

OneDrive for Business
on your Bloomsburg University campus computer
For Faculty/Staff



Faculty/Staff Guide

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Introduction

Bloomsburg University is now able to offer Microsoft OneDrive for Business through Office365 to Faculty/Staff. This guide will help you access your OneDrive for Business from your campus computer.

IMPORTANT: You must access your OneDrive for Business over the web for the first time, which creates your OneDrive space, prior to setting up OneDrive within Microsoft Office or any OneDrive for Business computer applications or mobile device apps.

If you need help accessing your OneDrive for Business over the web for the first time, please check the separate detailed guide entitled [Introduction to Office 365 Office Web Apps and OneDrive for Business](#).

OneDrive for Business on the web

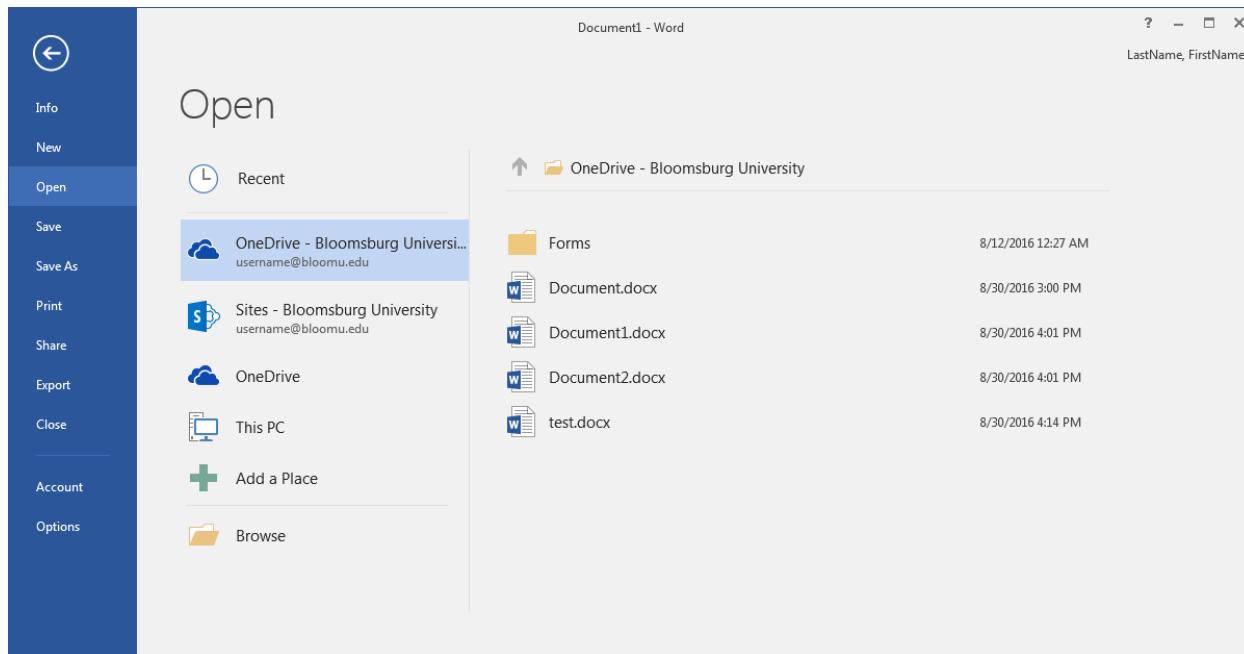
You are able to access your OneDrive for Business over the web by logging in to Office365 at <http://office365.bloomu.edu/>. This is a good option when you are actually away from your office and need to grab a file, though it's probably not the best way to access your OneDrive from your office computer.

You do need to access your OneDrive for Business for the first time over the web in order to get it provisioned before you will be able to connect to the OneDrive using any of the other methods this guide covers.

