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.

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

rusted sites	×
You can add and remove websites from this z this zone will use the zone's security settings.	one. All websites in
Add this website to the zone:	
https://mountallison-my.sharepoint.com	Add
Websites:	Remove
https://~.microsoftonine.com https://*.sharepoint.com https://login.microsoftonline.com	
↓ ↓↓	
Require server verification (https:) for all sites in the server verification (https:) for al	nis zone
	Close

• Make sure that you're <u>authenticated to Office 365</u>. 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:



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.**

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2. When the File Explorer window opens, copy the URL that should be <u>https://mountallison-</u><u>my.sharepoint.com/personal/usename_mta_ca/Documents</u>, with your username populated.

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File Home Share View				
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🙈 OneDrive for Business	*			

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



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

÷	🍕 Map N	letwork Drive	×
	What ne Specify the	etwork folder would you like to map? e drive letter for the connection and the folder that you want to connect to:	
	Drive: Folder:	W: https://mountallison-my.sharepoint.com/personal Browse Example: \\server\share Reconnect at sign-in Connect using different credentials Connect to a Web site that you can use to store your documents and pictures.	
		Finish Canc	el

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.