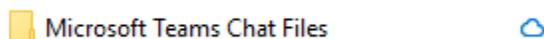


3. Select what folders you would like to be synced to your OneDrive. Click **OK** when you have selected what folders you would like to be synced.



In your OneDrive Folder, you can manage what files or folders are stored on your computer and in the cloud or what files are folders are stored only in the cloud.

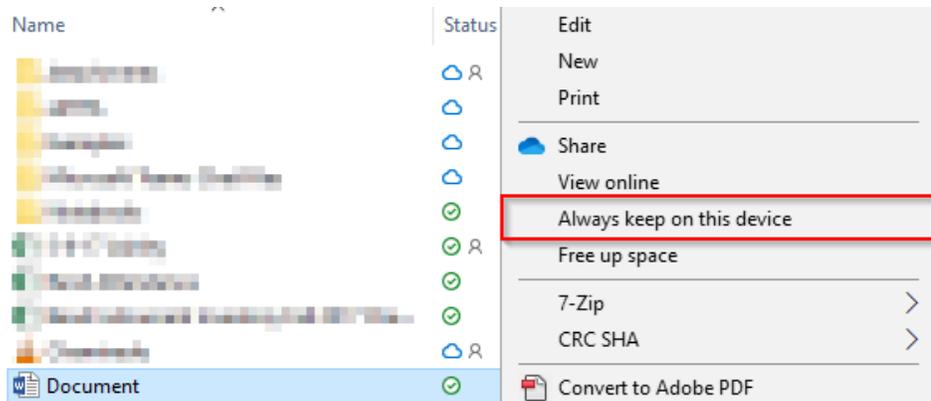
1. Next to each file or folder in your OneDrive, you will see one of 2 icons:
 - a. The cloud icon indicates that the file or folder is in the cloud and can only be accessed if you have an internet connection.



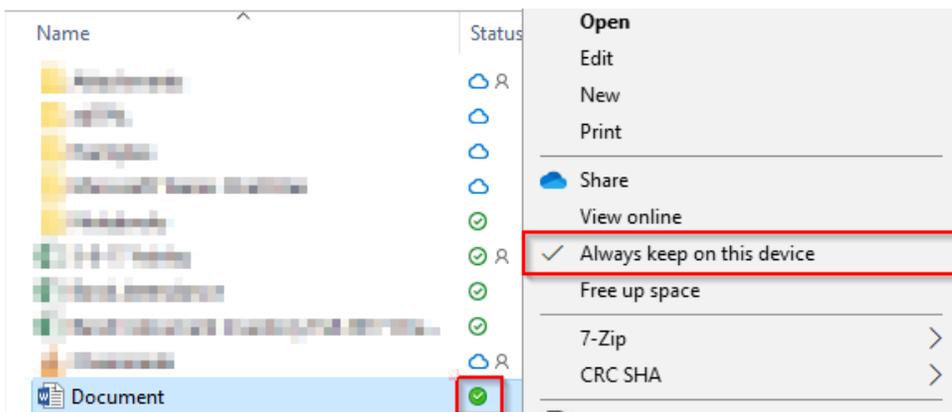
- b. The green checkmark indicates that the file or folder is synced in the cloud and saved onto your computer.



2. If you would like the file or folder to be saved to the computer as well as synced to your OneDrive, right-click the file or folder and select **Always keep on this device**.



3. The file or folder will now be filled in. If you right-click again, there will be a checkmark indicating that it will always be saved to the computer and on the cloud.



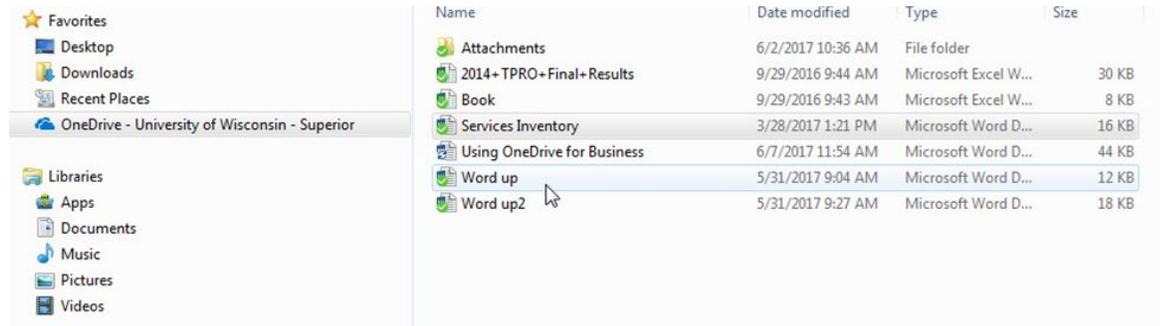
4. If you would like file or folder to only be synced in the cloud (this will only be accessible with internet access), then right-click on the file or folder and select the option to **Free up space**.



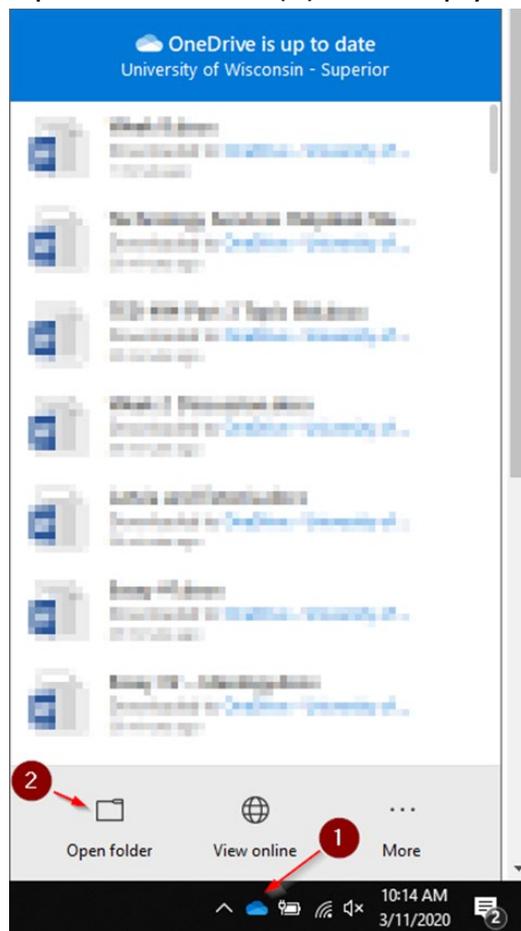
5. The file or folder will no longer be downloaded onto your computer, freeing up space on your computer and only be accessible with internet access.

Things to know about OneDrive

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



- b. In the notification tray (1), click on the OneDrive icon, then click the Open Folder icon (2). Or simply double-click the OneDrive icon.



2. To confirm your files are backed up you can login to the web version and compare it with your desktop version. You can also look at the icons next to the files and make sure they are green check marks or clouds as described above.
3. Do not store sensitive high-risk data in your OneDrive, for information on how to store data like this please contact the Help Desk.