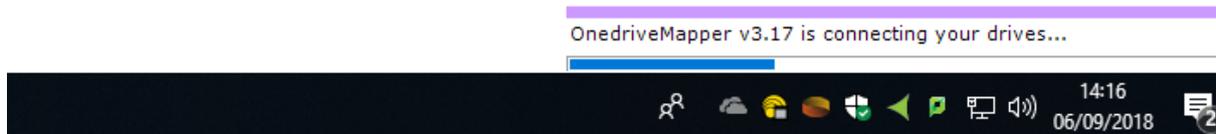


OneDrive Mapper User Guide

Logging In

After logging onto a PC, the OneDrive mapping starts, which appears in the bottom right hand corner of the screen



The first login to a PC can take **up to 1 minute** to connect the OneDrive (normally quicker). This will be quicker on subsequent logins to the same PC.

Please **wait** until OneDrive mapping is finished before you open Internet Explorer.

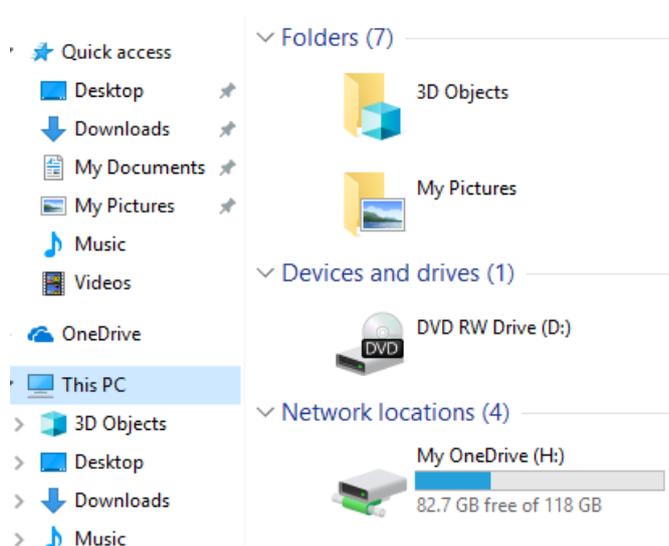
If login fails

You may be prompted to enter a password or you may be prompted with an error message saying 'Unable to detect a username'. This is normally down to the account logging in not being provisioned yet with OneDrive. There are two possible reasons for this 1) The account has only just been created and requires a 1 hour wait before using 2) an error occurred during account creation please contact IT in this instance.

Learners can attempt to remap their OneDrive by double clicking the map OneDrive icon on their desktops.

Using you mapped OneDrive

Your OneDrive is mapped to the **H:** drive with the label **My OneDrive**. Once the OneDrive is mapped, you will see it in Windows Explorer:



You can then open files in your OneDrive and save files to it, as you do with any other storage.

Files on your OneDrive will be accessible from home.

Recovering deleted files

Office 365 has a recycle bin for you OneDrive. You can access it by logging into <https://portal.office.com> through a web browser(Internet Explorer/Edge/Chrome).

Shared Folders

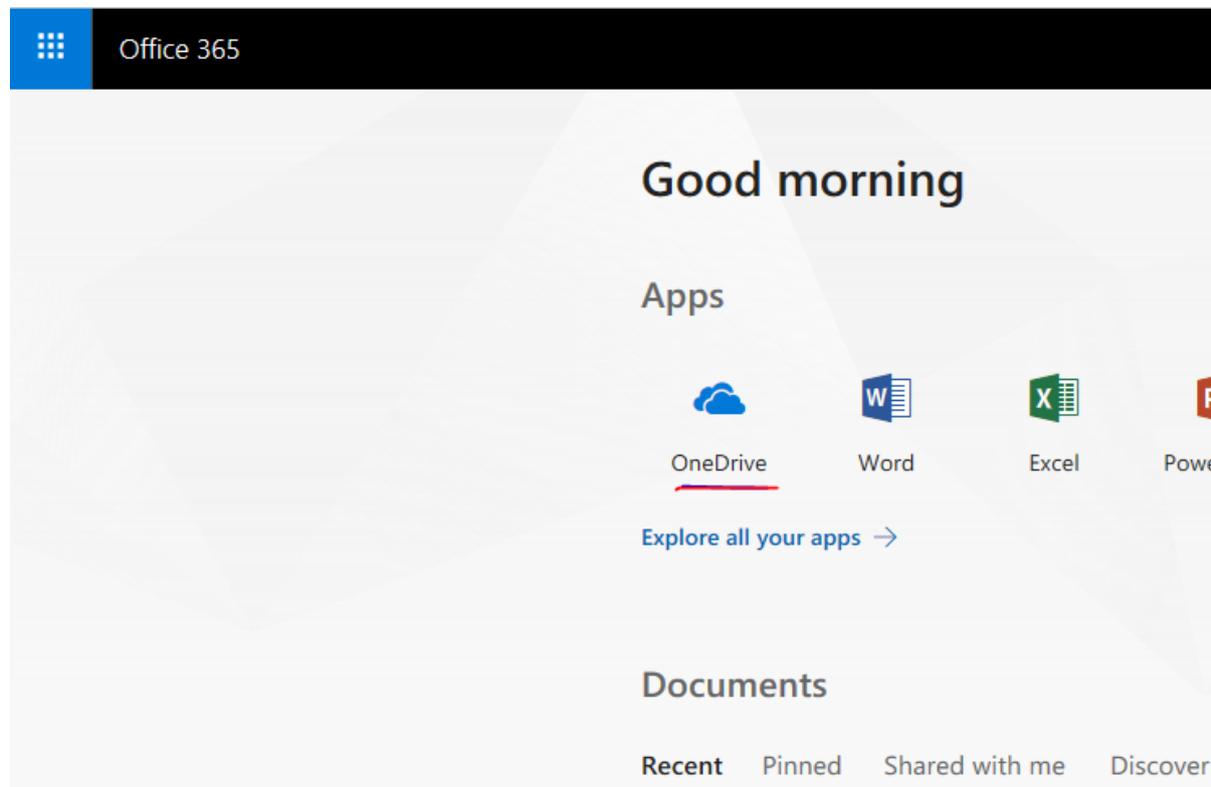
If you have shared OneDrive folders with the other Office 365 users then you will only be able to access those folders through a browser. The OneDrive mapping in Windows Explorer does not show shared OneDrive folders.

