



OneDrive for Business Frequently Asked Questions

1. What is OneDrive for Business?

OneDrive for Business (formerly SkyDrive Pro) is a library for storing or organizing your work documents in the cloud. You can update, save, and share your work documents from any device with Internet access. You can also sync your OneDrive for Business documents in the cloud to your Edison device(s). Do not sync on a personal, home, or any other non-authorized device; company policy prohibits this. Information stored in OneDrive for Business must be managed in compliance with the [Company's Records Management Policy](#) and other policies for protecting sensitive Company information. This policy is also available on Portal > Our Company > Our Policies > Records Management.

2. Is OneDrive for Business available now for everyone in the enterprise?

Yes, OneDrive for Business is available now to all Edison International and Southern California Edison employees and supplemental workers with company email.

3. How much storage space do I get with OneDrive for Business?

OneDrive for Business provides 1 terabyte (1TB) of cloud storage space. The size limit for a single file is 2 gigabytes (2GB).

4. How secure will my documents be on the cloud?

SCE conducted an extensive analysis of Microsoft cloud security, and found controls that met, and in many cases, surpassed our criteria. When you utilize OneDrive for Business, your work credentials provide security in the cloud and your data will be encrypted on multiple levels.

5. What is the syncing feature?

Syncing takes place between your documents in the cloud and your local Edison device to ensure your latest updates stay current in both places. OneDrive for Business enables you to sync documents to your Edison device(s) only; not personal, home, or any other non-authorized devices. You can sync documents to your Edison device(s) when on the SCE network, or connected remotely through VPN. Your Edison device(s) must have enough available space for syncing to occur properly. Syncing is bi-directional, meaning any new content in your OneDrive for Business folder on your Edison device gets synchronized to the cloud and any new content in the cloud gets synchronized to your Edison device.

6. Do I need VPN to sync documents to the cloud?

No, you will not need VPN to access (update, save, or share) or sync your OneDrive for Business documents on an Edison device. Do not sync on a personal, home, or any other non-authorized device; company policy prohibits this.

7. Can I sync documents to my BYOD device?

The sync functionality is not available on BYOD devices.

8. How do I access OneDrive for Business on my Edison device?

On your Edison device, access OneDrive for Business through your suite bar at the top of the Edison International Portal. Visit this job aid on [How to Access OneDrive for Business](#) for more details. (Note: If you are a Windows XP user, access OneDrive for Business through your Chrome browser.) The suite bar takes you directly to your OneDrive for Business library in the cloud. An icon for OneDrive for Business is also available in your Windows start menu on your local device. This icon provides access to your OneDrive for Business files on your local device only. You'll also find these same files in your File Explorer, under "Favorites," "OneDrive - Edison International."

9. Can I use OneDrive for Business on my personal/home computer?

Yes, you can use OneDrive for Business to update, save, and share documents from any computer connected to the Internet using a web browser. Simply go to <https://edisonintl.sharepoint.com> and access OneDrive for Business through the suite bar at the top of the Edison International Portal. If you are using a personal/home computer, you will be utilizing the web version of OneDrive for Business. To sync documents in your OneDrive for Business library, you must be on the SCE network using an Edison device. Do not sync on a personal, home, or other non-authorized device; company policy prohibits this.

10. How can I access OneDrive for Business on my mobile device?

To access OneDrive for Business with your iPhone/iPad or Android device, go to your app store, download the OneDrive for Business app, and login using your SCE credentials (long email and password). View the [How to Access OneDrive for Business](#) job aid for complete details. On any mobile device, you may also access OneDrive for Business by visiting the Edison International Portal at <https://edisonintl.sharepoint.com>. The sync feature is not available on mobile devices.

11. What browsers support OneDrive for Business?

You may utilize the same browsers for OneDrive for Business as you do for Office 365. Minimum browser versions include: Internet Explorer 9, Google Chrome 18, Mozilla Firefox 12, and Apple Safari 5.

12. What is the "Shared with Everyone" folder?

All OneDrive for Business users have a "Shared with Everyone" folder. When you share a link to a document in this folder, anyone at SCE may view your file.

13. Are there any special implications for NERC CIP users?

Confidential documents classified as NERC CIP should not be placed on OneDrive for Business. For these documents, designated NERC CIP SharePoint team sites and eDMRM are approved document storage alternatives.

14. Can I share documents externally using OneDrive for Business?

Yes, you can share documents externally. Please follow the [Company's Records Management Policy](#) when it comes to sharing confidential / sensitive information. This policy is also available on Portal > Our Company > Our Policies > Records Management.

15. What is the difference between OneDrive for Business and SharePoint team sites?

The technology platform behind OneDrive for Business and SharePoint team sites is the same. OneDrive for Business is primarily intended as your individual work document storage space, while SharePoint team sites are predominantly for work groups and project teams.

16. How can I determine when to use OneDrive for Business, SharePoint, and eDMRM?

As a general rule, use OneDrive for Business for individual work documents, SharePoint for team files, and eDMRM for completed official Business Records.

17. Can documents be saved from OneDrive for Business to eDMRM?

At this time, documents cannot be saved from OneDrive for Business to eDMRM. Documents must be uploaded manually to eDMRM.

18. How can I get started learning how to use OneDrive for Business?

We recommend getting started with these resources:

- [Get to Know OneDrive for Business](#)
- [When to Use OneDrive for Business vs. SharePoint team sites](#)
- [Intro to OneDrive for Business – Recorded Demo](#)
- [How to Access OneDrive for Business](#)

19. Where can I find additional training and support?

- For a variety of OneDrive for Business self-service training materials, including a **recorded demo**, visit the [Office 365 Portal site](#), in the “Training and Resources” section.
- Through June 1, you may access the online training resource, Brainstorm, which features hundreds of videos on all things Office 365. [Click here](#) to get started with Brainstorm.
- Your [Office 365 Change Advocate](#) or your group’s Admin Assistant may be able to provide the support you’re looking for. Both these groups received early awareness and special demos on all Office 365 tools.
- For live, how-to help with OneDrive for Business, contact Vitalyst, Edison’s Office 365 training partner, at PAX 51234, Option 7, Option 1.