

Login to the PC using your Onyen  
and Password

Open any web browser, in this  
example; Google Chrome



Gmail Images

Go to  
heelmail.unc.edu

Login with  
Onyen@ad.unc.edu

Sign In  
https://federate.ad.unc.edu/adfs/ls/?client-request-id=9099a88e-cdee-49bd-a4da-24aa9c275592&username=&wa=wsignin1.0&wtrealm=um%3afederation%3aMi...



 THE UNIVERSITY  
of NORTH CAROLINA  
at CHAPEL HILL

Sign in with your Username and Password

[Sign in](#)

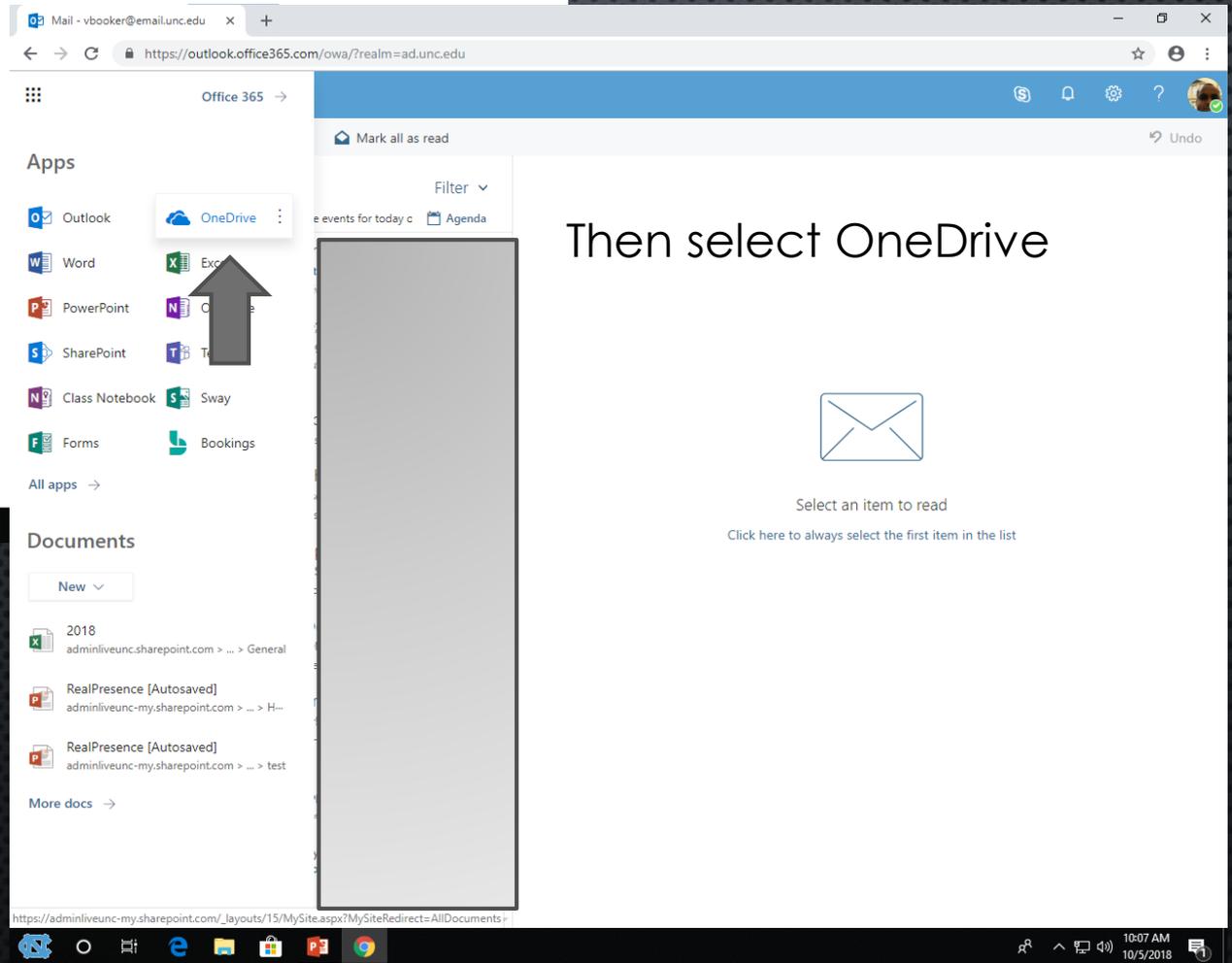
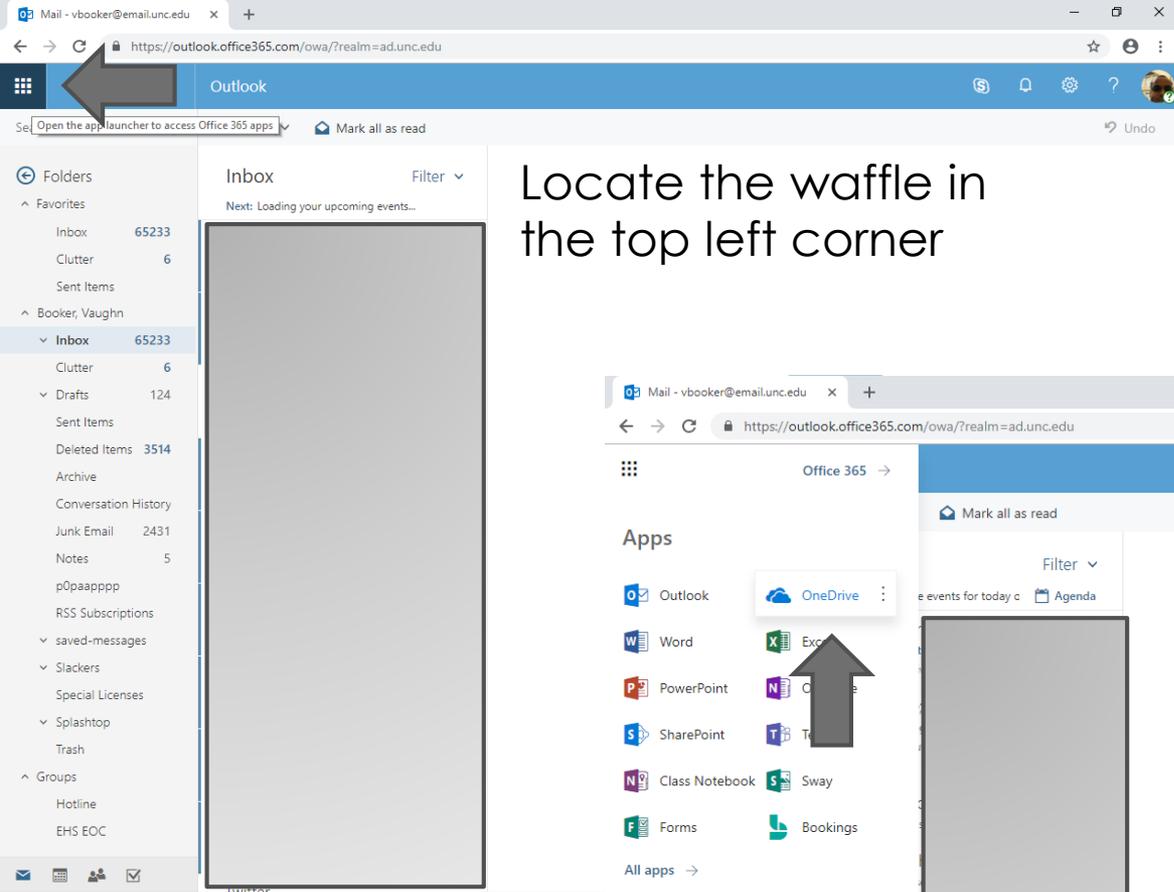
Protect your email account: register for 2-Step Verification for Office 365.

