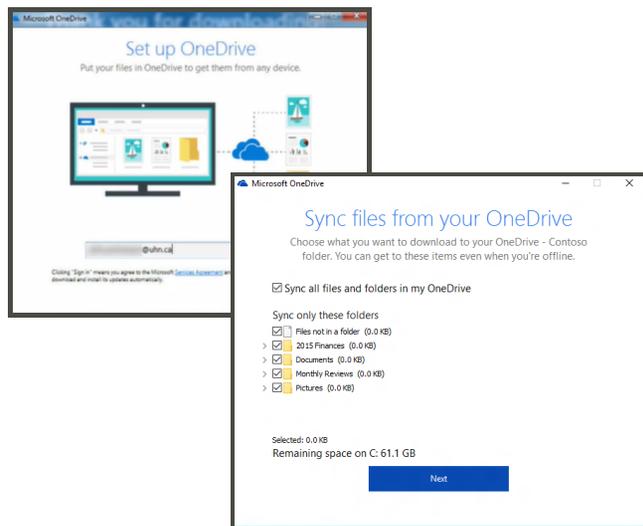


SYNCING ONEDRIVE TO YOUR UHN-MANAGED COMPUTER

1. Download the latest Microsoft OneDrive Sync Application through the below link:
<https://onedrive.live.com/about/en-us/download/>
2. Download and run Microsoft OneDrive Setup.
3. Once the installation is complete, you will be prompted to enter your UHN email address.
4. From the same window, you will be directed to UHN's login page. Enter your password.
5. A new window will open where you can choose which OneDrive folders or files to sync to your computer. **Selectively syncing folders & files will help conserve your computer's disc space.**



6. Select **Next** to complete sync set up. Your OneDrive files will appear in your file explorer as OneDrive - University Health Network.



Remember: You can now access these synced files without internet connection.

Best Practices

- Only share files with individuals or teams that are authorized to access the files.
- Selectively sync your folders to your computer. This will conserve disc space and optimize your computer's performance.
- Avoid accessing the O365 Dashboard from a publicly shared device (e.g. hotel or library computer) or public Wi-Fi network.
- Never leave your device unattended in a public place while connected to any apps from the O365 Dashboard.
- Ensure your use of OneDrive complies with UHN Privacy and Security requirements.

For more information



www.office365uhn.ca



office365@uhn.ca

digital



Getting Started on OneDrive

UHN Digital Early Adopter Program

What is OneDrive?

OneDrive offers a simple way to store and share your work files online.

Use it to **edit from any computer** and for **real-time collaboration with anyone** internal or external to UHN.

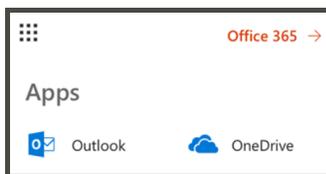
It's secure and all available from your Office 365 Dashboard.

- **Anywhere, anytime access** to your work files
- **No VPN** needed to access OneDrive from off-site
- Store up to **1 TB of data**
- **Co-edit with colleagues** using Office Online

ACCESSING ONEDRIVE

1. Log into your O365 Dashboard.
<https://outlook.office.com>

2. From the top-left corner, click on the app launcher  and select **OneDrive**.



3. You will be directed to your OneDrive. Enjoy!

 **Bookmark your OneDrive homepage** for easy future access.

UPLOADING FILES FROM FROM THE BROWSER

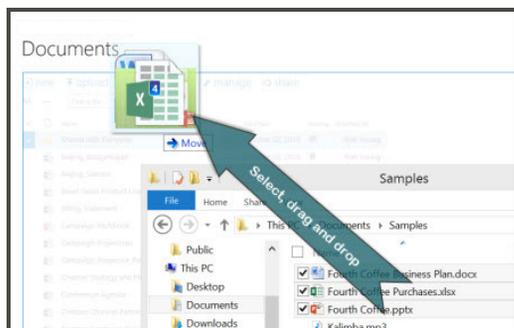
 **Remember:** You have 1 TB of space!

1. From the OneDrive home page, click  Upload

2. A new window will open where you can select the files you wish to upload.

OR

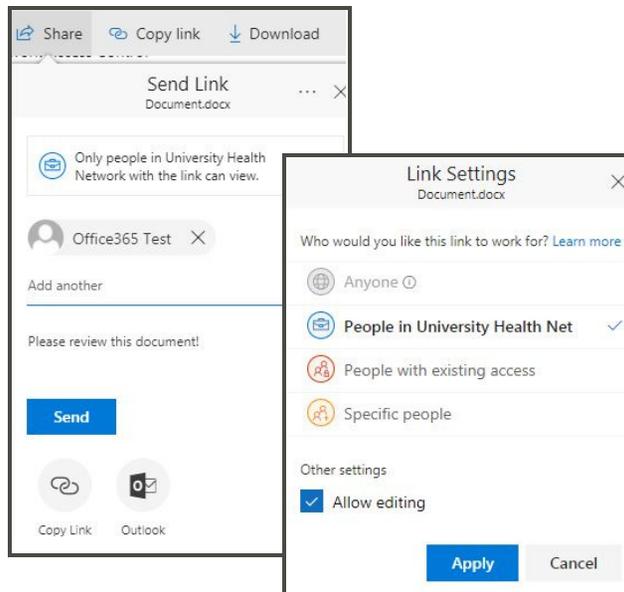
1. Find the documents you want to upload on your computer and drag them to your OneDrive.



SHARING FILES WITH COLLEAGUES

1. From your OneDrive, choose the file you want to share and select the **Share** button.

2. In the Share window, type the name of the colleague you want to share the file with. You can also add a message here.



3. By default, only UHN staff can view your file. To change this setting, click on the disclaimer "Only people in University Health Network with the link can view" to open a list of sharing permissions and options.

 Use the **Specific people** option when sharing files with external partners!

4. Choose the desired privacy setting and check **Allow editing** as needed. Then click **Apply**.

5. Once you're done, hit **Send**.

VIEWING A SHARED FILE

1. When someone shares a file with you from their OneDrive, you will receive an email notification. From that email, click **Open**.

2. You may be prompted to enter your UHN credentials. Log in to access the shared file.

3. You can now view and edit the file!

CO-EDITING DOCUMENTS WITH OFFICE ONLINE

1. Open a file shared by a colleague or select a saved file in your OneDrive.

2. Click **Edit Document** and then select **Edit in Browser** to begin making changes to your file.

3. If another person is in the file at the same time, you will see an alert and coloured flags indicating the section they're working on.

