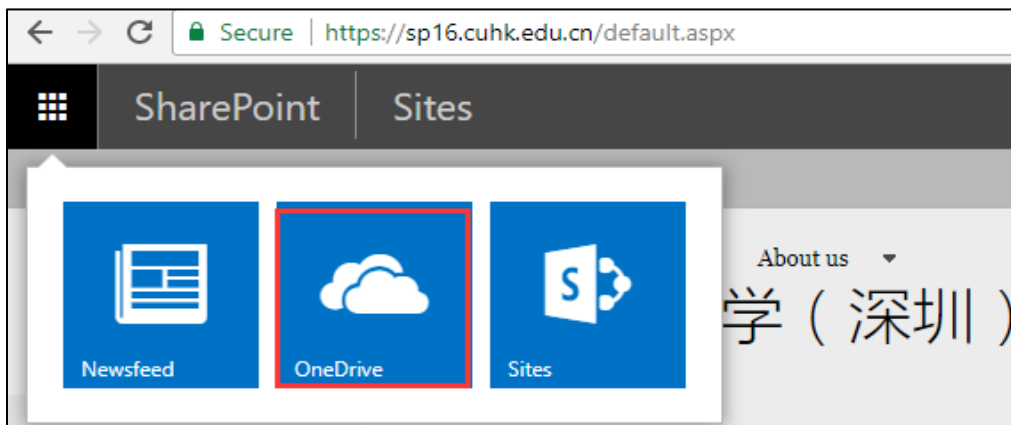


User Guide for Microsoft 'OneDrive'

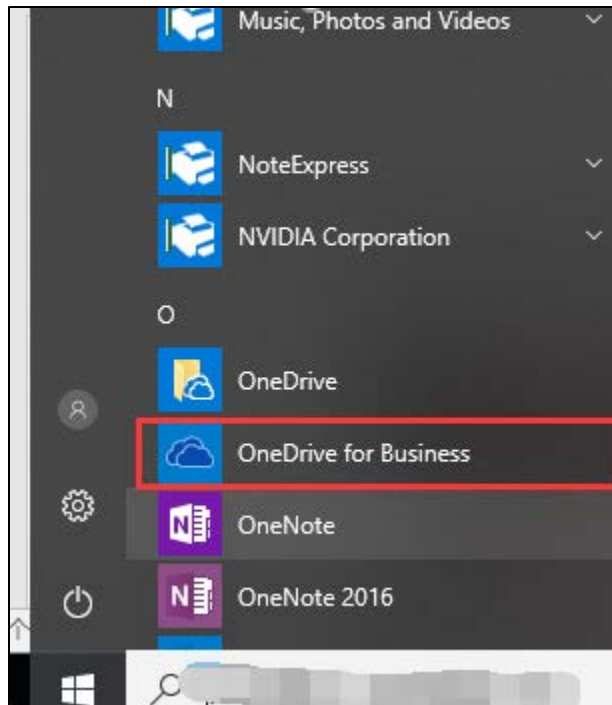
After the upgrade of OneDrive service, 'OneDrive for Business' will not be used to store individual data. It will be used to share out the department data. If you ever used 'OneDrive for Business' to store individual data, please read 'Step 1'. Otherwise, please jump to 'Step 2' directly.

Step 1: For users who activated 'OneDrive for Business' and saved individual data.

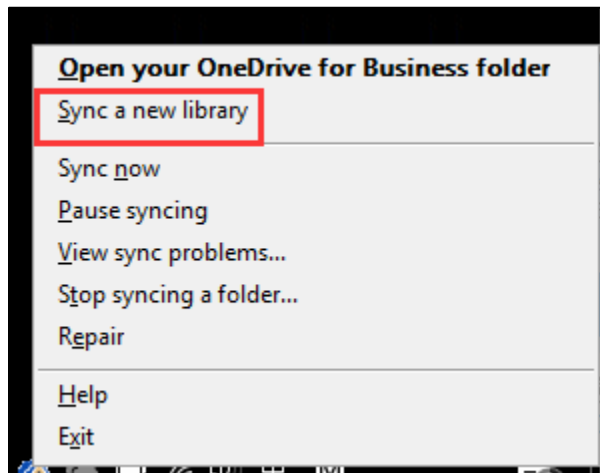
After the upgrade, the 'OneDrive' application on the web version of SharePoint portal will be directed to a new location and your individual files at 'OneDrive for Business' will be invisible. To view your files, please refer to the following steps to synchronize all the original files to your local computer.



