This **instruction demonstrates** how to **install OneDrive** on your own device. By installing **OneDrive** you enable **yourself** to access **OneDrive** through **your** laptop's **file explorer**. **Before** installing OneDrive, it is adviced you **ensure** that you can **log on** to **Microsoft 365 securely** through **two-step verification**. An instruction is available on the **A-Z** list. **After** you **made sure** of this you will be able to follow this instruction.

1. **Open** your **internet browser** and **log on** to office.com.
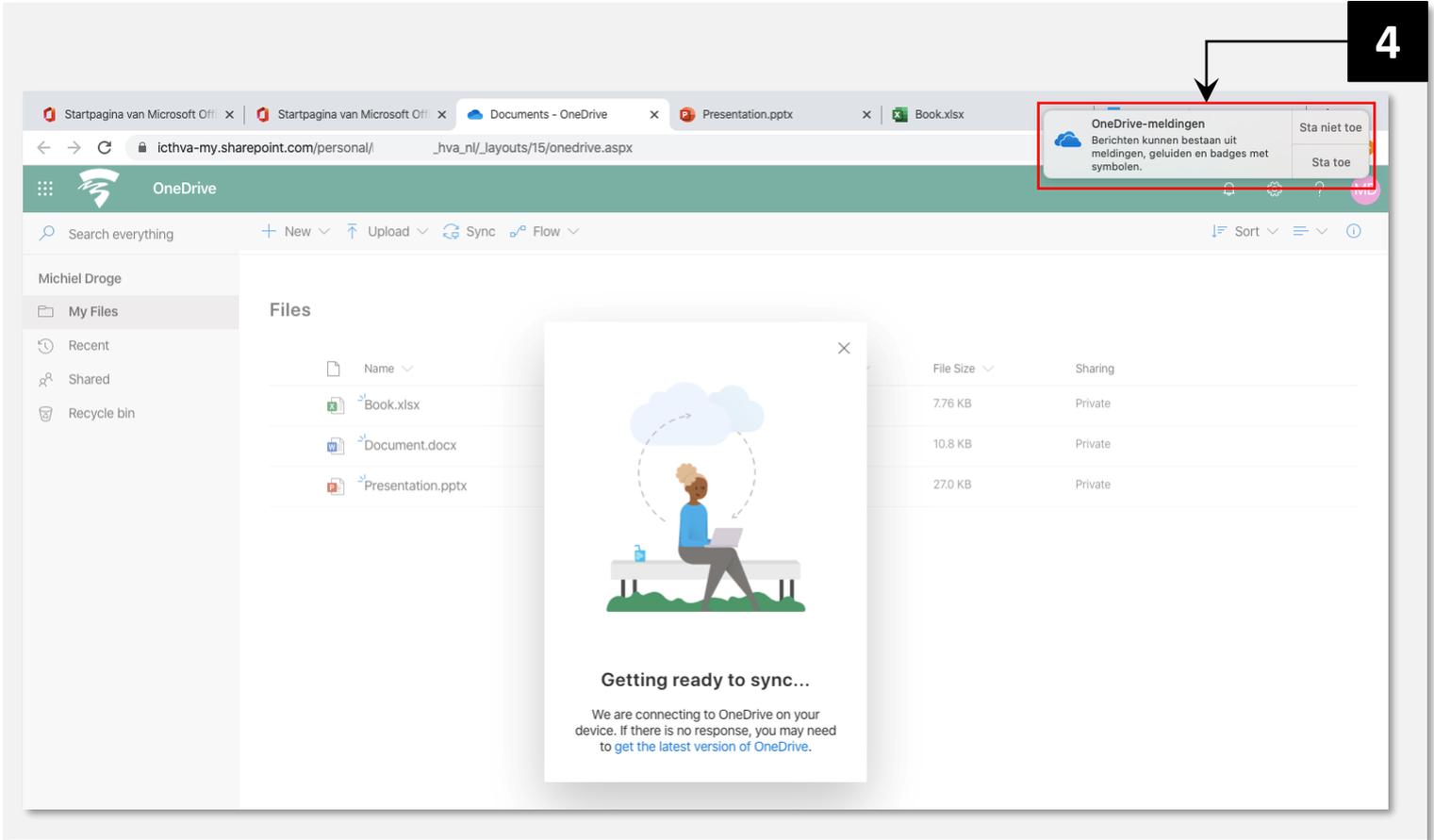2. The page below will be shown. **Open** OneDrive by **clicking** the **logo**.
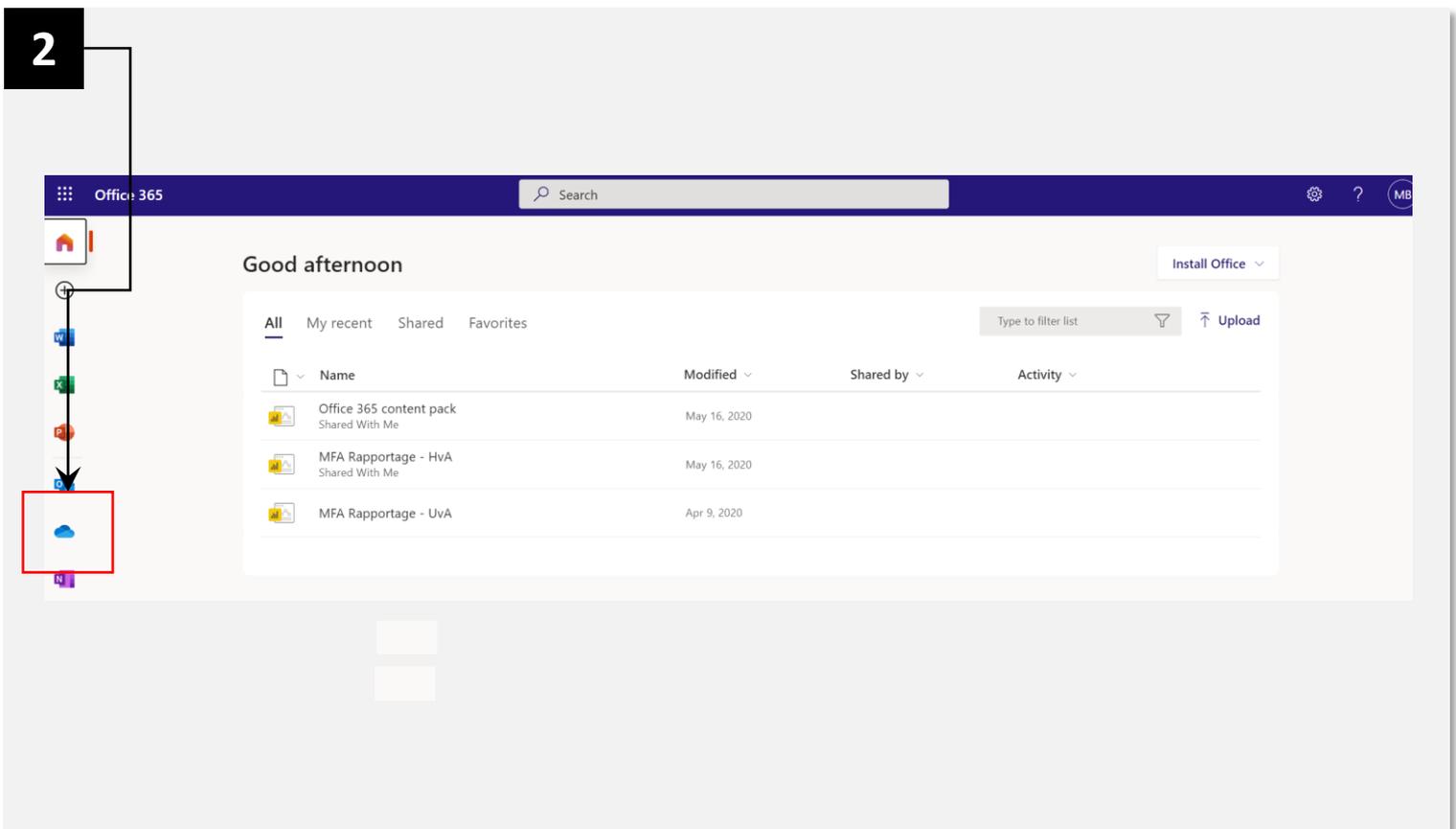
