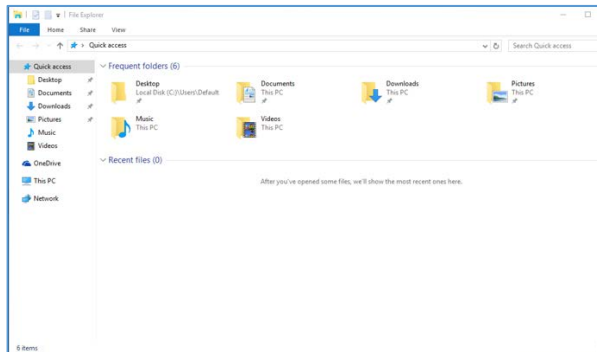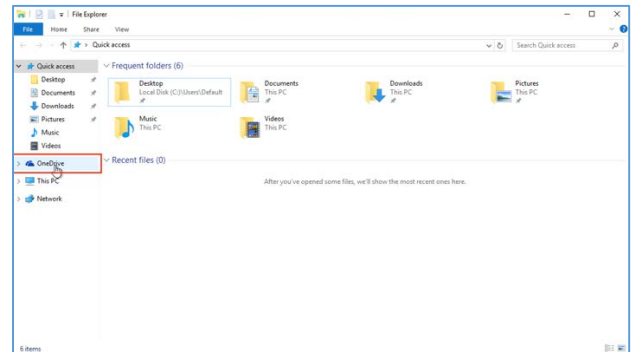**Connecting to OneDrive on the UON VDI**

Depending on the client you use to connect to the UON DVI, you may not have access to your U: drive from the virtual machine. These steps will allow you to connect to your UON OneDrive from VDI. These steps will have to be followed every time you login to the VDI.
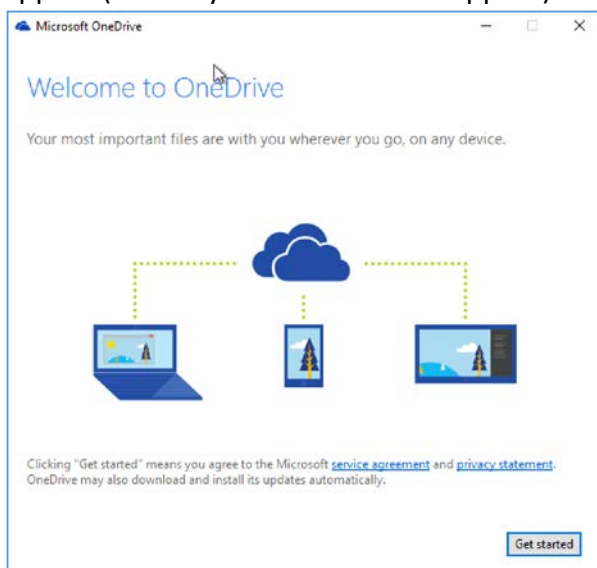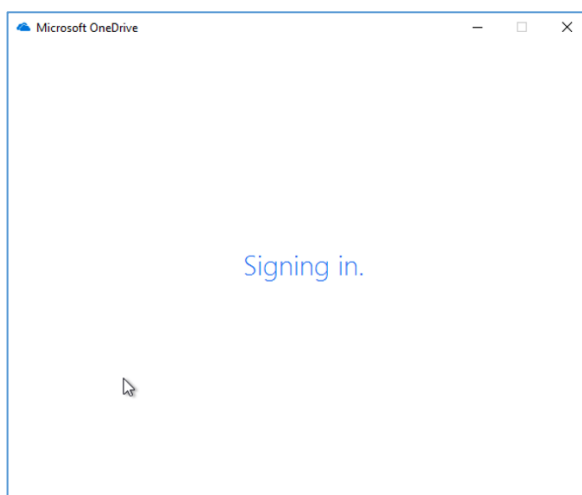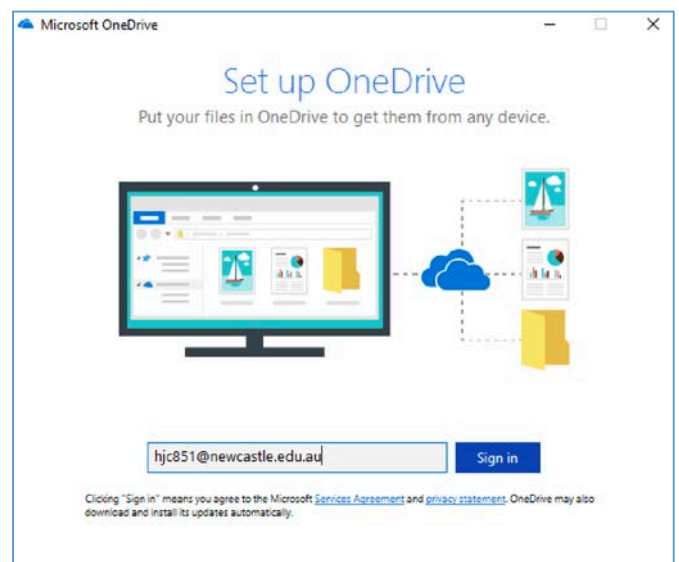
Open File Explorer