1.1. Click to open "OneDrive for Business".



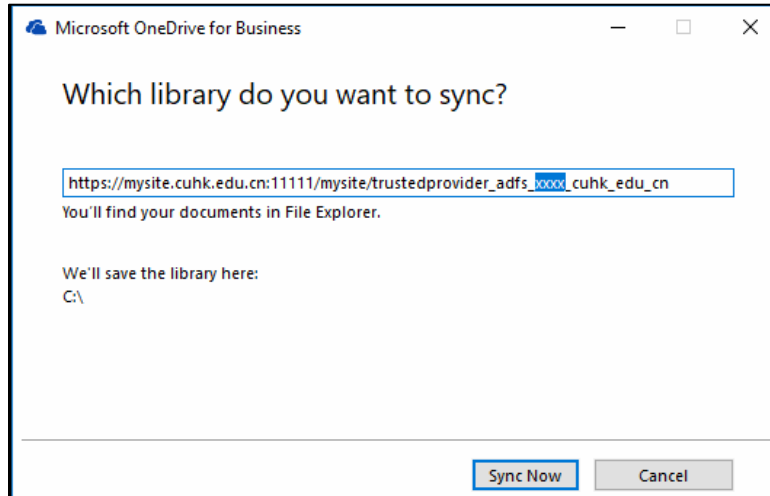
- 1.2. The file explorer will automatically open afterwards. Find the 'OneDrive for Business' icon at the lower right corner of the task bar and do right click on 'Sync new library'.



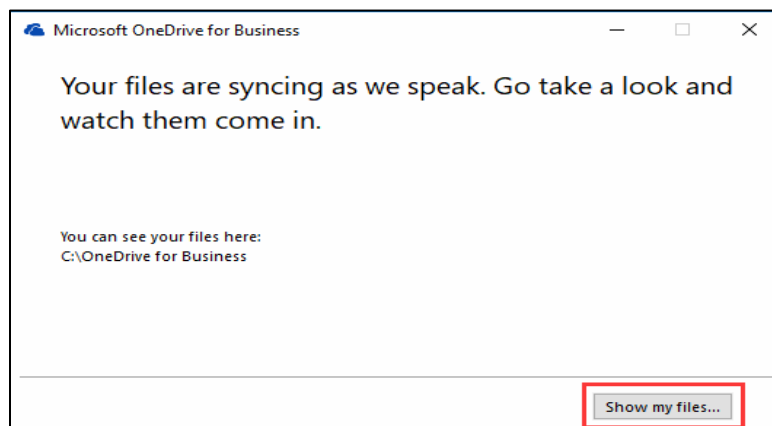
- 1.3. Enter the following link in the popup dialog box https://mysite.cuhk.edu.cn:11111/mysite/trustedprovider_adfs_xxxx_cuhk_edu_cn/, and the red part highlighted in yellow is your individual CUHK (SZ) account (the prefix of your mail address). Click 'Sync Now' and wait for the file



