KSU OneDrive for Business
Getting Started
# University Information Technology Services

## KSU OneDrive for Business

### Getting Started

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**Introduction**

*OneDrive for Business* is Microsoft’s version of cloud storage where you can store, edit, sync, and share your files with others. *OneDrive for Business* is integrated with Office 365, letting you update and share your files from anywhere and work on Office documents with others at the same time.

KSU’s agreement with Microsoft currently allows 5 TB of space, with a 4 GB upload size while on-campus.

Per the Information Security Office, the OneDrive for Business service can be used for all Confidential data except credit card information (PCI data).

For more information on Office 365, please refer to the *Office 365: Getting Started* booklet at [https://uits.kennesaw.edu/cdoc](https://uits.kennesaw.edu/cdoc).

**Learning Objectives**

After completing the instructions in this booklet, you will be able to:

- Understand the OneDrive for Business interface.
- Upload files/folders to your OneDrive for Business account.
- Manage your files in your OneDrive for Business account.
- Share and manage files and share permissions with other members within Kennesaw State University or outside the university.
- Check version history on files.
- Install and set-up the OneDrive for Business Sync Client on your PC or Mac.
- Sync files with those on your computer using the OneDrive for Business sync app.
Access Your OneDrive for Business Account through Office 365

1. In your web browser of choice, navigate to o365.kennesaw.edu.
2. The Office 365 log-in screen will appear. In the user name field, type in your full KSU email and password (See Figure 1).
3. Click Sign In (See Figure 1).

4. The Office 365 home page will open. Click OneDrive.

Figure 1 - Office 365 Sign In

Figure 2 - OneDrive Icon
5. *OneDrive for Business* will open and display your Files.

![Image of OneDrive interface]

**Figure 3 - Documents in OneDrive**

### Managing Your Files in OneDrive for Business

You can use your *OneDrive for Business* account to upload, store, manage, and access your files. You can also share files with other users, and see what documents have been shared by your colleagues.

### Upload Files to OneDrive

You can upload files, or an entire folder containing all your files, to your OneDrive for Business account. The easiest way to upload a file or folder is to simply drag the file or folder into your file list on OneDrive for Business. The file or folder will automatically be uploaded to your account.

![Image of dragging a folder into OneDrive]

**Figure 4 - Dragging a Folder from the Desktop into OneDrive for Business**
You can also upload files and/or folders by following the steps below:

1. Click **Upload** (See Figure 5).
2. From the drop-down, select **Files** (to upload a one or more files), or **Folder** (to upload a single folder with multiple files inside) (See Figure 5).

![Figure 5 - Upload to OneDrive](image)

3. The **File Explorer** will appear. Select your file from your computer, and click **Open**.

![Figure 6 - File Upload](image)

**Note:** Hold **CTRL** as you click to select multiple files to upload.
4. Your file will be uploaded to your *OneDrive for Business* account.

![Figure 7 - File Uploaded Successfully](image)

### Opening Documents from OneDrive for Business

OneDrive for Business allows you to access your *Microsoft Office* files and edit them online with the *Microsoft Office Online* set of tools, or open the file in the desktop version of *Microsoft Office*.

The following example will demonstrate how to open a Word document in *Word Online*, then continue editing the document in the desktop version of Word:

1. Click the **document** you wish to open.

![Figure 8 - Select a Document to Open](image)
2. The document will open in the version of *Office Online* that is suitable to the file (e.g. Word documents will open in *Word Online*, etc). You can preview the document, or choose to edit the document within your browser. Click **Edit Document** (See Figure 9).

![Figure 9 - Edit Document](image)

3. A drop-down menu will appear with the following:
   a. **Edit in Word**: If you have Microsoft Office installed on your computer, then the file will open with the corresponding Office program (See Figure 10).
   b. **Edit in Browser**: You can select to edit the document in *Word Online*, or open the document in your desktop version of *Microsoft Word* (See Figure 10).

