When You Forgot Your Files:

Using OneDrive and Moving H:\ Drive Files

Did you forget to copy files from the school server and/or your H:\ drive before this extended closure?

If you can get close to any BCPS school building by pulling into the parking lot or bus loop,

you should be able to get onto the network.

BEFORE you take off for a school, here is what you must do!

Do these steps AT HOME! You need to be connected to the Internet.

OneDrive First Run

1. Make sure that Office has been launched, open Word, and that the Accept and start button has been clicked.



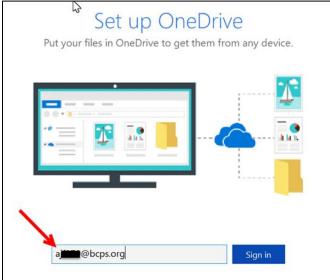


2. Click on the OneDrive clouds icon in the system tray.

3. Click the Sign In button.



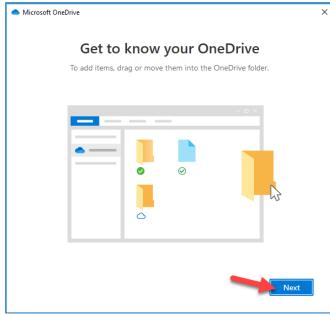
4. Enter FULL username WITH the @bcps.org where it says Enter your email address. Do NOT use a private email account. (Graphic on next page.)



5. Click Next.

 Microsoft OneDrive 	Х
Your OneDrive folder	
Add files to your OneDrive folder so you can access them from other devices and still have them on this PC.	
Your OneDrive folder is here C:\Users' OneDrive - Baltimore County Public Schools	
Change location Next	

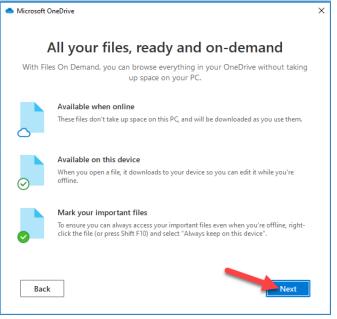
6. Click Next.



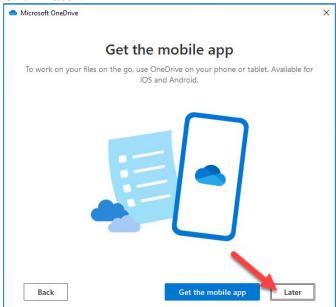
7. Click Next.

 Microsoft OneD 	rive		×
To let other	Share files a people view or edit your files, y folders share	you can share them. You can also worl	k on
Back		Nex	t

8. Click Next.



9. Click Later.

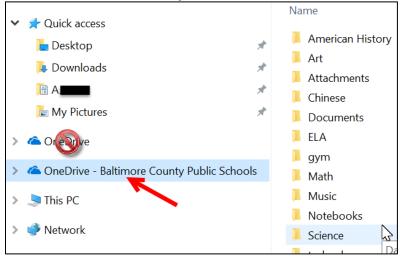


10. Click Open my OneDrive – Baltimore County Public Schools folder button.



11. The folder will open, and the OneDrive cloud icon will turn blue.

12. OneDrive Baltimore County Public Schools is now available in the File Explorer.



Get a ride to a BCPS School!

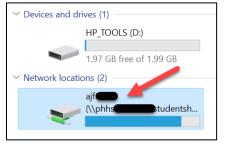
- 1. Pull close to the school building and take out your computer.
- 2. REBOOT it if it was already turned on.
- 3. When it restarts, wait a few seconds for the WiFi to connect and then log in with your BCPS credentials like you would in school.
- 4. After you connect, move to the next steps....

Copy H:\ Drive to OneDrive

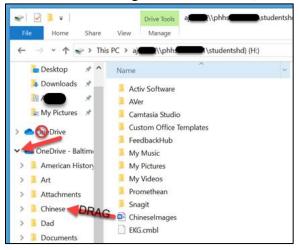
1. Log into the Windows device and open the Student Folder on the desktop.



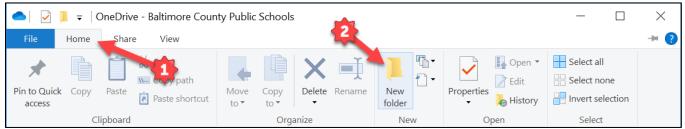
2. Locate the Student H:\ drive that is labeled with the username of the student. Double-click to open.



3. Click the arrow that is sown before the **OneDrive – Baltimore County Public Schools** icon to reveal folder contents. Drag files from the H:\ drive to preexisting folders to move them to the OneDrive.



4. To create a new folder for backing up files to your OneDrive, click the **Home Tab** (1) and then click **New Folder** (2).



Baltimore County Public Schools Office of Innovation and Digital Safety: When You Forgot Your Files: Using OneDrive and Moving H:\ Drive Files March 2020 5. Type a name for the new folder that is meaningful.

File Home Share View				~ ?
← → • ↑ • OneDrive - Baltimore County Public Schools • ♥ ♥ Search OneDrive - Baltimore C ۶				
🔚 Desktop 🛛 🖈 🔨	Name	Status	Date modified	Туре
滜 Downloads 🛛 🖈 🔤	H Drive Files	C2	2/6/2020 2:37 PM	File folder
🗎 A 🛛 🖌	📙 Math	6	2/6/2020 2:25 PM	File folder
🔚 My Pictures 🖈	📙 Music	6	2/6/2020 2:25 PM	File folder
📙 Student H 🛛 🖈	Notebooks	\odot	2/6/2020 2:25 PM	File folder

6. You can then drag entire folders to the newly created location.

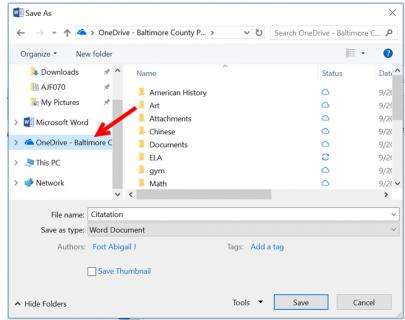
-	•		
> Dad	📙 FeedbackHub	10/1/2018 11:45 AM	File folder
	📕 My Music	9/17/2018 8:49 AM	File folder
> Documents	My Pictures	1/28/2020 11:16 AM	File folder
> gym	📙 My Videos	9/17/2018 8:49 AM	File folder
📙 H Drive Files 📥	Promethean	11/20/2019 11:08 AM	File folder
> 📙 Math 🕇 Cor	py to H Drive Files	1/23/2020 10:34 AM	File folder
> 📙 Music	Chineselmages	2/1/2019 10:32 AM	Microsoft Word Doc
> 📙 Notebooks	EKG.cmbl	12/2/2019 12:10 PM	CMBL File

That's it! After you have copied your files you can now go home!

Remember that you can now save directly to your OneDrive. This is where you should save your files EVEN AFTER school reopens. See steps below...

Save Directly to OneDrive

1. From the save dialog box select **OneDrive – Baltimore County Public Schools** and save the file as normal.



Baltimore County Public Schools

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2. This location can be used even if the device is off line. The file is stored locally and then uploaded to the cloud location when back on the network.