

Table of Contents

Table of Contents	1
OneDrive	2
Faculty Z-Drives to be Retired	3
OneDrive video training	4
Uploading Files to OneDrive	5

Information Technology Services will be migrating all faculty Z: Drive data to individual Microsoft OneDrive for Business accounts during February and March. Once your department has been scheduled to be moved, you will be notified of the exact time. Microsoft OneDrive for Business offers several advantages over the current Z: Drive, including increased storage, improved collaboration tools, Internet access to your data, as well as improved security and file replication. Below are some Frequently Asked Questions and other resources. If you need assistance with your Microsoft OneDrive please contact CIT at cit@easternct.edu.

What will happen to my existing Z: Drive data?

Z:Drives will be set to read-only until 1/1/20 at which time access will be discontinued. Prior to 1/1/20, you will be able to read files stored there, but not edit them. Additionally, you won't be able to add or delete files there.

What is my role in the migration process to OneDrive?

ITS will migrate 100% of the existing data within the user's Z:drives. All file folder structure will remain the same. You do not have to do anything.

How will I find my Z:drive data in my OneDrive?

Look for a new folder named Old Z Drive. All the data from the existing Z: Drive will be moved here. If you have data in your OneDrive already, it will not be affected.

How can I access my OneDrive?

OneDrive can be accessed from anywhere you have Internet access. This includes our university computer, phones tablets, and personal machines. There is no need to use the VPN. Additionally, your office computer can be configured to access it via Windows Explorer, so you can manage the files in the same way you would have on the Z-Drive if you choose. For further questions regarding this option contact cit@easternct.edu

What will happen to the Departmental Common drive?

Nothing, the Departmental Common drives are not being migrated.

How much storage is the OneDrive?

The OneDrive begins at five terabytes or approximately 429,496,725 pages of Word documents or 85,000 hours of music, or 1,550,000 photos.

How big of a file or folder can I upload?

The maximum single upload size is 15 gigabytes.

Are there other advantages of OneDrive?

Files stored in OneDrive are integrated with online office apps, providing online editing and collaboration. OneDrive stores documents of nearly any file type and individual files may be shared with other Eastern students, faculty, and staff to allow for real-time collaboration/editing.

The link below has a series of short informational/tutorial videos on O365 OneDrive for Business are available at <https://support.office.com/en-us/article/video-get-started-with-onedrive-work-or-school-b30da4eb-ddd2-44b6-943b-e6fbfc6b8dde>

The following link contains information from Microsoft about OneDrive: <https://support.office.com/en-us/article/onedrive-video-training-1f608184-b7e6-43ca-8753-2ff679203132>

Saving files to OneDrive from Eastern Computers

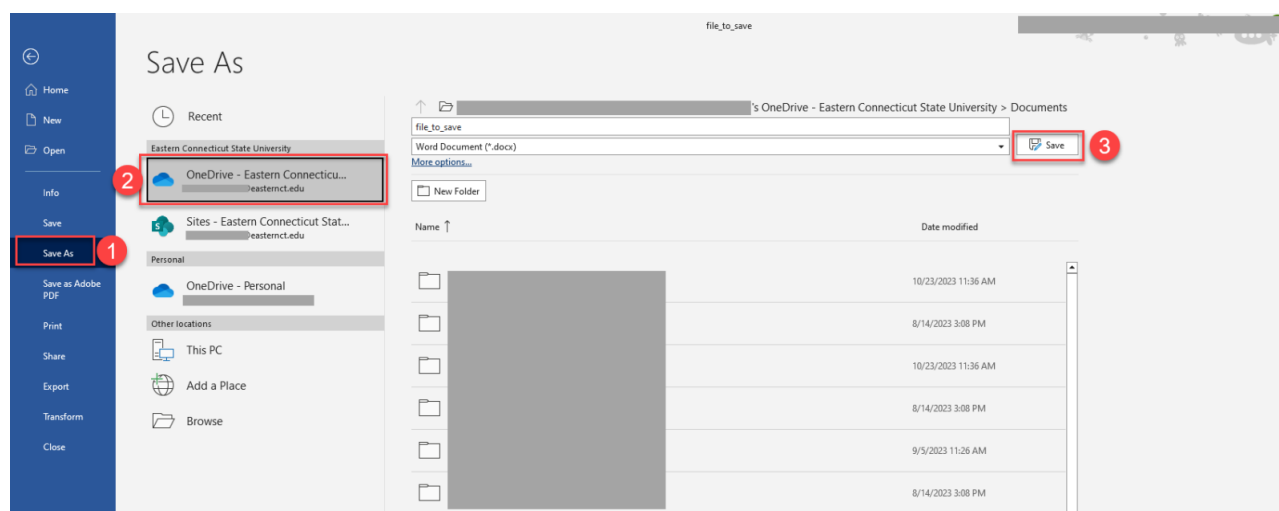
Shared computers located on campus (i.e., in the library, in classrooms, and dorms) are wiped nightly. To save and continue their work later or on another computer, students must save their files on a portable device or to the cloud. Eastern students can use their OneDrive account for cloud storage.

