OneDrive FAQs & Tips

Reading this on computer? Click on a question to jump to the answer? Reading this in print? Flip to the page for the answer.

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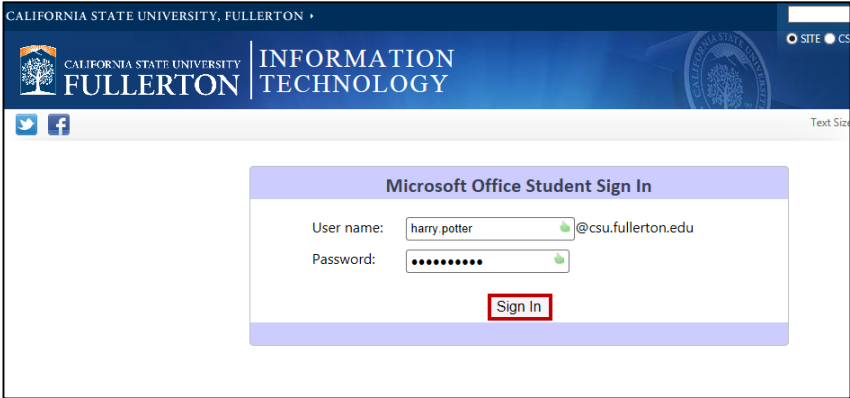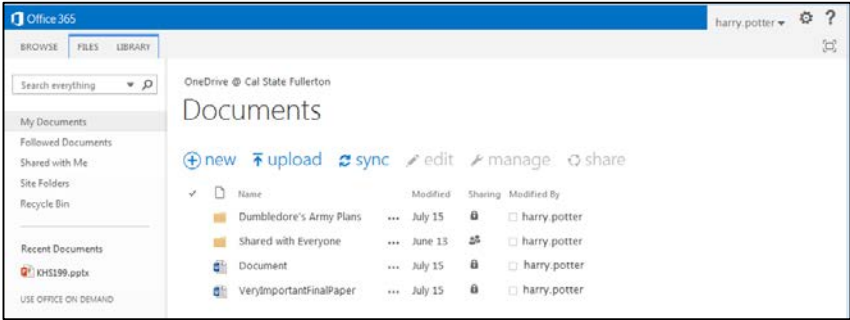# 1   How do I set up my OneDrive @ Cal State Fullerton account?

The only way to use the OneDrive @ Cal State Fullerton account is to install Office 365 (Office 2013/Office 2011) using the instructions you will find here: http://www.fullerton.edu/STS/software/microsoft.

I already have Office 365/Office 2013/Office 2011. Why do I need to use your version?