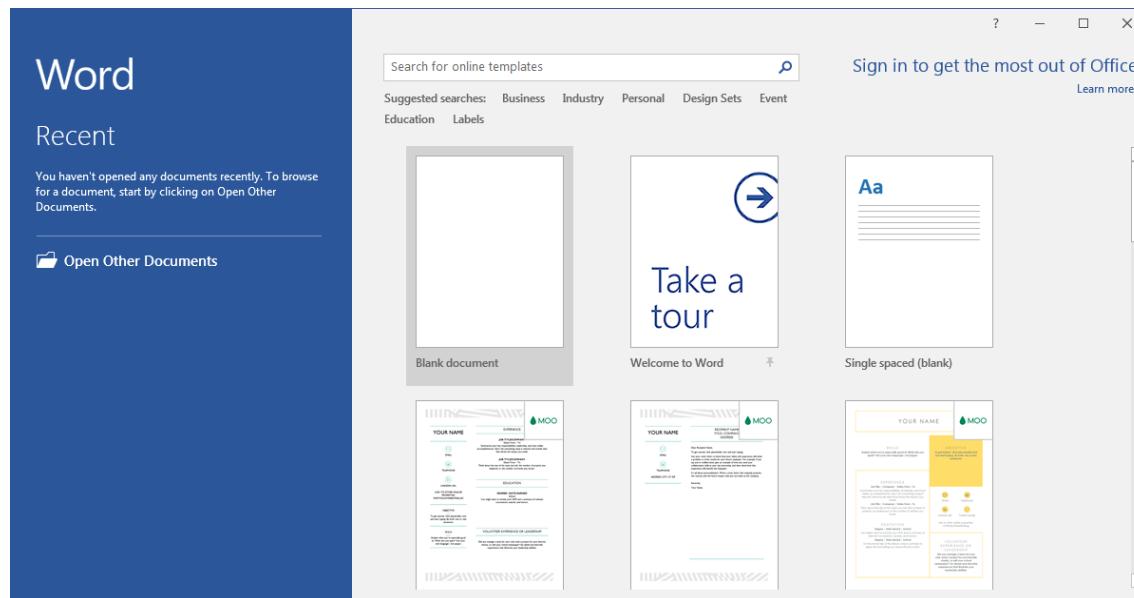
For more information on accessing Office Web Apps and OneDrive for Business over the web, please check for additional information at <http://www.bloomu.edu/documents/tech/software/facstaff-officewebapps-onedrive.pdf>

Microsoft Office 2016 for PC

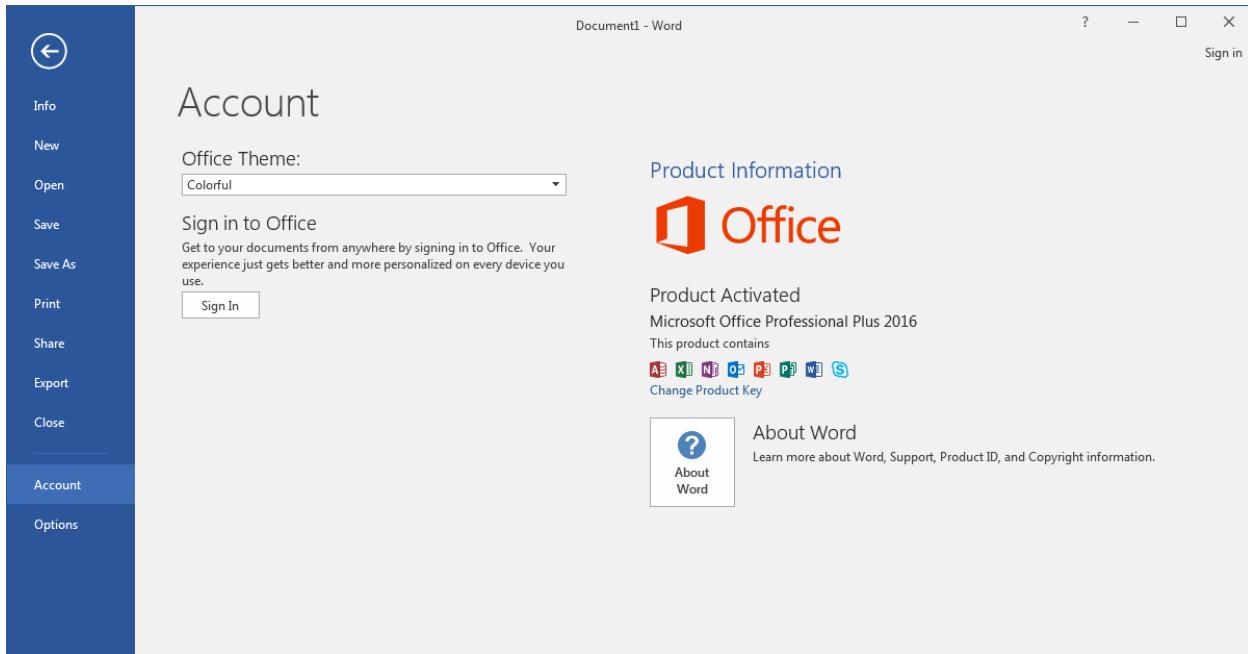
It is possible for you to have easy access to your OneDrive from within Microsoft Office 2016 for PC.



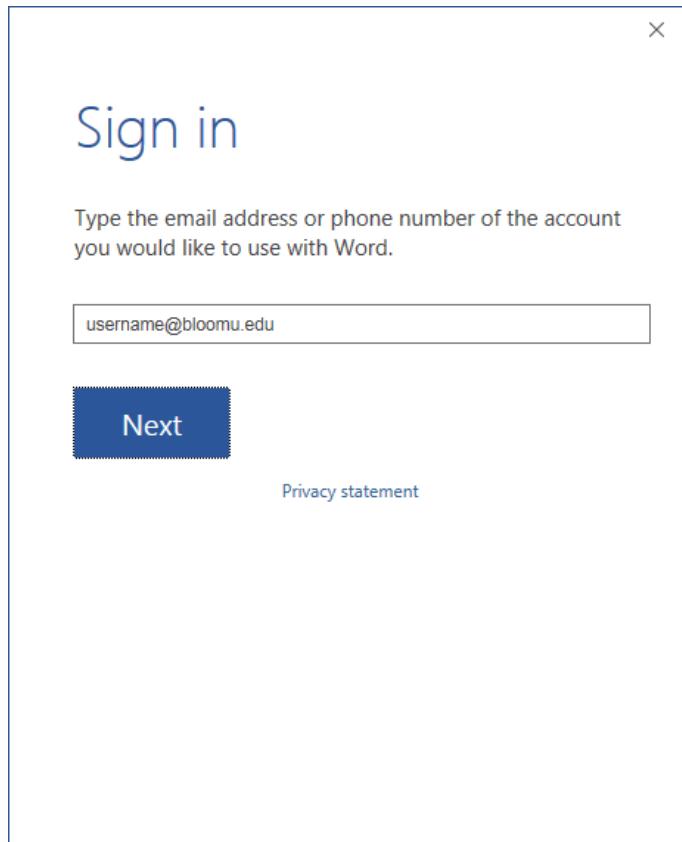
In order to have your OneDrive listed on the File/Open and File/Save menus within Office 2016 programs, you need to sign in to your Office365 account through Microsoft Office. Signing in through any individual Office application (i.e. Word, Excel, etc...) will sign you in for all Office applications and the sign-in will persist between computer reboots. Click “Sign in to get the most out of Office” in the upper right corner when you open an Office application, for instance “Word 2016”:



Another place you can sign in is on the “File” menu “Account” tab if you already have an Office document open. Click “File”, then click on the “Account” tab on the bottom left side.



Next, click “Sign In”. Enter your full email address and then click “Next”.



Depending on which Microsoft accounts you've created yourself and linked to your bloomu.edu email address, it may ask you which account you want to use. Be sure to select "Work account" instead of "Microsoft account" and "Work or school account" instead of "Personal account", if you are prompted for either. You will now see "HuskyID Office365 Sign-On". Enter your credentials and click "Sign On".

