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FAQs

Question	Answer
What is OneDrive for Business?	OneDrive for Business is a personal library intended for storing and organizing your work or school documents.
Who can access files saved to OneDrive for Business?	By default only you will have access to files. Files saved in the ‘Shared with Everyone’ folder will give view permissions to everyone at FVTC (including Students and Employees).
How much storage space do I get?	Each user gets 1 TB of storage.
Is there a file size limit?	Yes. An individual file cannot be more than 2 GB.
What happens when I am no longer a student or employee at Fox Valley Technical College?	Your Office 365 license will be removed and you will no longer be able to login to OneDrive for Business to access your files when your employment has ended.
I already have a OneDrive account, why do I need another one?	There are two OneDrive offerings – consumer OneDrive and OneDrive for Business. These are two separate accounts, each with their own set of files. Consumer OneDrive accounts come with 7 GB of free storage and are geared towards personal use. OneDrive for Business accounts are part of qualifying Office 365 subscriptions and come with 1 TB of storage. Campus computers are blocked from logging in to consumer OneDrive accounts.
I have more questions, who should I contact?	You can go to https://onedrive.live.com/about/en-us/support/ or contact the FVTC Helpdesk via phone 920-735-5644 or email helpdesk@fvtc.edu .

From a Web Browser (for PCs and mobile devices)

- Go to <https://portal.office.com> (can also access by going to www.fvtc.edu > Staff Login > Staff Email & Office 365 > Staff Login).
- Enter your **username** (including @fvtc.edu) and **password** and click **Sign In**.
- Click **OneDrive**.

a. From a PC, OneDrive will be in the top menu bar.

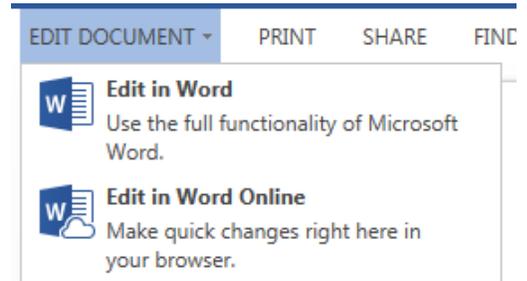


b. From a mobile device click the  button in the bottom left corner, then click , then click **OneDrive**.

4. If using a mobile device the mobile view will be displayed, to see the same view as on a pc click  in the bottom right corner, then select **switch to pc view**.

Edit A File

1. Click on the name of the file you wish to edit.
2. Click **EDIT DOCUMENT**.
 - a. If using a PC or mobile device that has Office installed select **Edit in Word** (or appropriate Office program). *****Note: Mobile Microsoft Office apps are free to download from the App Store (not all mobile devices are compatible, read the Compatibility section in the App Store to see which devices are supported)*****
 - b. If using a PC or mobile device that does not have Office installed select **Edit in Word Online** (or appropriate Office program).
3. Files are saved automatically, there is no Save button or menu. When finished editing simply close the browser or click on your name in the upper left corner to go back to a directory of your OneDrive for Business files.



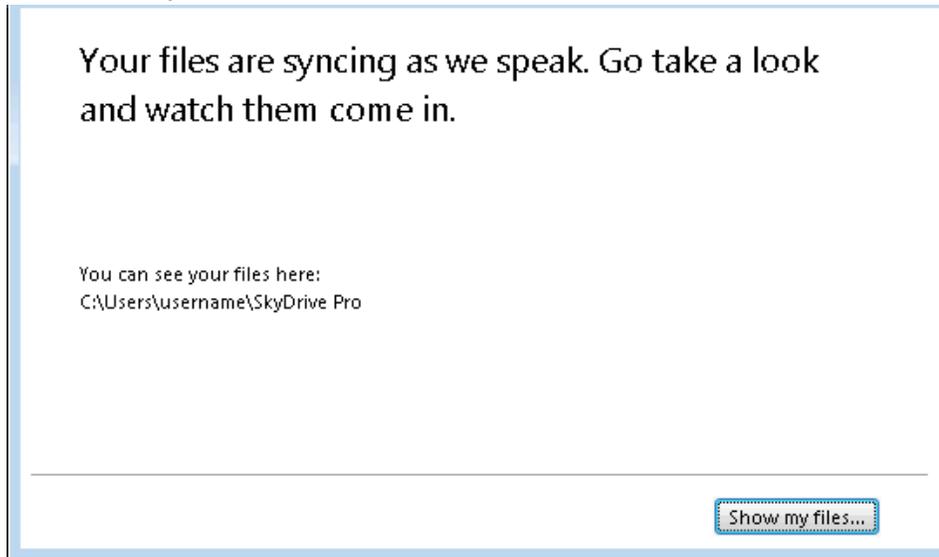
From the OneDrive for Business Sync Application (for PCs only)

