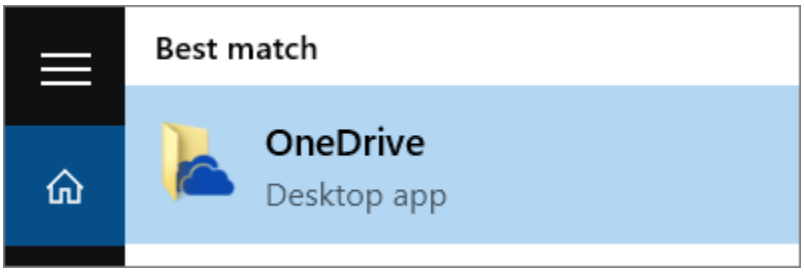
Sync files with the OneDrive sync client in Windows

With OneDrive, you can sync files between your computer and the cloud, so you can get to your files from anywhere. You can work with your synced files directly in File Explorer and access your files even when you're offline. Whenever you're online, any changes that you or others make will sync automatically.

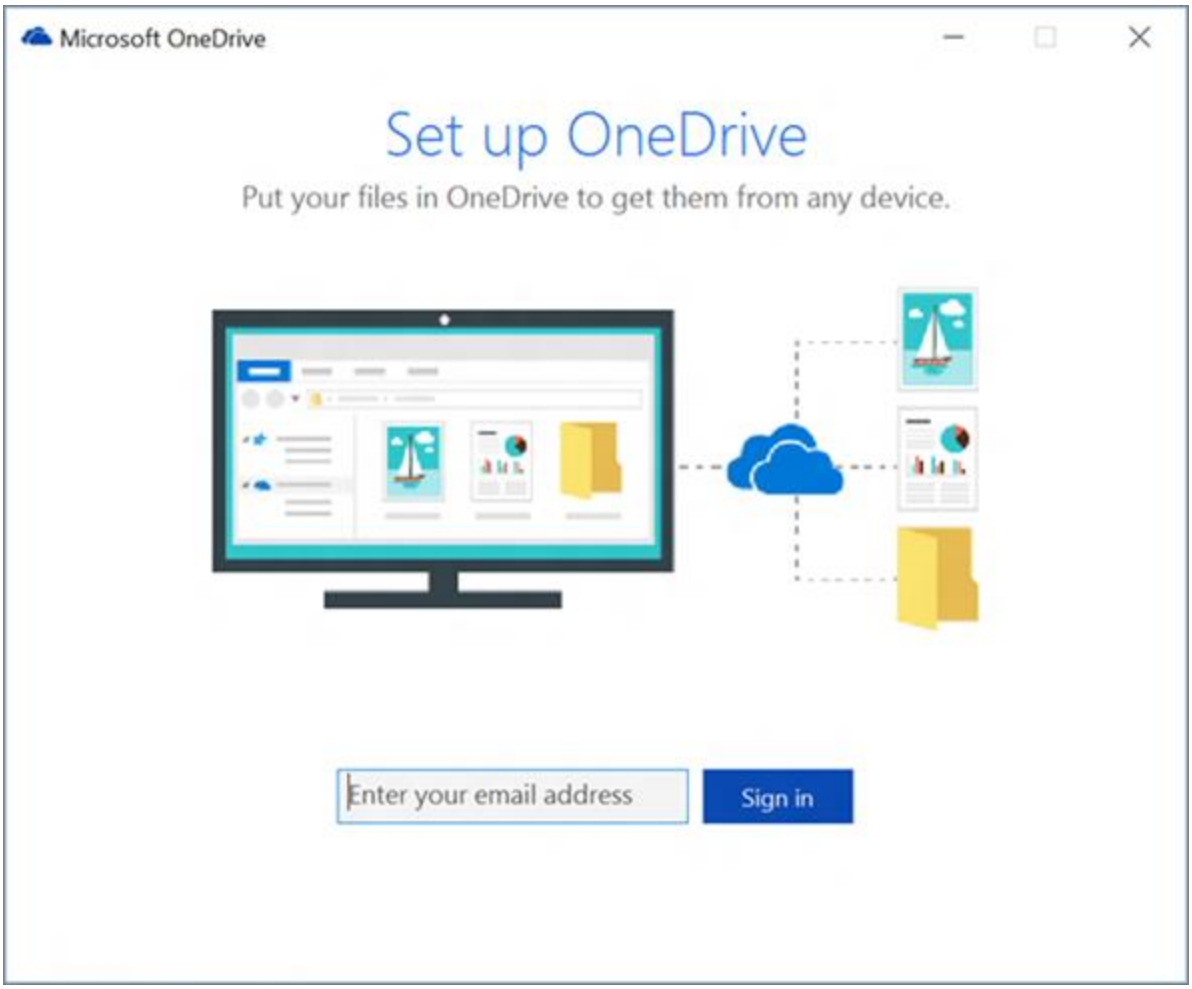
Install and set up

1. Select the **Start** button, search for "OneDrive", and then open it:

- Select the **OneDrive** desktop app.



