Changing the OneDrive synchronisation settings

These instructions apply to you, if you have enabled OneDrive storage synchronisation from old TaY, TTY or TAMK Office 365 services (i.e. an up-to-date copy of the files in the storage location has been created to your computer’s file manager.) You have to stop using those local files, because your old Onedrive is in read-only mode. All files from your old Office365 OneDrive have been copied into your new TUNI Office 365 OneDrive.

Change the synchronisation destination to the new @tuni.fi environment:

1. Open the manager view of synchronisation by clicking the cloud symbol in the right bottom corner of the taskbar and selecting settings from the menu opening on the screen.

2. Click “Unlink this PC”. This will remove the OneDrive synchronisation from use with your current O365 cloud service. This action will not remove local files from your computer.

3. Activate synchronisation with the new environment by entering your email address in format firstname.surname@tuni.fi

4. Select the folders you wish to synchronise with the OneDrive storage space.

View the four-point service description and then click “Open my OneDrive folder”. You can see the device’s local OneDrive synchronisation folder OneDrive – TUNI.FI. Use this in the future when you wish the documents to synchronise to the TUNI OneDrive cloud service. PLEASE NOTE! You can no longer edit your OneDrive files in old O365 environments. They are read-only.

Changes as images:
Click “Unlink this PC” in the open window. This will remove the OneDrive synchronisation from use with your current O365 cloud service. *This action will not remove local files from your computer.*

Microsoft OneDrive

Unlink account on this PC?

Your business content associated with account (staff.tuni.fi) will stop syncing. A copy of these files will be left on this PC.

[Unlink account]  [Cancel]

Click Unlink account.

Set up OneDrive

Put your files in OneDrive to get them from any device.

etunimi.sukunimi@tuni.fi  [Sign in]

This launches a wizard that will ask for your @tuni.fi login. The login should be given in format [firstname.surname@tuni.fi] Click Sign in.
Give the password of your @tuni.fi account and click Sign in.

This launches a wizard that will connect OneDrive with tuni.fi O365 cloud service. Click Next.
Select the folders that you want to be synchronised to OneDrive cloud service. Click Next.

Click the arrow in red box.
Click the arrow in red box.
The changes have now been completed. Click Open my OneDrive folder.

This command opens the device’s local OneDrive synchronisation folder OneDrive – TUNI.FI. **Use this in the future when you wish the documents to synchronise to the TUNI OneDrive cloud service.**

Do NOT delete files that have been synchronized from old OneDrive (local files), until you really know that all pending changes have been synchronized into OneDrive.

If you are not sure about checking this, please contact IT Helpdeskiin.