

Tips & tricks for setting up OneDrive, Space issues and Syncing shared folders

OneDrive is the official cloud-based storage environment for Centre College and every employee gets 5TB of space. Sometimes, the term Office 365 is used in conjunction with OneDrive. Let us take a closer look at what each of these terms mean.

- One Drive - is the cloud-based storage environment where all of your files are stored.
- Office 365 - is all of the online software applications that you use within OneDrive. A few examples of the software programs include: Word, Excel, PowerPoint, OneNote and Teams.



There are two ways to use OneDrive:

Option 1: Cloud-based version

Open up a web browser (*Chrome, Firefox, Safari*) and go to CentreNet. Click the Office 365/OneDrive button and login with your Centre username and password. Once you are logged in, you can access your files/folders and any files/folders that have been shared with you.

Option 2: OneDrive app

Located on your college owned and imaged computer is the OneDrive app. Browse for the OneDrive app via programs. You may need to login to OneDrive using your Centre credentials. Once you are logged in, by default, all of the files and folders you already have on the cloud (*option 1 above*) will sync locally on your desktop.

Now I am syncing my files to OneDrive, what's next?

When copying your files to OneDrive via the app, you may encounter space issues, especially if you have a laptop as your primary office machine. In order to free up space on your computer, you need to make sure your settings are set where the *Files On-Demand* feature is turned on. This will allow you to access and view all of your files within the OneDrive app, while saving space on your computer. For further information regarding OneDrive's File On-Demand and how it works, [check out this link](#).

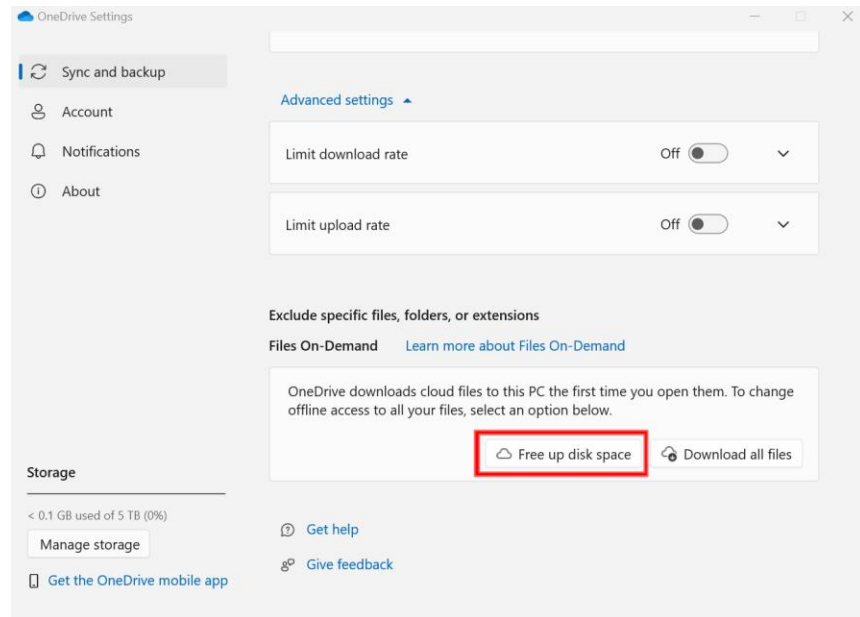
Setting up Files On-Demand on your computer:

On a PC

PC Users: Files on Demand dialog box

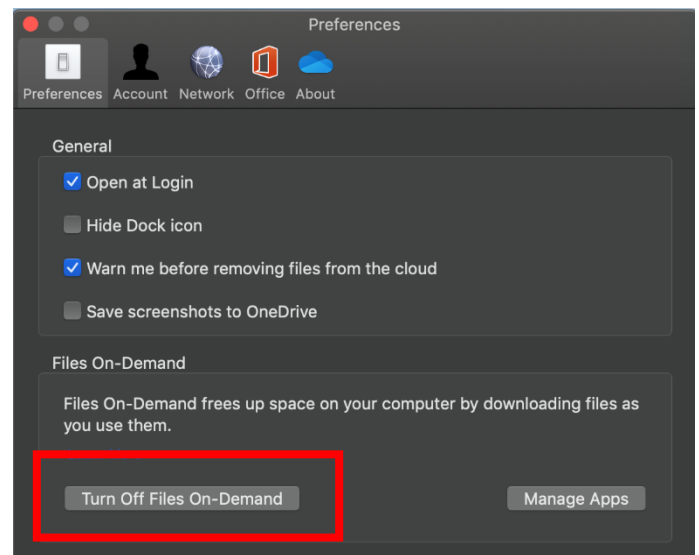
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1. In the bottom right-hand corner of your desktop, click the **OneDrive app** icon. You may need to login to **OneDrive** using your Centre username and password.
2. Click the **gear** icon in the top right corner and click **Settings**
3. Next, in **Sync and backup** tab, scroll down and click **Advanced settings**
4. Click '**Free up disk space**' (note that the first time you open a file after selecting this option, you must have an internet connection)



On MAC

1. In the top right-hand corner of your desktop, click the **OneDrive app** icon. You may need to login to OneDrive using your Centre username and password
2. Click **More** and **select Preferences** from the list
3. Next, click the **Preferences tab** and select the **Turn On Files On-Demand option**. If this feature is already turned on, it will say *Turn Off Files On-Demand*
4. Close the window



Mac Users: Files on Demand dialog box

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Once you have Files On-Demand set-up, OneDrive will re-sync and you will notice different colored icons by your files/folders. Here is an example of what each icon means:

