# Guide to Installing and Using OneDrive on your own macOS or Windows computer

Installing for Windows

If you have a Windows 7 or 8 computer, then go to
https://onedrive.live.com/about/en-gb/download/ to download the OneDrive
software. If you have a Windows 10 computer then you already have OneDrive
built in, you will find a dark blue cloud icon in your notification area. Once
OneDrive is installed or selected it will ask you to log into your University
OneDrive account, and which files you would like to sync.
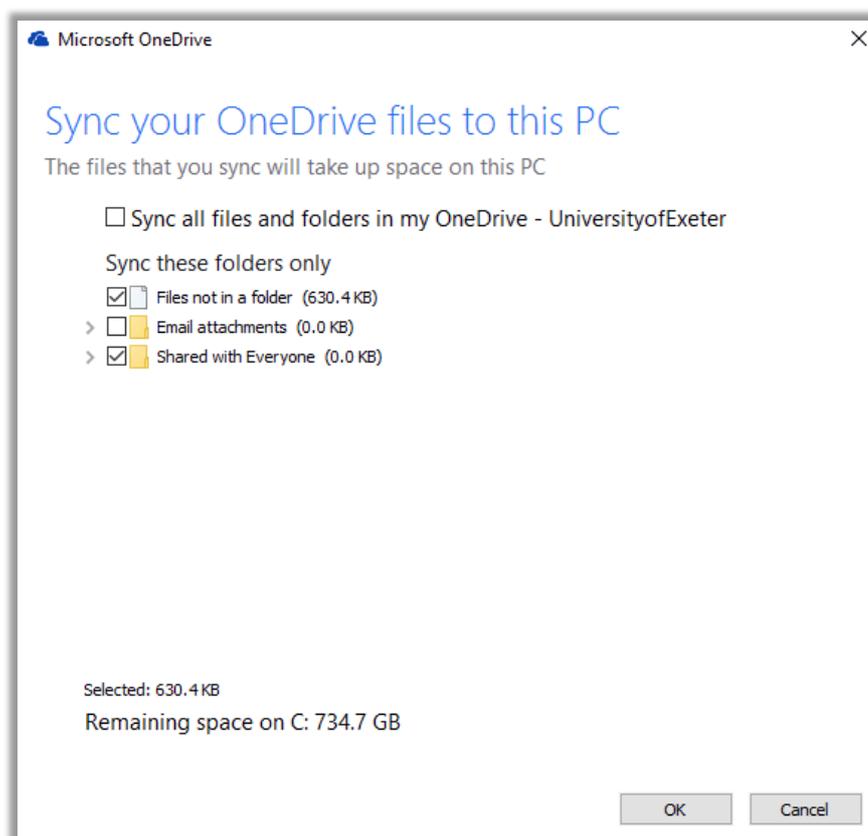
It is recommended that you do NOT choose to sync all files, as it is possible to
add more files to OneDrive than will fit onto the computer you are syncing with,
which can cause problems.

Your University of Exeter OneDrive files are displayed in Windows explorer ready to use. The green tick indicating that these files have been synced.
