

National University Office 365 | How to Sync OneDrive to Your Computer

The purpose of this document is to help users sync their National University OneDrive accounts to their computer.

Please contact helpdesk@nu.edu for questions or information regarding this document.

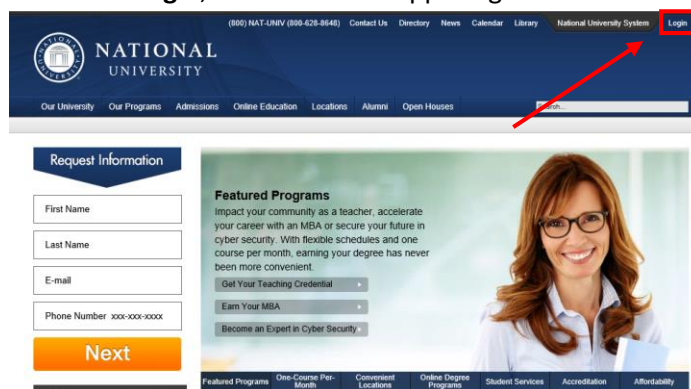
Note: Some users may not be able to sync their OneDrive's due to existing Office Applications. Refer to the Installation Conflicts link in the table of contents.

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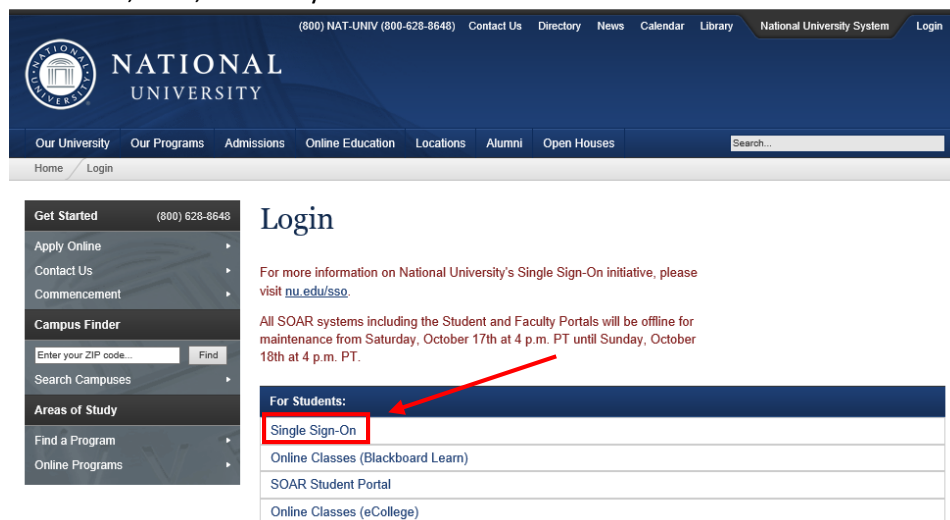
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Navigate to Single Sign-On

1. Open your choice of web browser (Internet explorer, Firefox, or Google Chrome) and go to www.nu.edu > Then click **Login**, located on the upper right hand corner



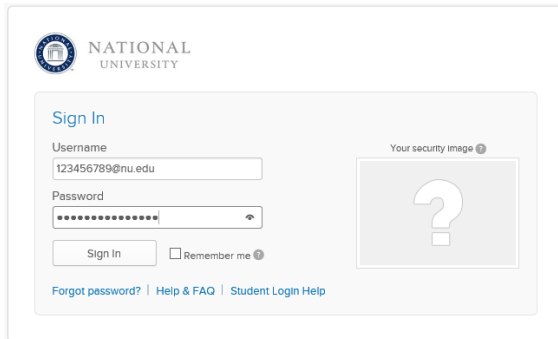
2. You will then be presented with several options for staff, student, or faculty. Click **Single Sign-On** under student, staff, or faculty



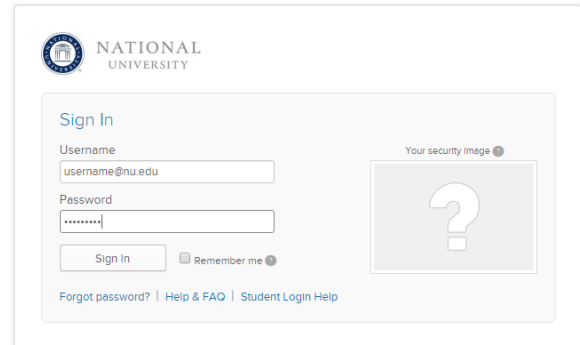
Note: It does not matter if you select **Single Sign-On** for student, staff, or faculty. When you enter your credentials at the next window the system will guide you to your proper account, based on the credentials you have entered.

How to Log into Single Sign-On

3. Enter your NU user name and password.
 - Staff and Full Time Faculty use an NU email address with a first initial + last name structure.
Example : username@nu.edu
 - Adjuncts use their 9-digit ID number followed by @nu.edu
Example : 123456789@nu.edu



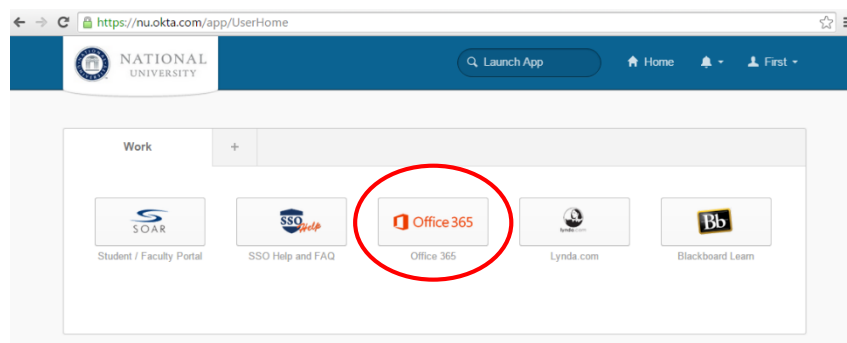
The image shows a login form for National University. At the top left is the National University logo. Below it, the text "Sign In" is displayed. There are two input fields: "Username" with the example "123456789@nu.edu" and "Password" with masked characters. To the right of the password field is a "Remember me" checkbox. Below the input fields is a "Sign In" button. To the right of the "Sign In" button is a placeholder for a security image, indicated by a question mark icon. At the bottom, there are links for "Forgot password?", "Help & FAQ", and "Student Login Help".



The image shows a login form for National University, similar to the one above. It features the National University logo, a "Sign In" heading, and input fields for "Username" (example: "username@nu.edu") and "Password" (masked). A "Remember me" checkbox is next to the password field. A "Sign In" button is below the fields, and a security image placeholder with a question mark icon is to the right. Links for "Forgot password?", "Help & FAQ", and "Student Login Help" are at the bottom.

Note: The username is not case sensitive but the password is

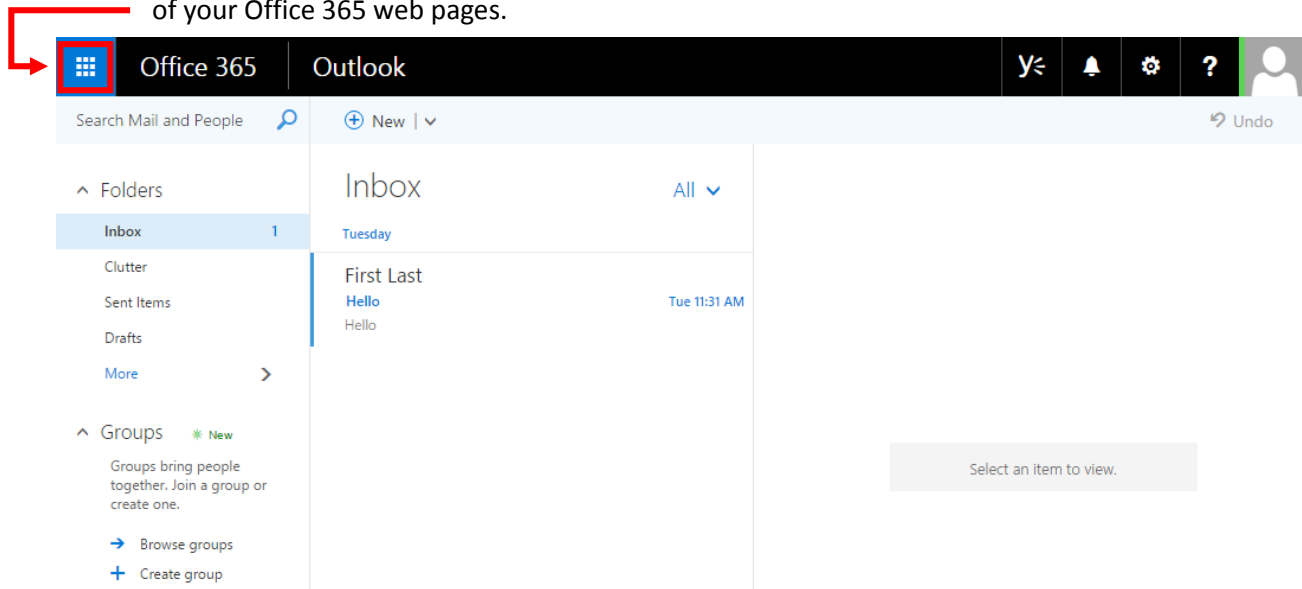
4. Once in the Single Sign-On dashboard, click the **Office 365** chicklet.



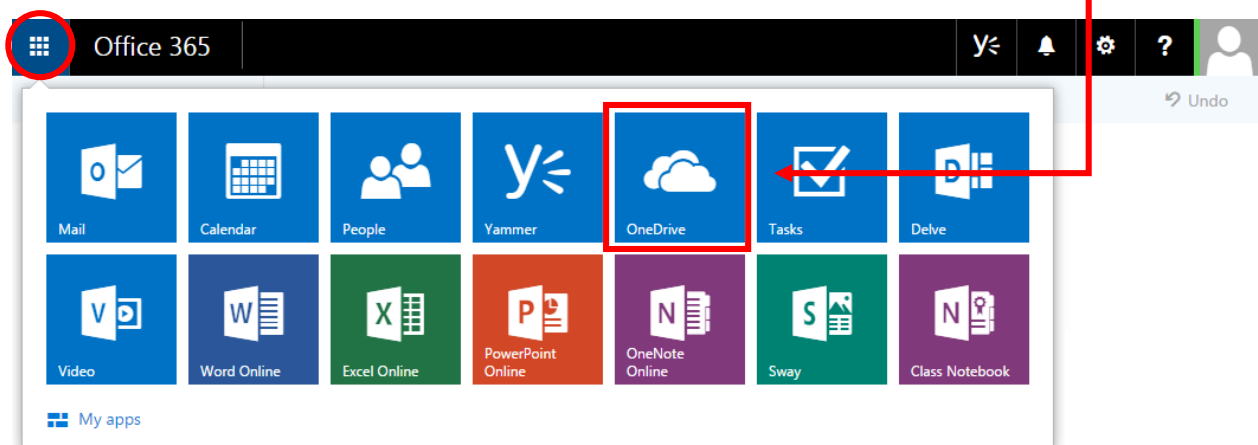
Okta will automatically sign you into Microsoft Office 365 Online.

Navigate to OneDrive Online

5. Regardless of what page you get sent to in Office 365, all applications in Office 365 can be accessed through the **App Launcher**. The App Launcher is located in the upper left hand corner of your Office 365 web pages.

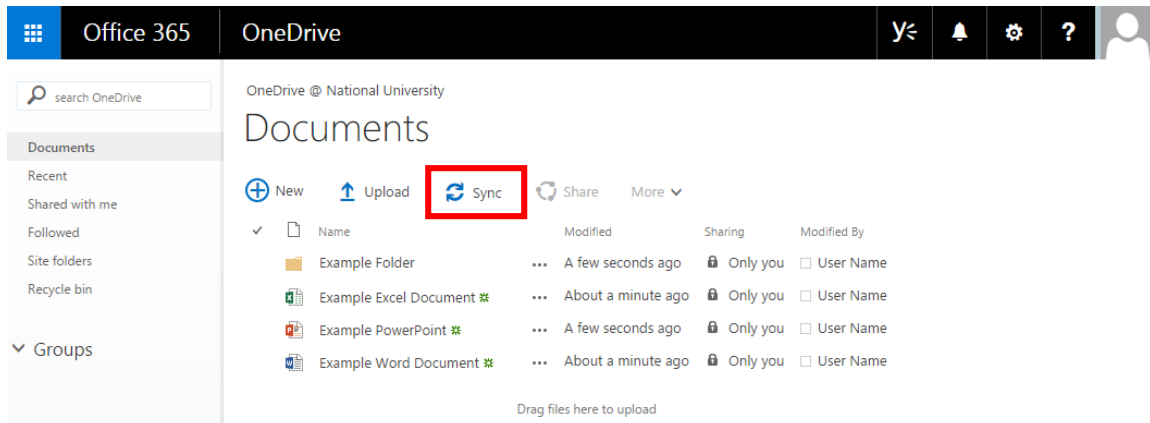


6. Click the **App Launcher** > Select the **OneDrive** tile from the drop down menu.

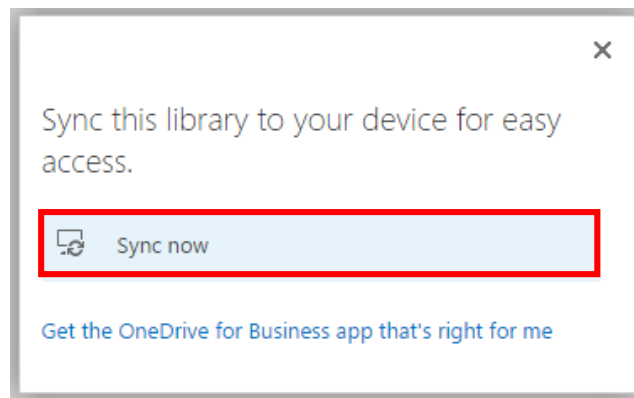


Syncing OneDrive

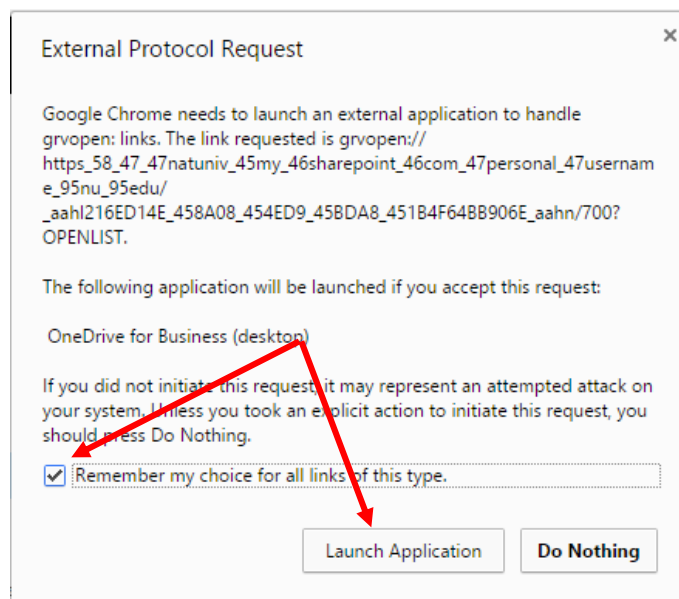
7. Within your OneDrive folder, click **Sync** to match the contents online with your computer. Keep in mind, OneDrive only syncs from the cloud to the computer; syncing in OneDrive does not upload content from your computer to the cloud.



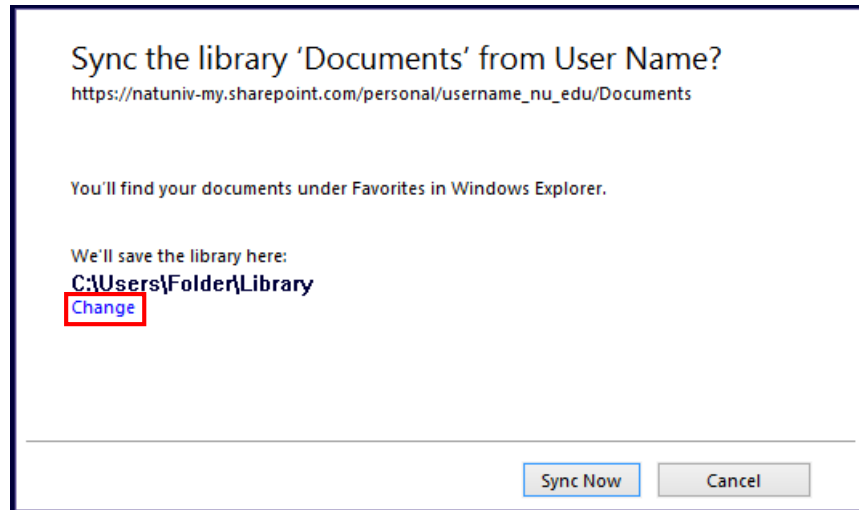
8. Click **Sync Now**



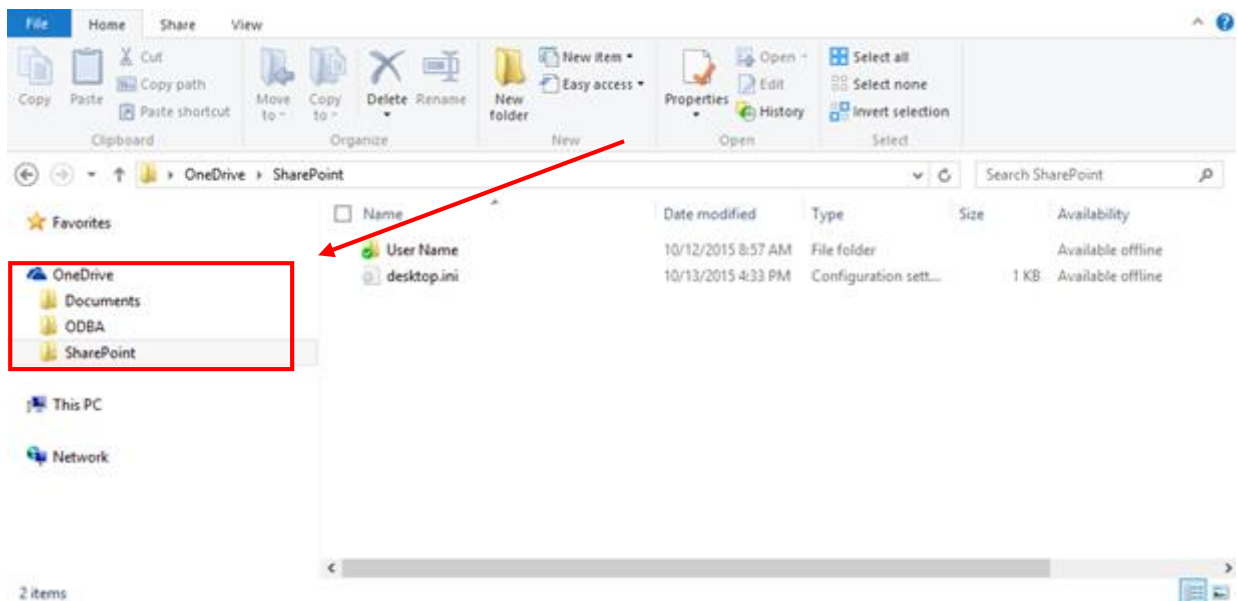
9. Remember to check the box and then click **Launch Application**



10. The file path will automatically generate itself and link your OneDrive in the cloud to your computer. Update this location by clicking **Change**.



From now on all your files can be viewed in your computers file system.



Note: Anything save to the OneDrive folder on your computer will automatically be backed up to the cloud on the next sync.

Installation Conflicts

If you run into problems syncing your OneDrive to your computer contact the National University helpdesk at helpdesk@nu.edu.