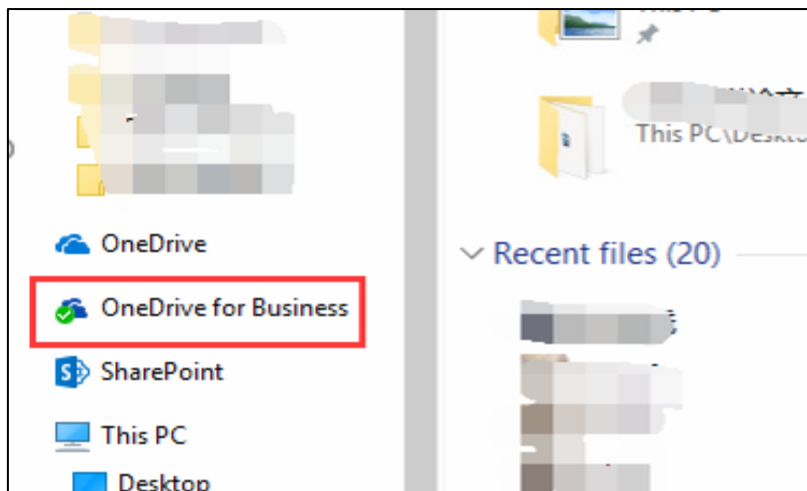
synchronization to be completed.