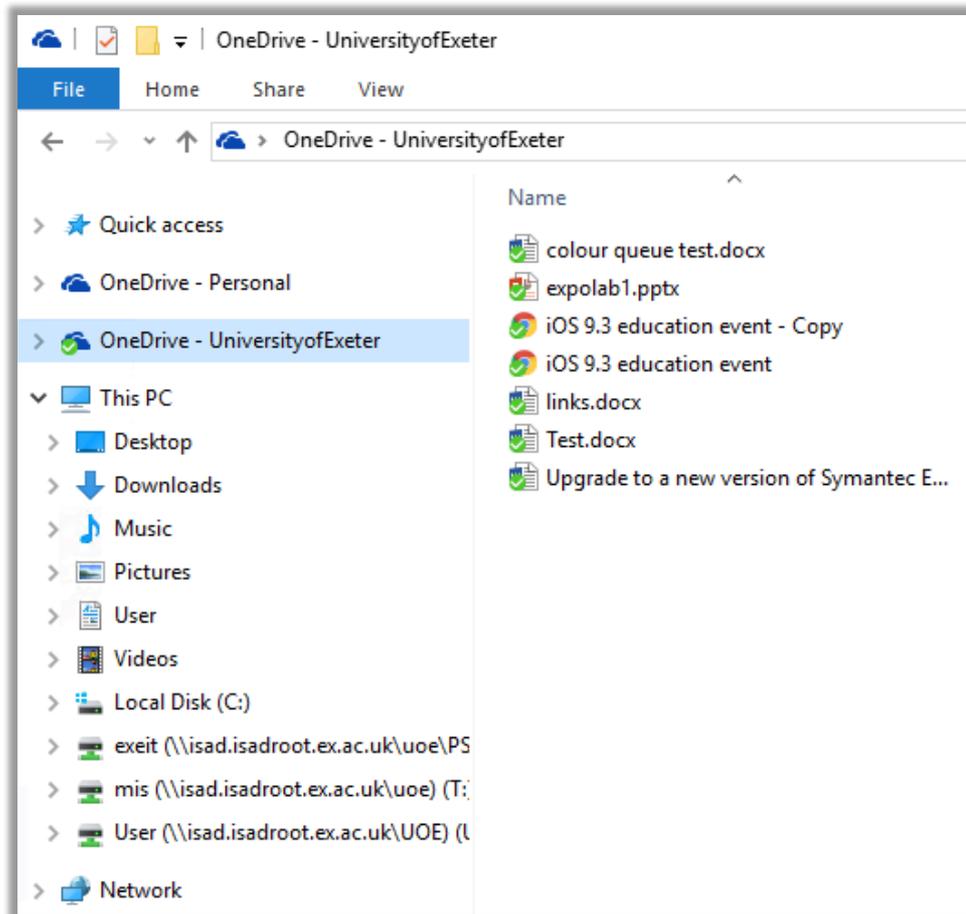
Installing for macOS

The macOS OneDrive app is available in the Apple App Store. Type 'OneDrive' into the search box to find the app.
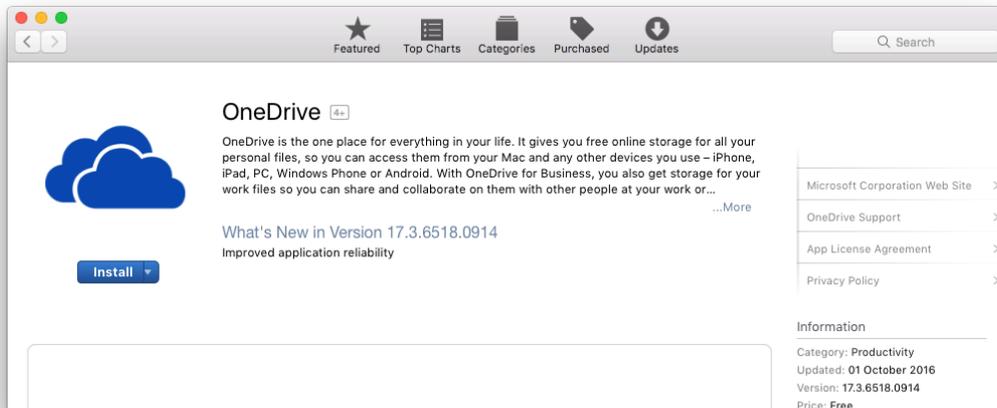

Once OneDrive is installed and run it will ask you to log into your University OneDrive account, and which files you would like to sync.
