HOW TO ACCESS YOUR ONEDRIVE FOR BUSINESS DOCUMENTS

There are three ways to access your OneDrive for Business documents.

Through your browser

Through your OneDrive Sync folder

Through your Office applications

ABOUT ONEDRIVE FOR BUSINESS

OneDrive for Business is not the same thing as OneDrive. Many people have personal OneDrive accounts (formerly called SkyDrive) for cloud storage; we won't be talking about these personal accounts here. OneDrive for Business is storage for the NKU documents you can access from multiple devices or locations.

THROUGH YOUR BROWSER

1. Use any supported browser (recent versions of Internet Explorer, Firefox, Chrome, or Safari) to go to http://webmail.nku.edu, and log in to your account.

2. In the blue Office 365 toolbar, click the matrix and a menu will appear. Click OneDrive.
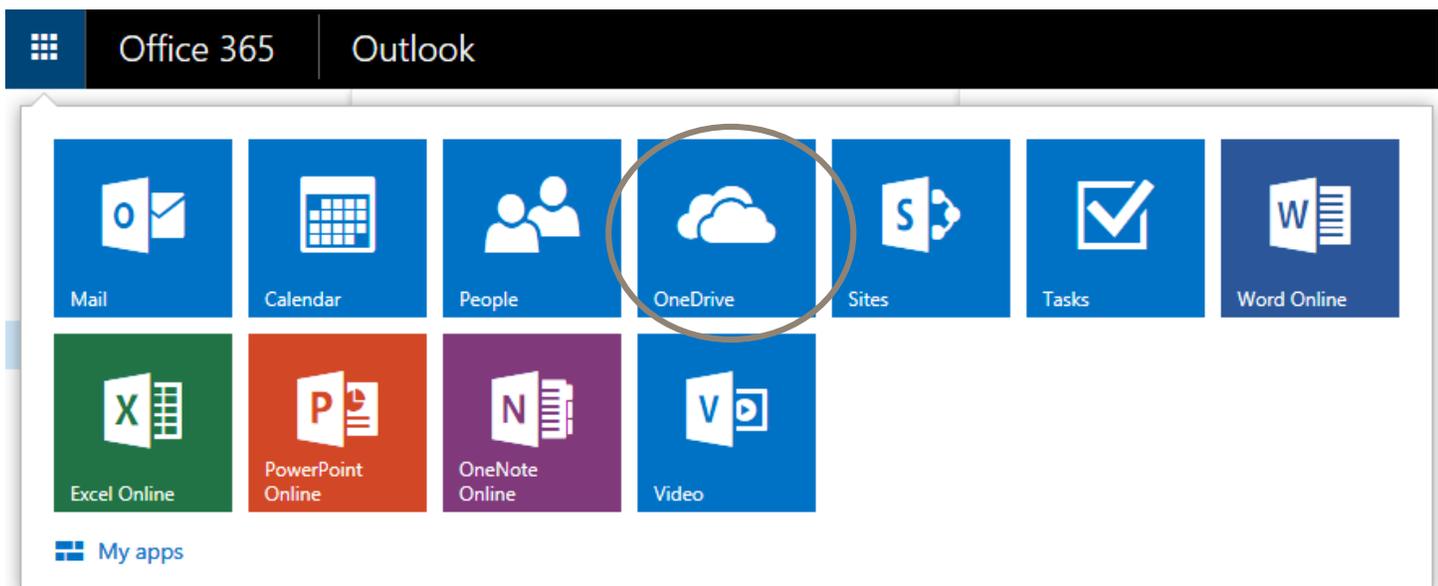
The first time you open your OneDrive, you will see a folder called "Shared with Everyone." In OneDrive for Business, "Everyone" means all NKU faculty, staff, and students have Edit-level access to this folder. **We recommend that you delete this folder.** Do so by right-clicking on the file name and selecting "delete." Otherwise, you may unintentionally give the entire campus access to your documents.
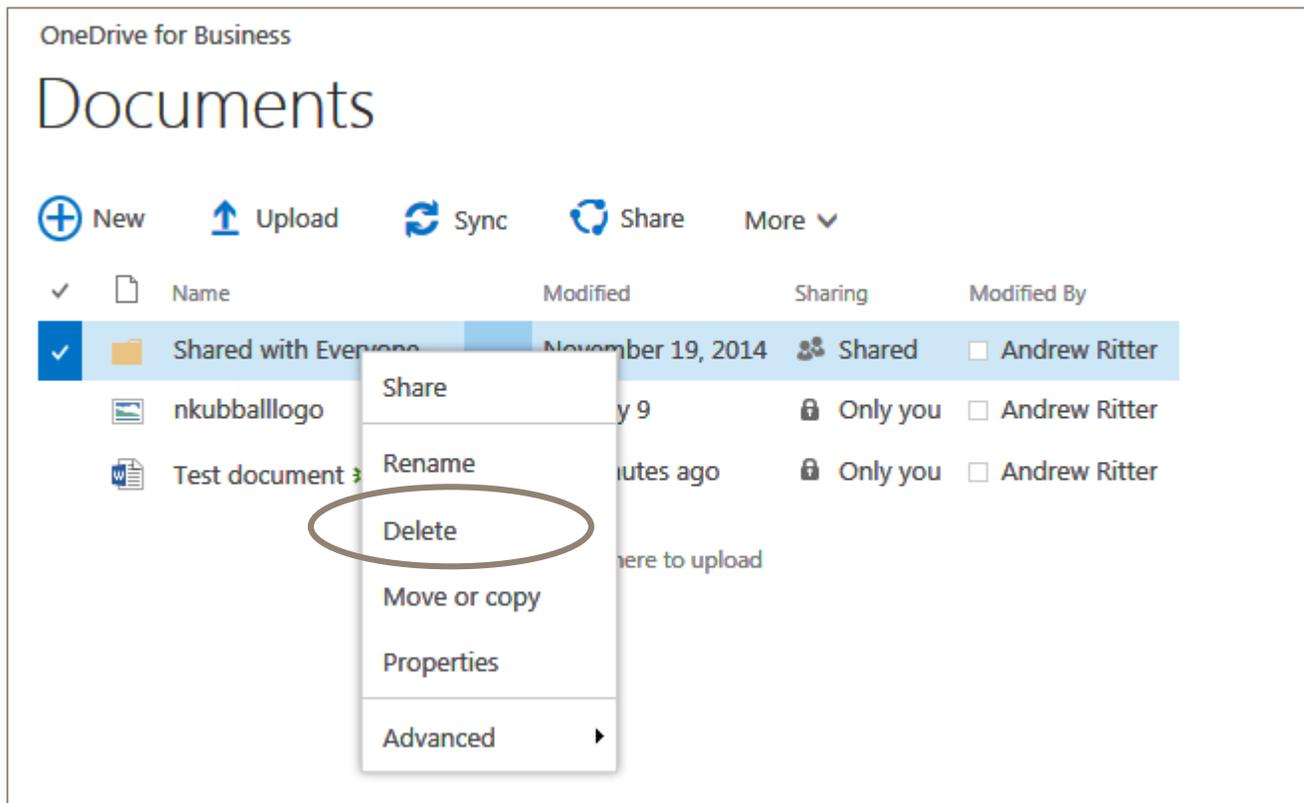

