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://services.udel.edu/TDClient/32/Portal/KB/ArticleDet?ID=223

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

![OneDrive icon](image1)

2) Once the service has started, click the cloud icon once to get the sign-in dialog and click ‘Sign in’:

![Sign in dialog](image2)
3) Sign in with your @udel.edu username:

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) Approve your MFA sign in request by entering the code or approving on your phone:

5) Click ‘Next’:
6) Close the “Get to know your OneDrive” dialog by clicking the X:

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

10) Click on the cloud icon to see what files synchronized recently and any files that are still synchronizing:

11) Before you log out, check to make sure all your changes have been saved back to the cloud by hovering your mouse cursor over the OneDrive cloud icon. ‘Up to date’ means it’s safe to end your session: