

Configure Microsoft OneDrive

What is One Drive?

OneDrive is a place where you can store files, sync your Unizulu assignments and share your work files. As part of Office 365, OneDrive lets you update and share your files from anywhere and work on Office documents with others simultaneously. You are allocated 1TB of online storage.



Benefits of using Microsoft Office 365

With Office 365, you have the perfect place to store all your personal files. All your files will be stored online, which means that you'll be able to access them anytime, anywhere, by logging in to your 365-account using your UNIZULU e-mail address and password.

Microsoft Office 365 includes familiar software such as Word, PowerPoint, Excel and OneDrive. These can be installed simultaneously on up to three devices (e.g. laptop, tablet, smartphone). With fully installed versions of these Office desktop apps, you can even work on documents when you're offline.

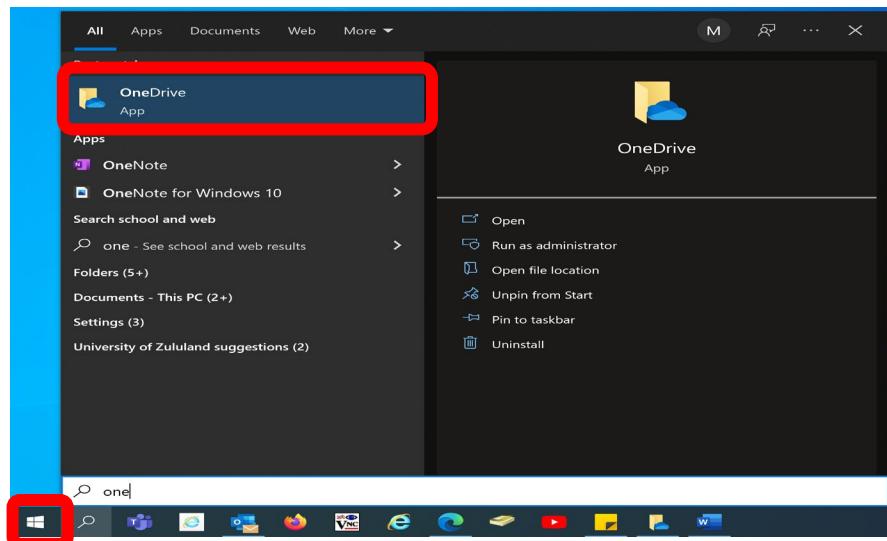


Setting Up OneDrive

After logging in to your Student Account you will have to Login to One Drive to set up and activate it.

Below are the steps to guide you on how to Login to OneDrive.

1. Select the **Start** menu.
2. Type/Scroll down the programs list, and select **OneDrive**.



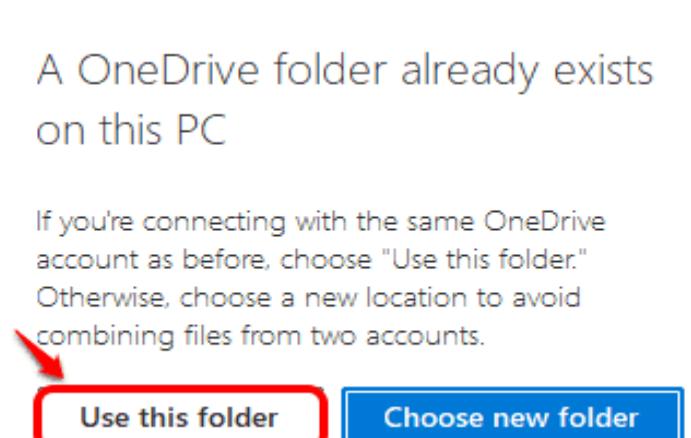
3. OneDrive screen will pop-up.

User your UNIZULU email address and Password to sign in.

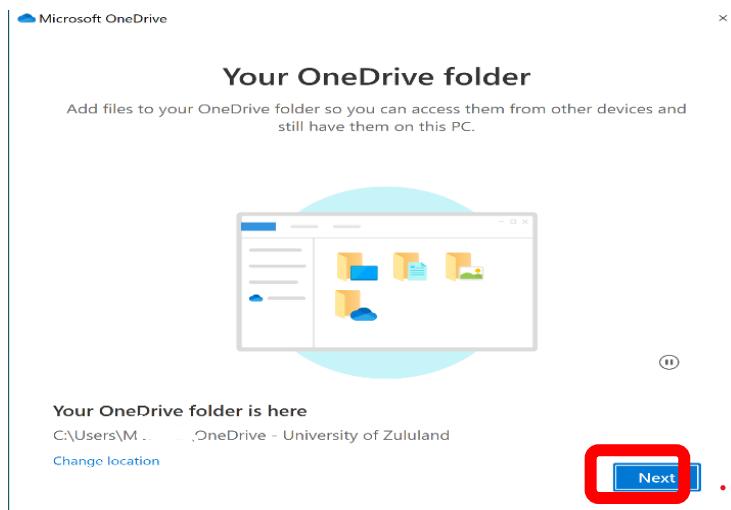


4. Now a new confirmation window like the one shown below will pop up.

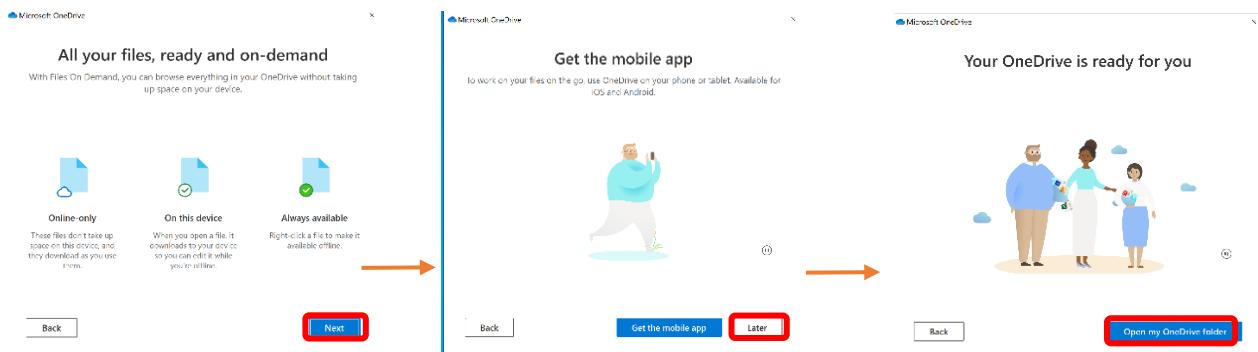
Click on **Use this folder** button.



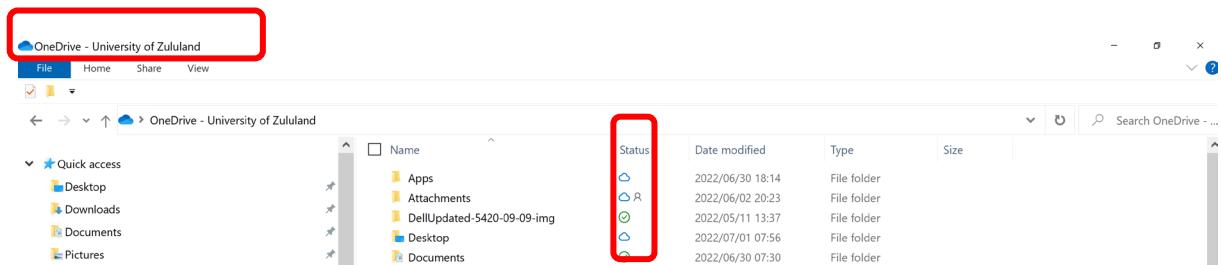
- You will now be back to the folder selection window. **You can see that the new location you selected has been updated.** Click on Next button.



- Follow the remaining steps as per your preference, mostly just by clicking the **Next** button. Finally, click on the button **Open my OneDrive folder** when you see the following window.

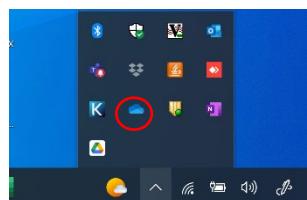


- You can now see your OneDrive folder in the new location, you can also see that your files inside the folder have a **green tick** mark against them under the Status column, **indicating that they are synced with your OneDrive account**.



How to Backup and Sync file

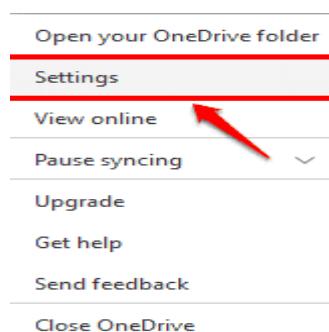
Step 1: Click on the **OneDrive** icon that's at the **right side of the taskbar**.



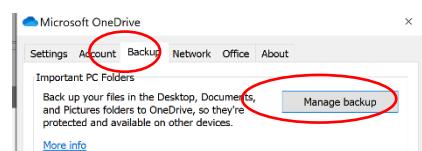
Step 2: As next, click on the icon **Help & Settings**.



Step 3: From the menu that expands out, click on **Settings** option.



Step 4: This will open up Microsoft OneDrive settings Window. Click on the tab that says **Backup** > Then manage backup >



Step 5: Final Step is to make sure that Desktop, Documents and Music are syncing as shown below

