

What is OneDrive?

OneDrive is Microsoft's cloud-based storage service that allows you to securely store your personal files online and access them using any internet-connected browser. OneDrive is part of Office 365.

Who has access to OneDrive?

All Birkbeck staff and students have access to OneDrive through Birkbeck's Office 365 enterprise subscription.

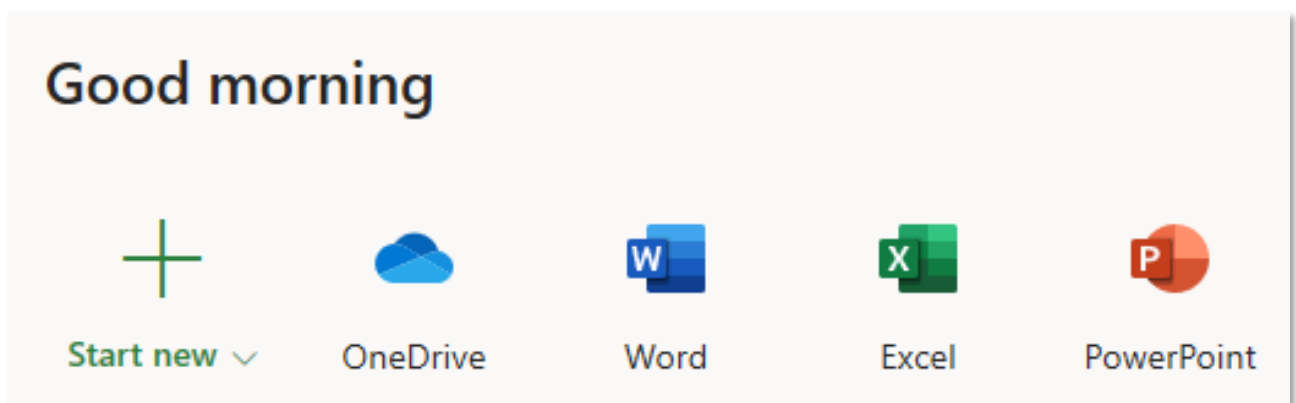
Why should I use OneDrive?

There are many advantages to storing your files in the cloud on OneDrive rather than on a local or network drive. With OneDrive you can:

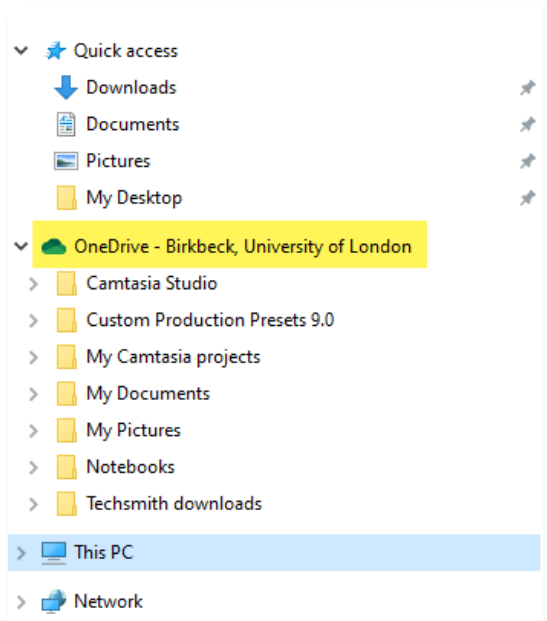
- Get to your files from anywhere using any device.
- Easily share files with others and work together on documents. No need to send bulky email attachments or carry copies around on a memory stick.
- Create a file on your PC or Mac and edit it on your laptop, tablet or phone.
- Use the OneDrive mobile app to access your files on the go.
- Sync files locally to a PC or Mac for offline working.

How do I access OneDrive?

Students: login to Office 365 at <https://login.microsoftonline.com> using your Birkbeck IT account, then select the OneDrive app.



Staff: If you are on Windows 10, access OneDrive through **File Explorer**.



If you are not yet on Windows 10, login to Office 365 using the link above. At the prompt:

- If you have a **centrally-allocated Microsoft Exchange mailbox**, enter your Birkbeck email address and password (e.g. a.lastname@bbk.ac.uk or firstname.lastname@bbk.ac.uk).
- If you have a **locally-allocated mailbox**, enter your ITS username@birkbeck.ac.uk (e.g. ubXXXX123@birkbeck.ac.uk) and password for that username. Note that if you use Google Mail, or your mailbox was provisioned by your department rather than IT Services, you will need to use this option.

How much storage space do I have on OneDrive?

You have 1 TB of space on OneDrive, and it supports more than 270 file types.

