
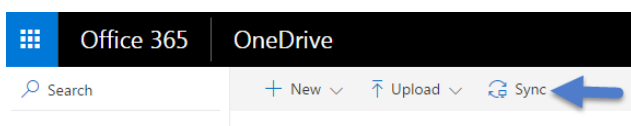




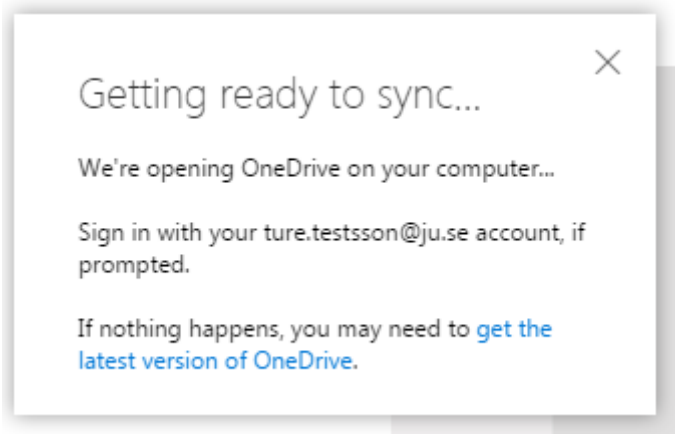
Moving files to OneDrive

1. Sign in to Office 365 with your JU account.
2. Select the app launcher  and then select **OneDrive**.
3. Select the **Sync** button.



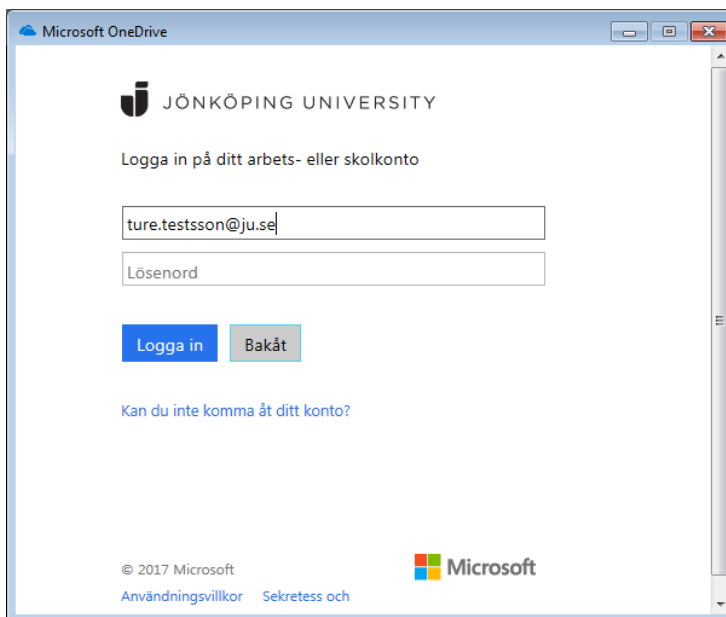
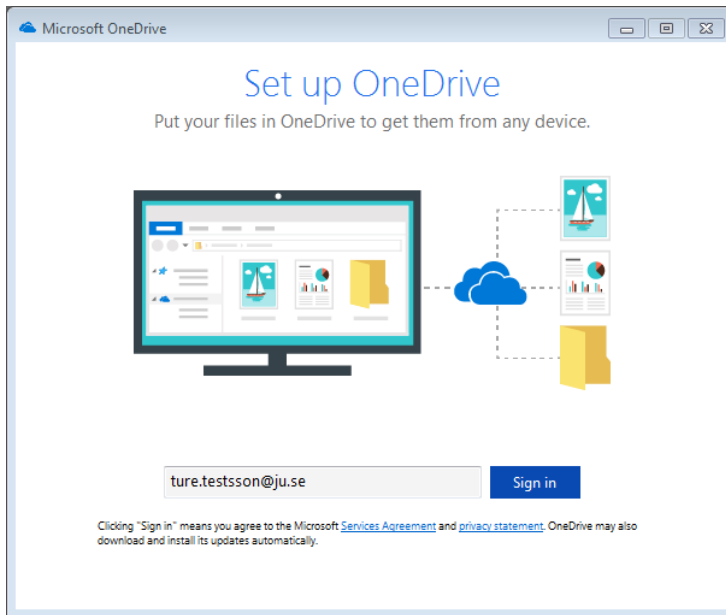
4. When your browser asks for permission to open **Microsoft OneDrive**, click **Allow** or Yes or similar, depending on your choice of web browser.

If the **Getting ready to sync** dialog box appears and nothing else happens, click **Get the latest version of OneDrive**.

