# **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.

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3. OneDrive screen will pop-up.

#### User your UNIZULU email address and Password to sign in.

Microsoft OneDrive	×
Set up OneDrive	
Put your files in OneDrive to get them from any device.	
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	(1)
Email address	
Username@unizulu.ac.za	
Create account 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.

<ul> <li>Microsoft OneDrive</li> </ul>	×
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\M	
Change location Next	•

 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.

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All your files, ready and on-demand With Files On Demand, you can browse everything in your OneDrive without taking up space on your device.		lo wor	Get the mobile app on your files on the go. use OneDrive on your phone or tablet. Availat (GS and Android.	Your OneDrive is ready for you			
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7. You can now see your OneDrive folder in the new location, you can also see that your files inside the folder have a <u>green tick</u> mark against them under the Status column, **indicating that they are synced with your OneDrive account.** 

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## 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.

Open your OneDrive folder		
Settings		
View online		
Pause syncing 💦 🗸 🗸		
Upgrade		
Get help		
Send feedback		
Close OneDrive		

**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

