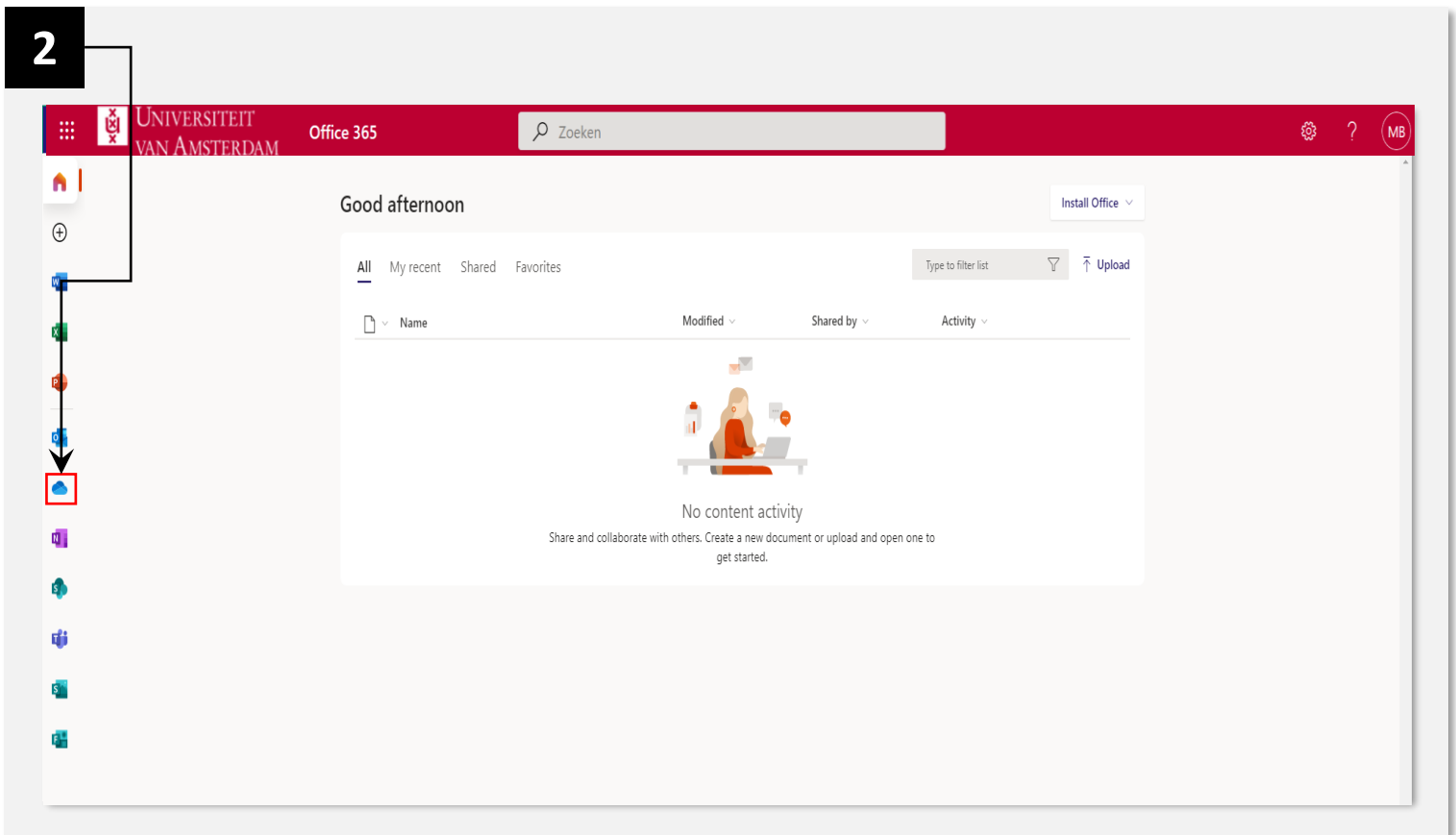
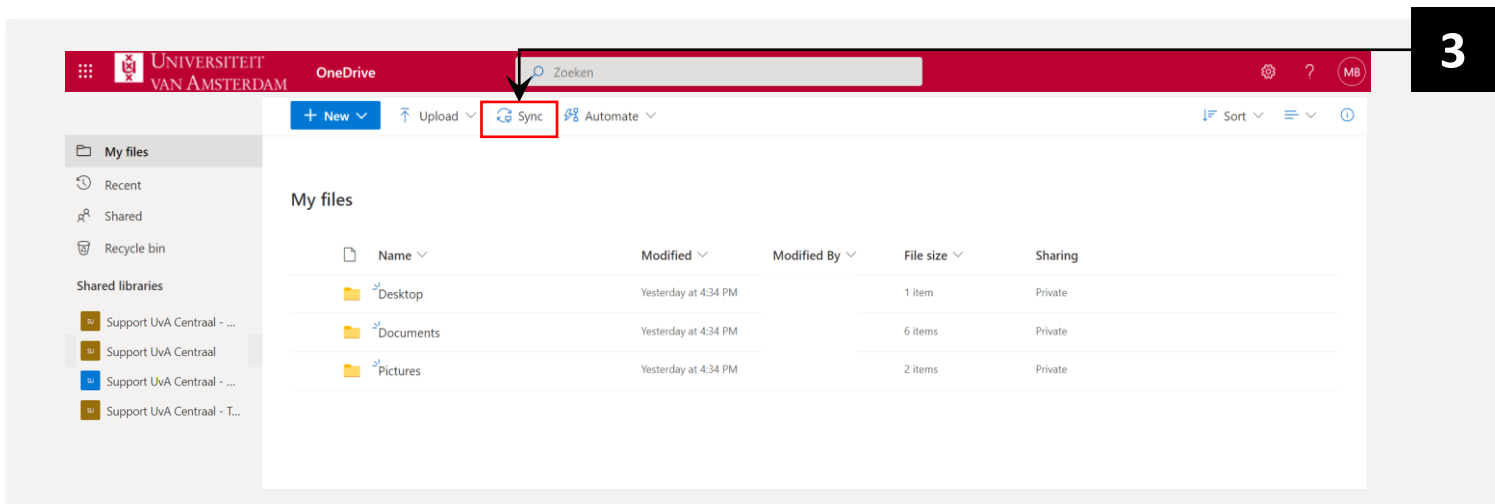


