

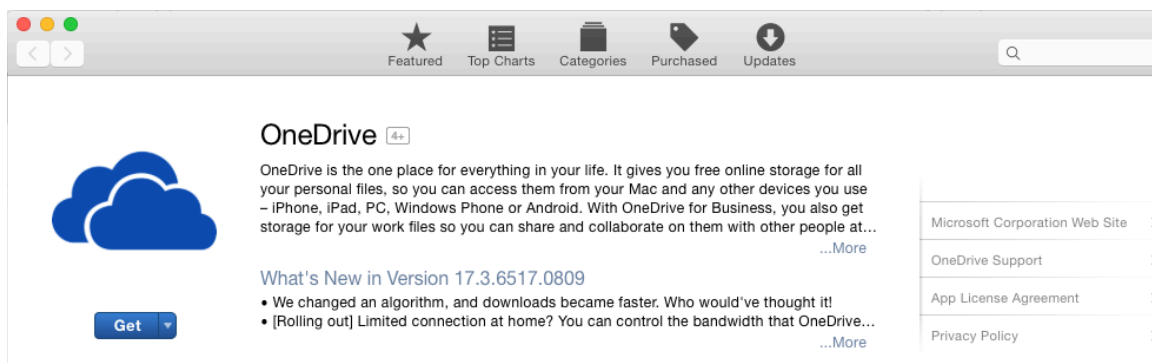
How To: Download & Install OneDrive

This instructional will cover how to download, install, and open OneDrive folders on Windows 7, Windows 10, and Apple devices. **If you want to download and install the entire Office 2016 suite, follow my “How To – Install Office 2016” document first.** For Windows users, that install process includes OneDrive, so you would not need to download the program – you would only have to login (follow steps described in Part 2 or 3 for that process). [Part 1](#) will cover how to complete the process on an iMac running El Capitan OS. [Part 2](#) (page 4) goes through procedures while running Windows 7. [Part 3](#) (page 7) instructs the steps you would take for a Windows 10 device.

Part 1: Apple/Mac devices

****If you want to download all the Office 2016 programs, you should remove the old versions first.**** This run through **REQUIRES** you to have updates El Capitan running on your system.

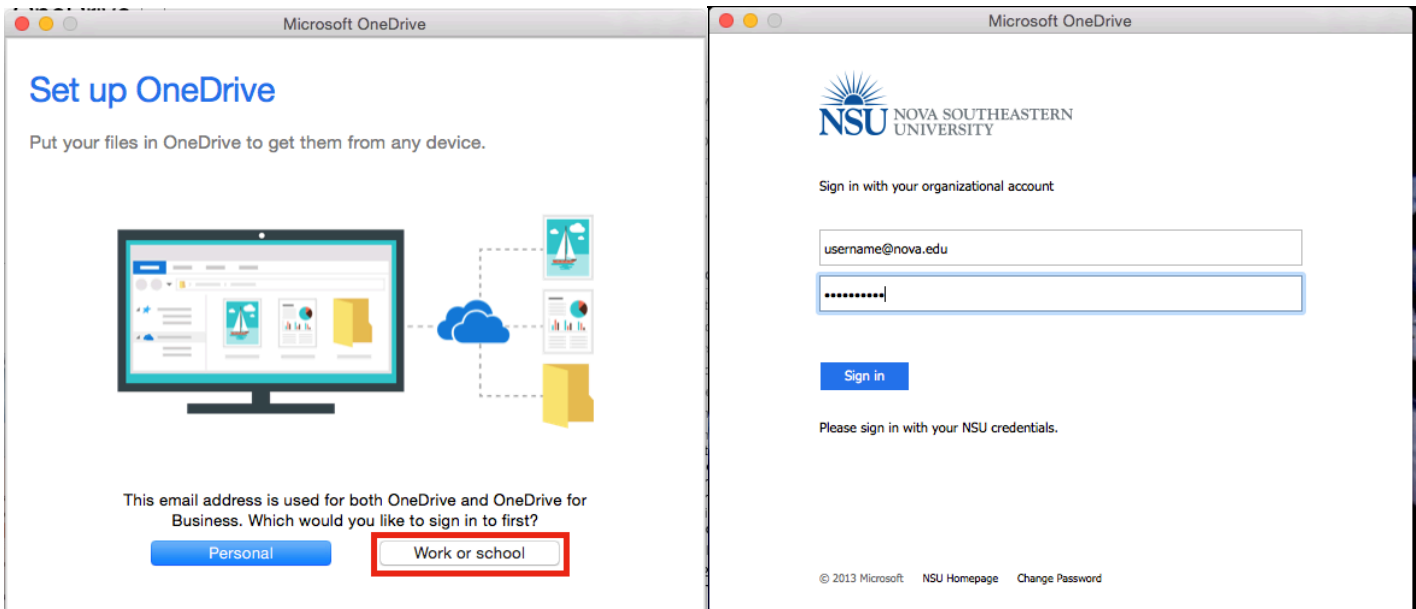
1. Open the App Store and search for OneDrive.
2. Click “Get” and the “Install app”.



