## **Adding OneDrive to Your Personal Computer**

Once you have installed Office 365, you automatically have access to Microsoft's OneDrive. Students are given **100GB** of cloud storage that you can access like a normal folder on your personal computers from anywhere you have internet access. Any files/folders that are "dropped" in this folder are synced with their OneDrive cloud storage account.

- ✓ Log in to your email through a browser
- ✓ Once logged in, click the "waffle" and choose OneDrive



✓ Click the Start (Windows Icon) Button and type "onedrive" NO SPACES, case doesn't matter

## and select OneDrive for Business

This window should pop up

Microsoft OneDrive for Business		23
Which library do you want to sync?		
Paste your library URL here		
You'll find your documents under Favorites in Windows Explorer.		
We'll save the library here: C:\Users\dmann Change		
change		
Sync Now	Cancel	]

\*\*\* The software and access to COCC's OneDrive are valid as long as you are a student. Access may be available up to one year after you graduate/are no longer enrolled. Please ensure you have a backup of any documents saved on OneDrive. \*\*\*

✓ Go back to the browser that has your online OneDrive and copy the URL (the internet address)

MAKE SURE TO COPY THE ENTIRE ADDRESS it should end in "...All.aspx"

Student Login - Central Or... × S OneDrive for Business × +
https://cocc-my.sharepoint.com/personal/dmann\_cocc\_edu/\_layouts/15/start.aspx#/Documents/Forms/All.aspx
Office 365 OneDrive
BROWSE FILES LIBRARY
Search OneDrive
OneDrive @ Central Oregon Community College
Documents

- ✓ Paste it into the OneDrive for Business window and click Sync Now
- ✓ OneDrive will begin syncing your COCC files from the cloud onto your computer
- ✓ Verify this by going to Windows Explorer and looking in the Favorites section of the Folder tree

It will either say "OneDrive for Business" or "OneDrive – Central Oregon Community College"



## **REMEMBER: DO NOT DISCONNECT FROM THE NETWORK**

## UNTIL THE SYNC IS COMPLETE!

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