Map OneDrive for Business to a Drive Letter in Windows

Action

You can use the OneDrive sync client to give yourself a way to access your OneDrive for Business files on your computer. That is the recommended method. If you do not wish to synchronize a copy of your OneDrive for Business files and folders to your workstation, then you may follow these instructions to map a drive directly to your OneDrive for Business space instead. This method has been confirmed to work, but has not been thoroughly tested over time.

To do this, you must log in to OneDrive for Business on the web using Internet Explorer, add OneDrive as a Trusted Site in Internet Explorer, and then map the drive as follows.

Instructions

Add OneDrive as a Trusted Site in Internet Explorer.

1. Using Internet Explorer, log into your OneDrive for Business account by navigating to https://livealbany-my.sharepoint.com/personal/USERNAME_albany.edu/Documents/, replacing USERNAME with your UAlbanyMail username - the part of your email address before @albany.edu.
2. Log in with your full UAlbany Mail email address and password. Check Keep me signed in and then click Sign in.
3. In Internet Explorer, click the "gear" icons, then Internet Options:
4. Click the **Security** tab, then click the **Trusted sites** icon.

5. Click on the **Sites** button, then enter the address of the site to be trusted (https://livealbany-my.sharepoint.com) if it's not already filled in, then click **Add**.

6. Make sure the box labeled **Require server verification (https:) for all sites in this zone** is checked.

7. Click **Close**, then **OK**.

**Map the drive**

1. **Open up File Explorer** on your PC.
2. Right-click on **This PC** and click **Map network drive...**:

3. Select an unused drive letter.

4. Enter [https://livealbany-my.sharepoint.com/personal/USERNAME_albany_edu/Documents/](https://livealbany-my.sharepoint.com/personal/USERNAME_albany_edu/Documents/) for the **Folder**, replacing **USERNAME** with your UAlbany Mail username - the part of your email address before @albany.edu.

5. Make sure **Connect using different credentials** is checked and press **Finish**.
6. Enter your full UAlbany Mail email address and password in the Windows Security pop-up and check **Remember my credentials**. Press **OK**.

7. Your OneDrive for Business "Documents" folder should now show up under This PC as a Network location you can drag files into and out of easily.

   Need more help? Contact the [ITS Service Desk](mailto:its servicedesk@albany.edu).