What is OneDrive for Business?

- OneDrive for Business is a file repository that allows you to store documents in the Microsoft Office 365 tenant in the cloud. It is part of our campus license that includes Office Pro Plus and Office online like Word, Excel, PowerPoint, and OneNote.

- Introduction - https://support.office.com/en-us/article/What-is-OneDrive-for-Business-187f90af-056f-47c0-9656-cc0ddca7fdc2?ui=en-US&rs=en-US&ad=US

Why should I use OneDrive for Business instead of a different cloud document storage product such as DropBox or Google Docs?

- OneDrive for Business is covered by a Business Associates Agreement (BAA) and ensures the data is only stored in the continental United States as well as encrypted in transit and while stored. In other words, you can store FERPA, HIPAA and other forms of documents with PII data there safely.

- UTS centrally supports OneDrive for Business for cloud file storage and collaboration.

What is the difference between OneDrive for Business and OneDrive?

- **OneDrive for Business** is administered by University Technology Services, and it's usage is covered under our enterprise license with Microsoft for faculty, staff and students.

- **OneDrive** is a consumer service provided and administered by Microsoft and is not covered under any contracts with USC.

- Faculty, staff, and students should use OneDrive for Business accessible through Office 365 for USC related documents.

- If you have a personal OneDrive account, it cannot be merged with your OneDrive for Business account, but you can still use both separately.

Note: Personal OneDrive is not covered under our BAA, is not encrypted and has less storage.
(Department note-personal OneDrive should not be used for department business.)

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How can I use OneDrive for Business to collaborate?

- Create, upload, and share documents and folders with your colleagues and allow them to view, edit those documents or create new documents. You can also edit them at the same time in the web browser by using the online office products.

- OneDrive for Business will scan each document before uploading it to verify that it is not a known virus or malware distributor.

- Our current storage limits are set at 5 TB per user.

- OneDrive for Business is a recommended solution that has been vetted and security hardened for the protection of university data. However, the use of OneDrive for Business is not mandatory for university students, faculty, or staff.

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Is data stored in OneDrive for Business backed up?

- Microsoft periodically backs up data stored in OneDrive for Business for disaster recovery purposes only.

- OneDrive for Business offers a self-restore Recycling Bin where you can restore deleted items for up to 90 days from the date of deletion.

- At this time UTS does not offer additional backup services for OneDrive for Business files.

- If you delete files and purge your OneDrive for Business Recycle Bin, your files **CANNOT** be recovered.

Can I pick and choose what to sync? Is there a folder limit when synchronizing folders on your desktop?

- You cannot pick and choose files in your OneDrive for Business space to sync locally. It is all or nothing.

- To help ensure successful synchronization of multiple files and folders to a local OneDrive for Business folder, add content to your local OneDrive for Business folder in chunks of 200 items or less.

- Restrictions and Limitations: https://support.microsoft.com/en-us/kb/3125202

- Do not store files that are constantly changing, such as Outlook pst files.

- Microsoft Access files can be stored, but not accessed in OneDrive for Business, as they will be downloaded locally before running.

How to Access OneDrive

- Navigate to URL https://portal.office.com and sign in to your Office 365 account and click the OneDrive for Business application.

  - Faculty and staff – login with current email address, Username@mailbox.sc.edu, Name@cec.sc.edu, etc. or in some cases, Username@email.sc.edu
    (Faculty and staff would only use Username@email.sc.edu if they are taking or recently took classes.)

  - Students – Username@email.sc.edu

- Install Microsoft Sync client on pc, tablet, mobile, etc.

- Map a network drive to OneDrive for Business

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Mounting OneDrive for Business as a Mapped Drive

OneDrive for Business, while often used as a web service or with the sync client, can also be used as a mapped drive. This is especially useful for customers that prefer not to sync all of their OneDrive for Business files to their local PC/Mac. Instructions to mount OneDrive for Business as a mapped drive:

- Open **Internet Explorer** and go to URL https://portal.office.com and sign in to your Office 365 account and select the keep me signed in check box. **(username @mailbox.sc.edu unless you recently took classes, then it would be username @email.sc.edu)**

- Click the "gear" in the top right of **Internet Explorer** and select internet options > Security > Trusted Sites > Sites then add https://emailsc-my.sharepoint.com to the Trusted sites in **Internet Explorer**.

- Close and Re-open **Internet Explorer** to ensure you automatically log into Office 365 portal. You will need to click on OneDrive icon following successful login into portal.

- Right-click the Computer or This PC icon from your Windows desktop, and then click Map Network Drive.

- Select a Drive and enter https://emailsc-my.sharepoint.com/personal/USERNAME_mailbox_sc_edu/documents/ in the folder input box. (USERNAME = your network userid)
    Other examples: USERNAME_email_sc_edu, USERNAME_uscsumter_sc_edu, Name_cec_sc_edu

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Mounting OneDrive for Business as a Mapped Drive continued

- Make sure the check boxes of Reconnect at sign-in and Connect using different credentials are selected, and then click Finish.

  When you are prompted to enter your credentials, use USERNAME@mailbox.sc.edu where USERNAME = your network userid, and then Click OK. (see above for other examples)

- You should now have a mapped drive to your OneDrive for Business file store.

- **Note: Once you logoff PC, your mapped connection will be removed until..**
  you Log back into your PC,
  open Internet Explorer,
  log into Office 365 portal
  and click on One Drive icon.

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Important Links

- Introduction - https://support.office.com/en-us/article/What-is-OneDrive-for-Business-187f90af-056f-47c0-9656-cc0ddca7fdc2?ui=en-US&rs=en-US&ad=US

- Downloads - https://onedrive.live.com/about/en-us/download/

- Office 365 Help - http://onlinehelp.microsoft.com/en-us/office365-enterprises/hh180727.aspx

- Additional Training - https://support.office.com/en-us/article/Office-Training-Center-b8f02f81-ec85-4493-a39b-4c48e6bc4bfb

- UTS Service Desk 777-1800 – servicedesk@sc.edu

Questions?