MS OneDrive Cloud Service as a Backup Tool
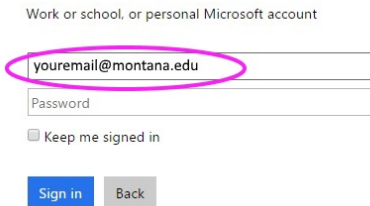
Purpose

This document is to provide the information required to use Microsoft OneDrive as a backup service for your files. The first Section will provide a short review of Microsoft Office365 and how to access Office365 resources online. Included in this Section are instructions for downloading the MS OneDrive synchronization client. This client is required to synchronize files from your computer to the OneDrive Cloud Service. The second Section of this document will provide a step by step procedure to set up OneDrive as a tool to continuously back up all the files saved to your *Documents* folder. Please note, because of the multiple versions of Windows and MS Office installed around the COA, there will be some differences in seen in these procedures. Please be patient and select the likeliest course of action. Good luck!

Section One - Review and Accessing Office365 Resources Online

Montana State University has a contract with Microsoft to provide their Office365 product to all Faculty, Staff, and Students of the university. The license provided by the contract includes Microsoft's suite of web-based tools, Office desktop software installable on up to 5 personal devices, and MS OneDrive for Business cloud service.
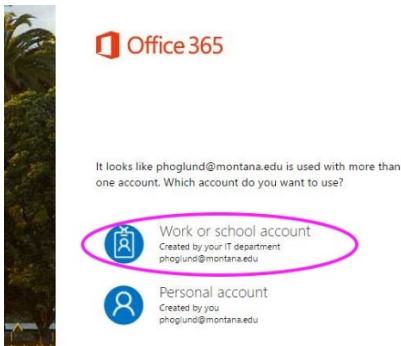
All of these products can be accessed through this link, https://login.microsoftonline.com. The link will bring you to a login screen requesting your email address (make sure to use your MSU email).

When you type in your email address and hit enter or click to enter your password you will be transferred to a screen with the option to either go to a 'Work or School Account' or a 'Personal Account'. Choose the 'Work or School Account' to be forwarded to the MSU Single Sign-in page. (If you don't have a Personal Account, you will not see an option screen)

Once there, you *must* sign in using the format shown:

Logging in will put you into the Office 365 Outlook mail portal. If you use your MSU email, you will find your mail available here. In the far upper left corner there is a square area to the left of the 'Office 365' label.
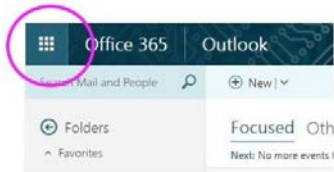
Clicking the square will drop down a grid of application icons. Choose the icon labeled 'OneDrive'.
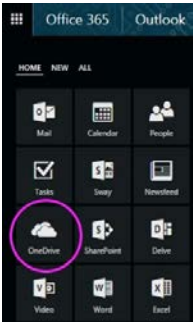
Now look to the lower left corner and click the 'Get the OneDrive Apps' link. If you are running Windows 10, it will tell you the app is already installed and give you the option to start it. You will also already have OneDrive if you have Office 2016 installed. If you have neither, there will be link to the App. There are also links to other OneDrive Clients not covered by the scope of this document. *Click the 'Start OneDrive' button or download and install the OneDrive App.* The App is for Synchronizing files on your computer or device and the OneDrive Cloud Server. We will be using this App to automatically maintain an updated copy of all the files stored in your 'Documents' folder on the OneDrive Cloud Server.
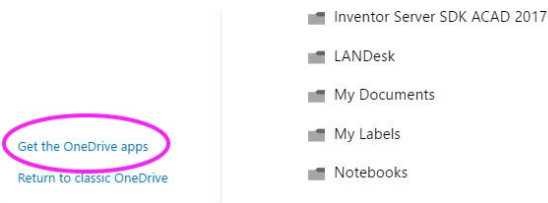

(For more information about Montana State's particular deployment of OneDrive, please go to this link, http://www.montana.edu/office365/onedrive/)

**Section Two – Setup OneDrive as Backup Tool for Documents Folder**

1. First, make a 'Documents' directory in your OneDrive folder:
   a. Hold down the **Windows Key + R** to open the Run dialog.

