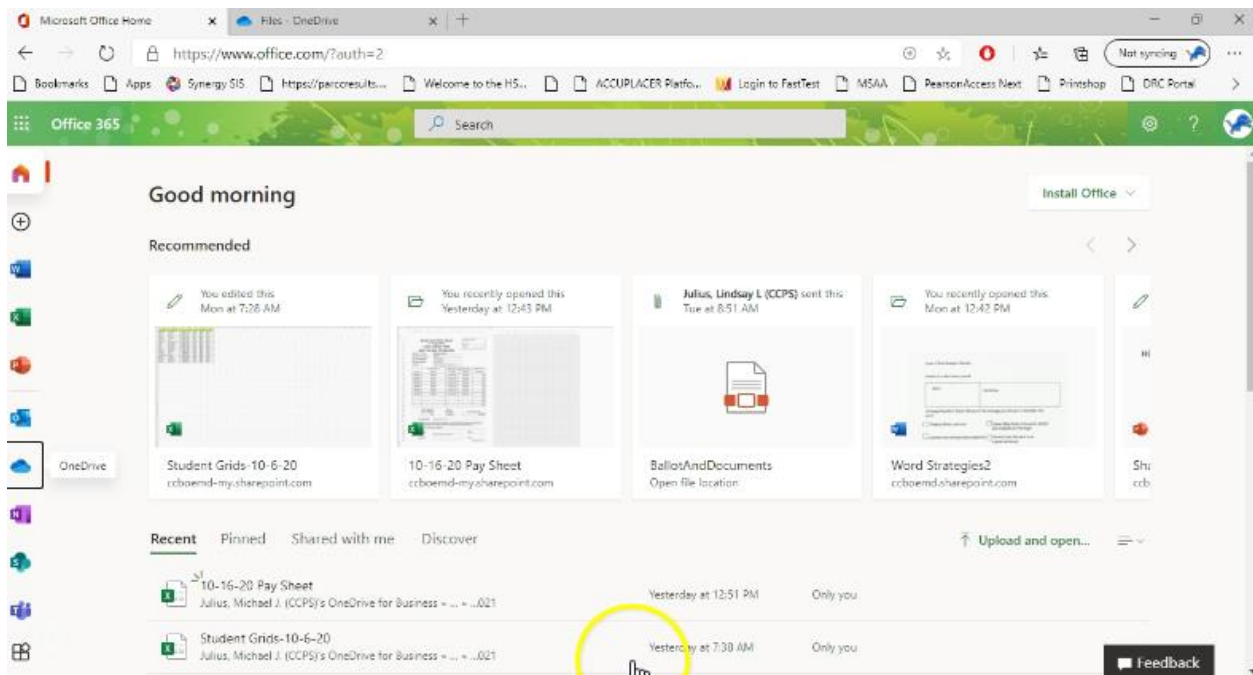
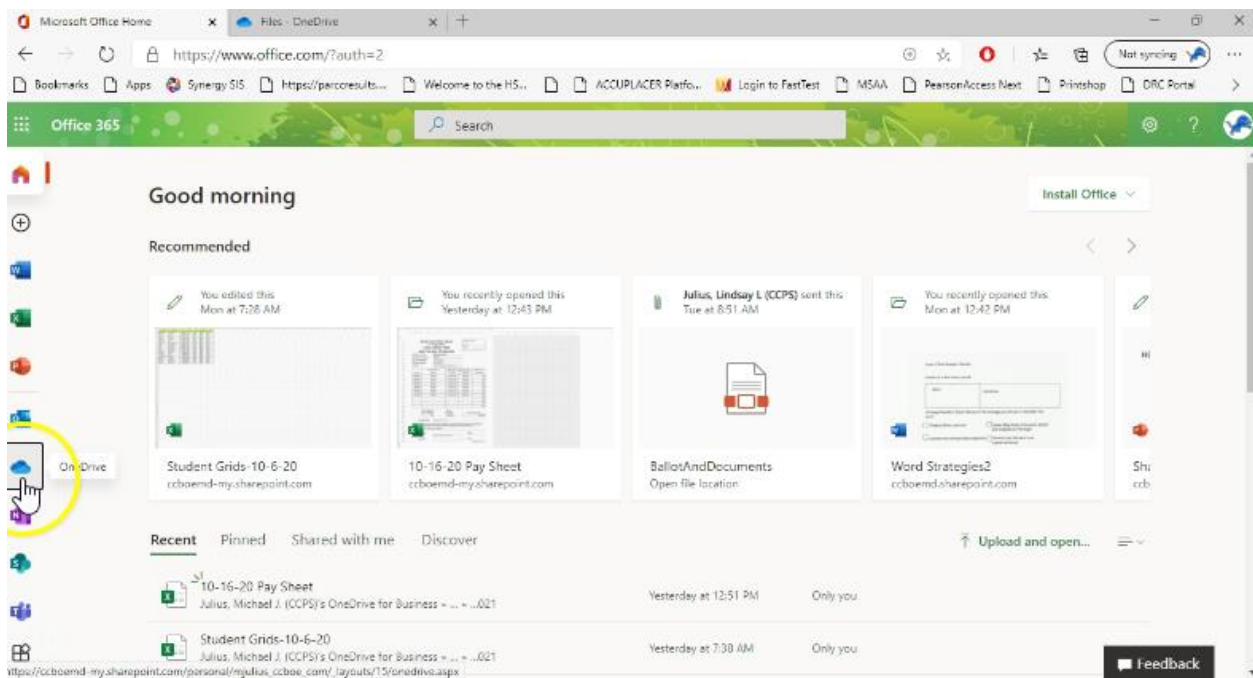