1.4. Click 'Show my files' and enter the local folder.

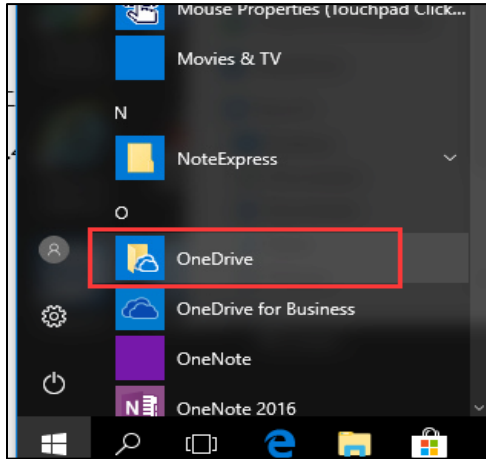


1.5. Upon completion of synchronization, open file explorer and on the left you will see 'OneDrive for Business'.

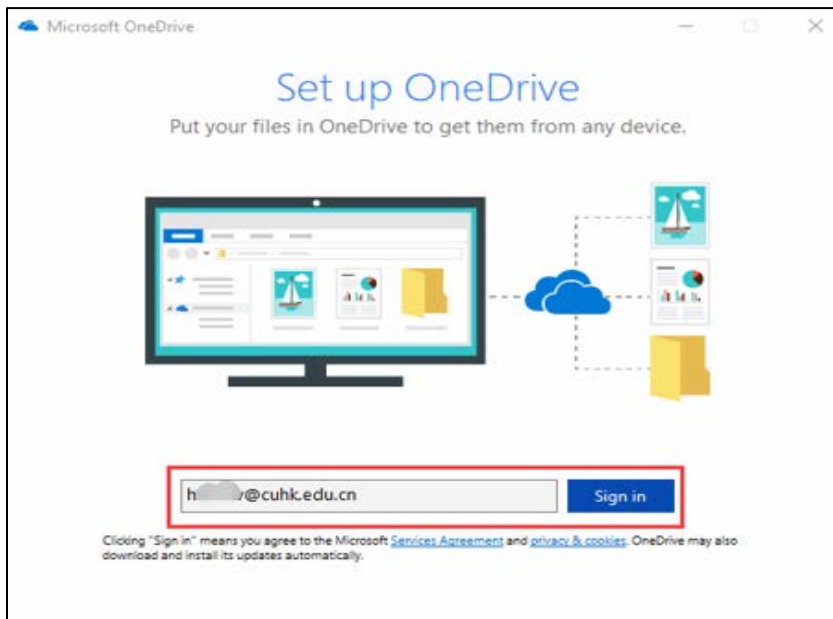


Step 2: For users who never activated 'OneDrive for Business' before

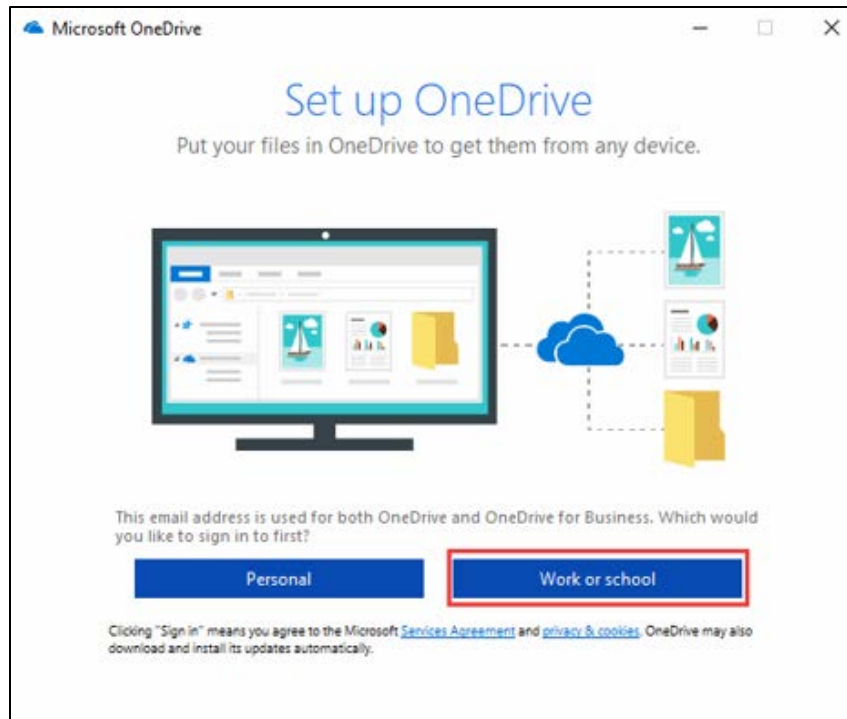
- 2.1. Click the Windows logo, and open 'OneDrive'.



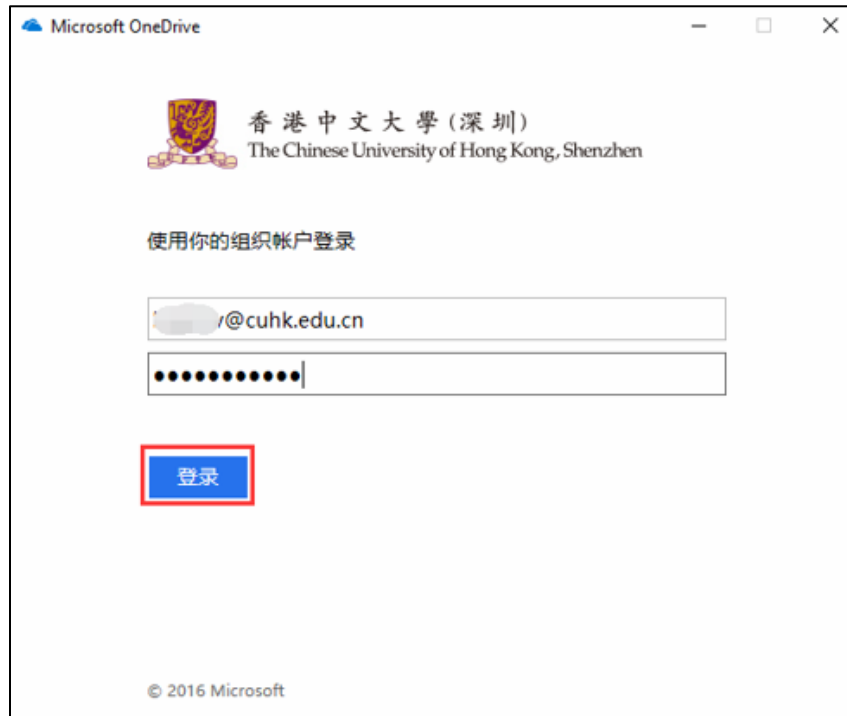
- 2.2. Enter your CUHK (SZ) email account in the pop-up window, and proceed to log in.



