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.

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

Set up OneDrive	
Put your files in OneDrive to get them from any device.	
Email address	1)
Email address Enter your email address	(1)

Proceed with authentication and multifactor authentication.

	@health.unm.edu	X
	Enter password	
TAT	Password	
	Forgot my password	1
	Use a certificate or smart card	
	Sign in with another account	
\setminus	Sign in	7
	When using online cloud services, you agree to act in accordance with applicable laws, regulations, and also in accordance with The University of New Mexico policies, procedures and operational controls regarding UNM sensitive and protected data as identified in UNM Policy 2520.	

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- 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:



Your OneDrive folder

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

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Files will New Me Learn m	be backed up, protect exico Health Sciences C ore about folder backu	ted, and ava Center, even	ilable anywhere in OneE if you lose this device.	Drive - University of
	Documents	0 KB	Ready to back up	
	Pictures	1 KB	Ready to back up	
	Desktop	0 KB	Ready to back up	
0	GB of 1 TB will be	used after b	backup	
	l'll do it later		Start b	ackup

- 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.



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



 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.

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

Back will Files will New Me Learn me	up folders on the be backed up, protect xico Health Sciences Co ore about folder backu	s PC d, and available anywher nter, even if you lose this	re in OneDrive - University of s device.
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	Pictures	1 KB Ready to back u	qu
	Desktop	0 KB Ready to back u	ip 🚺
0	GB of 1 TB will be	ed after backup	
	Close		Save changes

- 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.

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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.

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+	Add new
	Home
þ	My files
<u> </u>	Shared
	Favorites
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