Using the OneDrive Sync Client

PC
Office of the Chief Information Officer

Using the OneDrive Sync Client

PC

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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.

Using the OneDrive Sync Client, you will have quick access to all of your files stored on the OneDrive as you would any other folder on your computer.

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.

NOTE: If you are using a shared machine (e.g. lab computer, community computer, etc), it is strongly recommended you do not install the OneDrive for Business Sync Client, and instead access your files from the web using https://o365.kennesaw.edu.

Learning Objectives

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

- Set up the OneDrive Sync Client
- Upload files/folders to OneDrive.
- Manage your files.
- Share and manage files
- Manage share permissions
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. 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. OneDrive for Business will open and display your files. On the tool bar, click Sync.

5. The Launch Application window will open. Click cancel to close this window and access the window behind it.
6. On the *We’re Opening OneDrive* window, click the **blue** link that says to get the latest version of OneDrive.

![Figure 4 - Getting Ready to Sync](image)

7. You will be prompted to **save** the *OneDrive Sync Client* to your computer.

![Figure 5 - Click Save File](image)

8. Once the file finishes downloading, **run** the install program.

![Figure 6 - Run Installer](image)

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

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

![Figure 7 - Sync Client Installation](image)
10. Once the installation is complete, click the OneDrive icon in the lower-right of the Taskbar.

![Click OneDrive Icon](Image)

**Figure 8 - Click OneDrive Icon**

11. 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 9).

12. Click **Sign in** (See Figure 9).

![Enter Email Address and Sign In](Image)

**Figure 9 - Enter Email Address and Sign In**

13. If prompted, select your KSU email account.

![KSU email account](Image)

**Figure 10 - KSU email account**
14. The sign-in window will open. Enter your **KSU Email** and **Password** (See Figure 11).
15. Click **Sign in** (See Figure 11).

![Figure 11 - Sign-in Page](image)

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

![Figure 12 - Click Next](image)
17. 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 13).
   b. Click Next (See Figure 13).

18. Click the Next button until you exit the Welcome to OneDrive window.
19. You will be prompted that your OneDrive for Business folder is ready for you to view. Click **Open my OneDrive folder** to open the folder on your computer.

![Open my OneDrive Folder](image)

**Figure 15 - Click Open my OneDrive Folder**

20. *File Explorer* will open and display the shortcut to your online *OneDrive – Kennesaw State University* account under *Favorites* on the left-side of the window. Files and folders within this folder will automatically sync with your *OneDrive for Business* account while the desktop app is running, and you are signed in.

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

**Figure 16 - OneDrive for Business Location on Your Computer**

**Note:** Folders with a **green checkmark** (✓) have been synced and are up to date. Folders with a **blue circle** (🔵) are currently synching. Files and folders with a red x (❌) cannot be synced.

21. To access your OneDrive for Business folder in the future, click **My Computer**.

**Managing Your Files in the OneDrive Sync Client**

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.

**Note:** The sync performance of OneDrive may start to decline when you store more than 100,000 files in a OneDrive for Business site.

**Note:** There’s a 15-gigabyte (GB) file size limit for each file that’s uploaded to the OneDrive library.
Moving Files
You can move files, or an entire folder containing all your files, to your OneDrive. The easiest way to move a file or folder is to simply drag the file or folder into your file list on OneDrive. The file or folder will automatically be uploaded to your account.

![Figure 17 - Dragging a Folder from the Desktop into OneDrive for Business](image)

**Note:** When dragging a file or folder, the item will be moved from its old location into the OneDrive.

Copying Files to OneDrive
If you wish to keep a version of your file in its original location while having it available on your OneDrive, you may do so by copying and pasting the file to your desired new location. The following explains how to do so.

**Note:** The following characters in file names aren’t supported when you sync OneDrive: <, >, ;, " , ?, *, /, \.

1. In *file explorer*, navigate to the file that you wish to copy.
2. Right-click the *file* that you wish to move (See Figure 18).
3. Click *Copy* (See Figure 18).

![Figure 18 – Copying a file](image)
4. Navigate to your desired location in the OneDrive.
5. Right-click in your desired location and click Paste.

Creating a New Folder

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

1. Right-click in your desired location in the OneDrive and click New (See Figure 19).
2. Click Folder (See Figure 19).

![Figure 19 - Creating a New Folder](image)

3. Type the desired name of your folder and press enter on your computer.

![Figure 20 - Create a New Word Document](image)

4. Your folder will be created.

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 computer (See Restoring Deleted Files and Folders). The following will explain how to delete files and folders:

1. Navigate to and click the file that you wish to delete.
2. Press Delete on your keyboard.
3. The Delete File window appears. Click Yes.

![Figure 21 - Select File for Deletion](image)

4. The file(s) will be deleted and moved to the Recycling bin.
Restoring Deleted Files and Folders

Files and folders that have been deleted will be moved into the computer’s Recycling Bin. From here, you can restore files/folders, permanently delete individual files, or empty your recycling bin all at once (permanently deleting all files). The following example will show how to restore a file sent to the recycling bin:

1. Navigate to your computer’s recycle bin.
2. The Recycling Bin will open and display all files currently in the recycling bin.
3. Right-click the file you wish to restore (See Figure 22).
4. Click Restore (See Figure 22).

