Connecting to and Using Microsoft OneDrive in the CAS VDI System

**IMPORTANT:** You must have Microsoft Multi-Factor Authentication (MFA) set up before you can use this, or any, University of Delaware Microsoft Office 365 service. If you have not yet set up MFA, follow the instructions here: https://www1.udel.edu/it/help/microsoft/mfa/index.html

1) After logging into your VDI session, wait for the OneDrive cloud icon to appear in the task bar in the lower right corner:

![OneDrive icon in task bar](image1)

2) It takes about a minute after login for the OneDrive service to fully start. During this time, the icon will disappear and reappear one time. Once the service has started, click the cloud icon once to get the sign-in dialog:

![OneDrive sign-in dialog](image2)
3) Sign in with your @udel.edu credentials:

3a) If you also have a personal Microsoft account tied to your UD e-mail address, you will be asked which account you want to use. Most people will not see this dialog:
4) At the University of Delaware dialog, enter your UDelNet password and click ‘Sign In’:

5) Approve the MFA request on your phone or via another method depending on how you chose to set up MFA. Since this is a virtual session, there is no reason to select the “Don’t ask again . . .” box. You will always get an MFA request regardless:
6) Click ‘Next’:

7) Close the “Welcome to OneDrive” dialog by clicking the X:
8) Explorer will open to your OneDrive folder. From this point you can open, work with, and save files as if they were stored on a local drive. All your changes will be synchronized to the cloud automatically:

![OneDrive Explorer window]

9) When changes are synchronizing, the OneDrive cloud icon will show a sync symbol. **DO NOT QUIT YOUR VDI SESSION UNTIL SYNCHRONIZATION HAS FINISHED:**

![OneDrive cloud icon with sync symbol]

10) You can check to make sure all of your changes have been saved back to the cloud by hovering your mouse cursor over the OneDrive cloud icon. This means it’s safe to quit your session:

![Up to date OneDrive status]