



University of Idaho

Library

OFFICE 365 FOR ACADEMICS

IT'S MORE THAN JUST YOUR EMAIL!

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Outline

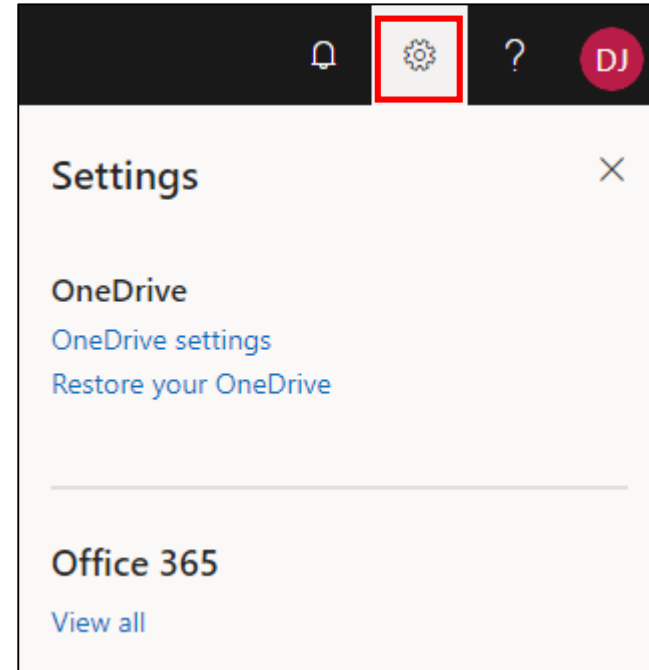
- OneDrive
 - Create documents
 - Manage documents
- Forms

OneDrive

- Document creation, storage, and sharing
- 5 terabytes of storage
 - 1 terabyte \approx
 - 85,000,000 Word documents
 - 200,000 songs
 - 310,000 pictures