CSUF has an agreement with Microsoft to provide a version of Office 365/Office 2013/Office 2011 with specific products available, including 1 TB of storage on OneDrive. In order to qualify for this agreement, students need to install Office 365 using the instructions at the CSUF IT website: http://www.fullerton.edu/STS/software/microsoft.
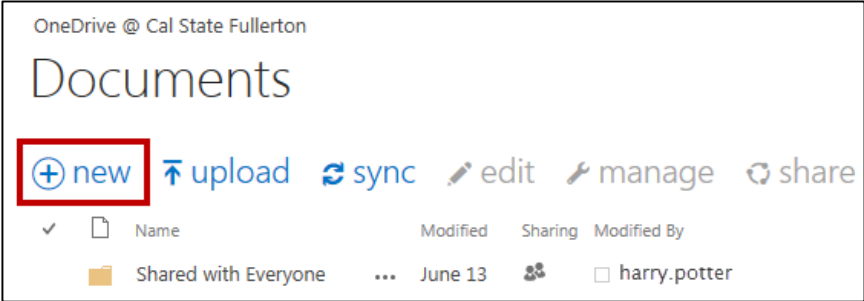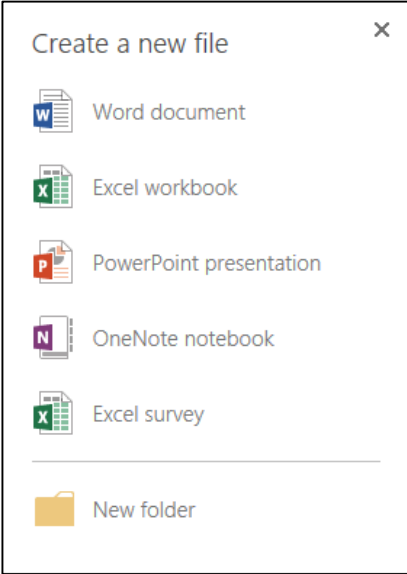
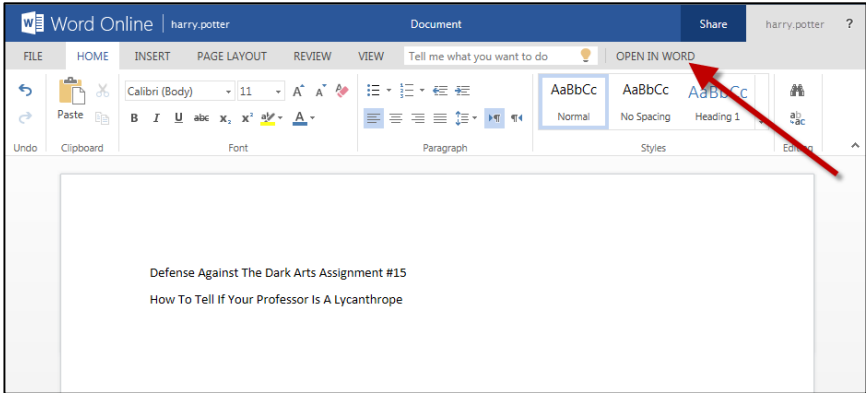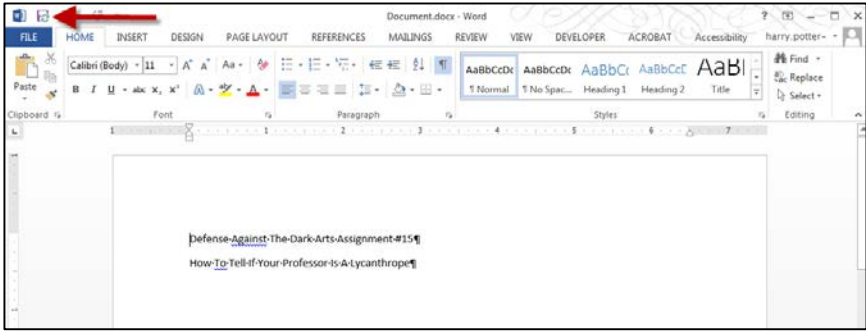# 2   How do I access my OneDrive @ Cal State Fullerton?

You can access your OneDrive @ Cal State Fullerton account by accessing your Office 365 account online.

Steps	Images
STEP ONE Open your internet/web browser to http://www.fullerton.edu/office365.	
STEP TWO You will be re-directed to a login page. Enter your student username and password. Then click **Sign In**.	
STEP THREE You are now in your OneDrive @ Cal State Fullerton account.	

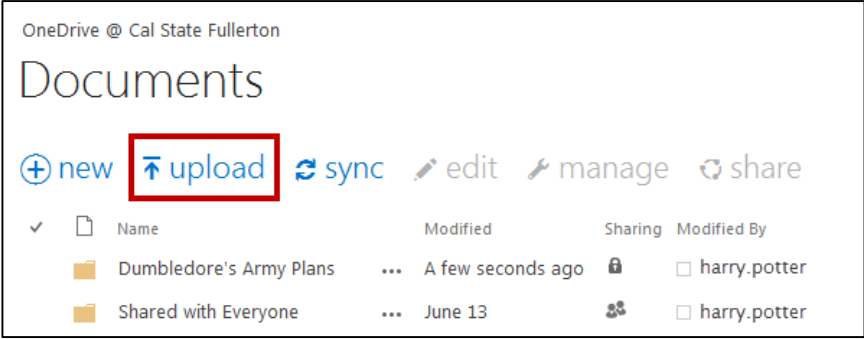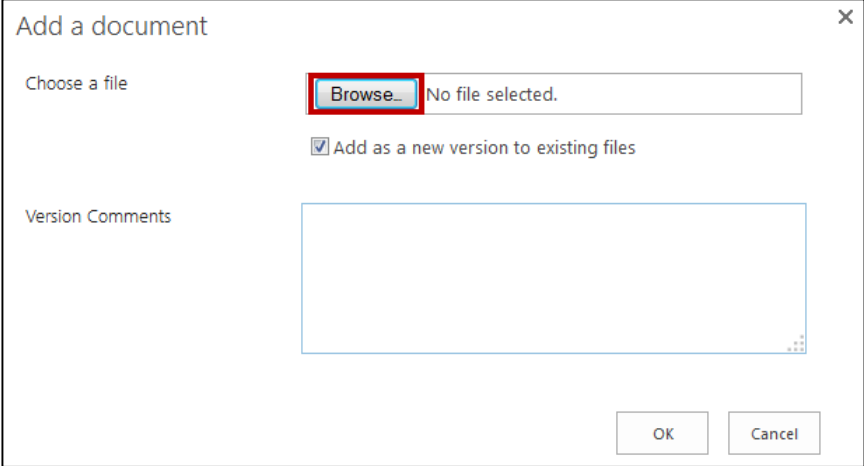# 3 How do I create documents in my OneDrive @ Cal State Fullerton?

