

TDOE's Information Technology

File and Data Storage Solution: Preparation & Procedures Quick Start Guide

BACKUP



Version 0.2

Overview

The most important parts of a TDOE employee's computer are the files and data. Most applications can be reinstalled with ease, but data--the employee's information--can be (and often is) lost. It is a good practice to store files in another location other than on the PC. While external USB and network drives are good choices, TDOE IT discourages these methods. As a best practice, we recommend storing data on the cloud, especially when it's time for an employee to replace a laptop, either due to hardware failure or as part of a normal life cycle replacement.

Microsoft OneDrive

TDOE IT's cloud storage solution is Microsoft OneDrive. Working on any device, OneDrive enables registered users to share and synchronize files, and it works as the storage back-end to the web version of Microsoft Office. The application autosaves the employee's work, and files may be accessed from any device (desktop, laptop, tablet, smart phone) from anywhere with a web connection (in the office, a meeting room, home, on the road).

TDOE employees can use OneDrive via TDOE's Orion Application Launcher and its EduDrive interface, where employees can store files and keep them up-to-date as modified. Use these instructions to log into OneDrive and configure the application for first-time use.

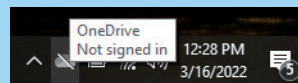
Prerequisites: To Prepare Source Files for OneDrive

Before an employee signs in and configures OneDrive for use, it's important to do a few things first. Keep the following in mind:

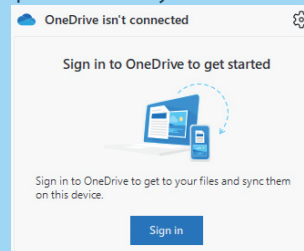
1. OneDrive will synchronize three spots on your computer's hard drive: your **Desktop**, your **Pictures** folder, and your **Documents** folder. Make sure you're happy with the files that are in these three locations.
2. Organize: Your source files (documents, spreadsheets, images, etc) will be in many spots on your C drive, which is fine. Organize them all into a single, master folder before signing in to OneDrive. This will allow for easy drag and drop during the process.

To Sign into and configure MS OneDrive

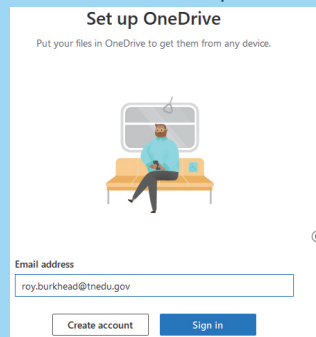
1. The Windows system tray is at the bottom-right of the screen, next to the taskbar. In the system tray, use the cursor to hover over the cloud icon. The *OneDrive* pop-up text box displays. (If the cloud icon is not visible, click the system tray's **UP ARROW**. The full tray expands, displaying all of the contents, including OneDrive).



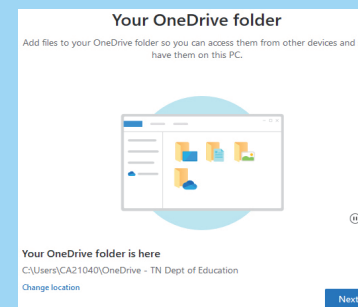
2. Click the **OneDrive** icon. The *OneDrive isn't connected* pop-up screen displays. This is an installation wizard, which will guide the employee through the process of signing in to OneDrive to get the employee's files uploaded and sync them on the new device.



3. Click the **Sign in** button. The *Set up OneDrive* screen displays.



4. The employee's TNEDU credentials are the account, so there is no need to create an account. Instead, click in the **Email address** field.
5. Type your TNEDU address in the **Email address** field. It usually follows the following format: `firstname.lastname@tnedu.gov`
6. Click the **Sign in** button. The user watches as the OneDrive wizard verifies the TNEDU credentials and continues with the sign in process. The *Your OneDrive folder* screen displays.



Best Practice Note

This screen displays where the user can locate the **OneDrive** folder on the C drive, and the wizard allows the user to change that default location. TDOE IT recommends that the user does **NOT** change this location.

By default, OneDrive files are placed within an employee's user profile. For example purposes, the profile in the above screen print is "CA21040." Be aware that all user profiles will NOT be a CA number.

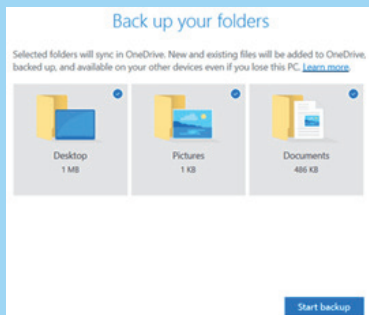
File and Data Storage Solution: Preparation & Procedures

To Sign into and configure MS OneDrive (cont.)

7. Click the **Next** button. If this is your first time using OneDrive, advance to Step 9. If you have used it before, a pop-up screen may display, alerting the employee that a OneDrive folder already exists on this PC.

8. As a best practice, TDOE IT recommends that the user clicks the **Use this folder** button.

9. The *Back up your folders* screen displays.



10. Use this screen to tell OneDrive which folders to sync in the cloud. New and existing files within each of these locations will be added to OneDrive, backed up in the cloud, and available to the TDOE employee on any other device, even if the laptop is lost or damaged. As a best practice, click the Desktop, Documents, and Pictures icon. Once selected, a blue check mark enables for each.

Note

If this is NOT your first time using OneDrive, this screen displays, but it will look slightly different. If any of the locations are already backed up, the verbiage on the screen will indicate it.