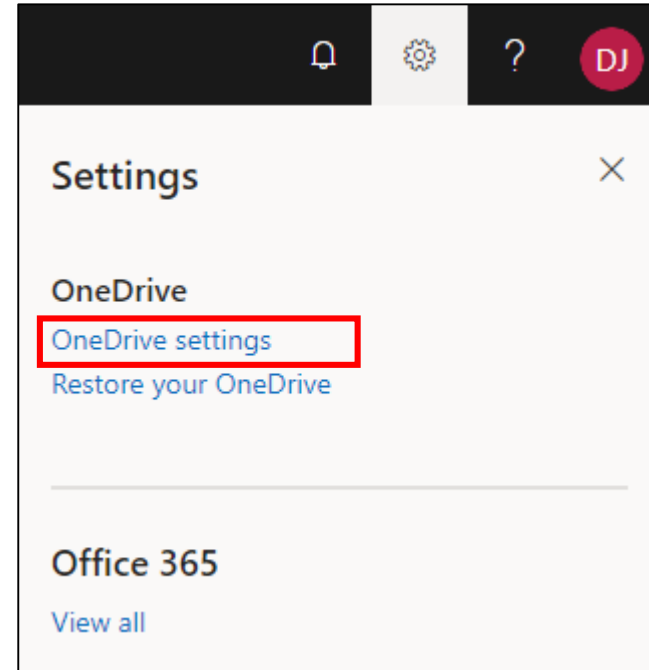
Check OneDrive storage capacity

- Click Settings



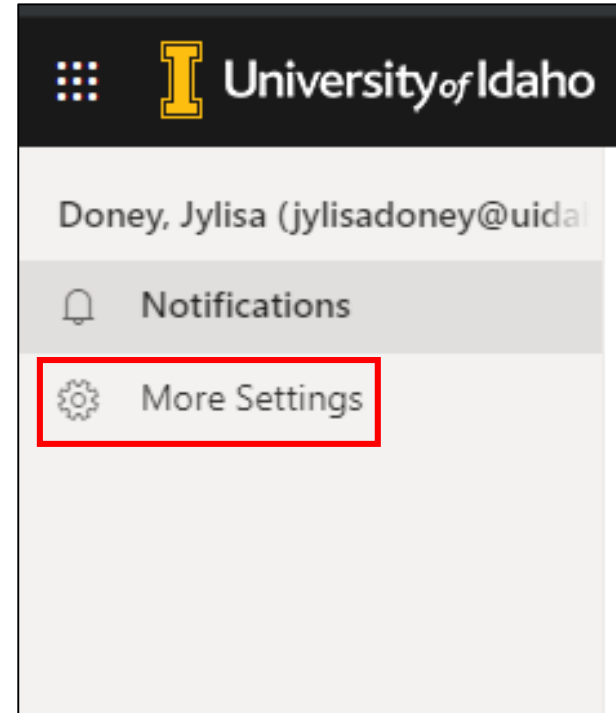
Check OneDrive storage capacity

- Click Settings
- Click OneDrive settings



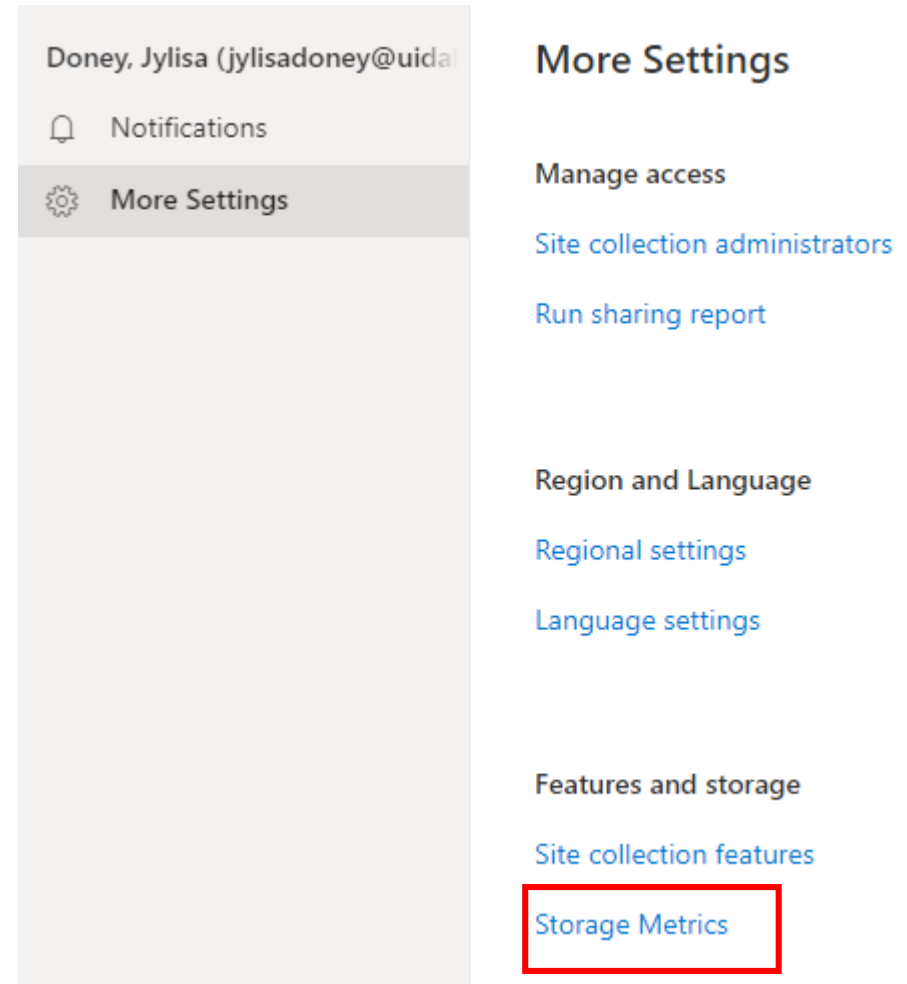
Check OneDrive storage capacity

- Click Settings
- Click OneDrive settings
- Click More Settings



Check OneDrive storage capacity

- Click Settings
- Click OneDrive settings
- Click More Settings
- Click Storage Metrics



Check OneDrive storage capacity

- Click Settings
- Click OneDrive settings
- Click More Settings
- Click Storage Metrics
- Review storage capacity



5115.93 GB free of 5120.00 GB

The screenshot shows a storage status bar with a green progress indicator. The text '5115.93 GB free of 5120.00 GB' is displayed in blue. The progress bar is a thin green line that is nearly full, representing the current storage usage relative to the total capacity.

Access OneDrive

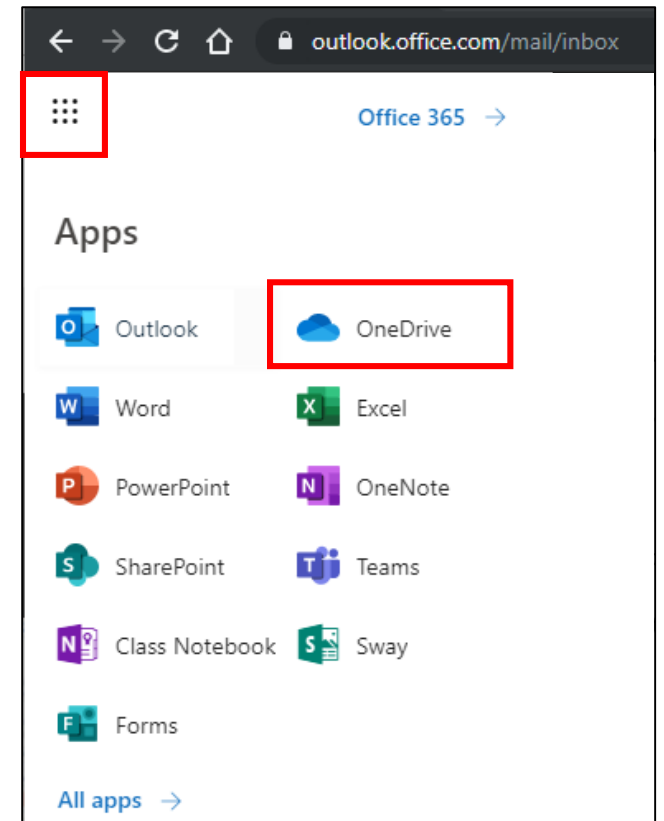
1. Visit <http://onedrive.uidaho.edu/>
2. Enter your U of I credentials