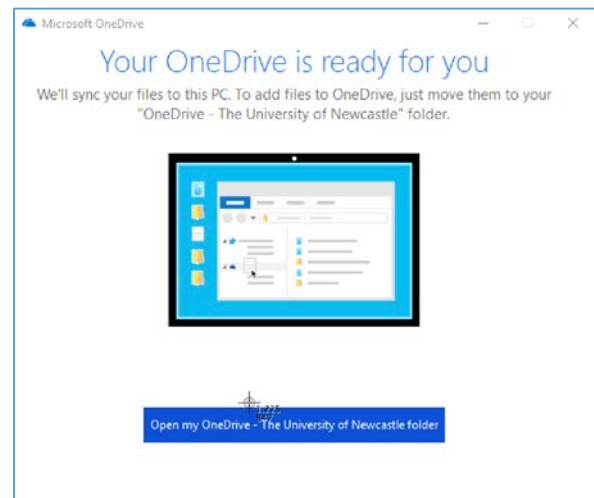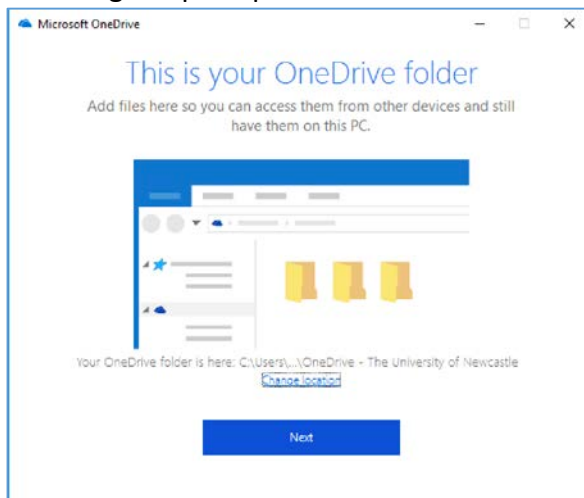Click 'One Drive' from the Sidebar

A 'Welcome to OneDrive' dialogue will appear (this may take a minute to appear)

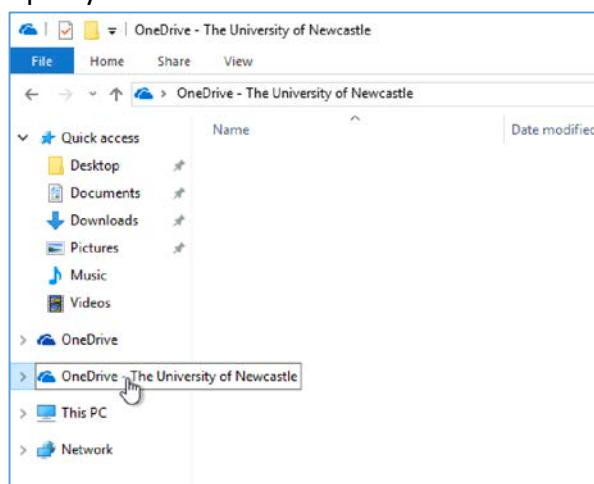Follow the prompts, signing in with your Uni ID

Your OneDrive folder will be placed in a temporary folder on the VDI instance. Continue following the prompts.
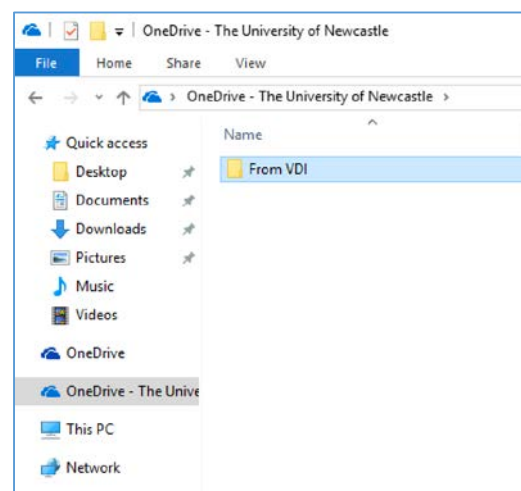