How to Sync OneDrive with a Device

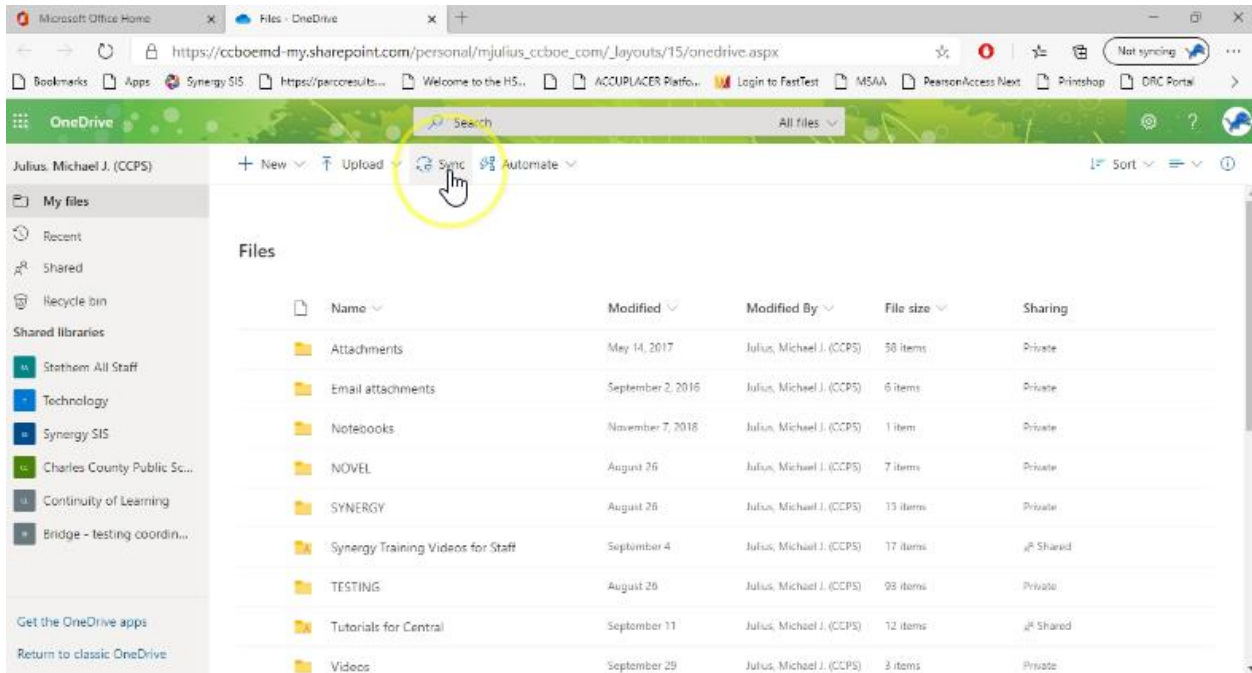
1. Open Microsoft Office 365:



