

OneDrive Tip Sheet - April 2025

OneDrive is a cloud storage provider that allocates 1TB of cloud storage space to your HSC account for backup. While OneDrive is **Health Insurance Portability and Accountability Act (HIPAA)** and **Family Educational Rights and Privacy Act (FERPA)** compliant, it is your responsibility as the data owner to ensure that access permissions to this data comply with legal and regulatory requirements for protecting its privacy.

Please see the sites below for more information on UNM HSC's Protected Health Information and UNM Student Records Policies (FERPA):

- [Protected Health Information](#)
- [Student Records Policy](#)

When setting up OneDrive on your UNM HSC device, please ensure that you are using the correct account. **Take care not to inadvertently use a consumer OneDrive account to backup sensitive data.**

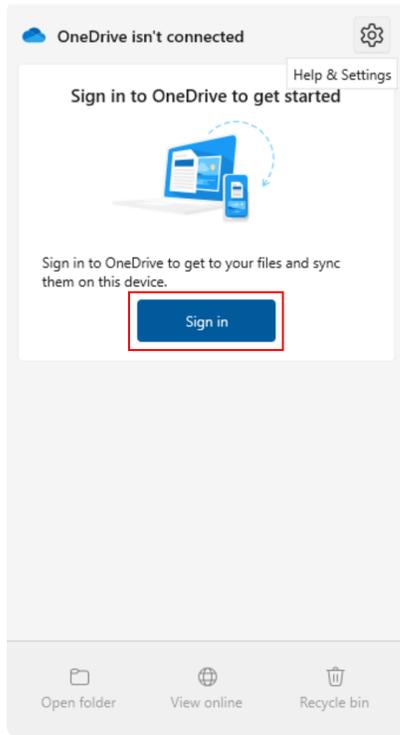
If your device has been imaged using the HSC's Common Image, OneDrive will be installed on your device by default. If you do not have OneDrive installed, please follow the steps below:

Installation and First Time Configuration:

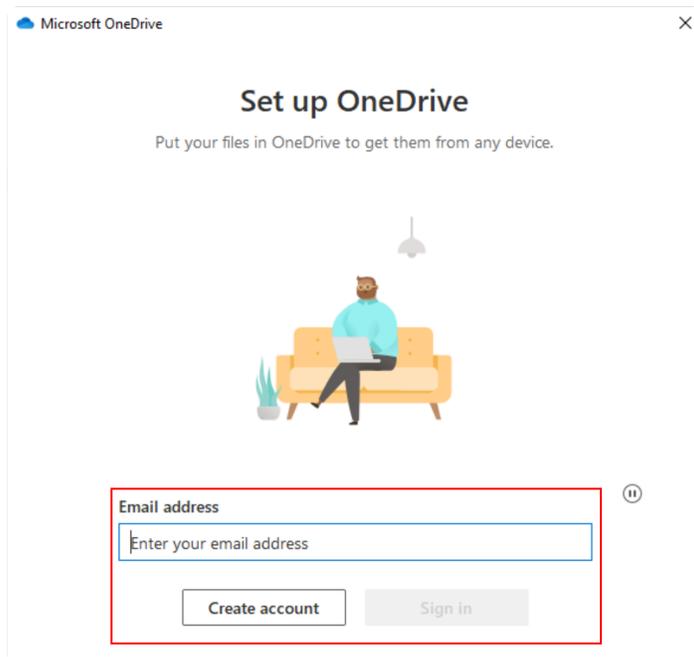
- Download OneDrive from the following link:
 - <https://www.microsoft.com/en-us/microsoft-365/onedrive/download>
- Run the **OneDriveSetup.exe** installer from your Downloads folder.
 - You will be prompted with **Do you want to allow this program to make changes to your device**. Select **Yes**.
- The **OneDrive icon** will appear on your Taskbar in the bottom right corner of your screen.



