

Contents

Overview 2

Start OneDrive 2

Migrate Files to OneDrive 7

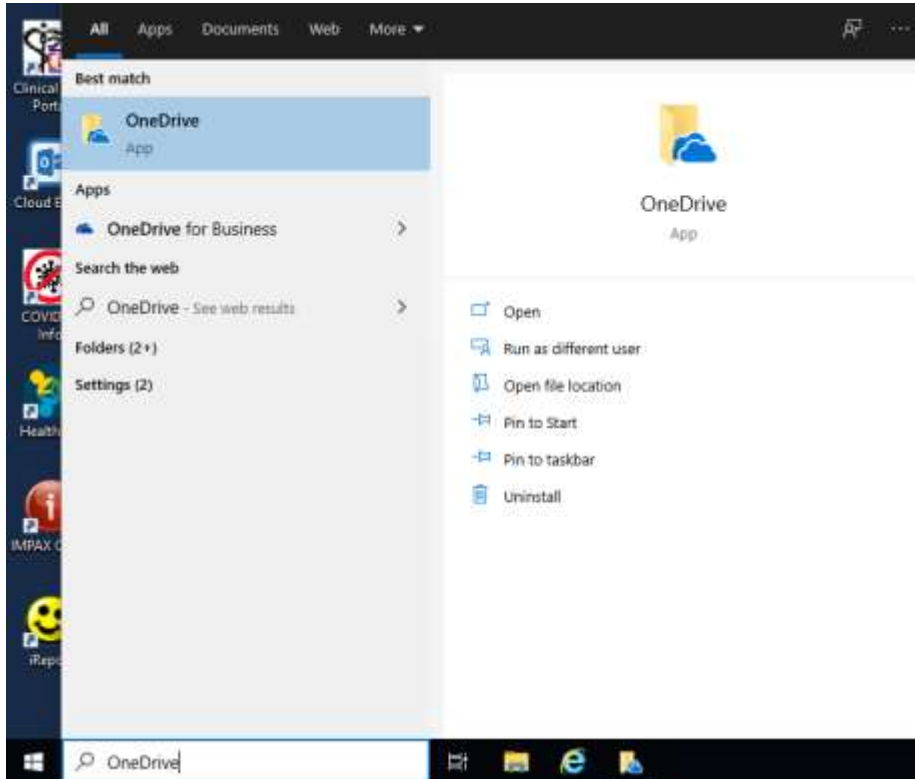
If You Need Help 9

Overview

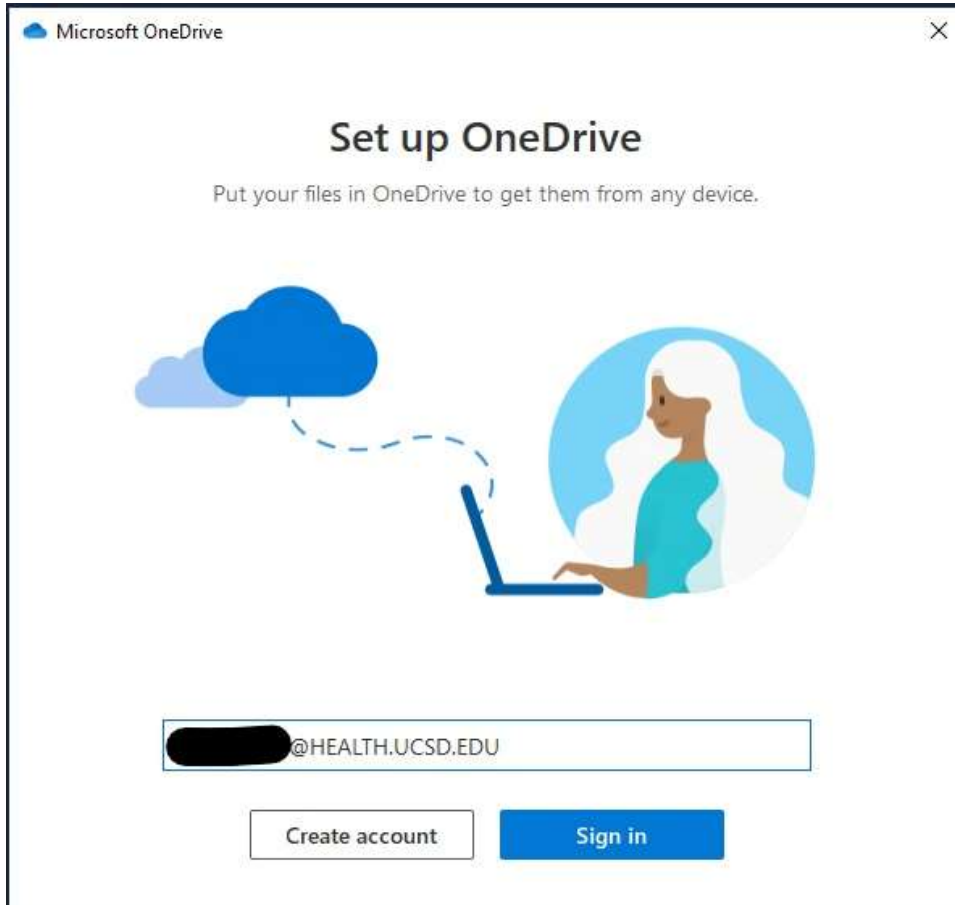
This document will guide you through the process of installing Microsoft OneDrive on an administrative Windows workstation.

Start OneDrive

1. On the Windows desktop, click **Start**, type **OneDrive** and select **OneDrive**.



2. On the first launch of OneDrive you are prompted to enter your email address. Use your @health.ucsd.edu address and click **Sign in**. If the prompt does not appear, the OneDrive client may be updating to the latest version. Wait for several minutes and then try again.



3. At the next prompt, enter your password and click **Sign in**.

Microsoft OneDrive

UC San Diego Health

← [redacted]@health.ucsd.edu

Enter password

password

[Forgot my password](#)

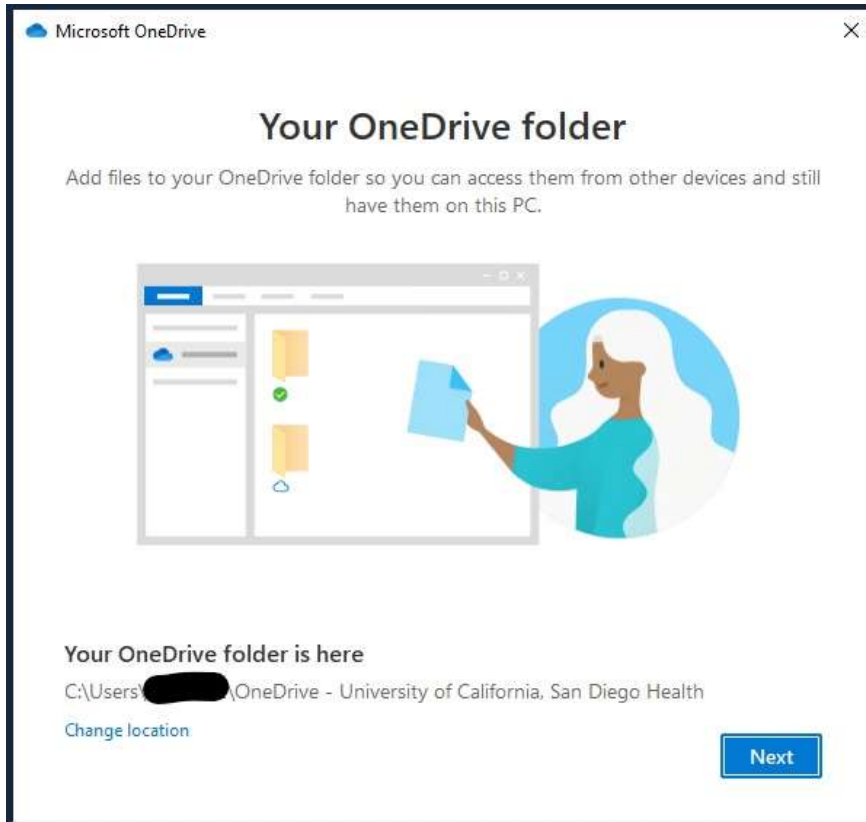
[Sign in with another account](#)