X

 Bloomsburg University
HuskyID Office365 Sign-On



HuskyID Office365 Sign-On

HuskyID:
username@bloomu.edu

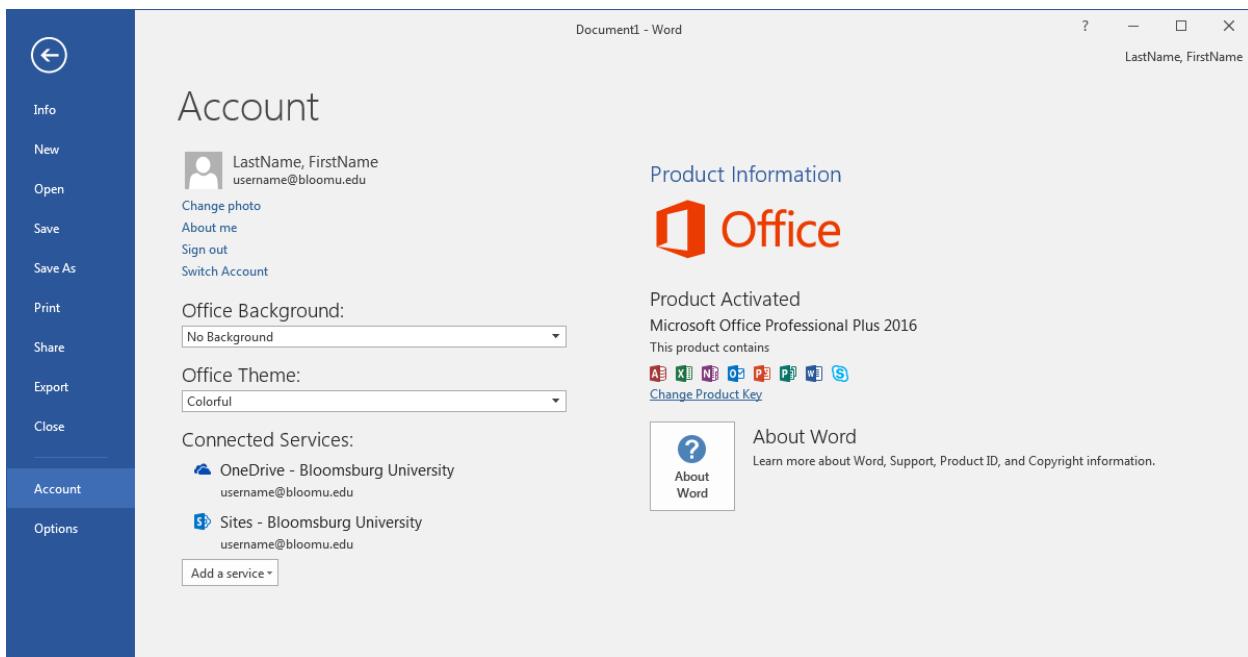
Password:
••••••••

This is a private system for use of Bloomsburg University Faculty, Staff, and Students only.
Unauthorized access is prohibited.

IMPORTANT INFORMATION

HuskyID Office365 Sign-On only grants access to Office365 (Office Web Apps, OneDrive for Business, and Office ProPlus software). You will remain signed on until all web browser windows are closed.
Close all web browser windows and quit/exit your browser when you're finished.

You will now be logged on to Office365 through your Microsoft Office 2016 installation.



Signing in may change your Office background or Office theme. This is the page where you can select the background and theme that you would like. These selections are intended to follow you when you sign in to Microsoft Office on other computers. You may note under "Connected Services", it does mention your OneDrive is connected. This means you will have it as an option when you Open and Save Office documents. You may still select "This PC" to access a drive mounted on your computer or "Browse" to have a more traditional dialog box you may be more used to.

The next page contains troubleshooting information for those who are unable to access their OneDrive from within Microsoft Office and are seeing a yellow triangle exclamation point icon in the upper right corner of Microsoft Office near their display name.



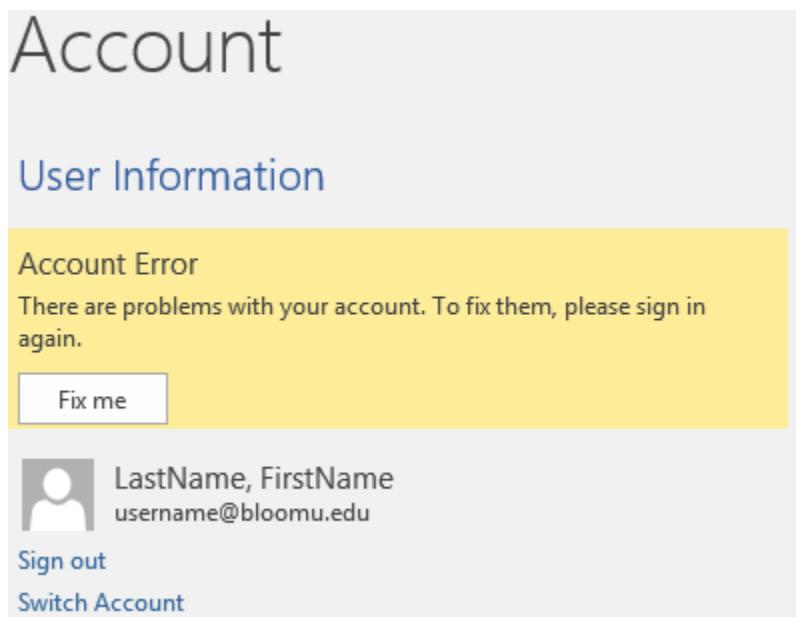
If this looks familiar, be sure to check the troubleshooting information on the next page.

