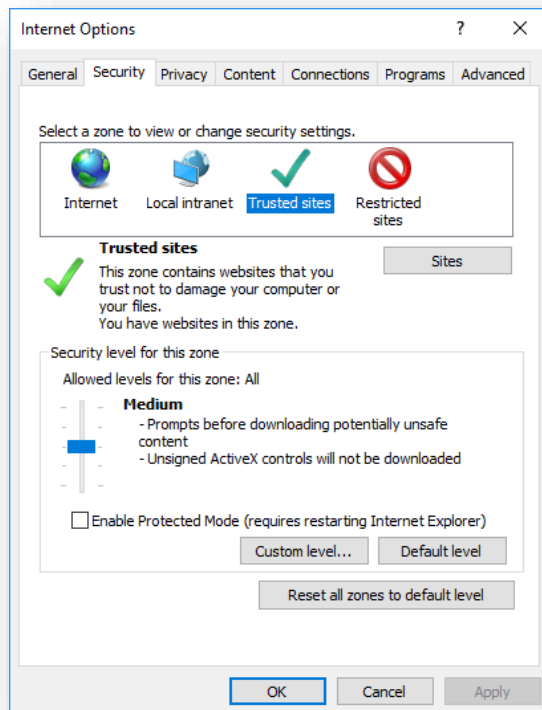
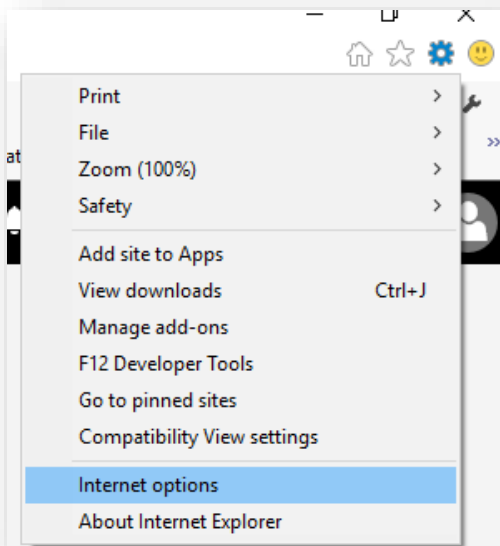


## HOW DO I MAP ONEDRIVE AS A DRIVE LETTER? (WINDOWS ONLY)

OneDrive for Business, while often used as a web service or with the sync client, can also be used as a mapped drive. This is especially useful for users that prefer not to sync all of their OneDrive for Business files to their local PC/Mac.

### Prepare to setup a mapped drive:

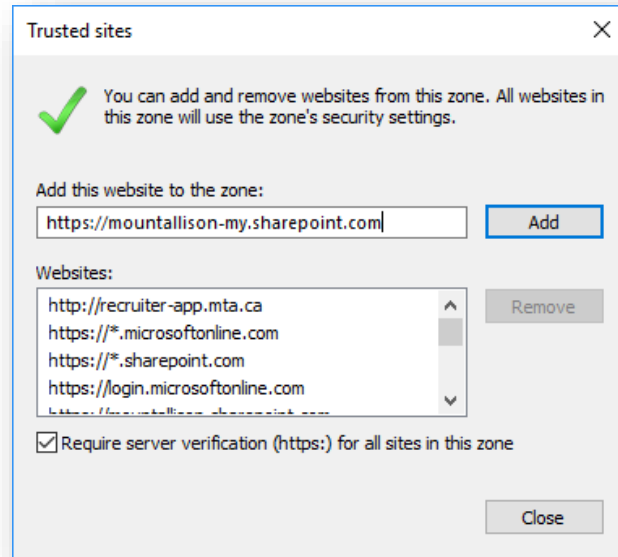
- A mapped network drive that's connected to SharePoint Online is only supported when these steps are performed within **Internet Explorer**.
- Make sure that the SharePoint Online URLs have been added to your **Trusted sites** zone in Internet Explorer. To do this, follow these steps:
  1. Open Internet Explorer (must be IE).
  2. Browse to your OneDrive for Business site.
  3. Go to Tools (Gear Icon) > Internet Options.