Access OneDrive

1. Visit <http://onedrive.uidaho.edu/>
2. Enter your U of I credentials

OR

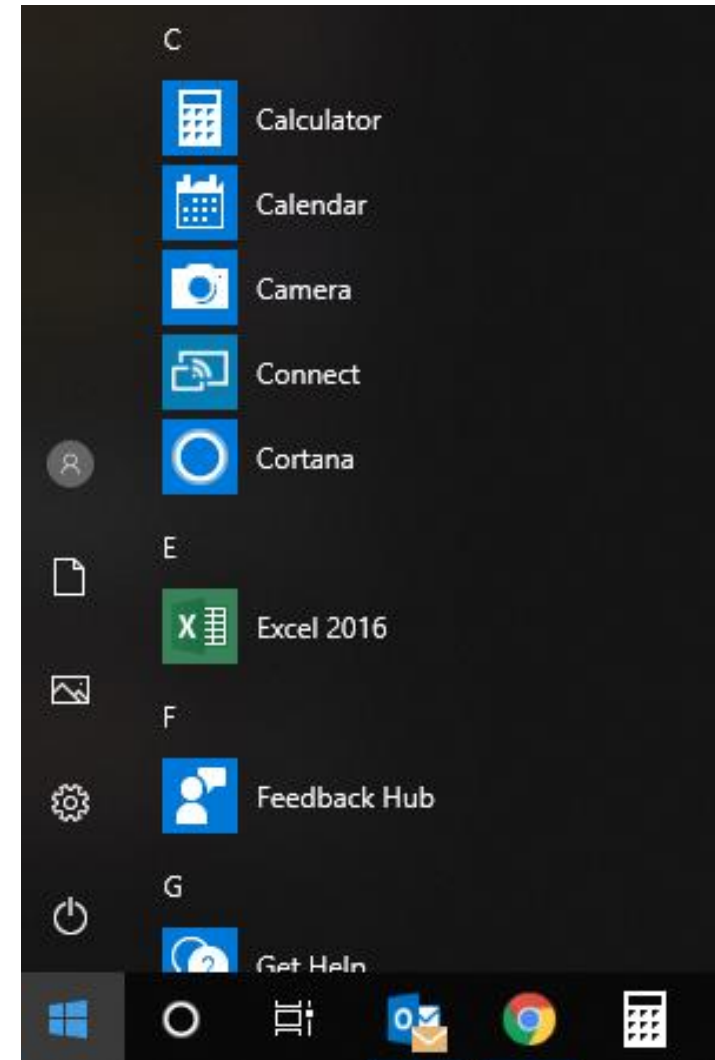
1. Log-in to your U of I email
2. Navigate to the OneDrive app