To upload a file, drag it from your desktop or another folder to the OneDrive window of your browser.
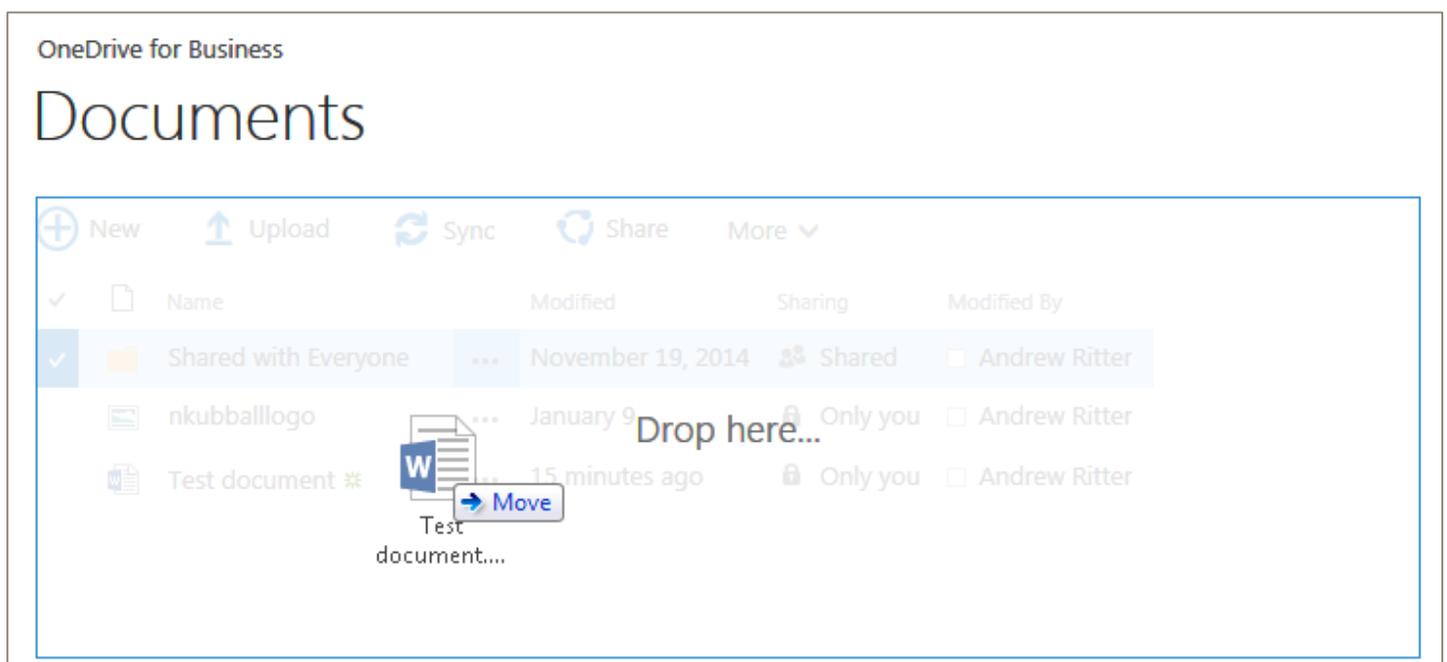
Click the name of the file you wish to view. A dialog box with a preview of the file will open. If it is a file created in Microsoft Office, you will see an option