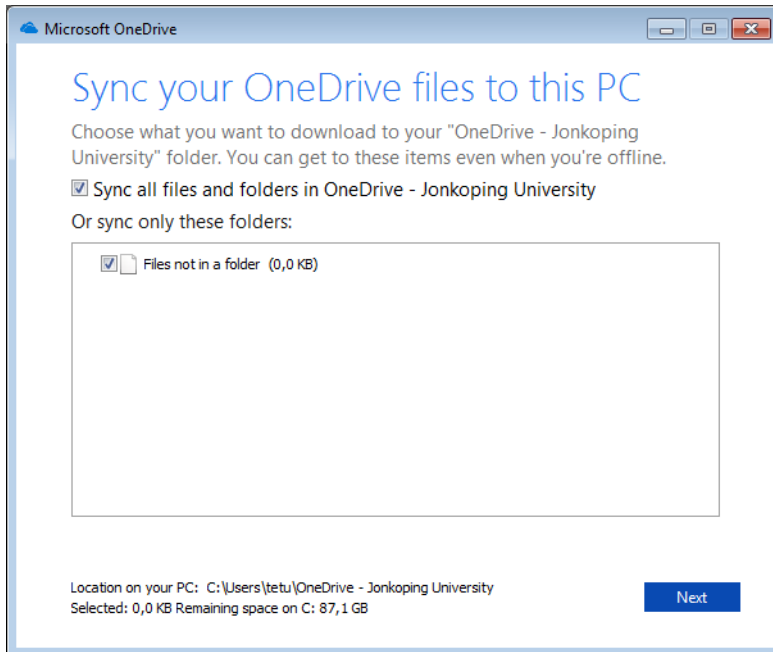


Depending on the web browser (Internet Explorer, Google Chrome, Mozilla Firefox etc.) the download process will be slightly different.

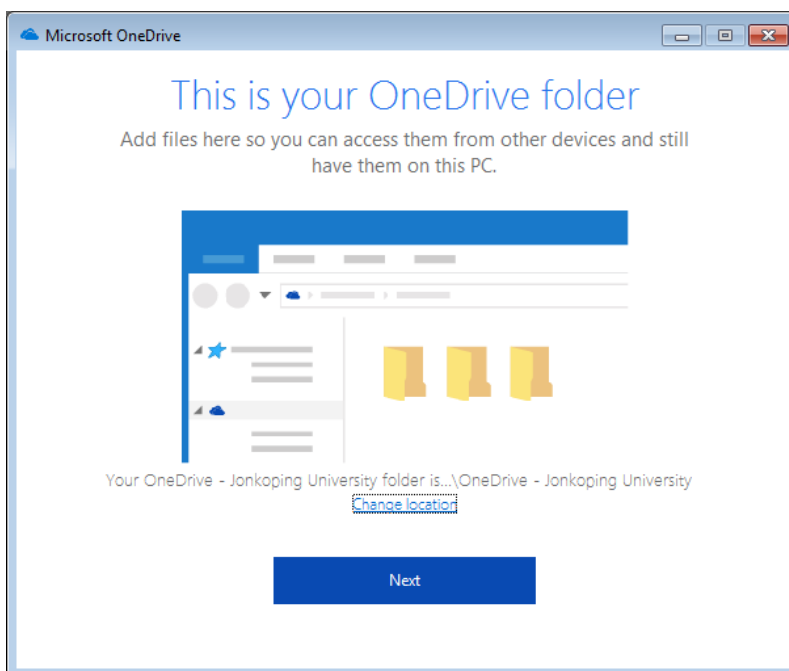
- When the download finishes you'll be asked to sign in. Use your full JU email address and click Sign in. You will then be forwarded to the JU login page.



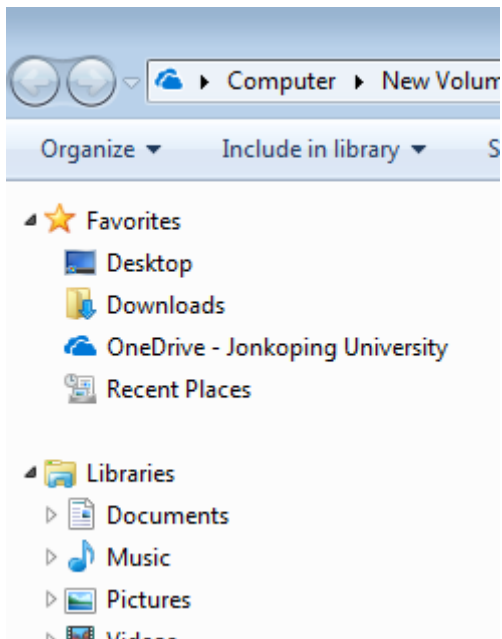
When OneDrive opens and the **Sync your OneDrive files to this PC** dialog box appears, choose the folders you want to sync if you already have files and folders in OneDrive, or select **Sync all files and folders**, and then select **OK**.



Sync is all set up now. You can close the **Getting ready to sync** dialog box now, if it's still open in web browser.



Your OneDrive for Business files will now appear in File Explorer or Finder as **OneDrive – Jonkoping University**.



You move, rename, and delete files the same way you're used to, with one important difference: the changes you make to OneDrive for Business files will sync to all your other devices. So if you delete a file here, it's deleted everywhere.