Sync OneDrive files and folders

Windows 10

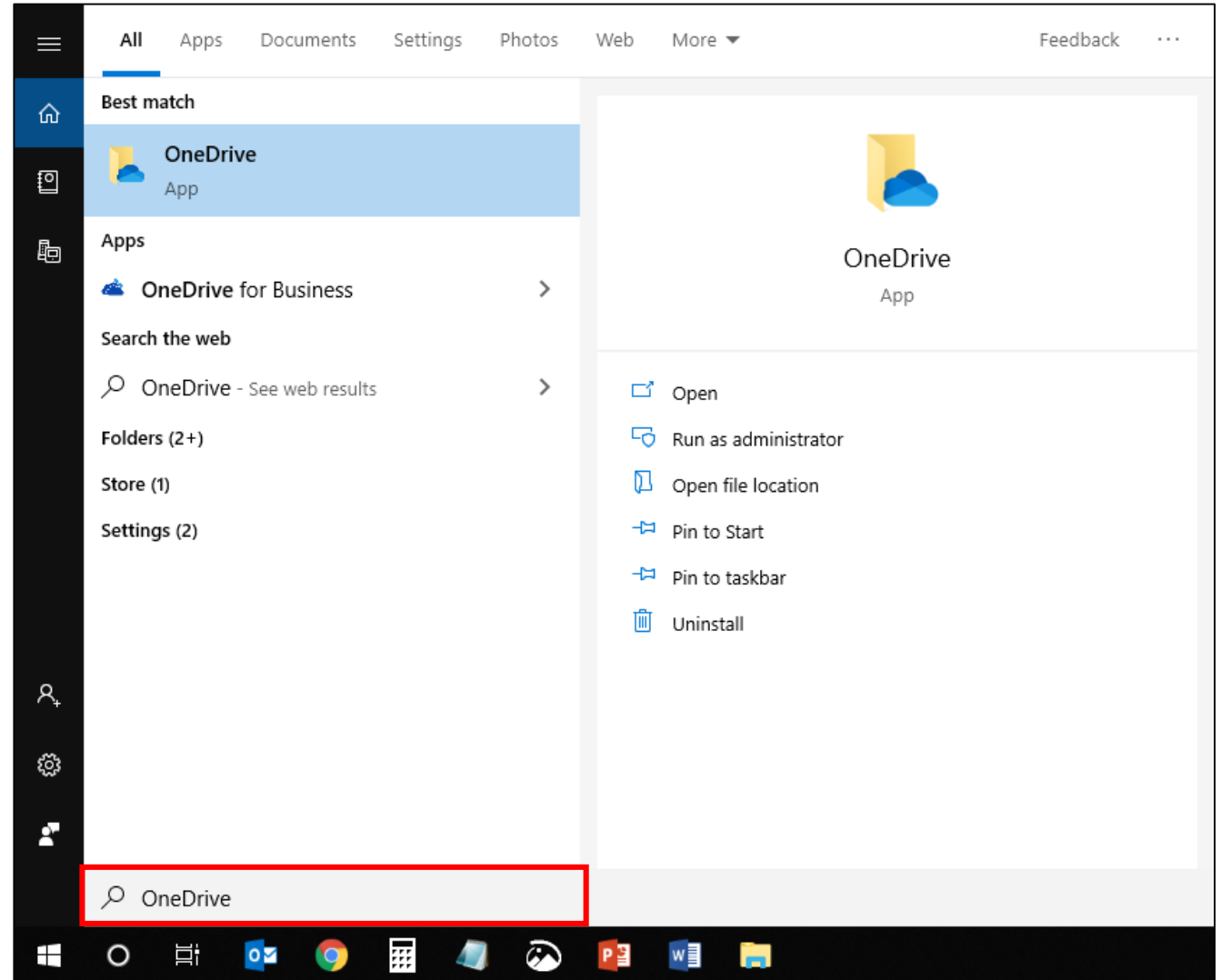
1. Click start



Sync OneDrive files and folders

Windows 10

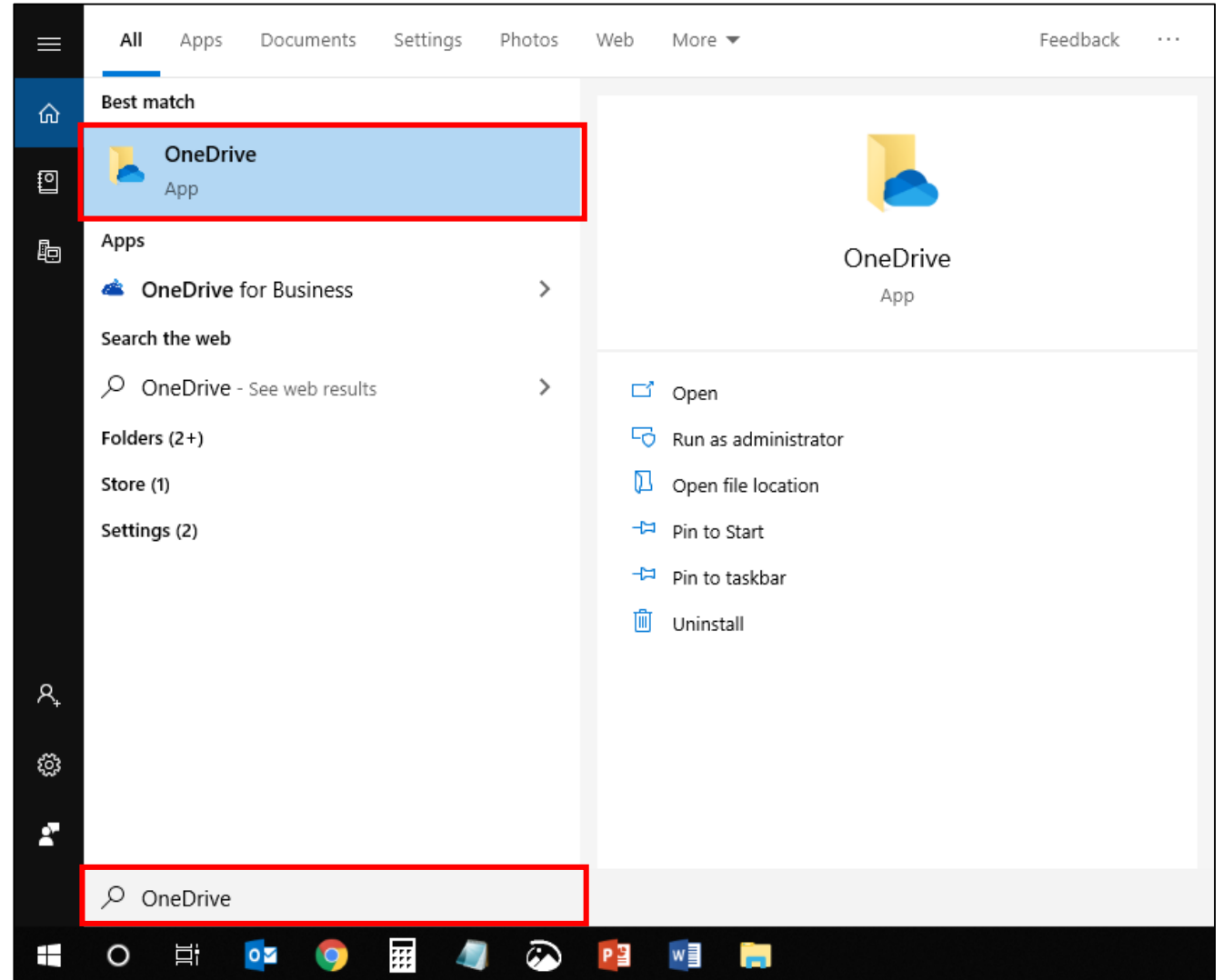
1. Click start
2. Type OneDrive



Sync OneDrive files and folders

Windows 10

1. Click start
2. Type OneDrive
3. Select the OneDrive app



