

I'm moving!



Getting Started - OneDrive

Announcing Your New Home!

Your New Address

Your network files are moving to a modern, secure, and accessible home—**Microsoft OneDrive**. This upgrade means easier access, better collaboration, version control, and peace of mind wherever you work through Automatic Backup. Think of OneDrive as your **personal** cloud drive. Just like your current share drive, this information is **only accessible by you – unless you choose to share it!**

What's Changing?

- Files previously stored on your network personal share drive (**I:\ drive**) will now live in **OneDrive**. Your network drive will remain as a **read only** backup.
- You'll still have the same folders and documents—just in a new location.
 - Your **My Documents** folder will be renamed to **Documents**.
 - Full PC users (non-VDI/View Session)** will need to run the Redirect OneDrive Zen Icon and reboot their PC. The Zen icon will be either on your desktop or in the Zen Library.



- If you created **custom** Quick Links/Pinned items (outside of Documents, Pictures, etc. as shown in the screenshot) these will need to be recreated to ensure they are pointing to the new OneDrive location, so you are not accessing the read only copy on the personal share (I:\) drive.
- If you currently have pinned or recent files in Word, Excel, PowerPoint, or other applications, those links will no longer work. Note the file locations so you can find them again after the migration.

Important!

Your files will be copied from your network (I:\) shared drive to OneDrive. Your I:\ drive will become read only.

Pinned folders (highlighted in green) will point to the new location.

If you have other Quick access documents (highlighted in yellow), you will want to recreate these to point to the new location.

Your Desktop (highlighted in red) will not be moved into OneDrive. It is recommended you do not store anything on your desktop directly.

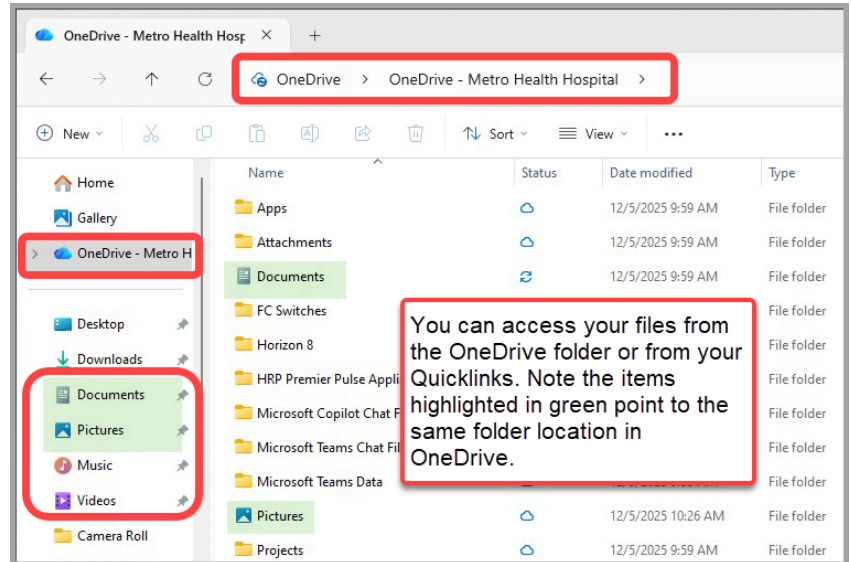
Step-by-Step: How to Use OneDrive

1. Find Your Files -

OneDrive is integrated into File Explorer (or Mac Finder) and is available via the Navigation pane. You can also access these files through the web where you will find tons of sorting and filtering options.

Browse with Windows Explorer

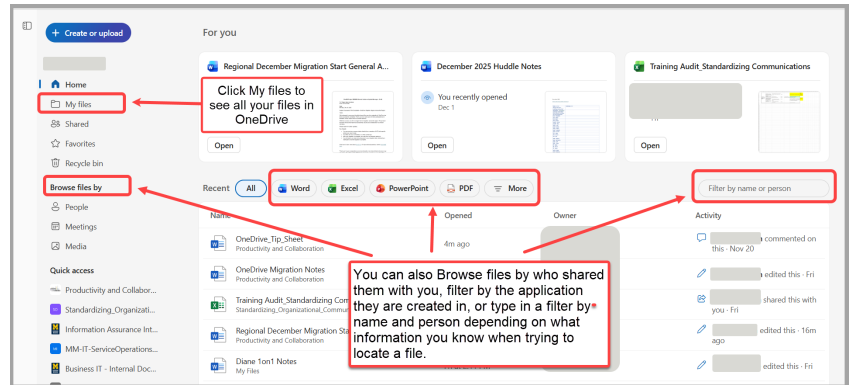
From Windows File Explorer, look for the OneDrive icon – Metro Health Hospital folder. Select that folder or open the arrow to expand it to locate your files.



