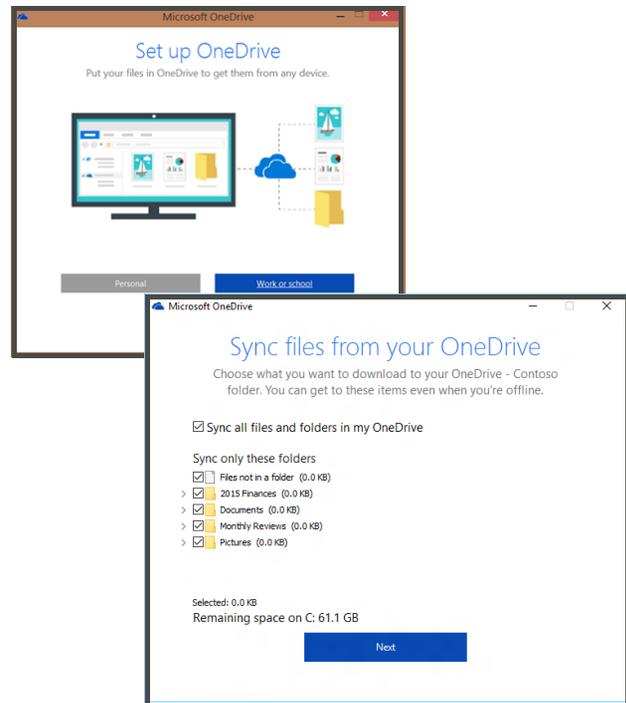


SYNCING ONEDRIVE TO YOUR UHN-MANAGED COMPUTER

1. From your UHN-managed computer, go to this link to download the OneDrive desktop application:
<https://onedrive.live.com/about/en-us/download/>
2. From the Set up OneDrive window, select **Work or school account**.



3. A new window will open where you can choose which OneDrive folders or files you wish to sync to your computer. Choosing to sync select folders & files will help conserve your computer's disk space.
4. 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

- Do not store files in OneDrive that contain login and password credentials.
- Ensure all devices connected to your OneDrive meet UHN Privacy and Security compliance requirements.
- Only share files with individuals or teams that are authorized to access the files.
- Avoid syncing too many files to your UHN-managed computer to conserve disk 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 connected to any O365 app unattended in a public place.

For more information



www.office365uhn.ca



office365@uhn.ca

digital



OneDrive @ UHN

Getting Started

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 when off-site.
- Store up to **1 TB of data**.
- **Co-edit with colleagues** using Office Online.

ACCESSING ONEDRIVE

Option 1:

Use this link to log in with your UHN credentials:
<https://universityhealthnetwork-my.sharepoint.com>

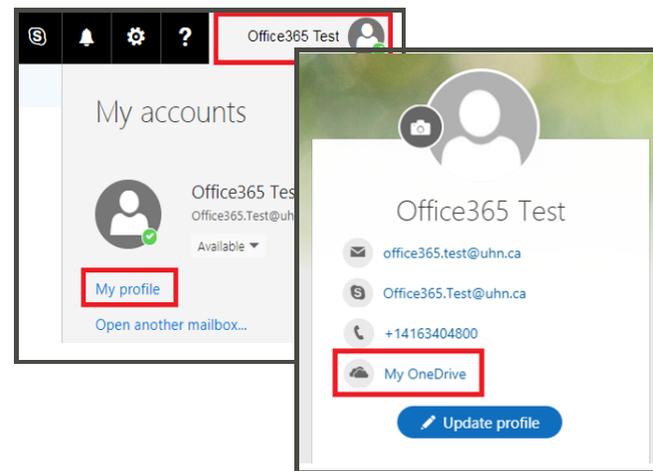
Bookmark this link for easy future access.

Option 2:

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

Select your profile icon, then click on **My Profile**. This directs you to a new page with your profile information.

Under your name, select **My OneDrive**.



UPLOADING FILES

Remember: You have 1 TB of space!

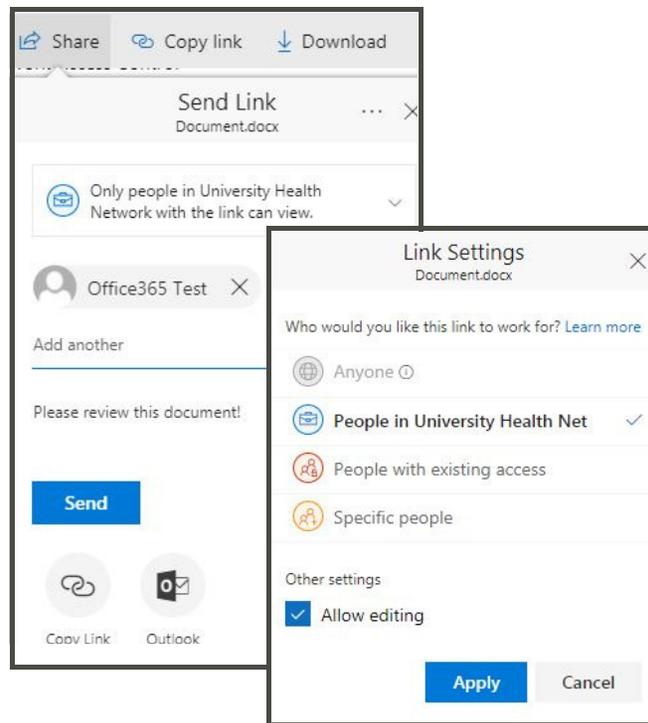
From the OneDrive landing page, click on **Upload** to select the file(s) you wish to add to your OneDrive account.

OR

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 reading "Only people in University Health Network with the link can view". This opens a list of sharing permissions and options.
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 now have access to the file and can download or edit online as needed.

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.

