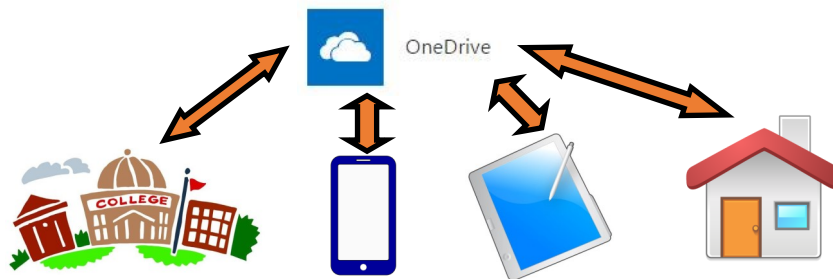


One Drive Overview

OneDrive for Business is a great place to store, share, and sync your work or school files. As part of OSU's Office 365 subscription, you can save your files in OneDrive and then work with them from any device. OneDrive will **replace** your OSU H drive for file storage.



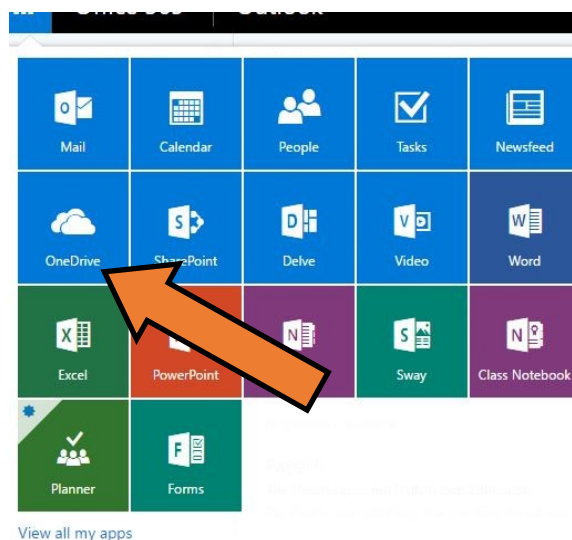
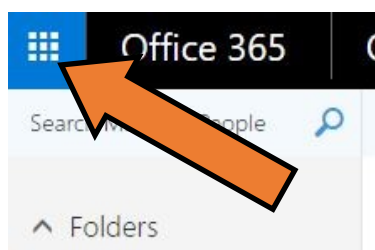
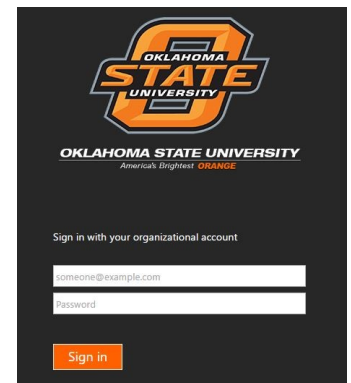
While it was difficult or impossible for most faculty and staff to access their files stored on their H drives when away from campus, saving those files to OneDrive provides file accessibility. By storing files in your OneDrive folder on your campus computer, you can sync them to the cloud and access the latest version from anywhere.



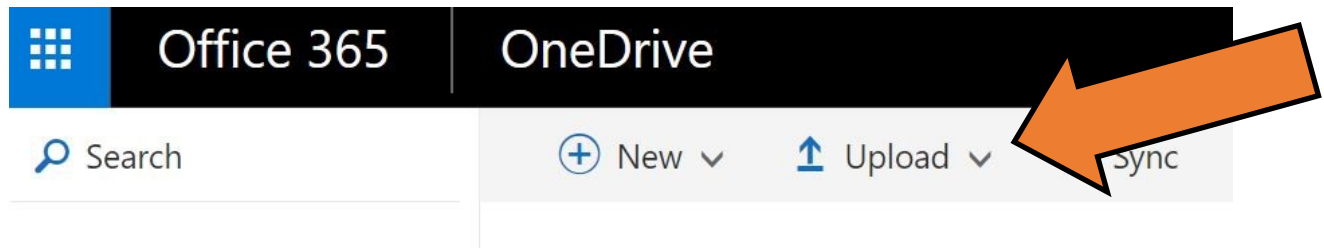
Web Access

To access your OneDrive from any device with internet access, go to cowboymail.okstate.edu in a web browser.

