OneDrive Rename

On May 6, 2019 OneDrive is being renamed from “OneDrive – Central Connecticut State University” to “OneDrive – CCSU”.

If you are an early adopter of the OneDrive client for synchronizing your files stored in OneDrive for Business with your local computer, you may need to unlink and relink your OneDrive folder to see the new name.

Unlink and Relink OneDrive

1. Close all files and applications that may be connected to OneDrive.
2. Confirm that your OneDrive has no files pending synchronization by clicking on the OneDrive icon in your taskbar or menu bar. You should see the message “OneDrive is up to date.” If not, synchronize the pending files before you continue.
3. On Windows, right-click the OneDrive icon and select Settings.
   On Mac, click on the OneDrive icon, click More and then Preferences.
4. From the Account tab, click “Unlink this PC” (Windows) or “Unlink this Mac” (MacOS) then click the Unlink Account button to confirm.
5. The Set Up OneDrive window will open – do not sign in, click the X to close the window.
7. Click on the OneDrive icon under Apps.
8. Click the Sync button and follow the on-screen instructions.