
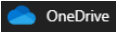


OneDrive for Business



- OneDrive for Business is a secure way to save and share files in the cloud which are then available on any configured device.
- UGA provides this as part of Office365.
- OneDrive for Business is different than the personal OneDrive that Microsoft provides to those with a Microsoft account.
- OneDrive for Business has the same restrictions on sharing confidential and restricted data as Outlook – please use SendFiles for transmitting restricted data (<https://sendfiles.uga.edu/>)
- Each user has a max of 1TB of storage available.
- One Drive for Business **requires** ArchPass Duo authentication to work offsite

PC-WEB

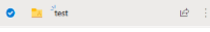

Setting Up On PC - Web

- In a web browser visit <https://ugamail.uga.edu> and log in with your MYID
- In upper left corner click on this icon: 
- Select this option: 
- If this is your first time accessing OneDrive for Business, you will see an introduction screen
- You will then see the basic web interface for OneDrive where you can upload files, download files, or share files
- In the lower left, there is a link to “Get the OneDrive Apps” for accessing other tools for using OneDrive
- **Remember** – you must be authenticated first with ArchPass Duo on your PC if working remotely to use OneDrive for Business. If logged in with MYID to your PC on-site, this does not require ArchPass Duo.

Adding Files On PC – Web

- Click this icon to create a folder or a new file with Office365: 
- Click on this icon to upload a file from your local PC to OneDrive for Business: 

Sharing Files with Other DAR Staff On PC – Web

- Select the file or folder you wish to share: 
- Click this icon to create a share the selection: 
- From the sharing dialog, choose who you wish to share the file with
- The recipient will receive a message about the resource being shared with them

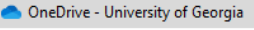
PC-APP

Setting Up On PC – APP


- On the Windows Start menu find and click the “OneDrive” app or type “OneDrive” to open it
- Provide your MyID credentials, and confirm this is for work rather than personal use
- You will see several introduction screens explaining the basics
- You will then see a Windows Explorer folder that shows your OneDrive files.

- “OneDrive – University of Georgia” will now appear on the left panel in Windows File Explorer
- **Remember** – you must be authenticated first with ArchPass Duo on your PC if working remotely to use OneDrive for Business. If logged in with MYID to your PC on-site, this does not require ArchPass Duo.

Adding Files On PC – App

- Open Windows File Explorer
- Select this from the left panel: 
- Copy local files with normal Windows file move/copy to OneDrive folders to upload them
- Create new folders as you would on your local PC

Sharing Files with Other DAR Staff On PC – App

- Open Windows File Explorer
- Select this from the left panel: 
- Right click on the file or folder to be shared
- Select Share
- From the sharing dialog, choose who you wish to share the file with
- The recipient will receive a message about the resource being shared with them

MOBILE

Setting Up On Mobile

- Download the OneDrive App for your mobile device from the AppStore or GooglePlay
- Grant the permissions the App requires to function on your device
- Provide your MYID credentials to access your OneDrive for Business files
- **Remember** – you must be authenticated first with ArchPass Duo on your device to use OneDrive for Business.

Further Information

- EITS Documentation - <https://confluence.eits.uga.edu/display/HDSH/OneDrive+for+Business>
- Using OneDrive - <https://confluence.eits.uga.edu/display/HDSH/Using+OneDrive+for+Business>
- FAQ - <https://confluence.eits.uga.edu/display/HDSH/OneDrive+for+Business+FAQs>
- Set Up Guides - <https://confluence.eits.uga.edu/display/HDSH/OneDrive+for+Business+Set-up+Guides>