3. The next screen will be shown. This is the **online app** of **OneDrive**. Select **sync**.
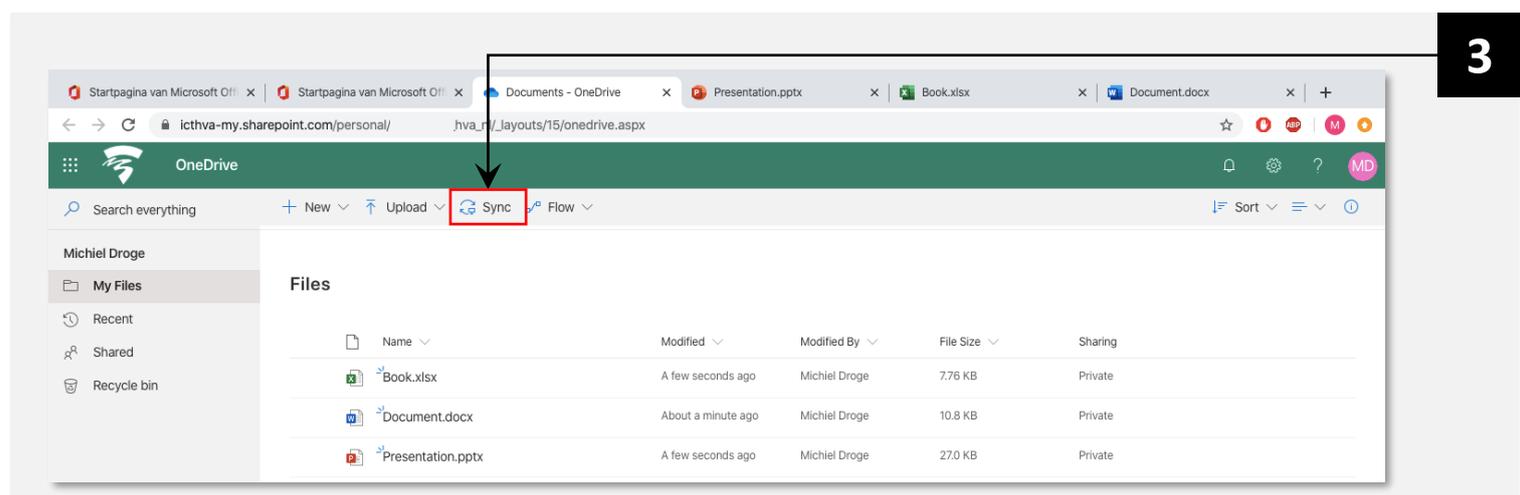
4. **OneDrive** informs you that the **sync** is **getting ready**.
You will be requested to enable push notifications. To install easily, it is adviced to admit these notifications. You can turn these notifications off later if you like.

