How to Store Files in OneDrive for Business

You can store up to 1TB of data in your OneDrive for Business space. Using OneDrive is easy and can be accomplished in one of two ways: uploading directly to OneDrive on the web or syncing a folder on your workstation. The latest version of Microsoft Office comes with a OneDrive client that you can use to sync a folder on your workstation with your OneDrive for Business space.

> Please keep in mind that your OneDrive for Business space will be available only as long as you are an employee or student. If you leave the university (resign, retire, do not register for classes, graduate, etc.) your OneDrive for Business space goes away. Therefore, it is not an ideal location to store non-work or school related files. If you would like space for your personal files, please consider setting up a free online storage account. You should store critical work documents in an Office 365 Group so that they are not deleted if you leave the university.

Step-by-step guides

- Uploading Directly to OneDrive Online
- Syncing a Folder on Your Computer to OneDrive

Uploading Directly to OneDrive Online

1. Log in to your OneDrive for Business account via the Office 365 portal.
2. Click **Upload**.
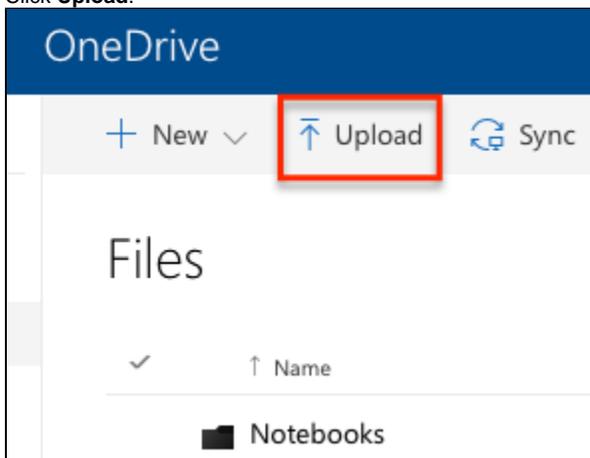
> You can also drag and drop your files from your computer to the browser window instead of using the Upload button.

3. Select the file(s) you wish to upload. You can select multiple files by clicking and dragging or, alternately, CTRL-click (or CMD-click on Mac) each file separately.

4. Check that your files are visible in OneDrive after uploading is complete.

## Syncing a Folder on Your Computer to OneDrive

If you would like to have a folder on your desktop to access your OneDrive files, you can choose to sync your online OneDrive space to your computer. Doing this allows you to access your OneDrive files offline and gives you an easy way to save new files to your OneDrive account.

1. First, make sure you've downloaded OneDrive for Business on your desktop.
2. Click **Sync** inside the folder you wish to sync to your workstation.
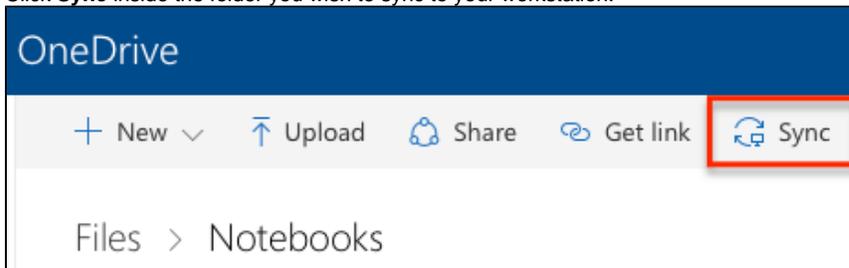
3. You will see one of the two pop-up messages below.