This guide provides Eastern-specific steps to save files to OneDrive and to verify that they are synced. You must confirm that your file(s) are synced before logging out to ensure you can access the file(s) later. Additionally, there are links to Microsoft's OneDrive guides.

Saving Files to OneDrive

Below is an example of how students can save a file to OneDrive. **Note:** Saving steps can vary per application.

1. Click Save As
2. Look for OneDrive- Eastern Connecticut State University. On some applications, students will be able to navigate directly to their OneDrive. **Note:** Students must select their Eastern OneDrive, not OneDrive- Personal.
3. Navigate to the desired folder in OneDrive and click Save.



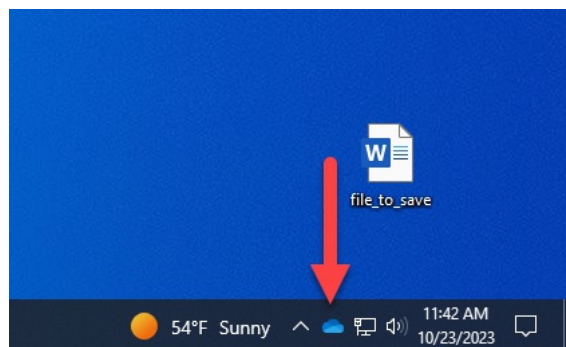
If Eastern OneDrive does not automatically show up as an option to save:

1. Select Browse
2. In the file explorer, select OneDrive- Eastern Connecticut State University from the menu on the left.
3. Navigate to the desired folder in OneDrive and click Save.

