

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:

- Go to office.com and log in
 Once in your Office365 dashboard click "OneDrive" then "Upload"

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