Sign in

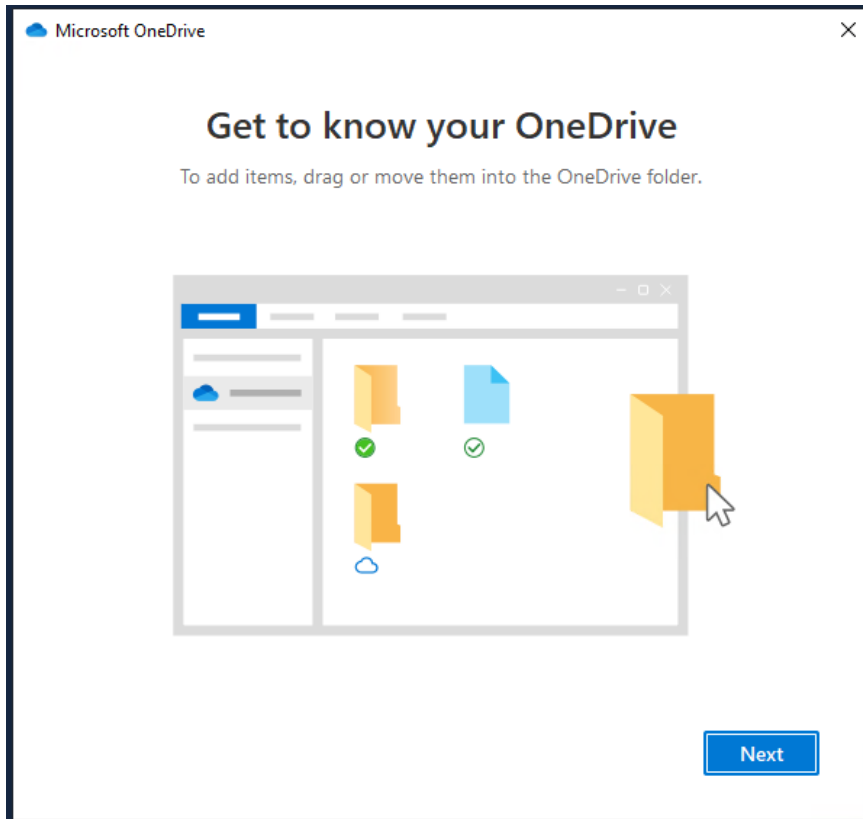
Please use your username@health.ucsd.edu login for this page and contact the University of California, San Diego Health Service Desk at 619-543-HELP with any questions.

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4. The next prompt gives you the option to change the location of your OneDrive path. It is recommended that you use the default. Click **Next**.