5. The file(s) will be restored and returned to the folder it was last deleted from.

Limitations on Syncing Files and Folders

Certain characters, file types, and names will not be accepted when syncing to your computer:

| Invalid characters – These characters in file names aren’t supported when you sync OneDrive for Business | <, >, :, |, ?, *, /, \ |
|-------------------------------------------------|------------------------------------------------|
| These file names aren’t supported when you sync OneDrive for Business | Icon, .lock, CON, PRN, AUX, NUL, COM1, COM2, COM3, COM4, COM5, COM6, COM7, COM8, COM9, LPT9, _vti_, LPT1, LPT2, LPT3, LPT4, LPT5, LPT6, LPT7, LPT8 |

<table>
<thead>
<tr>
<th>These folder names aren’t supported in OneDrive for Business</th>
<th>_t, _w, <em>vti</em>, forms</th>
</tr>
</thead>
<tbody>
<tr>
<td>This folder name isn’t supported when the folder is at the root level for a library</td>
<td>forms</td>
</tr>
</tbody>
</table>
Sharing Files and Folders with Others

You can share files and folders within your OneDrive account with others to easily collaborate on projects; regardless of if they are members of your organization. OneDrive 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. Right-click the document(s) you want to share (See Figure 23).
2. Click Share (See Figure 23).
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.
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 25).
   b. 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 25).
   c. Click **Apply** (See Figure 25).

   ![Figure 25 - Inviting People to a Share](image)

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

<table>
<thead>
<tr>
<th>Link Setting</th>
<th>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 your Organization</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>People with Existing Access</strong></td>
<td>Returns a link that can be used by people who already have access to the document or folder. It does not change the permissions on the item. Use this if you just want to send a link to somebody who already has access.</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 26 - Description of Access Levels](image)
5. The Link Settings will be applied and you will be returned to the Send Link window. From here you can:
   a. Add recipients by typing their email address into the address field (See Figure 27).
   b. Add a message to be sent along with the access link (See Figure 27).
   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 27).
   d. Click Send to send the share link to the recipients listed (See Figure 27)

![Figure 27 - Send Link](image)

6. The recipients will receive an email with a link directing them to the share.

![Figure 28 - Example of Share Notification Email](image)

**Viewing Folders that have been shared with you**

You may view folders and contents within those folders that have been shared with you. To do so, you must first log into your OneDrive for Business account online and set these shared folders to sync. Upon doing so, you will be able to view these shared folders in File Explorer. The following section explains how to do so.

**Note:** To utilize this feature, you must be granted Edit access to the shared folders.

**Note:** Only folders and the contents within these folders shared with you can be synced. You do not have the option to sync individual files.
1. In an Internet browser, log in to your OneDrive for Business Account.
2. The Office 365 home page will open. Click OneDrive.

![OneDrive Icon](image)

**Figure 29 - OneDrive Icon**

3. Your OneDrive for Business account will open. In the left hand panel, click Shared with me to access items that have been shared with you.

![Shared with me](image)

**Figure 30 - Click Shared with me**

4. Files and folders that have been shared with you will open. Click the Folder you wish to sync.

![Folder](image)

**Figure 31 - Click the Folder**

5. Your folder will open. Click the Sync icon to sync the folder.

![Sync](image)

**Figure 32 - Click Sync**
6. In the *Launch Application* window, verify that **Microsoft OneDrive** is selected and click **Open Link**

![Open Link](image)

**Figure 33 - Open Link**

7. In the *Sync your files to this PC* window, click **Start Sync**.

![Start Sync](image)

**Figure 34 - Start Sync**
8. Your shared folder will now sync. To view the synched folder, in *File Explorer*, click the folder named *Kennesaw State University*.

![Figure 35 - Click the Kennesaw State University Folder](image)

9. The folders that have been shared with you will appear.

![Figure 36 - Shared Folders](image)

**Stopping the Sync of Folders that have been shared with you**

If you wish to stop syncing a folder that has been shared with you:

1. In *File Explorer*, right click the folder you wish to stop the sync for.

![Figure 37 - Right Click the Folder](image)

2. Click **Settings**.
3. Click **Stop sync** next to the folder you wish to stop syncing.

![Figure 39 - Click Stop sync](image)

4. In the **Stop syncing** window, click **Stop Sync** to stop the folder sync.

![Figure 40 - Click Stop Sync](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 only view access:

1. Right-click the file that you wish to share (See Figure 41).
2. Click **Share** (See Figure 41).
3. The Send Link window will appear. Click Copy Link.

![Copy Link](image)

Figure 42 - Copying the Link

4. Your link will be copied to the clipboard. You can copy and paste this link into an email to recipients.
5. Click the X to close the Send Link window.

![Closing the window](image)

Figure 43 - Closing the window

**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. Right-click document(s) you want to alter the permissions on (See Figure 44).
2. Click Share (See Figure 44).
3. In the Share window, click the Options button (See Figure 45).
4. Click Manage Access (See Figure 45).

![Figure 45 - Managing Access](image)

5. The Manage Access pane will appear and display the following information. Click the user to access additional options, such as switching permissions between view and edit, or stop sharing.

![Figure 46 - Manage Access Settings](image)

6. When finished altering/checking your settings, click the X to close the Manage Access pane.

![Figure 47 - Closing](image)
Exiting the Sync Client

The following explains how to exit the OneDrive Sync Client:

1. On the System Tray, right click the OneDrive Sync Client icon.

![Figure 48 - Click the Sync Client](image)

2. From the drop-down menu that appears, click Exit.

![Figure 49 - Sign Out](image)

3. You have exited the client.

Additional Help

For additional help or installation issues, please contact the KSU Service Desk (Faculty & Staff) or the KSU Student Help Desk (Students).

**KSU Service Desk for Faculty & Staff**

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

**KSU Student Help Desk**

- Phone: 470-578-3555
- Email: studenthelpdesk@kennesaw.edu
- Website: [http://uits.kennesaw.edu/students/](http://uits.kennesaw.edu/students/)