

# Johns Hopkins OneDrive

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# Cloud Storage at JH

- JHBox had been the preferred cloud storage
- JH contract with Box will end in April 2020
- JHBox migration to JHOneDrive should have already happened
- Details on JHBox migration can be found here:
  - [https://support.cs.jhu.edu/wiki/JHBox\\_Migration\\_To\\_JHOneDrive](https://support.cs.jhu.edu/wiki/JHBox_Migration_To_JHOneDrive)
  - <https://livejohnshopkins.sharepoint.com/sites/Office365Hub/BoxMigration/>



# OneDrive Features (vs. JHBox)

- Many of the same features that JHBox offered, including HIPAA compliance
- Key differences:
  - Better integration with Microsoft Office
  - 5 TB storage (vs. 50 GB)
  - Does not allow custom URL for shared data
  - User cannot password protect files/folders (can require sign-in to see a file)
- Full comparison of features:  
[https://it.johnshopkins.edu/services/collaboration\\_tools/BoxOneDriveCompare](https://it.johnshopkins.edu/services/collaboration_tools/BoxOneDriveCompare)
- OneDrive FAQs:  
[https://it.johnshopkins.edu/services/collaboration\\_tools/JHOneDrive/faq.html](https://it.johnshopkins.edu/services/collaboration_tools/JHOneDrive/faq.html)



# Accessing JH OneDrive

Option 1: Go to <https://my.jh.edu>, hover over the “Cloud” icon in the left panel, and then select OneDrive

Option 2: Go to <https://onedrive.jh.edu>

If you had files saved on JHBox, you will have a folder called “BoxMigration”

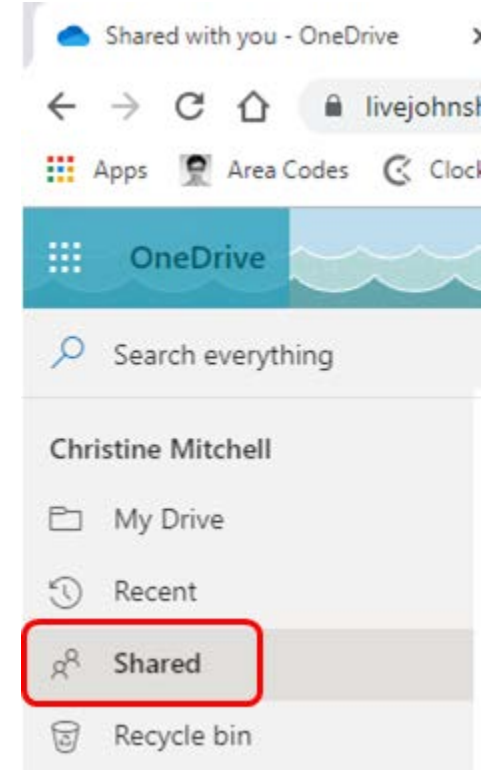
OneDrive video trainings: [https://support.office.com/en-us/article/onedrive-video-training-1f608184-b7e6-43ca-8753-2ff679203132?ocmsassetID=1f608184-b7e6-43ca-8753-2ff679203132&wt.mc\\_id=otc\\_home&ui=en-US&rs=en-US&ad=US](https://support.office.com/en-us/article/onedrive-video-training-1f608184-b7e6-43ca-8753-2ff679203132?ocmsassetID=1f608184-b7e6-43ca-8753-2ff679203132&wt.mc_id=otc_home&ui=en-US&rs=en-US&ad=US)



# Accessing Files Shared with You

On the left panel, click “Shared”, which will take you to a page labeled “Shared with you” showing all folders that have been shared

- Can sort by name, date shared, shared by, or activity
- Can group by “Shared by” to see all folders shared by the same individual grouped together



# Sharing Files with Others

The screenshot shows the OneDrive web interface. At the top, there's a navigation bar with the OneDrive logo and various icons. Below that is a toolbar with options like New, Upload, Share, Copy link, Sync, Download, and Flow. The main area displays a folder named 'WCGR Test' containing a file named 'WCGR\_Pearl\_OneDrive\_20200226...'. To the right, a details pane is open for the folder, showing 'Has Access' information, a user profile, and a lock icon with the text 'This item is not shared'. Below this, the 'Manage access' link is highlighted with a red circle. The 'Properties' section is partially visible at the bottom of the details pane.