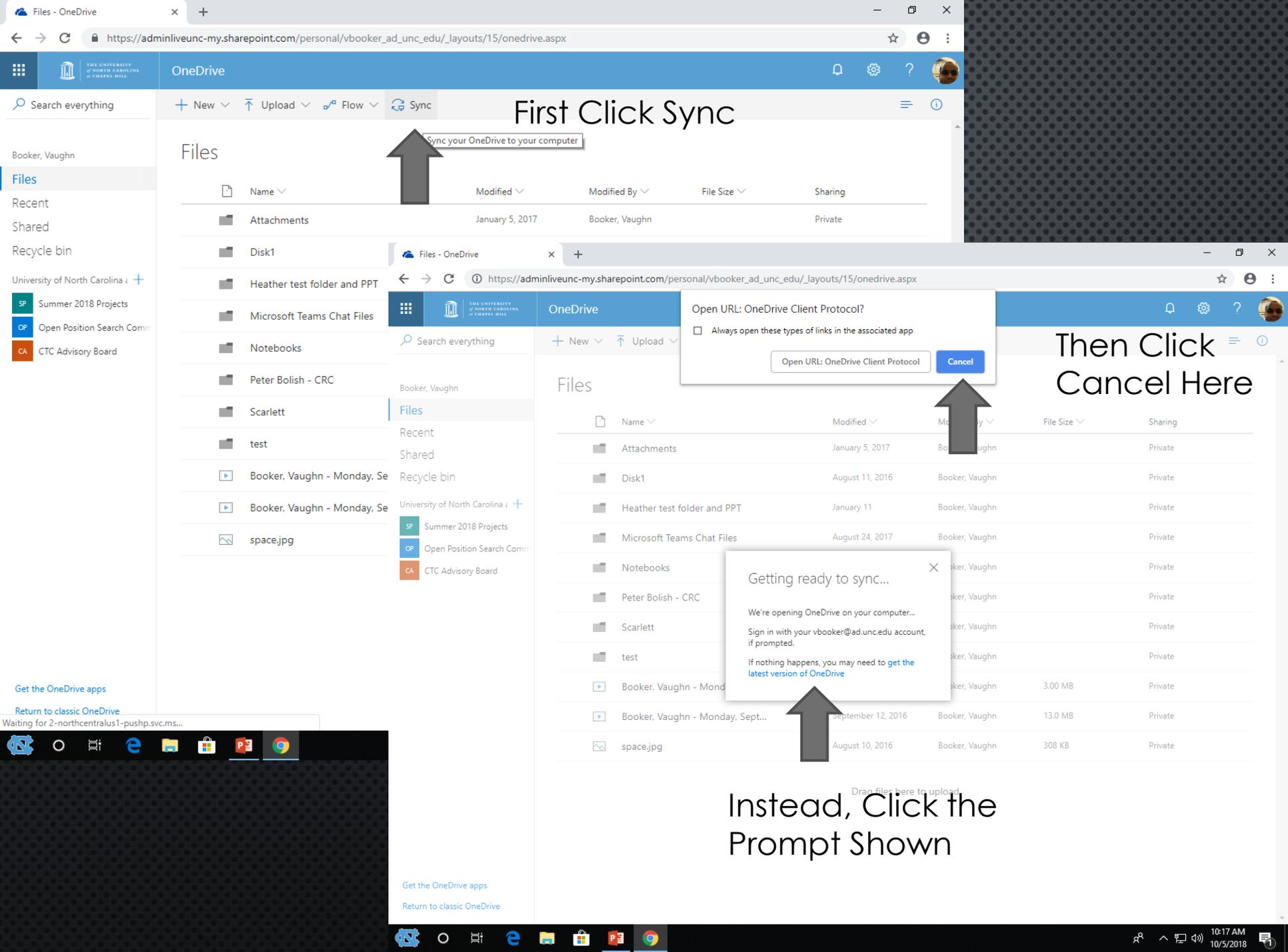
The Office 365 system is owned and operated by Microsoft. By using this system, you acknowledge notice of and agree to comply with ITS and University Policies, Standards and Procedures, which are available at: [ITS Policies, Procedures and Guidelines](#) and [UNC Policies, Standards and Procedures](#).

Unauthorized or improper use of this system may result in disciplinary action as set forth in the University's policies and/or civil/criminal penalties.

Please report any problems to 919-962-HELP, or go to [Help](#) and click on Submit a Help Request to submit a help request.