Depending on how many files you have in your OneDrive, you may wish to deselect anything large. Synchronizing a single folder is most efficient when using the VDI. Remember: You have to follow these steps every time you login to the VDI. Large files can take time to synchronize.
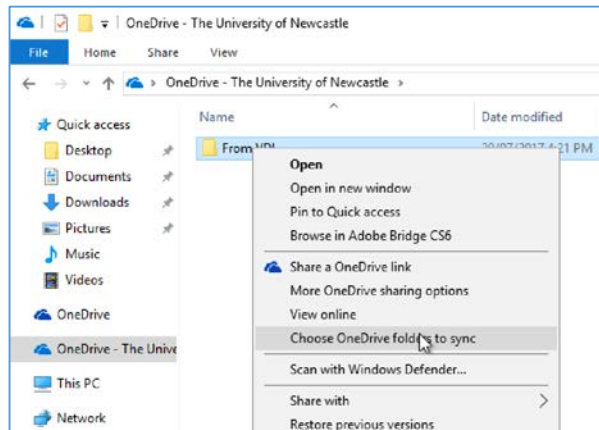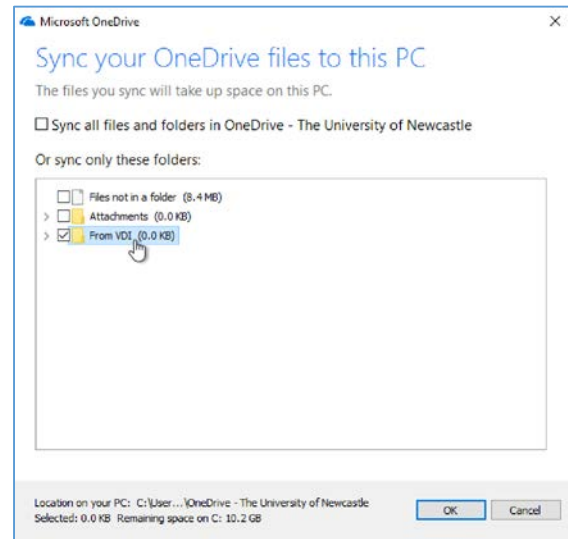
Open your OneDrive folder.
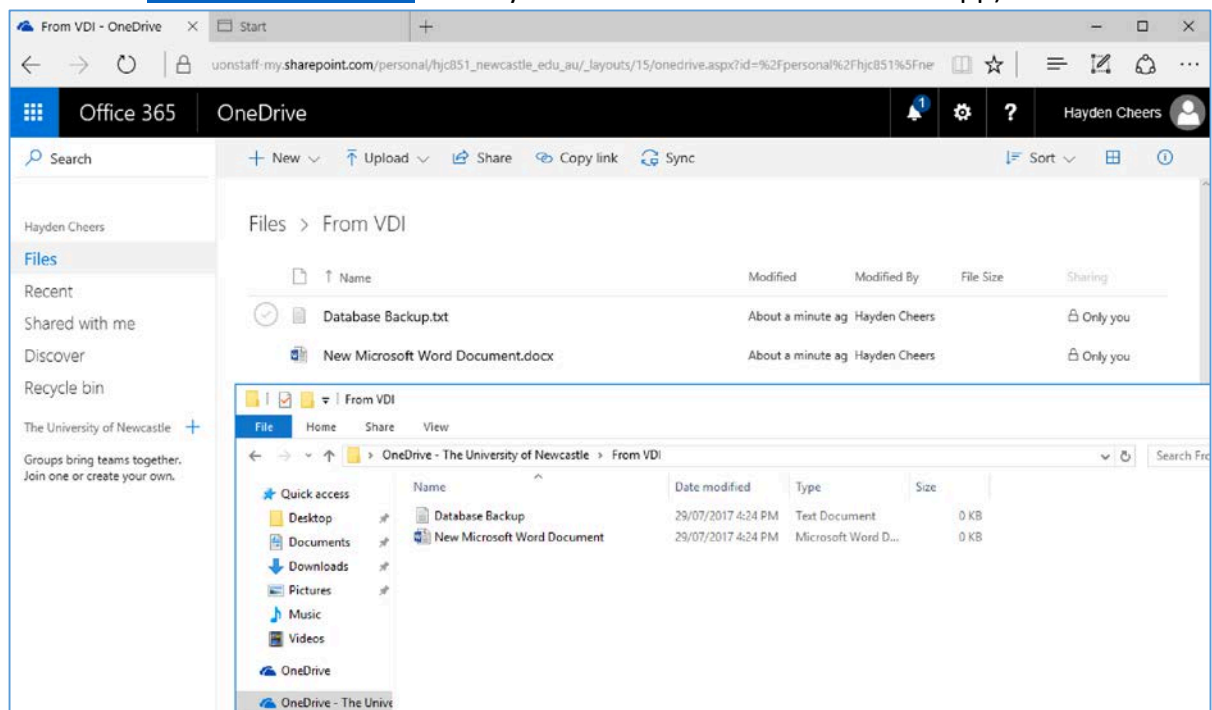

Create a new folder 'From VDI'

Right-click on the folder, select 'Choose OneDrive folders to sync'

Make sure this folder is selected to synchronize.

Any files placed in this folder will then be saved in your OneDrive account (accessible from the Web – http://onedrive.com - or any other device with the OneDrive app).

It can take a minute for files to synchronize. Make sure they are synchronized before logging out!