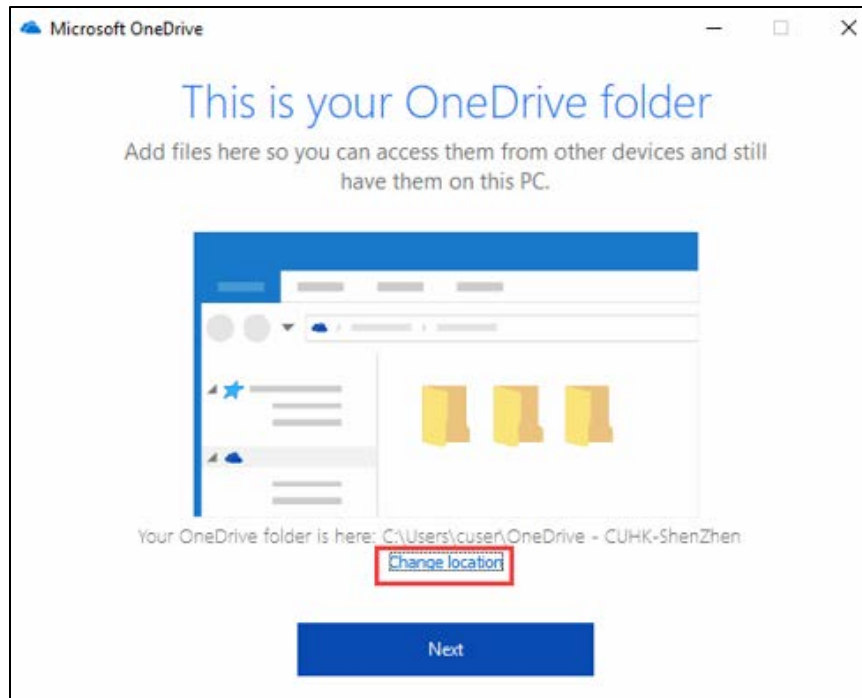
- 2.3. If you setup a Microsoft personal account before, there will be a pop-up window as below. Choose 'Work or school'. Or you will not see the window below.



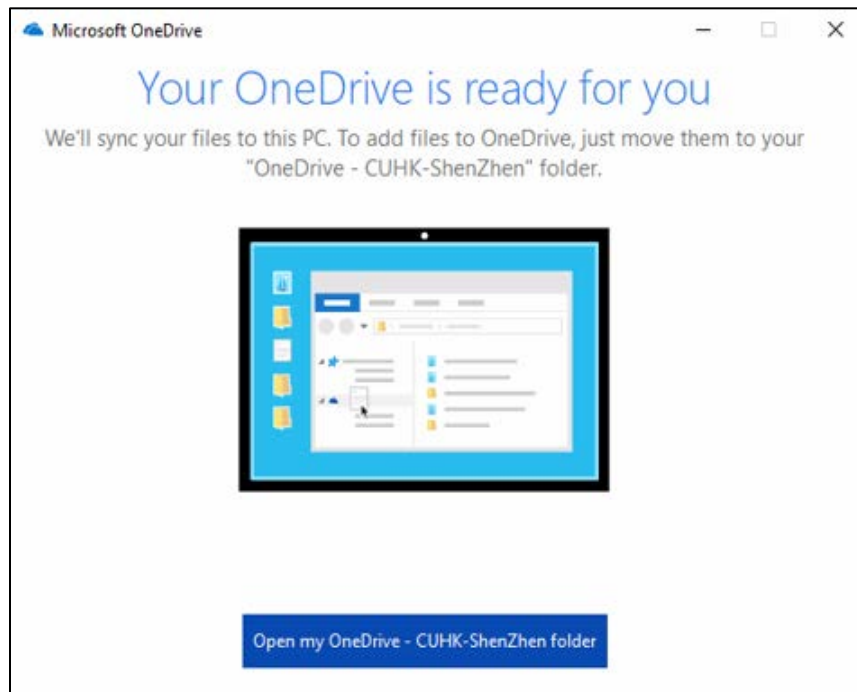
2.4. Enter your email account and password. Click 'Login'.



