# OneDrive Backup Overview

Information to Know

- OneDrive for Business is free with your WSU Office365 account.
- OneDrive for Business includes a client version for your local computer and an online web interface.
- OneDrive for Business offers 1Tb of space for you documents.
- It can be used to share documents with other Microsoft account users permanently, and it can share files/folders with non-Microsoft account holders for up to 14 days.
- You can choose to sync all your files in your OneDrive directory, or you can selectively choose which files and folders to sync.
- OneDrive for Business is hosted on Microsoft's servers, so there is high availability.
- You can install the client application of OneDrive for Business on multiple computers, meaning that you can sync your OneDrive files and folders across multiple computers and platforms.
- You can edit traditional Office documents using the Office365 Online applications.
- You and an individual that you have shared a document with, can edit that document real-time through any of the Office365 Online applications.
- OneDrive for Business does not work with files that have been synced to your personal OneDrive account.
- OneDrive for Business is not compatible with syncing Microsoft OneNote notebooks and related files.
- OneDrive for Business only allows for one primary library, so if you want to backup your "My Documents," you will have to move your "My Documents' library into the OneDrive for Business library.
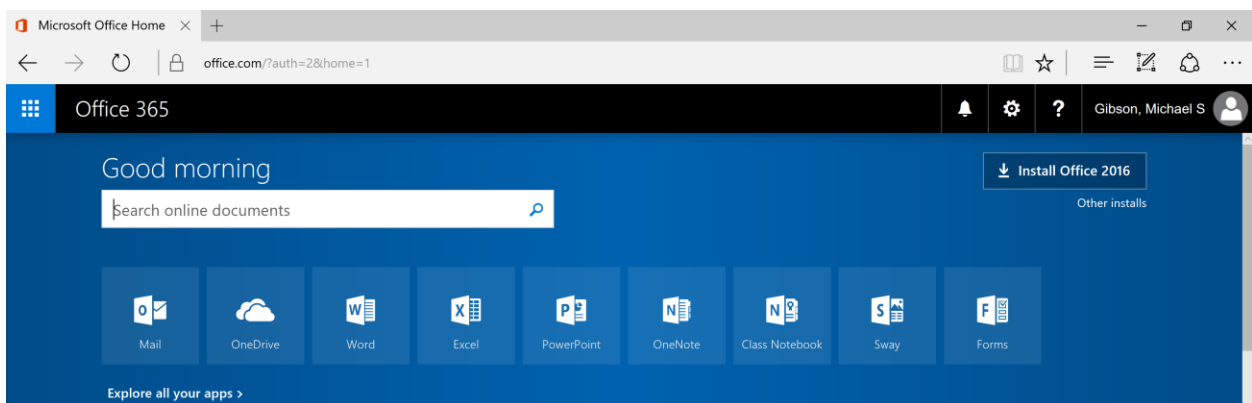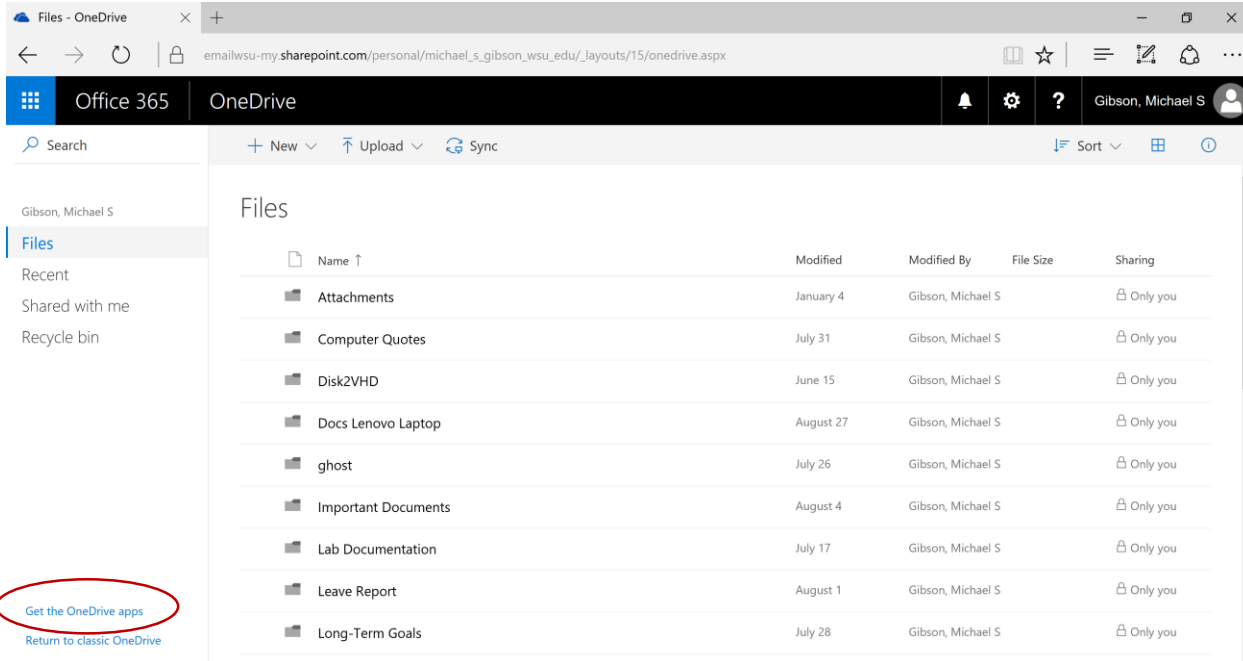
Using OneDrive for Business