Troubleshooting OneDrive within Microsoft Office 2016

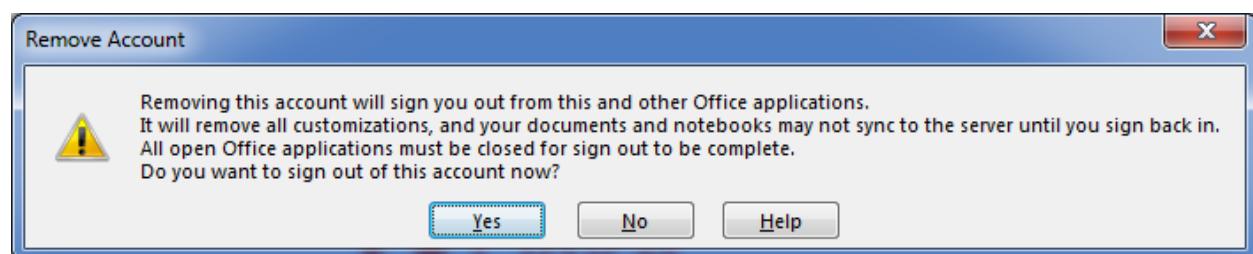
If you are unable to access your OneDrive, but it appears you are signed on and there is a yellow triangle exclamation point next to your display name in the upper right corner of Microsoft Office applications, this appears to be due to a timing issue between the time Office 2016 was installed on your computer and your Faculty/Staff Office365 account was provisioned and HuskyID Office365 Sign-On was enabled for the account. This issue is not anticipated to happen in the future when you use different computer hardware or if windows gets wiped and restored on your computer, so you should only have to do this once.



In order to fix this, you need to Sign out of Office and then Sign back in. Within an Office application, Go to the “File” menu, then the “Account” tab on the left, and then click “Sign out”.



After you click “Sign out”, you will be prompted with the following dialog box.



Click “Yes”.

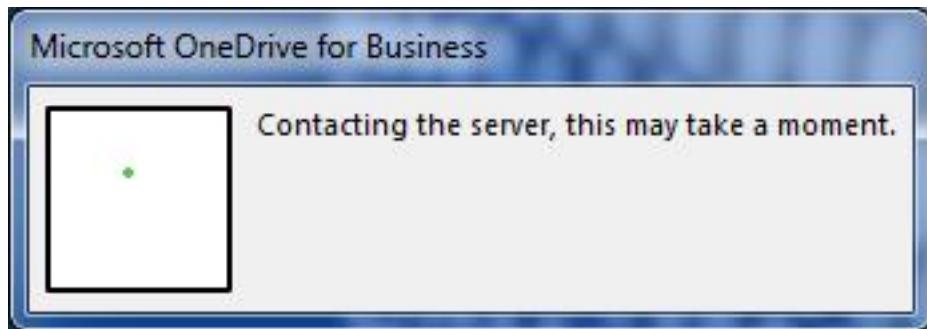
Now you will be able to click “Sign in” and follow the directions listed within this document to successfully log on through HuskyID Office365 Sign-On which will give you access to your OneDrive.