Sign in and then, in the App launcher, select OneDrive.



To add files to your OneDrive on the web, click **Upload**, or you can drag files from your computer straight to OneDrive.



All your files are private unless you decide to share them with others in the OSU system. The icon and description show you which files you've shared.

When you give a coworker permission to edit, you can both work on the file at the same time.



On Campus/Local OneDrive Basics

Your OneDrive for Business will be synced to your on-campus PC or Mac, so you can access your files even when you're offline. If you make changes to files while you're offline, those changes are automatically synced the next time you connect to OneDrive.

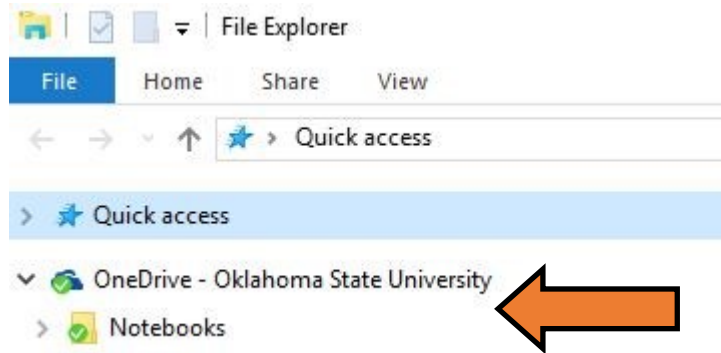
You can save files to your local (installed on your computer) OneDrive folder in several ways. The most common are:

1. Directly from an Office application on your computer.
2. Using File Explorer.

To save a file to the OneDrive folder on your computer directly from an Office application such as Word or Excel, choose File and then Save As. OneDrive should appear as an option for location to save your file:



To save files by dragging or copying and pasting, go to the Start button (bottom left of your desktop computer screen) and choose File Explorer. Locate your OSU OneDrive and open the appropriate file folder. Drag or paste your file in place.



File Storage in OneDrive

Watch these short tutorials if you need to:

[Upload files and folders in OneDrive](#)

[Create files and folder in OneDrive](#)

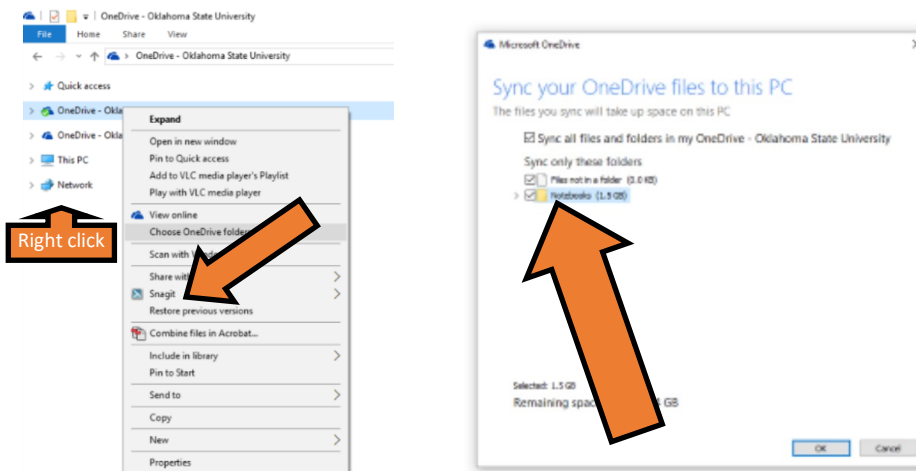
[Share files and folders in OneDrive](#)

Syncing Your Files

To work with your OneDrive for Business files directly in File Explorer and access them even when you are offline, sync the files to your computer. You can choose which of the files you place in your OneDrive folder should sync ([What syncing means](#)).

