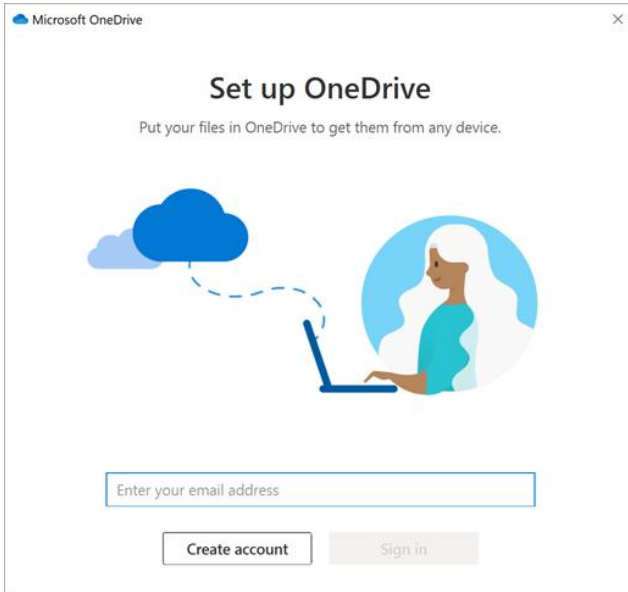




Set up Sync with OneDrive

Sync files with OneDrive in Windows

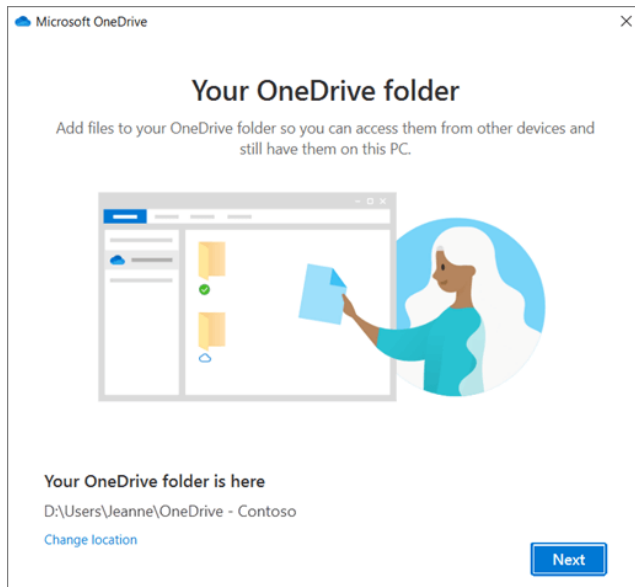
When OneDrive Setup starts, enter your personal account, or your work or school account, and select **Sign in**.



Key points in OneDrive Setup

There are two screens in OneDrive Setup that are helpful to watch for:

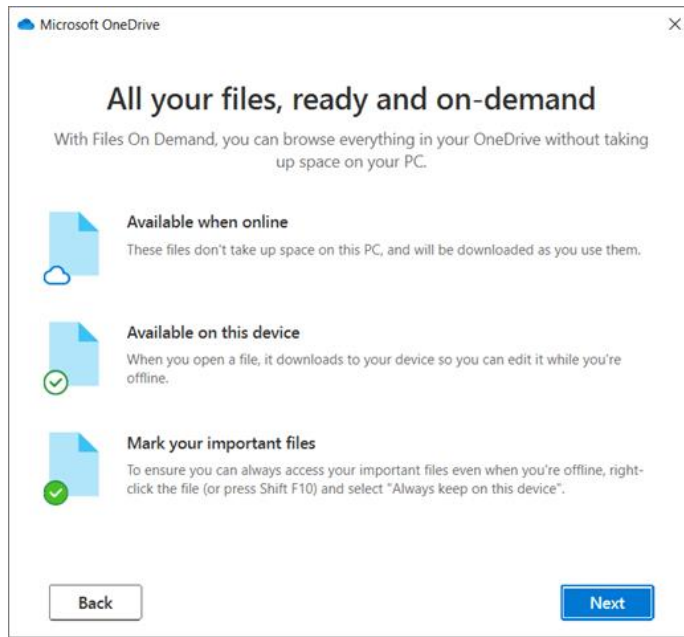
- On the **This is your OneDrive folder** screen, select **Next** to accept the default folder location for your OneDrive files. If you want to change the folder location, select **Change location** - this is the best time to make this change.





