OneDrive: Connect from a computer

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Tags: OneDrive

This article reviews how to easily **access your College OneDrive** from a **College** or **personal computer!**

See also:

- Network Drives: Connect from your computer
- OneDrive: Share files and folders
- Files on Demand for Windows
- Files on Demand for Mac

How does OneDrive work?

Logging into the OneDrive application makes it easy to access, copy, and edit your OneDrive files!

- Add OneDrive to **File Explorer (⊞) or Finder (⌘)**
- **Automatically login** to OneDrive
- Copy-and-paste files to/from OneDrive like a folder

Attention: Logging into OneDrive **does not automatically copy all files/folders** from the computer to OneDrive, or vice versa. When automatic backup is enabled, you can control which files are backed up and how.

First-time setup

OneDrive is **preinstalled on all College computers** and can always be reinstalled from Software Center.

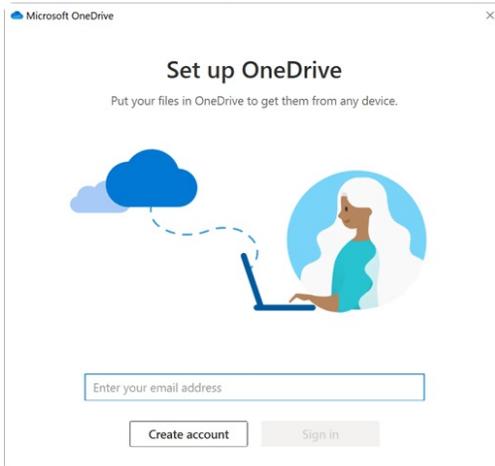**Attention:** OneDrive on **personal computers**

You may need to install OneDrive using the links available on Microsoft's support page.

> **Note:** OneDrive on **shared computers**

1. Open **OneDrive**
   - **Windows** 🪟: Click the Windows search menu > Search for "OneDrive"
   - **macOS** : Open Finder > Applications > OneDrive
2. Type in your **College email** and click **Sign in**

3. Login with your **College email and password**, and authenticate with Duo
4. Click **Next** and follow the on-screen instructions to complete setup
   - **Windows** (🪟): You will be prompted to enable OneDrive's optional automatic backup.

Access files

1. Open **File Explorer** (🪟) or **Finder** ()
2. On the left-hand side, click **OneDrive**

Files On-Demand

By default, your **files are stored as links** that **don't take up storage space**. When you create a file, or open it for the first time, it is downloaded to your computer (e.g., "on-demand") and remains there **until it isn't opened for 60 days**.

Check file availability

The availability of a file or folder is **indicated by the status icon** next to its filename:

- ☁️ **Available when online**: files that are in OneDrive, but not on your device
    - You will not be able to access these files **without an internet connection.**
- ✅ **Available on this device**: files that are on your device and available offline
- ✅ **Always on this device**: files that will always be on your device

> **Note:** Unable to see these icons?
>
> Within File Explorer (🪟) or Finder (🍎), you may need to **change your View** to "List" or "Details".

Change file availability

`Right-click` (🪟) or `control-click` (🍎) a file or folder to manually change its availability:

- ☁️ **Free up space**: reverts the file/folder into an on-demand link
- ⬇️ **Always keep on this device**: ensures the file/folder will always be on your device and available offline

Automatic backup (optional)

When enabled, OneDrive can **automatically back up** your **Desktop**, **Documents**, and **Pictures** folders to prevent data loss should your device malfunction.

> **Warning:** Be sure the files you work with **can be stored in OneDrive**, per the College's Data Handling Policy📄 and Data Handling Storage Guidelines📄.

> **Learn more:**
>
> - How does OneDrive safeguard my data in the cloud?📄
> - What backup solution is right for me?

Windows 🪟

macOS

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the**Help Desk**!

Phone: 610-526-7440 | Library and Help Desk hours
Email: help@brynmawr.edu | Service catalog
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