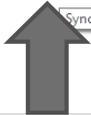
10:03 AM 10/5/2018





# First Click Sync

Sync your OneDrive to your computer



# Then Click Cancel Here



# Instead, Click the Prompt Shown



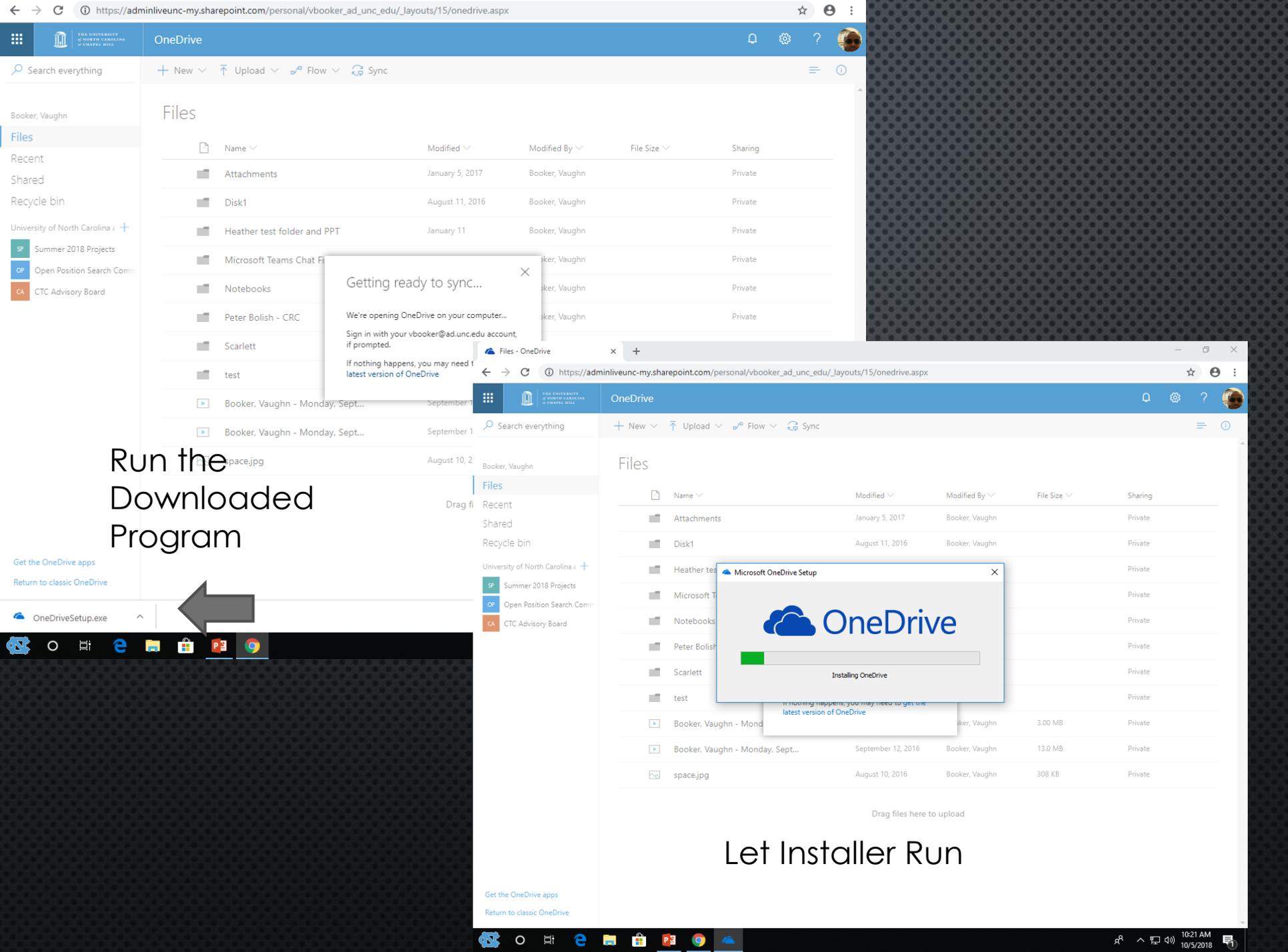
Name	Modified	Modified By	File Size	Sharing
Attachments	January 5, 2017	Booker, Vaughn		Private
Disk1	August 11, 2016	Booker, Vaughn		Private
Heather test folder and PPT	January 11	Booker, Vaughn		Private
Microsoft Teams Chat Files	August 24, 2017	Booker, Vaughn		Private
Notebooks		Booker, Vaughn		Private
Peter Bolish - CRC		Booker, Vaughn		Private
Scarlett		Booker, Vaughn		Private
test		Booker, Vaughn		Private
Booker, Vaughn - Monday, Se		Booker, Vaughn	3.00 MB	Private
Booker, Vaughn - Monday, Sept...	September 12, 2016	Booker, Vaughn	13.0 MB	Private
space.jpg	August 10, 2016	Booker, Vaughn	308 KB	Private