Set up Sync with OneDrive

- On the **All your files, ready and on-demand** screen, you'll see how files are marked to show them as online-only, locally available, or always available. [Files On-Demand](#) helps you access all your files in OneDrive without having to download all of them and use storage space on your Windows device. Select **Next**.



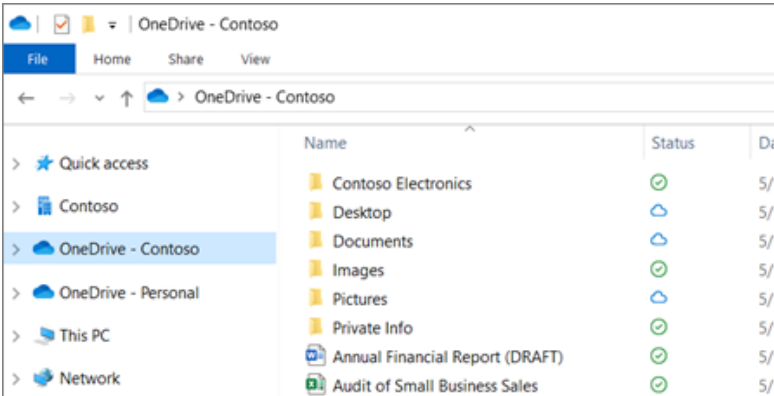
Note: If you were already syncing OneDrive for work or school to your computer (using the previous sync app) and you've just installed the sync app, you won't see the **This is your OneDrive folder** or the **Sync files from your OneDrive** screen during OneDrive Setup. The sync app automatically takes over syncing in the same folder location you were using before. To choose which folders you're syncing, right-click the blue cloud icon in the taskbar notification area, and select **Settings > Account > Choose folders**.

See and manage your OneDrive files

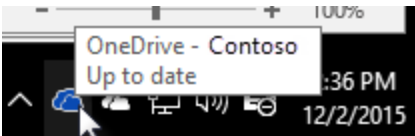
You're all set. Your OneDrive files will appear in File Explorer in the **OneDrive** folder. If you use more than one account, your personal files appear under **OneDrive – Personal** and your work or school files appear under **OneDrive - CompanyName**.



Set up Sync with OneDrive

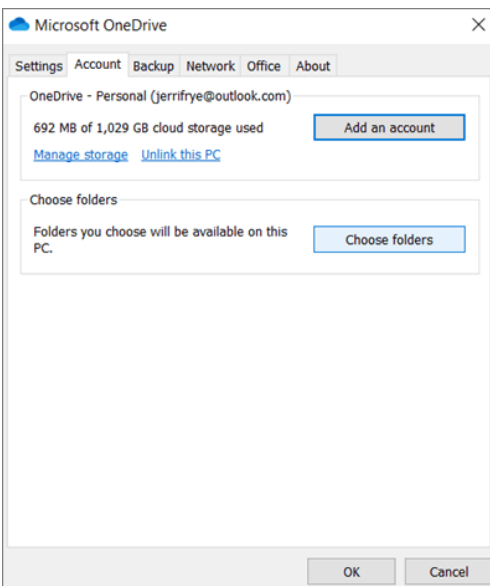


You now have a new white or blue cloud icon (or both) in your notification area and your files are synced to your computer. Your blue cloud icon will appear as **OneDrive – [YourTenantName]** when you hover over the icon.



Note: Contoso is an example name - yours will show the name of your organization.

Any time you want to change the folders you sync on your computer, right-click that cloud icon in the taskbar notification area, and select **Settings > Account > Choose folders**. Find other information about your account and change other OneDrive settings from here.