This instruction demonstrates how to install OneDrive on your own device. By installing OneDrive you enable yourself to access OneDrive through your laptop's file explorer. Before installing OneDrive, it is advised you ensure that you can log on to Microsoft 365 securely through two-step verification. An instruction is available on the A-Z list.

1. Open your internet browser and log on to office.com.
2. The page below will be shown. Open OneDrive by clicking the logo.

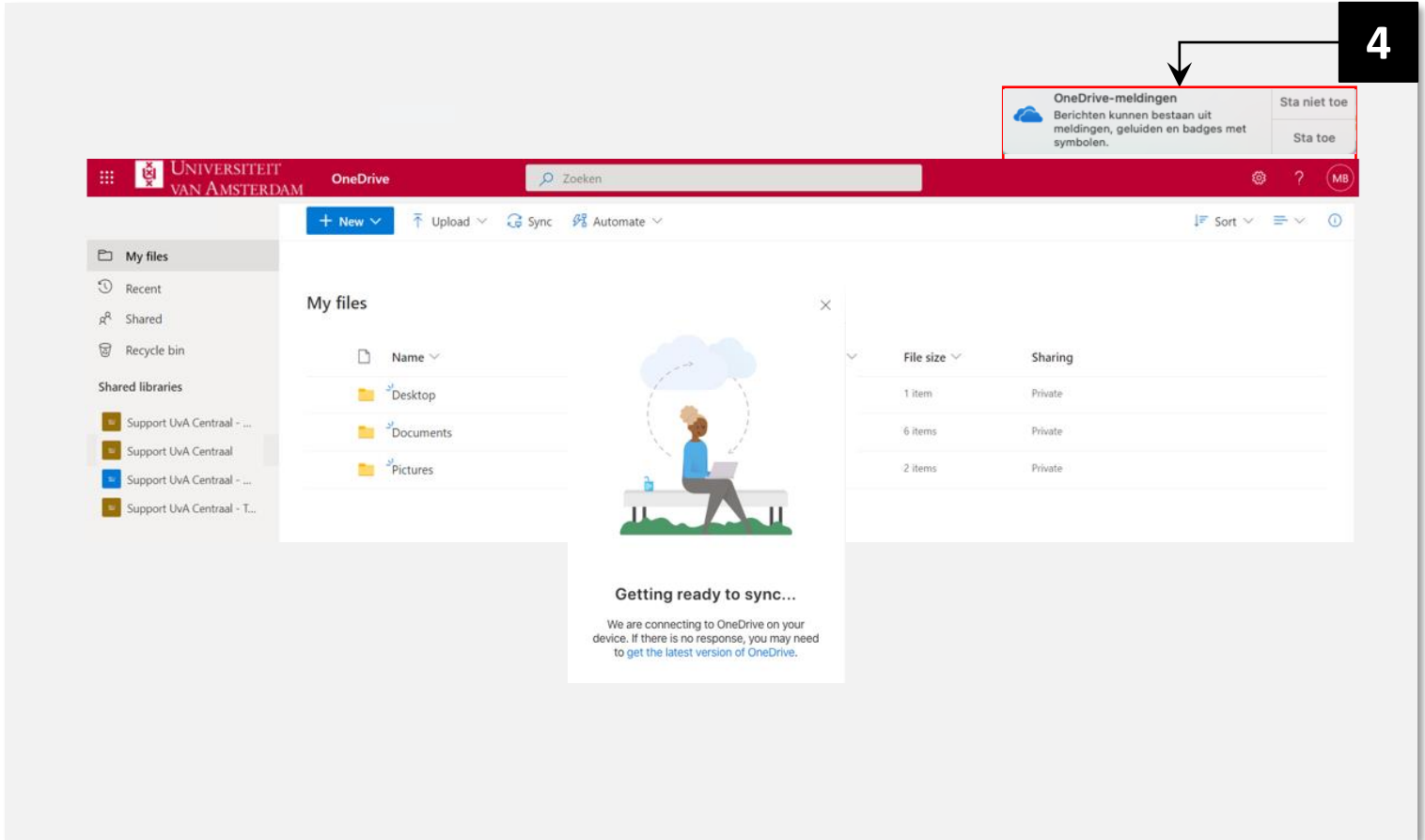


3. The next screen will be shown. This is the online app of OneDrive. Select sync.



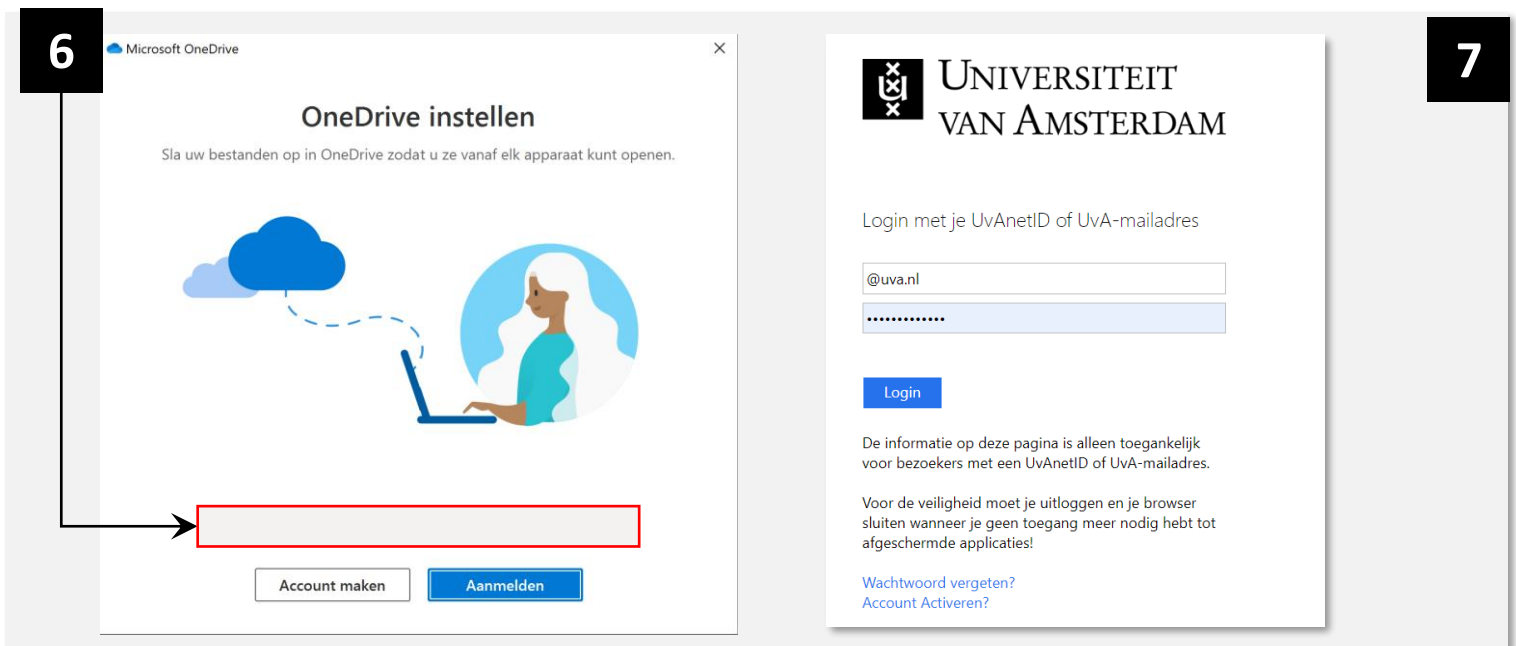
4. OneDrive informs you that the sync is getting ready.

