

OneDrive for Business: Copy files to OneDrive

This guide provides instruction on how to copy files from your H drive or personal computer to your University OneDrive for Business account. This will allow you to access and work with the files when using the Microsoft Office 365 web apps on a personal computer. You can use the OneDrive for Business **web app** via a web browser, or the **desktop app**.

Before you start

To copy files successfully to OneDrive for Business, you should remember:

- Copying won't work if your filenames contain any of the following characters " * : < > ? / \ |
If they do, you **must** rename them before copying.
- The entire file path (including folders and file name) must contain fewer than **400** characters.
- If you use the OneDrive app or access OneDrive via a recent version of most web browsers, the maximum file size for upload is **250GB**; if you are using an older browser, it is **300MB**
- Don't store PST files in your OneDrive folder.
- Don't store and sync tens of thousands of files in your OneDrive folder as this will make accessing the folder slower.

Copy files from your H drive

If the files you want to copy are currently stored on your H drive (your personal storage area on the University network) and you are not on campus, you will need to use the **VDI service** to access them.

- Log in at <https://vdi.abdn.ac.uk> and follow the prompts on screen to log in using your University username (in the format *username@abdn.ac.uk*) and password.
- When you see the Horizon screen, click the **vClassroom icon** to start logging in. Click **OK** and wait for the UoA desktop to appear.
- See our separate Toolkit guide for further [guidance on accessing the VDI](#).

Using a web browser and OneDrive web app

- Launch a web browser from the VDI's UoA desktop, e.g. Google Chrome.
- From the menu bar at the top of the browser window, click **Quick Links > Staff Email** to log into your Office 365 account using your University username in the format **username@abdn.ac.uk** (e.g. *s01jb3@abdn.ac.uk*) and password.
- Click the **App Launcher** (waffle icon ) at the top left of the window and select OneDrive. 
- Click **Upload** at the top of the OneDrive window and select **Files** or **Folder**.
- Navigate to your H drive in the list at the left of the window and select the files or folder you want.
- Click **Open** (files) or **Upload** (folder). If copying a whole folder, you will have to click **Upload** again to confirm the message. Once uploaded, the items will appear in the **My files** list on OneDrive.
- When you are finished, log out of OneDrive, close the browser window within the VDI desktop, then log out of the VDI. See our separate Toolkit guide for [guidance on logging out of the VDI](#).

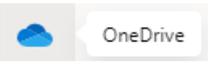


If you have a lot of files to upload, we recommend that you do so in batches rather than all in one go as the upload process can take a bit of time, depending on the speed of your connection.

Copy files from your personal computer

If you are using Microsoft Office 365 web apps (i.e. the online versions), you will only be able to work with files stored on OneDrive. If the files you want to work on are currently stored on your own computer, you can upload them to OneDrive for Business using a web browser or by using the OneDrive desktop app.

Using a web browser and OneDrive web app

- Sign in at <https://www.office.com/> with your University username in the format **username@abdn.ac.uk** (e.g. *s01jb3@abdn.ac.uk*) and password.
- Click the OneDrive icon  , or click the **App Launcher** (waffle icon ) then **OneDrive**.
- Click **Upload** and select **Files** or **Folder**.
- Select the files or folder you want and click **Upload**. The items will appear in OneDrive's **My files** list.



If you have a lot of files to upload, we recommend that you do so in batches rather than all in one go as the upload process can take a bit of time, depending on the speed of your connection.

Note: If you are using an old web browser, you may not see the option to upload a folder when you click Upload. If this is the case, you will have to create the folder on OneDrive *first* by clicking **New > Folder**, then uploading your files to that folder.

- Watch [Microsoft's video of the upload process](#) for guidance.

Using the OneDrive Desktop app on a computer

The OneDrive app sets up syncing between OneDrive in the cloud and your computer so you can use File Explorer (PC) or Finder (Mac) to view and work with the files.

If you are using Windows 10 (or you are logged into the VDI), the OneDrive app will be installed on your computer. If you are using an older version of Windows, or a Mac, you must first download and install it from <https://www.microsoft.com/en-gb/microsoft-365/onedrive/download>

To find the app

- On a PC, click the Windows **Start button** and type **OneDrive** to search for the app.
- On a Mac, use **Launchpad** or **Spotlight Search** and type **OneDrive** to search for the app.
- Click the **OneDrive** icon to launch the app.

If you've never used the OneDrive app before

The first time you launch the app, you will be prompted to sign in.

- Use your University username in the format **username@abdn.ac.uk** (e.g. *s01jb3@abdn.ac.uk*) and password, and follow the prompts on screen to complete set-up.

If you already use the OneDrive app for a personal account

You can add your University OneDrive for Business account to the app:

- On a PC, click the **OneDrive cloud icon** on the Taskbar 
 - Click **Help & Settings > Settings** 

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- On a Mac, click the **OneDrive** cloud icon on the title bar of the Finder window 
 - Click **Preferences**
 - On the **Account** tab, click **Add an account** and follow the prompts to sign in, using your University username in the format **username@abdn.ac.uk** (e.g. *s01jb3@abdn.ac.uk*) and password.



Once you have set up the app, the cloud icon will appear in your list of folders in File Explorer (PC) or Finder (Mac).

Use the app to copy or move files

- On a PC, go to **File Explorer** and click the **OneDrive - University of Aberdeen** icon in the list at the left of the window 
- On a Mac, go to **Finder** and click **OneDrive** from your list of Favourites
- Drag and drop (or cut and paste) the files from their current location to your OneDrive.
 - **Note:** you may have to click the arrow to the left of the OneDrive icon to expand and view any sub-folders.

For more information on setting up and using the OneDrive app, see Microsoft's guidance:

- [Set up OneDrive \(Windows\)](#)
- [Set up OneDrive \(Mac\)](#)

Further information and help

- See the FAQs on the next page
- Use MyIT to log calls with the Service Desk: <https://myit.abdn.ac.uk>

Frequently Asked Questions

Q. What do the symbols appearing alongside my files in the File Explorer/Finder mean?

A. These symbols indicate a file's status:

-  A blue cloud icon next to your OneDrive files or folders indicates that the file is **only available online**. Online-only files don't take up space on your computer. You can't open online-only files when your computer isn't connected to the Internet.
-  A green tick inside a white circle indicates a file you have opened. This is a **locally available file** which you can open anytime, even without Internet access. If you need more space, you can change the file back to online only. Just right-click the file and select **Free up space**.
-  A white tick in a green circle indicates a file that you have marked as **always available on your device**. These are downloaded and take up space, but they're always there for you even when you're offline. You can right-click a file and choose **Always keep on this device** to set this option.

Q. What happens if I delete a file from OneDrive?

A. Files you delete using **OneDrive web app** go to the online **Recycle Bin**. You can access the bin from the menu on the left of the OneDrive web app window, and can restore any files you need. The files will remain in the Recycle Bin for a maximum of 30 days. There is also a secondary bin where files can be held for up to 90 days. However, if you delete files from this bin, they are gone forever.

Warning: If you are deleting files using the **OneDrive desktop app**, locally-available or always-available files go to the Recycle Bin *on your computer*, not the online bin. However, if deleting **online-only files**, a message appears warning you that the file will be **completely deleted without going to the bin** and you won't be able to restore it.

Q. Can I restore a previous version of a file?

A. Yes. Files stored on OneDrive have a version history so you can revert back to a previous version if you need to. If you are using **OneDrive web app**, hover over the filename and click the circle to the left to select the file. Click **Version history** from the menu at the top of the window to view versions. Select the version you want and click **Restore**.

If you are using **OneDrive desktop app**, right-click the file and choose **Version history** from the shortcut menu. Click the version you want, then click the ellipsis (...) on the right and choose **Restore**.