OneDrive for Business Application for PC

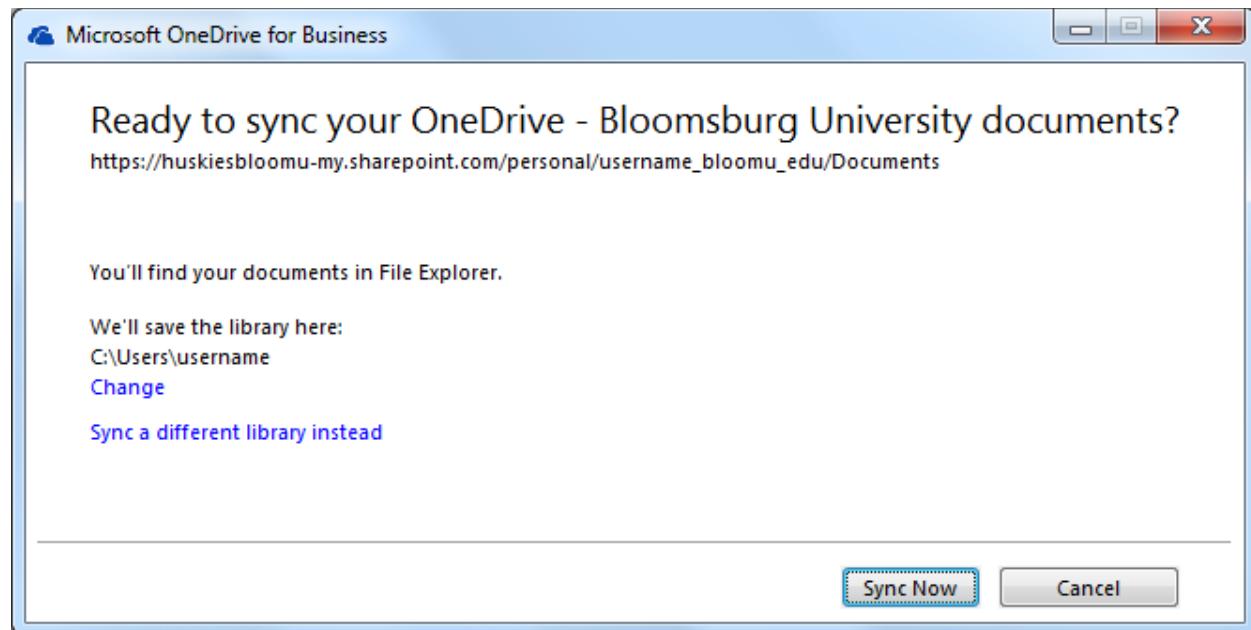
Your campus computer comes pre-installed with a “OneDrive for Business” application. This sync application allows you to access your OneDrive files as well as copy any existing files out to your OneDrive cloud storage. You can launch the application from your Start Menu Programs.



When you launch it, as long as you are already logged in to Microsoft Office, it should auto-connect to your OneDrive. You will momentarily see a “Contacting the server...” dialog box.



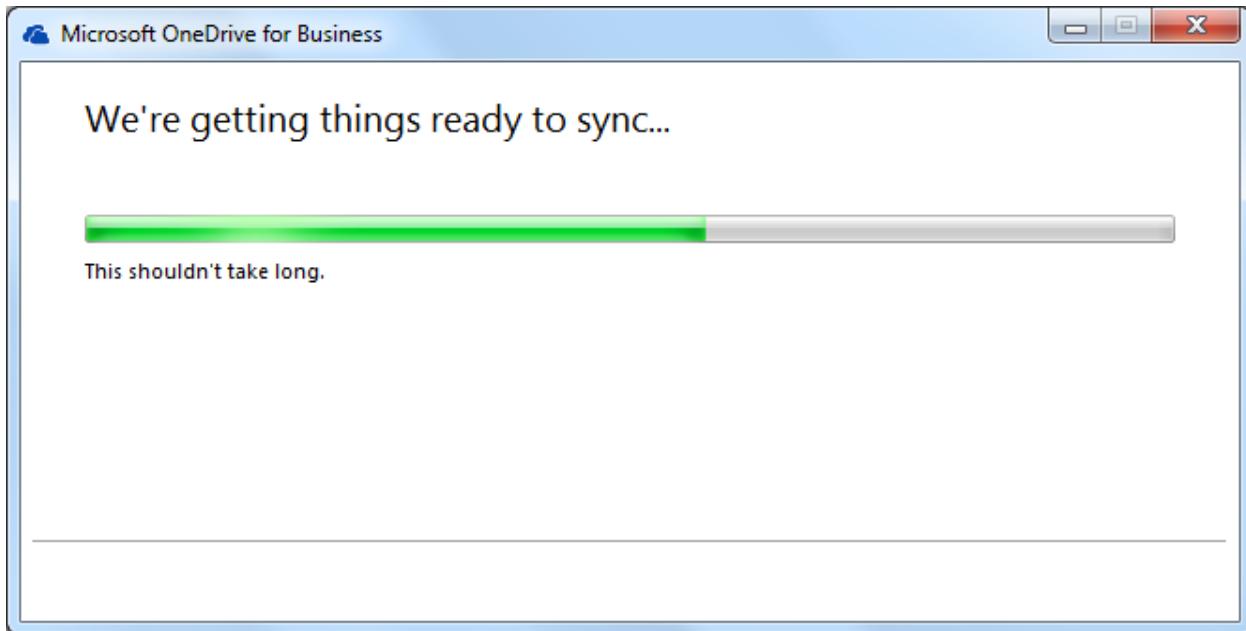
When it finds your OneDrive, you will see the Ready to Sync window.