From a web browser, type Office365.wsu.edu and hit Enter.
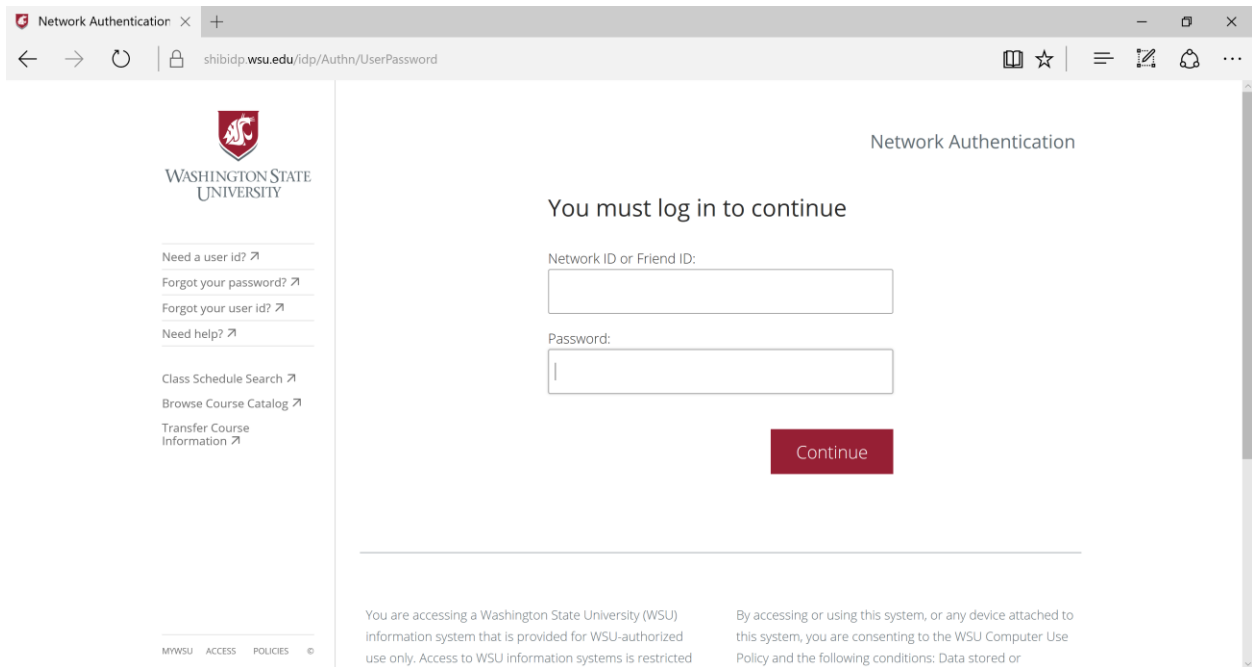
You will be redirected to a WSU Network Authentication page. Please insert your WSU NetID and your WSU Password. Once done, click on the "Continue" button.

