



OneDrive Quick Reference Guide

Read the [OneDrive Setup Card](#) for further instructions

1 Upload your work files to OneDrive

Log into your [O365 Portal](#) and upload files from your local/network drives and other online storage tools.

What can be stored in OneDrive?



Files to work from home (even if it has PHI!)



Presentation for a conference



Professional goal setting



Files for knowledge transfer

"What happens to my files when I leave UHN?"

Managers may be granted temporary access to the outgoing employee's OneDrive account **strictly for knowledge transfer purposes.**

2 Set up the OneDrive Sync App on your computer

Download the app here: <https://onedrive.live.com/about/en-us/download/>

What does the OneDrive Sync App do?



Automatically saves local copies of selected OneDrive files/folders on your computer.



Enables offline access to your file so you can edit – even without Internet.

Syncing Do's and Don'ts

- ✗ Don't sync PHI or confidential data to a non-UHN managed computer.
- ✓ Use the **Confidential - Do Not Sync** folder to store confidential info.
- ✗ Don't sync all OneDrive folders to your local computer.
- ✓ Sync only select folders to your computer to conserve your computer's disc space.

3 Optimize space on your local drive and home drives.

After confirming your documents now appear in OneDrive, please delete any duplicate copies in:



Your local drives (e.g. My Documents, My Desktop) to ensure you always refer to the most up-to-date file and optimize your computer space.



Your home drives (e.g. M:, U:, H: or Y:) to optimize storage space and generate cost savings.

4 Explore other OneDrive storage and collaboration features

Visit the Office 365 Info Site

www.office365uhn.ca

for training resources and video tutorials

Review the [O365 Best Practices page](#) for OneDrive and Office 365 guidelines

For questions & feedback:



Call your local Help Desk for technical support



Email Digital@uhn.ca for general inquiries



Use the [O365 Feedback Form](#)