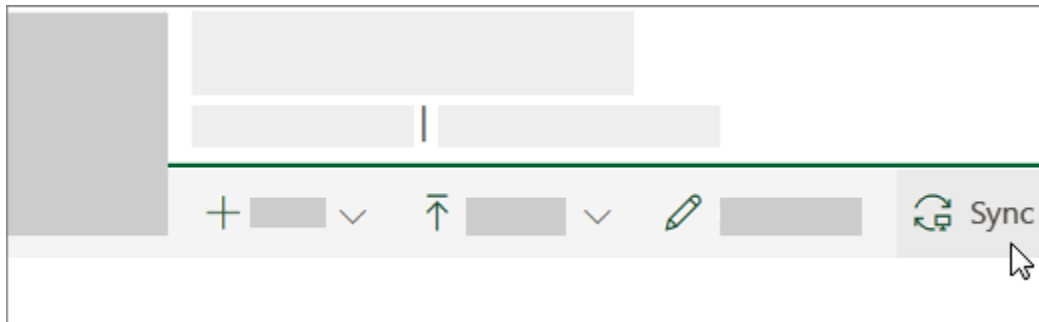


Set up Sync with OneDrive

Sync SharePoint and Teams files with your computer

Set up syncing

1. On the Microsoft 365 app launcher, select SharePoint or Teams, and then select the site with the files you want to sync.
2. Select **Documents** or navigate to the subfolder you want to sync.
3. Select **Sync**. (You only need to do this once on a computer to set up syncing on that computer. After you set up syncing, the files sync automatically.)

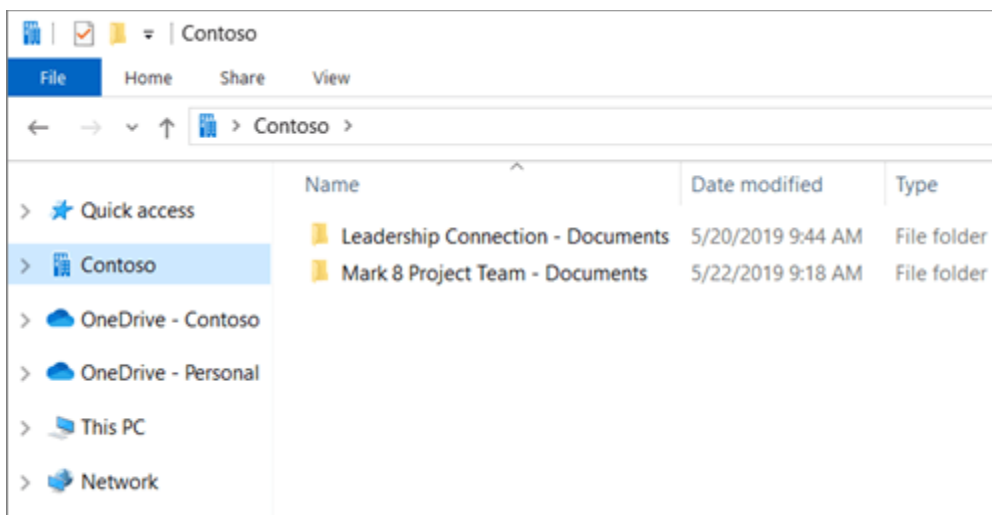


4. If your browser requests permission to use "Microsoft OneDrive," confirm that this is okay.

Important: If a screen appears stating "Which library do you want to sync?", your site hasn't been set up to sync with the OneDrive sync app.

The files then sync to a folder on your PC that has the name of your organization (for example, %userprofile%\Contoso).

This folder is automatically added to the left pane in File Explorer. You can't select to sync to a different location.