Name	Modified	Modified By
WCGR_Pearl_OneDrive_20200226...	About a minut...	Christine Mitchell

Step 1: Open the details pane (indicated by a red circle around the info icon in the toolbar).

Step 2: Manage access (indicated by a red circle around the 'Manage access' link in the details pane).

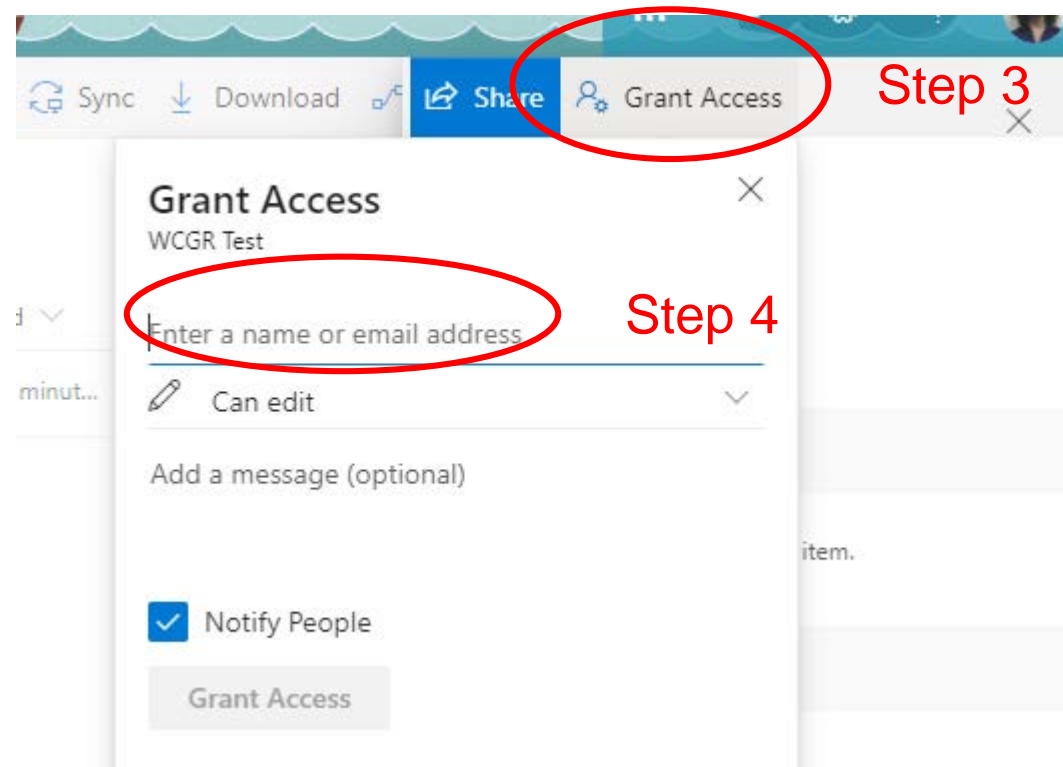
Step 1

Step 2





# Sharing Files (cont'd)



# Desktop Sync

- In the OneDrive browser, click the folder (yours or someone else's) that you would like to sync
- At the top of the page, click Sync:



- If you have not already installed the OneDrive Desktop App, it will prompt you to install it

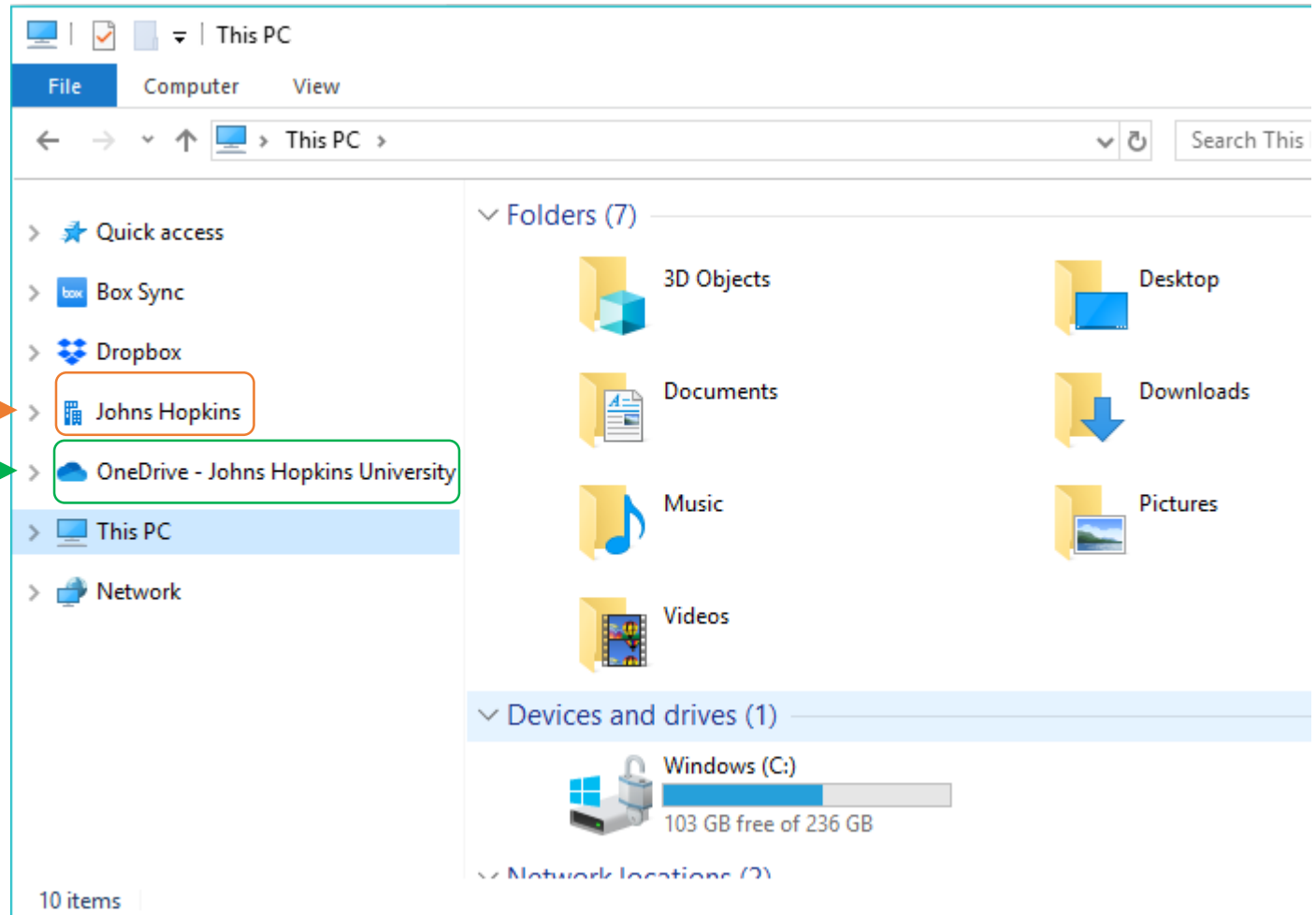




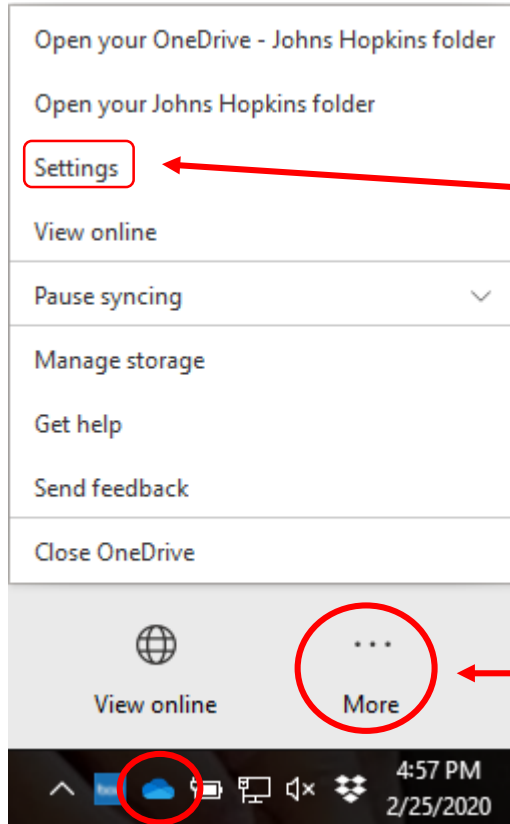
# Accessing Files on OneDrive Desktop App

Folders shared with you are here →

Your folders are here →



# OneDrive Desktop App



To unsync folders:

- Click "Settings"
- Choose "Account" tab
- Click "Choose folders"
- Uncheck the folder(s)