Creating and saving documents to your OneDrive @ Cal State Fullerton account can get confusing, especially if you have a personal OneDrive account. The steps below may seem a little complicated, but this is the simplest way to make sure that your documents save properly. If you are comfortable trying something that requires more advanced computer skills, stop by the Student Genius Corner in the Library basement room PLN-030 and we'll show you how!
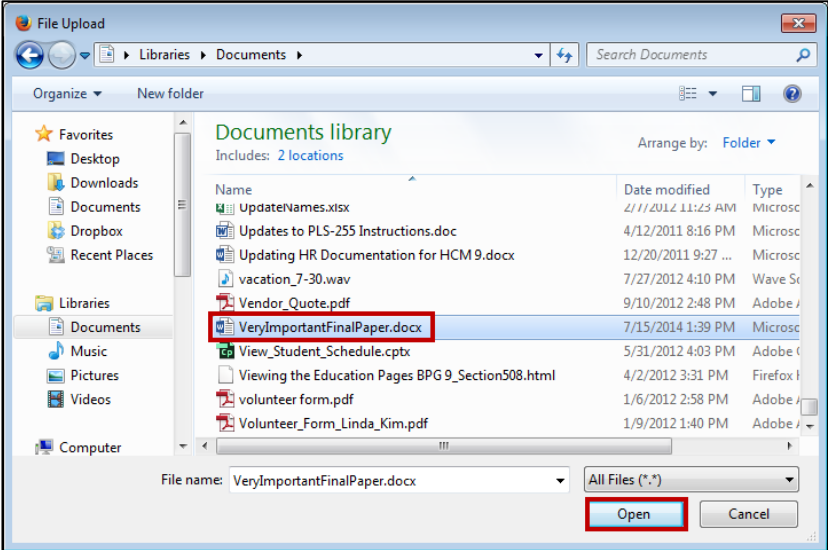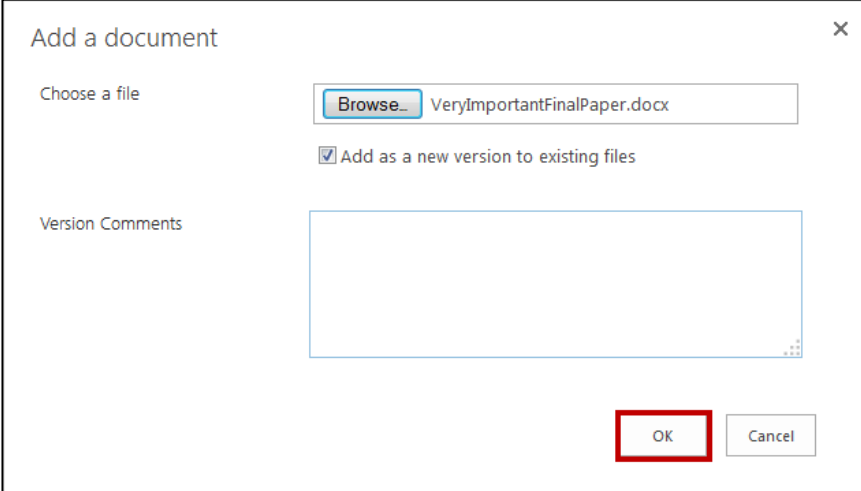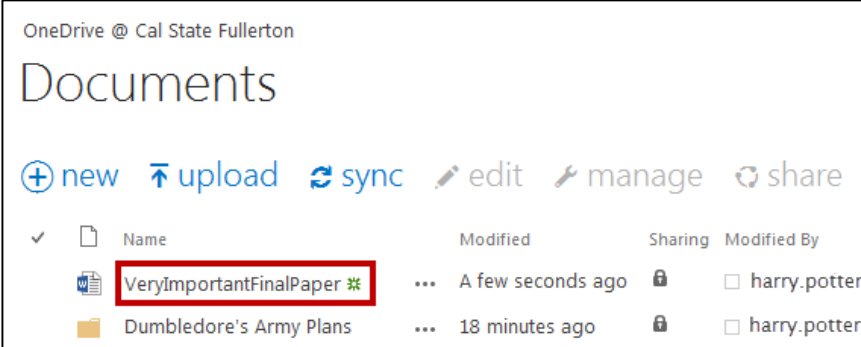
Steps	Images
STEP ONE Click **New**.	OneDrive @ Cal State Fullerton **Documents** ⊕ new ↑ upload ⟳ sync ✏ edit 🔧 manage ↻ share ✓ ☐ Name Modified Sharing Modified By 📁 Shared with Everyone ··· June 13 👥 ☐ harry.potter
STEP TWO Choose the type of document you want to create.	Create a new file ✕ W Word document X Excel workbook P PowerPoint presentation N OneNote notebook X Excel survey 📁 New folder

