

OneDrive Set Up Instructions

Ministry of Central Services

The document below outlines instructions to set up OneDrive for the first time.

Last revised: June 2020

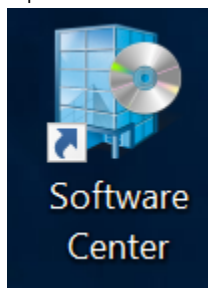
Last reviewed: June 2020

Next review: June 2021

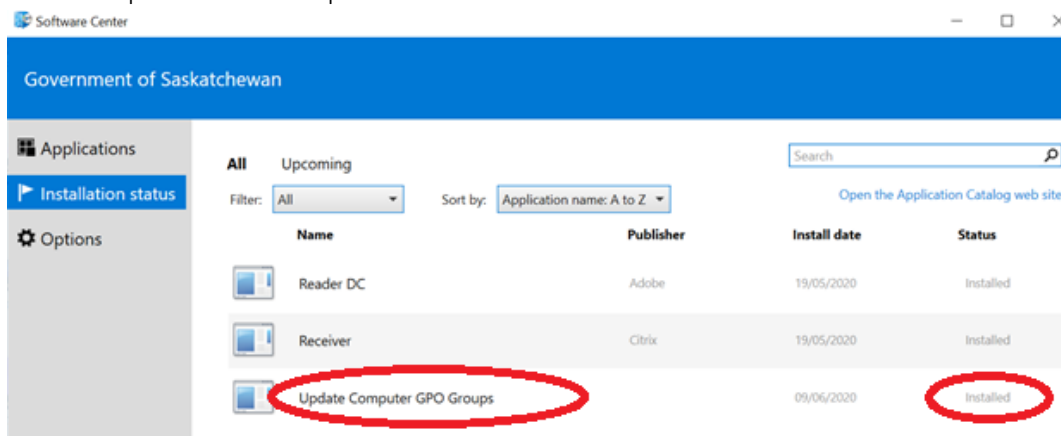
What to do the morning of deployment

Computer Access

1. Log in to your computer as usual
2. If you are not on the network, connect your computer to VPN (add link here)
3. Ensure the computer update runs by following these steps:
 - a. Open Software Center from the desktop shortcut or Start Menu



- b. Click on Installation Status and look for "Update Computer GPO Groups" in the list
- c. If it is complete it should report as "Installed"



- d. If it is not found, click on Options, expand Computer Maintenance and click on "Sync Policy", wait 5 minutes and check the installation status again