The OneDrive for Business Sync for Windows client is included in Office 2013 and is built in to Windows 8.1. For earlier versions of Office/Windows OneDrive for Business can be downloaded from Microsoft at <http://support.microsoft.com/kb/2903984>. *****Note – All campus computers should have this installed*****

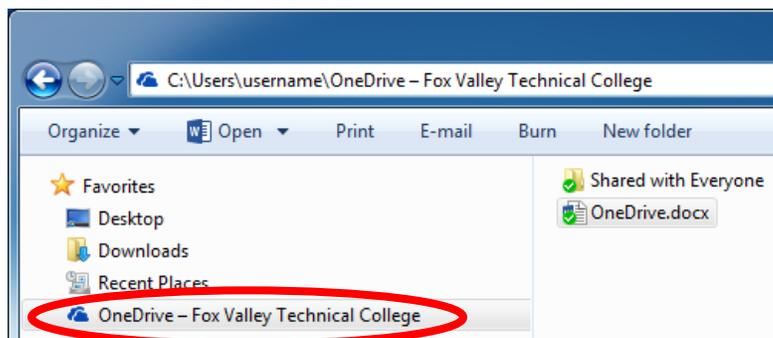
After the application has been installed click the Start button  > **All Programs > Microsoft Office 2013 > OneDrive for Business**. *****Note – This may say SkyDrive Pro 2013 instead of OneDrive for Business, this is OK – if you don't see either option on a campus computer please contact the Helpdesk at helpdesk@fvtc.edu or 920-735-5644 *****

1. The first time the application is launched a configuration window will open (subsequent launches will open the directory that is syncing to OneDrive).
2. Enter **https://foxvalleytechnicalcollege-my.sharepoint.com/personal/username_fvtc_edu/Documents** where **username** is your FVTC ID. **Example:** If your FVTC ID is 123456789@fvtc.edu enter **https://foxvalleytechnicalcollege-my.sharepoint.com/personal/123456789_fvtc_edu/Documents**.
3. Leave the default sync location (C:\Users\username).
4. Click **Sync Now**.
5. Enter your **username** (including @fvtc.edu) and **password** and click **Sign In**.