Sync OneDrive files and folders

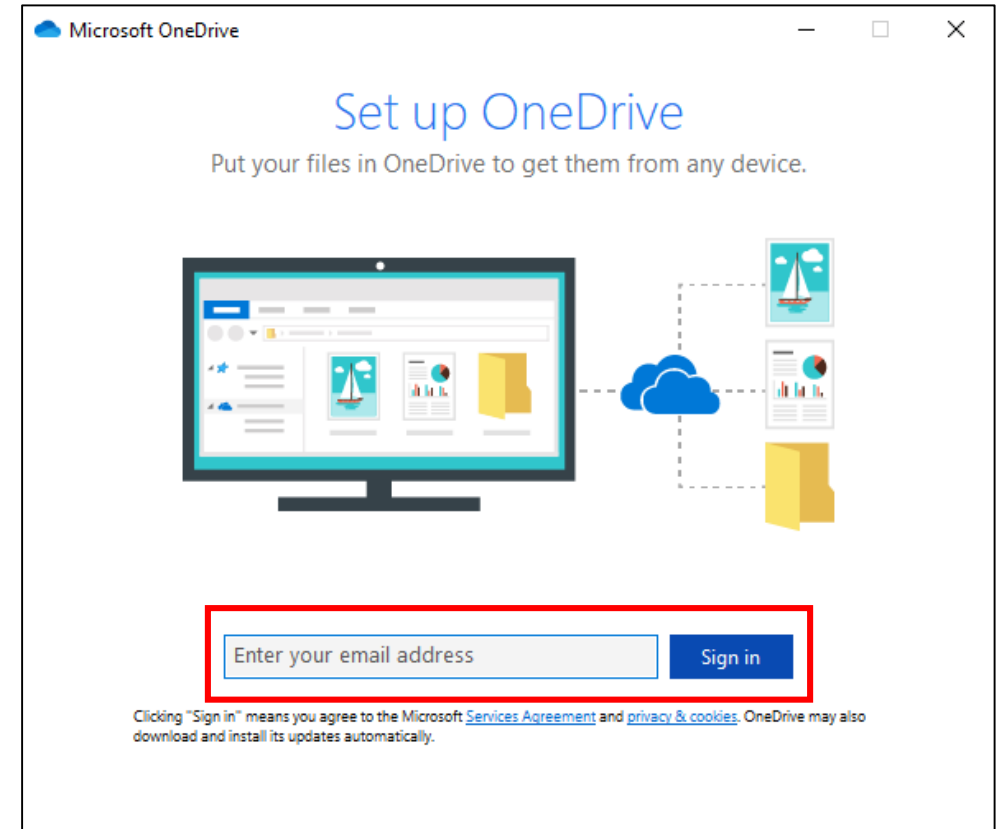
Mac and older versions of Windows

1. Visit onedrive.com/download
2. Download the OneDrive app

Sync OneDrive files and folders

Windows 10

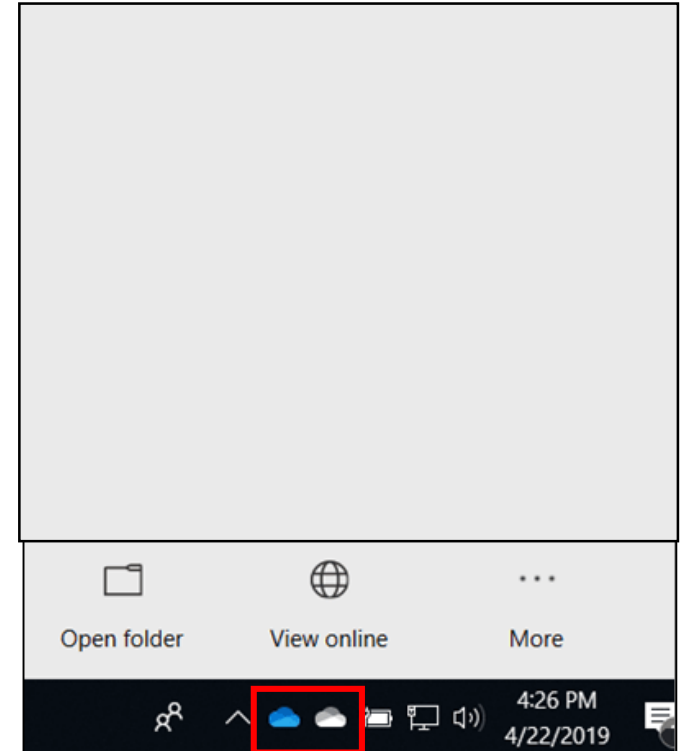
4. Sign in to your OneDrive account
5. Finish setting up the app