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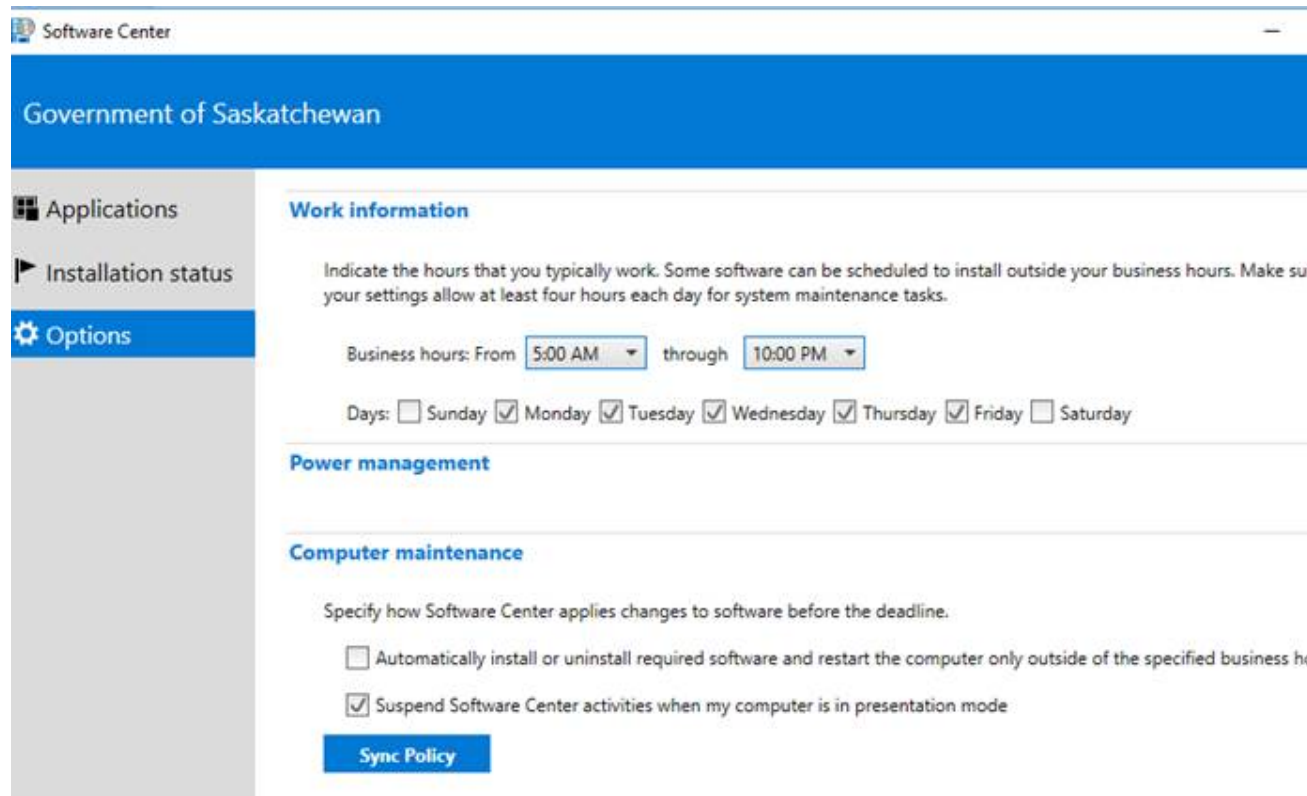
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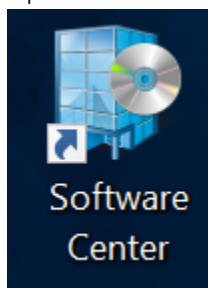
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- e. If this will not update please contact the Service Desk for support
4. While still connected to VPN or network, lock your computer by:
 - a. Press Ctrl + Alt + Del
 - b. Select "Lock"
5. Leave the computer locked for 1 full minute
6. Log back into computer
7. Restart computer
8. Log back into computer
9. Connect to VPN
10. Complete the next computer update by following these steps:
 - a. Open Software Center from the desktop shortcut or Start Menu



