

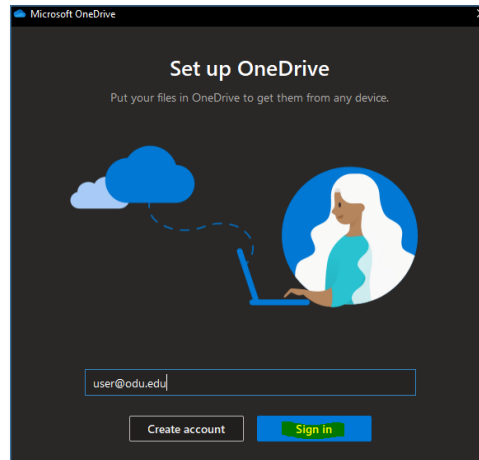
# Using Microsoft OneDrive (Windows 10)

## Set up OneDrive

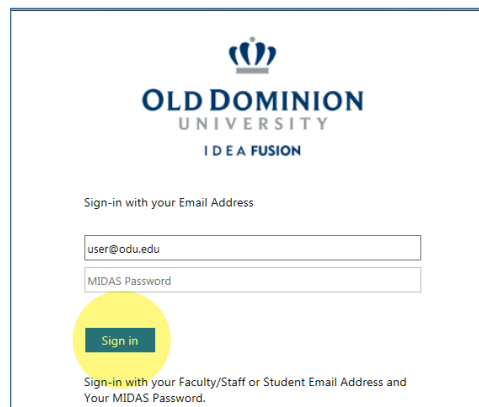
1. OneDrive is installed by default on all ODU-managed computers. To set it up, click the gray cloud icon in your system tray (bottom right of the screen) and click **Sign In**.



2. Type in your ODU email address and click **Sign In**.




3. Enter your ODU email address and MIDAS password and click **Sign In**.



### Information Technology Services

[www.odu.edu/its](http://www.odu.edu/its)

 (757) 683-3192

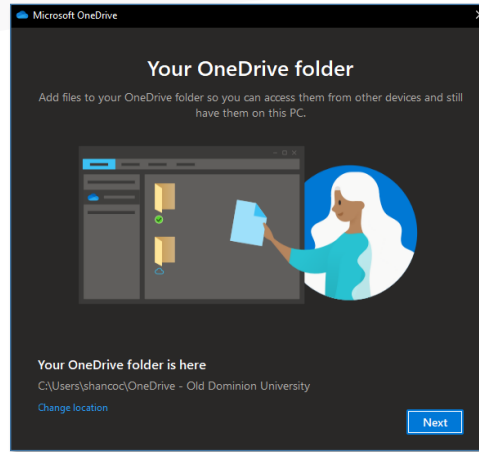
 [itshelp@odu.edu](mailto:itshelp@odu.edu)

 1100 Monarch Hall

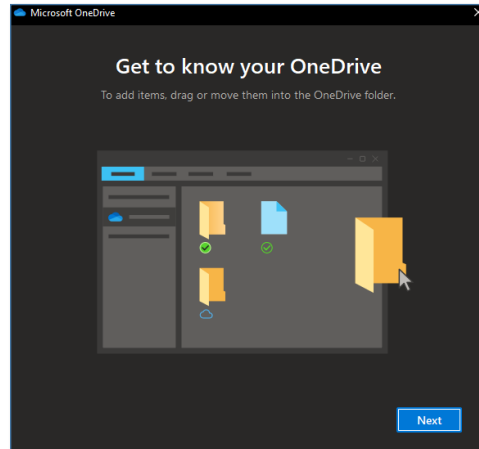
 [oduits](#)  [odu\\_its](#)



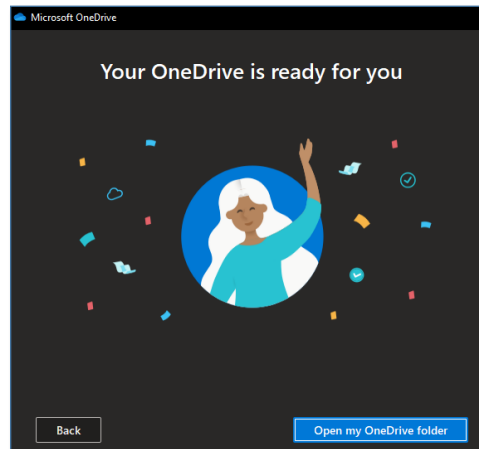
4. Set up your primary OneDrive folder location. Click **Next** to use the default location (or choose another location).