This is the Office 365 home page. To access OneDrive online, please select the OneDrive tile icon.
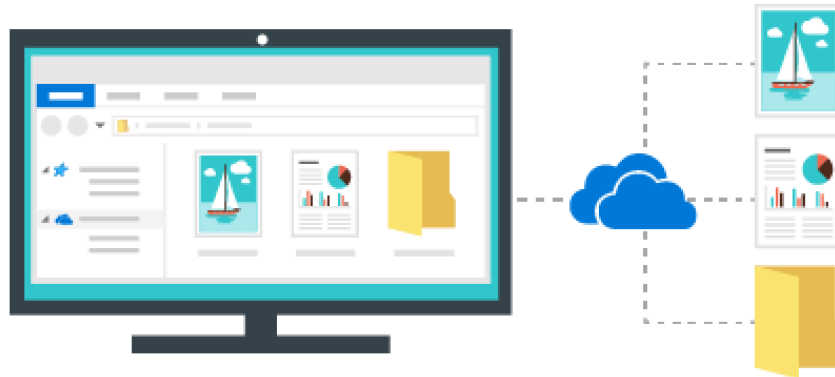
This is the "Files" page of your online OneDrive application. If you do not have OneDrive installed on your computer, please select the "Get the OneDrive apps" in the bottom left-hand corner of the page (circled in red).
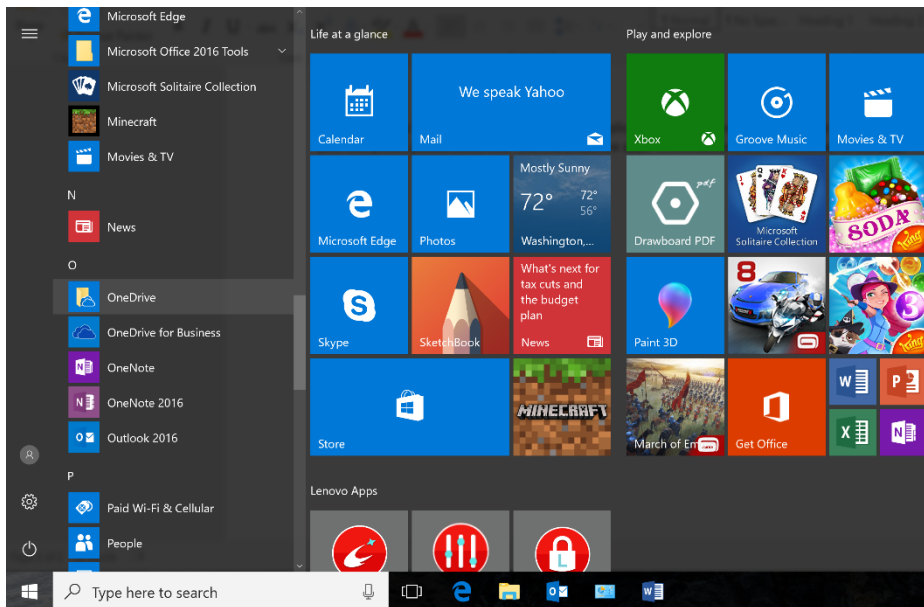
With OneDrive installed, navigate to your start menu and select the OneDrive application. ***Do not select the OneDrive for Business application.

Opening OneDrive for the first time will present you will this screen. Go ahead, and enter you wsu email and then click "Sign-in."

Set up OneDrive

Put your files in OneDrive to get them from any device.

There was a problem connecting to OneDrive
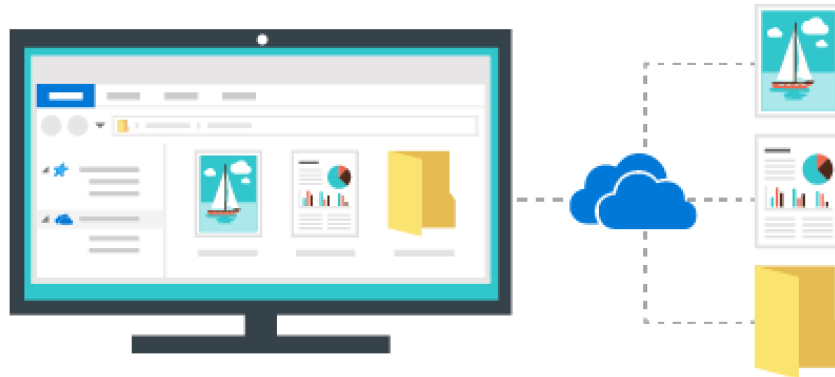
Personal	Work or school

Clicking "Sign in" means you agree to the Microsoft Services Agreement and privacy statement. OneDrive may also download and install its updates automatically.