6. Synced files will appear in File Explorer



Turn off OneDrive syncing

Windows 10

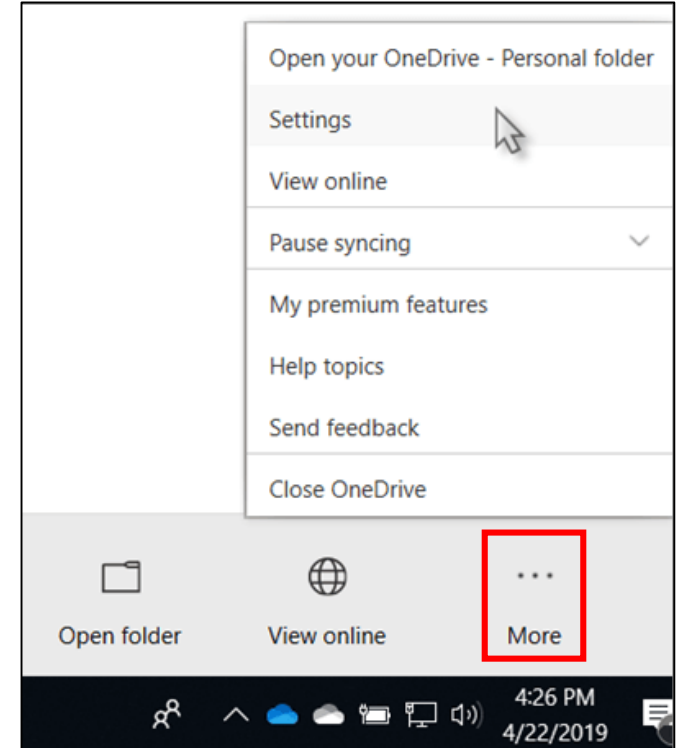
1. Select the OneDrive cloud icon in the notification area



Turn off OneDrive syncing

Windows 10

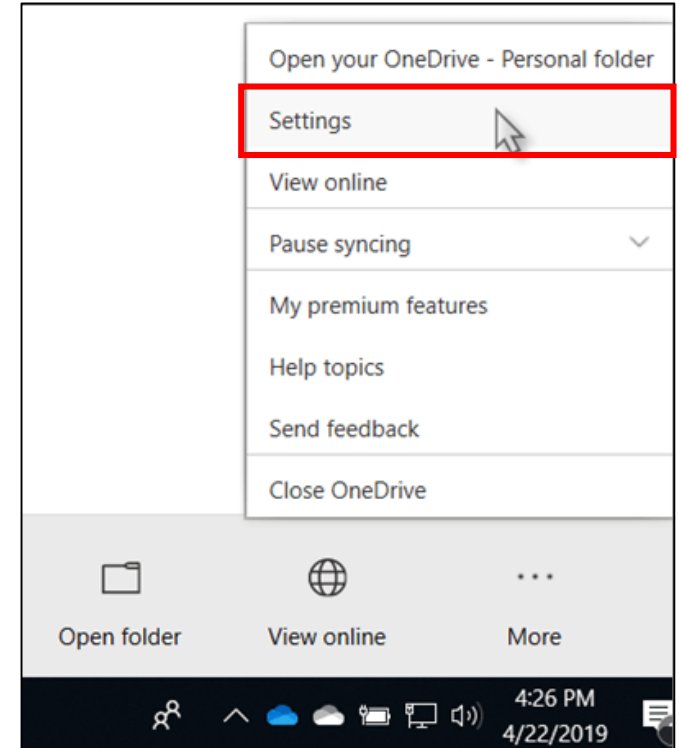
1. Select the OneDrive cloud icon in the notification area
2. Select More



