OneDrive

OneDrive is part of the Microsoft O365 suite and allows virtually unlimited cloud storage of your University-related files and documents.

OneDrive storage is virtually unlimited, syncs across multiple devices, and syncs anywhere with internet access.

- Access
- Upload and Save Files
    - Use OneDrive on your desktop
    - Use OneDrive in your browser
    - Upload files or folders to OneDrive
    - Save a file to OneDrive
- Campus Z-Drive

Access

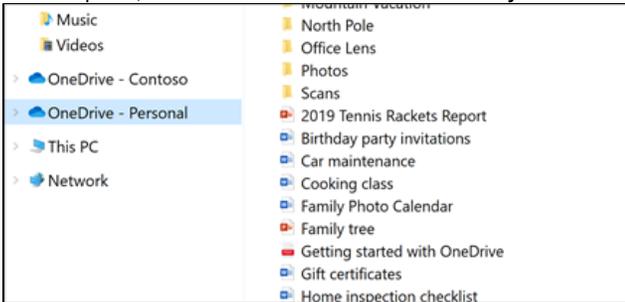- Online - https://portal.office.com/
- Applications
    - https://www.microsoft.com/en-us/microsoft-365/onedrive/download
    - Mobile Apps
- As part of the O365 Suite
    - O365 - Install Office

Upload and Save Files

Use OneDrive on your desktop

If you use Windows 10, OneDrive may have already asked you to sign in to sync your files.

In File Explorer, select **OneDrive – North Park University**.

If OneDrive isn't setup, see:

- Sync files with OneDrive in Windows
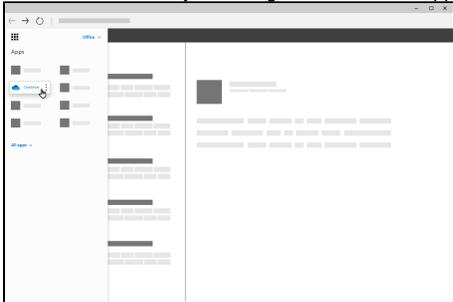- Sync files with OneDrive on Mac OS X

Use OneDrive in your browser

1. Sign in to office.com.

2. Select the app launcher icon [   ] , and then select OneDrive.

3. Pick a file or folder by selecting the circle in the upper corner of the item, and then select a command at the top of the page.

Upload files or folders to OneDrive

You can store over 300 types of files on OneDrive. With Microsoft Edge or Google Chrome:

1. Select **Upload** > **Files** or **Upload** > **Folder**.
2. Select the files or folder you want to upload.
3. Select **Open** or **Select Folder**.
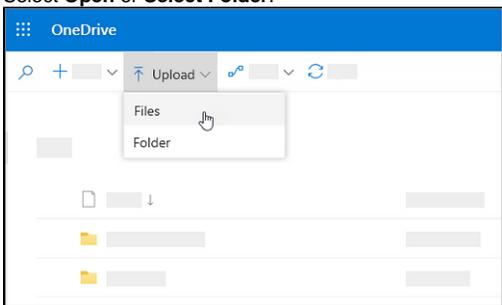
With other browsers:

- Select **Upload**, select the files you want to upload, and select **Open**.
- If you don't see **Upload** > **Folder**, create a folder, and then upload the files to that folder.

Note: If you have the OneDrive sync app installed, you can also upload with File Explorer. Select the files you want to upload, and drag them to OneDrive in the File Explorer Navigation pane.

Save a file to OneDrive

1. Select **File** > **Save a Copy** > **OneDrive - Personal**.
2. Select **Enter file name here** and type a name.
3. If you want to save to another folder, select **Browse**, and select the folder you want.
4. Select **Save**.
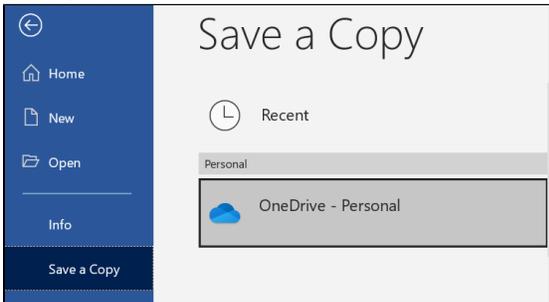
The next time you open the Office app, you'll see your saved file in the **Recent** list.

Note: Requires Microsoft 365, Office 2019, or Office 2016.

Instructions from Microsoft

Campus Z-Drive

Many Faculty and Staff currently use the shared drives, or z-drives. The campus z-drives have limited space and only sync while on campus.

IT is encouraging employees to migrate the contents of their z-drives to OneDrive using the instructions above.

Newer University Windows computers will automatically sync OneDrive contents. See Employee Windows Computers.