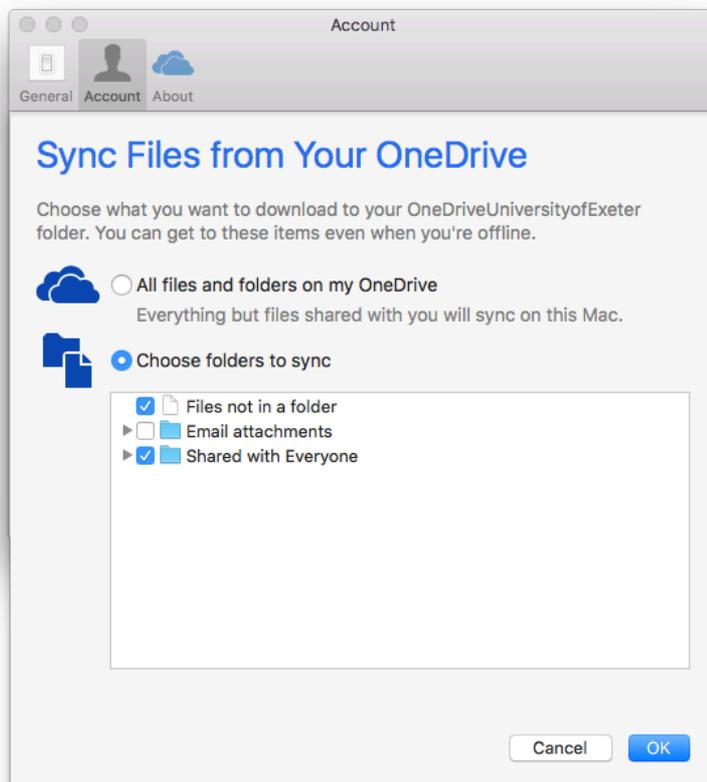

It is recommended that you do NOT choose to sync all files, as it is possible to add more files to OneDrive than will fit onto the computer you are syncing with, which can cause problems.

Your University of Exeter OneDrive files are displayed in the Finder ready to use.
By default, the files are stored in your Home folder.
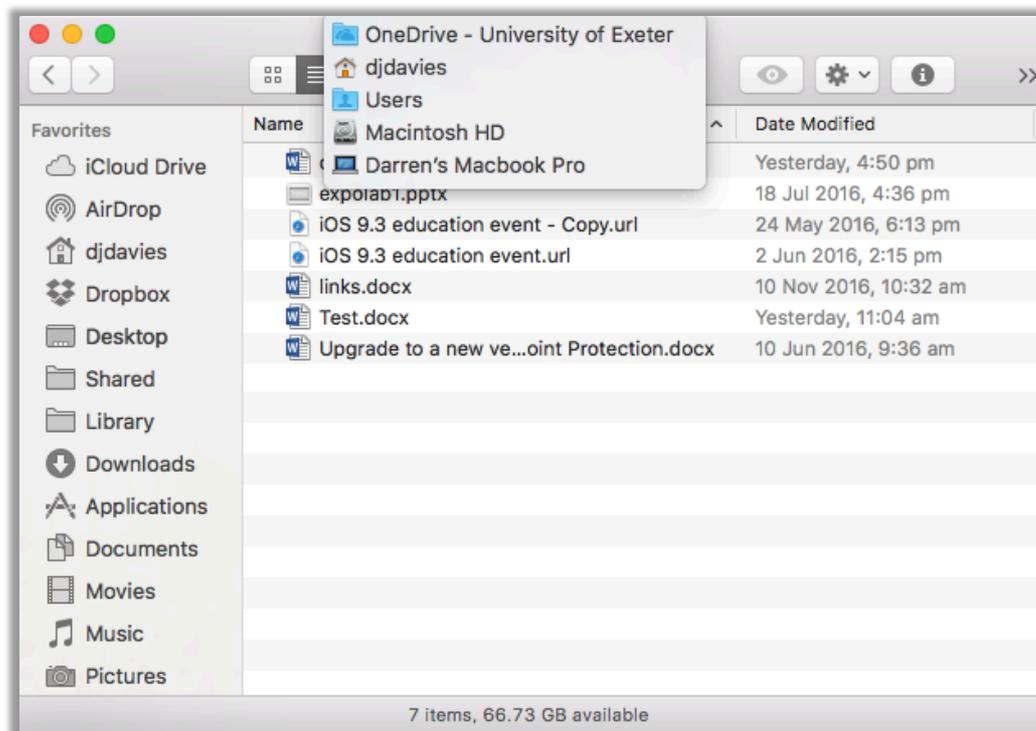
Sharing and Restoring files

Setting up sharing options or restoring files are tasks best done from O365 on the web. If you are not already logged in, go to http://office365.exeter.ac.uk/ and click on the OneDrive link from the O365 menu. It would be a good idea to save this link as a favourite website for future access.