   b. Type '**Explorer .**' in the Run dialog box and hit ENTER. Windows Explorer (File Explorer in Windows 10) will open in your user folder.
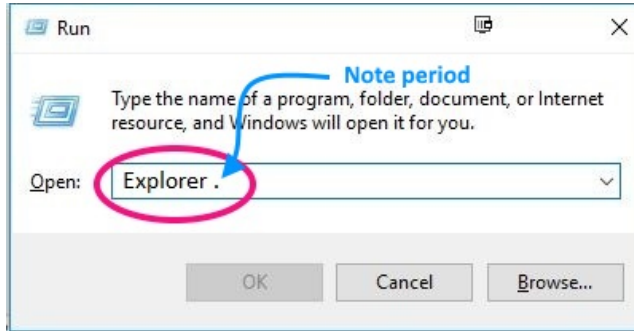

   c. In the left window, find and **Double-Click** the '*OneDrive – Montana State University – Bozeman*' folder, then **Right-Click** within the folder and select '*New*', then '*Folder*'. Name the newly created folder '*Documents*'. Close Windows Explorer.
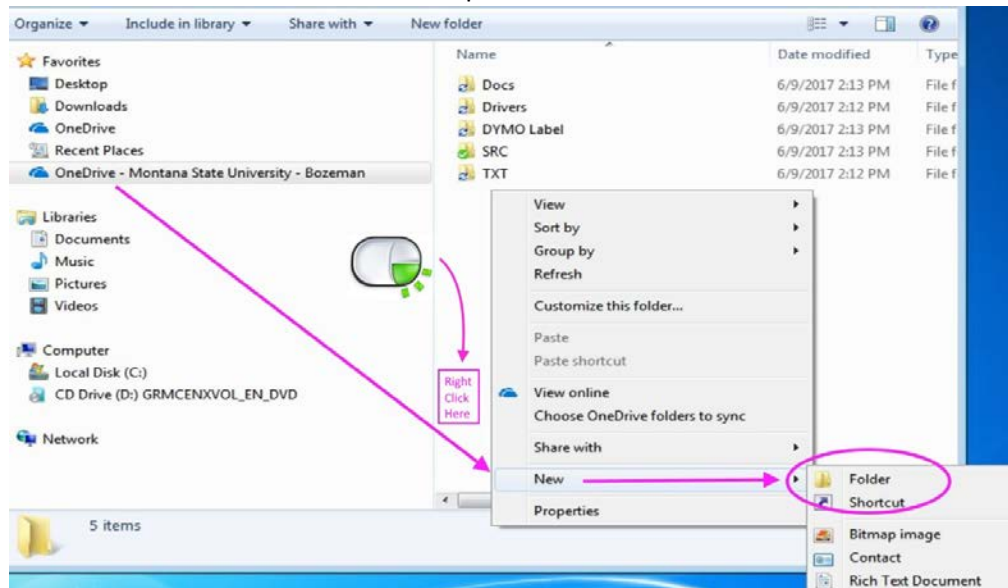

2. Second, Move the location of the files stored in 'Documents' or 'My Documents'* to the 'Documents' folder you created in the OneDrive folder in step one (above).
   a. Again, hold down **Windows Key + R**, then type '**Explorer .**' in the dialog box and hit ENTER. Windows Explorer (File Explorer in Windows 10) will open in your user folder.
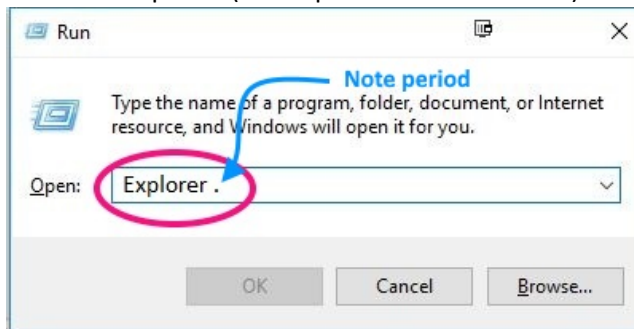

b. On the right side of the window, ***right-click*** '*Documents*' or 'My Documents'* folder (Not the newly created one within the OneDrive folder) and select 'Properties' from the menu that results.
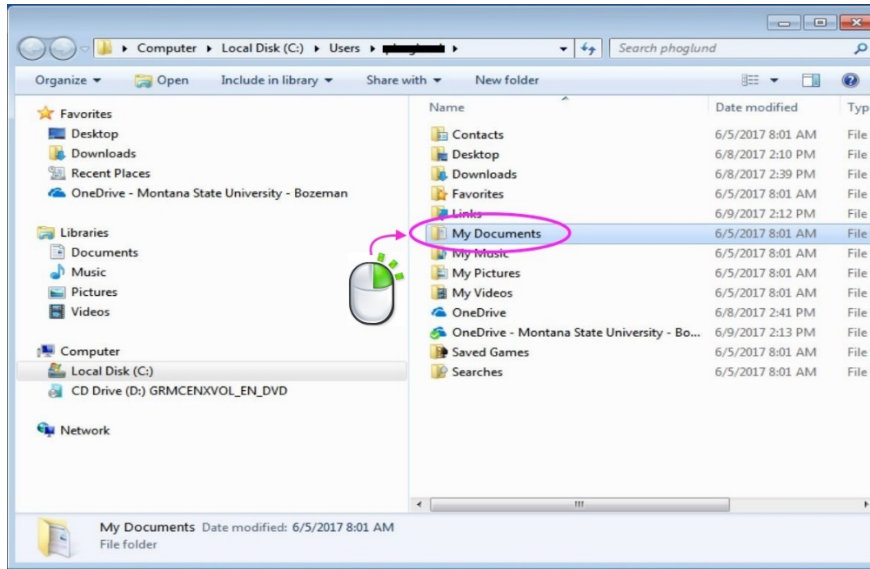

