



**BALL STATE
UNIVERSITY**

Information Technology

Learning OneDrive

A BEGINNER'S GUIDE TO USING ONEDRIVE AT BALL STATE

What is OneDrive?

OneDrive is the Microsoft 365 application for cloud storage. Ball State University provides faculty, staff, and students with a free OneDrive account to store, share, and manage data. OneDrive helps ensure the safety of your data and integrates with all of the Microsoft 365 applications.

Why should you use it?

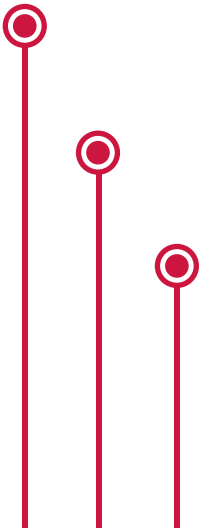
- Provides access to your data on any device.
- Compatible with Word, Excel, PowerPoint, and OneNote.
- Supported by the Ball State HelpDesk.
- Easy to share files and folders.
- Nearly limitless storage for Ball State Microsoft 365 accounts.



Accessing OneDrive

You can access your Ball State OneDrive account in multiple ways:

- On your MyBallState page, search for OneDrive in the Search Bar, or access OneDrive through the dashboard widget.
- If you are logged in to any Microsoft 365 applications, such as Outlook Webmail, select the grid of dots in the top left corner and click “OneDrive.”
- Navigate to onedrive.live.com and sign in



in the top right corner.

Installing OneDrive

You can access OneDrive via web at onedrive.live.com, or through the application. To install the app on your device, follow the steps below to set up OneDrive on your computer.

STEP 1

Go to microsoft.com and sign in in the top right corner. Type your Ball State email address into the email field and click “Next.” You might see an additional page asking if this is a work or school account. Then, you will be redirected to the Ball State single sign-on page where you should log in with your Ball State password. Once signed in, you will be directed back to the Microsoft homepage.

STEP 2

In the top menu, select “Microsoft 365.” Then, click “Products,” navigate to “Apps and Services,” and click “OneDrive.”

STEP 3

Next, click “Download” on the top menu, and click “Download” in the middle of the page.

STEP 4

Open the OneDrive download. When prompted, follow the provided directions to finish installing OneDrive on your computer.

STEP 5

Once installed, you can access OneDrive on your machine. For Mac, use the search bar in Finder. For PC, use the search bar in Start.

Uploading Files

The OneDrive desktop application makes it easy to upload and sync files across all your devices. When you move a file to the OneDrive folder, that file is backed up to the cloud. You can access the same version of that file from any computer connected to the Internet.

Uploading files and folders to OneDrive makes them easily accessible and keeps them safe.

STEP 1

Login to your MyBallState account, and under the “Technology” section, click the “Microsoft OneDrive” link.

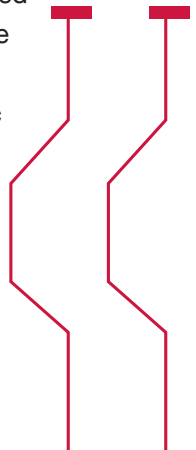
STEP 2

If you want to upload a file to your personal storage, select “My Files” in the left sidebar, click your desired folder, and click the “Upload” button in the above toolbar. Permissions must be enabled to upload a file to a shared folder.

If you want to upload a file to a shared folder, click “Shared” in the left sidebar, select your desired folder, and click the “Upload” button in the above toolbar. **Remember that OneDrive has a size limit for single files. Find specific details on [Microsoft’s Support page](#).**

STEP 3

Your file is now backed up with OneDrive cloud storage and can be accessed on any device.



Creating Files

OneDrive allows you create new files within the application.

You can choose from a list of Microsoft 365 tools to begin new projects that will be saved in OneDrive.

STEP 1

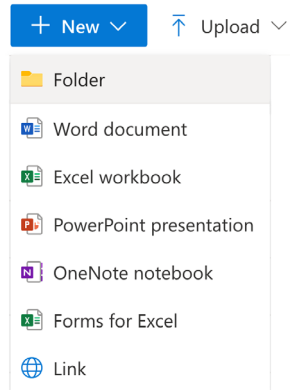
Login to your MyBallState account and click the “Microsoft OneDrive” link.

STEP 2

Once logged on to your OneDrive account, select “New” located on the tab bar at the top, then click the type of file you need. Types of files include Word document, Excel workbook, PowerPoint presentation, and OneNote notebook.

