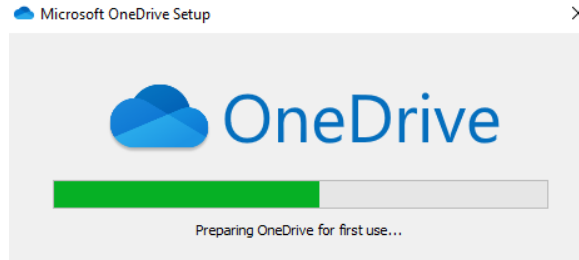


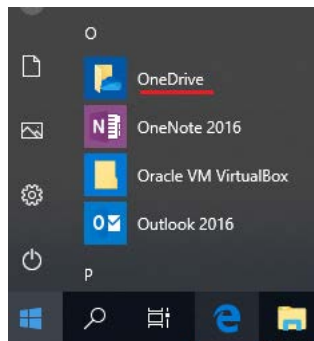
Information Technology

Setting up OneDrive on Windows 10

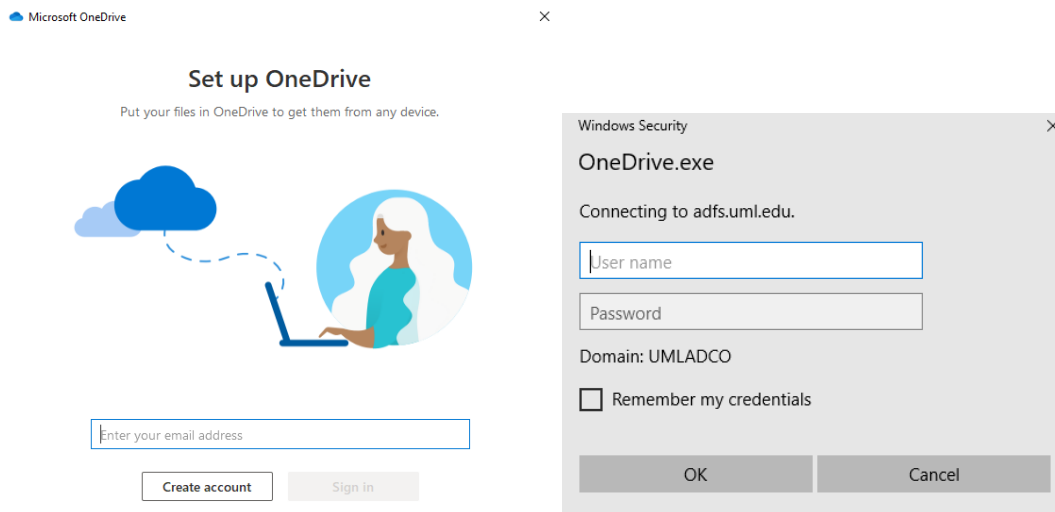
1. Download and run the installer OneDrive installer from here:
<https://go.microsoft.com/fwlink/p/?linkid=844652>
2. Wait for the installation to finish. You will know it is done when this screen disappears



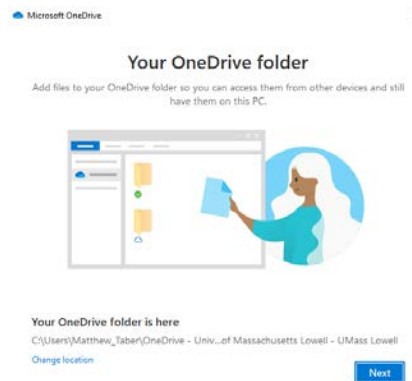
3. Go to the Start menu and run OneDrive



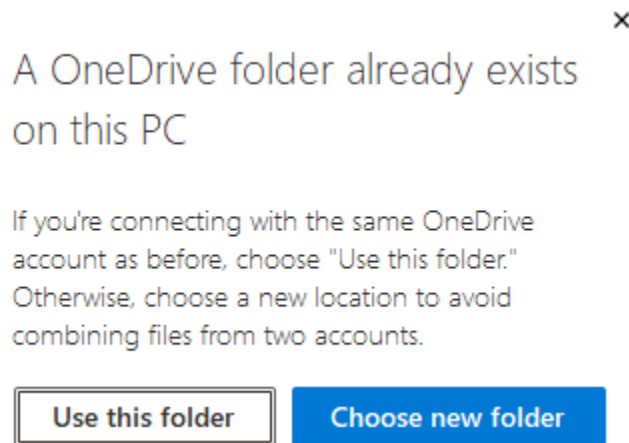
4. Enter your UML email address when prompted and Click Sign In. If you are setting OneDrive up on a computer that is not logged in with your UML user name and password you will be redirected to another sign in page after entering your email address. Enter your UML email and password on the page



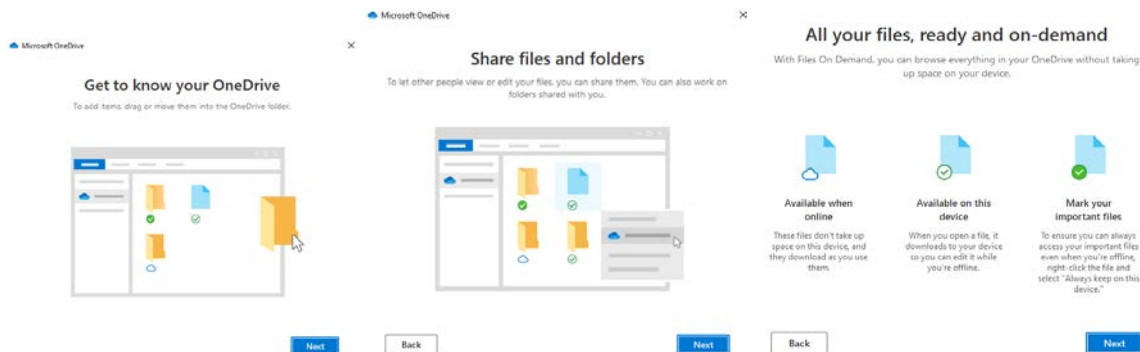
5. Click "Next" to set where your OneDrive Folder will be located.



