

Using Microsoft OneDrive Effectively

What is OneDrive?

Microsoft OneDrive is the cloud storage component of Microsoft's Office365 web application offering.

Cloud storage means that this is a file storage application that resides in the cloud. The cloud simply means other computers elsewhere on the internet.

What are the benefits of OneDrive and cloud storage generally?

Using a cloud storage service to store important files is beneficial because your stored files are backed up in several datacenters spread throughout a particular region or the world. This means that your files have multiple layers of redundancy in case you should ever lose and need to recover them. It would take a disaster on an apocalyptic scale to lose access to all of these datacenters at any one time.

Microsoft OneDrive in particular is especially handy as it is the default storage location when you use any of the Microsoft Office365 apps. Additionally, OneDrive can be installed on your desktop or laptop computer, your mobile devices, and through the web. This allows for great flexibility when needing to access your files as you are not tied to a particular location as you would be with local storage on your desktop computer.

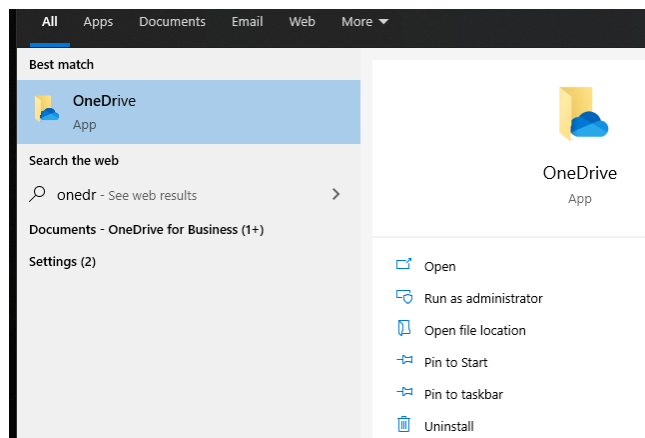
Methods of Accessing OneDrive

There are three main methods of accessing OneDrive:

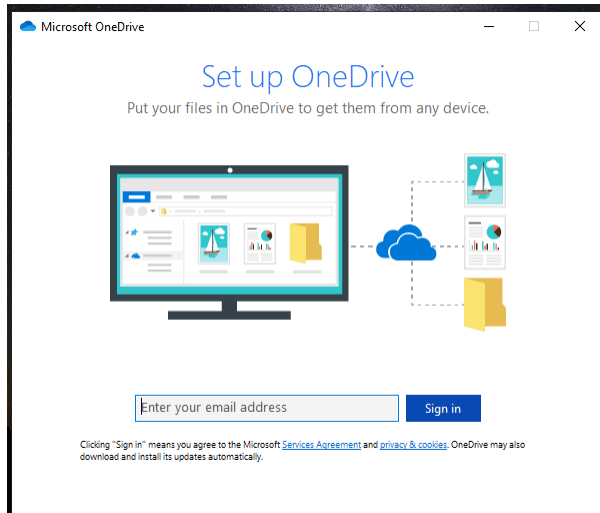
1. Web application – access through a website from your internet browser
2. Desktop application – access an app installed on your desktop computer
3. Mobile application – access through an app installed on your mobile device

Using OneDrive

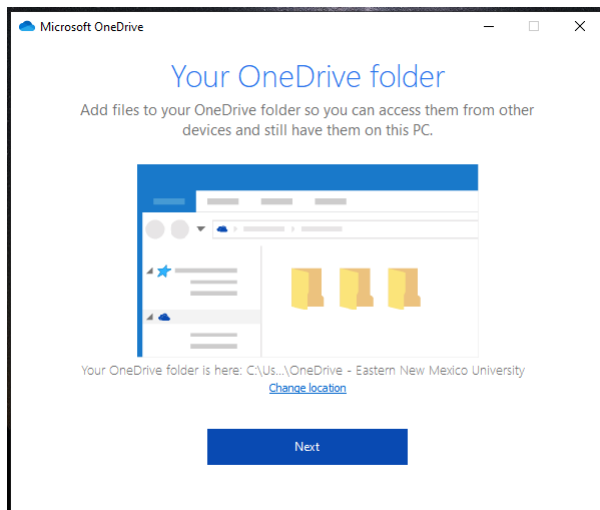
OneDrive should already be installed on your desktop computer. To access it, simply open the start menu and navigate to the programs listed under "O" and select "OneDrive".

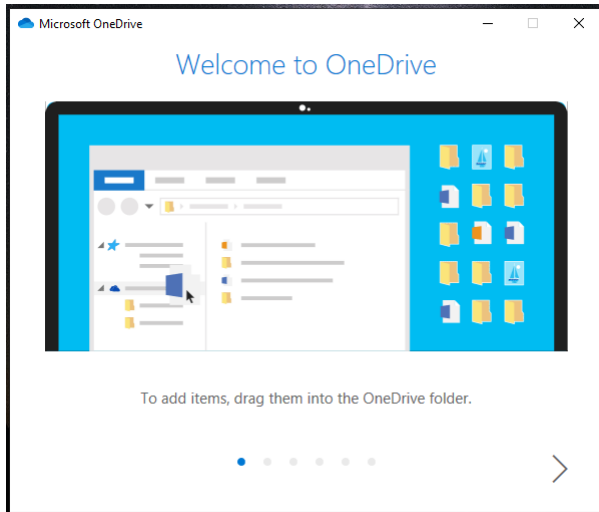


If you have not set up OneDrive already, the program will display a “Sign In” button. Click the button to sign in: enter your enmu email address “firstName.lastName@enmu.edu”. You will be redirected to the ENMU login page. Enter your credentials as you would normally do for the ENMU web portal and click enter to submit.