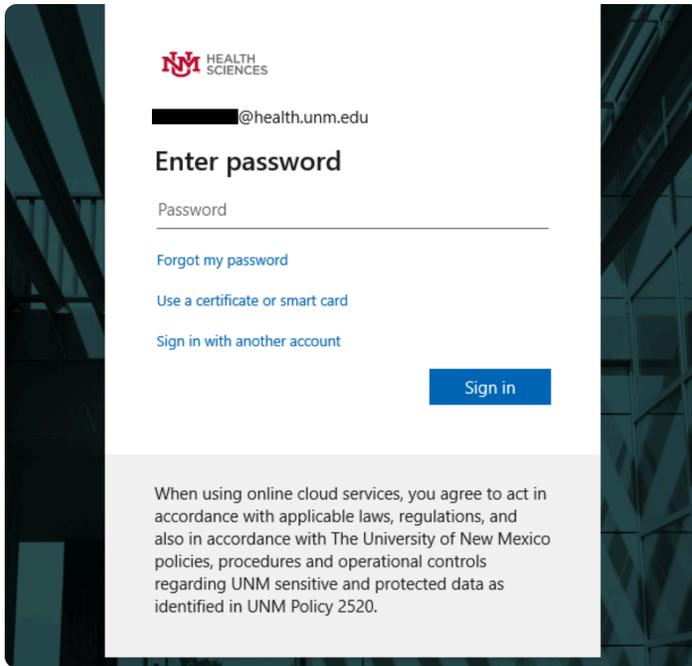
- Click on the **Sign in** button. Enter your HSC email address.



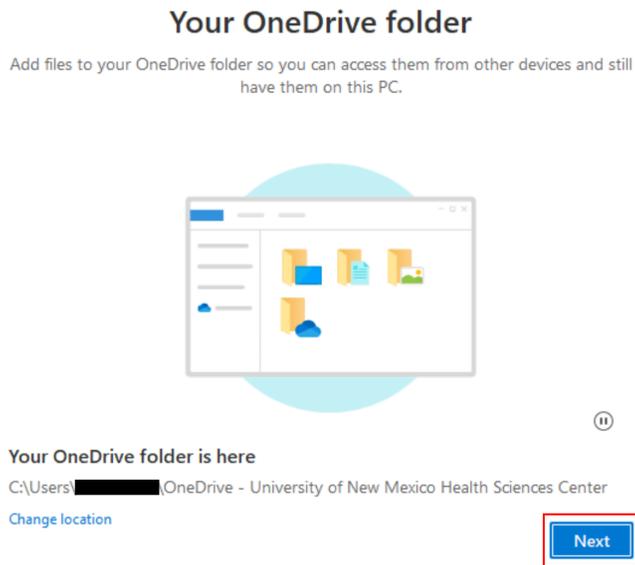
- A new Window will appear asking you to login with your email and password. **Use your HSC credentials for this process.**



- Proceed with authentication and multifactor authentication.



- *Your email address may appear with the @health.unm.edu suffix when you have a @salud.unm.edu, @unmmg.org or @srmc.unm.edu email address. This is completely normal.*
- Once signed in, OneDrive will guide you through the first time setup. OneDrive will show you where your OneDrive folders are located on your device:



- OneDrive will then perform a first time backup on your device. OneDrive will only sync the following folders:

- Desktop
- Documents
- Photos

Back up folders on this PC

Files will be backed up, protected, and available anywhere in OneDrive - University of New Mexico Health Sciences Center, even if you lose this device.
[Learn more about folder backup](#)

	Documents	0 KB	Ready to back up	<input checked="" type="checkbox"/>
	Pictures	1 KB	Ready to back up	<input checked="" type="checkbox"/>
	Desktop	0 KB	Ready to back up	<input checked="" type="checkbox"/>

 GB of 1 TB will be used after backup

I'll do it later

Start backup

- *Please ensure that any files you have outside of the folders listed above are relocated into one of these folders for backup.*
- To check the status of your backup, click on the OneDrive icon in the bottom right corner. At the top of the window, it will show that OneDrive is backing up your data.

 OneDrive - University of New Mexico... 
 Processing 768 changes

- Once OneDrive has completed the backup, the window will report the following status:

 OneDrive - University of New Mexico... 
 Your files are synced

- After your backup is complete, follow the steps in the [Confirm your Data is Backed Up](#) section of this document.

Backing Up Your Data

OneDrive will only backup the following folders in your user profile.