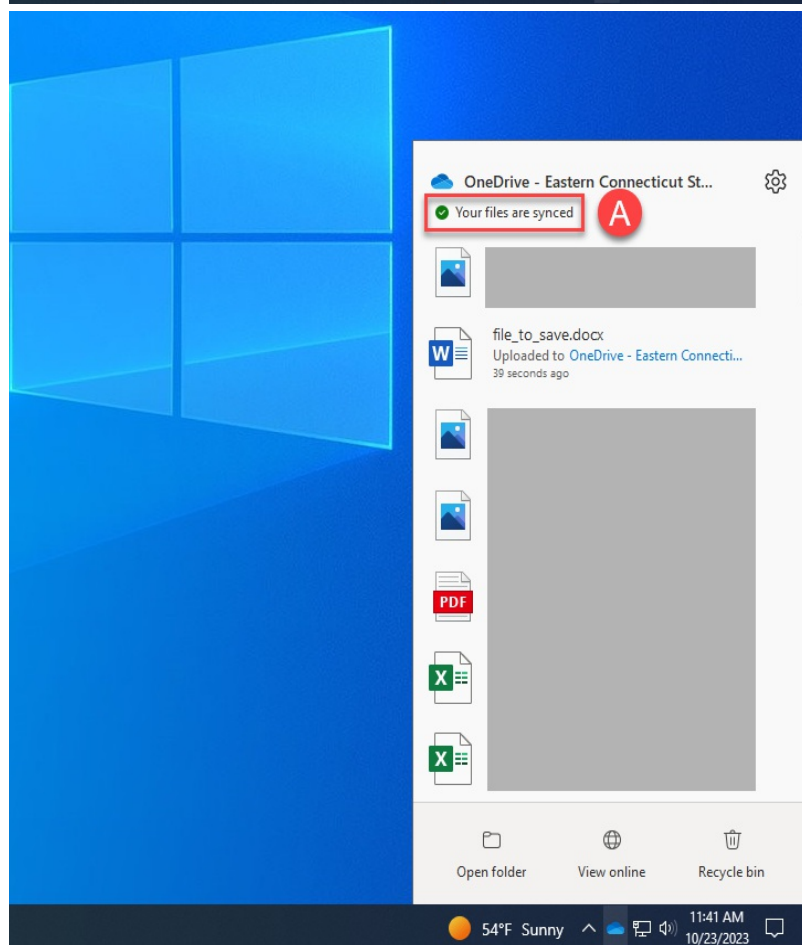
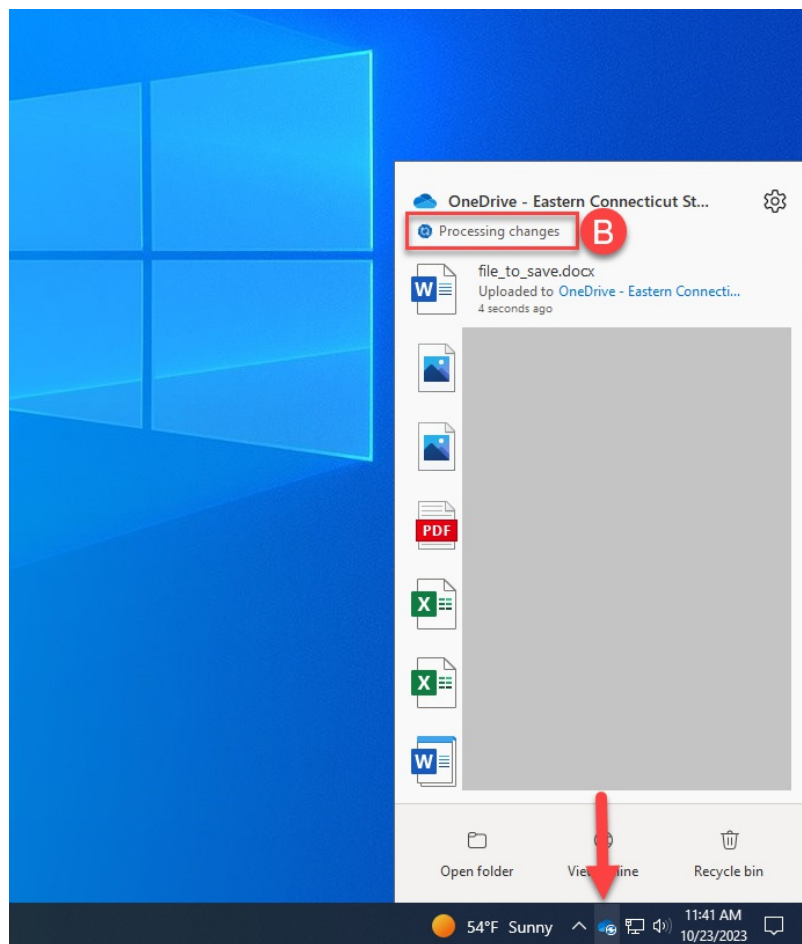
Verifying Files are Synced

Students should verify that their files are synced **before** logging out of the campus computer. To verify that the file is synced:

1. Select the OneDrive icon from the task bar. On a PC, this will be in the lower right corner of the screen. Typically on a Mac, this will be in the upper right.