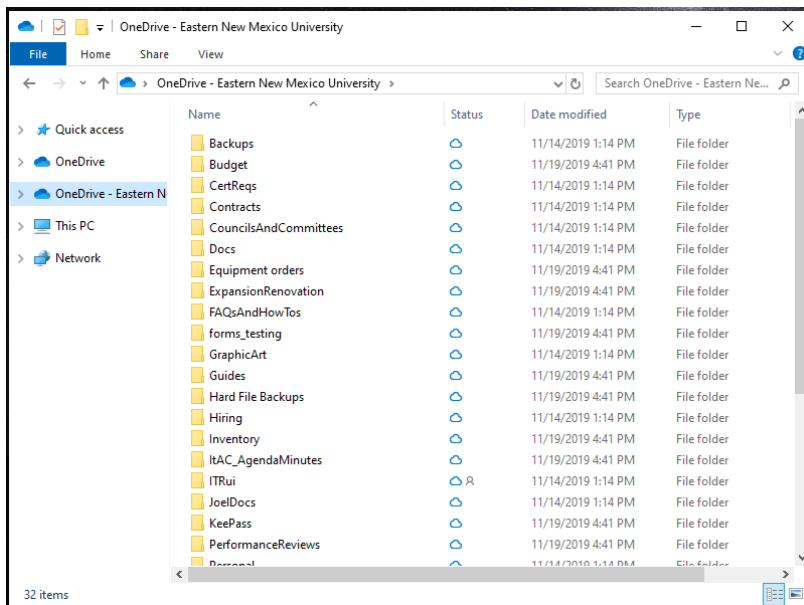


After signing in with your ENMU credentials, the program will make some changes to your computer, adding a new icon in your File Explorer to display the contents of your OneDrive account. The program will also display a “Getting Started” dialog to introduce you to some of the features within the program





When finished with the “Getting Started” dialog, the program should then display a screen that asks if you want to open your “OneDrive – Eastern New Mexico University” folder. Click the button. Your OneDrive folder should then be shown. It should be empty, unless you have previously created any files with your Office365 applications.

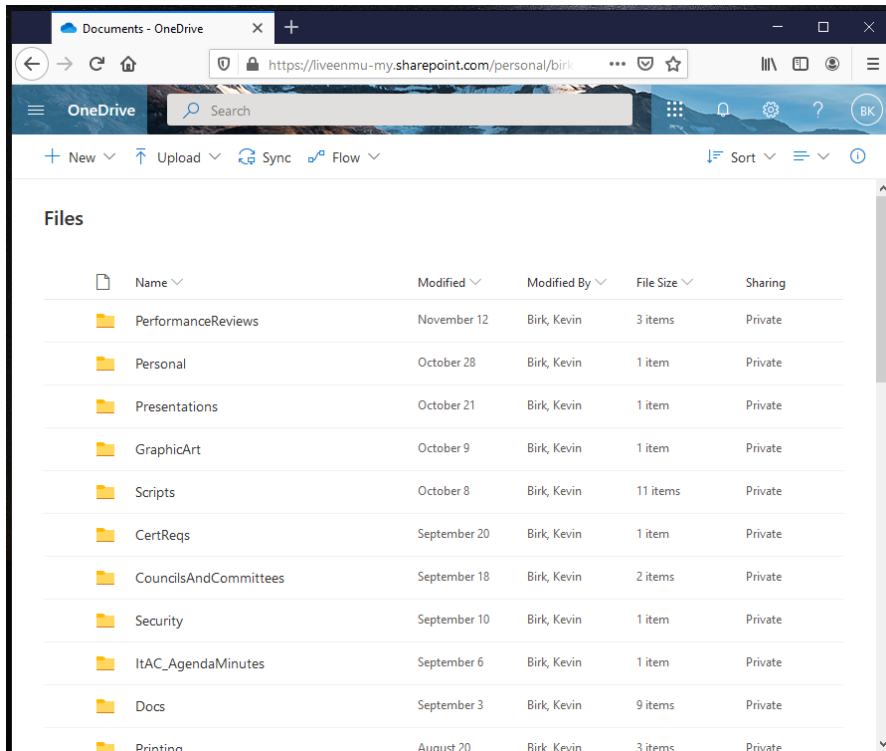


Now that it is setup, we have some choices to make. We personally recommend that you copy your “Documents” folder from your desktop or laptop computer and paste them into your new “OneDrive – Eastern New Mexico University” folder. This will ensure that these files are uploaded and synced to the OneDrive cloud storage. Depending on the number of files that you have placed in the OneDrive folder, it may take some time (tens of minutes to hours) for them to be backed-up and synced to the OneDrive cloud storage.

Once you have done this, it is important to remember that in order to ensure that your changes to these files are continuously synced and backed-up, you should open and save your files and documents to this new location- any changes to this folder will be backed up and synced to the cloud on a continuous

basis. Another important consideration is keeping a close eye on the amount of image and video files you store here- these files can quickly run you out of space if you are not careful.

Now that you have populated your new OneDrive cloud storage folder with files, you can access these files through either the OneDrive web app or the OneDrive mobile app. You can access the OneDrive application directly through “onedrive.com”, indirectly by logging in to “office.com”, or by navigating to the Office365 applications through the ENMU web portal.



Another neat trick is possible if you have multiple computers which you work from. If you install OneDrive to each machine and move your Documents folder there, the same set of files will be mapped on both machines. This means that you could have your same documents load on your laptop as on your desktop, and that any changes made in either location will automatically update to both locations, allowing a seamless transition between work both in and out of the office.

Bugs within current local desktop setup

When adding your “OneDrive – Eastern New Mexico University” account to your desktop computer, a duplicate OneDrive entry may be created in your File Explorer. You can contact IT at “enmuRuidoso.serviceDesk@enmu.edu” and request that this entry be removed.