What is the N: drive?

In addition to OneDrive, you also have 2GB of personal storage space on the N: drive. This is your home drive on the Birkbeck network, which is centrally managed by IT Services. Files are stored in the **Documents** folder. Unlike OneDrive which you can access from anywhere, you must be logged into the network to access files on your N drive.

Name	Date modified
Contacts	20/08/2019 12:18
D11	30/01/2017 10:40
D13	30/01/2017 10:40
Documents	20/08/2019 12:47
Downloads	23/08/2019 09:33
Favorites	22/08/2019 17:48
Firefox	03/04/2017 16:44
GoogleChrome	30/01/2017 16:35
Links	20/08/2019 12:18
My Desktop	20/08/2019 08:32
Saved Games	20/08/2019 12:18
Searches	22/08/2019 12:52
Libraries - Shortcut	27/07/2018 11:25

When should I use the N: drive?

Bearing in mind you need to be logged into the network to access files on your N: drive, you are more likely to keep your files online on OneDrive. However, very large files (e.g. graphic-rich) may open faster from the N:drive because they are stored locally rather than up in the cloud.

I currently use Dropbox to store my personal files online. Why should I use OneDrive?

For work or course-related files, it is better to use OneDrive because:

- OneDrive is backed up so files lost through accidental deletion or malicious attack can be recovered.
- OneDrive is supported by IT Services.
- OneDrive is GDPR-compliant which is important if you are storing personal data (e.g for research purposes).

Who can see my files on OneDrive?

By default, all your files on OneDrive are private. However, you can choose to share files and folders with others, either to view or edit. This [video](#) explains how.

Are my files on OneDrive backed up?

Yes. If you need help recovering a lost file please submit an Ask to IT Services.

I want to use the OneDrive mobile app. Where do I get it?

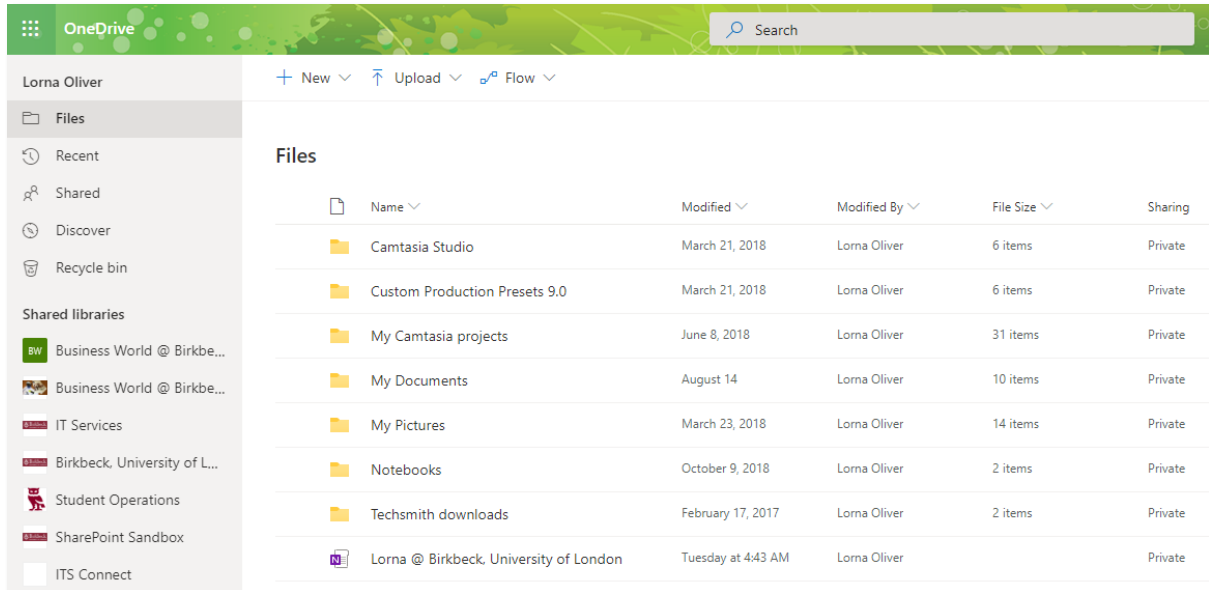
You can download the mobile app from [here](#). Apps are available for Android, iOS and Windows phone. Click [here](#) for help.

What happens with my OneDrive files when I leave College?

All files stored on your OneDrive will be deleted 30 days after you leave Birkbeck. If you want to keep any files you will need to download them before you go.

What does OneDrive look like?