Steps	Images
STEP THREE A new document opens and you can start working immediately. Your document will automatically be saved every few minutes. The online versions of Office do not have all of the same features as the full versions of Office. To open the document in the full version of the Office program, click on the relevant link. For example, click **Open in Word**.	
STEP FOUR You are now editing the document in the full version of Office on your computer. Notice the **Save** icon ( ) looks slightly different than usual. It is indicating that when you save you are saving the document back to your OneDrive @ Cal State Fullerton account and not to your computer's hard drive.	

4   How do I upload files from my computer to my OneDrive @ Cal State Fullerton?
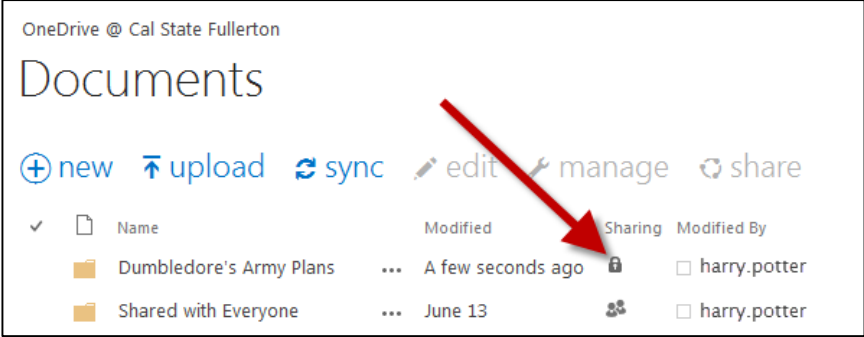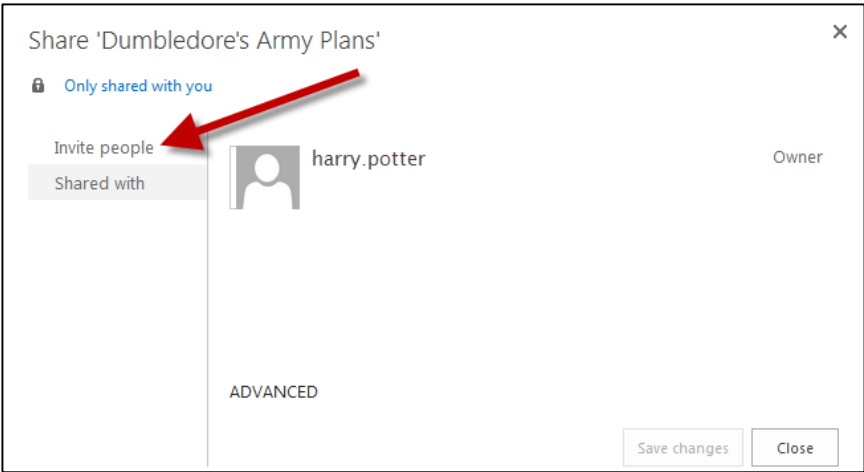
No sweat! You can upload files of all kinds to your OneDrive @ Cal State Fullerton, even non-Office files. However, you can't upload a single file that is larger than 250MB.
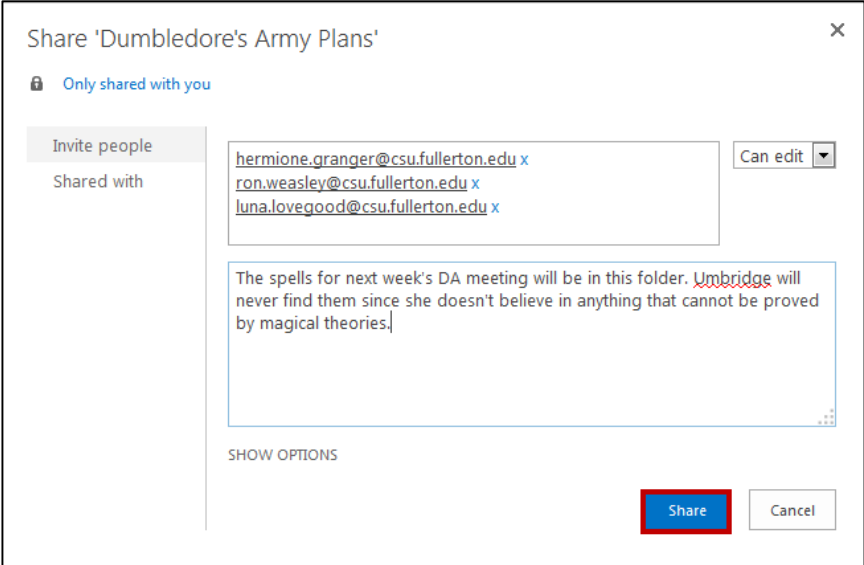
Steps	Images
STEP ONE Click **Upload**.	OneDrive @ Cal State Fullerton Documents ⊕ new ⬆ upload ⟳ sync ✎ edit 🔧 manage ♻ share ✓ 🗋 Name Modified Sharing Modified By 📁 Dumbledore's Army Plans ... A few seconds ago 🔒 ☐ harry.potter 📁 Shared with Everyone ... June 13 👥 ☐ harry.potter
STEP TWO Click **Browse**.	Add a document ✕ Choose a file [Browse_] No file selected. ☑ Add as a new version to existing files Version Comments [ ] [OK] [Cancel]