![Figure 10 - Edit Online or Offline](image)

4. Click your **name** to return to your *OneDrive* account.

![Figure 11 - Click Name to Return to OwlDrive](image)
5. You will be returned to your *OneDrive* account. You can also open a document from within OneDrive for Business by:
   a. Clicking the space to the **left** of the document to select it (See Figure 12).
   b. Clicking **Open** to reveal a drop-down with more options (See Figure 12).

![Figure 12 - Opening Within OneDrive for Business]

6. A window will appear asking if you want to open the file. Click **Yes**.

![Figure 13 - Open File]

7. The document will open in your desktop version of *Microsoft Office*. 
Creating a New File within OneDrive for Business

Besides creating a file outside of OneDrive for Business, you can also create a new file from within the OneDrive for Business account. For example, you could choose to create a new document from within OneDrive for Business:

1. In the Menu Bar at the top of the page, click **New**.

![Figure 14 - New](image)

2. A list will appear displaying options to create a new folder, web link, or various types of Office documents. For example, click **Word document**.

![Figure 15 - Create a New Word Document](image)

3. **Word Online** will open with a blank document ready for you to edit.

![Figure 16 - New Document Created in Word Online](image)
4. To return to your OneDrive account, click your name next to Word Online.

Creating a New Folder within OneDrive for Business

The following explains how to create a new folder within OneDrive for Business:

1. In the Menu Bar at the top of the page, click New.

2. From the drop-down list, click Folder.
3. The **Folder** window will appear. In the **Name** field, type the **name** for your folder (See Figure 20).

4. Click **Create** (See Figure 20).

5. The folder will be created.

![Figure 20 - Creating a New Folder](image)

**Moving Files within OneDrive for Business**

1. Select the **files** to move (See Figure 22).

2. Click **Move to** (See Figure 22).

![Figure 21 - Invite People](image)
![Figure 22 - Select Files to Move](image)
3. Additional options will appear to the right (See Figure 23).
4. Click a folder to move the selected files to, then click **Move here** (See Figure 23).

![Figure 23 - Move or Copy]

**Note:** If you wish to move the files back into the main directory, click **Move here** without selecting a folder.

5. Your selected files will be moved to the desired location.

**Deleting Files and Folders**

You can delete files and folders no longer needed from your OneDrive for Business account. These file will then be moved to the recycling bin of your OneDrive for Business account (See Restoring Deleted Files and Folders). The following will explain how to delete files and folders:

1. Click the **space** next to the file(s) to select (See Figure 24).
2. Click **Delete** (See Figure 24).

![Figure 24 - Select File for Deletion]

3. The file(s) will be deleted and moved to the *Recycling bin* of your OneDrive for Business account.
Restoring Deleted Files and Folders

Files and folders that have been deleted will be moved into the recycling bin in your OneDrive for Business account. From here, you can restore files/folders, permanently delete them, or empty your recycling bin all at once (permanently deleting all files). The following example will show how to restore a deleted file:

1. Click the **Recycle bin** link.

![Figure 25 - Click Recycling Bin](image)

2. The **Recycling Bin** will open and display all files currently in the recycling bin, where the file came from, who deleted the file and when, and who the original author was (See Figure 26).

3. Click the **checkbox(s)** next to the file(s) you wish to restore (See Figure 26).

4. Click **Restore** (See Figure 26).

![Figure 26 - Select Files for Restoration](image)

5. The file(s) will be restored and returned to the folder it was last deleted from.
Restoring Deleted Items and Folders from the Second-Stage Recycle Bin

Even after clearing out the recycling bin, you will have 30 days to recover the deleted items from the second-stage recycling bin before they are permanently deleted. To restore items from the second-stage recycle bin:

1. Click the **Recycle bin** link.

![Figure 27 - Click Recycling Bin](image)

2. The **Recycling Bin** will open. Click **Second-stage recycle bin**.

![Figure 28 - Access Second-Stage Recycling Bin](image)

3. The **Second-stage recycle bin** will appear. Click the **checkbox(s)** next to the file(s) you wish to restore (See Figure 29).

