



Information Technology Services

Setting up OneDrive for Working Remotely

Purpose: To explain installing and configuring OneDrive for working remotely

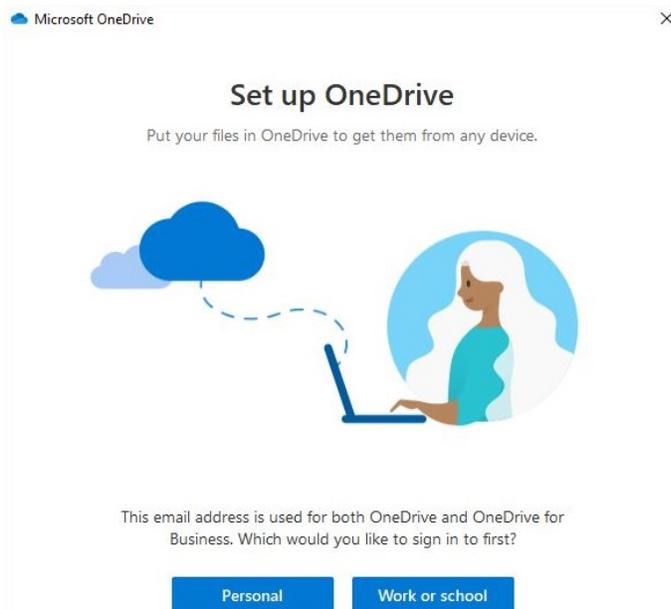
It is very important to have the newest version of OneDrive installed so start by uninstalling the current version on your computer

1. Right click your start menu, select “**Run**”
2. Type “**Control Panel**”
3. Click “**Programs and Features**”
4. Scroll down to OneDrive and Uninstall it
5. Reboot PC (**very important**)

Download the newest version of OneDrive

1. Go to <https://products.office.com/en-us/onedrive/download>
2. Click the “**Download**” button and save the file to your PC
3. Right click the file and run it as administrator
4. When setup completes, click the grey cloud in the bottom right of the taskbar
5. Sign in to OneDrive using your @gulfcoast.edu credentials

Next, this window appears: click “**Work or School**”



Note the location of your OneDrive folder listed and click “**Next**” until finished. Now, anything you save in your OneDrive folder will be accessible from your Office365 portal in the cloud

(Do not attempt to change your OneDrive folder location to a network drive)

You can also upload and save files to OneDrive in your browser:

1. Go to office.com and log in
2. Once in your Office365 dashboard click **“OneDrive”** then **“Upload”**

