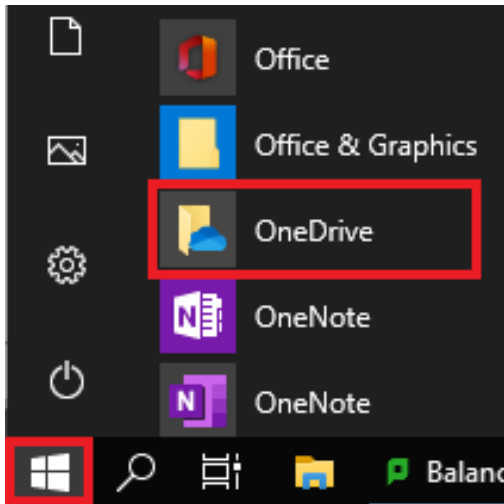


How to use OneDrive desktop app (Windows)?

- [Configuration](#)
- [How to use OneDrive?](#)
 - [Saving files](#)
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Configuration

1. Open **Start-menu** and under the letter O open **OneDrive**.



2. Log in to your **Microsoft account** in the form of **username@metropolia.fi**.

3. If you want to change your OneDrive file location, click **Change location**. If you're happy with the location, click **Next**.

Your OneDrive folder

Add files to your OneDrive folder so you can access them from other devices and still have them on this PC.



Your OneDrive folder is here

C:\Users\... \OneDrive - Metropolia Ammattikorkeakoulu Oy

[Change location](#)

[Next](#)


4. Go through the information windows.

5. You can get a download link to OneDrive mobile app by clicking **Get the app**. In this guide we'll select **Later**.

6. Click **Open my OneDrive folder** to open it. You've now configured the app!

How to use OneDrive?

Saving files

You can open your OneDrive folder by clicking the **OneDrive icon**  in the lower right corner and selecting **Open folder**. You can also find it from the File explorer.

You can also open OneDrive from the browser. Click the **OneDrive icon**  in the lower right corner and select **View online**. If needed, log in to your Microsoft account in the form of **username@metropolia.fi**.

OneDrive folder acts like a regular one. You can create new files there in the following ways:

- **Save a file** straight **from the app** to the folder,
- **Drag a file** from another folder or
- **Create a file** straight to the folder.

The file automatically uploads to the cloud when you save it to the OneDrive folder. This process allows you to access these files on any device having OneDrive.



Take care of your backups

Store your files in at least two places at the same time. It's also recommended to make a regular backup in a third place. We recommend you not to use cloud services for the only storage location for your important files. Download copies of the files for example to your Z disk.

More information in Helpdesk's announcement [Avoid a collapse – take your backups now!](#)









Cloud storage in Metropolia

Metropolia students and staff are offered **5TB of free storage**. Files can be shared to devices and friends.

File status

You can see the status of your file right next to it:

« (C:) Windows > Users > tunnus > OneDrive - Metropolia Ammatt	
Name	Status
 Jos ilmenee ongelmia	
 Soita Helpdeskin puhelinpalveluun	
 09 7424 6777	



means that the **file is still uploading to OneDrive**.



means that the **file has been stored in OneDrive and in the device**.



means that the **file is only in OneDrive** and has not been stored on the device.



means that the **file has been shared with someone**.




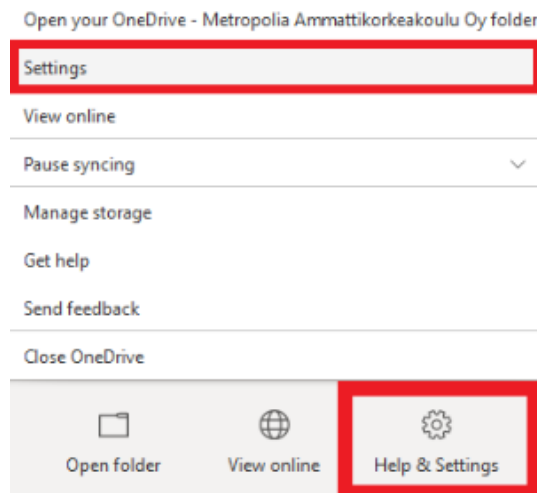
OneDrive folder - no internet or freeing up space

If you want some files to stay on your computer when there is no internet available, **right-click the desired file** and select **Always keep on this device**.

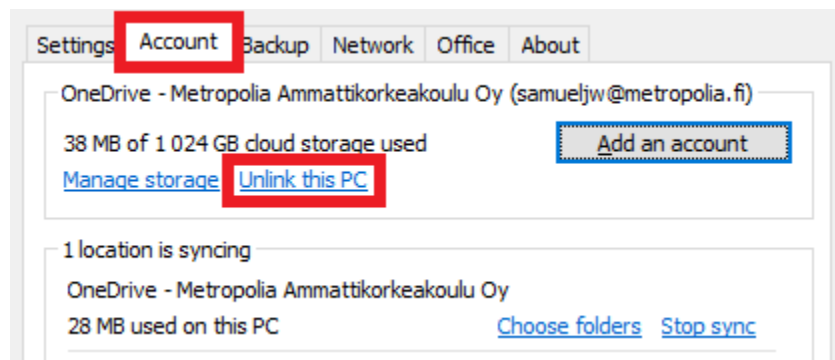
If you want to free up space from your computer, **right-click** and select **Free up space**, after which all the files you've selected will only be stored in the cloud. Note that you cannot access those files while being offline.

Changing the OneDrive folder location

1. Click the **OneDrive icon**  in the lower right corner and select **Help & Settings**.
2. Select **Settings**.



3. Select **Accounts** and **Unlink this PC**.



4. Select **Unlink account**.
5. **Configure** the **OneDrive** app again

When you face this window:

Your OneDrive folder

Add files to your OneDrive folder so you can access them from other devices and still have them on this PC.



Your OneDrive folder is here

C:\Users\... \OneDrive - Metropolia Ammattikorkeakoulu Oy

[Change location](#)

[Next](#)

6. Click **Change location** and select the folder you desire.

What to do in a problem situation?

1. Restart your computer and the device where the issue is occurring. Try the function again.
2. If the function you are attempting is happening in a web browser, try the function again in an incognito or private window and in a different browser.
3. Try searching for a solution on the site of the IT Services by using the following search methods:
 - a. navigation menu of the site (on the left)
 - b. search machine of the wiki (right upper corner)
 - c. a general search engine, for instance [Google Search](#)
 - d. [alphabetical index](#)
 - e. [FAQ](#)

If the problem is not resolved, please contact the helpdesk according to [best practices](#). Always include **a full screen screenshot** of the issue in your service request.

Contact method	Contact information
Form	https://hd.metropolia.fi
Email	helpdesk@metropolia.fi
Phone service	+358 9 7424 6777 (weekdays from 8 am to 4 pm)

[OneDrive-työpöytäsovelluksen käyttö \(Windows\)](#)