



Scanning OneDrive accounts

Cloud Manager

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Scanning OneDrive accounts

Complete a few steps to start scanning files in your user's OneDrive folders with Cloud Data Sense.

Quick start

Get started quickly by following these steps, or scroll down to the remaining sections for full details.



Review OneDrive prerequisites

Ensure that you have the Admin credentials to log into the OneDrive account.



Deploy the Cloud Data Sense instance

Deploy [Cloud Data Sense](#) if there isn't already an instance deployed.



Add the OneDrive account

Using Admin user credentials, log into the OneDrive account that you want to access so that it is added as a new working environment.



Add the users and select the users to scan

Add the list of users from the OneDrive account that you want to scan and select the type of scanning. You can add up to 100 users at time.

Reviewing OneDrive requirements

Review the following prerequisites to make sure that you have a supported configuration before you enable Cloud Data Sense.

- You must have the Admin login credentials for the OneDrive for Business account that provides read access to all user files.
- You will need a line-separated list of the email addresses for all the users whose OneDrive folders you want to scan.

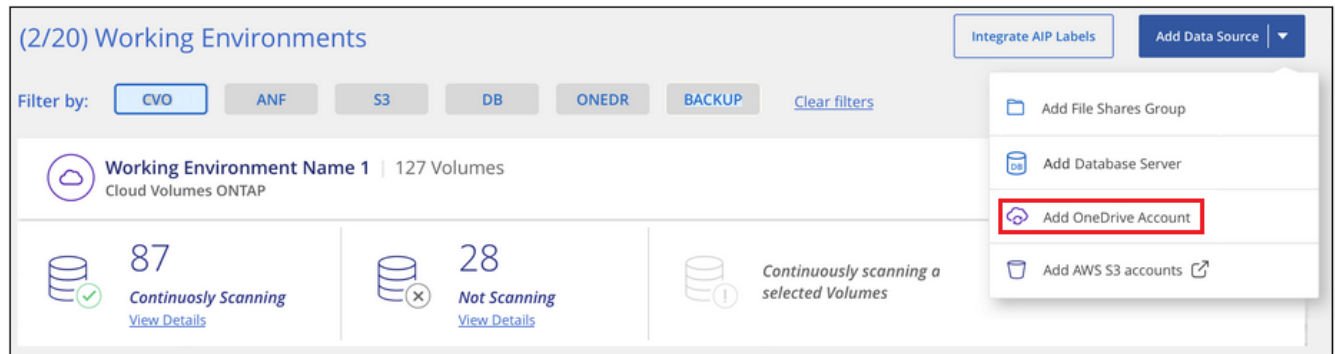
Adding the OneDrive account

You must have [deployed an instance of Cloud Data Sense in Cloud Manager already](#).

Add the OneDrive account where the user files reside.

Steps

1. From the Working Environments Configuration page, click **Add Data Source > Add OneDrive Account**.



2. In the Add a OneDrive account dialog, click **Sign in to OneDrive**.
3. In the Microsoft page that appears, select the OneDrive account and enter the required Admin user and password, then click **Accept** to allow Cloud Data Sense to read data from this account.

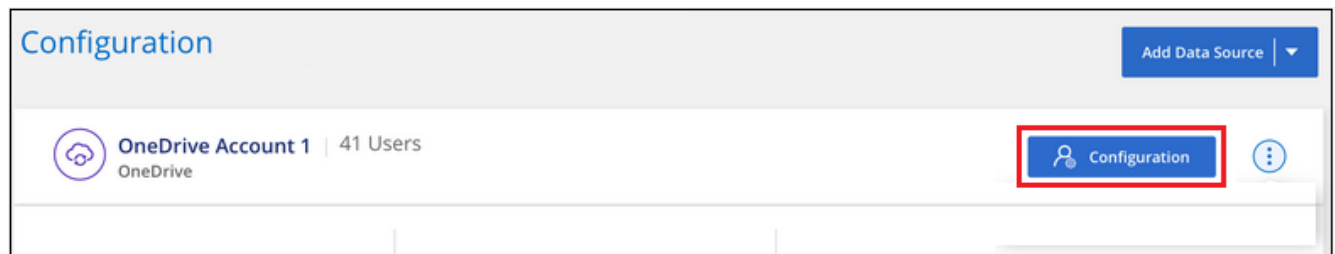
The OneDrive account is added to the list of working environments.

Adding OneDrive users to compliance scans

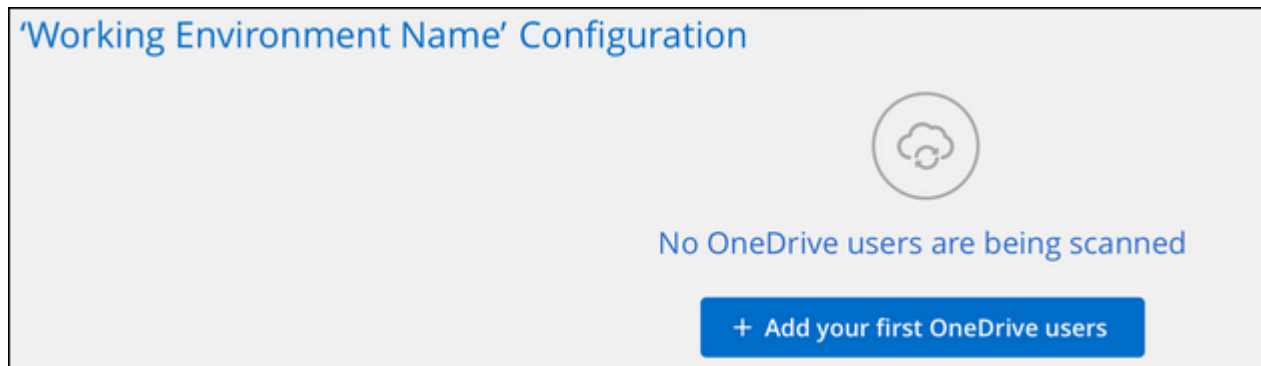
You can add individual OneDrive users, or all of your OneDrive users, so that their files will be scanned by Cloud Data Sense.

Steps

1. From the *Configuration* page, click the **Configuration** button for the OneDrive account.



2. If this is the first time adding users for this OneDrive account, click **Add your first OneDrive users**.



If you are adding additional users from a OneDrive account, click **Add OneDrive users**.

Working Environment 4 Configuration

+ Add OneDrive users

24 users are being scanned for compliance

Scan	Username	Status	Required Action
<div>Off</div> <div>Map</div> <div>Map & Classify</div>	user2@example.com	Continuously Scanning	...
<div>Off</div> <div>Map</div> <div>Map & Classify</div>	user3@example.com	Continuously Scanning	...

3. Add the email addresses for the users whose files you want to scan - one email address per line (up to 100 maximum per session) - and click **Add Users**.

Add OneDrive users

Provide a list of OneDrive users for Cloud Data Sense to scan their data, line-separated. You can add up to 100 users at a time.

Type or paste below the OneDrive user accounts to add

User Accounts

user@example.com

user@example.com

user@example.com

user@example.com

user@example.com

user@example.com

user@example.com

Add Users

Cancel

A confirmation dialog displays the number of users who were added.

If the dialog lists any users who could not be added, capture this information so that you can resolve the issue. In some cases you can re-add the user with a corrected email address.

4. Enable mapping-only scans, or mapping and classification scans, on user files.

To:	Do this:
Enable mapping-only scans on user files	Click Map
Enable full scans on user files	Click Map & Classify
Disable scanning on user files	Click Off

Result

Cloud Data Sense starts scanning the files for the users you added, and the results are displayed in the Dashboard and in other locations.

Removing a OneDrive user from compliance scans

If users leave the company or if their email address changes, you can remove individual OneDrive users from having their files scanned at any time. Just click **Remove OneDrive User** from the Configuration page.

Working Environment 4 Configuration

+ Add OneDrive users

24 users are being scanned for compliance

Scan	Username	Status	Required Action
<div>OffMapMap & Classify</div>	user2@example.com	<div>Continuously Scanning</div>	<div>Remove OneDrive User</div>

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