to "Edit Document." Other types of files will have an option to "download" so you can edit in whichever software you choose.
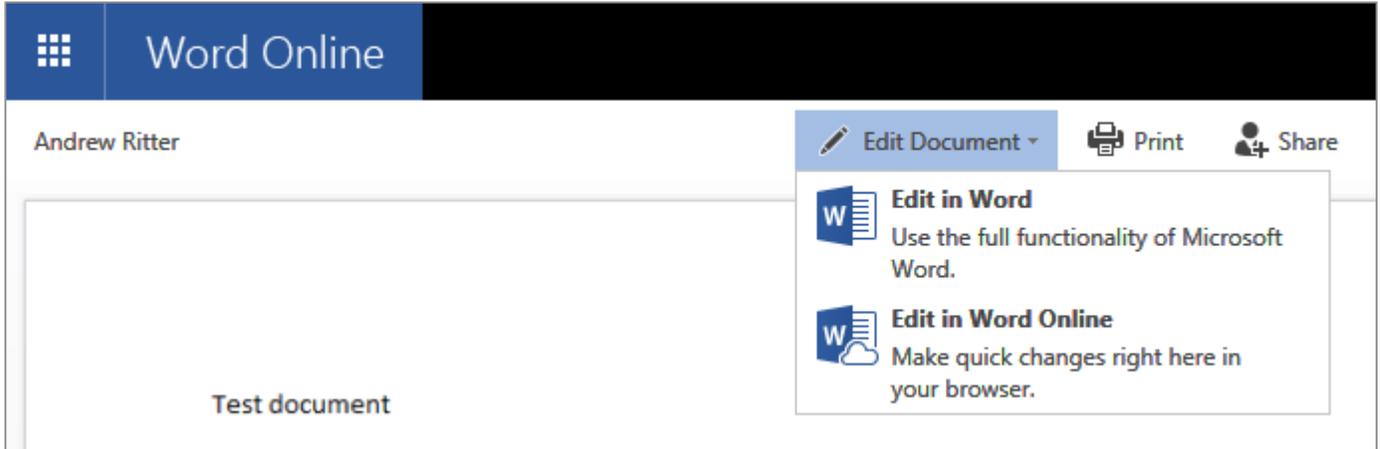
You can create folders or new files by clicking the "new" icon.
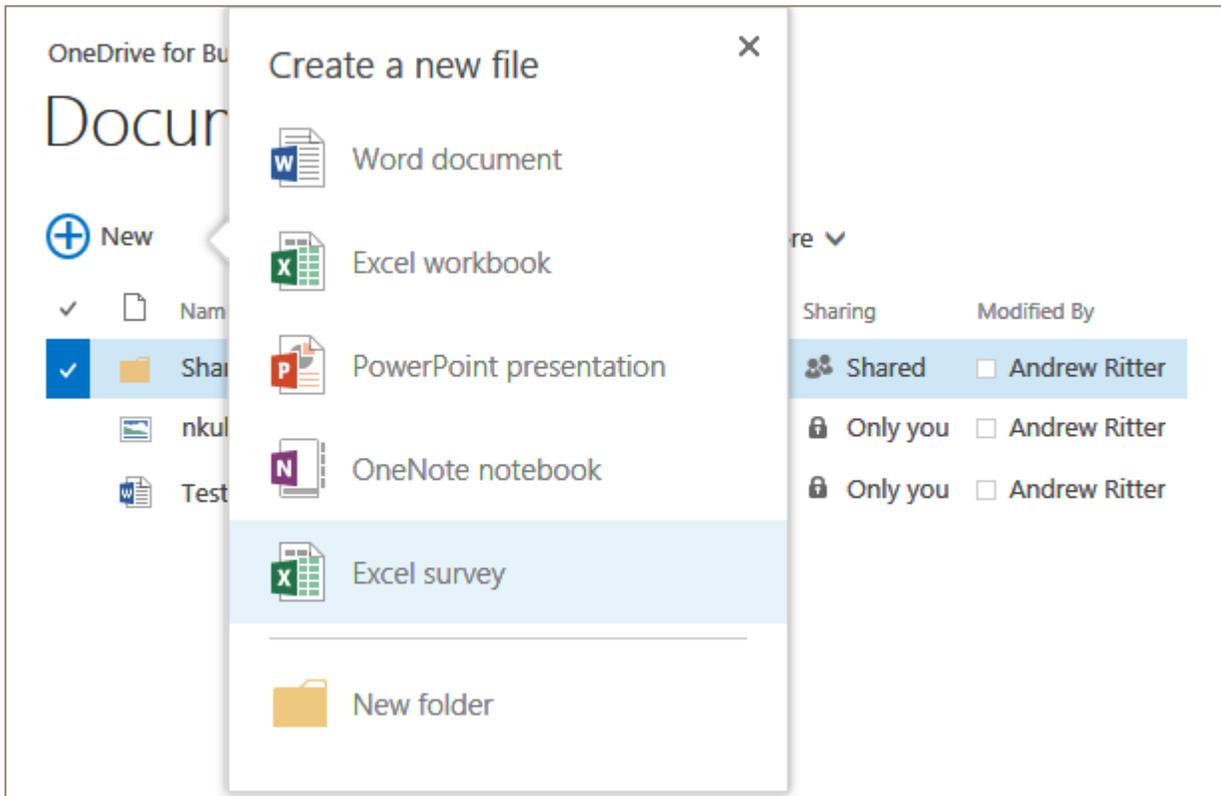
THROUGH YOUR ONEDRIVE SYNC FOLDER