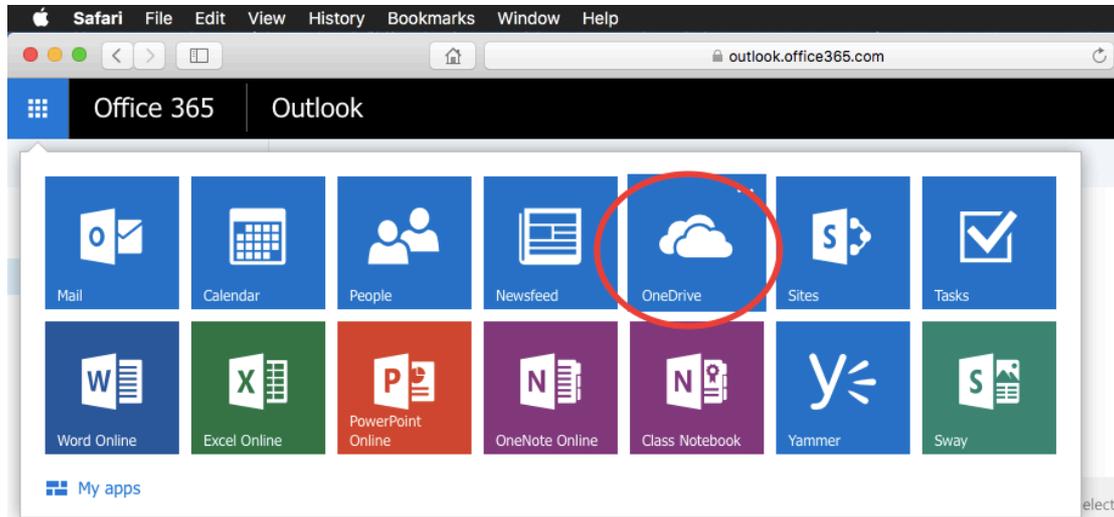
Right click the file you'd like to share and click 'Share'
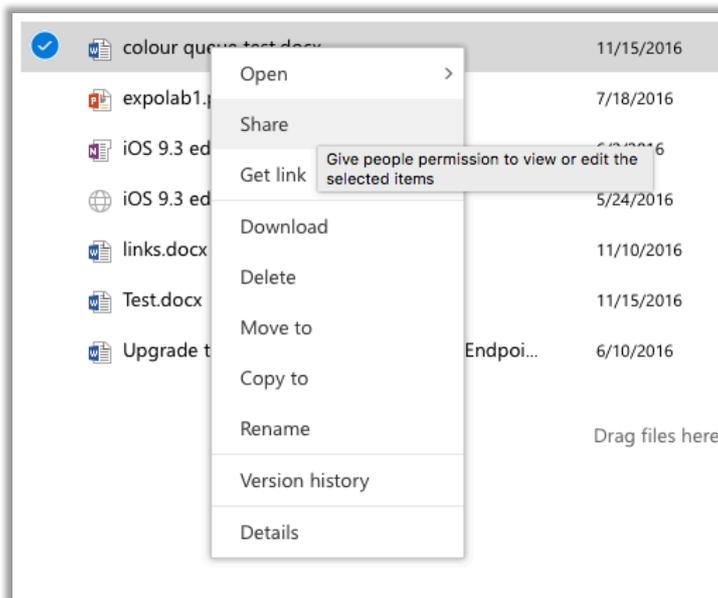
Files can be shared with multiple people, each person can be added with View or Edit rights, either requiring sign-in or not.