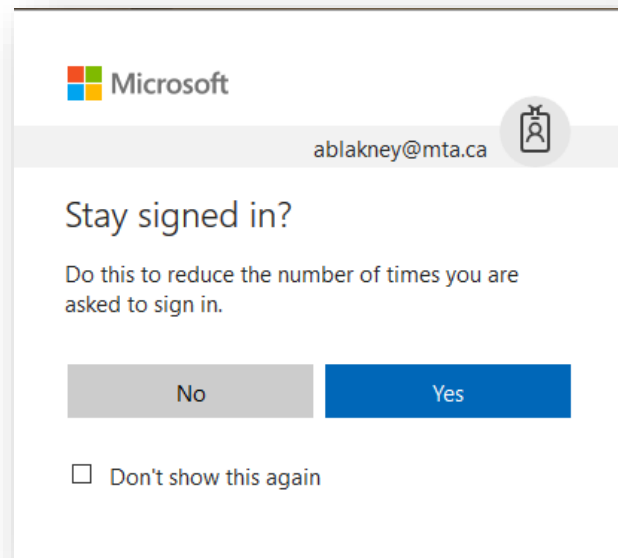
4. Go to the Security tab, click Trusted sites, then the Sites button.

## HOW DO I MAP ONEDRIVE AS A DRIVE LETTER? (WINDOWS ONLY)

5. Click Add (add <https://mountallison-my.sharepoint.com>) and then Close.



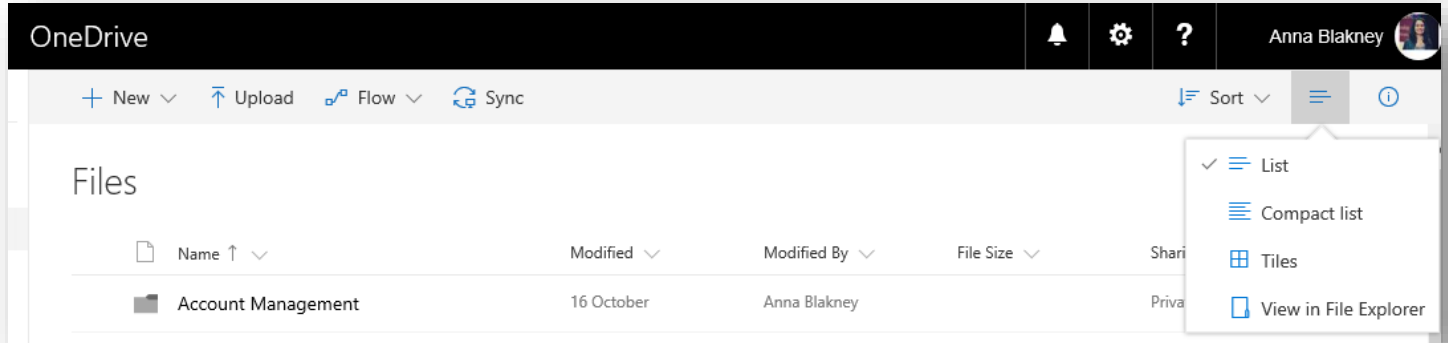
- Make sure that you're **authenticated to Office 365**. To do this, sign in to the SharePoint Online site by using your Office 365 work or school account credentials, and make sure that you select the Stay signed in option as seen in the following screen shot:



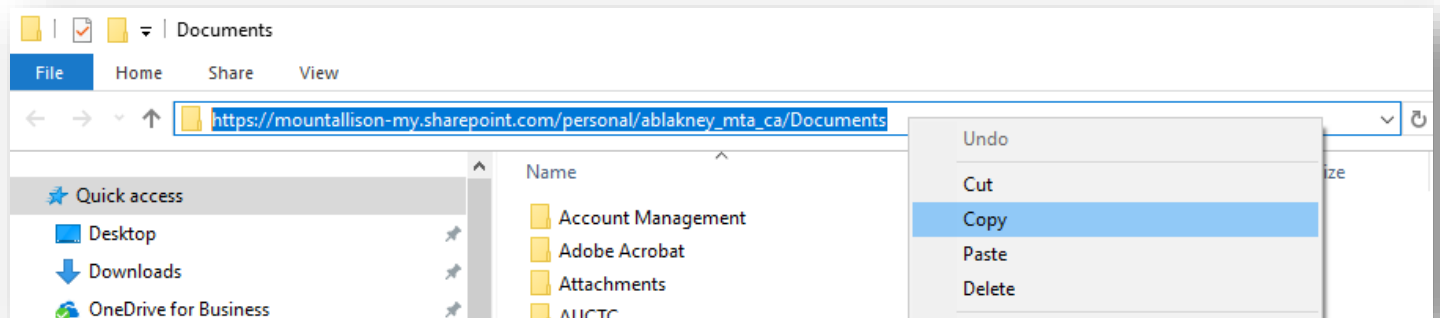
# HOW DO I MAP ONEDRIVE AS A DRIVE LETTER? (WINDOWS ONLY)