Use OneDrive for the Web

Go to <https://onedrive.live.com> and, if prompted, sign in with your username and password. Click on **My files** in the left-hand navigation to see your OneDrive files.

Important! Use OneDrive for the Web to ensure the best and most complete search results.

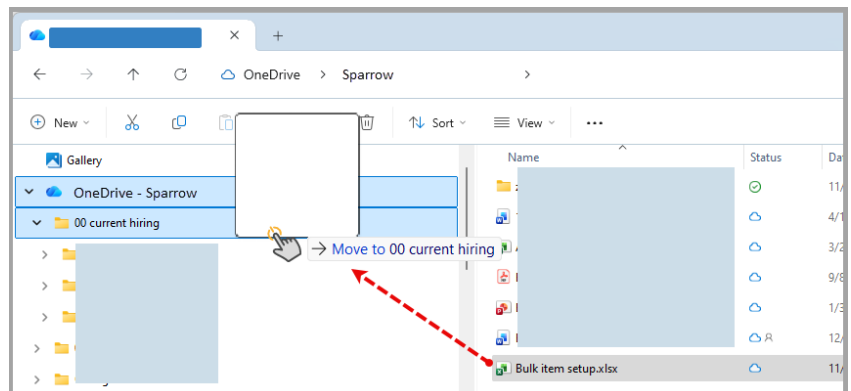


2. Save Files in OneDrive

There are multiple ways to save files in OneDrive. Here are two of the most common ways.

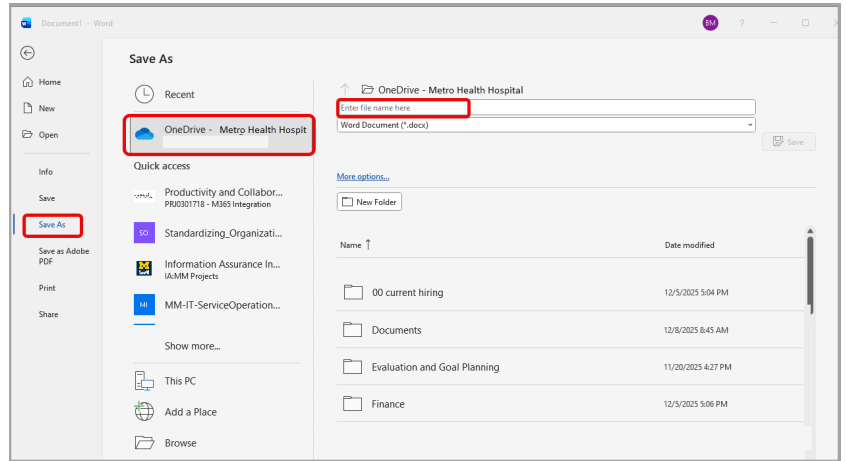
Drag and Drop

Locate and select the file(s) you want to move or save. Drag and drop files into your OneDrive folder. You can drag a file into both Windows Explorer and the web browser.



Save As (from Application)

When saving from Word, Excel, or PowerPoint, choose **OneDrive – Metro Health Hospital**.

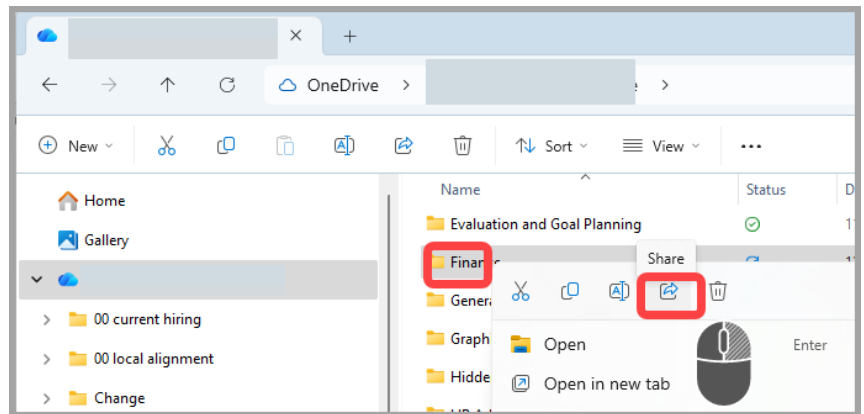


3. Share Files/Folders

Sharing and collaborating is easier than ever with OneDrive.

