OneDrive for Business Usage Guide

UHV Technology Services is providing OneDrive for Business access for all UHV employees. This online storage space can be used to store your personal work files easily and securely across multiple devices at any location that has an Internet connection. You can share files with co-workers and colleagues, edit Office documents in real-time with Office Online and sync files to your local computer with the OneDrive App for Business. As this is a cloud service, there are a few guidelines that must be followed.

Per System Policy (see SAM 07.A.08), all information is classified into 3 categories, Level 1, 2 and 3. These are:

- Level 1: Private information that:
  - by law, code or policy must remain private. This includes employee financial information, student's grades, and personally identifying information such as student's contact information and Social Security numbers.
  - is considered "Mission Critical" for the business of UHV
- Level 2: Private information you want treated like Level 1, and information that's currently private or confidential, but will eventually be public such as research and lecture notes.
- Level 3: Public information

What NOT to store in your OneDrive folder

Currently, UHS prohibits storing Level 1 data in the cloud. This information should be stored on your U: (User) or V: (Departmental) drive on the UHVDocs server. If you must access Level 1 data from any device other than your work computer, please see Technology Services for assistance with JagSpace.

What TO store in your OneDrive folder

Everything else

- Research
- Assignments for students
- External projects
- Personal Mileage Logs

- Journal Articles
- PowerPoint Files
- P&T Materials

- Yearly Performance Evaluations
- Your CV
- Student evaluations

How to Access your OneDrive folder

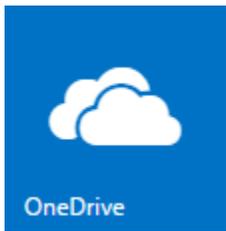If you want to skip the instructions, go directly to the following web address and sign-in with your UHV Account:

http://office.uhv.edu

Step 1

Log into Office 365 using your UHV account: Instructions can be found here:
http://www.uhv.edu/it/softwareinstructions.aspx

Step 2

Click on the OneDrive icon

Step 3

To download the OneDrive App on your computer or device, click on "Get the OneDrive apps" in the bottom left corner. Follow the onscreen instructions for the device(s) you want OneDrive on.