Get the OneDrive apps

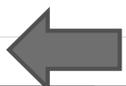
Return to classic OneDrive

Waiting for 2-northcentralus1-pushp.svc.ms...

Get the OneDrive apps  
Return to classic OneDrive



Run the Downloaded Program



Let Installer Run

Getting ready to sync...  
We're opening OneDrive on your computer...  
Sign in with your vbooker@ad.unc.edu account, if prompted.  
If nothing happens, you may need to get the latest version of OneDrive

Microsoft OneDrive Setup  
OneDrive  
Installing OneDrive

Files

Name	Modified	Modified By	File Size	Sharing
Attachments	January 5, 2017	Booker, Vaughn		Private
Disk1	August 11, 2016	Booker, Vaughn		Private
Heather test folder and PPT	January 11	Booker, Vaughn		Private
Microsoft Teams Chat F...		Booker, Vaughn		Private
Notebooks		Booker, Vaughn		Private
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Scarlett		Booker, Vaughn		Private
test		Booker, Vaughn		Private
Booker, Vaughn - Monday, Sept...	September 12, 2016	Booker, Vaughn	3.00 MB	Private
Booker, Vaughn - Monday, Sept...	September 12, 2016	Booker, Vaughn	13.0 MB	Private
space.jpg	August 10, 2016	Booker, Vaughn	308 KB	Private

Files - OneDrive  
https://adminliveunc-my.sharepoint.com/personal/vbooker\_ad\_unc\_edu/\_layouts/15/onedrive.aspx