To choose which files to sync, open File Explorer and right click on OneDrive - Oklahoma State University. Select "Choose which files to sync".

When the dialog box pictured below appears, check mark the files and folders you wish to sync.

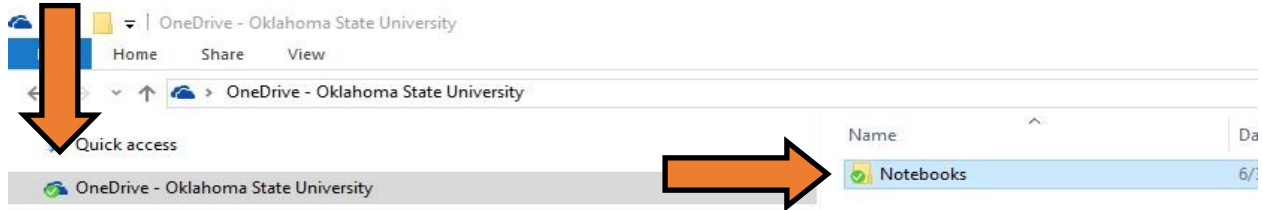


Are My Files Synced?

If you choose not to sync certain files to OneDrive, you may lose them if you have a

computer crash or other data loss event. If you read the information below and still aren't sure you have the right files syncing, contact SSB Support for help. OneDrive uses certain images placed on the OneDrive and file folder icons to indicate syncing (or lack thereof). Open your File Explorer to check folder and file syncing. Open your system tray (bottom right of screen) to check OneDrive syncing. The images you could see are shown below.

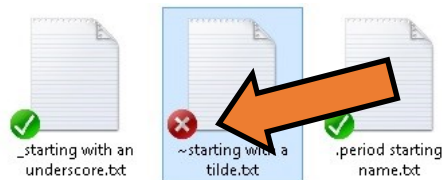
Checkmark = successfully synced



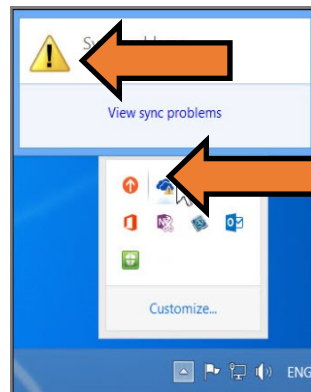
Blue circle with arrows = currently syncing



Red X = file/folder not synced/sync problem



Yellow triangle with exclamation point = Sync Alert with OneDrive (in System Tray at bottom right of screen)



If you see the yellow Sync Alert icon, see [OneDrive for Business sync problems](#) or contact ssbsupport@okstate.edu.

Possible Reasons Your Files May Not Sync

If you have ensured that you have selected a certain file or folder to be synced (see Syncing Your Files, above) and still do not see the green or blue indications that it is syncing, there are other possible reasons your files may not sync.

Number of items that can be synced

You can sync up to 20,000 items total across all synchronized libraries. This includes folders and files.

Size limit for syncing files

These limits apply to files and folders that you add to a synced library folder for uploading to SharePoint. These limits apply to un-encoded URLs, they don't apply to encoded URLs.

- Folder names can have up to 250 characters.
- Folder name and file name combinations can have up to 250 characters (including the entire path that starts with OneDrive—Oklahoma State University)
- Certain special characters (such as # or !) in file names will prevent the file from syncing

For more details on syncing restrictions, go to [Restrictions and Limitations](#).

Note: Windows Explorer displays the first 35 characters of a site library's name and site name combination for a library that you have synchronized. This doesn't affect the ability to sync these items within the limits described in this article.

For more information, go to aka.ms/learnOneDrive.