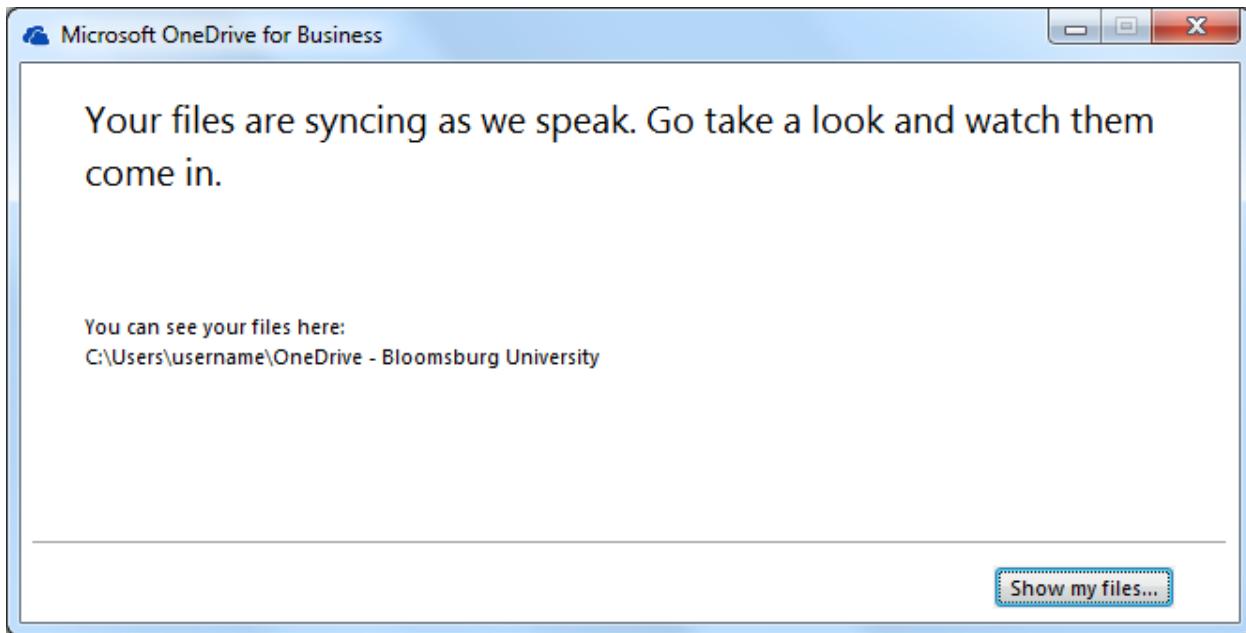
Notice it defaults to saving the copies of the OneDrive files to a local folder C:\users\<username>. This is appropriate because the files primarily live in the cloud and your OneDrive should be used for especially old or especially large files that should not be on your campus network storage P Drive. It is not recommended to change the library location to any campus network drives and we will not increase quota on network drives that contain OneDrive data. This application will also give you access to your

OneDrive under the “Favorites” folder (Windows 7) within Windows Explorer windows. Click “Sync Now” to set up the local sync folder on your computer that will give you access to your OneDrive.

You may momentarily see a window preparing the synchronization.