2. Verify that the files are synced by clicking the icon. If the file is synced, the menu will say Your files are synced, shown in image A. If the files are still syncing, the menu will say Processing Changes and the cloud icon will have a syncing icon, shown in image B.

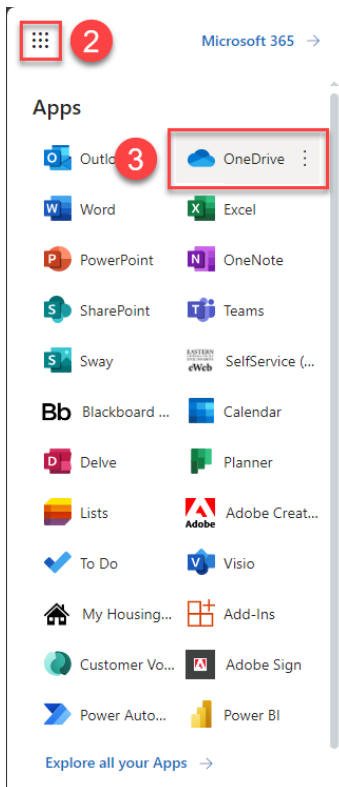


Alternative Method

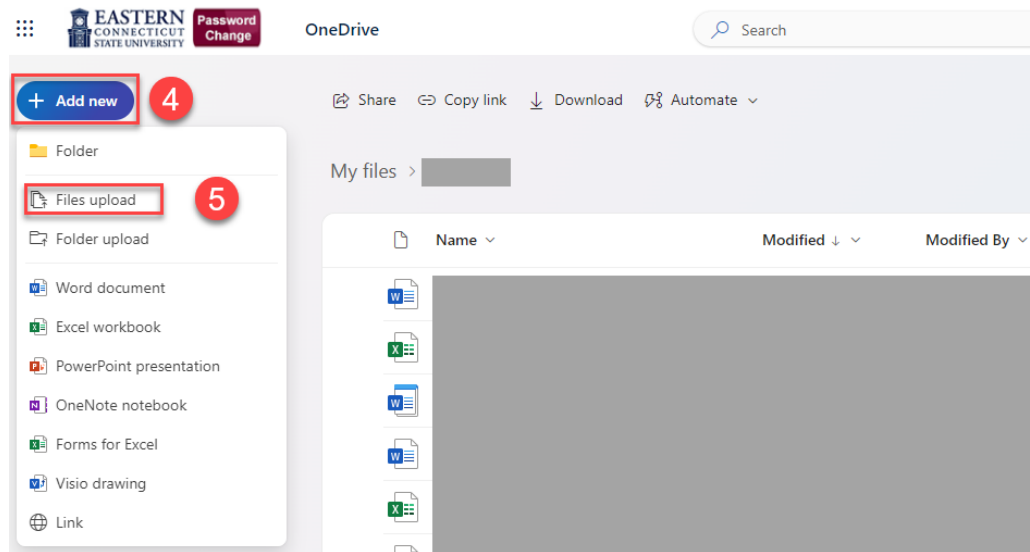
Alternatively, students can open their OneDrive and upload their files from the computer by following the steps below:

1. Access Office 365 apps with this link: <https://myapps.microsoft.com/>. For more detailed steps, see Article 686: [Accessing MS Office 365 apps](#).

2. Click the waffle icon
3. Click OneDrive



4. To upload a file, navigate to the desired location. Click + add new
5. Click Files upload and select files. The files will be added to the OneDrive account.



Microsoft Links

Additionally, Microsoft provides many guides about OneDrive:

[OneDrive video training - Microsoft Support](#)

[Upload and save files and folders to OneDrive - Microsoft Support](#)