4. Click **Restore** (See Figure 29).

![Figure 29 - Select Files for Restoration](image)

5. The file(s) will be restored and returned to the folder it was last deleted from.
Checking Available Storage Space
KSU’s agreement with Microsoft currently allows 5 TB of space, with a 4 GB upload size while on-campus. To check how much space you are currently using on your OneDrive for Business account:

1. From within your OneDrive for Business account, click the settings icon.

![Figure 30 - Click Settings](image1)

2. From the drop-down, click Site Settings.

![Figure 31 - Access Site Settings](image2)

3. The Site Settings page will open. Click Storage Metrics.

![Figure 32 - Access Storage Metrics](image3)
4. The Storage Metrics page will open. In the upper-right corner your current storage space will be displayed.

![Figure 33 - Current Storage Metrics](image)

Sharing Files and Folders with Others

You can share files and folders within your OneDrive for Business account with others to easily collaborate on projects; regardless of if they are members of your organization. OneDrive for Business provides the option for emailing access links, or generating a link for you to use, all while allowing you to choose if others will have editing or viewing access. The following shows how to invite specific people at KSU to edit a file:

**Note:** When sharing a folder, you can choose to have all files available, even items with unique permissions.

1. Click to the left of the document(s) you want to share (See Figure 34).
2. Click Share (See Figure 34).

![Figure 34 – Sharing Documents](image)

3. The Share window will open and will display the Send Link window. Click the drop-down arrow to access a list of link settings.

![Figure 35 - Send Link](image)
4. The Link Settings window will appear:
   a. Click **Specific People** to enable a share to be generated with specific people. You will be able to enter their email addresses below (See Figure 36).

   b. Enter the **name or email** of a recipient at Kennesaw State University. This field only appears when **Specific People** has been selected (See Figure 36).

   c. Click the **checkbox** if you wish to allow the recipient to be able to edit the file (unchecking this box will set the share to view only) (See Figure 36).

   d. Click **Apply** (See Figure 36).

![Figure 36 - Inviting People to a Share](image)

**Note:** The three link settings provide the following level of access:

<table>
<thead>
<tr>
<th>Link Setting</th>
<th>Access Level Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Anyone</strong></td>
<td>Creates a link that anyone can use to access the document or folder, even if they are not logged in to Office 365 or OneDrive. These links are view only, and can be set to expire after a certain date.</td>
</tr>
<tr>
<td><strong>People in Kennesaw State University</strong></td>
<td>Creates a link that only people in your organization who are logged into Office 365 can use to access the document or folder.</td>
</tr>
<tr>
<td><strong>Specific People</strong></td>
<td>Creates a link that only the people that you specify can use to access the folder or document. If you click this option, enter the names or email addresses of the people to whom you want to give access to the folder or document.</td>
</tr>
</tbody>
</table>

![Figure 37 - Description of Access Levels](image)
5. The Link Settings will be applied to the link, and you will be returned to the Send Link window. From here you can:
   a. Add more recipients by typing their email address into the address field (See Figure 38).
   b. Add a message to be sent along with the access link (See Figure 38).
   c. Choose to copy the link and send it to the recipients yourself (this link will only be accessible by the recipients added in step 4) (See Figure 38).
   d. Open the Outlook Web App. The link will be automatically added to a new email where you can draft your own personal message (See Figure 38).
   e. Click Send to send the share link to the recipients listed (See Figure 38).

6. The recipients will receive an email with a link directing them to the share.
7. Files and folders that have been shared with other users will show if the item has been shared or not.

<table>
<thead>
<tr>
<th>Name</th>
<th>Modified</th>
<th>Modified By</th>
<th>File Size</th>
<th>Sharing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attachments</td>
<td>June 15</td>
<td>ulstraining2</td>
<td></td>
<td>Only you</td>
</tr>
<tr>
<td>Presentation.pptx</td>
<td>June 15</td>
<td>ulstraining2</td>
<td>231 KB</td>
<td>Shared</td>
</tr>
<tr>
<td>Project Plan Template.docx</td>
<td>July 26</td>
<td>ulstraining2</td>
<td>31.6 KB</td>
<td>Shared</td>
</tr>
<tr>
<td>Project Plan.docx</td>
<td>Yesterday at 1:55 PM</td>
<td>ulstraining2</td>
<td>11.0 KB</td>
<td>Shared</td>
</tr>
<tr>
<td>Project Plan.pdf</td>
<td>June 15</td>
<td>ulstraining2</td>
<td>79.1 KB</td>
<td>Only you</td>
</tr>
<tr>
<td>Responsibility Matrix.pdf</td>
<td>June 15</td>
<td>ulstraining2</td>
<td>432 KB</td>
<td>Shared</td>
</tr>
</tbody>
</table>