You will be requested to enable push notifications. To install easily, it is advised to admit these notifications. You can turn these notifications off later if you like.



6. The following pop-up will be shown. If needed, enter your email address and select log in.

7. In the next screen you enter your UvA mail credentials.



- Now **OneDrive** is installed. It is shown where you can find the **OneDrive** folder in your file explorer.
- Next some **useful tips** are shared. Read these or skip them by clicking next.

8

Uw OneDrive-map

Voeg bestanden toe aan uw OneDrive-map, zodat u ze kunt openen vanaf andere apparaten terwijl ze toch zijn opgeslagen op deze pc.

De map OneDrive bevindt zich hier
C:\Users\Michiel\OneDrive - UvA
[Locatie wijzigen](#)

Volgende

9

Maak kennis met OneDrive

Sleep of verplaats items naar de OneDrive-map om ze toe te voegen

Volgende

10

Mappen en bestanden delen

Als u andere personen wilt toestaan uw bestanden weer te geven of te bewerken, kunt u uw bestanden delen. U kunt ook werken in mappen die met u zijn gedeeld.

Terug

Volgende

11

Al uw bestanden, klaar voor gebruik en op aanvraag beschikbaar

Met Bestanden op aanvraag kunt u bladeren door alle items in uw OneDrive-account, zonder dat deze ruimte innemen op de pc.

Online beschikbaar
Deze bestanden nemen geen ruimte in op dit apparaat en worden pas gedownload wanneer u ze gebruikt.

Beschikbaar op dit apparaat
Wanneer u een bestand opent, wordt het naar uw apparaat gedownload zodat u het kunt bewerken terwijl u offline bent.

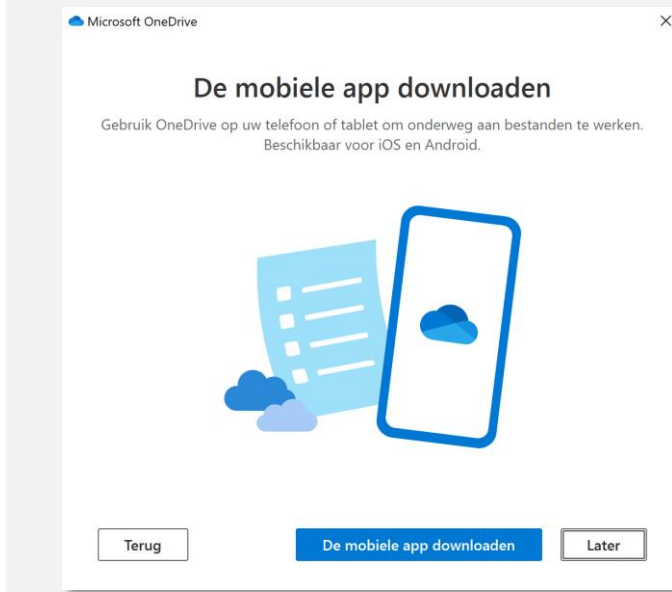
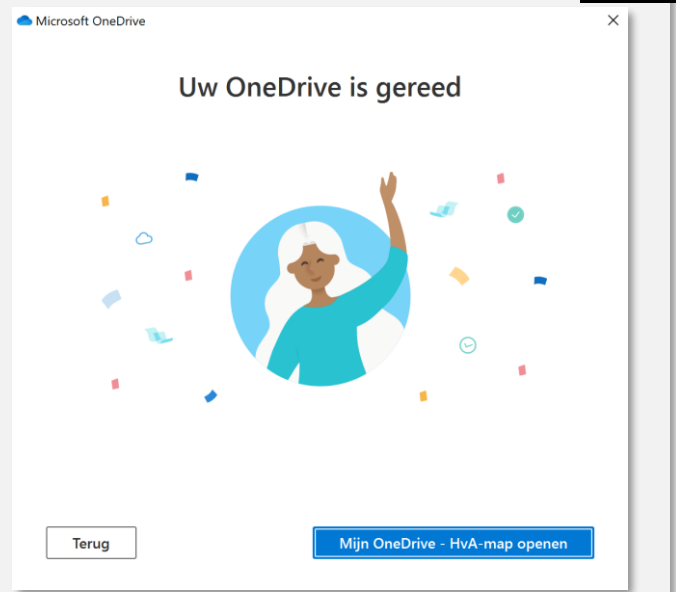
Uw belangrijke bestanden markeren
Klik met de rechtermuisknop op het bestand en selecteer Altijd behouden op dit apparaat, om ervoor te zorgen dat u uw belangrijke bestanden altijd kunt openen, zelfs als u offline bent.

