

# Saving and Storing Information

## An IT Hub Guide

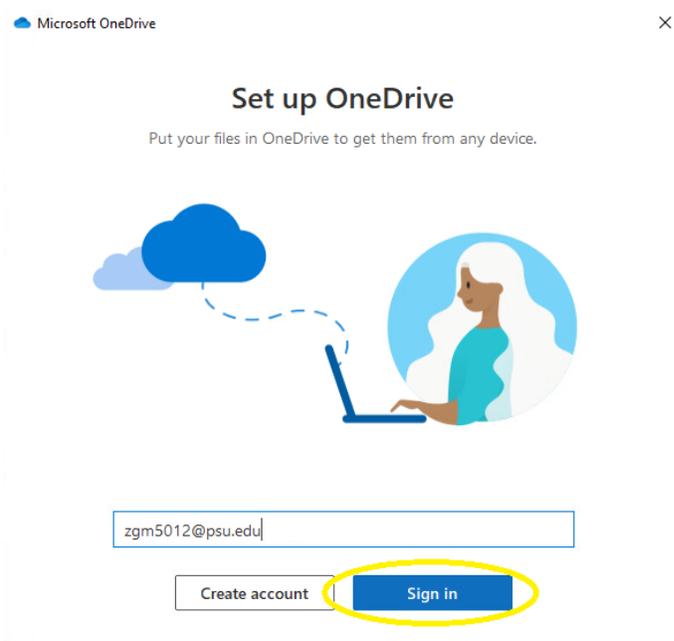


Information is not saved locally to the virtual desktop. To save and store information and prevent loss of your files, you will need to keep files in a cloud location.

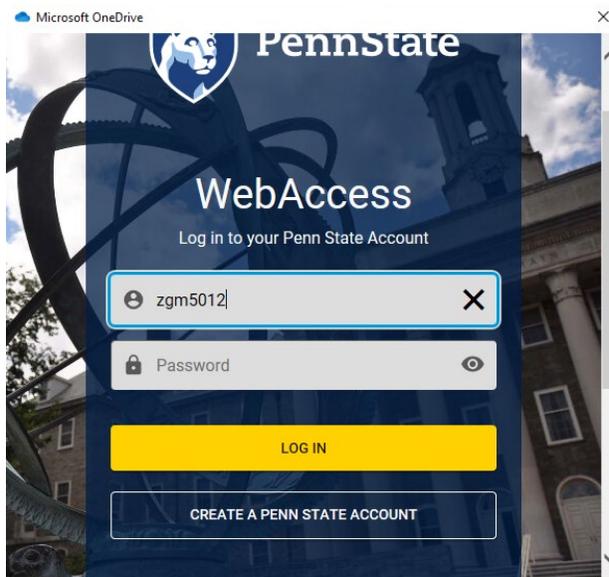
**NOTE: Though Box Drive is listed as a storage option, Penn State is ending their contract with Box in 2021. Please keep this in mind when storing and saving files.**

### OPTION #1: OneDrive

1. As the virtual desktop loads, you will receive a pop-up for OneDrive. Enter your Penn State email.



2. After entering your information in, you will be asked to sign in with WebAccess and authenticate with DUO.



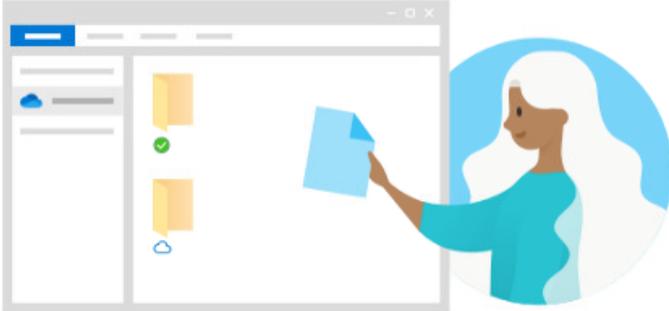


3. Once you finish the DUO authentication, you will be given a tour of OneDrive. Pay close attention to the highlighted box. This is where you save files in the virtual desktop. This tour will also teach you:
  - a. How to save files
  - b. How to share files to others using OneDrive
  - c. How to ensure files are syncing between the virtual desktop and OneDrive

Microsoft OneDrive ×

## Your OneDrive folder

Add files to your OneDrive folder so you can access them from other devices and still have them on this PC.