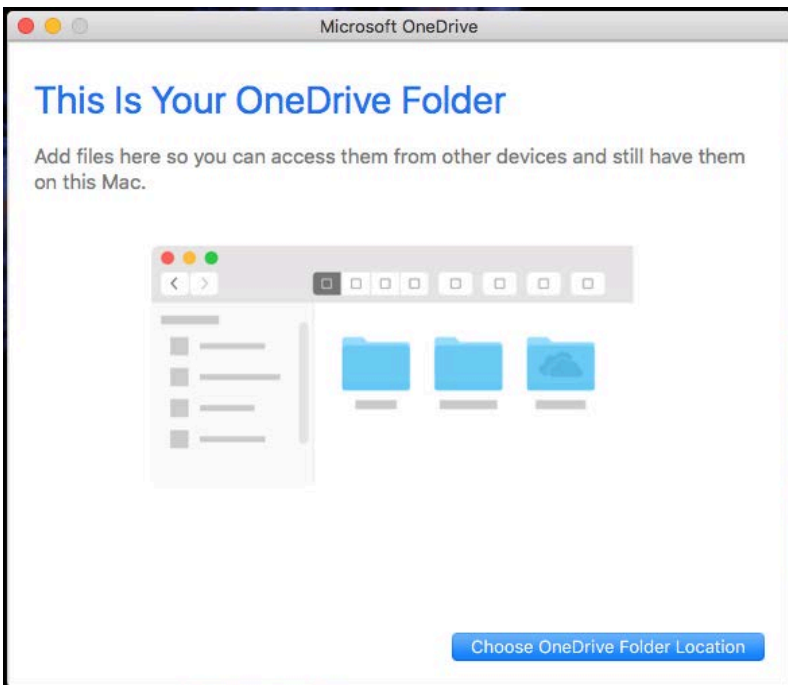
3. Enter your Apple ID credentials to continue the download.
4. After all updates have been installed, open the OneDrive app through the Launchpad or just hit Open through the App Store.
5. Enter your @nova.edu email address and click “Sign In”.