In this section you will select the "Work or School" option, or you will be taken to the next screen:

Microsoft OneDrive

WASHINGTON STATE ⚜ UNIVERSITY
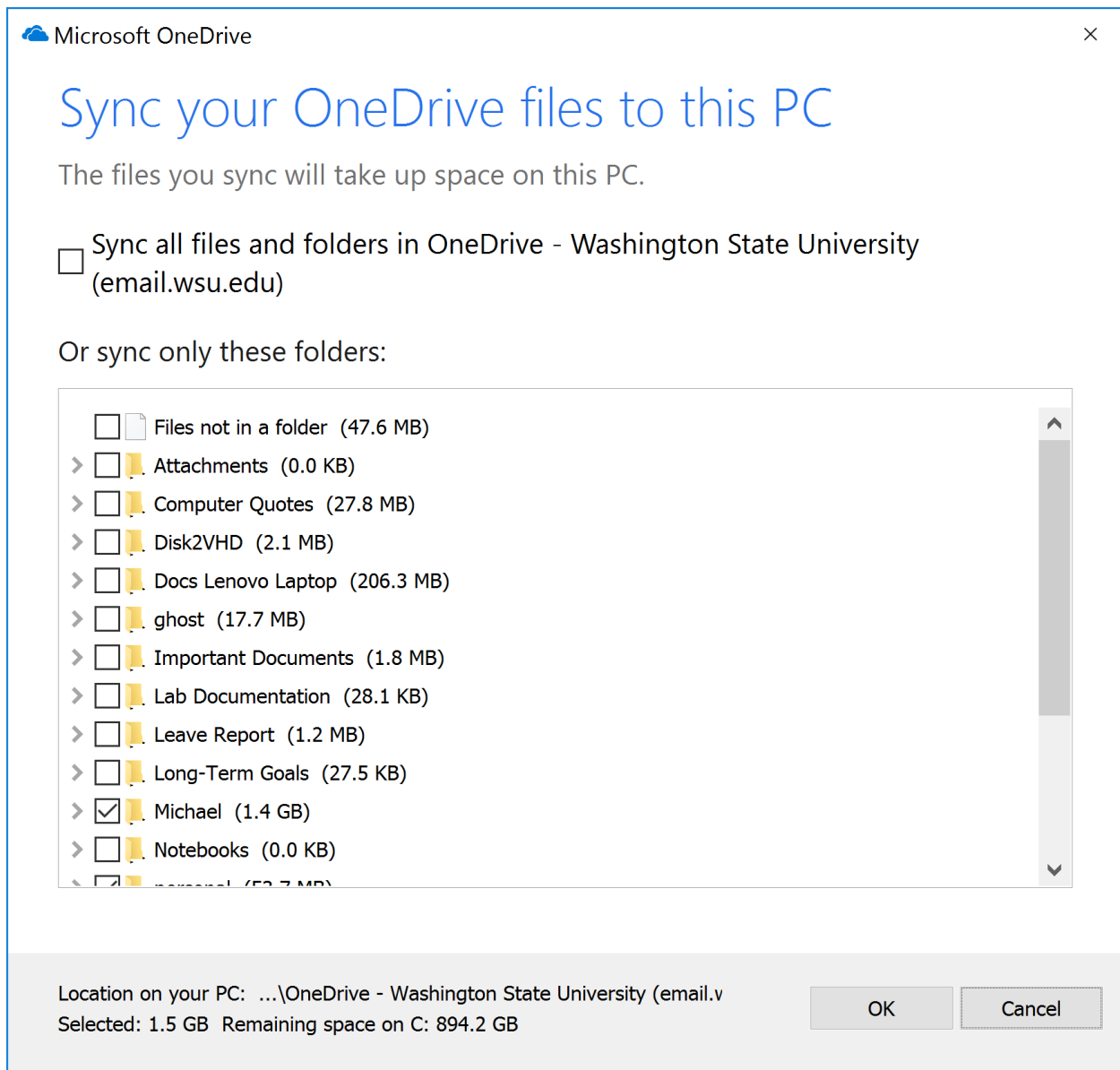
Network Authentication

You must log in to continue

Network ID or Friend ID:

Password:

Continue

When this section pops up, please input your WSU NetID and your WSU password. Hit "Continue" to move forward.

Microsoft OneDrive ✕

Sync your OneDrive files to this PC

The files you sync will take up space on this PC.