6. The **following pop-up** will be **shown**. If needed, enter your email address and select log in.

7. In the next screen you **enter** your **AUAS mail credentials**.
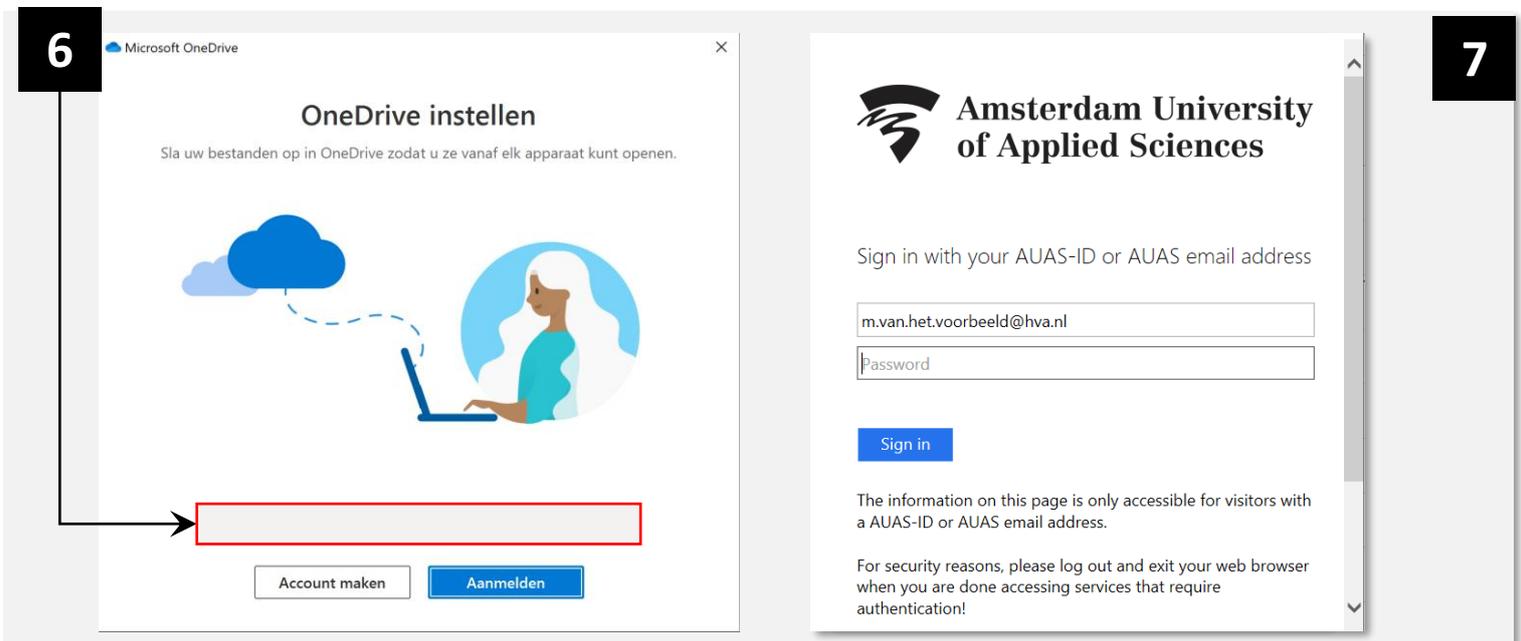
8. Now **OneDrive** is **installed**. It is **shown** where you can **find** the **OneDrive folder** in your **file explorer**.

9. **Next** some **useful tips** are shared. Read these or skip them by clicking next.

On the next page we briefly demonstrate how to move personal files from your local pc or W-Drive to OneDrive.

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12.   If you want to **access** your files **through** your **phone**, you can also **install** the OneDrive mobile app. On the A-Z list instructions how to install mobile apps on your phone are provided.

