

INTRODUCTION TO ONEDRIVE FOR BUSINESS

WHAT DOES THIS GUIDE CONTAIN?

1. OVERVIEW OF ONEDRIVE
2. HOW TO ACCESS
3. HOW TO MOVE/SAVE FILES TO ONEDRIVE
4. ONEDRIVE AUTO-SYNC

OVERVIEW

OneDrive for Business provides a fast, easy way to store, sync, and share your files. Because they are saved in the cloud, your files are quickly accessible from any internet-connected device. With OneDrive for Business, you can easily sync your files across multiple devices. You can even access earlier versions of the files by checking out the version history (see instructions below).

All UTSA faculty, staff, and students are licensed for Office 365 and OneDrive for Business and have 1 TB (1000 GB) of storage space.

Note: On all UTSA-issued devices, OneDrive automatically syncs your Documents, Pictures, and Desktop folders.

WHAT FILES ARE SAFE TO SAVE IN ONEDRIVE? :

[OneDrive is approved for Category I, II, and III data and is HIPAA and FERPA compliant.](#)

- [For more information on data classifications at UTSA, click here.](#)
- [To understand more about Category I data, click here.](#)

OneDrive can be used in a variety of ways, including as a folder that's on your computer, a mobile app, and a web browser.

ONEDRIVE FOR BUSINESS (CONTINUED)

HOW TO ACCESS:

Web Browser:

- To open OneDrive on any web browser, visit portal.office.com and click the OneDrive icon.

Desktop Application:

- If you haven't already, you can install OneDrive by visiting portal.office.com and clicking Install Office. Either select OneDrive or the entire Office suite and then follow the installation prompts.
- Once you have OneDrive installed, you can open OneDrive manually by clicking the Start button and typing OneDrive. Once you have signed in to the program the first time, you can get to your OneDrive anytime by opening any folder/File Explorer.

Mobile App:

- To install OneDrive on your mobile device:
 - Navigate to the OneDrive app in the [App Store](#) or [Google Play](#).
 - Open the app and sign in using your UTSA-issued email address and passphrase.
 - Complete Duo Two-Factor Authentication
 - Success! All of your OneDrive files are now accessible via mobile app. From here, you can send and share files. To edit files in your OneDrive, you can also use the entire Office suite of applications that are available as mobile apps.

RESOURCES:

[WHAT DO THE ONEDRIVE ICONS MEAN?](#)

[HOW TO USE FILES ON-DEMAND](#)

ONEDRIVE FOR BUSINESS (CONTINUED)

HOW TO UPLOAD/SAVE FILES:

There are several methods for uploading/saving files to OneDrive, including via (supported) web browser and via the OneDrive desktop application. [Click here to view current supported web browsers.](#)

Uploading files using OneDrive on your Computer (PC):

Note: If you use Windows 10, OneDrive may have already asked you to sign in to sync your files.

If you don't have OneDrive installed, see these instructions:

- [Sync files with OneDrive in Windows](#)
- [Sync files with OneDrive on Mac OS X](#)

Step 1: Signing in

- If you have never signed in before, but have OneDrive installed on your computer:
 - Click the Start button, type OneDrive and open it
 - Follow the prompts to sign in with your UTSA id and passphrase.
For students, this is your first.last@my.utsa.edu.
For faculty/staff, this is your first.last@utsa.edu.

Step Two: Uploading Files

- To upload files to your OneDrive via your desktop,
 - Open File Explorer
 - Navigate to the file(s) you'd like to upload
 - Drag and drop the file(s) into your OneDrive – University of Texas at San Antonio

ONEDRIVE FOR BUSINESS (CONTINUED)

HOW TO UPLOAD/SAVE FILES:

You also have the option to Save files to your OneDrive:

- To do that, Choose Save As on the File menu of your open file (in the program of your choice, like Word, or Excel), and then
- Select your OneDrive – University of Texas at San Antonio

ONEDRIVE AUTO-SYNC: DOCS, PICS, & DESKTOP

When you use a UTSA-issued device, all of the contents of the Documents, Pictures, and Desktop folders will automatically sync via OneDrive across all computers you log in to and use.

If you prefer that a file not be synced across devices, please ensure that it is not saved in one of those folders.