

Using OneDrive for File Storage

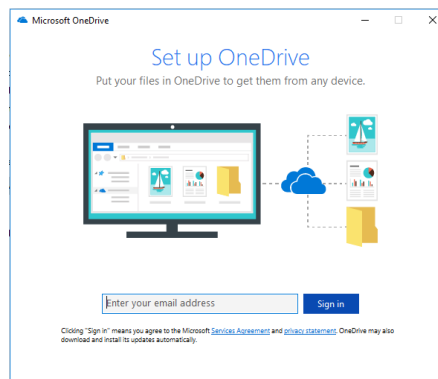
OneDrive, a part of the Microsoft 365 suite, provides a file storage solution for UMB employees for saving personal work files. These instructions detail how to sign into OneDrive the first time and, if necessary, how to move files saved on a network drive to OneDrive.

Accessing the OneDrive Client (Windows 10):

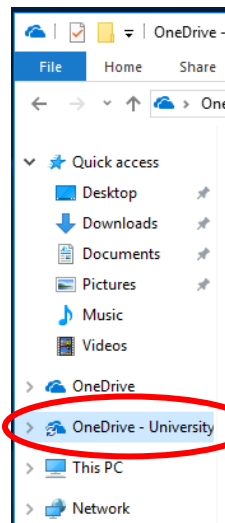
1. Open the File Explorer on the task bar:



2. In the left-hand panel of the File Explorer, select **OneDrive**. The **Set up OneDrive** window will appear.



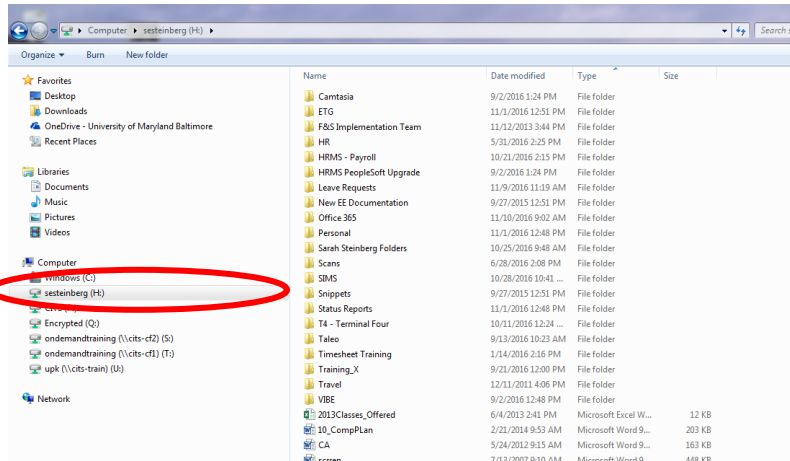
3. Enter your *UMB e-mail address* and click **Sign in**.
4. The UMB sign in page will appear. Enter your *UM Password* and click **Sign in**.
5. The **This is your OneDrive folder** will appear. Click **Next**.
6. The **Sync your OneDrive files to this PC** will appear. Click **Next**.
7. The **Welcome to OneDrive** window will appear. View if desired then close the window.
8. **OneDrive – University of Maryland, Baltimore** will now appear in the left-hand panel of the File Explorer. This is your work OneDrive location.



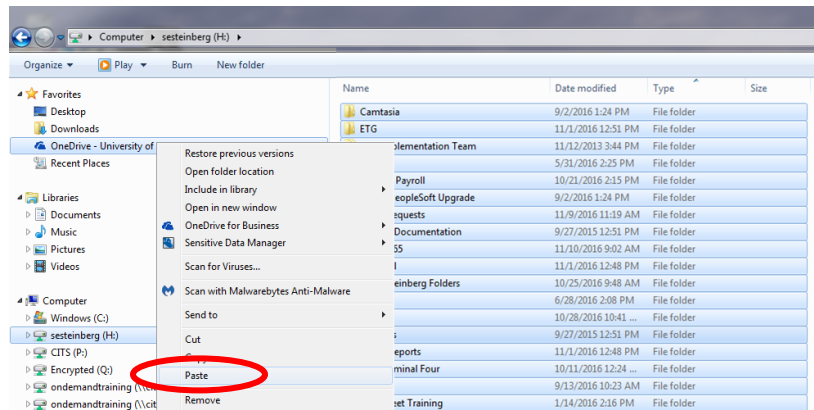
Moving Files to OneDrive

These instructions are for employees who have *personal* work files on a network drive that need to be moved to OneDrive. **DO NOT** save department/project/team files to your individual OneDrive.

- Using the File Explorer, navigate to your present file storage location. For these instructions, this is the H: drive.

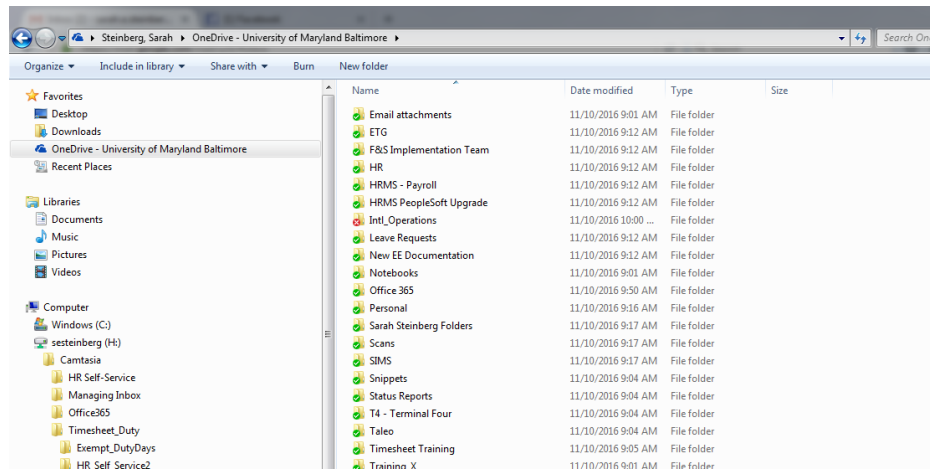


- Select all the files displayed to the right by selecting the first file/folder, hold down the **[Shift]** key and click on the last file/folder.
- Once they are all selected, right-click on the file list and select **Cut**.
- Right-click on **OneDrive – University of Maryland Baltimore**.
- Select **Paste**.



- The length of time that it will take for the files to be copied will depend on the size and number of files.

7. Once the files have moved, the window will look similar to the following:



- The green checkmark means the file/folder has successfully moved and is now synced.
- The red X means that a file (or a file within a folder) wasn't successfully moved. Certain characters and files types are not supported in OneDrive.
 - To view sync errors:
 - Right-click on any file with a red X.
 - Select **OneDrive for Business**.
 - Select **View Sync Problems**. Any file with a problem will be listed along with the error and resolution.

At this point, OneDrive is available for use. If you use the Windows Explorer window to open and access files, now you'll go to **OneDrive – University of Maryland Baltimore** to do so.