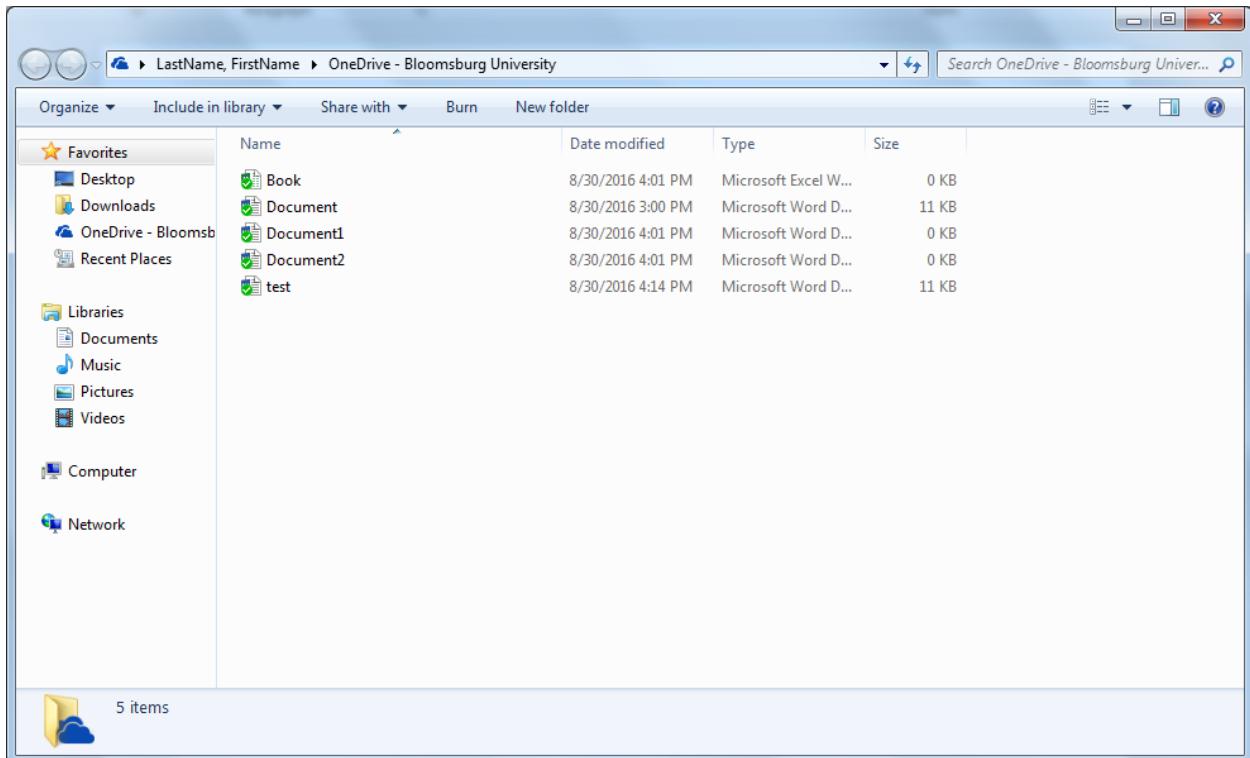


Once the folder is configured, it will begin syncing your files.

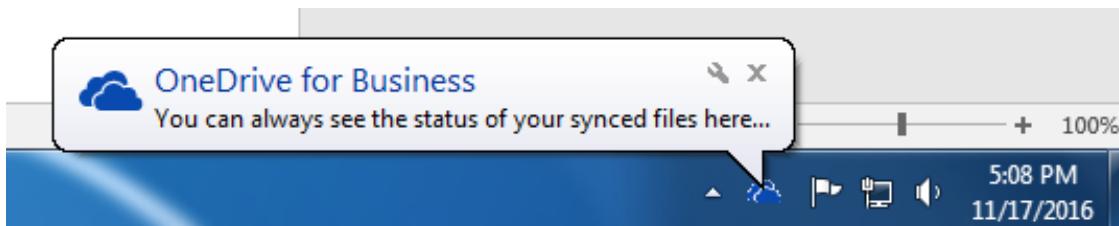


You can click “Show my files” to open up the folder.

You will see your OneDrive files. You can access this in the future by clicking “OneDrive – Bloomsburg University” under the Favorites section on the left side of windows explorer windows. Any files you write to this sync folder will be synchronized up to your OneDrive cloud storage.



You will also be able to find a “OneDrive” icon in your taskbar.



If you right-click the OneDrive taskbar icon, you will see the menu on the right and clicking “Open your OneDrive for Business folder” is probably the quickest way to open the folder on your computer. Notice some of the other available options in the right-click menu.