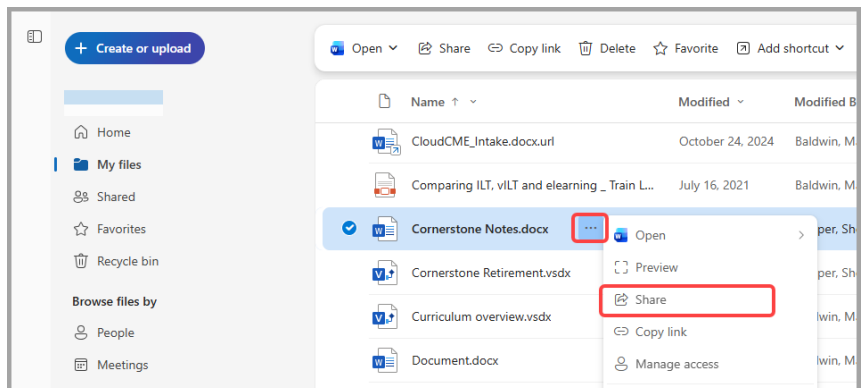
From Windows Explorer

Right-click the file/folder then select Share.



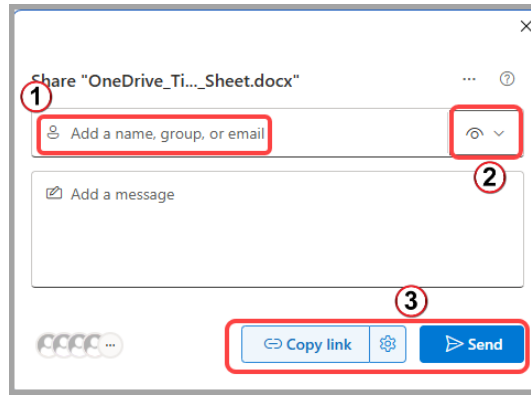
From OneDrive for the Web

Click the ellipsis (...) next to the file or folder name then select Share.



Choose Sharing Options

1. Determine who you want to share with and enter the name, group, or email.
2. Determine the level of permissions you want the individual(s) to have (e.g. View Only or Edit).
3. You **must** do one of the following to complete the sharing process.
 - a. Click **Copy link** if to share the link in a chat or other means.
 - b. Click **Send** to notify the individual(s) by email. Include a message if desired.

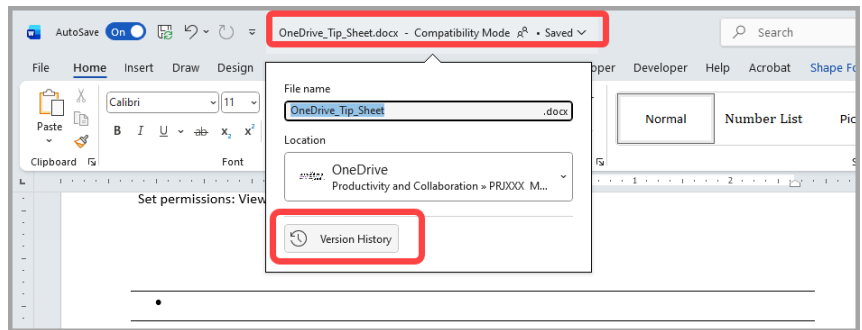


4. View and Restore Versions

OneDrive keeps multiple versions of your documents.

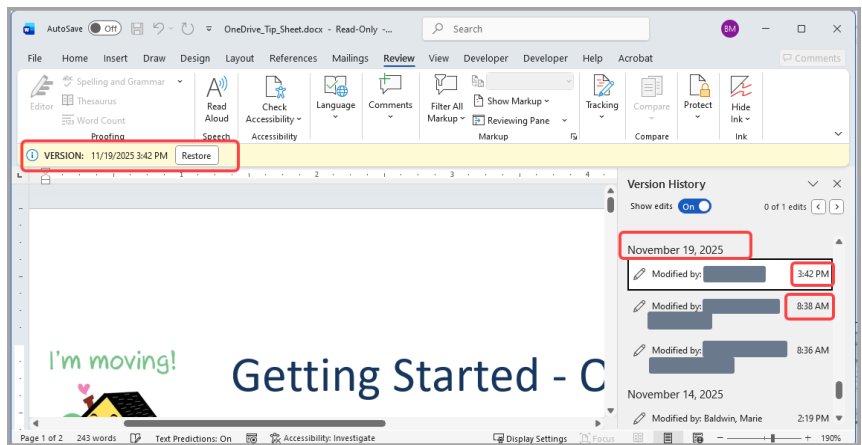
View Version History

You can view the version history of a document from right within that document by clicking on the down arrow next to the title in the document and selecting Version History.



Restore a Prior Version

Stored versions will display by date and time along with who has modified the document. Click to **select a version** in Version History to display that version. You can scroll through the document as usual. Click **Restore** to restore the selected version.



Get Additional Help

1. Review the UMH West I:\ drive migration to OneDrive - [Known Issues / FAQ article](#) if you are having difficulties or have questions.
2. Learn more by reviewing the [OneDrive Learning page](#) to find videos, instructions, and other helpful information on using OneDrive.
3. If you still need help, contact the service desk at 616-252-7378.
Non-urgent issues can be reported in Service now using the Help Button on their desktop, view session or Citrix.