## Map OneDrive as a drive letter

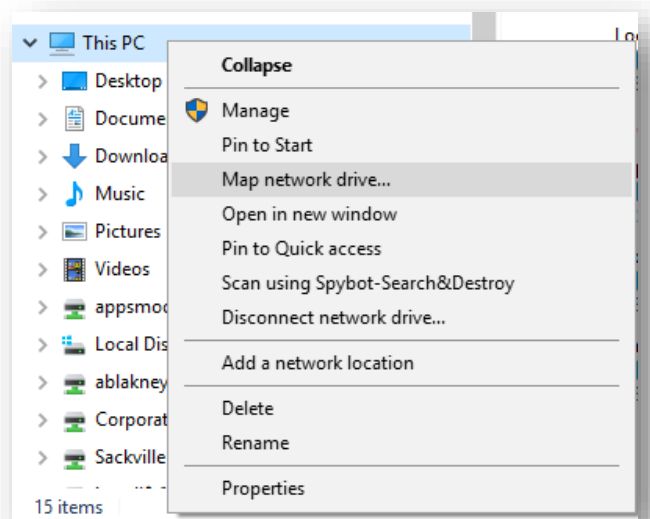
1. After signing to Office 365, navigate to OneDrive for Business, click on the list icon and select **View in File Explorer** option.



2. When the File Explorer window opens, copy the URL that should be [https://mountallison-my.sharepoint.com/personal/username\\_mta\\_ca/Documents](https://mountallison-my.sharepoint.com/personal/username_mta_ca/Documents), with your username populated.

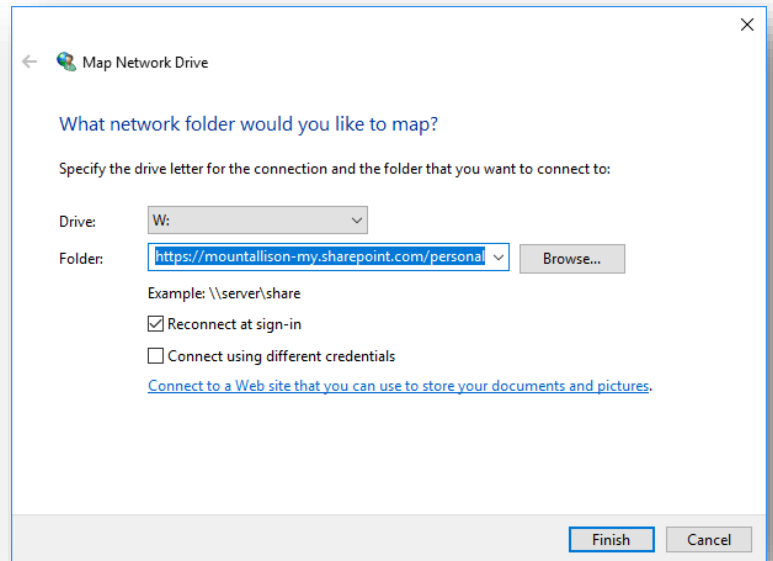


3. Right-click on My Computer (This PC in Windows 10) from Windows / File Explorer window, and then click **Map network drive**.

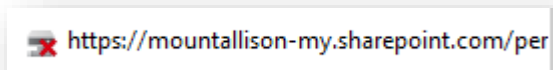


## HOW DO I MAP ONEDRIVE AS A DRIVE LETTER? (WINDOWS ONLY)

4. Select a Drive and then paste the URL you copied before in the Folder input box.
5. Click **Finish**.



**Important:** *If you reboot your machine without doing anything further, the drive will not automatically be reconnected because re-authentication to Office 365 (through the web) needs to occur:*



1. *Sign in to Office 365, navigate to OneDrive for Business, click on the list icon and select View in File Explorer option.*
2. *Click on the mapped drive to reconnect OneDrive for Business.*