OneDrive for Business

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

Preparing people to lead extraordinary lives
Introduction

This guide is to assist users in using Loyola’s OneDrive for Business account in Office 365. All OneDrive for Business 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 cloud 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) in order to access OneDrive for Business.*
Browser-based Access

The OneDrive for Business web interface is the primary way in which to manage your cloud storage account. 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

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, 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 can access all Files and folders shared with you by selecting the “Shared with me” option from the left column.
Once you have selected an item, additional features become available along the top menu bar.

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.

Additional details on how to use OneDrive for Business and all the various options are available utilizing the Help feature within the OneDrive for Business website. Look for the [?] in the upper right corner to access the help feature.
Desktop Client

OneDrive for Business has 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, similar to 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 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 Yes or OK to continue. The example shown is using Microsoft Edge.

When prompted click Sign In. You should see your Loyola email address automatically populated.
Select Work or School when prompted.

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).

Click Login.

After you have successfully authenticated, you can select where to store all synchronized folders/files. By default, all are stored on the C:\ partition, under the Users folder (for example: c:\Users\Bob\OneDrive – Loyola University Chicago). You can change the default location by clicking Change Location.

Click Next once done.
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 Next once done.

Click Open my OneDrive – Loyola University Chicago folder to complete the configuration.

Windows Explorer will now show OneDrive for Business on the left-hand navigation pane, similar to 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.

When prompted, “Getting ready to sync”, please click the link to download the latest version of OneDrive.

Once the download has completed, please run the file OneDriveSetup.exe. You should next see a Set up OneDrive prompt. Type in your full Loyola email address and click Sign In.

Select Work or School when prompted.
You will need to enter in your Loyola email address again, press the Tab button once done.

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).

Click Login when done.

After you have successfully authenticated, you can select where to store all synchronized folders/files. By default, all are stored on the C:\ partition, under the Users folder (for example: c:\Users\Bob\OneDrive – Loyola University Chicago). You can change the default location by clicking Change Location.

Click Next once done.
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 Next once done.

Click Open my OneDrive – Loyola University Chicago folder to complete the configuration.

Windows Explorer will now show OneDrive for Business on the left-hand navigation pane, under Favorites. All folders/files synced are available for use. It should look similar to the image on the right.

**Note:** Windows 7 users that **DO NOT** have a personal OneDrive account will want to delete the OneDrive folder (highlighted in the example). Otherwise, OneDrive will consistently prompt for logon credentials.
Apple OSX

In order to use OneDrive for Business on OSX, you will need to install the client from the App Store, located here: https://itunes.apple.com/us/app/onedrive/id823766827

Once installed, open the OneDrive application. You should next see a Set up OneDrive prompt. Type in your full Loyola email address and click Sign In to start.

Select Work or School when prompted.
Next enter in your Loyola email address and hit Return.

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).

After you have successfully authenticated, you can select where to store all synchronized folders/files. Click Choose OneDrive Folder Location.

Select a location that works for your configuration and click Choose this location once done.

Confirm your OneDrive folder and click Next.
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 Next once done.

To complete the configuration process, click Open my OneDrive – Loyola University Chicago Folder once prompted.

Check Open at Login if you would like for folders/files to sync automatically, this is recommended.
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 OneDrive app is on the Google Play store here: https://play.google.com/store/apps/details?id=com.microsoft.skydrive. If searching Google Play, make sure to install the OneDrive app, not the OneDrive for Business app. The OneDrive for Business app is legacy and not recommended.

Once installed, open OneDrive and click Sign In. Next, enter your Loyola email address and tap the arrow to continue.
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).

Depending on your version of Android, you may need to login a second time. If prompted to login to auth.luc.edu, please re-enter your UVID and password to complete the logon process.

Your OneDrive for Business app configuration is now complete. If you open the app, you should now be able to navigate and see all your folders and files, labeled as Loyola University Chicago.
Apple iOS App

The iOS OneDrive app is on the App Store here: https://itunes.apple.com/us/app/skydrive/id477537958. If searching the App Store, make sure to install the OneDrive app, not the OneDrive for Business app. The OneDrive for Business app is legacy and not recommended.

Once installed, open OneDrive. Enter in your Loyola email address and tap the Enter.

When prompted to “Choose an account”, tap Sign in to OneDrive for Business.
Next you will be re-directed to a Loyola managed login page for you to enter in your UVID and password.

Depending on your version of iOS, you may need to login a second time. If prompted to login to auth.luc.edu, please re-enter your UVID and password to complete the logon process.

Your OneDrive for Business app configuration is now complete. If you open the app, you should now be able to navigate and see all your folders and files, labeled as Loyola University Chicago. It should look similar to the image on the right.

**Windows Mobile App**

If running Windows 10 Mobile, the correct version of OneDrive is pre-loaded. For Windows Phone 8, you can update to the latest OneDrive client from the Microsoft Store here: [https://www.microsoft.com/en-us/store/apps/onedrive/9wzdncrfj1p3](https://www.microsoft.com/en-us/store/apps/onedrive/9wzdncrfj1p3). If searching the App Store, make sure to install the OneDrive app, not the OneDrive for Business app. The OneDrive for Business app is legacy and not recommended.
Open OneDrive and tap on Account Settings. On the next screen, tap Add Account.

When prompted to Choose an Account, tap on Work or School Account. Type in your Loyola email address on the next screen and tap enter.
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).

Depending on your version of Windows Phone, you may need to login a second time. If prompted to login to auth.luc.edu, please re-enter your UVID and password to complete the logon process.

OneDrive for Business app configuration is now complete. If you open the app, you should now be able to navigate and see all your folders and files, labeled as Loyola University Chicago. It should look similar to the image on the far right.