

# OneDrive Onboarding Self-help Guide

## OneDrive Overview

OneDrive provides secure file storage in the Microsoft cloud. It is available to UF students, faculty, and staff via UF Microsoft Campus Agreement and the UFIT GatorCloud <https://cloud.it.ufl.edu/>. You could think of OneDrive as the evolution of traditional file server storage. The OneDrive app synchronizes files stored in the GatorCloud with your computer and mobile devices. Some of the benefits of using OneDrive are. . .

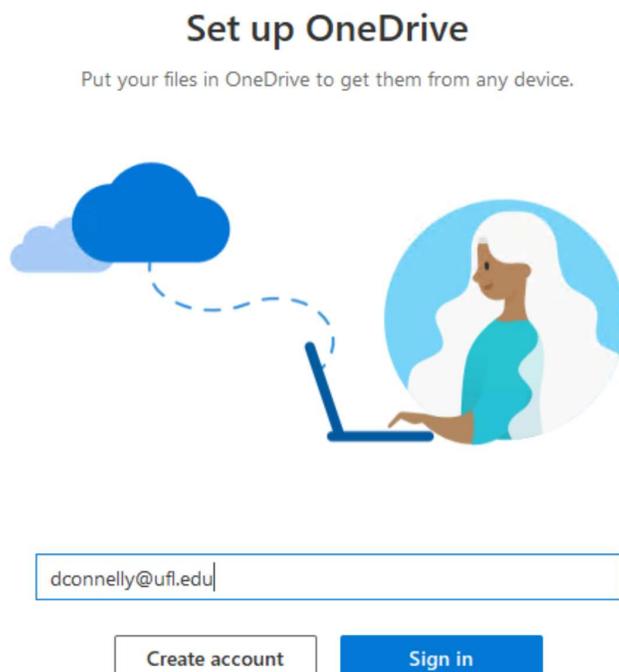
- Enables secure access to your work documents from anywhere without a VPN connection.
- Enables collaborative editing of files for multiple people at the same time in the same file.
- Enables you to access your work files from any device where you are signed into the OneDrive App with your [gatorlink@ufl.edu](mailto:gatorlink@ufl.edu) account.
- Full integration with Microsoft Teams and Office 365 Pro Plus applications

## Setup your OneDrive app

The first thing we need to do is setup the OneDrive app. This enables you to synchronize files between the GatorCloud Microsoft OneDrive and Office 365 environment and your computer and mobile devices.

1. To launch OneDrive, go to the bottom left of your screen and click on the Windows icon, then type OneDrive.
2. In the OneDrive setup enter [gatorlink@ufl.edu](mailto:gatorlink@ufl.edu) email address

 Microsoft OneDrive



3. Choose "Work or school"

Microsoft OneDrive

## Set up OneDrive

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



This email address is used for both OneDrive and OneDrive for Business. Which would you like to sign in to first?

Personal

Work or school

4. Enter GatorLink username and password in Shibboleth authentication page

Microsoft OneDrive

**UF** Authentication  
UNIVERSITY of FLORIDA

You are logging in to a University of Florida (UF) information system and agree to comply with the UF Acceptable Use Policy and Guidelines. Unauthorized use of this system is prohibited and may subject the user to criminal and civil penalties. UF may monitor computer and network activities, and the user should have limited expectations of privacy.

Username

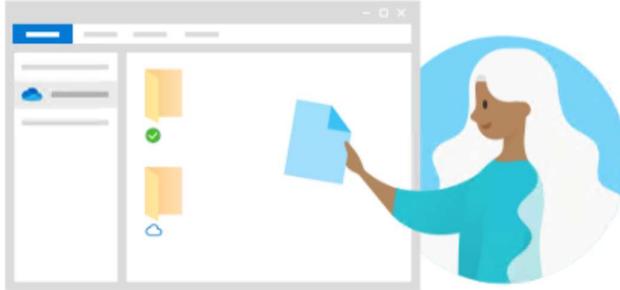
Password

5. Note the information about your OneDrive folder, and click Next through the following screens

 Microsoft OneDrive

## 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\dconnelly\OneDrive - University of Florida

[Change location](#)

Next

6. Note information about the mobile app. If you do not already have you may want to go ahead and get it now on your mobile device. The mobile app opens up a great deal of productivity when away from your computer.

 Microsoft OneDrive

## Get the mobile app

To work on your files on the go, use OneDrive on your phone or tablet. Available for iOS and Android.