    1. If you see **Getting ready to sync…** and nothing else happens, click **get the latest version of OneDrive.**
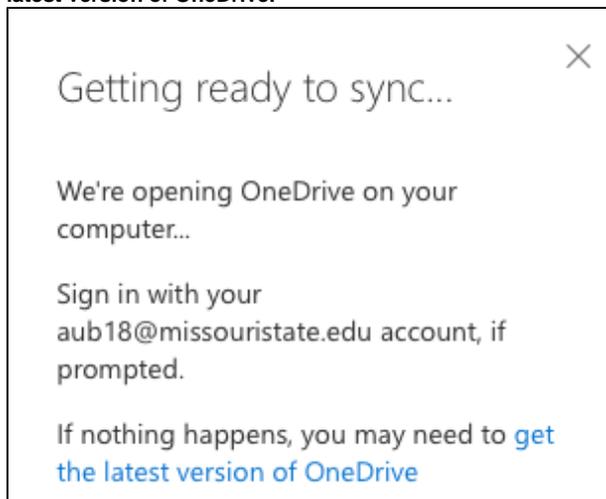
> If you only see this box, it means you don't have OneDrive installed on your computer. Clicking **get the latest version of OneDrive** will walk you through the download and install process. Or, see our documentation on How to Install OneDrive for Business on your Desktop.

2. If you see **Do you wan to allow this page to open "OneDrive"?**, click **Allow.**
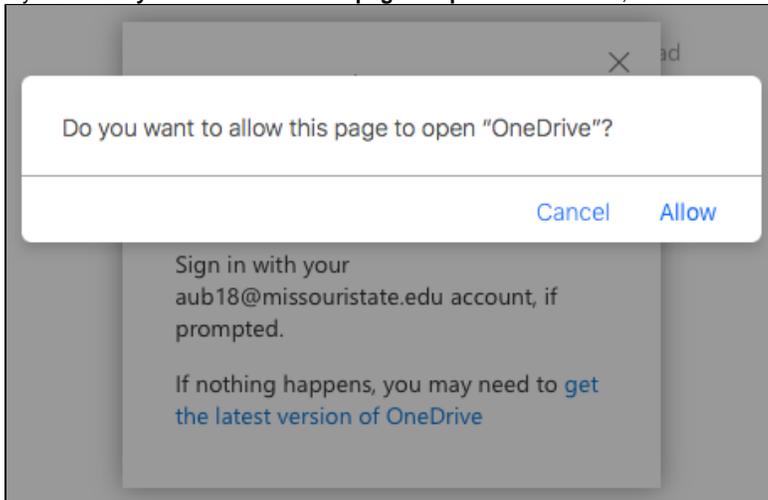
4. You will be prompted to choose which files and folders in your OneDrive account you want to sync to your computer. Check the boxes next to the options you want to sync.
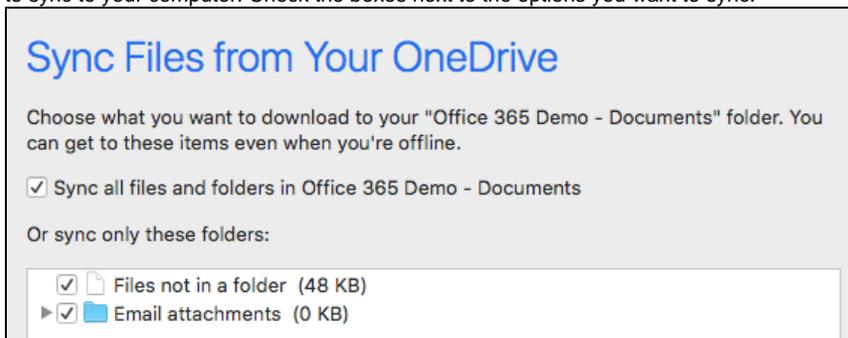
> Remember, your OneDrive account has 1TB of storage space for your files, but your computer likely will not have enough space to hold that many files. The average computer hard drive is 128GB up to 512GB (though they can be larger or smaller). If your OneDrive holds a significant amount of files, only sync the folders and files that you need to access frequently. You can still access the remaining files from OneDrive online.

5. Click **Start Sync** to finishing setting up your new OneDrive folder.

Your files will sync between OneDrive and the folder on your computer. You can now save files to this folder as normal on your computer, and it will automatically upload to your OneDrive account so that you can access the files from your browser for easy access and sharing.