**Your OneDrive folder is here**  
C:\Users\zgm5012\OneDrive - The Pennsylvania State University  
[Change location](#)

**Next**



## OPTION #2: BoxDrive

1. As the Virtual Desktop loads, you will receive a pop-up for Box. Enter your Penn State email.

box Login to Box Drive

box Sign Up

### Sign In to Your Account

Email Address

Next

[Reset Password](#)

[Having trouble logging in?](#)

2. After entering your information in, you will be asked to sign in with WebAccess and authenticate with DUO.

box Login to Box Drive



# PennState

## WebAccess

Log in to your Penn State Account

LOG IN

CREATE A PENN STATE ACCOUNT

[Having trouble logging in?](#)



3. Once you finish the DUO authentication, you will be signed into your Box account. There is a user tutorial you can follow if you click the "Take Tour" button. It will walk you through:
  - a. Where to save your files
  - b. How to save your files
  - c. How to check if your files are synced before logging off

 Welcome to Box Drive!



## Welcome to Box Drive!

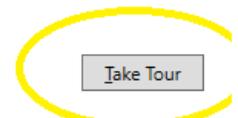
Box keeps all your files and folders in the cloud so you can access and share them with ease, on any device.



box



Take Tour

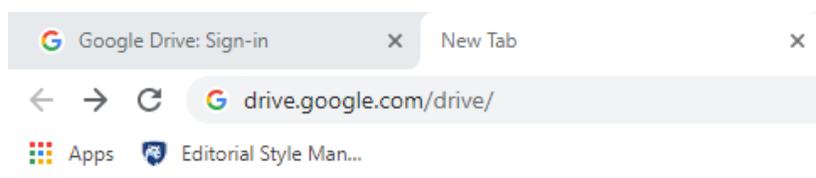




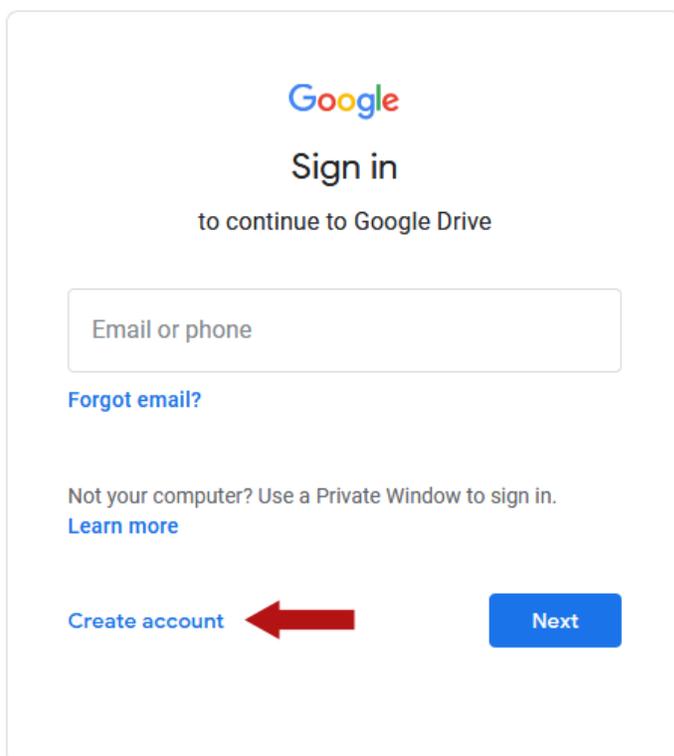
### OPTION #3: Google Drive

**NOTE: Penn State does not offer Google Drive storage options. Additionally, Google Drive is not embedded into the Virtual Desktop. However, if you have a personal Google account, it can be used to save and store files.**

1. Type "drive.google.com/drive/" into your preferred web browser.



2. You will need to sign into your personal Google account or create an account if you do not have one.



3. After signing into your drive, you will need to upload documents created in the Virtual Desktop to your drive. Once you do this, you can access these files from any device able to access the Google Drive.