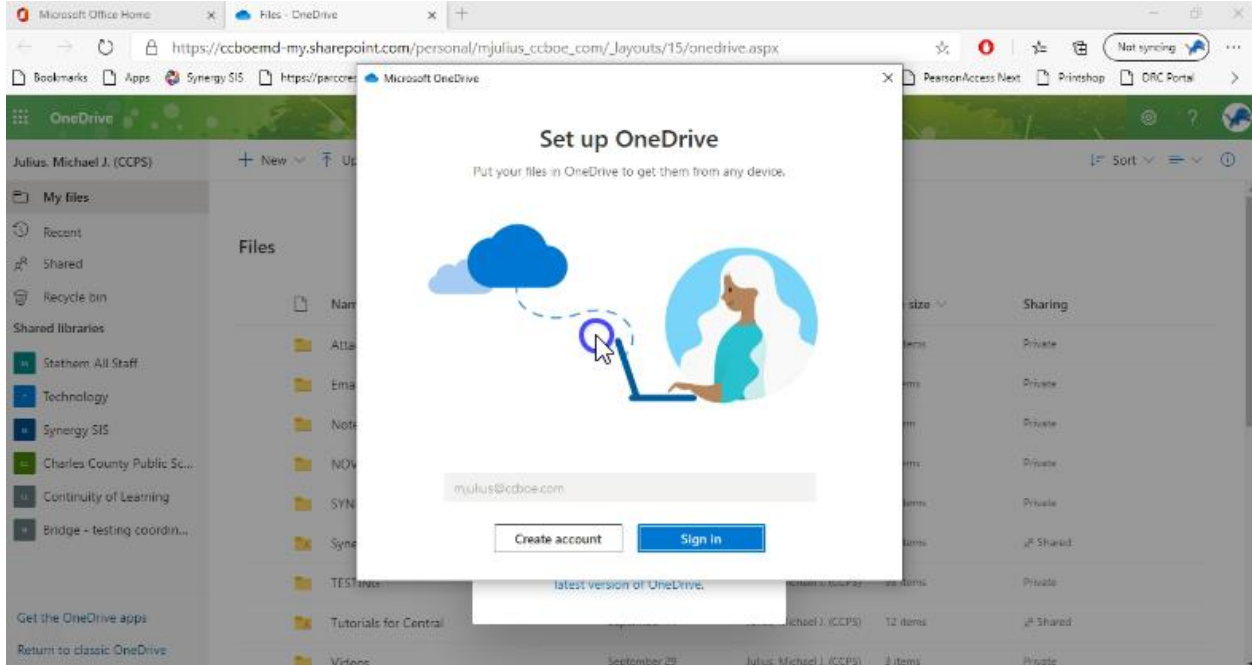
2. Select OneDrive (Cloud icon on the left of the screen):



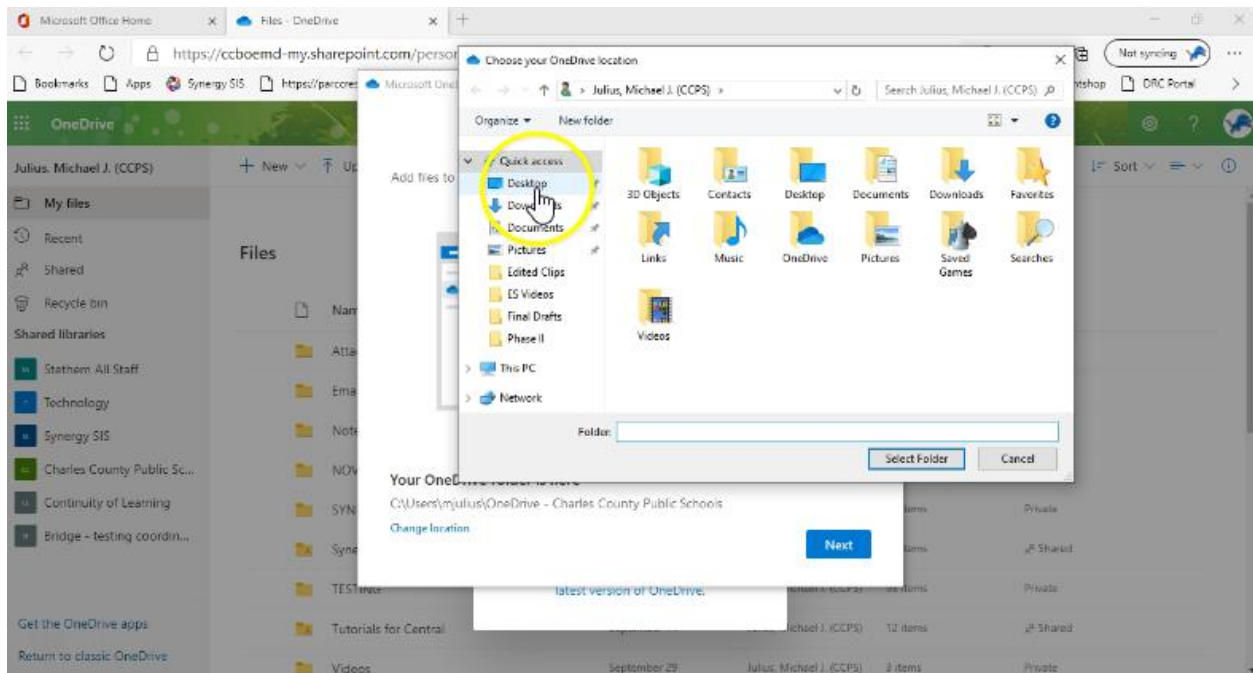
3. Then click the “Sync” button:



*If you have not installed the most recent version of OneDrive you will be prompted to do so, once the update is installed you will be asked to sign-in.



- Once the update is installed you will be asked to choose where the folder/shortcut will be created:



From there follow the prompts and tutorial slides. Once the folder is created you will have access to all of the files in your OneDrive account, and can save new files to the folder which will then automatically be added to your OneDrive account online as well.