Steps	Images
STEP THREE Locate the file you want to upload, select it, and then click **Open**.	
STEP FOUR Your selected file appears next to Browse. Click **OK**. If you think you might end up uploading multiple versions of this same document, checking the version option will allow you to easily go back to a previously version.	
STEP FIVE It may take a few minutes to upload the file, depending on its size.	

5 How do I share a file/folder with another student?

Sharing a file or folder with another student or group of students is easy. Of course, you will need to know the campus username of the other student(s) that you want to share with before you get started.

Steps	Images
STEP ONE The simplest way to share a file or folder is to click on the lock icon (🔒) in the Sharing column next to the file or folder.	OneDrive @ Cal State Fullerton **Documents** ⊕ new ⬆ upload 🔄 sync ✏ edit 🔧 manage 🔄 share ✓ ☐ Name Modified Sharing Modified By 📁 Dumbledore's Army Plans ... A few seconds ago 🔒 ☐ harry.potter 📁 Shared with Everyone ... June 13 👥 ☐ harry.potter
STEP TWO If you are currently sharing the file/folder, the people you are sharing with will appear. Click **Invite people**.	Share 'Dumbledore's Army Plans' ✕ 🔒 Only shared with you Invite people Shared with harry.potter Owner ADVANCED Save changes Close

Steps	Images
STEP THREE Type the usernames of the students you want to share the file/folder with; as you type you may find that the system finds the user for you. You can just select the name once the system finds it. Choose whether you want these people to be able to just view or edit the file/folder. Add an optional message that will be emailed to the users when you finish setting up the sharing. Then click **Share**. Students won't show up in the Shared with section until they accept your share request.	

6 **Need More Help?**

Visit the Student Genius Corner on the first floor of Pollak Library North. View their website for their hours: http://sts.fullerton.edu/sgc

Contact the Student IT Help Desk at 657-278-8888 or StudentITHelpDesk@fullerton.edu.