Back

Get the mobile app

Later

7. Click Open my OneDrive folder

Microsoft OneDrive

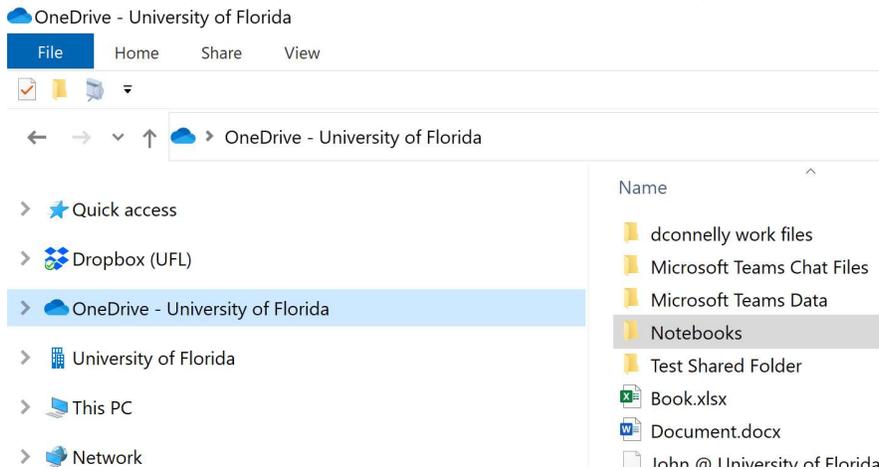
Your OneDrive is ready for you



Back

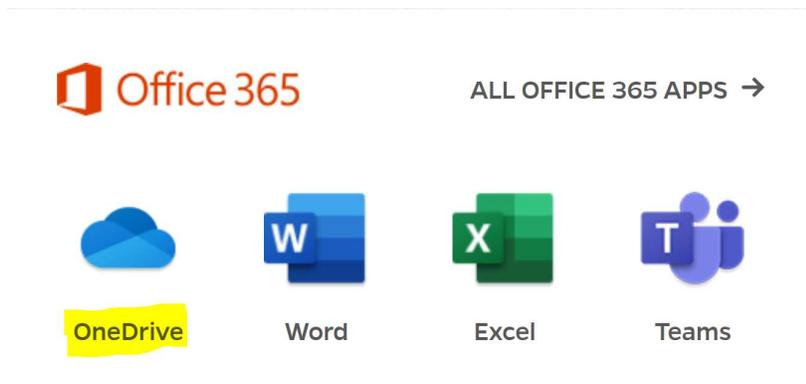
Open my OneDrive - University of Florida folder

8. Now in File Explorer you see the OneDrive – University of Florida.

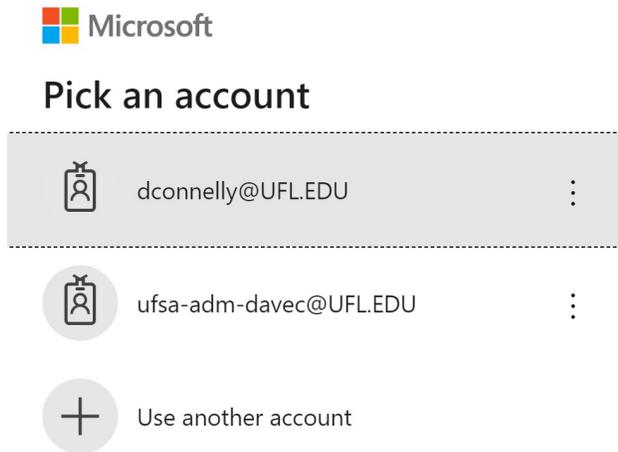


Access your OneDrive in the GatorCloud

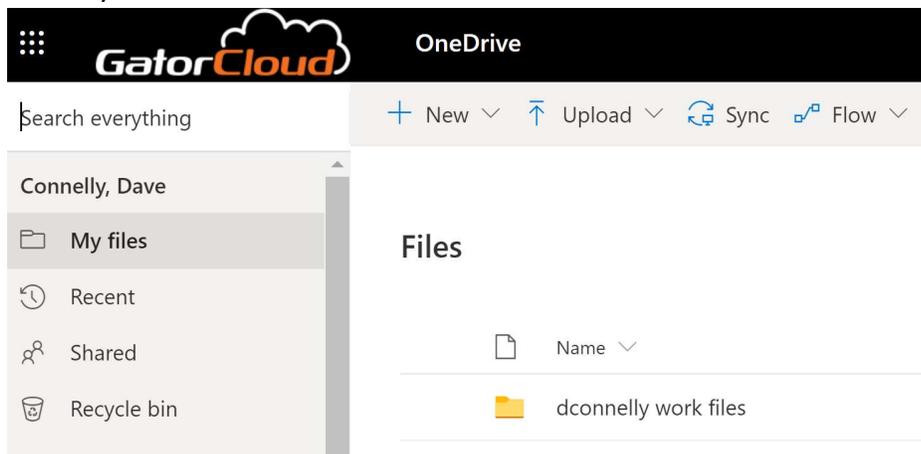
1. You can also get to your OneDrive using an Internet browser. Go to <https://cloud.it.ufl.edu/> and click on OneDrive in the Office 365 section.



2. Select your gatorlink@ufl.edu account



3. Enter your GatorLink username and password in the Shibboleth login page
4. Here's your OneDrive on the GatorCloud web interface



## Creating your NEW personal files location

A great way to get started realizing the benefits of this new cloud storage is to move your traditional username\$ personal folder on the file server into your new OneDrive.

1. Create new folder in your OneDrive to use as a replacement to your old personal drive on the file server. Something like *yourname working files*.
2. The Student Affairs IT team will coordinate with you to migrate the contents of your old personal folder on the file server into your new working files folder in your OneDrive.