5. To sync the files on another computer, go to that computer, and follow these steps again.



Set up Sync with OneDrive

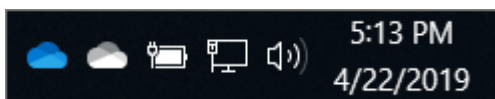
Notes:


- You can now sync IRM-protected SharePoint, Teams, and OneDrive files in your work or school account. If you're currently syncing an IRM-protected location using the [Transition from the previous OneDrive sync app](#), stop syncing it with that sync app first. Then, install the [Rights Management Service \(RMS\) client](#). When that finishes, open the SharePoint or Teams location or OneDrive in your browser, and to begin syncing it with the sync app, select **Sync**.
- If you see a lock icon on synced files in File Explorer, it means the files are synced read-only. You might not have permission to edit the files, or the library might require checkout or have required columns or metadata. If you change the files on your computer, the changes won't sync. For permissions, contact your admin.
- You can't move OneNote notebooks from one site to another on your computer, and if you move other Office files between sites, version history will be lost. To move Office files, go to the site, and use the **Move to** or **Copy to** command.
- If a site name includes a character such as ":" that isn't supported in folder names in Windows, files on the site can't be synced.
- If you used the previous OneDrive for work or school sync app the folder structure for your synced folders might change when you begin syncing with the sync app. On computers with older versions of Windows where you used the previous OneDrive sync app, you may see an old "SharePoint" or "Teams" folder under Favorites in File Explorer. To remove the extra "SharePoint" or "Teams" folder, right-click and select **Remove**.

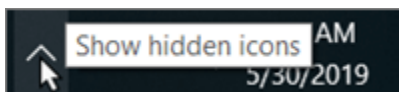
Change sync settings

To change the folders that sync for a site, or to stop syncing all files on a site, follow these steps:

1. Select the blue OneDrive cloud icon in the Windows taskbar notification area.



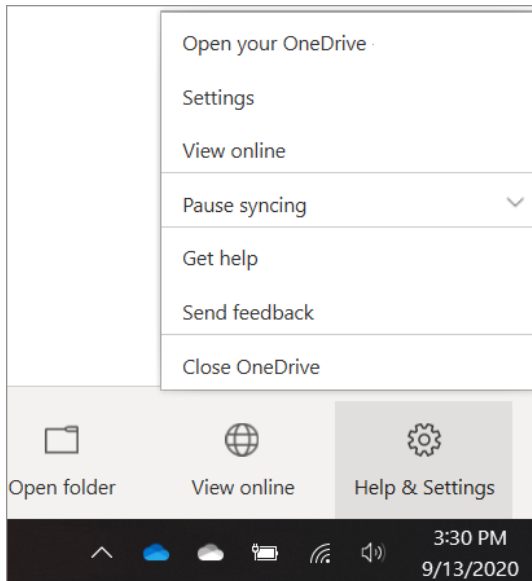
(You may need to select the **Show hidden icons** arrow  next to the notification area for the **OneDrive** icon to appear. If the icon doesn't appear in the notification area, OneDrive might not be running. Select **Start**, enter **OneDrive** in the search box, and then select **OneDrive** in the search results.)



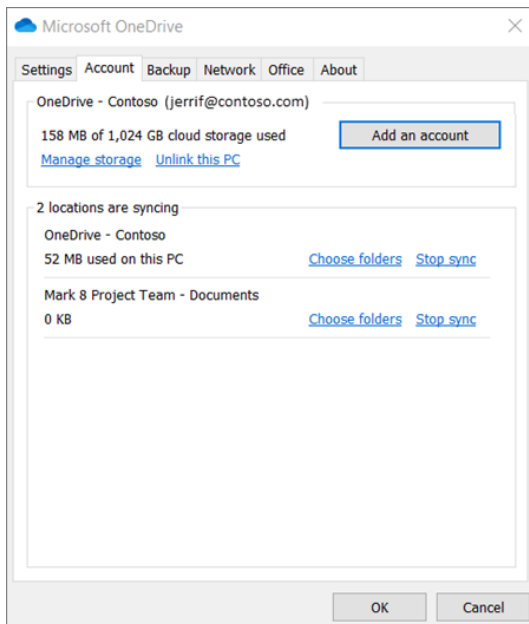
2. Select  **Help & Settings > Settings**.



Set up Sync with OneDrive



3. To see a list of all your syncing sites, select the **Account** tab.



4. To change the folders that you're syncing, select **Choose folders** for that library, and then select the folders that you want to sync. To stop syncing a site, select **Stop sync** next to the site. (Copies of the files remain on your computer. You can delete them if you want.)

For more information, please refer to the Microsoft training resource page [HERE](#)