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

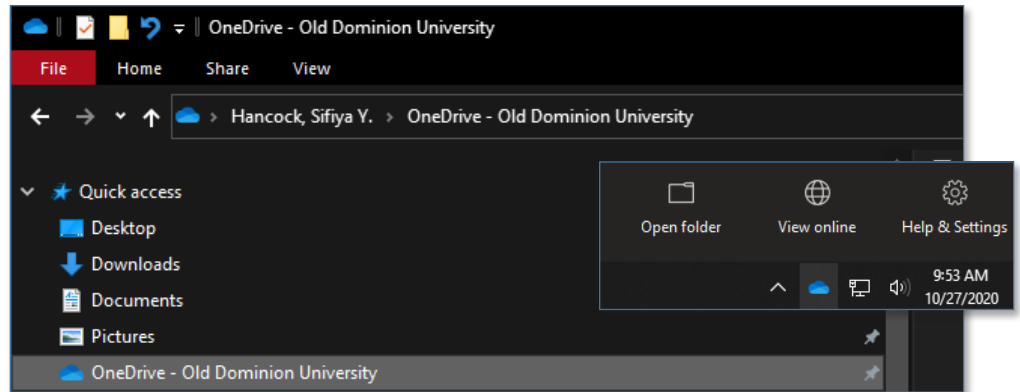


6. Click **Open my OneDrive folder**.

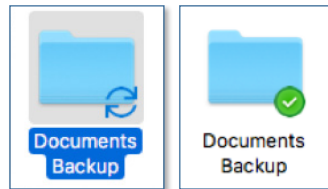


## Storing and accessing data in OneDrive

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



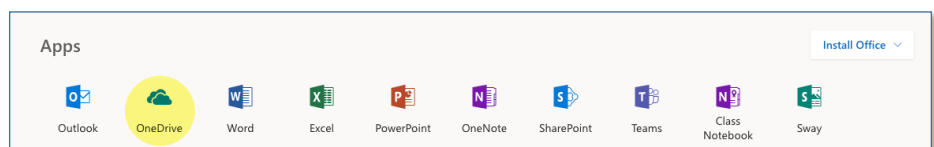
2. Drag your data into the OneDrive folder to sync it. You'll see blue arrows going in a circle while the data is syncing, and a green check when the data is done syncing.



**Important:** Before moving any data to OneDrive, please review the **Regulated Data Storage Matrix** to see what types of University data can be stored there ([itsapps.odu.edu/storage\\_options](https://itsapps.odu.edu/storage_options)).

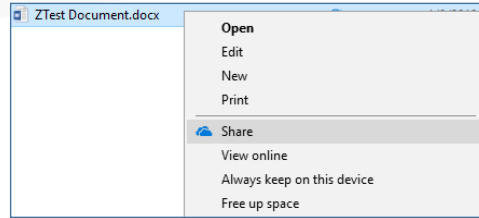
Data Types	Public Data	Confidential Data		Restricted Data			
	Public Data >	FERPA >	Confidential Data Not Covered by FERPA >	PCI-DSS >	HIPAA >	PII >	GLBA >
<b>OneDrive for Business</b> <small>An enterprise service that allows users to store, share and edit files within online Office apps as part of Microsoft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

3. 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 [office365.odu.edu](https://office365.odu.edu) and log in with your ODU email address and MIDAS password.
  - b. Click on the **OneDrive** icon under Apps.

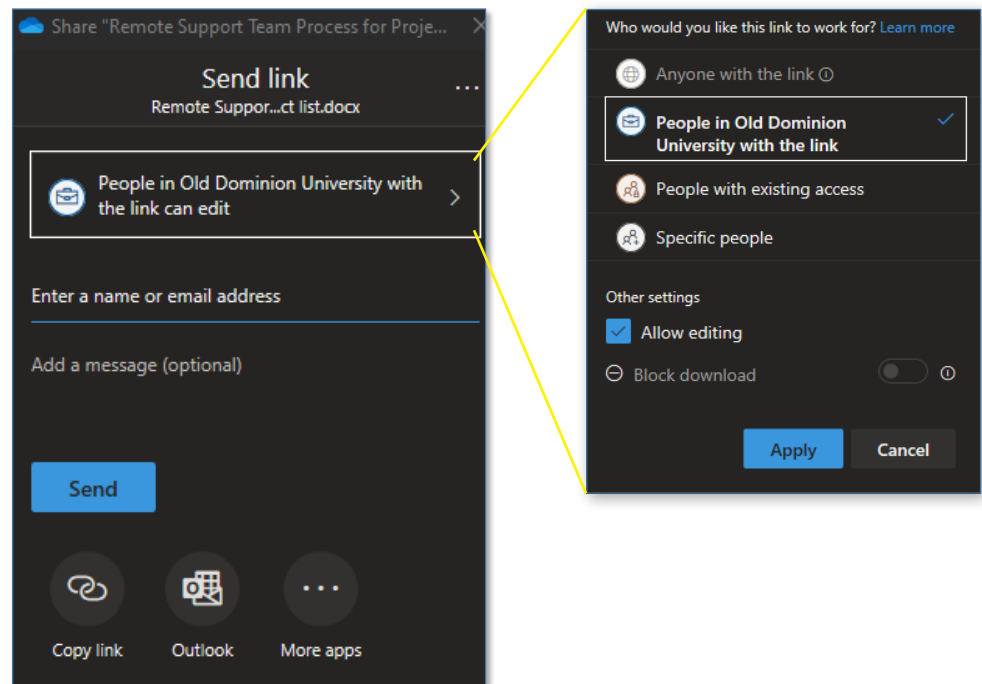


## Sharing files with OneDrive

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



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.



## AutoSave and version history

All MS Office files stored in OneDrive will automatically save periodically. AutoSave also allows you to access previous versions of a document.

## 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](#)