You can use the OneDrive for Business Sync App to create a folder on your computer that will automatically stay synchronized with your cloud storage when connected to the internet. This option comes in three parts: set up the folder, synchronize, and use it.
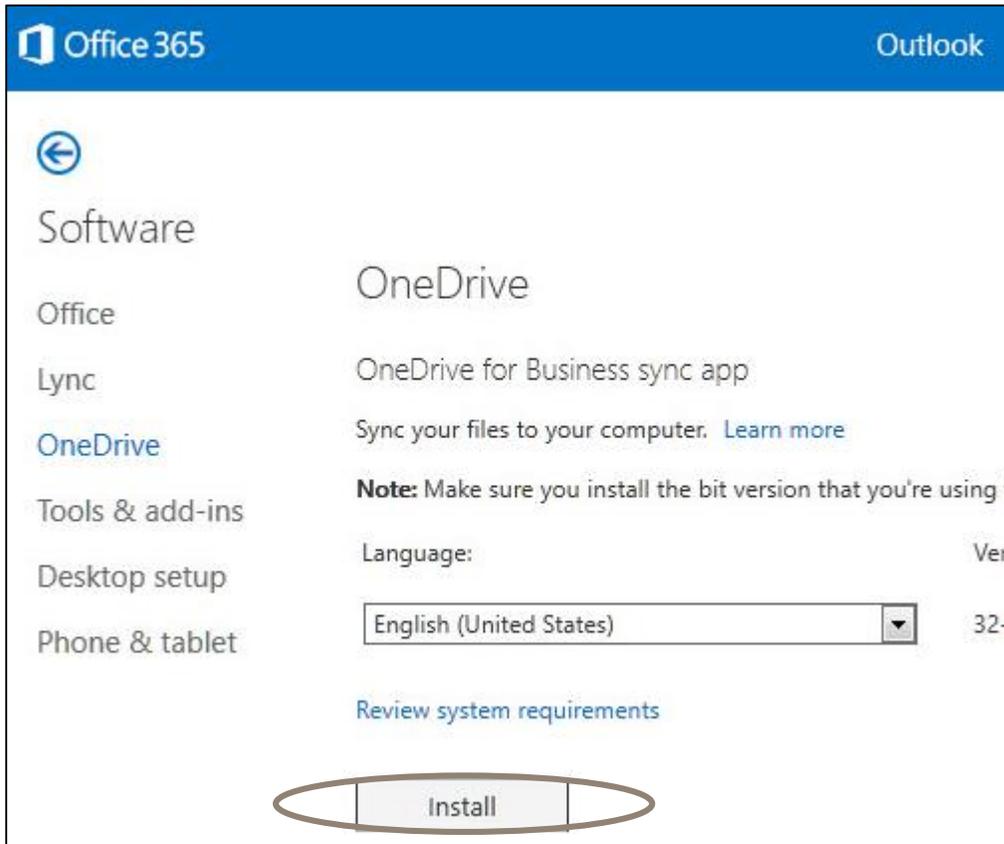
Set up your Sync folder