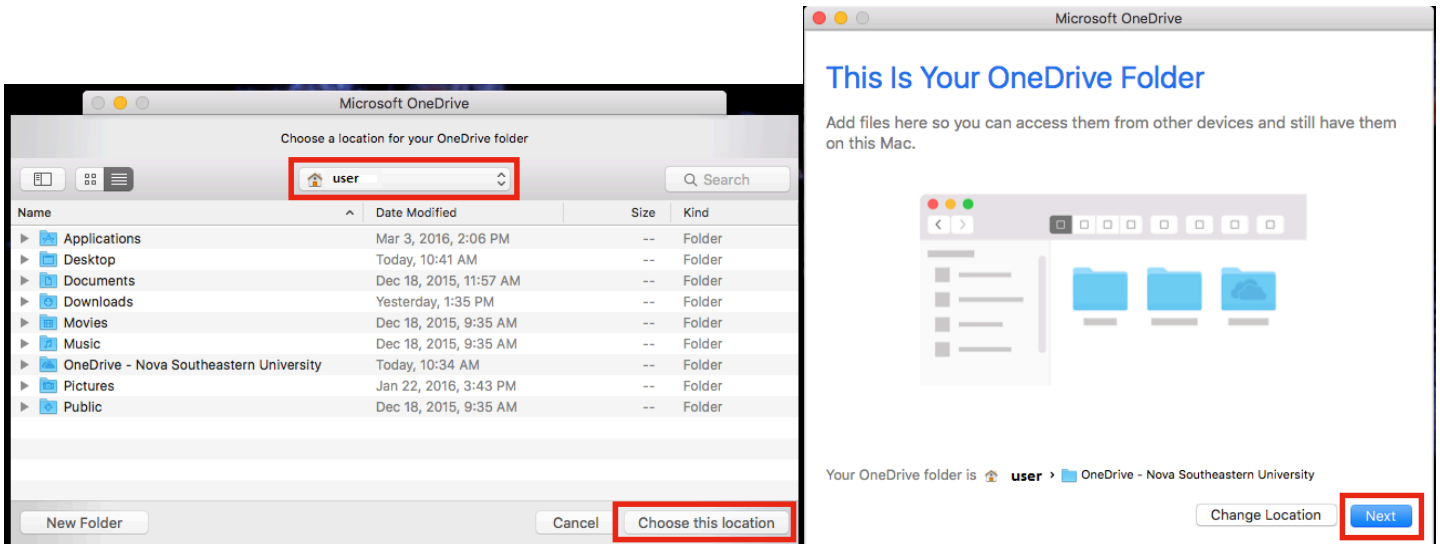
6. Click "Work or school" on the next screen.
7. The next screen may be the Nova logo asking you to login. Use your @nova.edu credentials and Sign In.



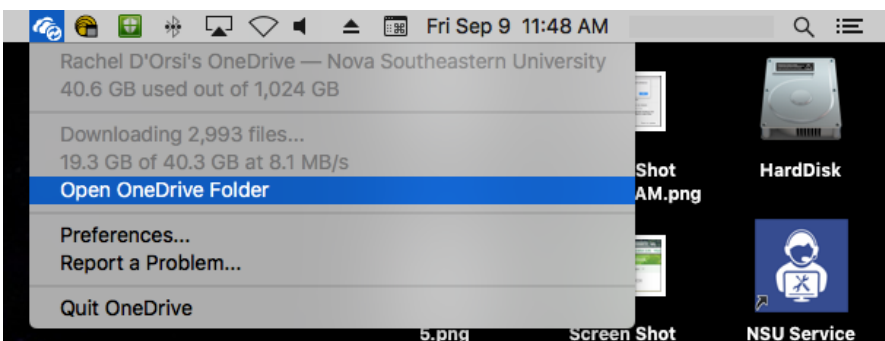
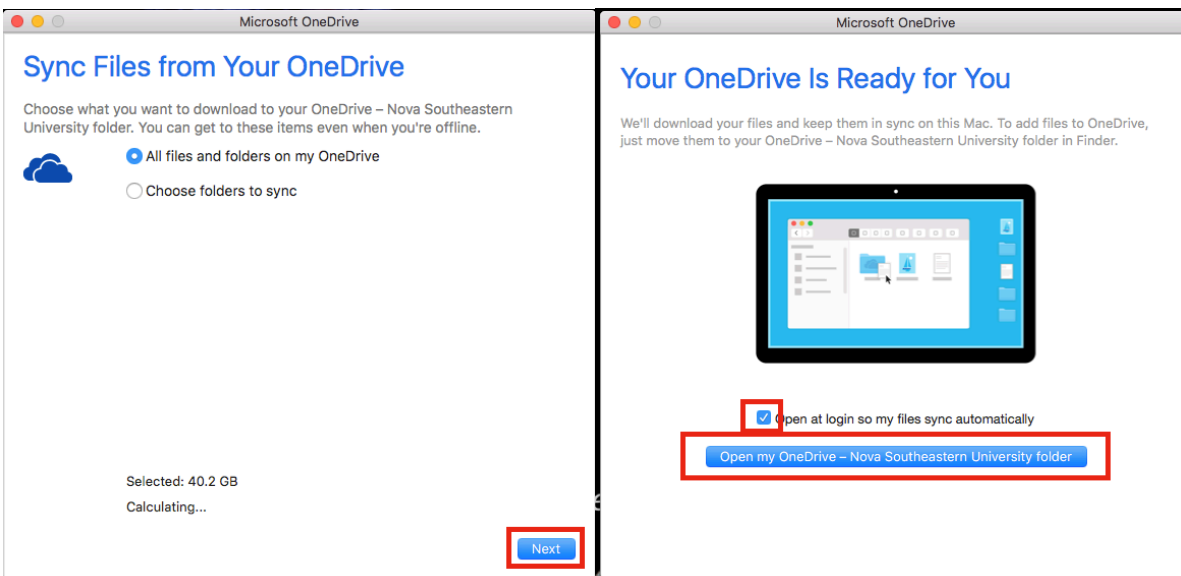
8. If you get a screen that says, "Your OneDrive has not been set up," then you are not running El Capitan. Update your OS and try again. If everything is up-to-date then you will see the following screen.



9. Click "Choose OneDrive Folder Location".
10. You can place it wherever you like, but I prefer to keep it here under the user parent folder. Click "Choose this location" when you have decided.
11. Click "Next"



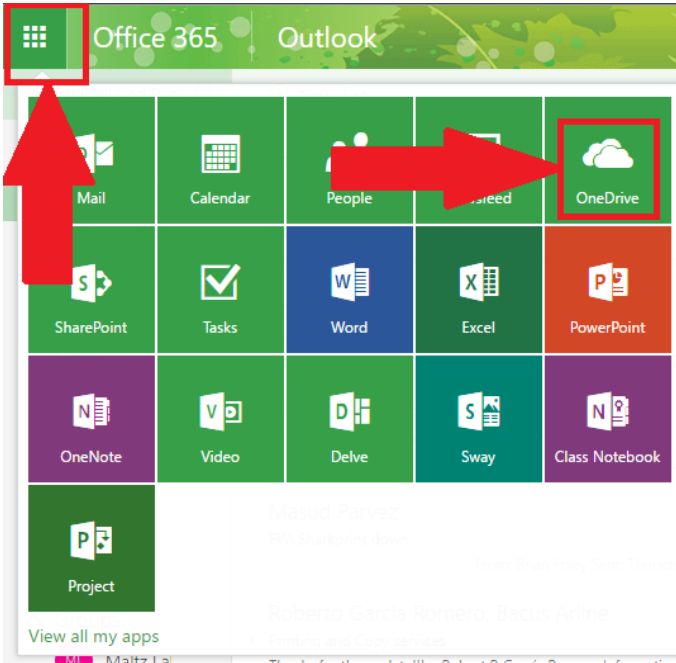
12. You can choose certain folders or All. Select "Next" when you've decided.
13. Check the box and then click "Open my OneDrive..." to view your files.
14. From now on, it will appear in the upper tool bar.



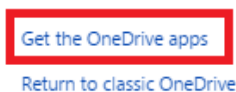
Part 2: Windows 7

If you want to download and install the entire Office 2016 suite, follow my “How To – Install Office 2016” document first. That install process includes OneDrive, so you would not need to download the program – you would only have to login (follow steps described here for that process).

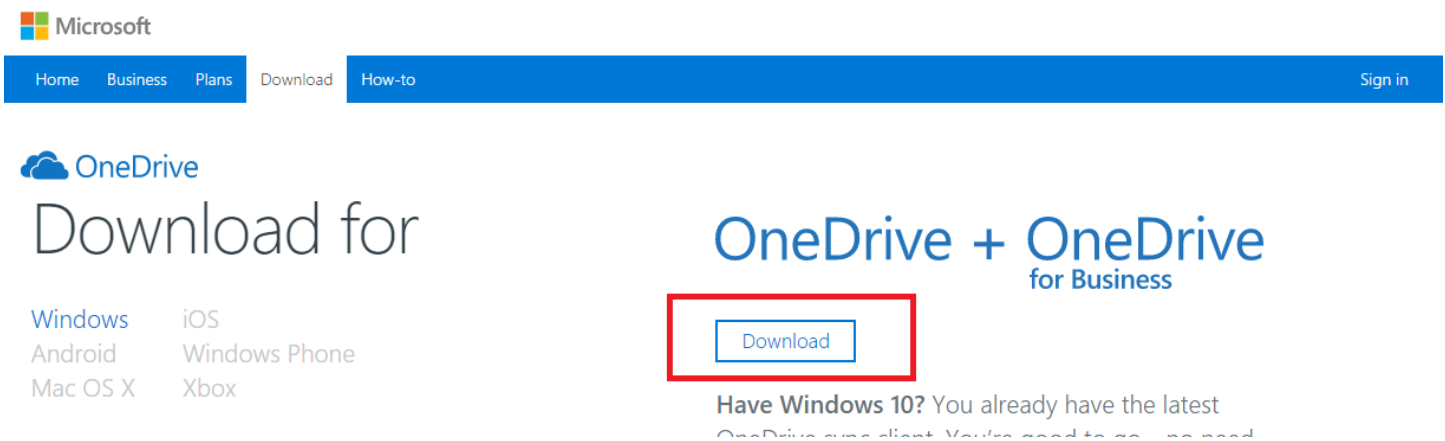
1. Open your browser and go to sharkmail.nova.edu
2. Login with your full @nova.edu credentials
3. Click on the icon with what looks like a tic-tac-toe board (typically in the upper left corner)
4. Click “OneDrive”



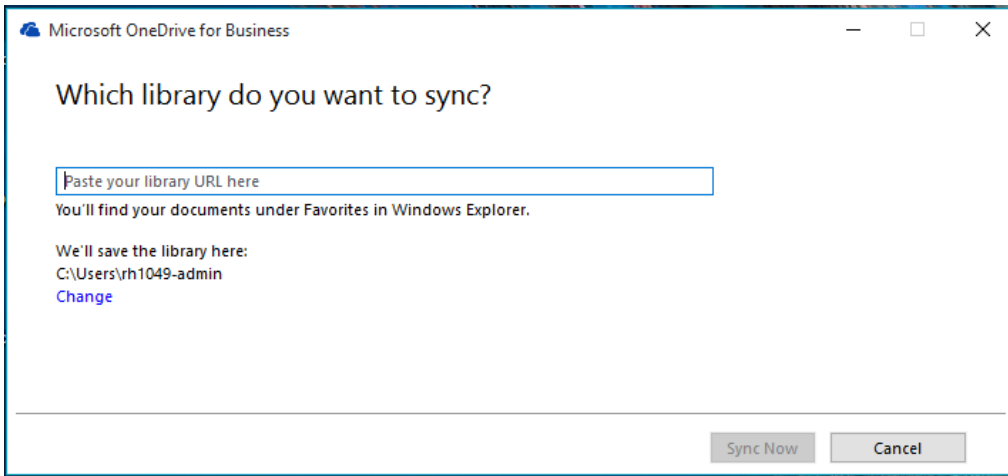
5. Click “Get the OneDrive apps” in the lower left corner



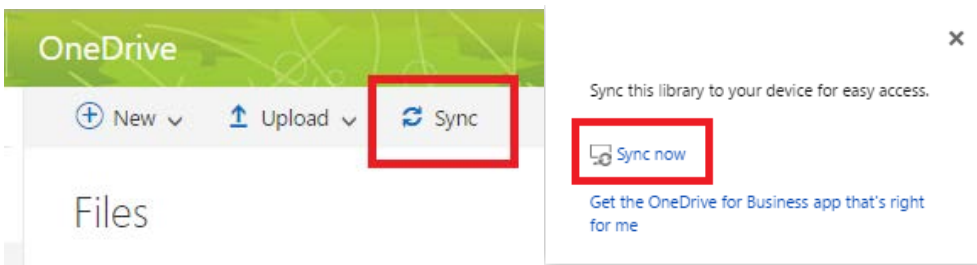
6. A new screen will open with Microsoft’s webpage. Click “Download”.



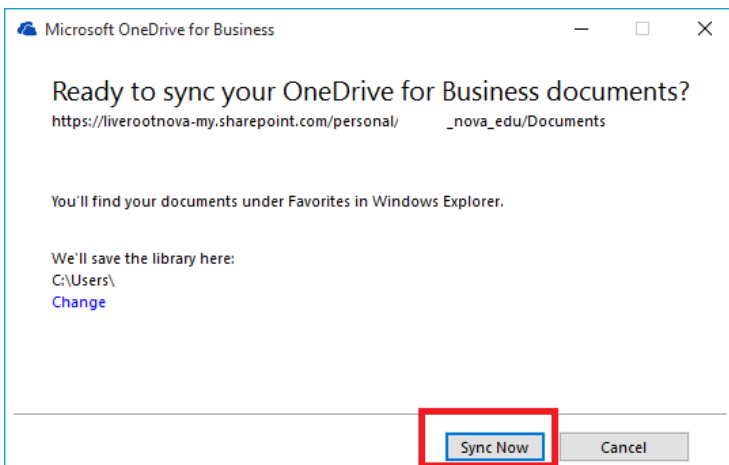
- When the download completes, run the install/setup.
- When the program opens, you will see the following. **Close it** and go back to the sharkmail.nova.edu screen. Navigate to the OneDrive again.



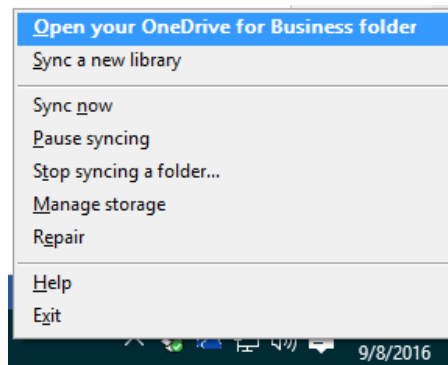
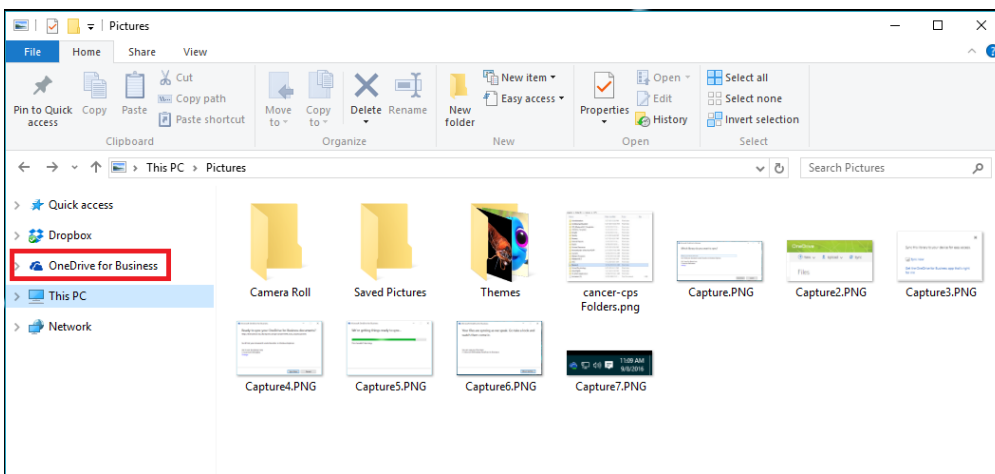
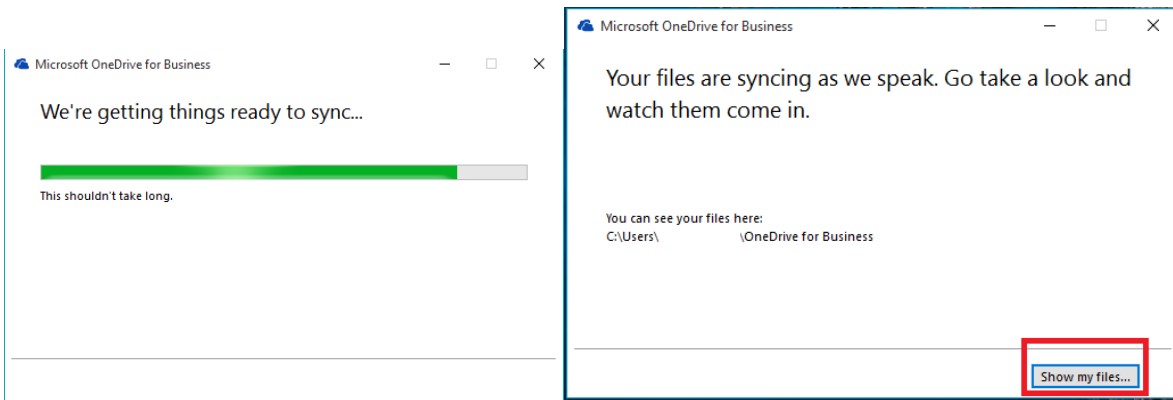
- Click "Sync" near the top
- Confirm by hitting "Sync now"



- This screen will pop-up, click "Sync Now".



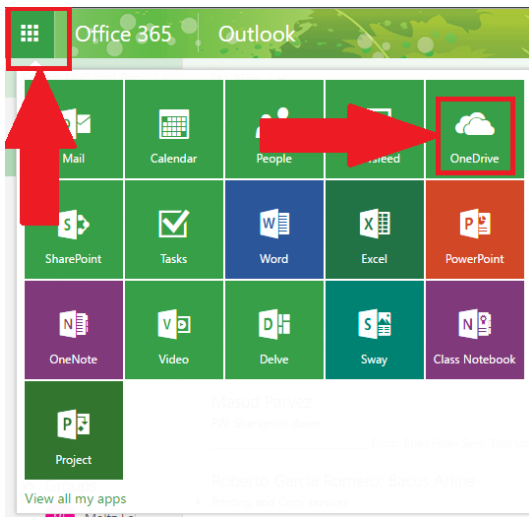
12. That's it. The icon will now appear in the lower right-hand corner. The files will also appear in File Explorer as "OneDrive for Business". You can click "Show my files..." to see it in File Explorer.



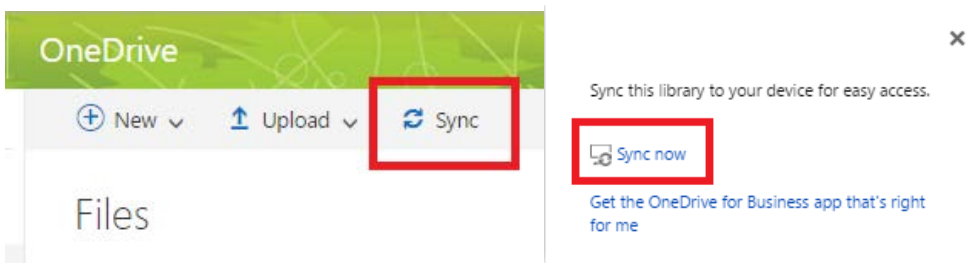
Part 3: Windows 10

If you want to download and install the entire Office 2016 suite, follow my “How To – Install Office 2016” document first. That install process includes OneDrive, so you would not need to download the program – you would only have to login (follow steps described here for that process).

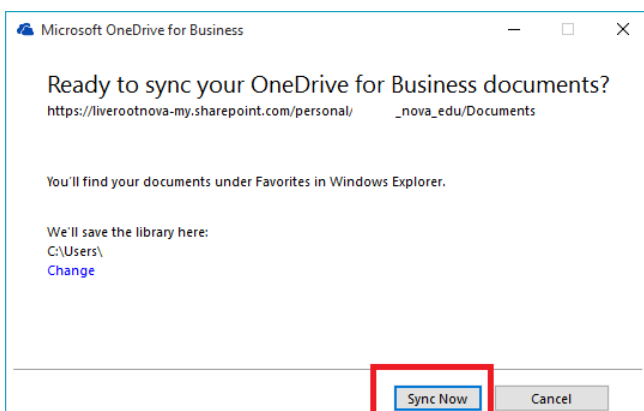
1. You already have the latest OneDrive sync client. You're good to go—no need to download anything.
2. Open your browser and go to sharkmail.nova.edu
3. Login with your full @nova.edu credentials
4. Click on the icon with what looks like a tic-tac-toe board (typically in the upper left corner)
5. Click “OneDrive”



6. Click “Sync” near the top
7. Confirm by hitting “Sync now”



8. This screen will pop-up, click “Sync Now”.



9. That's it. The icon will now appear in the lower right-hand corner. The files will also appear in File Explorer as "OneDrive for Business". You can click "Show my files..." to see it in File Explorer.