13.   OneDrive is now done installing. Open your OneDrive-AUAS folder.
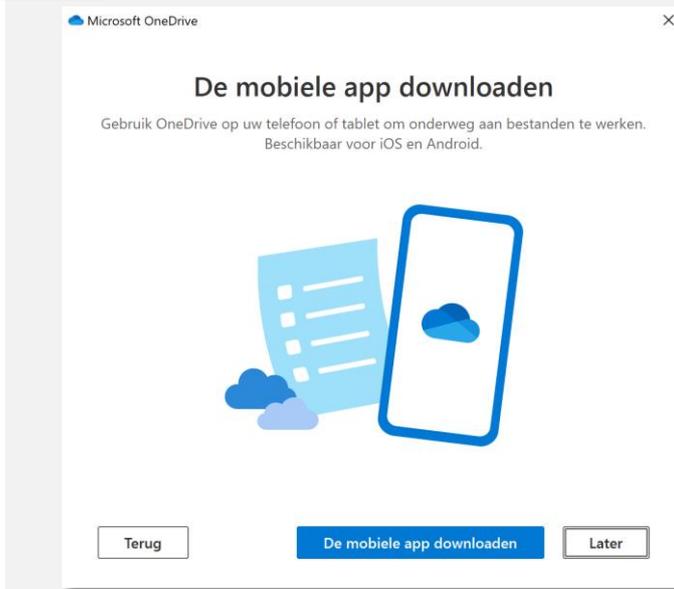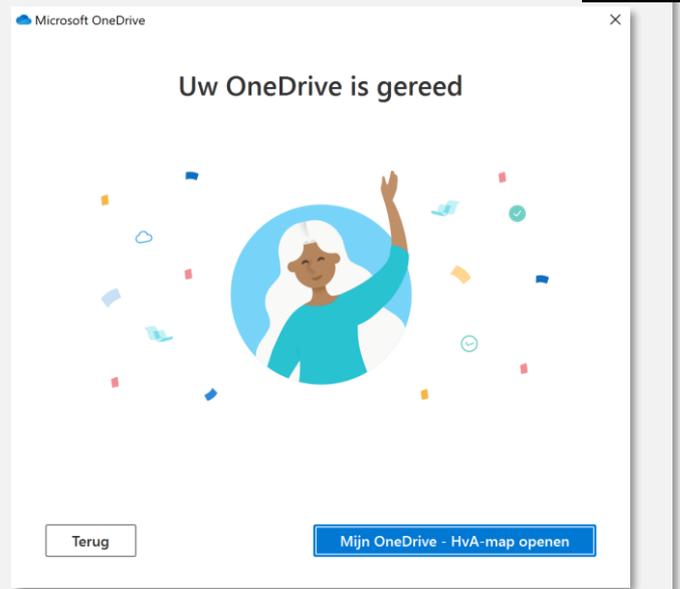
14. Now you can start working securely with OneDrive through your laptops file explorer. You can use up to 1 TB cloud storage for free with your AUAS account.
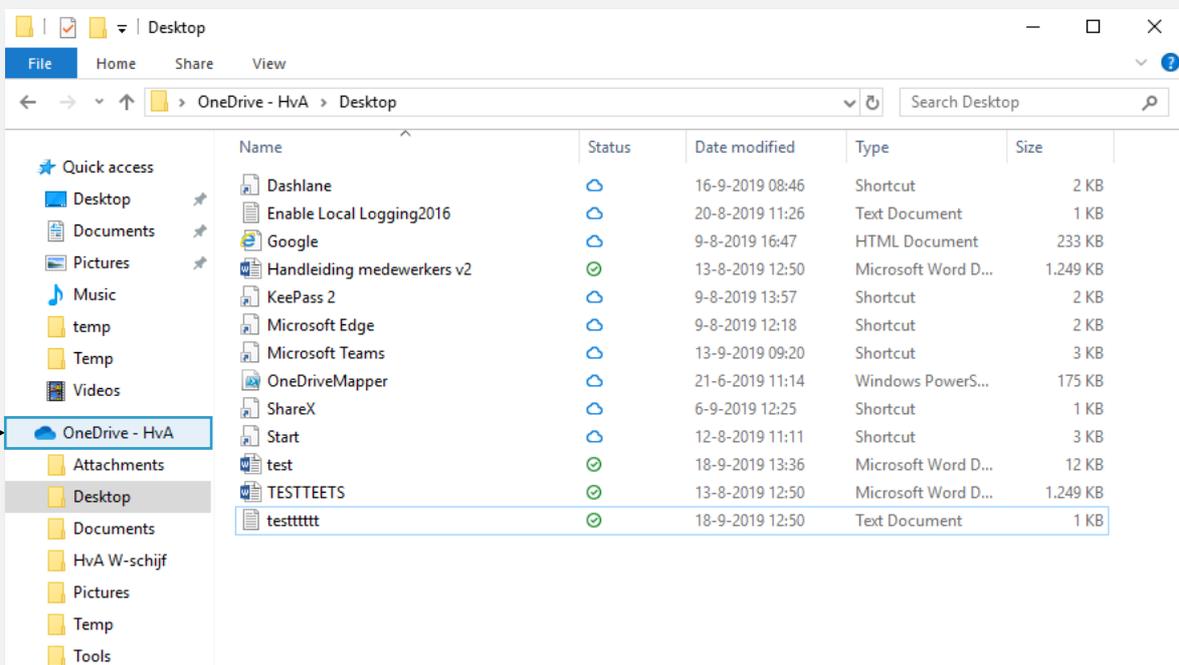
15. In case you want to **move files** or **folders** to OneDrive, you can **copy** these from the **local** (C-drive) or **personal** AUAS drive (W-Drive).

Proceed with caution, because **moving** files from your W-Drive can be more **complicated** than it seems. **Instructions** for **moving files from the W-Drive to OneDrive** are provided on the A-Z list. Follow these if you want to start working with OneDrive as your **main personal** (cloud) **storage**.

