

This document will guide you through OneDrive set up and access while you work from home.

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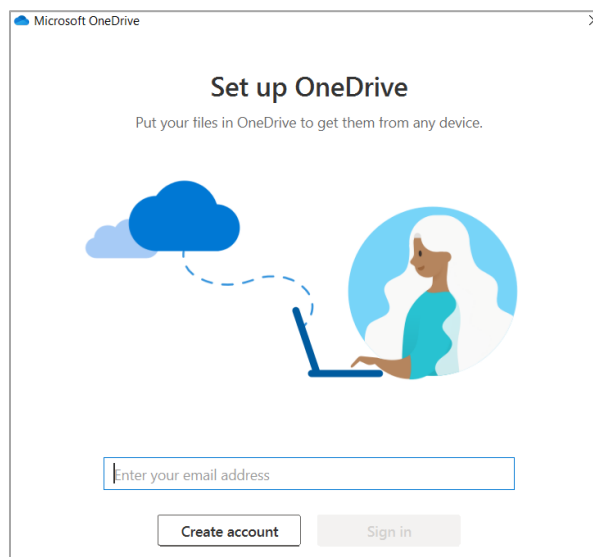
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What is OneDrive?

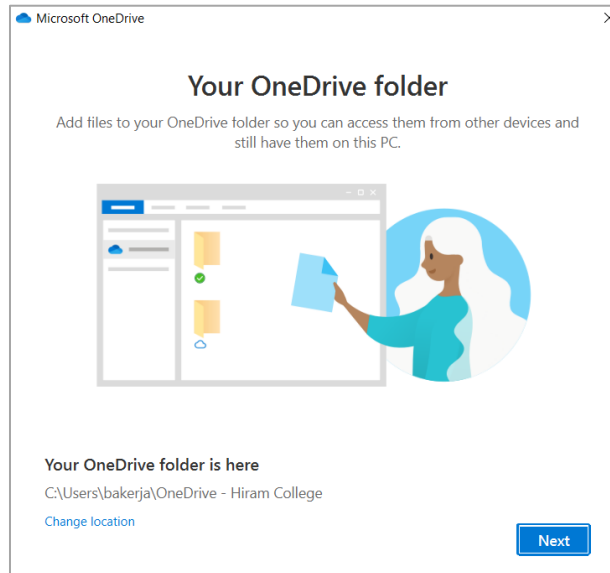
OneDrive is Microsoft’s file hosting service that synchronizes your files across platforms/devices. Through Hiram College, every student, faculty, and staff member have access to 1 TB of space for file storage. OneDrive is the easiest way to make your work files accessible while you are home or on the road!

OneDrive Configuration

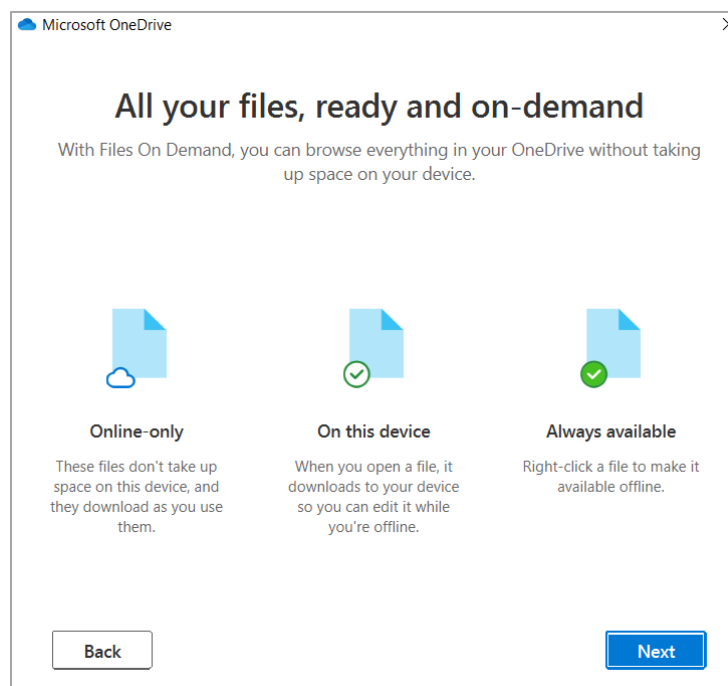
1. On your work computer, search for OneDrive in your program list.
2. OneDrive will prompt you for your email username as shown in the box below. Enter your Hiram email. Select **Sign in**.