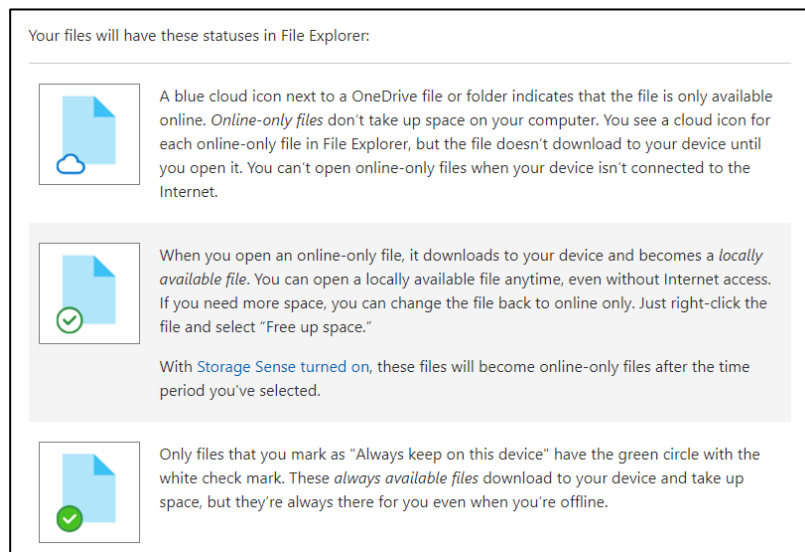


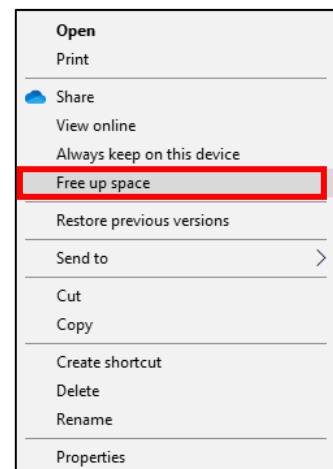
Image obtained from Microsoft's website, [available here](#).

What if I need to add more files, will I have enough space?

As you are adding new files to OneDrive, you may occasionally need to free up space on your computer, since by default it will sync the files locally (*as mentioned above*) and your files/folders will have a green check-mark icon next to it.

To free up space:

1. **Right-click** on the files/folders you just uploaded to OneDrive using the app
2. Select the **Free up space** option
3. OneDrive will re-sync the files/folders. This process may take a while, depending on your file types and how large your files/folders are
4. Please make sure you stay on your current Wi-Fi network. If your computer goes to sleep, the battery is drained, or you disconnect from your Wi-Fi network, you will have to start the process all over
5. You can always check the status of OneDrive by clicking on the OneDrive icon located at the bottom of your desktop (*PC users*) or top of your desktop (*MAC users*)



Free up space option

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When should I use the OneDrive app, instead of the cloud-based version of One Drive?

In the cloud-based version of OneDrive you can upload a folder with files, but what happens is that the folder will be created but the files will not be uploaded. In order to make sure all of your folders and files are uploading to OneDrive, it is better to use the OneDrive App, which is located on your desktop. In addition, the OneDrive app allows you to replace folders that have the same name where the cloud-based version will only let you replace files with the same name.

Please look at how you name a file/folder. Special characters such as: " * : < > ? / \ | . ~ " # % & { | } **are not allowed**. For more details on this, please [check out this link](#).

OneDrive cloud-based version

- Can replace files but not folders
- Will upload all of the folders but files will not appear within these folders. You will need to upload the files separately

OneDrive App

- Best for uploading folders with files
- Best for replacing folders with the same name

How do I access a shared file/folder?

If you are not an owner of a file/folder, these will not automatically show up in the OneDrive app on your desktop. You will be able to view these files/folders using the OneDrive app on a tablet or smartphone or via the cloud-based version of OneDrive, but not on your computer. However, there is a solution for this.

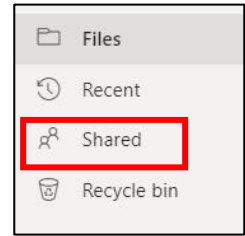
If you want to view shared folders on your computer, you will need to sync these folders first. Please note that you will not be able to sync files that are shared with you. Individual files would need to be moved in a folder, before you could sync it to your desktop.

To sync a folder that has been shared with you:

1. Open up a web browser (*Chrome, Firefox, Safari*) and go to CentreNet
2. Click the **Office 365/OneDrive button**

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3. Login with your Centre username and password
4. Click **Shared** on the left side. This is where all of the files/folders that have been shared with you are located



Shared icon

5. Locate the folder you want to sync and click on it to open it up

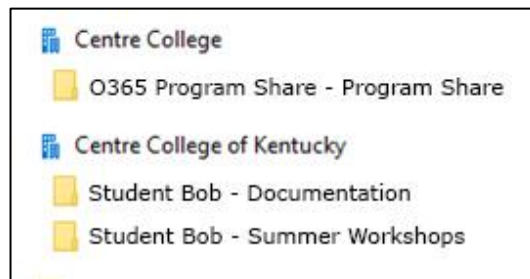
6. Click the **Sync button** on the top menu bar



Sync option

7. The folder will sync to your desktop. Once it is done syncing, you should be able to see it in the file explorer. These folders will be listed under the *Centre College of Kentucky* list and it will include the individual's/departmental name (*who is the owner of the folder*) and then the name of the folder.

Below is an image of how the various shared drives within Office 365 would be listed, once you have successfully synced it on your office computer.



Example of shared OneDrive folder