Microsoft OneDrive

OneDrive is a cloud based file storage service which allows you to sync and share files between computers & mobile devices. OneDrive also allows you to easily share folder and files with others to aid in collaboration.

Access OneDrive via your Suffolk o365 Email account: 0365.suffolk.edu

**Log in** in with your Suffolk username and password.

Account Size Limitations

The size of your email account is 50GB. This includes emails in your inbox, all attachments, sent mail, and deleted folders.
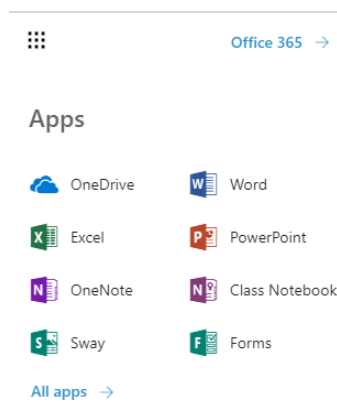The size of your OneDrive account is 1TB
The maximum file size you can upload is 10GB

OneDrive – once logged into Email, Click on top left dotted box to access Microsoft apps:
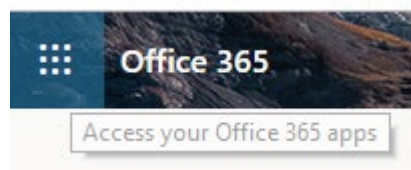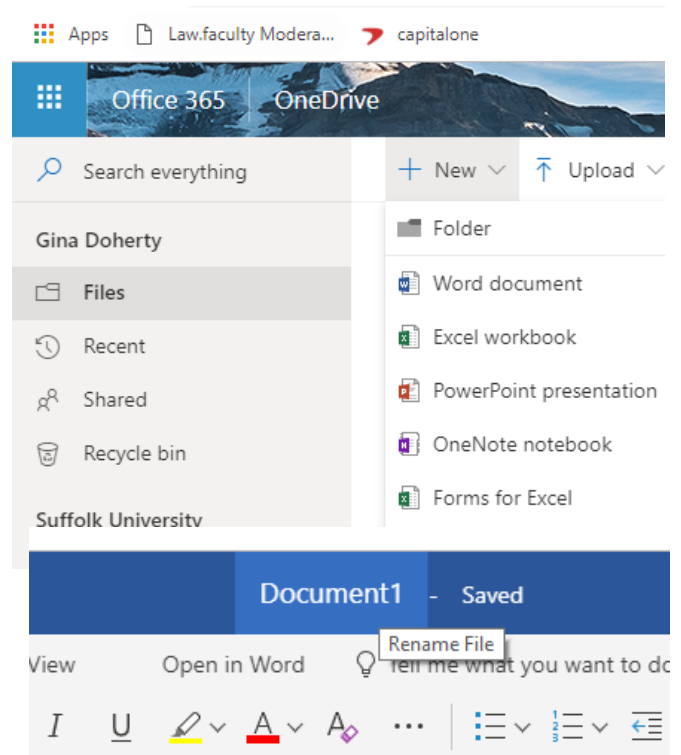

Select OneDrive

To create a new file

From the Files Library,
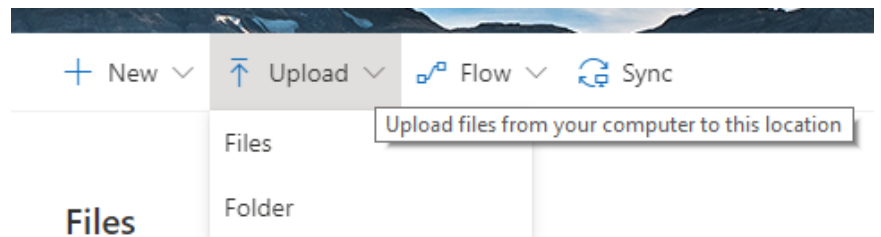Select New and the type of document:

