This guide is designed to walk you through the basics of accessing your Loyola University Chicago OneDrive for Business account with Office 365 Groups. Step-by-step instructions will help you access these files via the web or via a client application.
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Introduction

This guide is to assist users in using Loyola’s OneDrive for Business - Office 365 Groups to store team or departmental data. All OneDrive for Business - Office 365 Groups accounts are provisioned with 1 TB of cloud storage and can be shared with anybody, both Loyolans and non-Loyolans. This service also provides access to Microsoft’s Office Web Apps, web-based versions of Excel, OneNote, PowerPoint and Word.

The focus of this guide will cover the three primary ways to access your OneDrive for Business – Office 365 Groups shared storage account.

- **Browser-based Access** – As with Box, primary access for all OneDrive for Business cloud based storage is through a browser. While some sharing can be done through a desktop or sync client, more robust features (such as versioning) is done through the browser.
- **Desktop Client (Windows and OSX)** – The OneDrive desktop client provides syncing capabilities for both Windows and Apple OSX. Synchronizing is available for all files or limited to a subset of folders/files.
- **Mobile Client (Android/iOS/Windows Mobile)** – The OneDrive mobile client provides an interface to all folders/files stored in the cloud. Clients are available for Android (phones/tablets), iOS (phones/tablets) and Windows Mobile (phones). Windows tablets should use the desktop client noted above.

*Note: This guide is for Loyola Staff, Faculty and Students only. You must have an active UVID (University ID) to access OneDrive for Business.*
Browser-based Access

The OneDrive for Business web interface is the primary way in which to manage your Office 365 Groups shared storage. Through the web interface, you can securely share files with colleagues, business partners, and students. You can control who can see and edit each file or folder under your account.

The web interface also controls document versioning, restoration of deleted files and manages integrated workflow/approval processes for any documents.

Accessing OneDrive for Business – Office 365 Groups

OneDrive for Business (and Office 365) fully supports the following browsers, using the latest version:

- Microsoft Edge
- Chrome
- Firefox
- Opera
- Safari

Mobile versions of the above browsers are fully supported as well.

**Note:** As of January 12th 2016, Internet Explorer versions will begin to experience diminished functionality and should not be used. Use one of the browsers listed above instead.

To access OneDrive for Business - Office 365 Groups, open your browser and go to https://portal.office.com.

Type in your Loyola email address and click Sign-In.
Next you will be re-directed to a Loyola managed login page for you to enter in your UVID and password. It should look identical to the login page used to access web-based email (outlook.luc.edu).

**Note:** if you have already logged into web-based email, you will not need to login again. This behavior is intentional.

Using OneDrive for Business
Once logged in with your UVID and password, you are redirected back to your personal Office 365 portal page. The default view is a list of all the applications to which you have access. From here, you can launch the various applications and features of Office 365, including OneDrive for Business.

In OneDrive for Business, you will see a list of all the files and folders in your account. You will also see any Office 365 Groups shared storage listed on the left column.

**Note:** If you do not see Office 365 Groups shared storage listed on the left, please refer to Appendix I.
Selecting an item from the left column will direct you to the Office 365 Groups shared storage. Office 365 Groups storage is distinct from your personal OneDrive for Business storage, having its own 1TB quota. Each group storage also has its own set of distinct permissions.

Once in a group’s storage area, you will see a document library like your own, personal OneDrive for Business storage.

As with your personal storage, you can also access additional features by clicking the ●●● next to the name of a folder or file. Options include opening the document online or with the full desktop client. You can also share, download, view version history, etc.
Desktop Client

OneDrive for Business – Office 365 Groups can leverage the same sync clients available for your personal storage. This guide will provide instructions specific for synchronizing group storage. It assumes the OneDrive client is in use for personal storage. For installation and configuration instructions of the OneDrive client, please reference the OneDrive for Business guide.

Desktop sync clients available for Windows and Apple computers. Windows-based desktops, laptops and tablets require versions 7, 8, 8.1 or 10. Apple-based desktops and laptops require OSX version 10.9 and above.

Note: The desktop clients for both Windows and Apple will occasionally prompt to re-enter credentials. This happens approximately once a month.

