

# OneDrive for Business: FAQs

## 1. Is 'OneDrive for Business' the same as 'OneDrive'?

No. OneDrive for Business and OneDrive are different services.

OneDrive for Business is online storage intended for **business purposes**. It allows you to share and collaborate on work documents with colleagues.

OneDrive is **personal** online storage that you get with a personal Microsoft account. You're free to decide how you want to use it but you cannot link to it from your OneDrive for Business account. It is not possible to share files between OneDrive for Business and OneDrive accounts.

## 2. Is OneDrive for Business available for staff and students?

Yes. OneDrive for Business is available for staff and students via Microsoft 365.

## 3. How do I access OneDrive for Business?

Sign in at <https://www.office.com/> with your University username@abdn.ac.uk – e.g. s09jb9@abdn.ac.uk - and password.

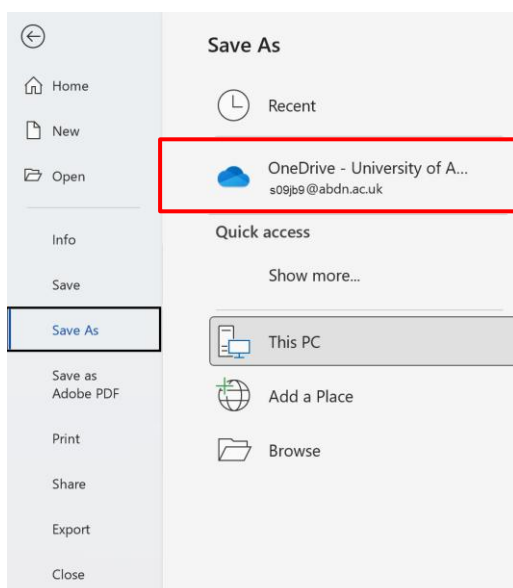
Or login to Outlook on the web, or any other Microsoft 365 app, and launch OneDrive from the app launcher.

## 4. How do I use OneDrive for Business?

You can create and edit files directly from within OneDrive for Business.

In addition, when working in MS 365 applications on University owned and managed devices you have the option to save files directly to OneDrive for Business. This appears as OneDrive - University of Aberdeen in the save dialog, alongside other locations.

(Note: If you have a personal Microsoft 365 account, you may also see the option to save to OneDrive.)



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For guidance on getting started, see [Microsoft's support site](#) - look under the **Work** or **School** heading.

## 5. How secure is OneDrive for Business?

You can use OneDrive for Business for storing data that is sensitive, highly sensitive, confidential, or that contains personal data. As with any time you are deciding to retain data you should consider if it is being stored in the most appropriate place and have set suitable permissions when you share access to your data.

## 6. What happens if I delete a file?

Deleted files go to the Recycle Bin but can be restored from here at any time within a 90-day period. After 90 days they are deleted permanently.

## 7. What happens to my data if I leave the University?

Your OneDrive for Business account, including any files stored there, is deleted when you leave the University.

## Further Information & Help

If you need help with anything related to Microsoft OneDrive, go to the Microsoft Support site. If you still require assistance please email the IT Service Desk [servicedesk@abdn.ac.uk](mailto:servicedesk@abdn.ac.uk)