**Figure 40 - Share Status of Files and Folders**

**Sharing a Document While Viewing or Editing**

The following shows how to share a document while viewing or editing it:

1. Clicking the **Share** button while viewing or editing a document will allow you to share the document while viewing/editing.
2. The Share window will open and will display the Invite People tab with the following:
   a. Enter the email addresses of the individuals you wish to share with (See Figure 42).
   b. From the drop-down, select the permissions to grant (edit or view) (See Figure 42).
   c. Type a message to be sent to the recipients of the share (optional) (See Figure 42).
   d. Set if users will need to sign-in to Office 365 (See Figure 42).
   e. Click Options to show the Send an email invitation checkbox (See Figure 42).
   f. Click Send an email invitation if you wish to send them an email notification about the share (See Figure 42).
   g. Click Share to share the document(s) (See Figure 42).

   ![Figure 42 – Inviting People to a Share](image)

3. An email notifying recipients about the file share will be sent out. The email will contain a link that recipients can click in order to access the shared file.

   ![Figure 43 - Example of Share Notification Email](image)
Viewing Files that have been Shared with you

Once files have been shared with you from other individuals, you can access these files from within your OneDrive for Business account. To view what files have been shared with you:

1. Click Shared with me from the menu to the left.

![Figure 44 - Access Files Shared with you](image)

2. A list of all the shares from other individuals will be displayed.

![Figure 45 - Shared with Me](image)

Sharing a File via a Link

You can create a link that can be sent in an email, posted online, or shared through social media. Users can use this link to either view or edit the file/document depending on the link generated. For example, to create a guest link with view only access:

1. Click to the left of the document(s) you want to generate a guest link for (See Figure 46).
2. Click Copy Link (See Figure 46).

![Figure 46 - Generate a Guest Link](image)
3. The Copy Link tab will open. By default, the link will be set to People in Kennesaw State University. Click the drop-down to display additional options (e.g. Specific People or Anyone).

4. Click Anyone (See Figure 48).

**Note:** See Figure 37 for more information about access levels.

5. If desired, set a date for the link to expire (See Figure 48).

6. Click Apply (See Figure 48).

7. The guest link will be created and displayed. You can copy and paste this link into an email to recipients.
Editing an Existing Share
Once you have created a share with another user, you can see who the file has been shared with, alter the permissions they have to the file/folder, remove individuals from a share, or remove everyone at once from the share.

1. Click to the left of the document(s) you want to alter the permissions on (See Figure 49).
2. Click the information button (See Figure 49).
3. The Information Pane will appear. Click Change Permissions (See Figure 49).

![Figure 49 - Generate a Guest Link](image)
4. The *Manage Access* pane will appear and display the following information:
   a. Click **Stop Sharing** to stop sharing the file with everyone listed (See Figure 50).
   b. Click **Add People** to add additional users to the share (See Figure 50).
   c. Any share links that have been created will be displayed with they type of share they are, and if they are set to expire. To deactivate a link, click the X button (See Figure 50).
   d. Individuals who have been granted access will be displayed, with their level of permission (e.g. owner, can edit, can view) (See Figure 50).
   e. Click the drop-down next to a user to access additional options, such as switching permissions between **view** and **edit**, or **stop sharing** (See Figure 50).

