OFFICE 365 FOR ACADEMICS
IT’S MORE THAN JUST YOUR EMAIL!

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Outline

• OneDrive
  o Create documents
  o Manage documents

• Forms
OneDrive

• Document creation, storage, and sharing
• 5 terabytes of storage
  o 1 terabyte ≈
    ▪ 85,000,000 Word documents
    ▪ 200,000 songs
    ▪ 310,000 pictures

https://aimblog.uoregon.edu/2014/07/08/a-terabyte-of-storage-space-how-much-is-too-much/
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
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
  o Students can migrate to an @alumni account

• Be sure to backup your OneDrive documents
  o 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
THANK YOU!

University of Idaho
Library