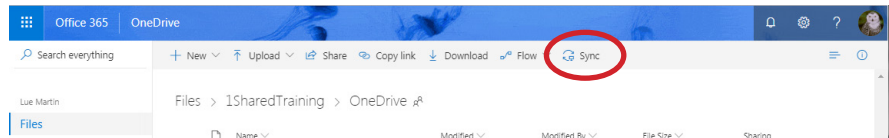


OneDrive (1 TB): Sync OneDrive - YCCD

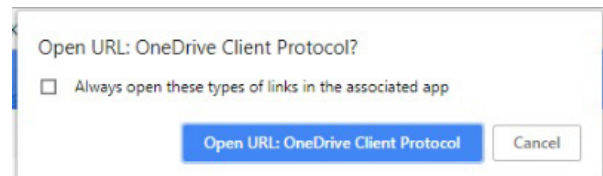
If you sync your OneDrive files to your computer you can work on them even off-line. Once you reconnect to the internet, the changes you made will sync with your online OneDrive. This creates an easy accessible folder on your computer. OneDrive also lets you sync specific folders to your computer. *Note: This folder will use your device storage space.*

To Sync your files from OneDrive:

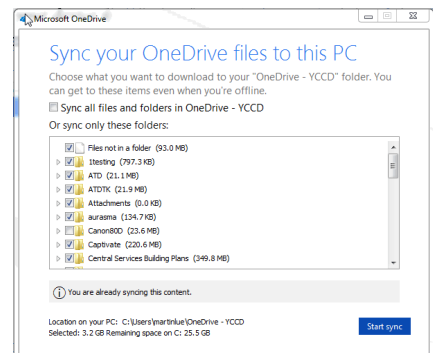
1. From OneDrive online, inside the desired folder, click the Sync Icon.



2. Click the blue box **Open URL: OnDrive protocol?** from the pop-up window.



3. On the **Sync your OneDrive files to this PC** you can choose between syncing all the files and folders in your OneDrive or select only the ones you want to sync.



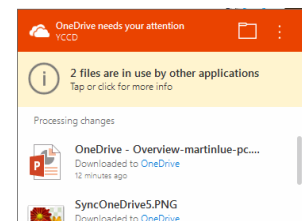
4. Click **Start Sync**

5. Note: you may see different window popup depending on what version of Windows you have on your computer. You may be asked to sign in again, if so, sign in and if asked select Work or School account. Go through the set up and at the end you will see a folder in your File Explorer that shows OneDrive - YCCD. When you click on the folder you will see folders syncing. Once they are done they will have the green check mark. That means they are synced to the cloud.

6. You will also see the OneDrive Icon on your system tray, bottom right.



You can click on this icon to see sync they items being synced or look at the history of the synced items.



7. Once you are done you will have a folder on your computer easily accessible like any other folders, but when you save to this folder or make changes to documents in this folder they will sync automatically to the cloud.