6. Click **Show my files**.

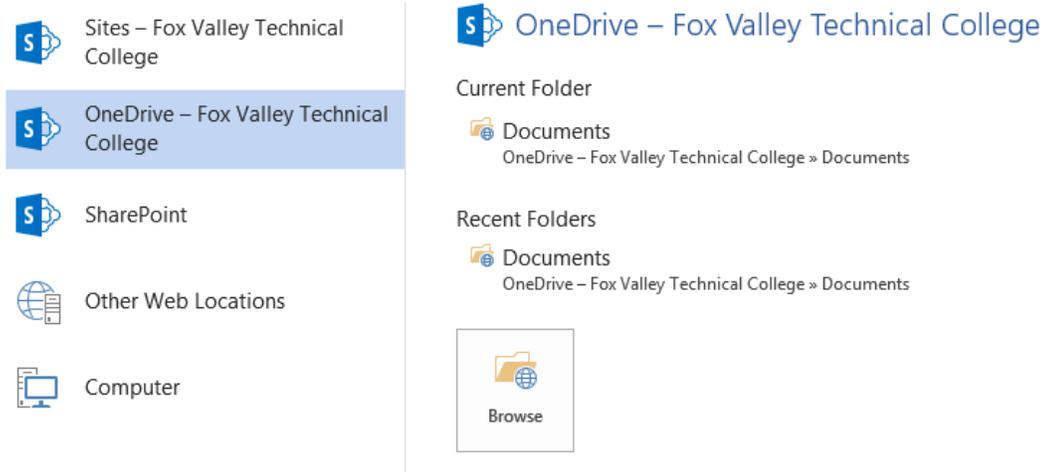


7. This will bring up a Windows Explorer window showing the files that are synced with OneDrive. If no files have been created yet there will be no files listed. Also notice that a link to OneDrive has been created under Favorites. You can use this link from Open/Save dialogs to open/save files on OneDrive for Business.



From Office 2013 (for PCs only)

1. From a Microsoft Office Application (Word, Excel, etc), click **File > Save As**.
2. Click **Add a service > Storage > Office**.
3. Click **+ Add a Place**.
4. Click **Office 365 SharePoint**.
5. Enter your **username** (including @fvtc.edu) and **password** and click **Sign In**.
6. Click **OneDrive - Fox Valley Technical College**.
7. Double click on **Documents**.
8. Click **Save**.
9. Now that it has been connected it will be listed in the Save As and Open dialogs of all Office Programs.



From the OneDrive for Business App (for mobile devices only)

1. Download OneDrive for Business (formerly SkyDrive Pro) from the App Store. *****Note – this app is not compatible with all mobile devices, read the Compatibility section in the App Store to see which devices are supported*****
2. Launch the **OneDrive for Business** app.
3. Enter your **username** (including @fvtc.edu) and **password** and click **Sign In**. *****Note – You must log in to OneDrive through a web browser to provision your OneDrive account before logging in from the mobile app or nothing will happen when you click Sign In*****

The screenshot shows the OneDrive sign-in interface. At the top, there is the OneDrive logo and the text 'Sign in to OneDrive for Business with your corporate email or user name'. Below this, there are two input fields: 'user name' and 'password'. At the bottom, there is a 'Sign in' button.

Edit A File

If Microsoft Office apps are installed

*****Note: Mobile Microsoft Office apps are free to download from the App Store (not all mobile devices are compatible, read the Compatibility section in the App Store to see which devices are supported)*****

1. Click on the name of the file you wish to edit.
2. Click the edit button  in the bottom menu bar.
3. The file will open in the appropriate Office app (Word, Excel, PowerPoint, etc).
4. If prompted for credentials enter your **username** (including @fvtc.edu) and **password** and click **Sign In**.

Using OneDrive for Business

- If this is the first time using the app click **Activate**.

⊗ **Read-Only** To create and edit, activate with an eligible Office 365 subscription.

Activate

- Click **Activate by Signing In**.

✓ **Activate by Signing In** >

- Enter your **username** (including @fvtc.edu) and click **Next**.
- Enter your **password** and click **Sign In**.

4. If there is a message across the top that the file is read-only click **Edit**.

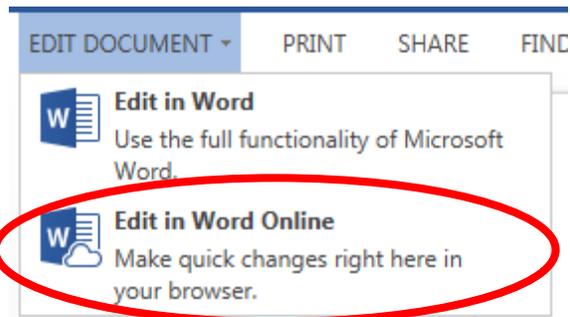
⊗ **Server Document** This file is read-only. To modify the file, tap Edit.

Edit

5. Files are saved automatically by default. To configure AutoSave options click the Save  icon in the top menu bar.

If Microsoft Office apps are **NOT** installed

1. Click on the name of the file you wish to edit.
2. Click the edit button  in the bottom menu bar.
3. Click **EDIT DOCUMENT** > **Edit in Word Online**.



4. Files are saved automatically, there is no Save button or menu. When finished editing simply close the browser or click on your name in the upper left corner to go back to a directory of your OneDrive for Business files.