5. Click **Next**.

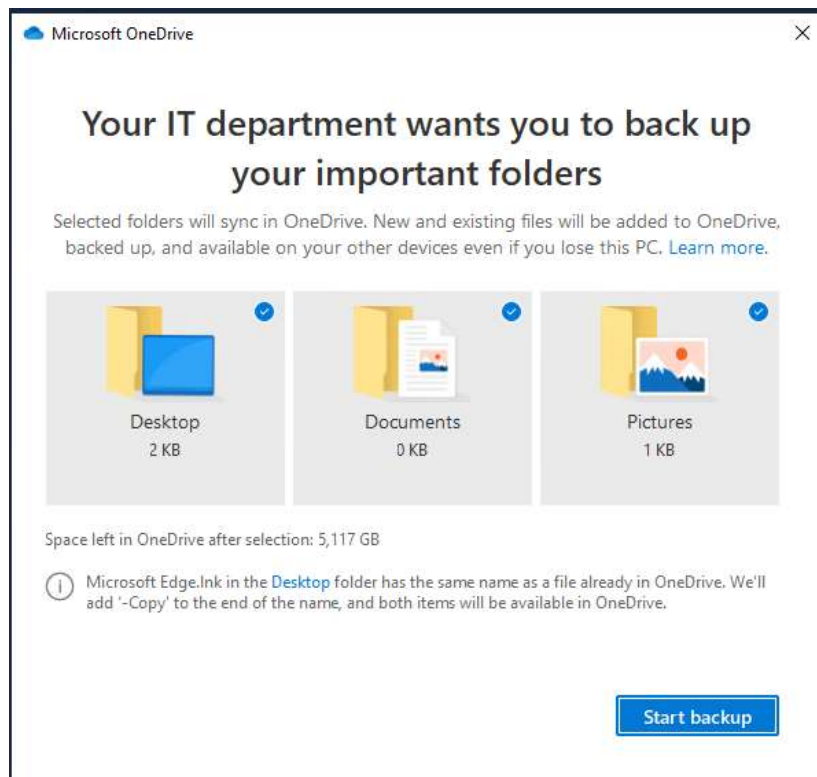


Migrate Files to OneDrive

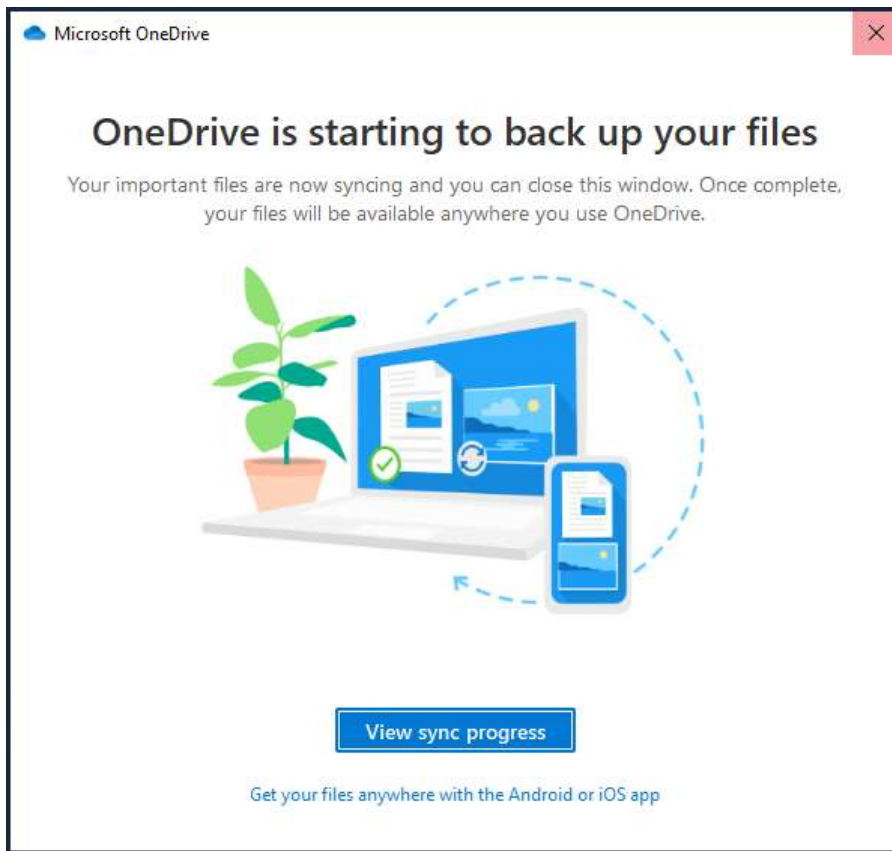
After a brief pause, a prompt will appear to set up your **Back up** or **Protection**, depending on the version of Windows you are running. This process migrates your Desktop, Documents, and Pictures to OneDrive. If you choose this, your files will be synced to the OneDrive folder and be accessible from any other desktop, including your home PC, you set up with OneDrive on the [OneDrive website](#). We encourage you to use this feature to enhance your desktop experience.

1. To migrate your files to OneDrive, select the folders you want synced. We recommend that you use the default of all folders. Click **Start backup** or **Start protection** to continue.

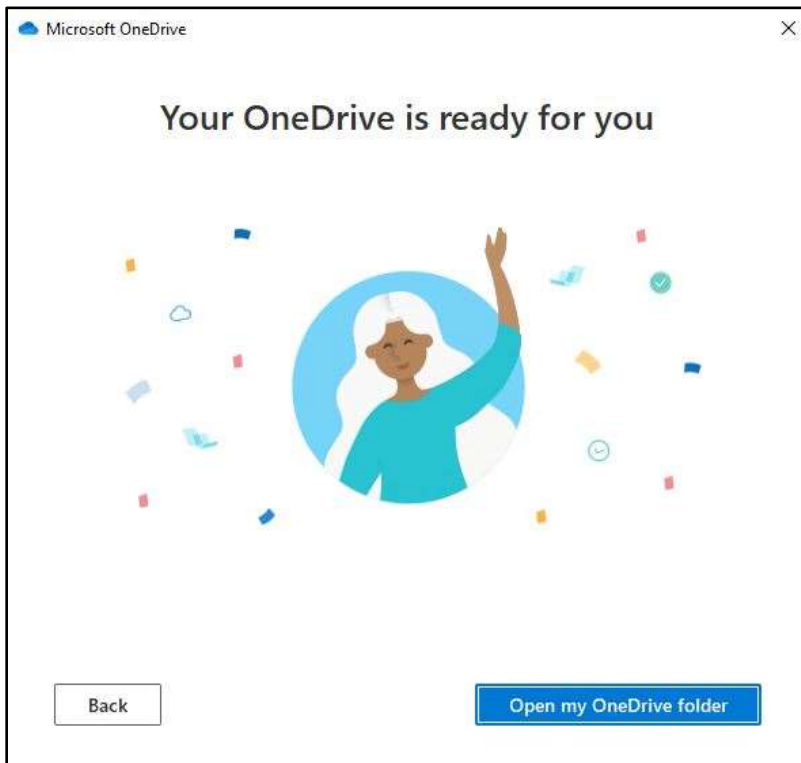
NOTE: After your K drive is migrated, you'll find your data in the Documents folder.



2. The next screen gives you the option to view the sync progress, set up your Android or iOS device or just close at the prompt.



Your desktop is now using OneDrive storage. You may set up a second device.



If You Need Help

If have an issue signing in to or using OneDrive, contact the Service Desk at 3HELP@health.ucsd.edu or call x3HELP.