Turn off OneDrive syncing

Windows 10

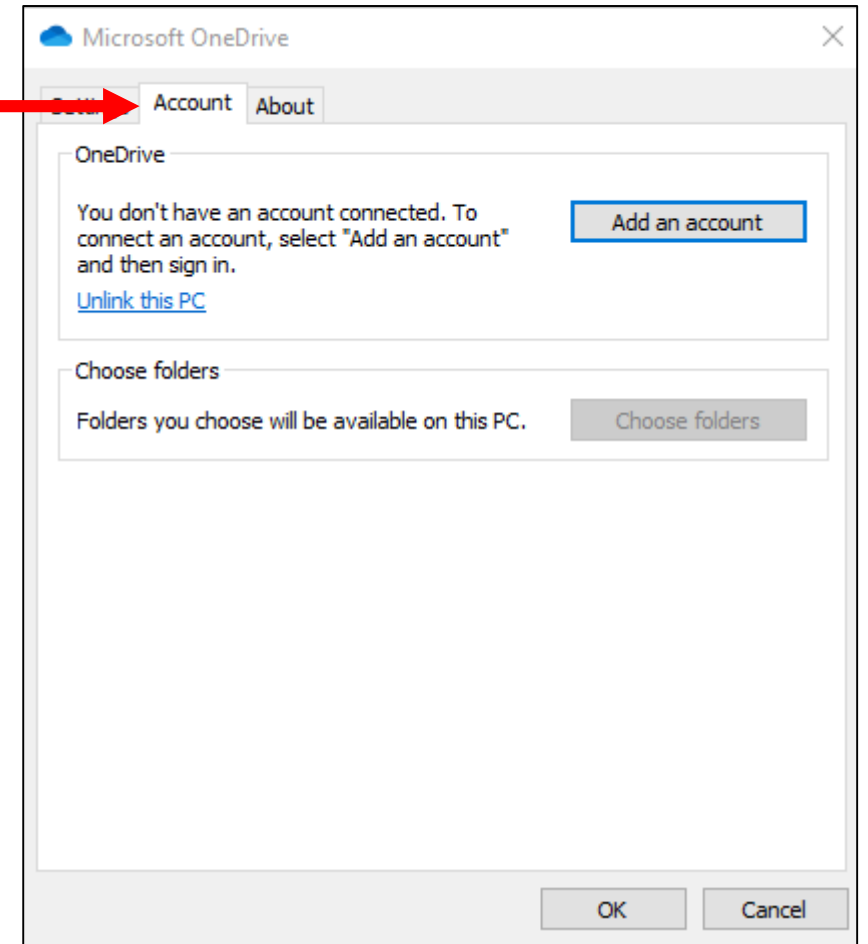
1. Select the OneDrive cloud icon in the notification area
2. Select More
3. Select Settings