- b. Under Installation Status select the item called "Update GPO" from the list

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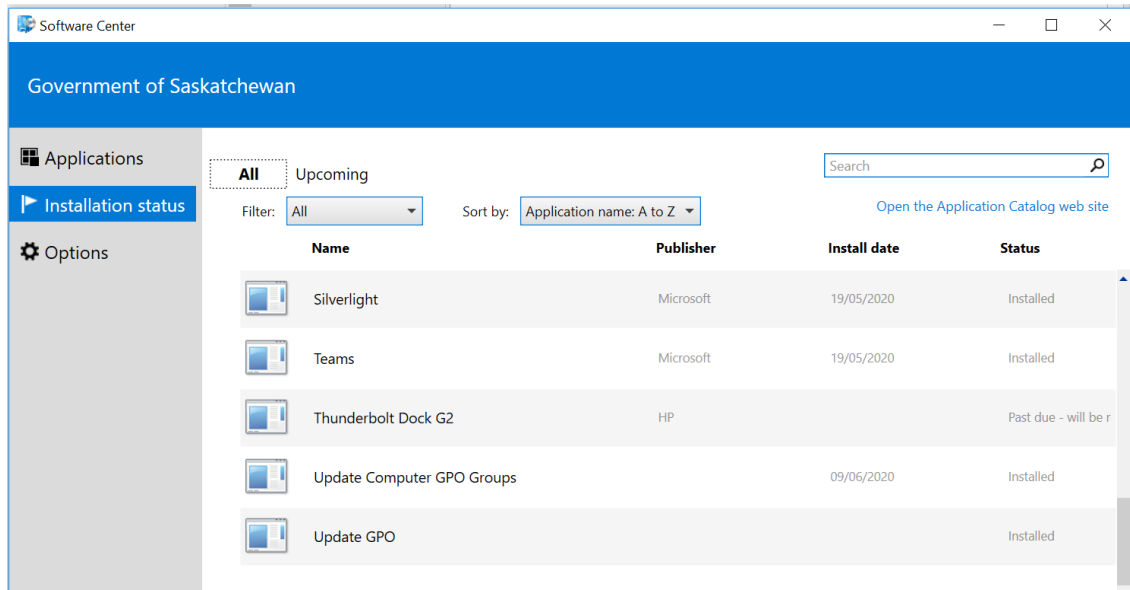
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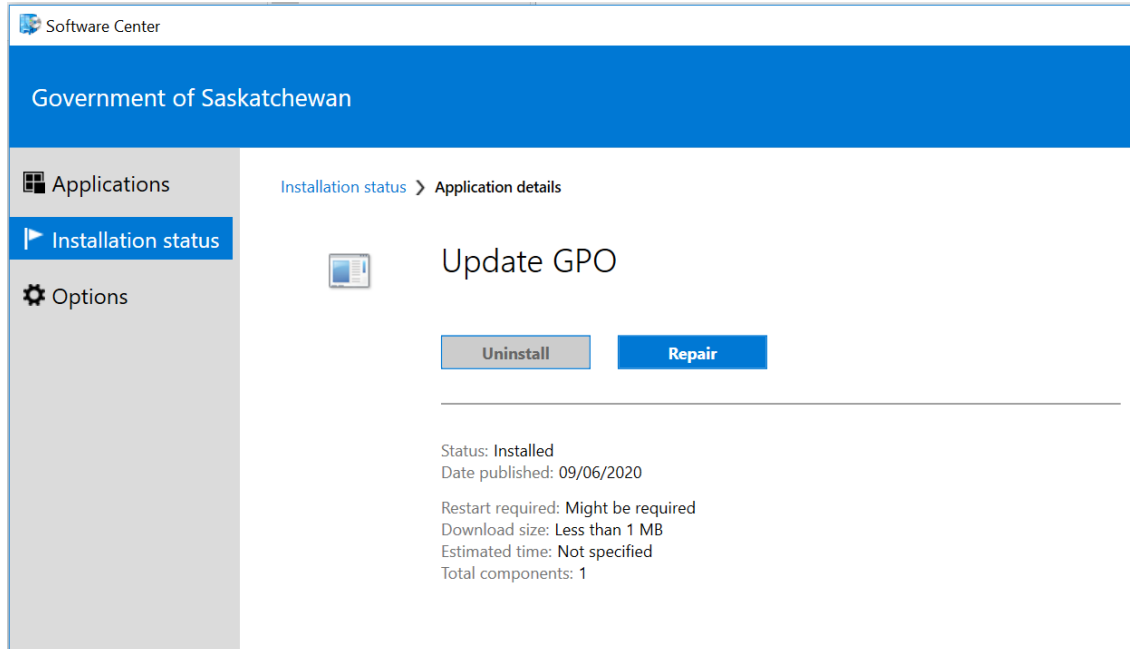
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- c. Click the “Repair” button on the screen presented



- d. You will be presented with a warning as seen below – select YES in this dialog box

