The University of Vermont
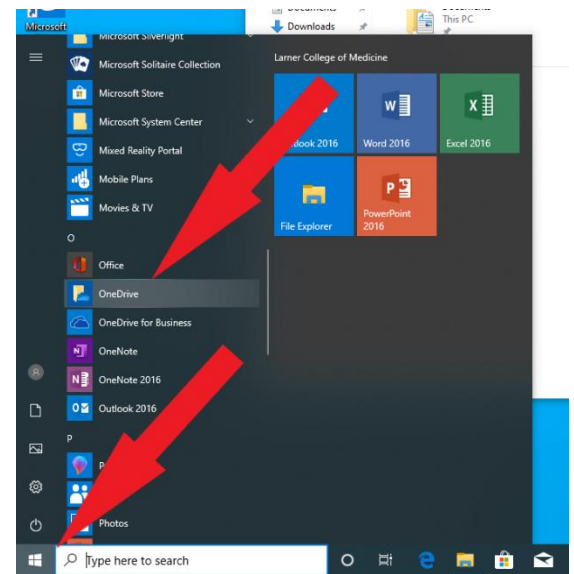LARNER COLLEGE OF MEDICINE

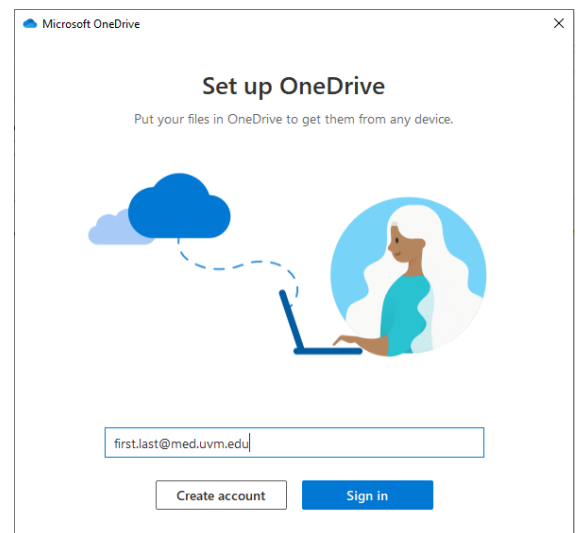# Instructions for connecting to LCOM OneDrive

Windows 10

1. Find **OneDrive** in the Start menu and open it up.
   a. OneDrive is available on all Windows 10 machines.
   b. Click the **Start Menu** (Windows logo) in the bottom-left corner of your screen.
   c. Scroll down in the list of programs that appears to **OneDrive**.
   d. Make sure to select "OneDrive" and not "OneDrive for Business"

2. Enter your **@med.uvm.edu** email address in the window that appears and click **Sign In.**
3. When the Larner College of Medicine insignia appears, enter your password and click **Sign In**.
4. The next window shows the location of your new OneDrive folder. Just click **Next.**

Your OneDrive folder is here
C:\Users\ username \OneDrive - UVM Larner College of Medicine
Change location   Next
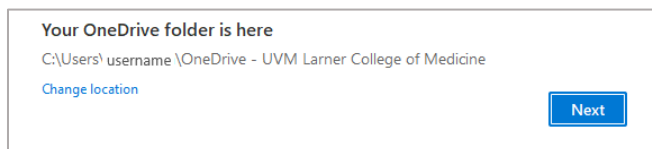
5. The next few screens introduce you to OneDrive. Click **Next** through the tutorial making sure to read the tips if you are unfamiliar with OneDrive.
6. You will then be asked to setup OneDrive for mobile. Feel free to follow those steps or just click **Later**.
7. Click **Open my UVM Larner College of Medicine OneDrive**.

Microsoft OneDrive

Set up OneDrive
Put your files in OneDrive to get them from any device.