Once open, Rename document by selecting generic name and type in new name

The document automatically saves

To Upload a document

From the File Library, Select Upload and choose files or folder:
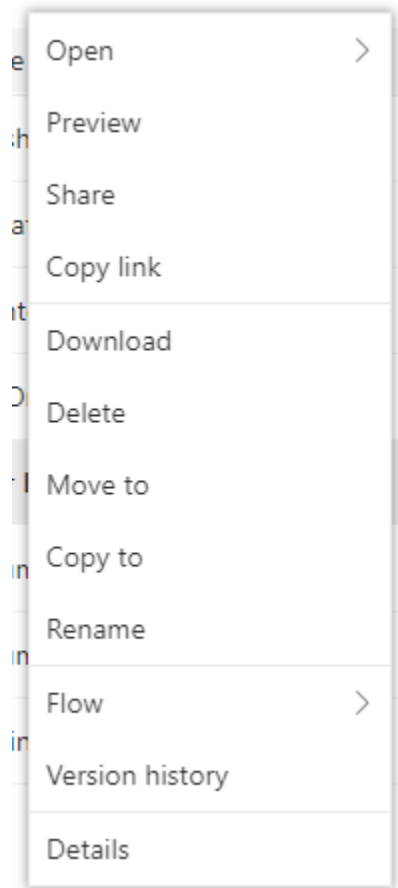

Browse to the file or folder located on your local drive and select Open.

The file or folder will be listed in your Files Library

To move files or folders within OneDrive

Right Click on the folder or file to see menu:

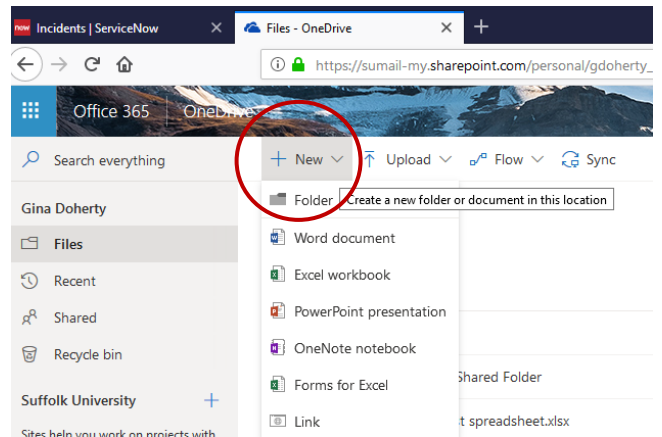| Open | > |
Preview	
Share	
Copy link	
Download	
Delete	
Move to	
Copy to	
Rename	
Flow	>
Version history	
Details	

Choose Move to and select folder name

All files and folders are private until you choose to share
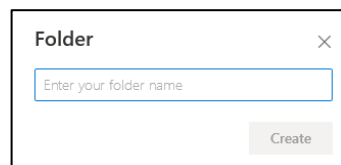
To create a New Shared Folder

Highlight Files in left column
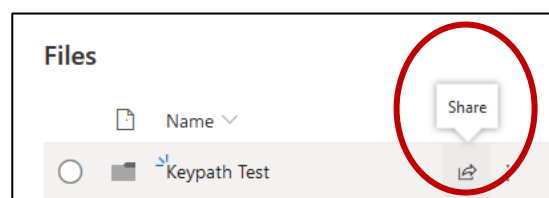
Under New, Click Folder
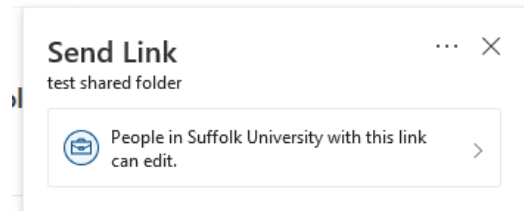
Type Name of Folder

And Click Create

Hover over the new folder until you see a Share icon

Type the user's Suffolk email with whom you wish to share and click send

OR Click on the box 'People in Suffolk University with this link and then select specific people

And Click Apply

Type in users email and click send