Terug

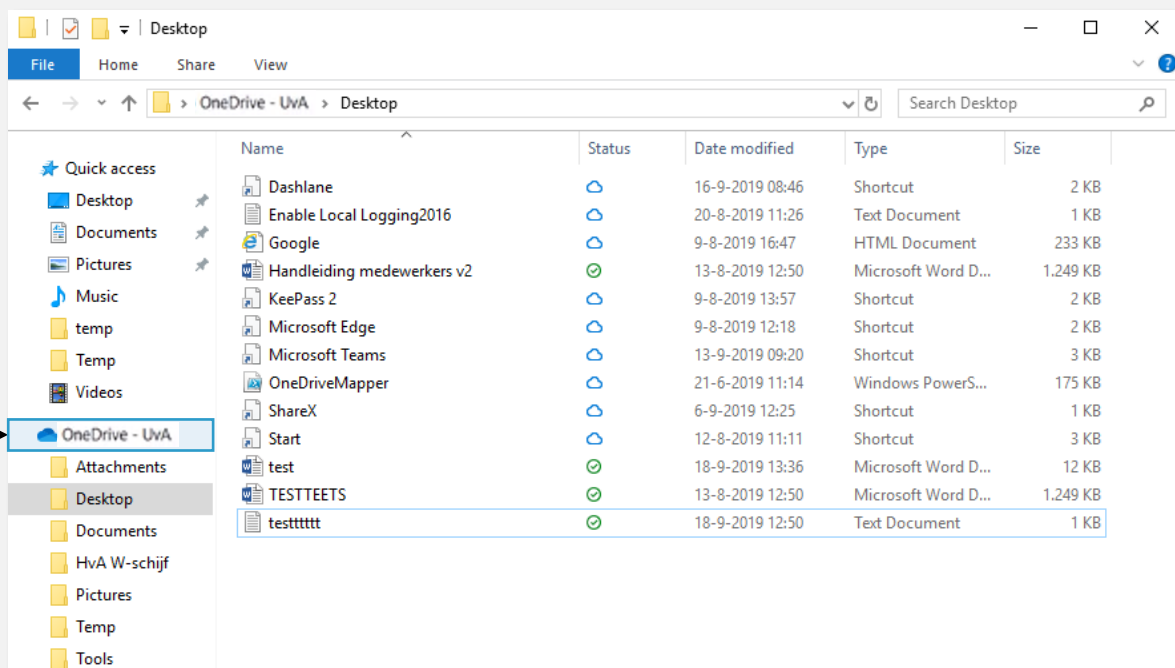
Volgende

On the next page we briefly demonstrate how to move personal files from your local pc or H-drive to OneDrive.

12. If you want to **access** your files **through** your **phone**, you can also **install** the OneDrive mobile app. On the A-Z list instructions how to install mobile apps on your phone are provided.
13. OneDrive is now done installing. Open your OneDrive-UvA folder.