☐ Sync all files and folders in OneDrive - Washington State University (email.wsu.edu)

Or sync only these folders:

☐ 📄 Files not in a folder (47.6 MB)
> ☐ 📁 Attachments (0.0 KB)
> ☐ 📁 Computer Quotes (27.8 MB)
> ☐ 📁 Disk2VHD (2.1 MB)
> ☐ 📁 Docs Lenovo Laptop (206.3 MB)
> ☐ 📁 ghost (17.7 MB)
> ☐ 📁 Important Documents (1.8 MB)
> ☐ 📁 Lab Documentation (28.1 KB)
> ☐ 📁 Leave Report (1.2 MB)
> ☐ 📁 Long-Term Goals (27.5 KB)
> ☑ 📁 Michael (1.4 GB)
> ☐ 📁 Notebooks (0.0 KB)
> ☑ 📁 personal (53.7 MB)

Location on your PC: ...\OneDrive - Washington State University (email.v
Selected: 1.5 GB Remaining space on C: 894.2 GB

[OK] [Cancel]

After authenticating your account, you will be asked to create a OneDrive folder. Simply hit "Continue" and you will be moved to the next screen. This screen asks that you choose which folders in your OneDrive folder that you would like to sync with OneDrive online. If you are starting for the first time, the only folder in this option will be "Attachments." Hit "Ok," and the setup for OneDrive is done.
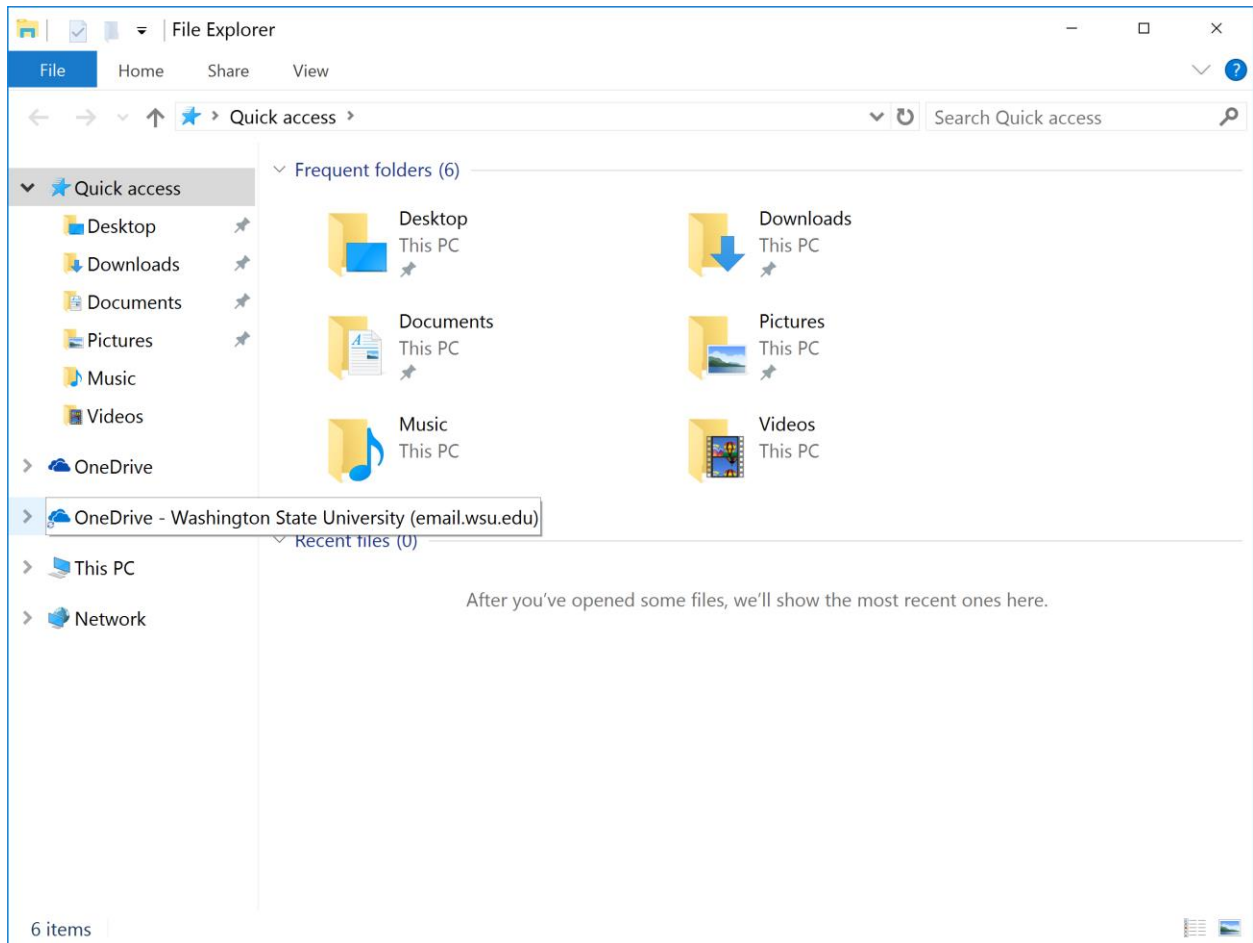
The OneDrive folder with the Washington State University designation is your OneDrive folder for WSU. This will be the only library you will have for this OneDrive account. To add and sync documents to OneDrive online, simply place new folders and files into this OneDrive library.
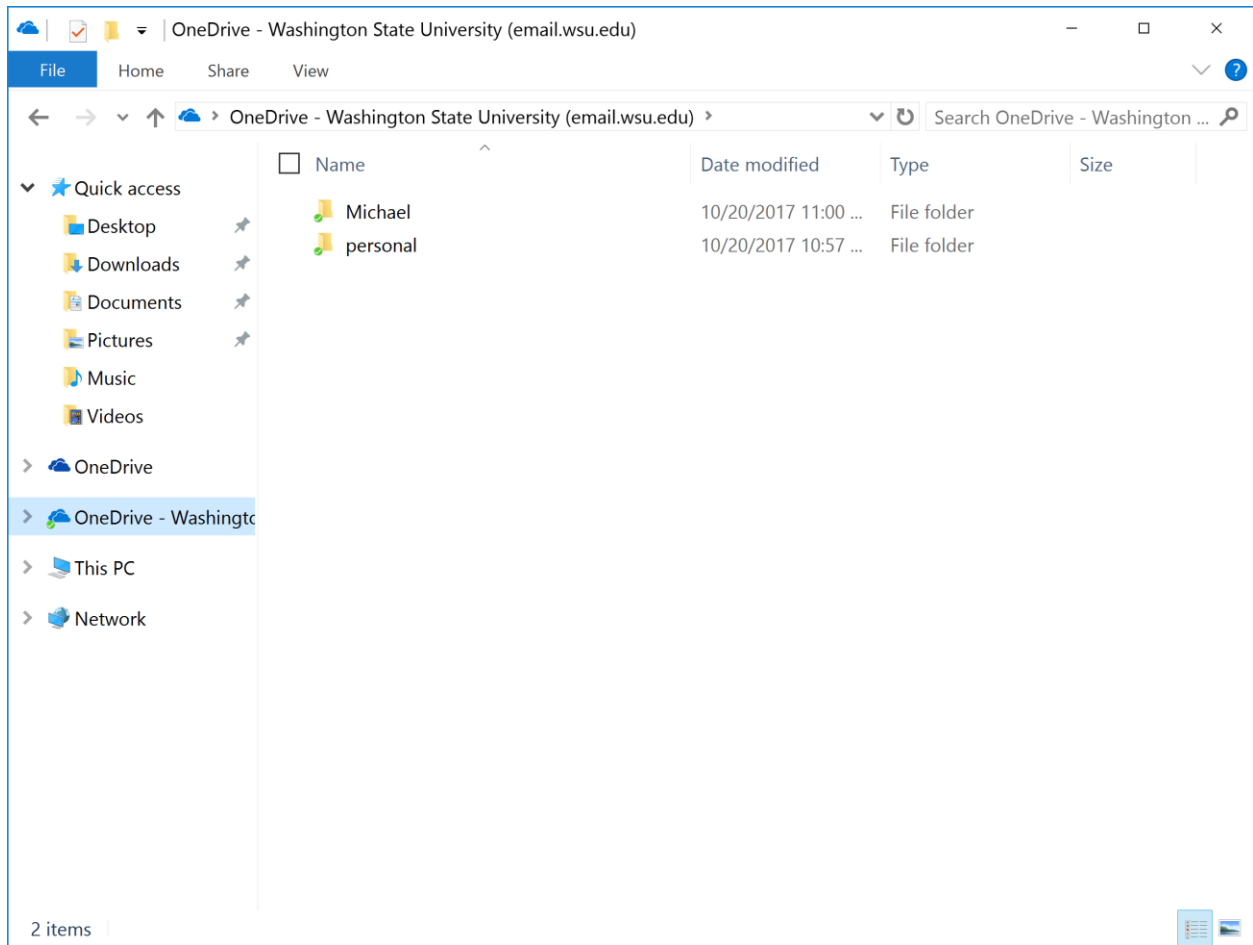
This is what the file directory looks like. Again, simply place new files and folders into this library to sync them with your Online account.