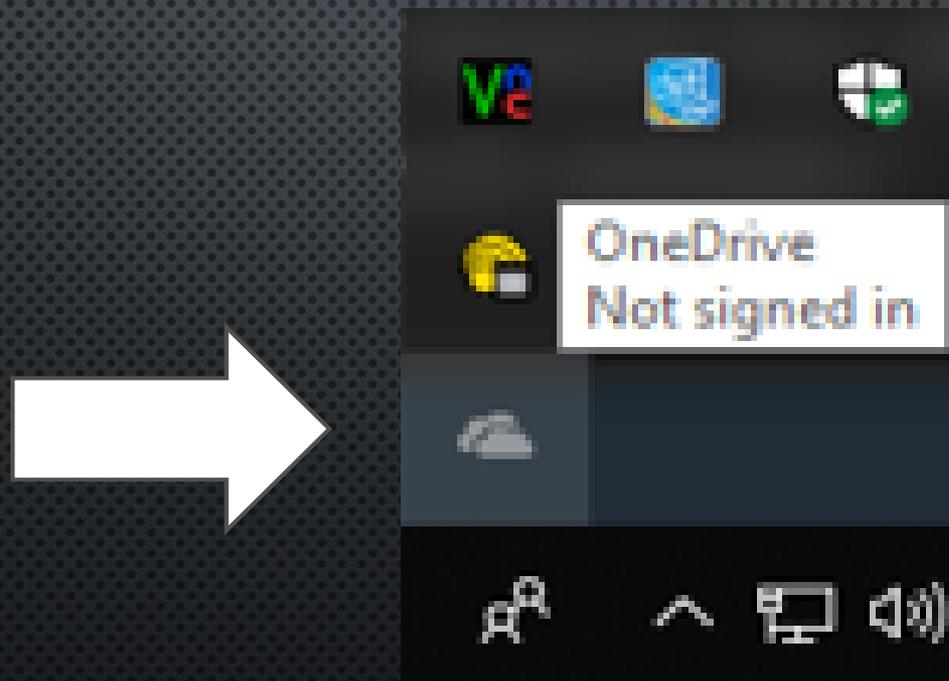
Files

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Attachments	January 5, 2017	Booker, Vaughn		Private
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Notebooks		Booker, Vaughn		Private
Peter Bolish		Booker, Vaughn		Private
Scarlett		Booker, Vaughn		Private
test		Booker, Vaughn		Private
Booker, Vaughn - Mond		Booker, Vaughn	3.00 MB	Private
Booker, Vaughn - Monday, Sept...	September 12, 2016	Booker, Vaughn	13.0 MB	Private
space.jpg	August 10, 2016	Booker, Vaughn	308 KB	Private

Drag files here to upload



## Locate and Click OneDrive in System Tray



OneDrive isn't connected

Sign in to OneDrive to get started



Sign in to OneDrive to get to your files and sync them on this device.

Sign in



Open folder

View online

More

# Click Sign In

Enter `Onyen@ad.unc.edu`



OneDrive Isn't connected

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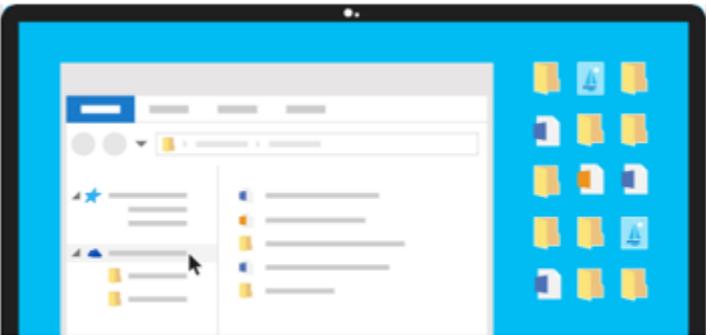
Sign in



Open folder View online More

Microsoft OneDrive

# Welcome to OneDrive



To add items, drag them into the OneDrive folder.

Navigation arrows and progress indicator.

## Follow On Screen Prompts

Microsoft OneDrive

# All your files, ready, and on-demand.

Ensure your important files are available offline.

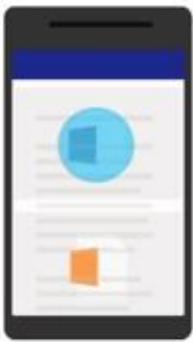


Right click in File Explorer and select Always keep on this device.

Navigation arrows and progress indicator.

Microsoft OneDrive

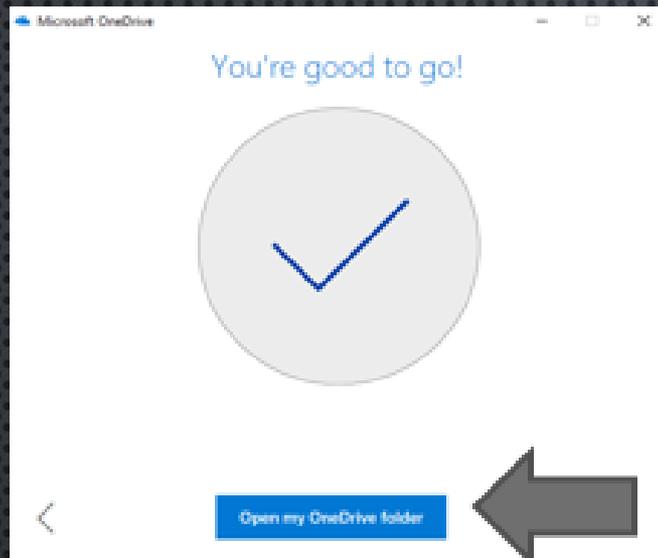
# Get the mobile app



To work on your files on the go, use OneDrive on your phone or tablet.  
Available for iOS, Android, and Windows Phone.

Get OneDrive for your phone

Navigation arrows and progress indicator.



Click 'Open My OneDrive' Folder To Finish

OneDrive Now Appears as a Mapped Network Drive

Be Sure to Logoff when you Leave!