c. In the 'Properties' window, select the 'Location' Tab. Once in that tab, locate the dialog box with the current location.
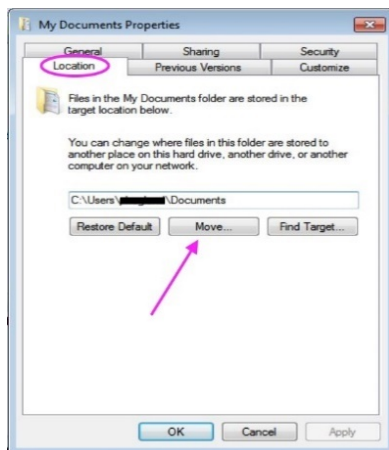
d. Below that, click the center 'Move…' button, navigate to the folder created above. Highlight the folder and click 'Select Folder' then click 'OK'.
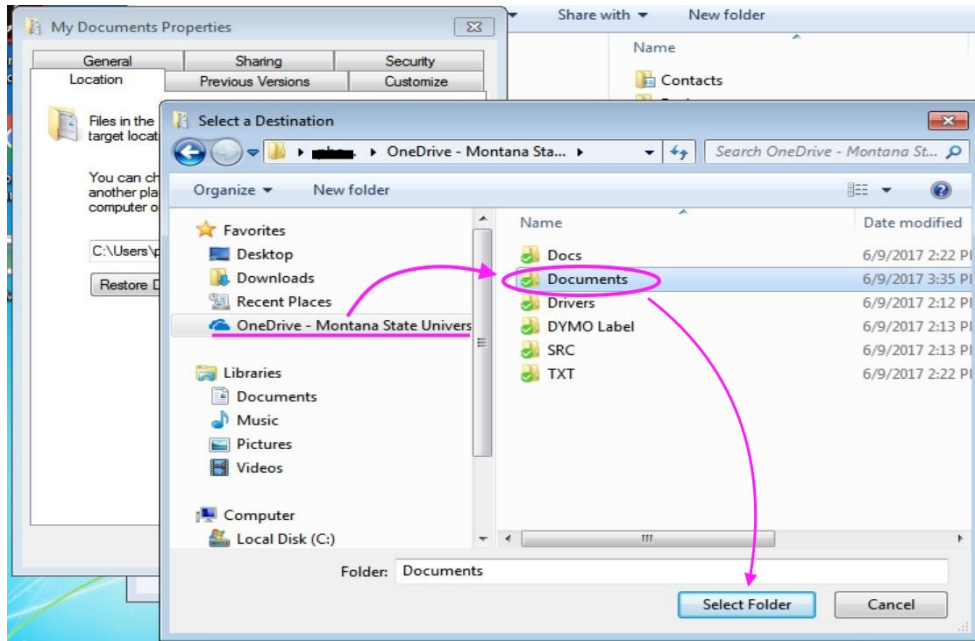
e. You will be presented with a summary of the actions to be performed by the move. The dialog box will ask if you want to move all of the files from the old location to the new location. It will look something like this: (##### = Your NetID)
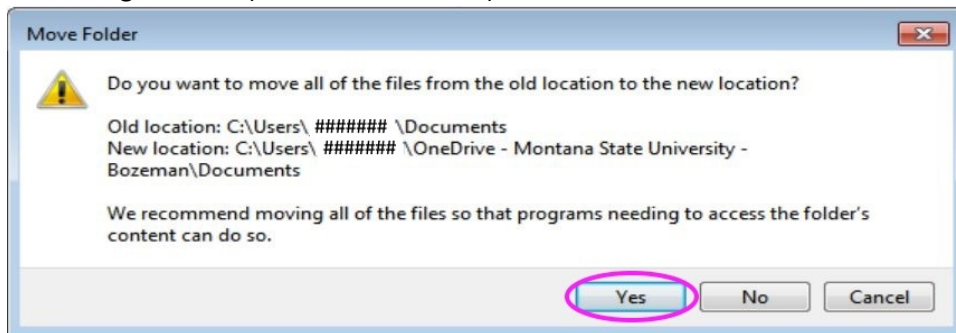
f. Select 'Yes' to allow the move.

The move shouldn't take long. Your Documents folder will now behave as before, but all the files placed within the folder will also be synchronized to the OneDrive Cloud service!

If you have any questions or concerns, please don't hesitate to contact us at AGITHELP@MONTANA.EDU

*** Depending on version of Windows.**