STEP 3

After selecting the type of file, your file will appear. Rename your file in the



top left corner. If you do not rename the file, it will appear as 'Document' in your OneDrive account.

Sharing Files

OneDrive facilitates collaboration with its Sharing feature. You can share digital files and folders with classmates, coworkers, and professors, making digital collaboration more efficient.

INVITING PEOPLE THROUGH EMAIL

1. In OneDrive, select the file or folder that you want to share.
2. Click the "Share" button located on the OneDrive toolbar at the top of the screen.
3. Select the Send Link button from the drop down menu.
4. Enter the email addresses of the people that you wish to invite.
5. Choose the appropriate selection based on the access you want to grant collaborators.

6. Click "Send" and begin collaborating!

SHARING ONEDRIVE LINKS

Folders

To share the link to an entire folder, navigate to that folder and select "Share" in the top menu. In the dropdown menu, click "Copy Link." You can now share the link with people in your organization.

Files



Syncing Files

The OneDrive application allows you to sync files, which means you can back up your data in multiple locations. Syncing ensures the safety of your files and updates files on both your local computer and OneDrive. You should backup important information, such as your photos and documents, to OneDrive.

SYNCING ON MAC

1. Select the OneDrive cloud icon in the notification bar in the top right of your screen.
2. Select “Help & Settings,” and then select “Preferences.”
3. Select the “Account” tab, and then select “Choose folders.”
4. Check “Make all files available” to sync all files or check the boxes next to the individual folders you want to sync. Then press “OK.”

SYNCING ON PC

1. Right-click the OneDrive icon in the Windows taskbar notification area.
2. Select “Help & Settings,” and then select “Settings.”
3. Select the “Account” tab, and then select “Choose folders.”



4. Click the “Sync your OneDrive files to this PC” dialog box, and then uncheck any folders you don’t want to sync to your computer and then press “OK.”

Your Account After College

After graduating, Ball State will deactivate your student Microsoft 365 account. You will no longer be able to access your files after the 390-day retention period. During this time, you may contact the Ball State HelpDesk to download your files or request any other assistance you may need. You can also use mover.io to transfer your files, file migration service requires an active Ball State account.

1. On the Mover.io homepage, click “Login” in the upper right corner, select “Sign In with Microsoft,” and use your Ball State credentials. Select “Work or School” to authenticate the single sign on page.
2. Once you are logged in, select “Authorize New Connector” located under “Step One: Select Source.”
3. Then select “Authorize” next to “OneDrive for Business (Single user),” which will allow Mover to access your school files.
4. Login to your Microsoft 365 school account to authorize it as a source location.
5. Review and select the files and folders that you would like to move. To choose the location that your files will be moved to, select “Authorize New Connector” located under “Step 2: Select Destination.”
6. On the next page, select “Authorize” next to the Microsoft account you want to move your files to, and then enter the username and password for your personal Microsoft account.
7. Select an existing folder to move your files, or select “Create Folder” if you want a new folder for the files.
8. Under “Step 3: Start transferring,” select “Start Copy.” Mover will

then transfer a copy of your school files over to your Microsoft account on OneDrive.

Setting Up OneDrive on Mobile

By having OneDrive on your mobile device, you will be able to access, upload, and share your files from anywhere. Setting up OneDrive on mobile ensures that you can access your information from your phone. The HelpDesk specializes in OneDrive for desktop and does not provide full-level support for some of the following items. See support.microsoft.com for additional information.

App Features:

- Share, delete, move, and rename files.
- Save files offline so that you can view or edit when you are not connected to the internet.
- Use “Scan” to turn a document or business card into a pdf that can be annotated and shared with others.

DOWNLOADING ONEDRIVE ON MOBILE

1. Download OneDrive onto your phone using either the App Store for Apple users or the Google Play Store for Android users.
2. Once the app has been downloaded, open the app and sign in to your existing account.

SETTING UP CAMERA UPLOAD IN ONEDRIVE

OneDrive allows you to upload photos, which preserves your data in case of an accident. If your mobile device is lost, stolen, or damaged, you will still be able to access your photos through OneDrive.

1. When you run the mobile app for the first time, the app will ask you if you would like to upload your pictures to OneDrive. To activate this service, select “Start Camera Upload.”

Looking for More?

BALL STATE HELPDESK

bsu.edu/helpdesk

(765) 285-1517

Bracken Library (BL) 101

Ball State University

Muncie, IN 47306

ONEDRIVE FAQ

support.microsoft.com/en-us/onedrive

bsu.edu/onedrivehelp

