OneDrive Setup

Policy Number: OVIGC-TRG-001
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Introduction

This guide will walk you through the steps to add your company OneDrive account to your computer. Ensure that Microsoft Office is already installed, and the OneDrive agent is running in your system tray. This process requires you to use your company-provided Office 365 account, utilizing your company email formatted as `[first name] [first letter of last name]@ovi-gc.com` (e.g., beverlyc@ovi-gc.com) to sign into your OneDrive account.

Step 1: Access OneDrive Settings

Locate the OneDrive icon in your system tray. It may appear as a small cloud icon.

![[OVIGC-TRG-001_ADDING_ONE_DRIVE.jpg]]

Right-click on the OneDrive icon to open a context menu.

From the menu, select "Settings" to open the OneDrive settings dialog box.

Step 2: Add Your Company Account

Within the OneDrive settings dialog box, select the "Account" tab on the left-hand side.

Look for the option labeled "Add an Account" on the right side of the window and select it.

Add an Account

Step 3: Sign In with Your Company Email

A sign-in window will appear. Here, you should enter your company email address. Remember, your company email address follows the format `[first name][first letter of last name]@ovi-gc.com` (e.g., marcusd@ovi-gc.com).

After entering your company email, select "Sign in" to proceed.

Sign In

Important Note

During the sign-in process, you may be prompted with a choice to "Use this account to sign in to all apps." It is crucial for company policy compliance to select the option "Use this app only." This ensures that your company account is only used with OneDrive and not automatically associated with other applications without explicit permission.

By following these steps, you will successfully add your company OneDrive account to your computer, allowing you to access and synchronize your work files seamlessly across your devices. If you encounter any issues during this process, please contact our IT support team for further assistance.

Document Control

This document is controlled and maintained by OVI General Contracting's compliance department.

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