12

13


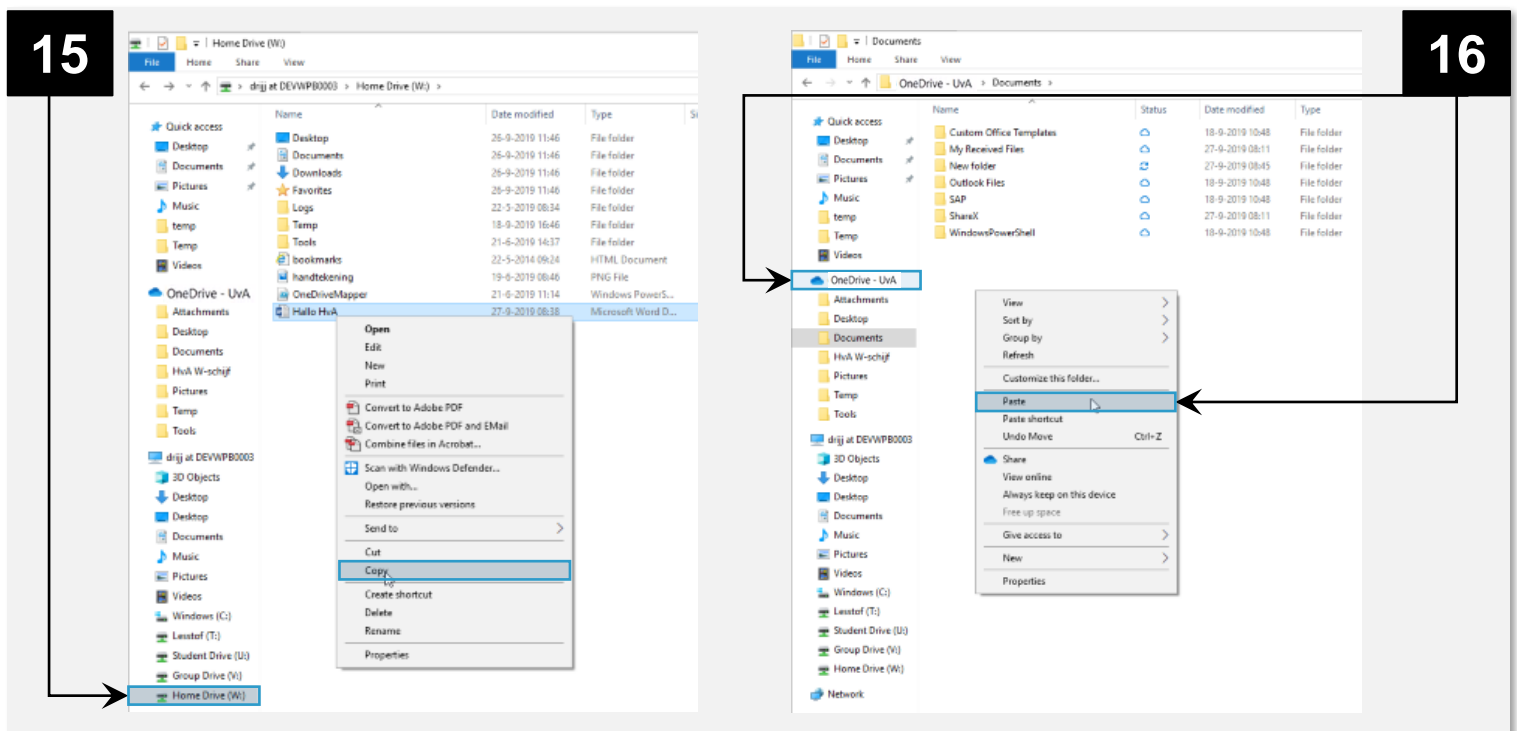
14. Now you can start working securely with OneDrive through your laptops file explorer. You can use up to 1 TB cloud storage for free with your UvA account.

14


15. In case you want to **move files** or **folders** to OneDrive, you can **copy** these from the **local (C-drive)** or **personal UvA (H-Drive)**.

Proceed with caution, because **moving** files from your H-Drive can be more **complicated** than it seems. **Instructions for moving files from the H-Drive to OneDrive** are provided on the A-Z list. Follow these if you want to start working with OneDrive as your **main personal (cloud) storage**.

15. **Select OneDrive, the right mouse button and paste.**



When you are moving files you might encounter some errors. In that case, follow the instructions for moving personal files provided on the A-Z list. If these don't solve your issues, you can contact the service desk.

For OneNote users:

Moving OneNote notebooks from a hard drive to OneDrive requires specific steps. To do so, use the instruction for Moving OneNote notebooks provided on the A-Z list.

Now you are ready to start using your OneDrive. If you want to find out how OneDrive works with Microsoft Teams, check the instructions for Microsoft Teams on the A-Z list. Good luck!

Recommendation: It is advised to back-up your local files (documents, pictures and desktop) with OneDrive. In the case of a stolen or broken device, all your data is available in the cloud.

[More information is available here](#)