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 Compliance.

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 Compliance instance

Deploy Cloud Compliance 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

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

Reviewing prerequisites

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

OneDrive requirements

You must have the Admin login credentials for the OneDrive for Business account that provides read access to all user files.

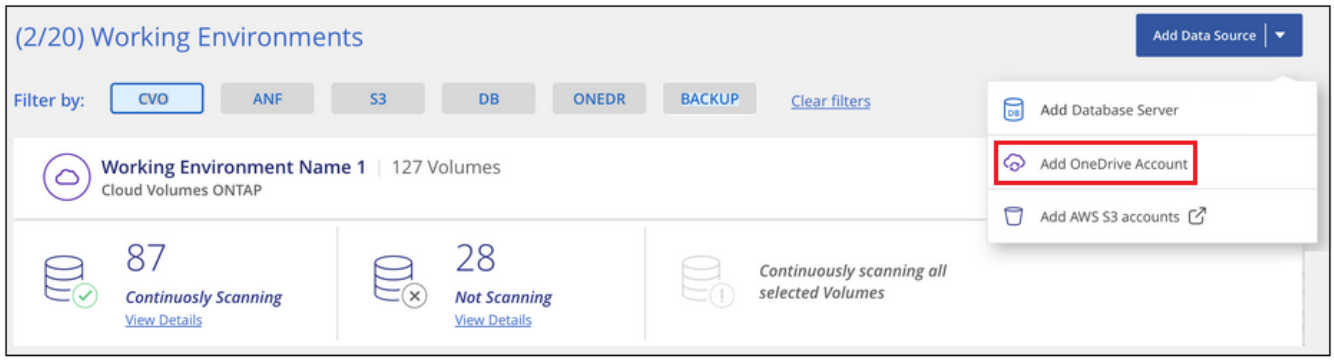
You will need a line-separated list of the email addresses for all the users whose OneDrive folders you want to scan.

Adding the OneDrive account

You must have deployed an instance of Cloud Compliance in Cloud Manager already.

Add the OneDrive account where the user files reside.

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



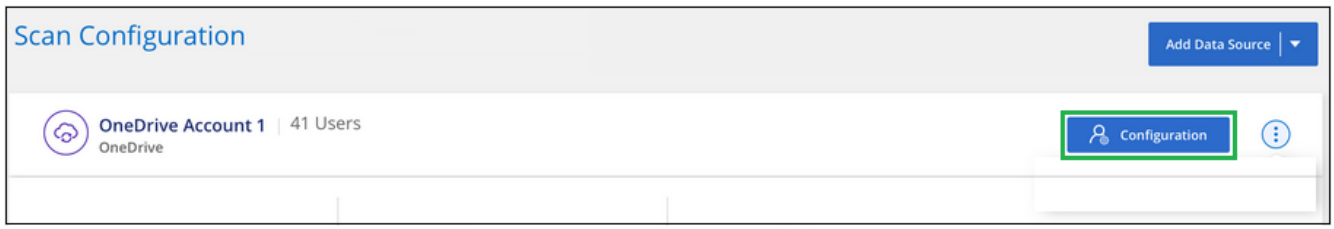
2. In the Add a OneDrive account dialog, click **Sign in to OneDrive**.
3. In the Microsoft page that appears, select the OneDrive account and enter the required Admin user and password, then click **Accept** to allow Cloud Compliance to read data from this account.

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

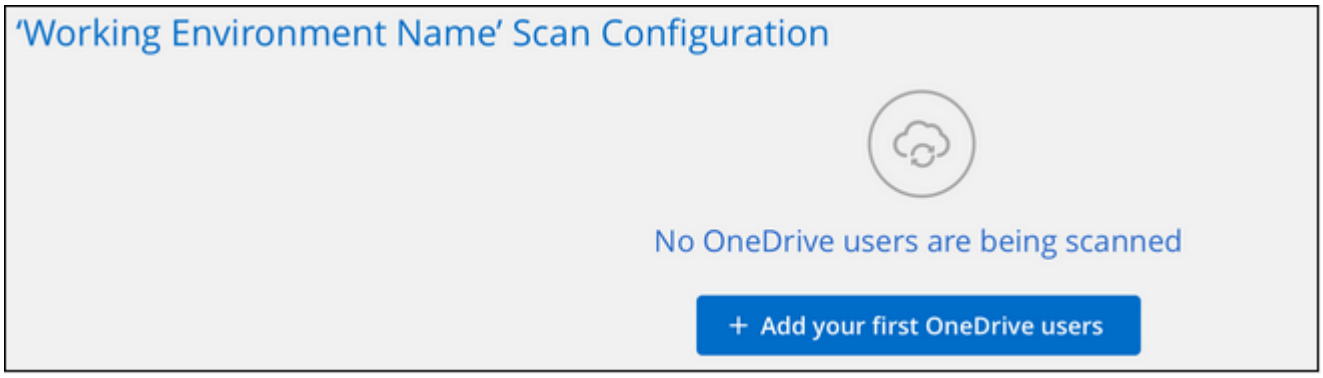
Adding OneDrive users to compliance scans