Before you can use your Sync folder, you'll need to install the app that sets it up. First, click the "Sync" button.
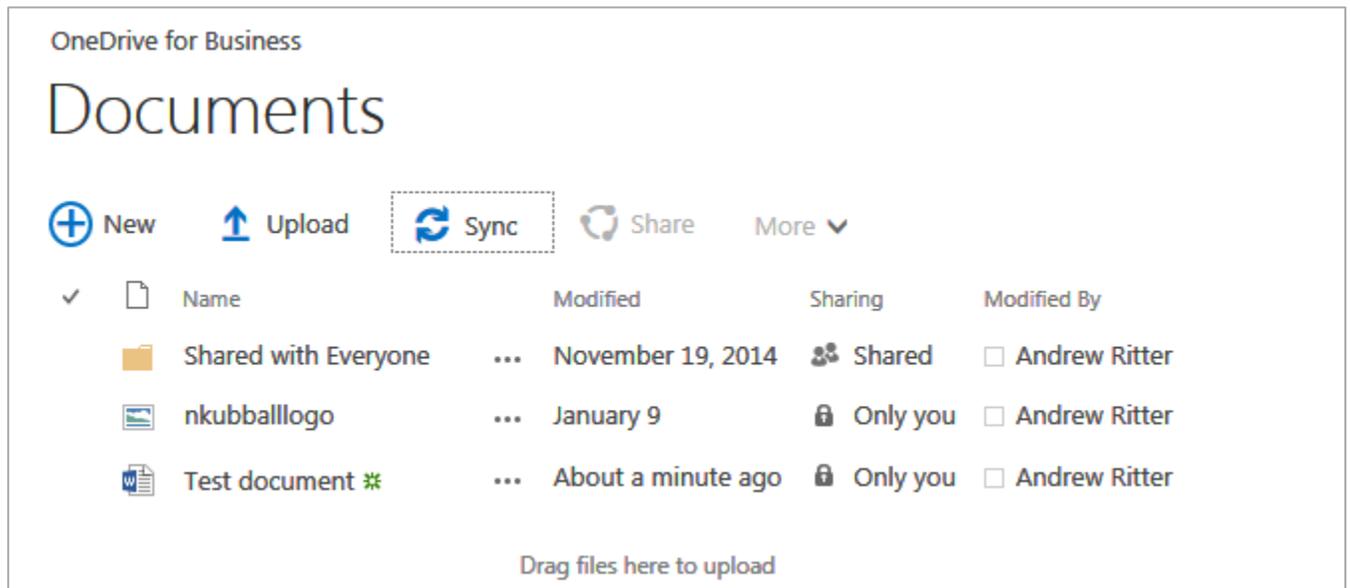
In the dialog box that opens, click "Get the OneDrive for Business app that's right for me."
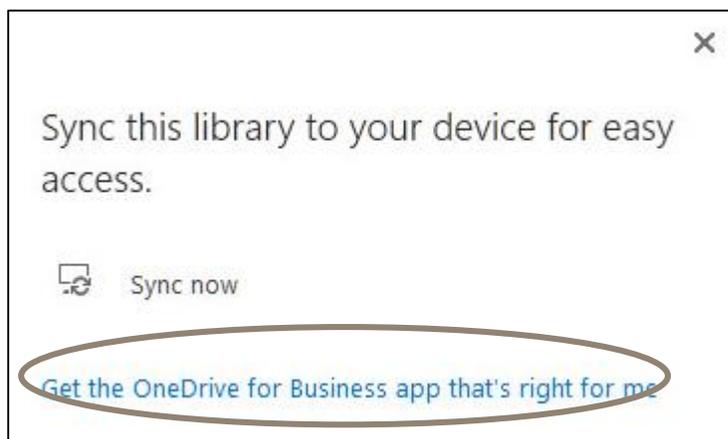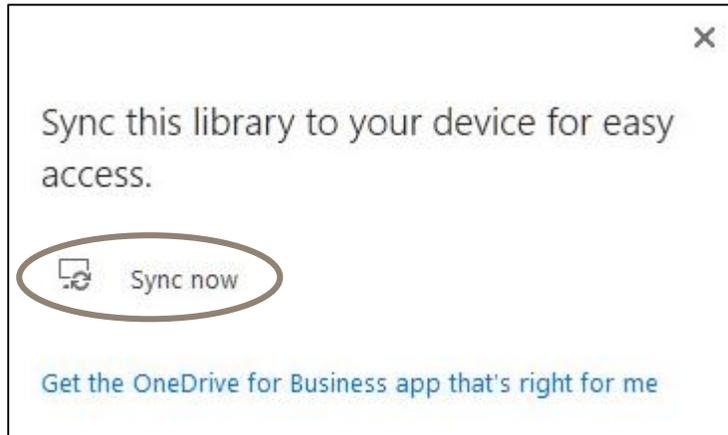
A "Software" window will open with OneDrive selected on the left. Click the "Install" button at the bottom of the page, then follow the steps on your computer to install the file.

