OneDrive for Business

About the Service

OneDrive for Business is a personal document library intended for storing and organizing your documents and other files. You can access your OneDrive for Business files from anywhere. You can also choose to share files with others within and outside the University. Everyone at UAlbany has a 1TB quota, and this space remains available as long as you have a UAlbany Mail account.

Storage of University Documents

OneDrive for Business, Microsoft Teams, and the University's network drives - your departmental folders (V: drive) in your divisional file space or in your home folder (U: drive) - are appropriate storage locations for University data, including many kinds of Category 1 Protected Data. Please see this chart for storage requirements covering various protected data types.

Another major feature of OneDrive for Business is the Office Web Apps. When you use a web browser to access OneDrive for Business, you can create and edit Microsoft Office documents (Word, Excel, PowerPoint, OneNote, etc.) without having Office installed on your workstation.

Getting Connected

There are several avenues for getting connected to OneDrive for Business, depending on the computer or device you are using. Consider trying out all the avenues that apply to you so you can get the most out of OneDrive for Business.

Using the Space

How you use the OneDrive for Business space can vary depending on which avenue you are using to connect to OneDrive for Business.

Microsoft OneDrive for Business Training Resources

Quota and Current Usage

Everyone at UAlbany has a 1TB quota for OneDrive for Business. There is no option for a quota increase.

Check usage and quota

OneDrive for Business restrictions and limitations

Restoring Deleted Files or Folders

Restore deleted files or folders

Sharing Files or Folders

Files that you store in OneDrive for Business are only visible to you unless you decide to share files or folders.

Be careful not to confuse OneDrive for Business with OneDrive.

- **OneDrive for Business** is part of Microsoft's Office 365 package which is a University-provided and managed service. You use your UAlbany Mail email address and password in order to access OneDrive for Business.
- **OneDrive** is free to anyone with a Microsoft account. If you have OneDrive, it is provided by Microsoft and managed by Microsoft. The University does not provide, manage, or support OneDrive. Prior to June 20, 2013, OneDrive space was automatically created for UAlbany Mail customers, but the University no longer has any affiliation with OneDrive. If you have a OneDrive account that was created prior to June 20, 2013, then the login id and password for this personal Microsoft account would be your UAlbany Mail email address and your University password (unless you changed your password), but it is still a Microsoft account that has no affiliation with the University at this point.

ITS recommends changing the email address associated with your personal Microsoft account to avoid confusion. You may also close the personal Microsoft account if you do not need it.

Need more help? Contact the ITS Service Desk.