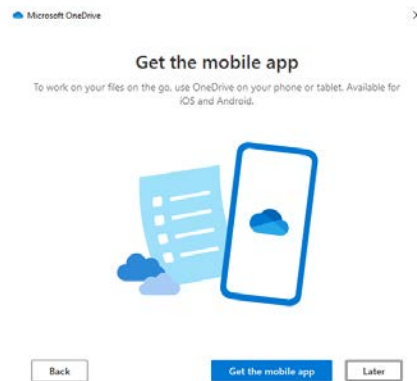
6. If you had set up your UML OneDrive on this computer before you may receive this prompt. Select Use this folder if it appears



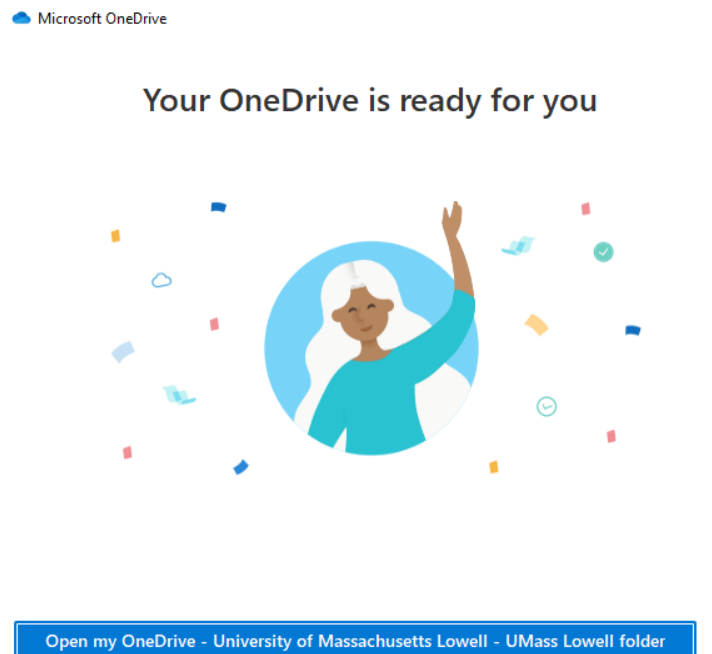
7. There will be a brief overview of OneDrive's capacities. Click "Next" to continue through each screen



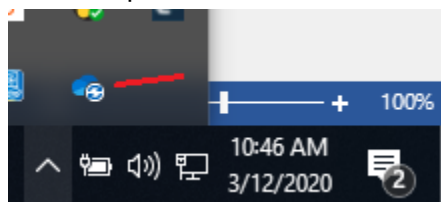
8. You will next be asked if you want to set up the mobile app, click “Later” to continue the setup.



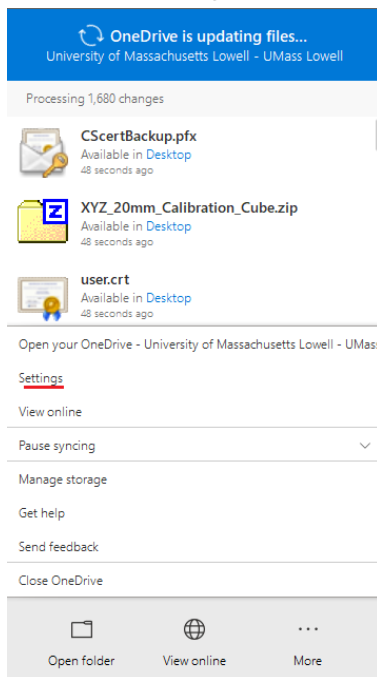
9. Click the Blue “Open my OneDrive” folder button to complete the installation.



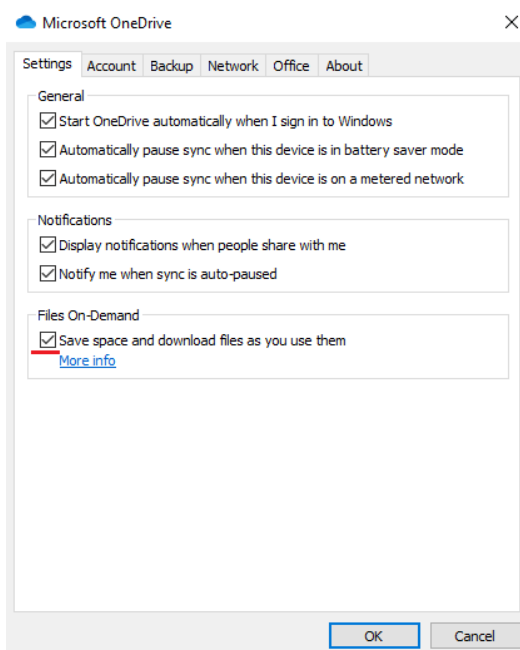
10. Now that OneDrive is installed there some settings that need to be changed. Go to the notification area by the clock and right click on the cloud shaped OneDrive Icon



11. A new window will open in that window click settings



12. In the settings windows make sure the “Save Space and download files as you use them” box is checked



13. You are now ready to start using OneDrive. To add files or folders to OneDrive simply move them to be within your OneDrive Folder.