15. **Select** OneDrive, the **right** mouse button and **paste**.
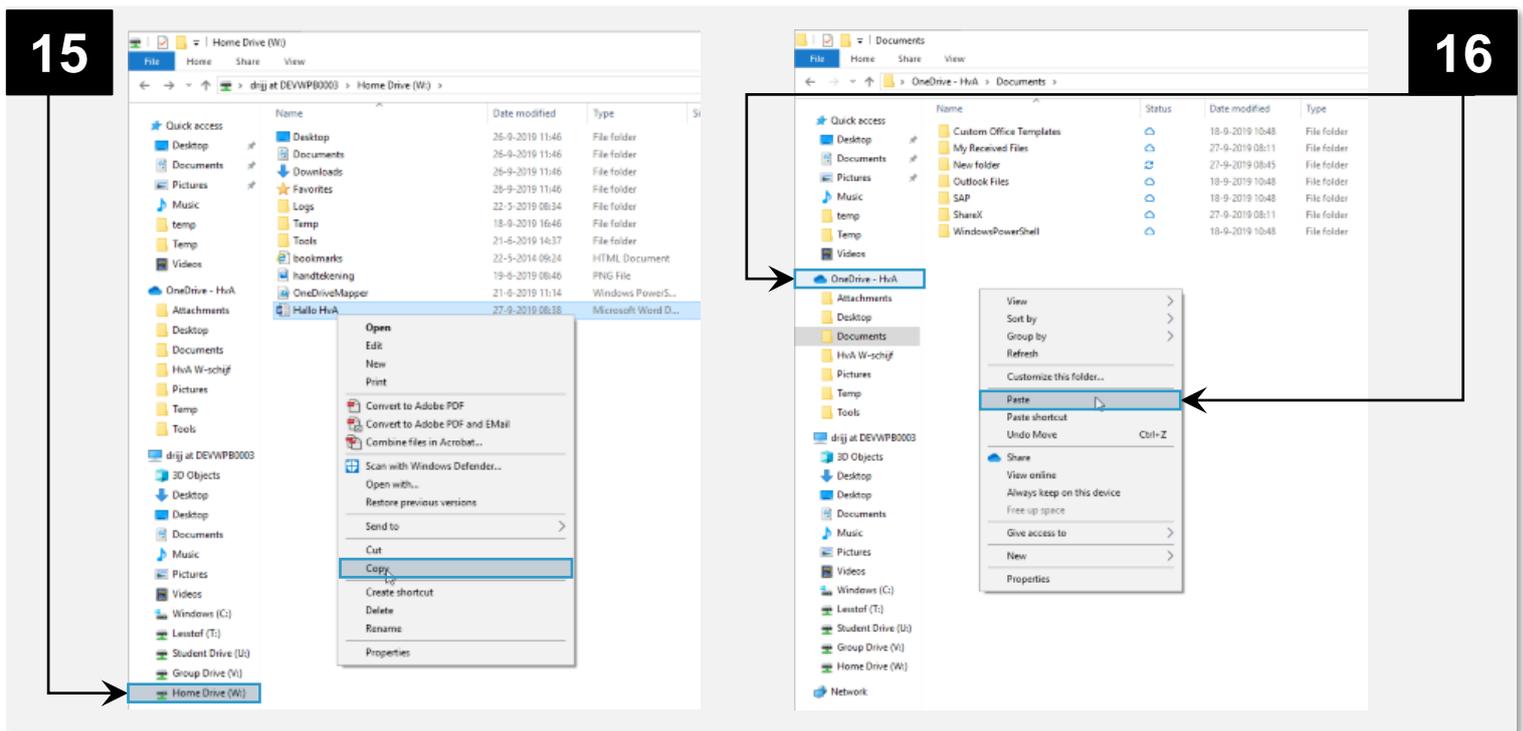
When you are moving files you might encounter some errors. In that case, follow the instructions for moving personal files provided on the A-Z list. If these don't solve your issues, you can contact the service desk.

For OneNote users:
Moving OneNote notebooks from a hard drive to OneDrive requires specific steps. To do so, use the instruction for Moving OneNote notebooks provided on the A-Z list.

Now you are ready to start using your OneDrive. If you want to find out how OneDrive works with Microsoft Teams, check the instructions for Microsoft Teams on the A-Z list. Good luck!

Recommendation: It is adviced to back-up your local files (documents, pictures and desktop) with OneDrive. In the case of a stolen of broken device, all your data is available in the cloud.

More information is available here