OneDrive Setup Guide

What is OneDrive for work or school?

OneDrive is the Microsoft cloud service that connects you to all your files. It lets you store and protect your files, share them with others, and get them from anywhere on all your devices. When you use OneDrive with an account provided by your company or school, it's sometimes called "OneDrive for work or school." It was known as "OneDrive for Business," so you may still see it called that in places.

1. Open OneDrive

Click the Start button or press the Windows key.
Type OneDrive in the search bar.
Click on OneDrive from the search results to open the application.

2. Sign In to Your School Account

When the OneDrive setup window appears, click Sign in.
Enter your school email address (e.g., ITguy@iu29.org).
Click Sign in.

3. Enter Your Credentials

Enter your account's strong password. (e.g., TheF0rceIs$tr0ngW/This1)
If prompted, complete multi-factor authentication (MFA), such as entering a code sent to your phone or email.

4. Choose Your OneDrive Folder Location

You'll see a screen prompting you to choose your OneDrive folder location, use the default location, and click Next.

5. Select Folders to Sync

You'll be asked which files and folders to sync; leave the default setting.

6. Complete the Setup

OneDrive will finalize setup and begin syncing, This may take several minutes.
A message will appear: Your OneDrive is ready.
Click Open my OneDrive folder to view and manage your synced files.

7. Verify Sync and Access Files

Look for the OneDrive cloud icon in the system tray (bottom-right corner near the clock):

White/Blue cloud with checkmark = Sync successful
Circular arrows = Syncing in progress
Red X = Sync error

You can now:

- Save files directly to the OneDrive folder in File Explorer.
- Access your files from any device using your school account.

8. Manage Your OneDrive Settings

Right-click the OneDrive icon in the system tray.
Select Settings to:

Pause or resume syncing
Manage which folders sync
View storage usage
Check for updates
Access or switch your account

Additional Tips

Stay Signed In and connected to the network: This always ensures automatic syncing.
Share Securely: Use the OneDrive web portal to share files/folders and manage permissions.
Need Help? If syncing stops or errors appear:

Right-click the OneDrive icon > Click 'View online' or 'Help & Settings' > 'Get help'
Or submit a ticket to your Technology Department