Turn off OneDrive syncing

Windows 10

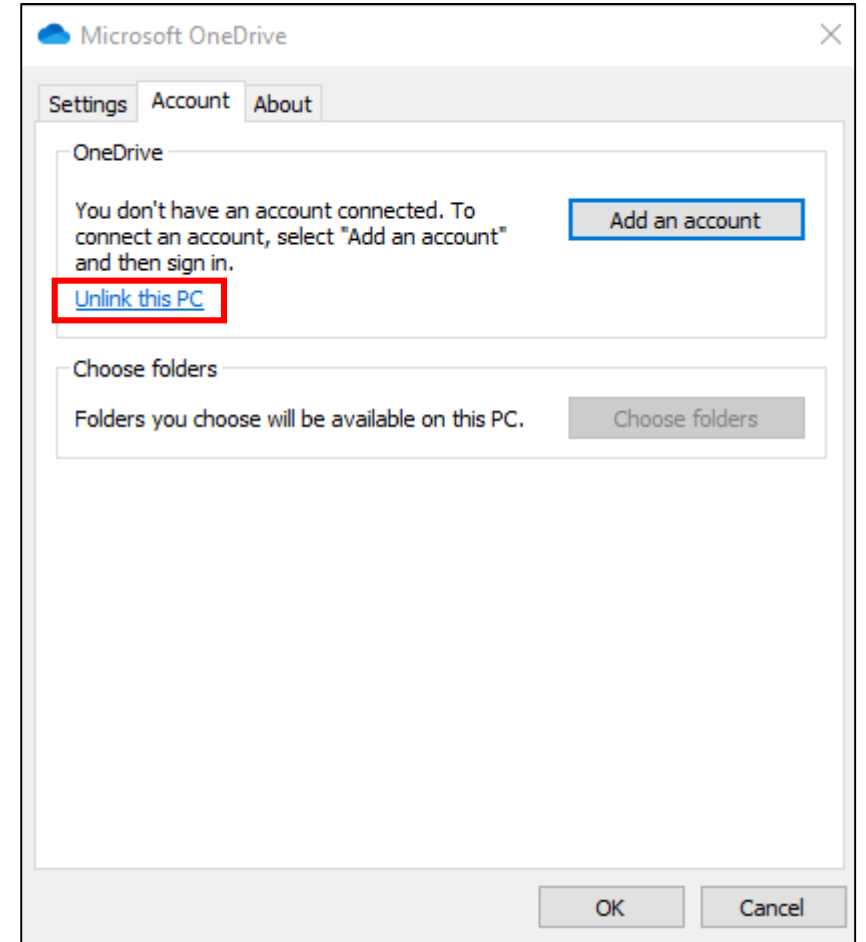
3. Click on the Account tab



Turn off OneDrive syncing

Windows 10

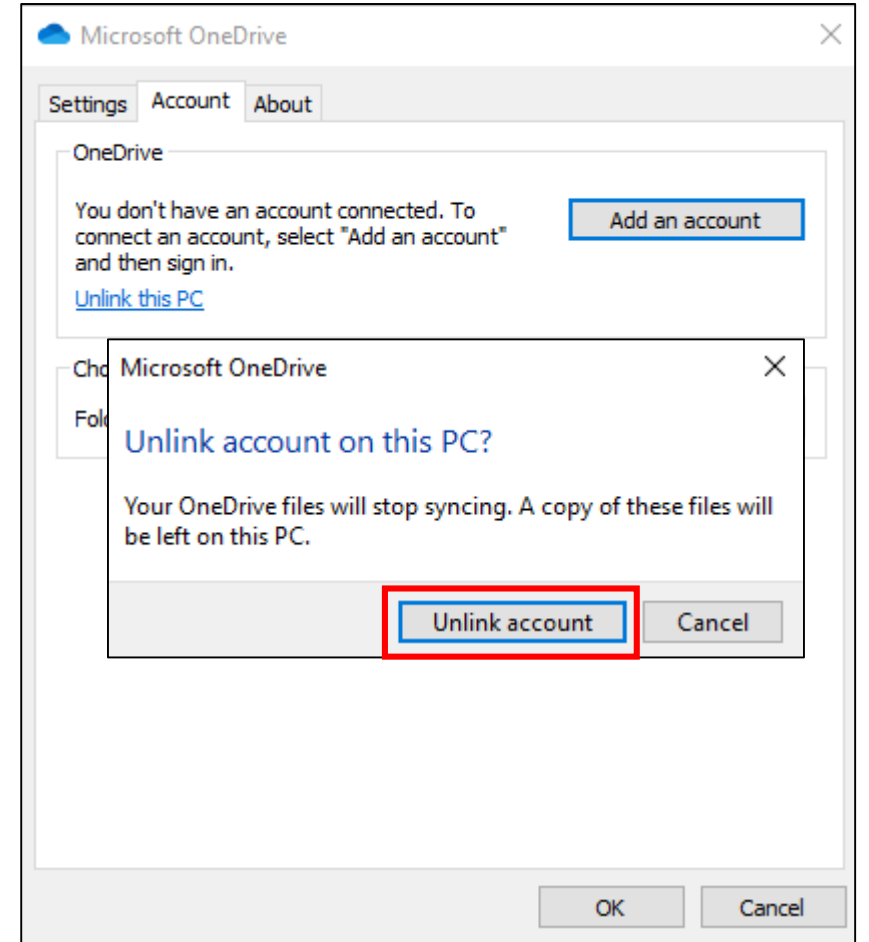
3. Click on the Account tab
4. Click Unlink this PC



Turn off OneDrive syncing

Windows 10

3. Click on the Account tab
4. Click Unlink this PC
5. Click Unlink account



Graduating students and exiting employees

- University accounts and access do expire
 - Students can migrate to an @alumni account
- Be sure to backup your OneDrive documents
 - They will be deleted once your account expires

Upcoming workshops

- **LaTeX for Beginners:** 10/30, 12:30 – 1:30pm
- **Adobe Photoshop Basics:** 10/30, 1:00 – 2:00pm (MILL)
- **ArcPro Basics:** 10/31, 10:30am – 12:20pm (Admin 225)
- **Intro to Topic Modeling:** 11/6, 3:30 – 4:30pm
- **Metrics:** 11/12, 12:30 – 2:00pm
- **GIS Day 2019:** 11/13, 9:00am – 4:00pm (ISUB, 4th floor)
- **What does your data mean?:** 12/4, 12:30 – 2:00pm



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THANK YOU!