Sync Client Limitations

When using the sync client for either Windows or Apple computers, please keep the following limitations in mind:

- **Item Limits** – 30 Million Documents.
- **File Size Limits** – 10 GB per file.
- **Character Limits** – 256 characters, includes the file name and path.
- **Invalid Characters** –
  - # (number sign)
  - % (percent)
  - < (less than)
  - > (greater than)
  - : (colon)
  - " (double quote)
  - | (pipe)
  - ? (question mark)
  - * (asterisk)
- **Invalid Strings and Extensions** –
  - .ashx
  - .asmx
  - .json
  - .soap
  - .svc
  - .xamlx
  - .files
  - ~$~
  - .laccdb
  - .tmp
  - .tpm
  - thumbs.db
  - EhThumbs.db
  - Desktop.ini
  - .DS_Store
  - Icon
  - .lock
- **Open Files** – Open files cannot be synced. Any file in use by an application (for example, an Excel .xlsx file or an Outlook .pst file) will only update once closed.
- **Network Drives** - You cannot add a network or mapped drive as your OneDrive sync location.
Windows Client Configuration

The OneDrive for Business sync client instruction are broken up between Windows 10 and Windows 7/8/8.1. Please follow instructions for whichever version is applicable. If unsure of which version of Windows you are running, click on the Start Menu and type in winver and hit enter. A dialog box should appear showing the current Windows version you are running, like the image on the right.

Windows 10

Windows 10 desktops, laptops and tablets should have the correct client already installed. To configure the client, login through a browser as instructed on Page 4. Once in OneDrive for Business, click Sync at the top of the page.

Depending on the browser used, you will see a similar dialog box open, click Yes or OK to continue. The example shown is using Microsoft Edge.

Once you have chosen where synchronized folders/files will reside, you can select which folders you would like to synchronize. All folders/files are selected by default.

Click Start Sync once done.
Windows Explorer will now show Loyola University Chicago, with any synchronized, shared storage, on the left-hand navigation pane. You should see a structure like the image on the right. All folders/files synced are available for use.
Windows 7/8/8.1
For Windows 7/8/8.1 computers, login though a browser as instructed on Page 4. Once in OneDrive for Business, click Sync at the top of the page.

Now you can select which folders you would like to synchronize. All folders/files are selected by default.

Click Start sync once done.

In Windows 7, you will need to navigate to your user profile to see your Office 365 Groups synchronized files. Provided you have chosen the default location for shared storage, you can also copy and paste the below into your Windows Explorer address bar: %USERPROFILE%\Loyola University Chicago

Once complete, all folders/files synced are available for use. It should look like the image on the right.
Apple OSX
For Apple OSX computers, login though a browser as instructed on Page 4. Once in OneDrive for Business, click Sync at the top of the page.

Depending on the browser used, you will see a similar dialog box open, click Allow to continue. The example shown is using Safari.

Now you can select where to store all synchronized folders/files. Click Choose OneDrive Folder Location. You can also select which folders you would like to synchronize. All folders/files are selected by default.

Click Start Sync once done.
When you use Finder to view folders/files, you will now have Loyola University Chicago, with any synchronized, shared storage, on the left-hand navigation pane. You should see a structure like the image on the right. All folders/files synced are available for use.
Mobile Client

OneDrive for Business supports access via apps on Android, Apple iOS and Windows Mobile devices. The Android app supports both Android phones and tablets. The iOS app supports both iPhone and iPad devices. The Windows Mobile app only supports Windows Mobile phones; Windows tablet access should use the desktop client.

Android App

The Android App requires no additional configuration to access shared storage. Open OneDrive and navigate to the folder/file list.

Select Sites.

Displayed is a list of all the Office 365 Groups of which you are a member. Select the appropriate group to browse those folders/files.

Apple iOS App

The iOS App requires no additional configuration to access shared storage. Open OneDrive and navigate to the folder/file list.

Select Sites.

Displayed is a list of all the Office 365 Groups of which you are a member. Select the appropriate group to browse those folders/files.
Windows Mobile App

The Windows 10 Mobile App, requires no additional configuration to access shared storage. Open OneDrive and navigate to the folder/file list.

Select Sites.

Displayed is a list of all the Office 365 Groups of which you are a member. Select the appropriate group to browse those folders/files.
Appendix I

Setting Office 365 Groups Favorites

While shared Group files/folders can always be accessed directly, it can be easier to add those Groups to your personal OneDrive website. To add a shared Group to your OneDrive website, use the following steps:

1. Login to the Office 365 portal: https://portal.office.com with your Loyola credentials.
   a. You can also access shared Group files/folders directly: https://loyolauniversitychicago.sharepoint.com/sites/GROUPNAME/Shared Documents
   b. Change GROUPNAME for the name of the Group you are trying to access and login with your Loyola credentials.

2. Select the SharePoint application and Search for the Group you are wanting to set as a favorite.

3. Once in the Group you would like to set as a favorite, click on Not Following to change it to Following:

4. After you’ve Followed the Group, it will now show up in your personal OneDrive for Business website/interface. The Group should appear like this: