




OneDrive Configuration

The O365 Migration - OneDrive:

The O365 Shared Tenant migration included OneDrive. End-Users that used the OneDrive Sync Client on any personal devices will need to configure OneDrive again using their new O365 Shared Tenant login credentials.

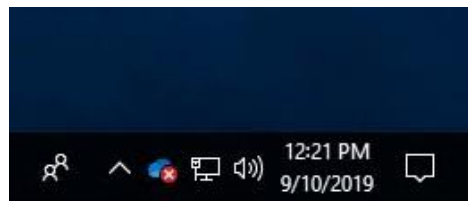
Unlink OneDrive Account:

1. The previous IHCC OneDrive configuration display in File Explorer
 - a. OneDrive – Inver Hills Community College

- >  OneDrive - Inver Hills Community College
- >  This PC
- >  Network

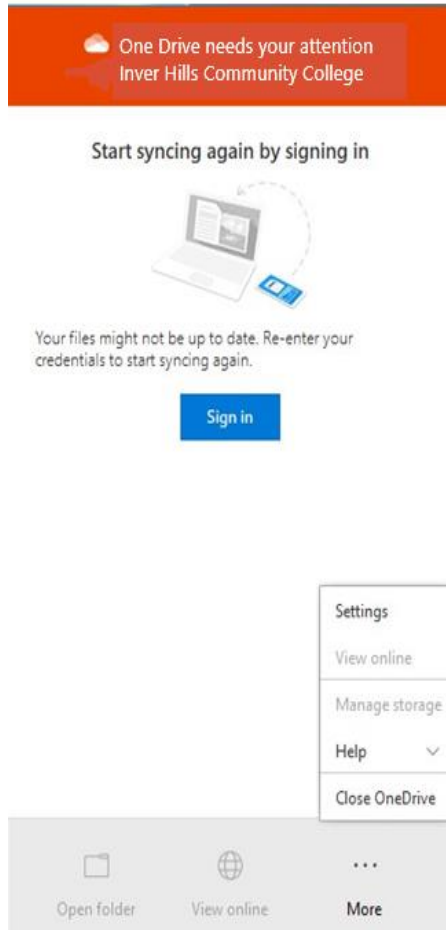
Note: The available files in this folder are simply a cached copy as of the last successful sync prior to the O365 Migration. The cut-off date for this was December 4th, 2019 at 6:00pm

2. The IHCC OneDrive will continuously ask you to sign-in and the Cloud icon at the bottom right of the screen will display a red "X". You will need to unlink the account to stop the messages

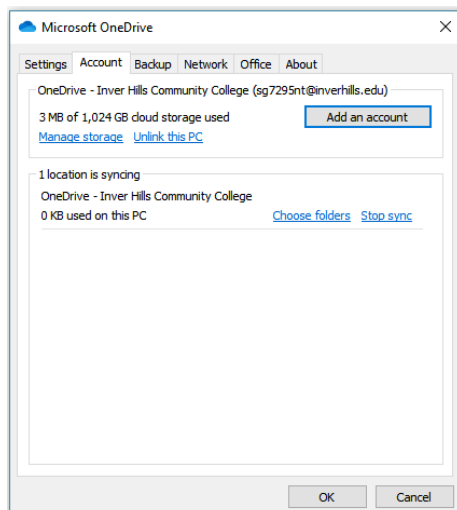


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3. Click on the Cloud icon (bottom right)
 - a. Select "More > Settings"



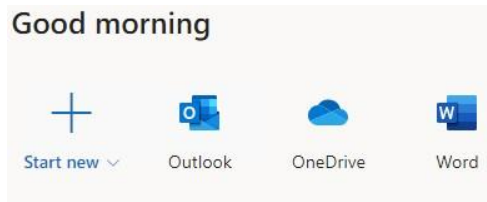
4. Select the "Account" tab
 - a. Click on "Unlink this PC"



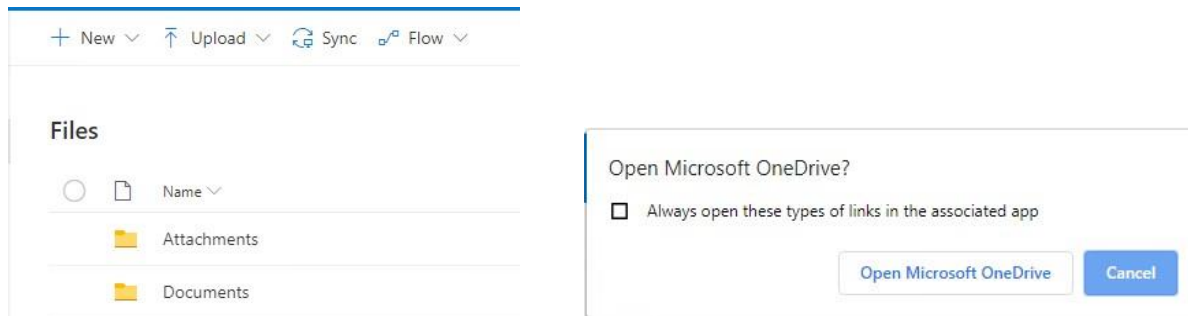
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Setup OneDrive Account:

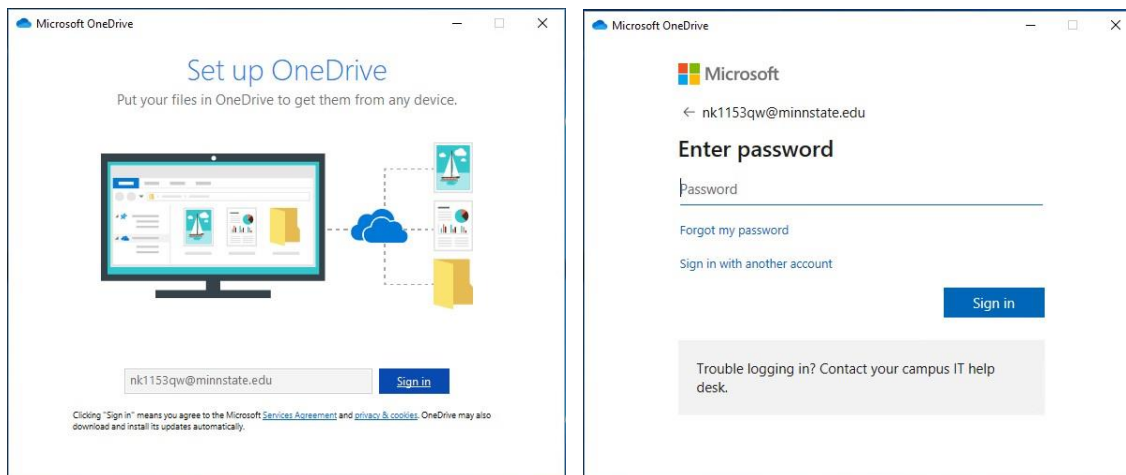
1. Login to your O365 Account
 - a. login.microsoftonline.com
2. Select the OneDrive application



3. Select the "Sync" option
 - a. Click on "Open Microsoft OneDrive"

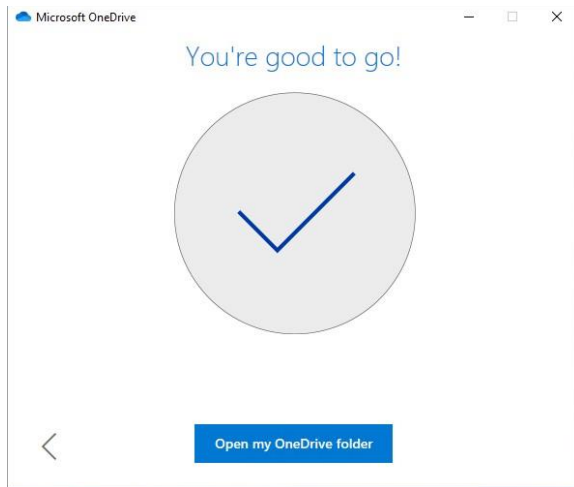


4. Login to OneDrive
 - a. Use O365 Login credentials (User info will auto-fill)
 - i. Employee = <StarID>@minnstate.edu
 - ii. Student = <StarID>@go.minnstate.edu



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5. Click thru the Setup/information screens
 - a. Select "Open my OneDrive folder"



6. The Shared Tenant OneDrive configuration display in File Explorer
 - a. OneDrive – MNSCU