Syncronize Your Sync folder

Click the "Sync" button again, then click "Sync now".

At this point, you may see a dialog box (or a series of them) asking for permission. The wording will depend on your browser.

If the dialog box talks about OneDrive for Business or Office 15, click "Launch" or "Allow." The contents of your local folder and your cloud storage will synchronize for the first time.

If the dialog box talks about SharePoint Workspace or Office 14, there is an issue. First, restart your computer and try again. The problem may fix itself when you reboot. If the problem occurs again, contact the IT Help Desk or stop by the Norse Tech Bar in University Center.

Use your Sync folder

When the installer finishes and you have performed the initial sync, you'll have a folder on your computer called OneDrive – Northern Kentucky University. You'll find it listed in your Favorites (in Windows Explorer). It lives inside your User folder (alongside your Documents folder, Download folder, etc.).

THROUGH YOUR OFFICE APPLICATIONS

If you have followed the steps above to sync your folders, when you save a document in Word, Excel, or other Office applications, you'll see your OneDrive – Northern Kentucky University folder listed as a location choice. Saving your documents here puts them in OneDrive rather than on your local device.

QUESTIONS?

Having trouble following the instructions in this PDF?
Contact the IT Help Desk at http://oit.nku.edu/help.html or by phone at (859) 572-6911.