- Desktop
- Documents
- Pictures

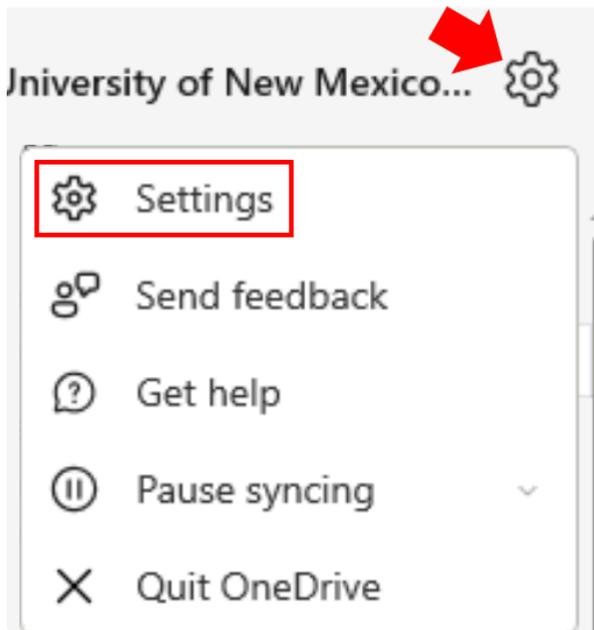
Please ensure that any files you have outside of the folders listed above are relocated into one of these folders for backup.

Performing a Backup

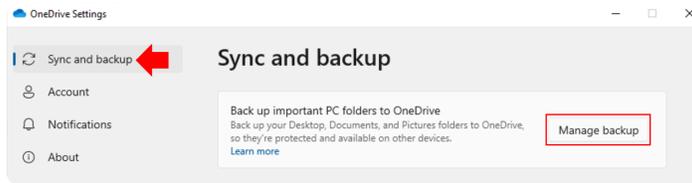
- Click on the **OneDrive icon** in the bottom right of your Taskbar.



- Select the **Settings icon** at the top right of the OneDrive window, then select the **Settings** option.



- Select **Sync and backup**, then select the **Manage backup** button.



- A window titled **Backup folders on this PC** will appear. Ensure that the following folders are selected:

- **Desktop**
- **Documents**
- **Pictures**

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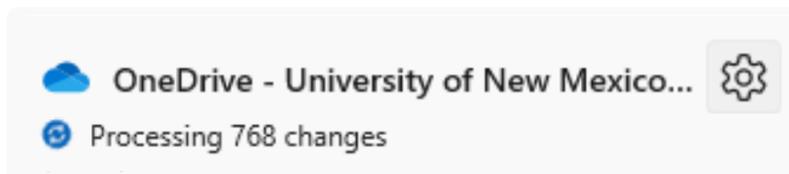
[Learn more about folder backup](#)

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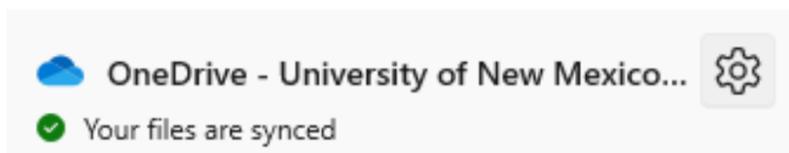
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- Click **Save changes**.
- Click on the **OneDrive icon** in the bottom right corner of your Taskbar again. At the top of the window, OneDrive will show your **Sync status**.



- Your backup is complete when the **Sync status** reports **Your files are synced**.



- After your backup is complete, follow the steps in the **Confirm your Data is Backed Up** section of this document.

How long does a backup take?

If you have a large number of files on your device that need to be backed up, this process may take anywhere from a few minutes to a few hours. Synchronization times depend on the amount of data and your network speed. Ensure that you are connected to Ethernet for the best performance.

Confirm your Data is Backed Up

- Open a web browser and navigate to the OneDrive login site.
 - <https://onedrive.live.com/login>
- Sign in with your **HSC credentials**.
- Click on the **My files** option on the left side on the window to view your backed up files. Navigate through your backed up files and confirm that they are all present.