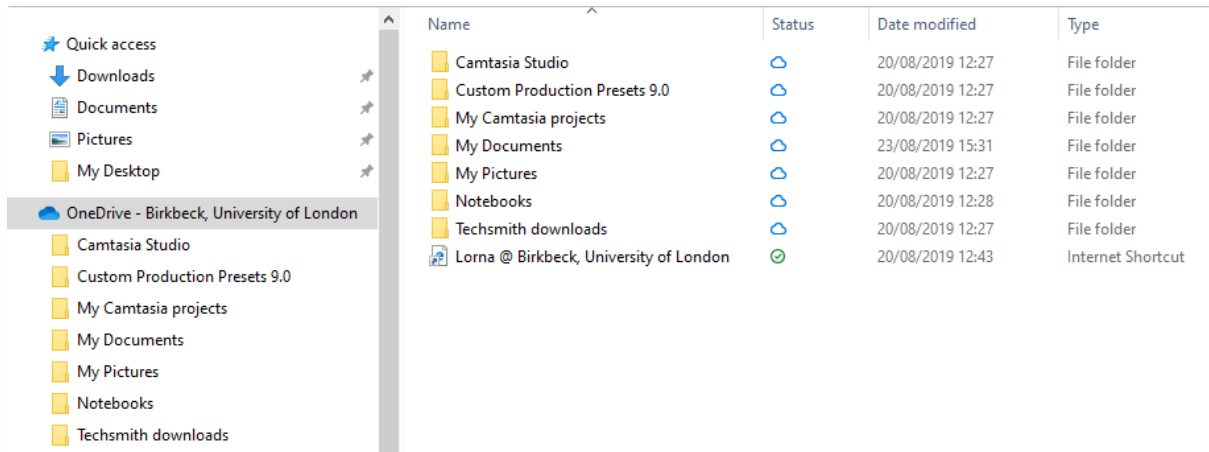
WEB VIEW (LOGIN TO OFFICE 365)



The screenshot shows the OneDrive web interface for user Lorna Oliver. The left sidebar contains navigation options: Files, Recent, Shared, Discover, Recycle bin, and Shared libraries (Business World @ Birkbeck, IT Services, Birkbeck, University of London, Student Operations, SharePoint Sandbox, ITS Connect). The main area displays a list of files and folders with columns for Name, Modified, Modified By, File Size, and Sharing.

Name	Modified	Modified By	File Size	Sharing
Camtasia Studio	March 21, 2018	Lorna Oliver	6 items	Private
Custom Production Presets 9.0	March 21, 2018	Lorna Oliver	6 items	Private
My Camtasia projects	June 8, 2018	Lorna Oliver	31 items	Private
My Documents	August 14	Lorna Oliver	10 items	Private
My Pictures	March 23, 2018	Lorna Oliver	14 items	Private
Notebooks	October 9, 2018	Lorna Oliver	2 items	Private
Techsmith downloads	February 17, 2017	Lorna Oliver	2 items	Private
Lorna @ Birkbeck, University of London	Tuesday at 4:43 AM	Lorna Oliver		Private

FILE EXPLORER VIEW



The screenshot shows the Windows File Explorer view of the OneDrive folder. The left sidebar shows the navigation pane with 'OneDrive - Birkbeck, University of London' selected. The main pane displays a list of files and folders with columns for Name, Status, Date modified, and Type.

Name	Status	Date modified	Type
Camtasia Studio	🔗	20/08/2019 12:27	File folder
Custom Production Presets 9.0	🔗	20/08/2019 12:27	File folder
My Camtasia projects	🔗	20/08/2019 12:27	File folder
My Documents	🔗	23/08/2019 15:31	File folder
My Pictures	🔗	20/08/2019 12:27	File folder
Notebooks	🔗	20/08/2019 12:28	File folder
Techsmith downloads	🔗	20/08/2019 12:27	File folder
Lorna @ Birkbeck, University of London	🟢	20/08/2019 12:43	Internet Shortcut

How do I get started with OneDrive?

Take a look at this short video [Getting started with OneDrive](#) (1:39). It explains how to login, upload, edit and share documents.

Want to know more?

Check out these Microsoft how-to videos:

[Why store files in the cloud?](#) (2:14)

[Getting started with OneDrive](#) (1:39)

[OneDrive Basics](#) (1:26)

[Manage your files](#) (1:16)

[Upload files and folders](#)

[Create files and folders](#) (1:06)

[Share files and folders](#) (1:45)

[Sync OneDrive files and folders](#) (1:46)

[Sync files with OneDrive files on-demand](#) (1:38)

For additional guidance, visit the [Microsoft OneDrive Help Centre](#).