# CONFIGURE ONEDRIVE

JSerra provides its students with OneDrive accounts that can store up to 1TB of data. If students choose to use it on their laptops, it will back up their documents and make them available in the cloud from any device. It also stores "previous versions" which can be restored in case of accidental deletion. It retains deleted documents and previous versions for 30 days.

1. After Office365 Suite has been installed onto your laptop, you can open OneDrive by clicking the Start Menu and typing OneDrive (Windows) or locating the application in the Launchpad (Mac).
2. Enter your JSerra email address to sign into OneDrive and click "Sign in".
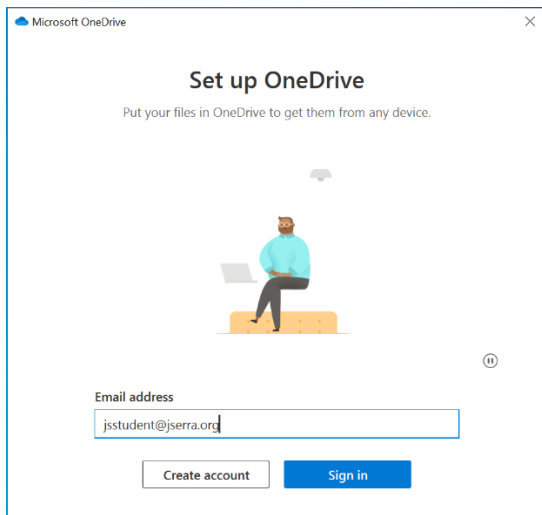
3. If prompted for your password, enter your JSerra email password and click "Sign in" again.
   a. If you are a new student and have not yet reset your password with IT, your temporary password will have been sent to you.
   b. If you are unsure of your password and need to reset it, please visit the IT Department in Busch Hall, email support@jserra.org, or call (949) 493-9010.
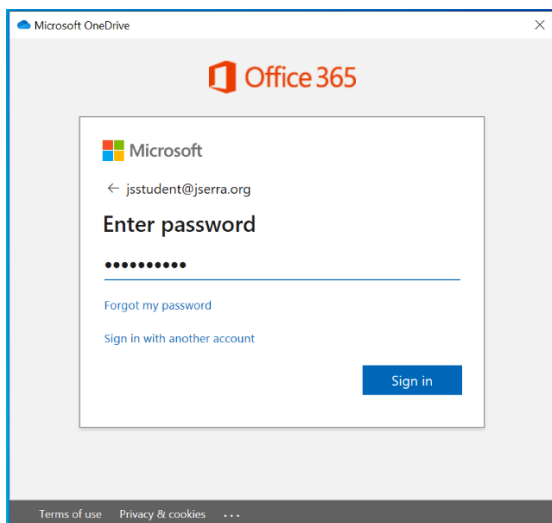
4. If you are prompted for your second form of authentication, enter the code that is texted or approve the log in from the Authenticator application. If you have not yet set up two factor authentication, please reference this article to do so.
5. The next window shows where your OneDrive folder is located. Click Next.
6. The next window asks which folders you want to back up. You should back up your Documents folder if that is where you will be saving your assignments. You also have the option to back up your Desktop and Pictures folders if you like. Click Continue.
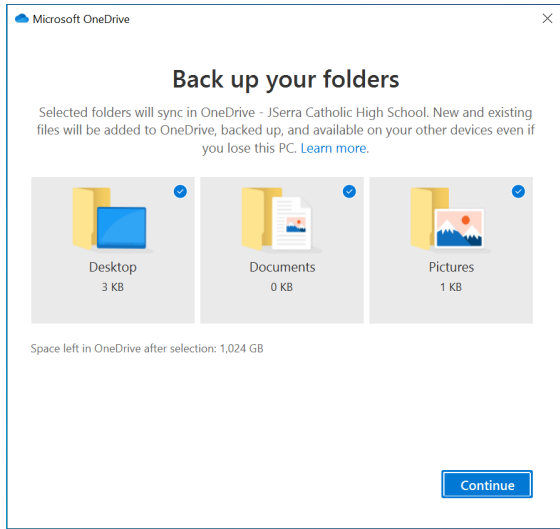
7. The next series of windows will walk you through how to use OneDrive. Setup is complete and your documents will now be backing up to the cloud.