5. When finished altering/checking your settings, click the X to close the *Manage Access* pane.
Sharing Files That Have Been Shared With You

In addition to sharing your own files, you can also request that others be allowed access to a file from the original author on files/folders that you have been granted edit permissions on. The following explains how to request someone be granted share permissions:

1. Click **Shared with me** from the menu to the left.

2. Click to the **left** of the document(s) you want to alter the permissions on (See Figure 52).
3. Click the **information button**. (See Figure 52).
4. The **Information Pane** will open. Click **Change permissions** (See Figure 52).

5. The **Manage Access** pane will open. Click **Add People**.
6. The Share window will open and will display the Invite People tab. Enter the email addresses of the individual(s) you wish to share with (See Figure 54).

7. From the drop-down, select the permissions to grant (edit or view) (See Figure 54).

8. Type a message to be sent to the recipients of the share (optional) (See Figure 54).

9. Click Share. The owner of the file will receive an email asking them to approve the share (See Figure 54).

Managing Pending Share Requests
Other users can share your files with other people. When a user who is not the owner shares your file, you will receive a notification email telling you that the user would like to share the file with someone else.

1. Click the link in the email to be redirected to your Access Requests in Office 365.
2. *Office 365* will open and display the *Access Requests* page. All pending access requests will be displayed with the following information: (See Figure 56)
   a. The **users** who are requesting access to the file (See Figure 56).
   b. Additional **options** for adjusting the level of permission with the share (See Figure 56).
   c. The **file/folder** that the request is for (See Figure 56).
   d. How long ago the request was made (See Figure 56).
   e. **Approve** or **decline** the request (See Figure 56).

3. Click the **ellipsis** to access additional options for the share (See Figure 56).

![Figure 56 - Access Requests for All Pending Requests](image)

4. The **Additional options** window will open and display more information about the pending request.
   a. From the drop-down, select a **permission level** (See Figure 57).
   b. Under the **Conversation** field, enter a **message** to send to the pending user and click **Send** (See Figure 57).
   c. Click **Approve** or **Decline** (See Figure 57).

![Figure 57 - Additional Request Options](image)
**Note:** The following permission levels can be granted:

<table>
<thead>
<tr>
<th>Permission</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full Control</strong></td>
<td>By default, this permission level is assigned to the Owners group. It cannot be customized or deleted.</td>
</tr>
<tr>
<td><strong>Design</strong></td>
<td>Create lists and document libraries, edit pages and apply themes, borders, and style sheets on the site.</td>
</tr>
<tr>
<td><strong>Edit</strong></td>
<td>Add, edit, and delete lists; view, add, update, and delete list items and documents.</td>
</tr>
<tr>
<td><strong>Contribute</strong></td>
<td>View, add, update, and delete list items and documents.</td>
</tr>
<tr>
<td><strong>Read</strong></td>
<td>Can view pages and items in existing lists and document libraries. Can download documents.</td>
</tr>
</tbody>
</table>

*Figure 58 - List of Permissions*

5. The *Additional Options* window will close and the pending request will be removed from the *Access Request* list.

**Accessing Pending Share Requests within OneDrive for Business**

You can also access your pending share request from within the OneDrive for Business program. To access your pending share request:

1. From within your *OneDrive for Business* account, click the **settings** icon.

   ![Figure 59 - Click Settings](image)

2. From the drop-down, click **Site Settings**.

   ![Figure 60 - Access Site Settings](image)
3. The Site Settings page will open. Click Access requests and invitations.

4. The Access Requests page will open. See the section on Managing Pending Share Requests for more information.

**Viewing Recent Activity to an Office File**

*OneDrive for Business* will show you if an Office file (Word, Excel, PowerPoint) has had any activity.

1. Click to the left of the document(s) you want to generate a guest link for (See Figure 62).
2. Click the information button (See Figure 62).
3. The Information Pane will open and display the recent activity for a selected office file (See Figure 62).
Checking Version History

Versioning is turned on by default in your OneDrive for Business account, which will allow you to access multiple versions of your documents. This can be helpful if you make changes to a Microsoft Office document, but later decide that you wish to roll back to a moment before you made the changes to the document.

