

Students: Quick How-to Guide

Valdosta State University will no longer use the network Documents folder (*MyDocs*) as one of its file-storage methods.

Instead, the University will use **Microsoft OneDrive** as an alternate solution.

Between July – December 2018, impacted faculty, staff, and students should upload any remaining files stored on V:\mydocs to OneDrive-Valdosta State University.

You will need to:

- A. [Check for and/or Register for OneDrive](#)
- B. [Upload your MyDocs files to OneDrive](#)
- C. [Sync your Computer to OneDrive](#)
- D. [Notes](#)




For additional assistance:

Visit [MyDocs to OneDrive Migration Project](#)

Contact VSU Solutions Center:

229-245-4357 or solutions@valdosta.edu

A. CHECK FOR ONEDRIVE-VALDOSTA STATE UNIVERSITY

1. Login to a VSU lab computer, using your Active Directory account.
2. From your web browser, log in to **MyVSU** using your **VSU email address** and **password**
3. Click **VSU Email** (or *Microsoft OneDrive/Office Apps > Apps Dashboard*) button > Click the **App Launcher icon**  located in the top left corner.

If OneDrive is listed, skip to

[Sync your Computer](#)

If OneDrive is not listed, you will need to register your VSU account with Microsoft. You then will have access to OneDrive, along with other Microsoft applications (Word, Excel, PowerPoint, etc.) *Follow instructions below.*

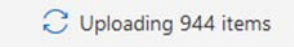
If necessary, REGISTER for OneDrive and other Microsoft Applications

1. Log out of VSU Email and MyVSU, if necessary.
2. Go to [Get Office 365 for free](#) website
3. Enter your **VSU email address** > Click **Get Office for Free** button
4. Select 'I'm a student'
5. Click **Sign in** once your account has been verified
6. Enter your **VSU password** at the MyVSU login screen
7. Click **Start** to agree to the terms and conditions and Microsoft Privacy Policy

Congrats! You should now see OneDrive, along with other Microsoft applications, displayed in your Apps dashboard.



B. Upload your Files to Web Based OneDrive-Valdosta State University

1. While logged in to Office 365 via MyVSU, click the OneDrive icon
2. Click the Upload link located on the menu near the top > Click Folder
3. Click **VSU Network Drive (V:)** from the list on the left > Select the **mydocs** folder > your **username** folder > Choose Documents Folder.
4. Optional: While OneDrive uploads your files, you may click the Uploading # items link  located in the upper right of your screen to view progress details.
5. Click the Files link to navigate back to your My Documents folder

Files > My Documents

 Name ↑ ▾

Depending on the quantity and size of your files, it may take ample time to complete.

If you are missing files or need help, contact VSU Solutions Center:

229-245-HELP (4357) or solutions@valdosta.edu


C. OPTIONAL: SYNC YOUR COMPUTER TO ONEDRIVE-VALDOSTA STATE UNIVERSITY

Use OneDrive-Valdosta State University to sync your school or work files to **your office or personal computers**. You can then work with files directly in your file system without having to log in to MyVSU. You can, however, access those same files from almost any computer/device when you do log in to MyVSU/Office 365/OneDrive. Any changes that you make will sync automatically.


IMPORTANT: Installing the OneDrive-Valdosta State University Sync App is prohibited on classrooms/labs computers and teacher workstations. A convenient shortcut link to **OneDrive-Office Apps Online** is located on the Desktop of each classroom/lab and teacher computer. **ONLY INSTALL ON PERSONAL EQUIPMENT.**

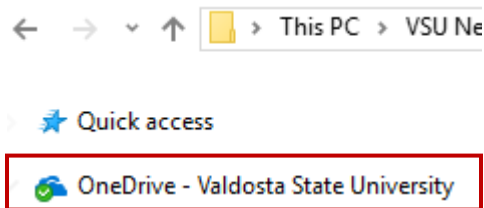
FIRST, Is OneDrive-Valdosta State University already synced to your computer?

There are two ways to check:

1. Look for the blue clouds  icon on the bottom far-right side of your Windows Task Bar that reads “**OneDrive-Valdosta State University**” when you hover your mouse over.

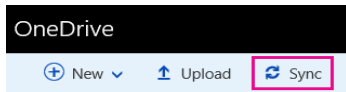
Or

2. Click the **File Explorer**  folder on your Windows Task Bar. The **OneDrive-Valdosta State University** folder will be listed on the left.



If necessary, INSTALL the OneDrive-Valdosta State University Sync App

1. While still logged in to OneDrive via MyVSU, click the **Sync** button located on the menu

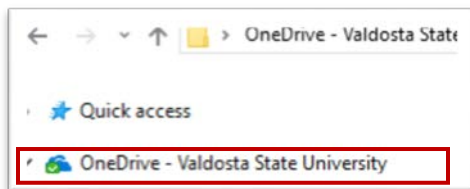



bar.

The **Getting ready to sync** pop up will display.

2. Click **get the latest version of OneDrive** link to download the app file > **Click the file to begin the installation.**
3. A new screen will display prompting you to **Enter your VSU email address**. You will then be redirected to the MyVSU log in page > **Enter your MyVSU password.** (*If prompted, select **Work or School account.***)
4. Click **Next** when the **This is your OneDrive folder** dialog box appears.
5. When the **Sync your OneDrive files to this PC** dialog box appears, **choose the folders/files you want to sync**, or select **Sync all files and folders** > click **Next** or **OK**.
6. **Sync is now set up!**

Check for the **OneDrive-Valdosta State University** directory to be listed in your Windows File Explorer.



Or, check for the blue clouds  icon located on the bottom far-right side of your Windows Task Bar that now reads **"OneDrive-Valdosta State University."**

Files stored in OneDrive-Valdosta State University directory are saved on your local computer hard drive and synced with OneDrive online.

D.NOTES

1. For security, the installation of the OneDrive sync app is **prohibited** on classroom/lab computers and teacher workstations.
2. The installation of the OneDrive sync app is **allowed** on office computers and personal devices.
3. To quickly access your OneDrive files while in a classroom/lab, a shortcut link is on each computer desktop: **“OneDrive-Office Apps Online” will take you to VSU Microsoft Office 365 apps dashboard.**
4. **Files should not be saved to the documents folder** on classroom/lab computers and teacher workstations. Files will be deleted routinely due to Deep Freeze software.
5. As of May 1, 2018, new employees and newly enrolled students **do not have access to v:\mydocs (documents folder)**. They should use OneDrive-Valdosta State University.
6. **Everyone can read the “Where are my files?” instruction note embedded in the ‘documents’ folder**--even those who do not have access to v:\mydocs (Documents folder) when logged into a computer using their MyVSU username and password.

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[Learn more about OneDrive](#)