11. Click the **Start backup** button. (If already using OneDrive, the **Continue** button displays, instead. Click it.)

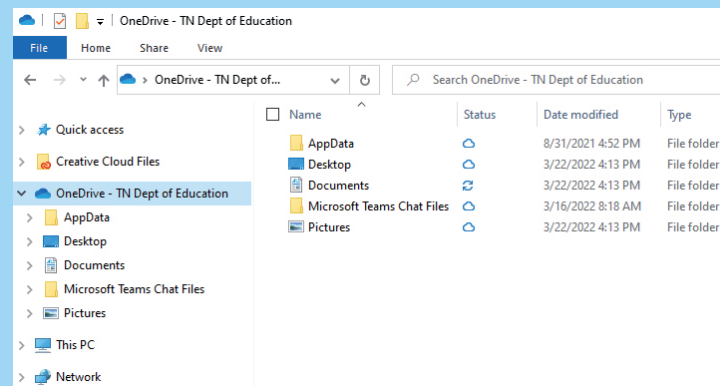
12. The OneDrive wizard takes the user through the following informational screens:

- *Get to know your OneDrive:* To add items, users can drag or move them into the OneDrive folder.
- *Share files and folders:* To let others view or edit the user's files, the employee can share them. In addition, the user can work on folders shared with him or her.
- *All your files, ready and on-demand:* With the Files On Demand feature, users can browse everything on the employee's OneDrive without taking up space on the user's device.

13. Click the **Next** button as needed to advance through these screens until the *Get the mobile app* screen displays.

14. Click the **Later** button. The *Your OneDrive is ready for you* screen displays. The sign in process and wizard are now complete.

15. Click the **Open my OneDrive folder** button. The Windows explorer launches, displaying a list of folders and files that will be synchronized.



16. Now, OneDrive is configured and ready for use. Next, it's time to connect all of your important files to OneDrive, ensuring that they will be there for you when you receive a replacement laptop, either through normal life cycle replacement or due to hardware failure.

To Connect your Data to MS OneDrive

In the prerequisites-portion of this quick start guide, users were encouraged to organize their source files (documents, spreadsheets, images, et cetera) into a single, master folder. Now, it is time to copy and paste this folder into your newly-configured OneDrive.

Note Don't wait for your new laptop to arrive! Depending upon the number of files and the size of your data, synchronization may take some time. TDOE IT best practice is for the user to start this process immediately, which will be helpful once the new device arrives.

1. In Windows explorer, navigate to the C drive and create a master folder, a spot that will hold all of your files. For example purposes, the name of this master folder will be as follows: **Working Files**
2. Next, scan the entire C drive (hard drive) for all the files that will need to travel with you. You do not need to worry about any files in your *Documents* and *Pictures* folders, as well as any on your *Desktop*, since OneDrive is already configured to backup those files.
3. A best practice is to create sub-folders within your master folder (**Working Files**) and then copy all of your files into these sub-folders.
4. In Windows explorer, right-click the newly-created **Working Files** folder off your C drive. A menu displays.
5. Highlight the **Copy** menu option and select it.
6. Click the **OneDrive - TN Dept of Education** entry. The contents displays, as shown in the above screen shot.
7. Right-click the entry. A pop-up menu displays.
8. Highlight the **Paste** menu. Click it. You will now be able to watch as OneDrive create a copy of your **Working Files** folder and backs up all of your files in the cloud.



To View & Access your Data in the Cloud, aka: EduDrive

Now that all the files and data that you need for your daily work life are backed up on OneDrive, you can be assured that your data will be there for you. In addition, you may access this data (in the cloud) directly, from any device also running OneDrive. To access your data in the cloud, complete the following steps:

1. Launch a web browser and type the following URL:

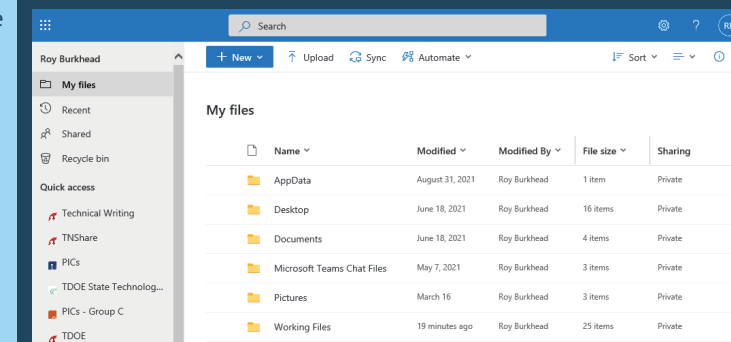
<https://orion.tneducation.net>

2. Press the **ENTER** key. The TDOE Orion SSO app launches. (As a best practice, save this URL in your browser's favorites.)

3. Follow the on-screen instructions to log into the app with your TNEDU credentials.

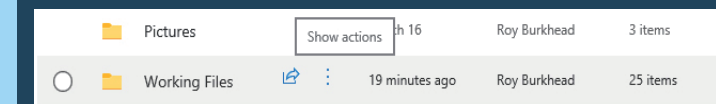
4. The Orion Application Launcher displays.

5. Click the **EduDrive** icon, which displays the contents of your OneDrive folders and files in the cloud.



6. Notice in the **Sharing** column that all of your info is private.

7. If you wish to share your information, highlight the file or folder. For example purposes, it's the **Working Files** folder.



8. Click the vertical dots. A menu displays. Click the **Share** menu option. Follow on-screen prompts to assign rights to someone.



Did You Know? MS OneDrive full documentation is located at: <https://support.microsoft.com/en-us/onedrive?ui=en-us&rs=en-us&ad=us>