To access Version History:
1. Click the ellipsis next to a document (See Figure 63).
2. From the drop-down, click Version History (See Figure 63).
3. The Information Pane will open and display the available versions of the selected document.
4. Click a version number to open that version of the document.
5. A window will open asking if you want to open the file in the desktop version of that file type (e.g. Word documents will open in Word).

![Open Word (desktop) dialog box](image)

**Figure 65 - Open Word (desktop)**

6. Click **Yes** at the security notification.

![Security Notification dialog box](image)

**Figure 66 - Security Notification**

7. The document will open and display the file from that current version. Two options will be available at the top of the document:
   a. **Compare**: Compare multiple versions to the current version to see changes (See Figure 67).
   b. **Restore**: Restore the document to the version you are currently viewing (See Figure 67).

![Compare and Restore options in Word](image)

**Figure 67 - Compare and Restore**

8. When finished viewing the document, close the window by clicking **X**.
Setting up the OneDrive Sync Client

The OneDrive Sync Client can be installed on your computer to make managing and accessing your OneDrive for Business files quick and easy on your local machine. The following steps will show you how to install the latest version of the OneDrive Sync Client:

1. Within *OneDrive for Business*, click **Sync**.

![Figure 68 - Click Sync](image)

2. The *Launch Application* window will open. Click **cancel** to close this window and access the window behind it.

![Figure 69 - Cancel Launch Application](image)

3. On the *We’re Opening OneDrive* window, click the **blue** link that says to get the latest version of OneDrive.

![Figure 70 - Getting Ready to Sync](image)
4. You will be prompted to save the OneDrive Sync Client to your computer.

![Figure 71 - Access OneDrive](image1)

5. Once the file finishes downloading, run the install program.

![Figure 72 - Run Installer](image2)

**Note:** depending on the browser you are using, you may have to access the file on your computer to run the installer.

6. A progress window will appear showing the installation progress of the sync client.

7. Once the installation is complete, click on the OneDrive icon in the lower-right of the Taskbar.

![Figure 73 - Click OneDrive Icon](image3)

8. The Set up OneDrive window will appear. In the email address field, enter the KSU email address associated with the OneDrive for Business account (See Figure 74).

9. Click Sign in (See Figure 74).

![Figure 74 - Enter Email Address and Sign In](image4)
10. The sign-in window will open. Enter your **KSU Email** and **Password** (See Figure 75).

11. Click **Sign in** (See Figure 75).

![Sign-in Page](image)

**Figure 75 - Sign-in Page**

12. Once signed in to your *OneDrive for Business* folder, you will see the following welcome screen. Click **Next**.

![Welcome Screen](image)

**Figure 76 - Click Next**
13. If you have any files currently existing on your OneDrive for Business account, you will be asked to confirm which files/folders you would like to sync to your computer for offline access:

a. Click the checkbox next to all files/folders you wish to sync (See Figure 77).

b. Click Next (See Figure 77).

14. You will be prompted that your OneDrive for Business folder is ready for you to view. Click Open my OneDrive – Kennesaw State University folder to open the folder on your computer.
15. The **File Explorer** will open and display the shortcut to your online OneDrive for Business account under **Favorites** on the left-side of the window. Folders within this **OneDrive for Business** folder will automatically sync with your OneDrive for Business account while the desktop app is running, and you are signed in.

![Figure 79 - OneDrive for Business Location on Your Computer](image)

**Note:** Folders with a **green checkmark** (✔️) have been synced and are up to date. Folders with a **blue circle** (◉) are currently synching.

16. To access your OneDrive for Business folder in the future, click **My Computer**. The OneDrive for Business folder will be under **Favorites**.

### Signing Out of OneDrive

The following explains how to log out of your **OneDrive for Business** account:

1. **Click your name** in the upper-right corner.
2. From the drop-down menu that appears, click **Sign out**.

![Figure 81 - Sign Out](image)

3. You are now signed out of your account.

**Additional Help**

For additional support, please contact the KSU Service Desk:

**KSU Service Desk for Faculty & Staff**

- Phone: 470-578-6999
- Email: service@kennesaw.edu
- Website: [http://uits.kennesaw.edu](http://uits.kennesaw.edu)