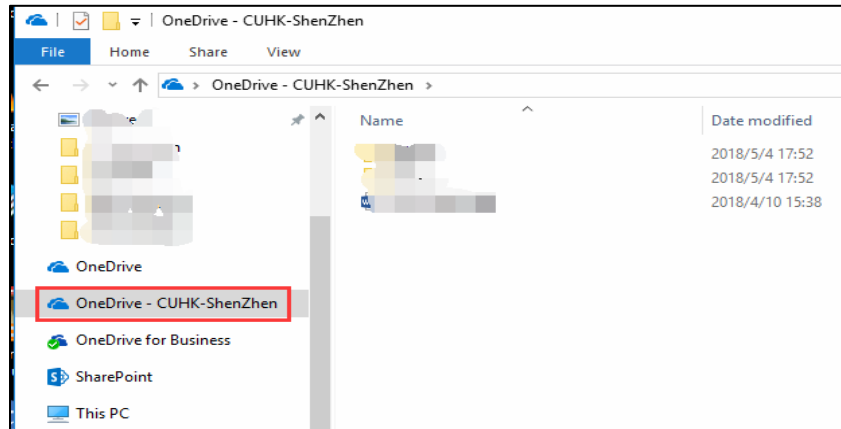
2.5. Click 'Change location' to change the location of file storage.



2.6. Click 'Next' to complete synchronization.

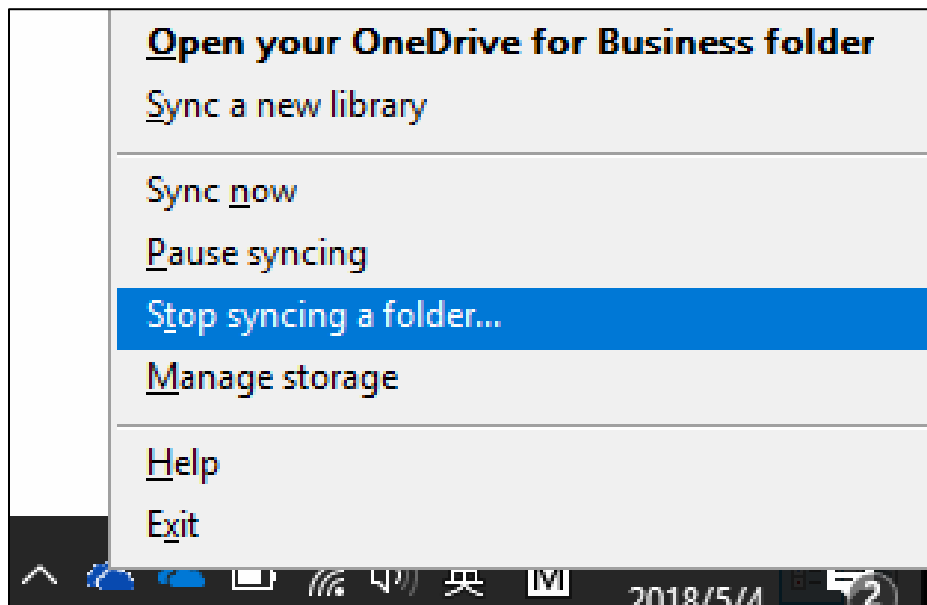


- 2.7. Open file explorer. Once synchronization is completed, you can see the entrance of 'OneDrive-CUHK-Shenzhen' at the left column.



Step 3: Disable syncing 'OneDrive for Business' because you will not use it to store your individual files.

- 3.1. Find the 'OneDrive for business' icon at the lower right corner of the taskbar, and do right click at 'Stop syncing a folder'.



- 3.2. Choose 'OneDrive for Business' and click 'Stop syncing'.