Internet Explorer

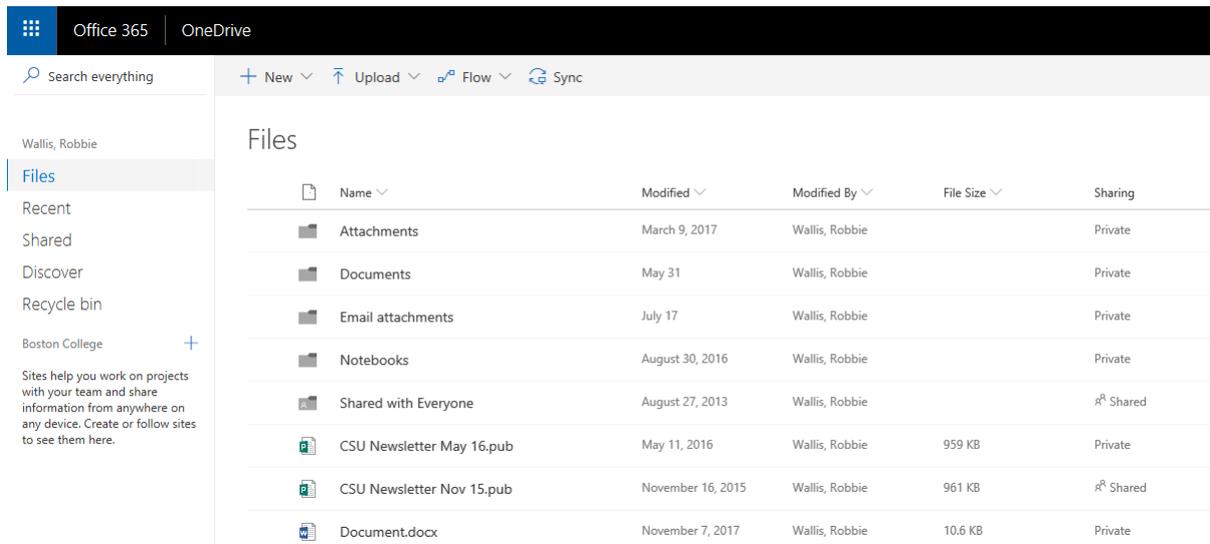
During the mapping process, OneDrive Mapper closes any open Internet Explorer (IE) windows. Therefore it's a good idea to wait until OneDrive Mapping has finished before you open IE. If an open IE window is closed by OneDrive Mapper, just open it again and it will stay open.

Using OneDrive at home

To access OneDrive from home visit <http://www.office.com> and sign in using your network log in details. Then locate the OneDrive file and launch it.

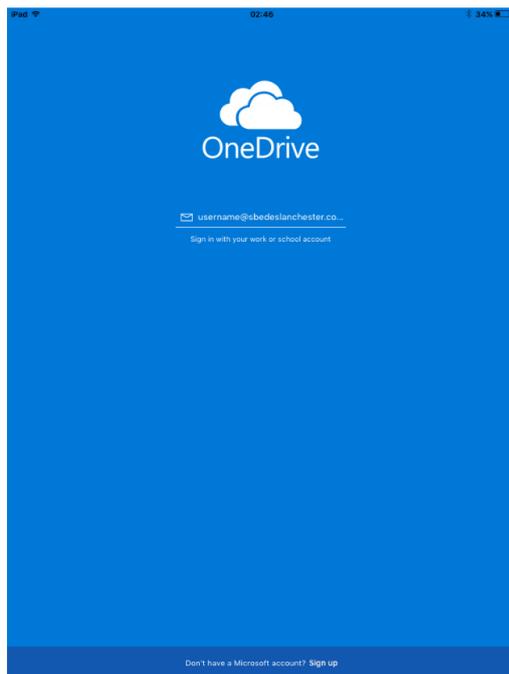


From there, you can find all your documents that you have saved to OneDrive and can open them or share them with other users.



iPad App

Download the **OneDrive app** from the app store and tap the app to open. When loaded, enter your Outlook email address (username@student.boston.ac.uk)



The app will then redirect you to a Boston College login page. Use your log on details that you use to sign into a computer at college and tap sign in. (Note: If the app **doesn't redirect** you to sign in, close the app and remove it from background running apps. Then open the app again)

After signing in you will be able to view all documents and files that you have saved onto your OneDrive. A similar app is available for Android devices so please follow the same process