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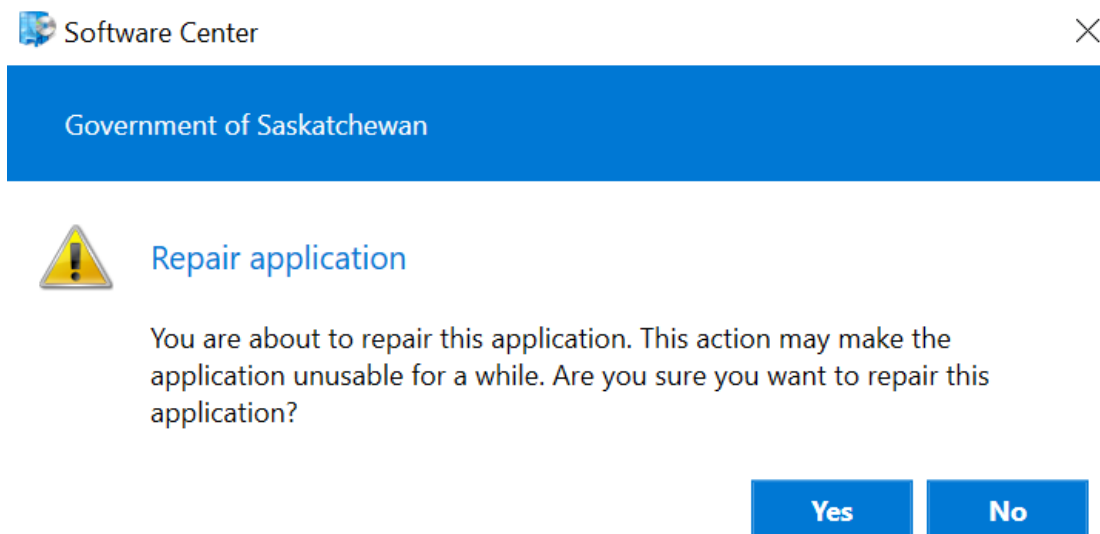
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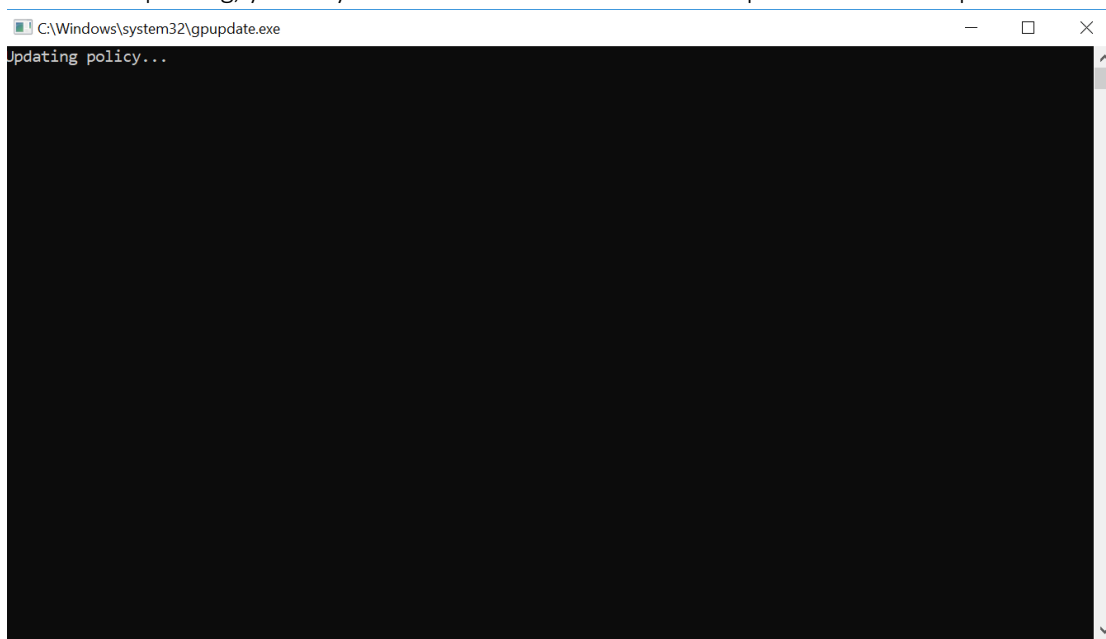
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- e. While it is updating, you may see a screen that looks like this... please allow the update to run



- f.
11. Restart computer

***IF YOU SAVED FILES TO ONEDRIVE BEFORE
THIS MIGRATION***

*All files that were in your OneDrive before the
migration will be found in a folder called
"1DBak"*

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12. Open your File Explorer window and check in your H drive to identify any files that did not get migrated. There are various reasons files will not be migrated from unsupported file types to unsupported characters in the file names. Refer to the XX document on Taskroom for more information.
13. Some files left behind can be fixed (ie: remove unsupported characters from file name, etc) and then manually copied into OneDrive.

Mobile Access (optional)

- a. Install required mobile apps to access OneDrive securely from your device:
 - i. Download OneDrive app onto phone from app store.
 - ii. Upon launch, follow the instructions as it will request authentication – you will be required to also download the “Authenticator” app (if you already have MS Outlook app on your device you will already have this) and enter your Government of Saskatchewan credentials (ie: jsmith@gov.sk.ca).

NOTE: If you need more support on this, review the instructions for the Exchange app for more help.

- [iOS support documentation](#)
- [Android support documentation](#)

- b. After these steps are complete:
 - i. Launch the OneDrive app
 - ii. You should now be able to access the same folders and files you find on your computer OneDrive and online OneDrive.
 - iii. Selecting any document should open a “view only” version of the document within the OneDrive app.
 - iv. If you want to open the document for editing, you will be prompted to install the corresponding app, if you do not yet have it.