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

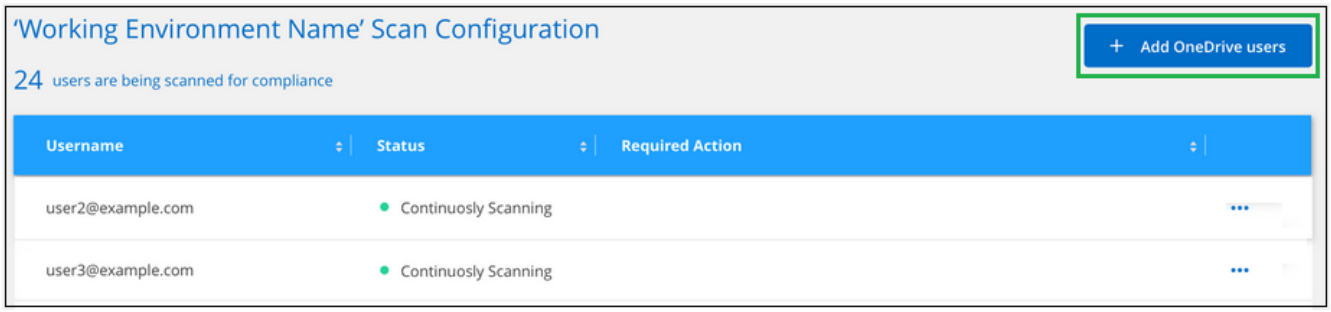
1. From the *Scan Configuration* page, click the **Configuration** button for the OneDrive account.



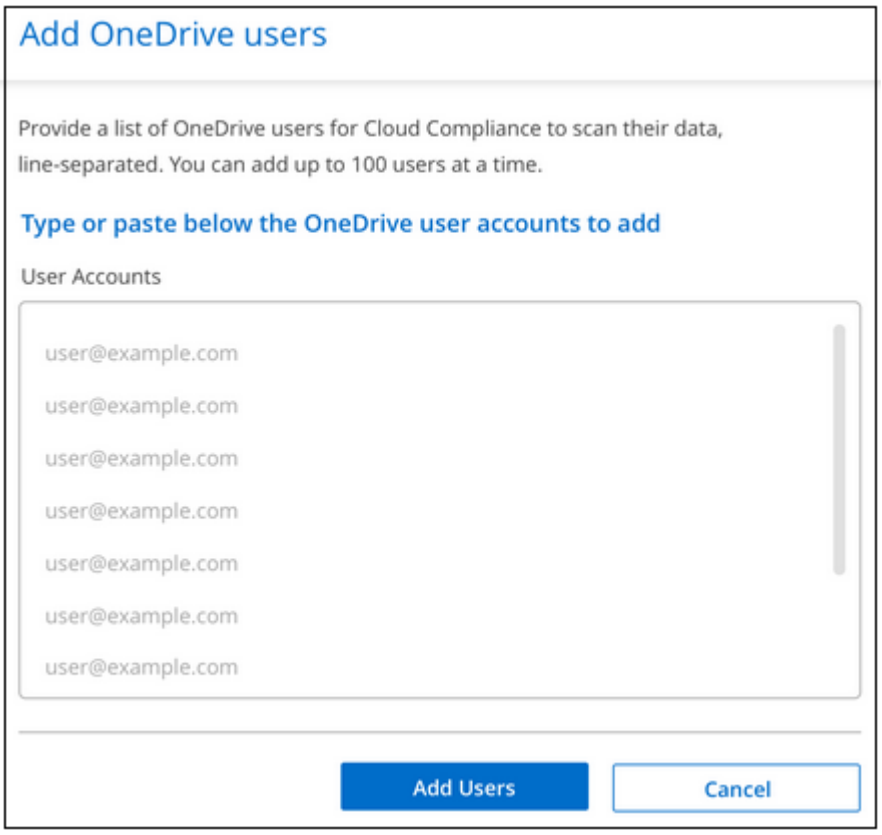
2. If this is the first time adding users for this OneDrive account, click **Add your first OneDrive users**.



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



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**.



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

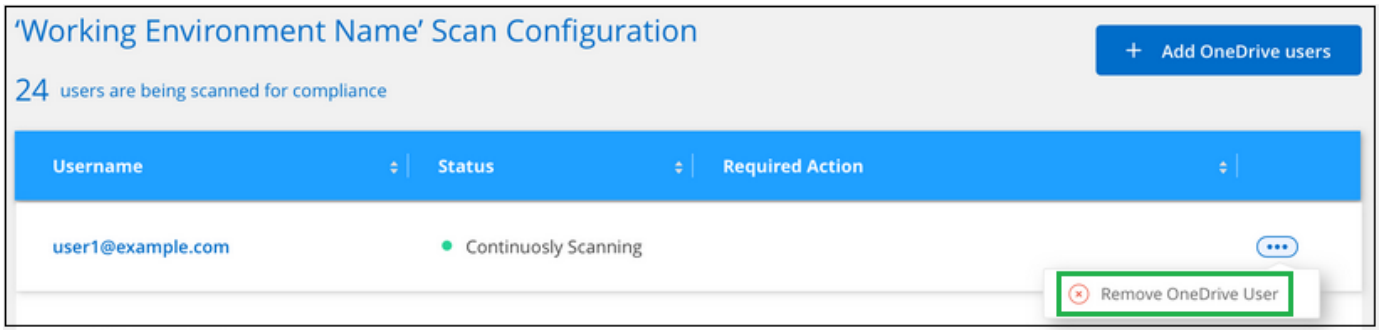
If the dialog lists any users who could not be added, capture this information so that you can resolve the issue. In some cases you can re-add the user with a corrected email address.

Result

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

Removing OneDrive users 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 Name' Scan Configuration
24 users are being scanned for compliance
+ Add OneDrive users
Username
Status
Required Action
user1@example.com
Continuosly Scanning
Remove OneDrive User

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