first.last@med.uvm.edu

Create account   Sign in

Mac OSX

1. Check if OneDrive is installed by looking in your **Applications** folder (it is installed by default on all University-managed machines). Open the app.
   a. Open the Applications folder (Command+Shift+A).
   b. If available, Double-click **OneDrive,** and then go to step 2. Otherwise, install OneDrive**:**
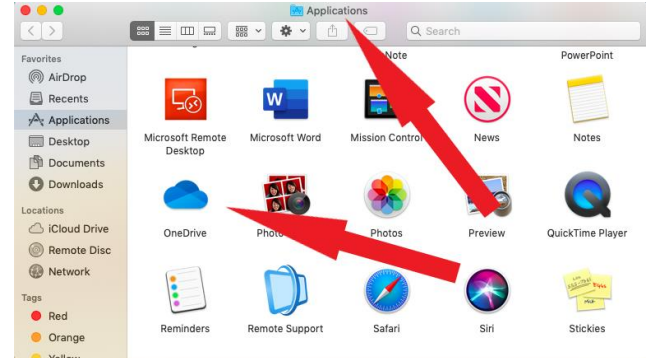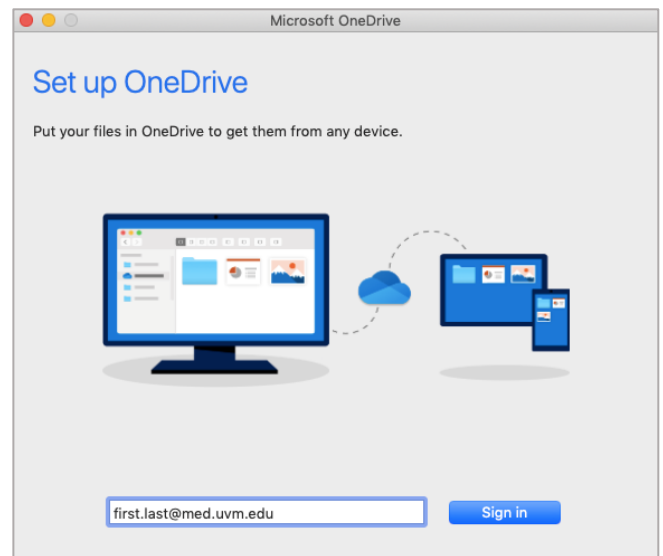
   i. Open a web browser and navigate to **portal.office.com**.
   ii. Sign in with your **@med.uvm.edu** email address and password.
   iii. If prompted and if using your own computer, you can click **Yes** to **Stay signed in**. Otherwise, click **No**.
   iv. Click **Install Office**, and then click **Office 365 Apps**.
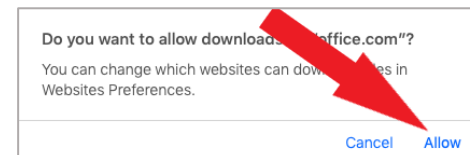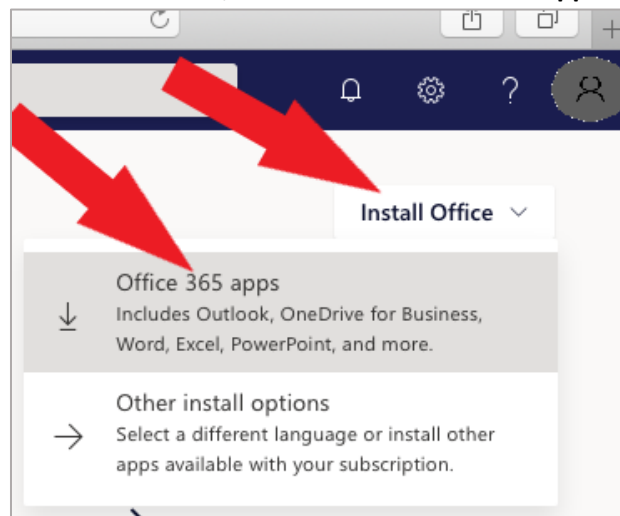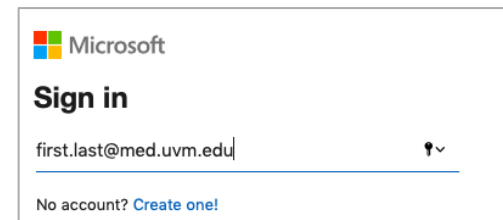
   v. Click **Allow**, let the download finish, and then open the downloaded .pkg file.
   vi. Click **Continue**, **Agree**, and **Install** to get through the installer.
   vii. Enter your computer password and click **Install Software**. The Office installer may take a while.
   viii. Go back to the **Applications** folder where you will now find **OneDrive**. Double-click to open.

   OR:

i. Open the AppStore from the Dock or the Applications folder.
ii. Search for "OneDrive".
iii. Click **Get**, and then **Install**.
iv. Sign in with your **Apple ID**.
v. Choose your AppStore purchasing preference if prompted.
vi. Once the install finishes, click **Open**.

2. Enter your **@med.uvm.edu** email address and click **Sign In**.
3. Enter your LCOM password and click **Sign In**.
4. Click **Choose OneDrive Folder Location**.
5. Your user folder should already be selected. If so, simply click **Choose this location**. Otherwise, navigate to the location where you would like your OneDrive folder to reside. Then click **Choose this location**.
6. Click **Next** a couple more times, reading the tips on the screen.
7. Click **Open Extension Preferences**.
8. Check the box to the left of **OneDrive Finder Integration (OneDrive)**.
9. Check the box to the left of **Open at login so my files sync automatically**, then click **Open my OneDrive – UVM Larner College of Medicine folder**.

Web Portal

1. Open a web browser and navigate to **onedrive.microsoft.com**.
2. Click **Sign In**.
3. Enter your **@med.uvm.edu** email address and click **Next**.
4. Enter your LCOM password and click **Sign in**.
5. If prompted and if using your own computer, you can click **Yes** to **Stay signed in**. Otherwise, click **No**.
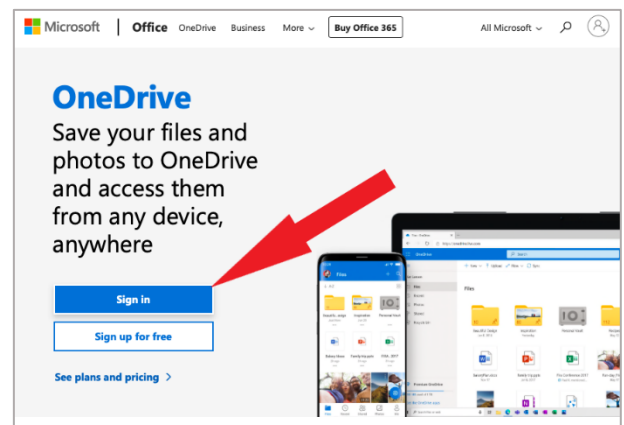
Mobile

1. Open the **AppStore** (iOS) or **PlayStore** (Android).
2. Search for "OneDrive" (no quotes).
3. Tap **Get** and/or **Install.**
4. Enter your **Google Play** or **iCloud** credentials if prompted.
5. Open the **OneDrive** app.
6. Tap **Sign In.**
7. If prompted, sign in with your **@med.uvm.edu** email address and password.

Please note, while you are welcome to install OneDrive on personal computers, we suggest installing it on your LCOM computer first to ensure proper configuration.

The OneDrive application is available, but not optimized for the Remote Desktop. The Web Portal should be used for OneDrive access from computers that are not under your direct management.

If you have questions or require additional support, please contact the COMTS Service Center in the Dana Medical Library (656-7300).