Northwestern

Microsoft OneDrive
# Quick Reference Guide

Microsoft OneDrive is a cloud-based file storage and sharing service that is often used as storage for your personal files for work or school while SharePoint is used to collaborate with colleagues. Through Microsoft OneDrive, you can access all your files (Word, PowerPoint, Excel, etc.), from any location on any device. Because the files are stored in the cloud, you do not have to worry about losing them or taking up too much space on your PC. This guide is created to assist you during the Box Transition Pilot.
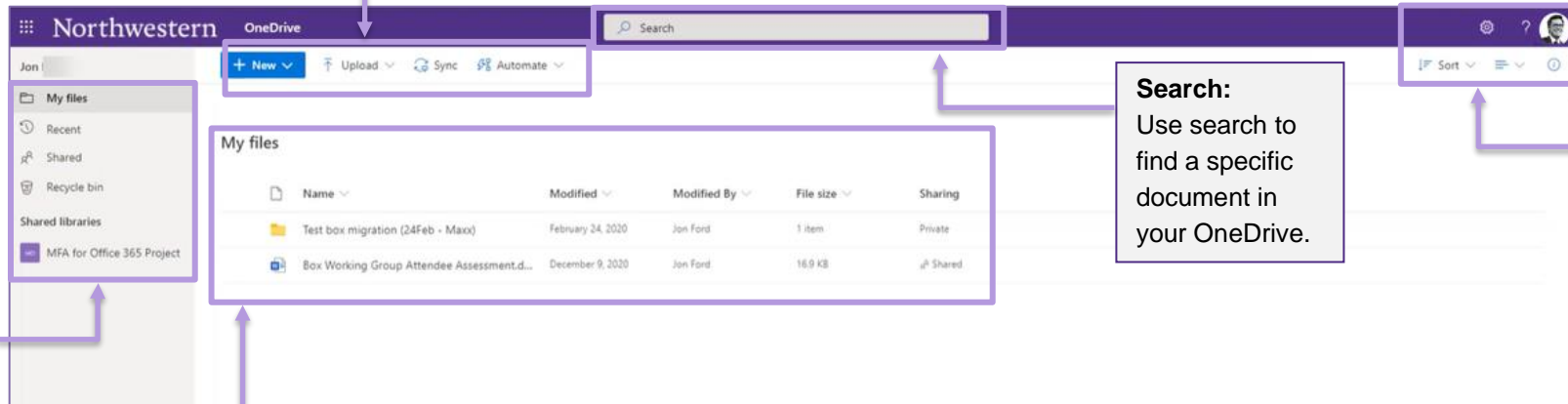
Accessing Microsoft OneDrive

1. Log in to OneDrive at http://onedrive.northwestern.edu/
2. You may be prompted to authenticate with your NetID and password via Multi-factor Authentication (Duo).
3. Select the waffle icon in the top left corner of the page. Select the OneDrive Application
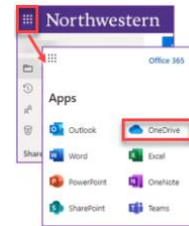
One Drive Overview

Toolbar:
Create, Upload, Sync or Automate files into your OneDrive from the toolbar.

Folder Pane Navigation:
Use the Folder Pane navigation to view files, shared files, and recycled files from both OneDrive and SharePoint

Search:
Use search to find a specific document in your OneDrive.

Profile & View:
Select your profile icon to log out. Select the icons below to customize your folder view.

My Files:
View your files and folders and corresponding information. Validate that your files have been copied into OneDrive.

OneDrive Overview

Microsoft OneDrive:

Microsoft OneDrive is a cloud-based file storage and sharing service that allows you to store all your important files securely in one place and then access them from virtually anywhere. Through Microsoft OneDrive, you can access all your files (Word, PowerPoint, Excel, etc.), from any location on any device! Because the files are stored in the cloud, you do not have to worry about losing them or taking up too much space on your PC!

Circle Icon:
Select the circle to the left of the file/folder. By selecting the circle, the toolbar will display new options of how you can interact with the file or folder (New, Share, Copy Link, etc.). Clicking into a folder will allow you to sync the folder to your workstation.
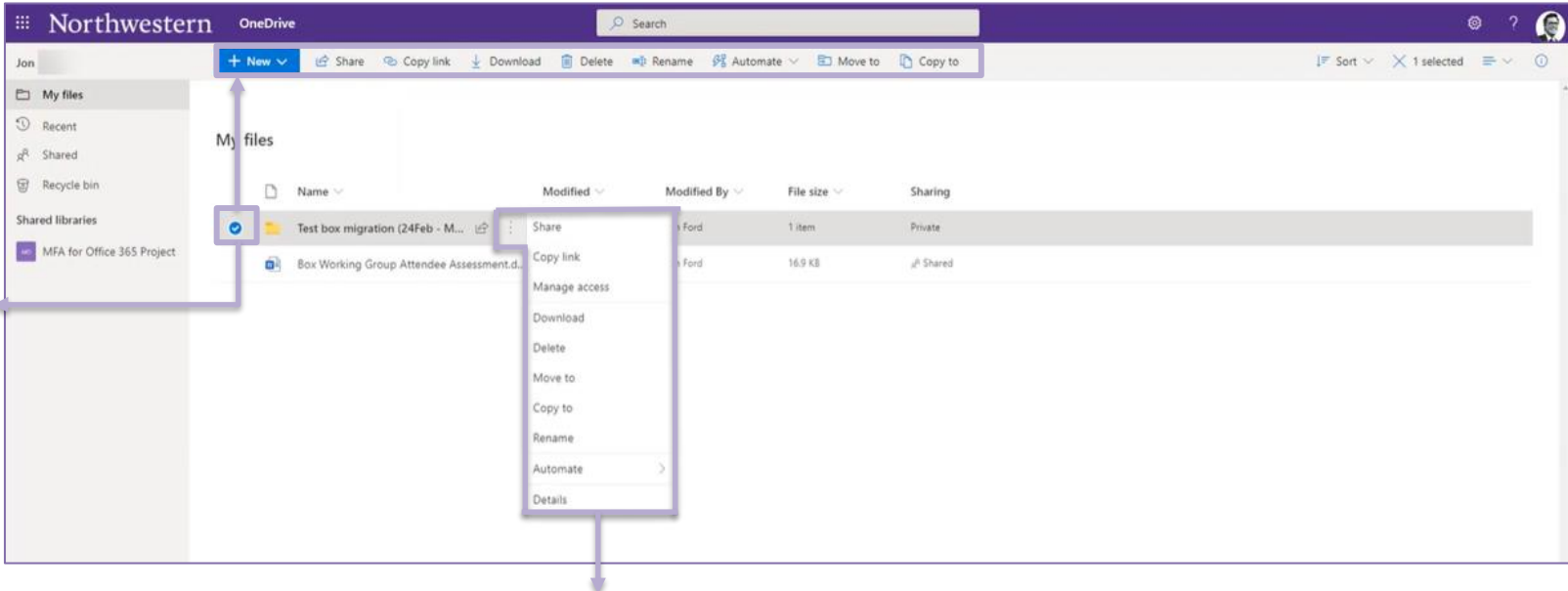
Ellipses:
Select the vertical ellipses to receive more options for the file or folder. By selecting the ellipses, you can: share the document, receive a link to share the document, download, delete, move, copy, or rename the file/folder.

Questions & Troubleshooting:

If you have questions about the information in this quick reference guide, please contact your local IT support staff or contact the IT Service Desk via email at BOX-Migration@northwestern.edu or call 847-491-4357 (1-HELP).