

Faculty & Staff: Quick How-to Guide

Valdosta State University will no longer use the network Documents folder (MyDocs) as one of its file-storage methods.

Instead, the University will use **Microsoft OneDrive** as an alternate solution.

Between July – December 2018, impacted faculty, staff, and students should upload any remaining files stored on V:\mydocs to OneDrive-Valdosta State University.

You will need to:

1. [Check for OneDrive-Valdosta State University | Page 2](#)
2. [Sync your computer to OneDrive-Valdosta State University | Page 3](#)
3. [Copy your MyDocs files to OneDrive-Valdosta State University | Page 4](#)
4. [Read Important Notes | Page 5](#)

For additional assistance:

Visit [MyDocs to OneDrive Migration Project](#)

Contact VSU Solutions Center:

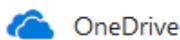
229-245-4357 or solutions@valdosta.edu



STEP 1

Check for OneDrive-Valdosta State University

1. Log in to MyVSU using your VSU email address and password
2. Click **VSU Email** (or *Microsoft OneDrive/Office Apps > Apps Dashboard*) button > Click the **App Launcher icon**  located in the top left corner.

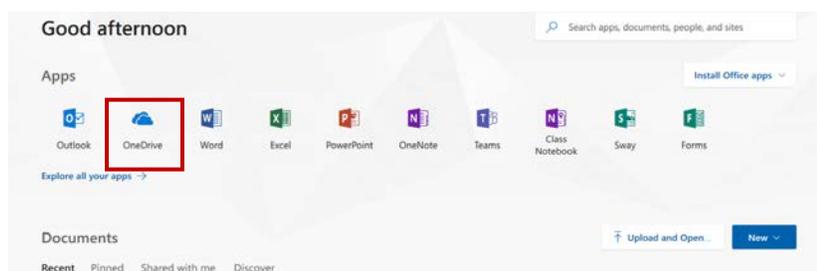


If OneDrive is listed, skip to [Sync your Computer](#)

If OneDrive is not listed:

1. Log out of VSU Email and MyVSU, if necessary
2. Go to [Get Office 365 for free](#) website
3. Enter your VSU email address > Click **Get Office for Free** button
4. Select '**I'm a student**' (students) or Select '**I'm a teacher**' (faculty/staff)
5. Click **Sign in** once your account has been verified
 - a. If prompted, select **Work or School** account
6. Enter your **VSU password** at the MyVSU login screen
7. Click **Start** to agree to the terms and conditions and Microsoft Privacy Policy

Congrats, OneDrive, along with other apps, should be displayed.



Now, go to
[Sync your Computer](#)

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STEP 2

Sync Your Computer

Is OneDrive-Valdosta State University already synced to your computer?

1. Look for the blue clouds  icon on the bottom far-right side of your Windows Task Bar that reads “**OneDrive-Valdosta State University**”

Or

2. Click the **File Explorer**  folder on your Windows Task Bar
The **OneDrive-Valdosta State University** folder will be listed on the left.

 OneDrive - Valdosta State University **Yes, skip to [Copy your MyDocs files](#)**

No, then do this:

1. Click the **Sync** button located on the menu bar

The **Getting ready to sync** pop up will display.

2. Click **get the latest version of OneDrive** link > **Click the file** to begin the installation
 - a. If prompted, existing users should click **Open URL: OneDrive Client**
3. Enter your **VSU email address** and then your **MyVSU password**
 - a. If prompted, select **Work or School account**
4. Click **Next**
5. **Choose the folders/files you want to sync**, or select **Sync all files and folders** > click **Next** or **OK**

OneDrive-Valdosta State University Sync is now set up on your computer!

Now, go to [Copy your MyDocs files](#)

STEP 3

Copy/Paste Files to OneDrive-Valdosta State University

The following are specific instructions for copying your v:\MyDocs files:

1. Create and name a new folder (ex. VMyDocs) within **OneDrive-Valdosta State University** directory in Windows File Explorer
2. Click **VSU Network Drive (V:)** from the list on the left:
Select **mydocs > your username**
Right click on top of **Documents** and select **Copy**
3. Go back to the folder you created in **OneDrive-Valdosta State University**:
Right click and select **Paste**.

That's It!

Be patient. Depending on the quantity and size of your files, it may take some time to complete.

Missing files or need help?

Contact VSU Solutions Center:

229-245-HELP (4357) or solutions@valdosta.edu

Now, read [Important Notes](#)

Read Important NOTES

1. For security, the installation of the OneDrive-Valdosta State University sync app is **prohibited** on classroom/lab computers and teacher workstations.
2. The installation of the OneDrive-Valdosta State University sync app is **allowed** on office computers and personal devices.
3. To quickly access your OneDrive files while in a classroom/lab, a shortcut link is on each computer desktop: **“OneDrive-Office Apps Online” will take you to VSU Microsoft Office 365 apps dashboard.**
4. **Files should not be saved to the documents folder** on classroom/lab computers and teacher workstations. Files will be deleted routinely due to Deep Freeze software.
5. As of May 1, 2018, new employees and newly enrolled students **do not have access to v:\mydocs (documents folder)**. They should use OneDrive-Valdosta State University.
6. **Everyone can read the “Where are my files?” instruction note embedded in the ‘Documents’ folder**--even those who do not have access to v:\mydocs (Documents folder) when logged into a computer using their MyVSU username and password.

[Learn more about OneDrive-Valdosta State University](#)