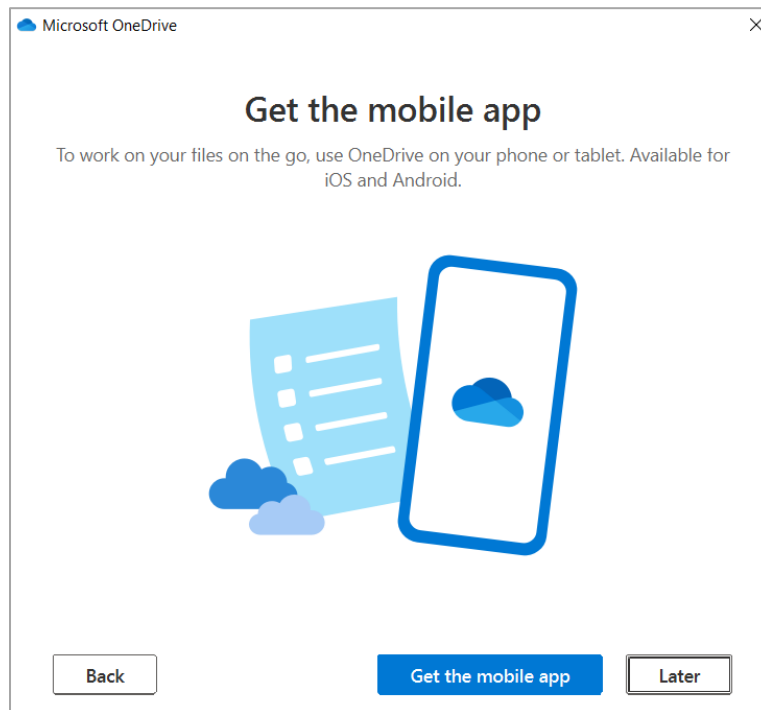
3. OneDrive may ask if this is your **Personal** or **Work or School** account. Select **Work or School**.
4. OneDrive will ask to prepare your OneDrive folder as shown below. Select **Next** to continue set up.



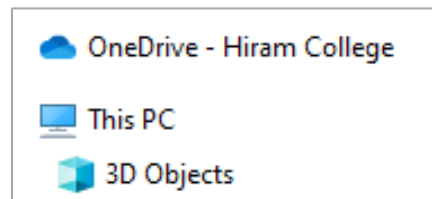
5. The next screens will prepare you for use of your folder. The picture below provides examples of your files' status.



6. When asked for the mobile app, you can select **Later** as it does not pertain to the current configuration.



7. OneDrive is now ready for use! Select **Open my OneDrive Folder**.
8. Your folder will now display in the **File Explorer** app.



While OneDrive is automatically installed on your iPad, you may need to download and install OneDrive on any other personal devices. If you do not have Office installed on your current workstation, please see the instructions [here](#) to download Office!

File Accessibility:

In order to access files from your work device, you must move the files into your OneDrive folder. To do so, you can click and drag folders and individual files into the OneDrive folder.

We recommended organizing your files in a way that makes sense to you. It could be categorized by year, class, topic, group, etc. The file structure works similarly to your organization on your device!

Once files are in the OneDrive folder and have synced (look for green check mark), you can access on any device set up with your Hiram OneDrive access.



Dray Computer Center
P: (330) 569-5313
E: helpdesk@hiram.edu

iPad Access:

Your Hiram iPad comes with OneDrive installed. Navigate to the app for use. Any documents uploaded and synced to OneDrive will appear in your OneDrive app. If you make any changes on the app, those changes will reflect on your other devices, too!

Computer Access:

You can access OneDrive on your personal device. In order to access, you must have Office installed with the OneDrive app. Hiram provides the Microsoft suite download through your Hiram email. Please see the instructions [here](#) to download and install!

Support:

For assistance with OneDrive configuration, installation, or organization, please contact our Helpdesk at helpdesk@hiram.edu or (330) 569-5313.