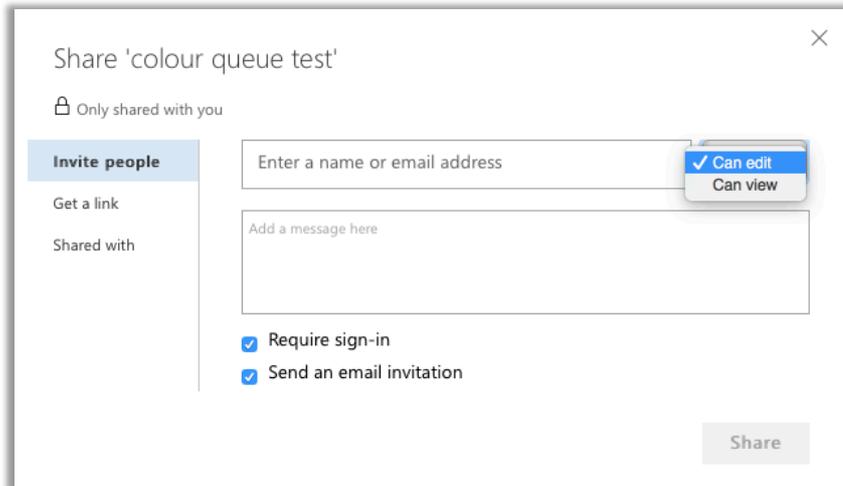
Also, a public link can be shared, including a link that requires no sign-in. This can be useful if you need a public live view only web link.
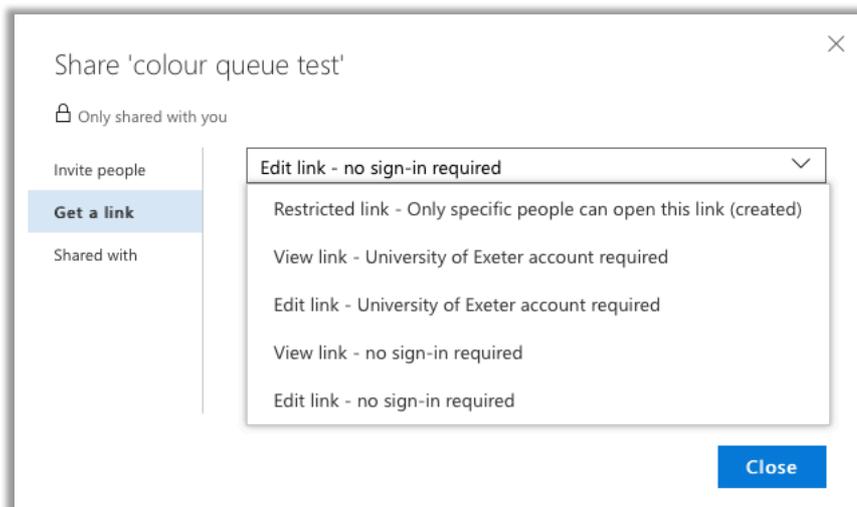
Right-click a file and choose 'Version history' to show earlier versions of a file. Right-click an earlier version to 'Restore'. Ten versions of file changes are stored.
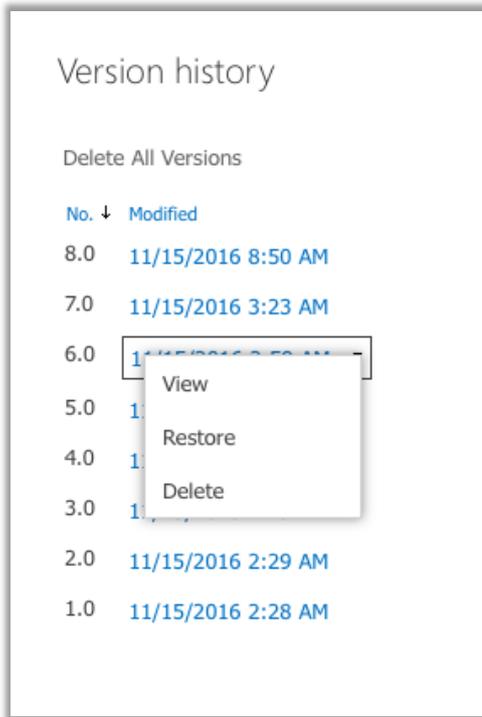
Files can also be restored using the OneDrive 'Recycle bin'