



Acer Tablet Tips:

HOW TO: Setup OneDrive

You will no longer be able to save to your Home (H:) drives starting 2017. OneDrive will be used as your new file storage and can be accessed anywhere.

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Access your OneDrive Online

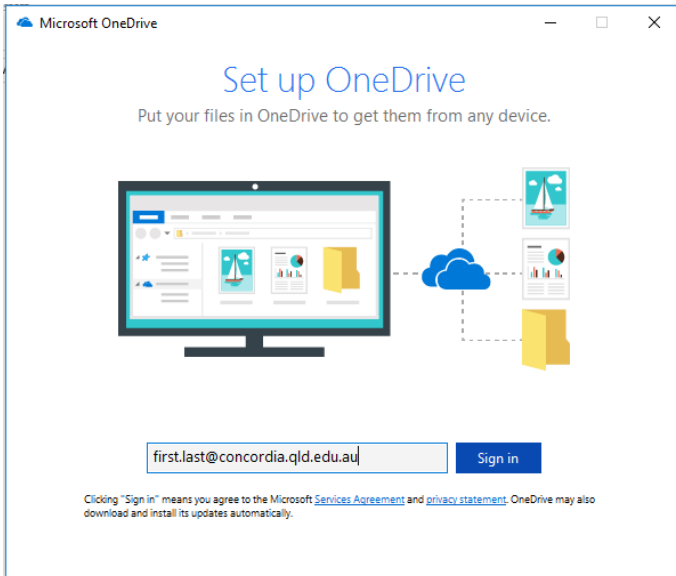
Setup your Concordia OneDrive

Before you start: Ensure you have installed Microsoft 365 by following the relevant documentation.

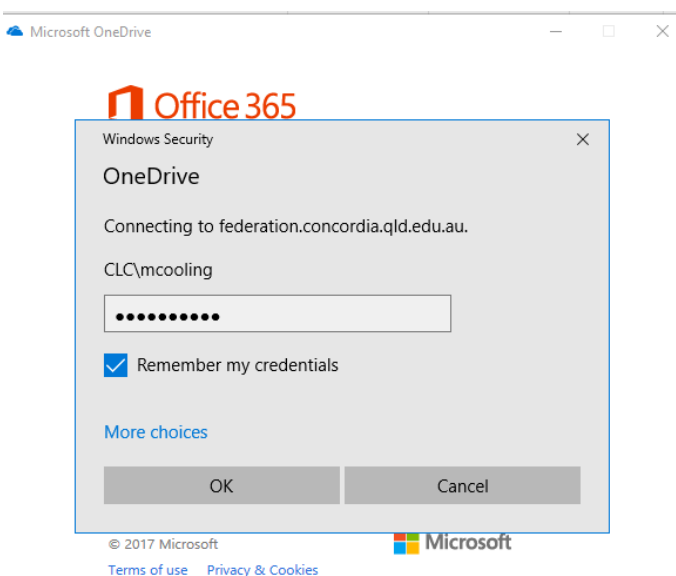
Step 1. Open OneDrive. To do this you can either:

- Find “One Drive” in the list of programs in your Start Menu.
- Navigate to your File Explorer and select “OneDrive” in the list on the left.

Step 2. Enter your Concordia email when prompted.



Step 3. Enter your username (if prompted) and password when prompted –
If setting up remotely (off campus) enter your Concordia email and password.

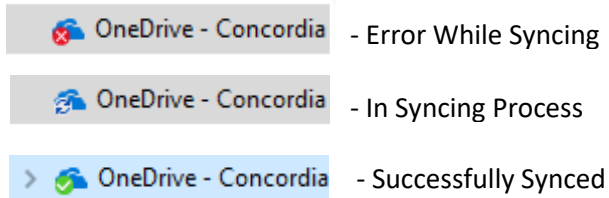


Step 4. Click through the setup prompts. If you wish to change options (setup location, files added) you can, but it is not necessary.

Step 5. Find your OneDrive – this can be done the same way as *Step 1*.

Step 6. Copy any files you wish to save to your OneDrive. This will also be where you should save any new files.

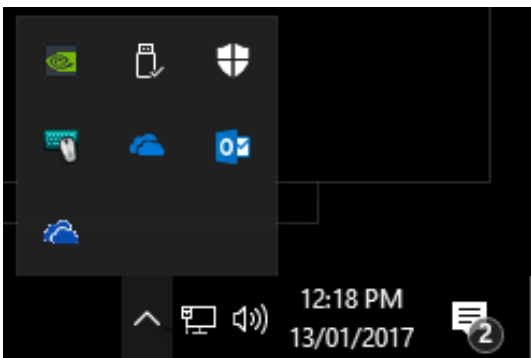
Step 7. Allow OneDrive to sync your files. If your OneDrive folder is stuck on syncing or an error, you can check for the same status symbols on files and folders saved in your OneDrive (if all folders and files are ticked successful but the OneDrive folder doesn't have a tick it is fine).



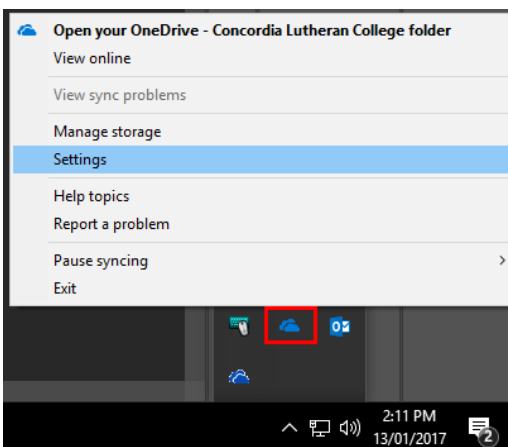
How to add and Remove Multiple Accounts

You may wish to add an extra account to your computer to do this:

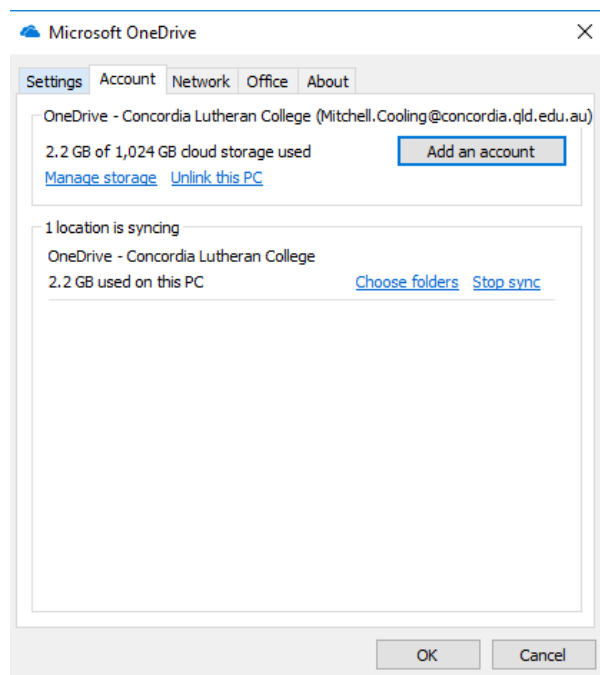
Step 1. Click on the arrow on the bottom right of your screen



Step 2. Right click on the OneDrive symbol and select settings



Step 3. Select the account tab, then you can Add or Unlink accounts from the PC



How to Access your OneDrive Online

Option 1: Right click your OneDrive folder and select "View Online"

Option 2: Login at <https://login.microsoftonline.com/> and click on your "OneDrive" tab