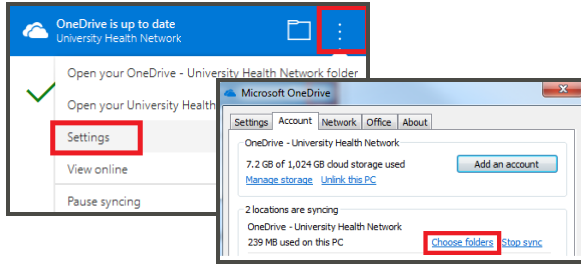## SELECTIVELY SYNCING FOLDERS TO YOUR COMPUTER

1. Click on the OneDrive icon ☁ from your Task Bar along the bottom right of your screen.

2. A small OneDrive window will appear. Click on icon with three dots ⋮ , then click **Settings.**

3. A Microsoft OneDrive window will appear. Click **Choose Folders**.

4. Choose which OneDrive folders or files to sync or stop syncing to your computer.

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.
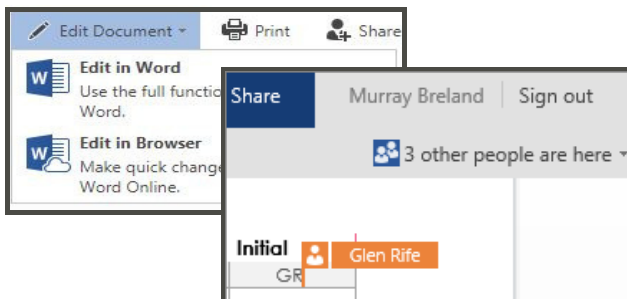
Best Practices

- Do not sync PHI or corporate confidential information to a non-UHN computer.
- Selectively sync your folders to your computer. This will conserve disc space and optimize your computer's performance.
- If you install the OneDrive Sync App to your personal computer, please ensure your computer is password protected.
- After you move files from your network or local drive to OneDrive, delete the duplicate files to optimize storage space.
- Only share files with individuals or teams that are authorized to access the files.
- Ensure your use of OneDrive complies with UHN Privacy and Security requirements.

For more information

    www.office365uhn.ca

    Digital@uhn.ca

For technical support,
please contact your local help desk

OneDrive for Business

Essential Getting Started & Setup Card

File sharing and storage is changing at UHN.

Need to access a work folder from home or edit a file before a conference?

With **OneDrive**, you can quickly **access work files from any computer** and **co-edit with colleagues in real-time.**
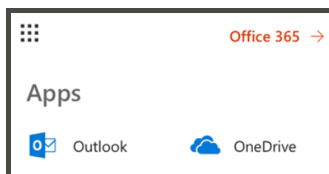
It's the simpler way to store & share your files, and it's available from the Office 365 Portal.

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

ACCESSING ONEDRIVE

1. Log into your O365 Portal.
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.
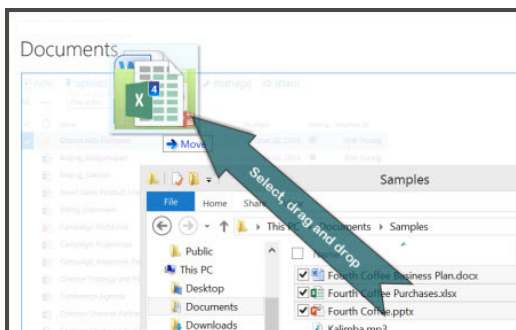
UPLOADING FILES FROM FROM THE BROWSER

> ⚠ **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.
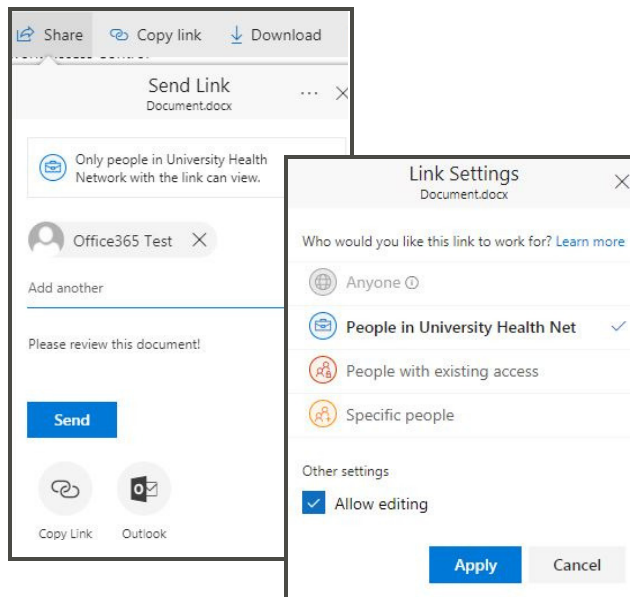
OR

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**.

SYNCING ONEDRIVE FILES & FOLDERS TO YOUR 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.**
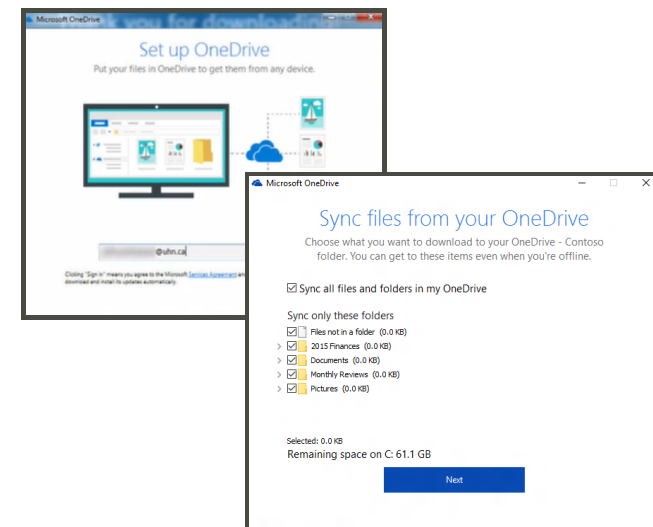
6. Select **Next** to complete sync set up.
Your OneDrive files will appear in your file explorer as OneDrive - University Health Network.

> ⚠ Use the **Confidential - Do not sync** folder for files containing PHI or other confidential data.