

# OneDrive for Business: How to copy files from H drive

This guide provides instruction on how to copy files *from* your **H drive** to your University **OneDrive for Business** account. This will allow you to access these files when you are off campus. You can use OneDrive for Business via a web browser or via an app on a personal device.

## Before you start

To copy files successfully from your H drive 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.
- Each file is limited to **15GB** (but a new size limit of **100GB** will apply soon).
- 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.

## Access your H drive

- **On campus:** Log into a classroom computer in the usual way.
- **Off campus:** Log into the classroom desktop via the University's VDI service at <https://vdi.abdn.ac.uk>  
See our separate Toolkit guide for [guidance on accessing the VDI](#).

## Decide which files to copy from H drive to OneDrive

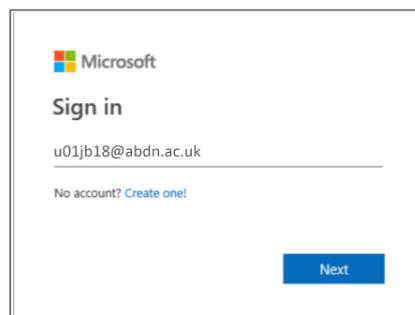
1. Open **Windows Explorer** or **This PC** and decide which files you want to copy to your OneDrive for Business.
2. Create a folder on your H drive to store the files. For example, in the screenshot below, we have created a folder called **H drive files to copy**.



3. Copy the files you want to copy to OneDrive for Business into this folder.

## Access OneDrive for Business via a web browser

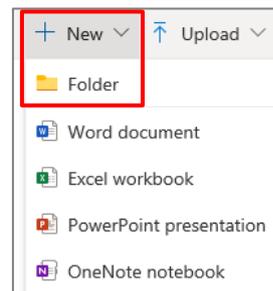
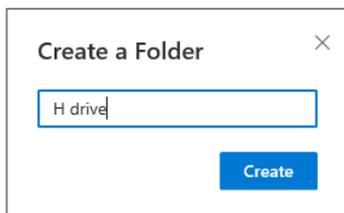
1. On the desktop of a classroom PC, double-click the **OneDrive Web Link** shortcut
2. Sign in using your University **username@abdn.ac.uk** – e.g. **u01jb18@abdn.ac.uk**
3. Once signed in, if you have previously saved files in OneDrive for Business, you will see them listed.



---

## Copy files to OneDrive

1. Create a new folder on your OneDrive for Business by clicking **New > Folder**
2. Rename the folder to something memorable.  
For example, in the screenshot below, we have named the folder **H Drive**.



3. Click **Create**.
4. Open **Windows Explorer** or **This PC** and navigate to the folder that you created on your H drive earlier.
5. Open the folder and select the files to copy.
6. Drag and drop the files *from* the folder you created on your H drive *to* the new folder in your OneDrive for Business.
  - This copies them to OneDrive for Business.

## Using the OneDrive for Business app on your personal device

The OneDrive for Business app is available for Windows, Apple Mac, Android, and iOS.

- To install it on your device, follow the instructions on Microsoft's web page at <https://onedrive.live.com/about/en-gb/download/>
- Integration with OneDrive works best with Office 365. You can install Office 365 on a personal device following our guidance at [www.abdn.ac.uk/it/student/pcs/index.php](http://www.abdn.ac.uk/it/student/pcs/index.php).



**You may see the following icons alongside the files in your OneDrive for Business folder:**



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 device isn't connected to the Internet.



When you open an online-only file, it downloads to your device and becomes a *locally available* file. You can open a locally available file 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**.



Files that you mark as **Always keep on this device** have the green circle with the white check mark. These always available files download to your device and take up space, but they're always there for you even when you're offline.

[Learn more about OneDrive Files On-Demand](#)

## Further information and help

Use MyIT to log calls with the Service Desk: <https://myit.abdn.ac.uk>