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

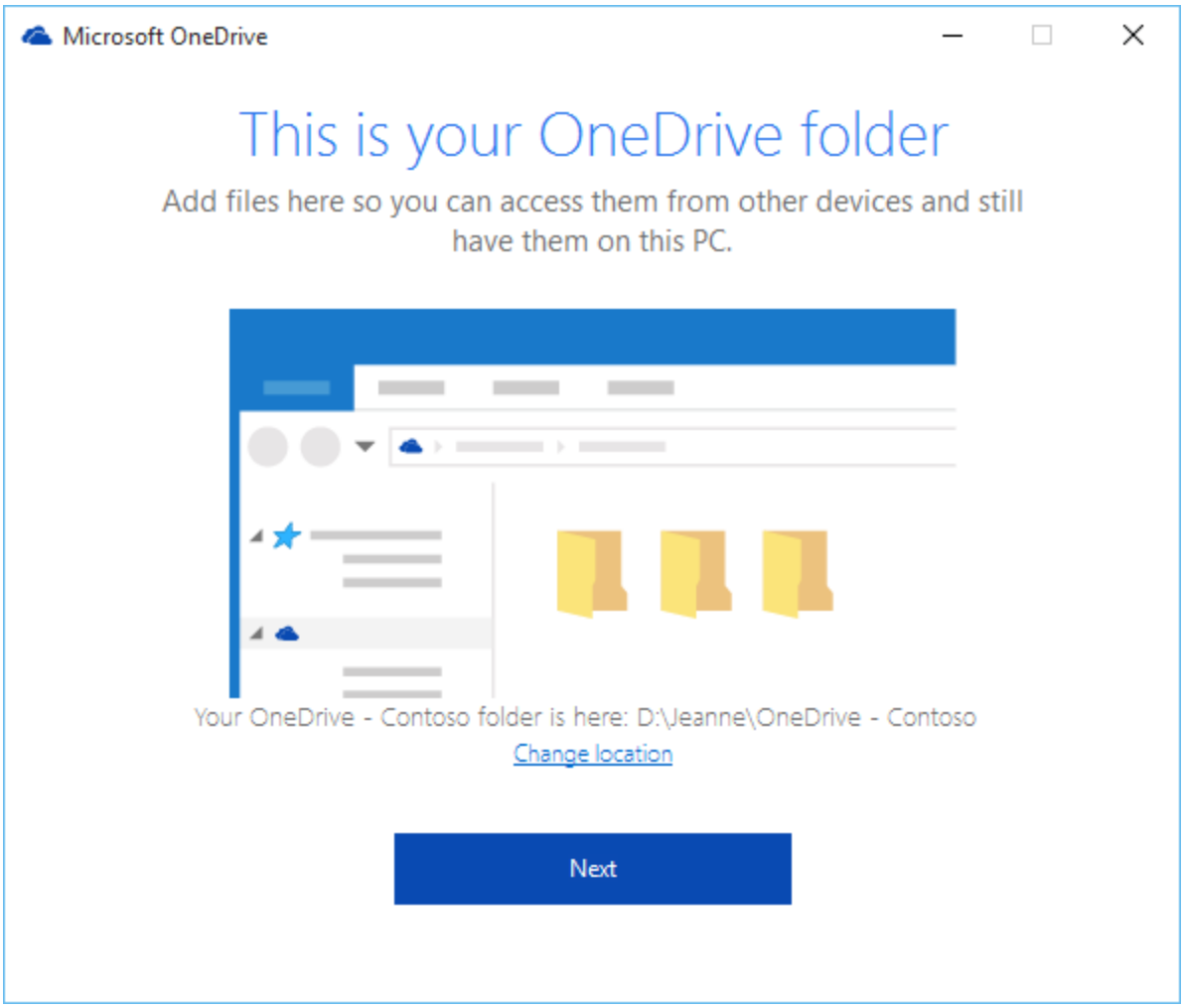


Enter your EmployeeIDNumber@lbcc.edu (for example, 1234567@lbcc.edu) and click sign in.

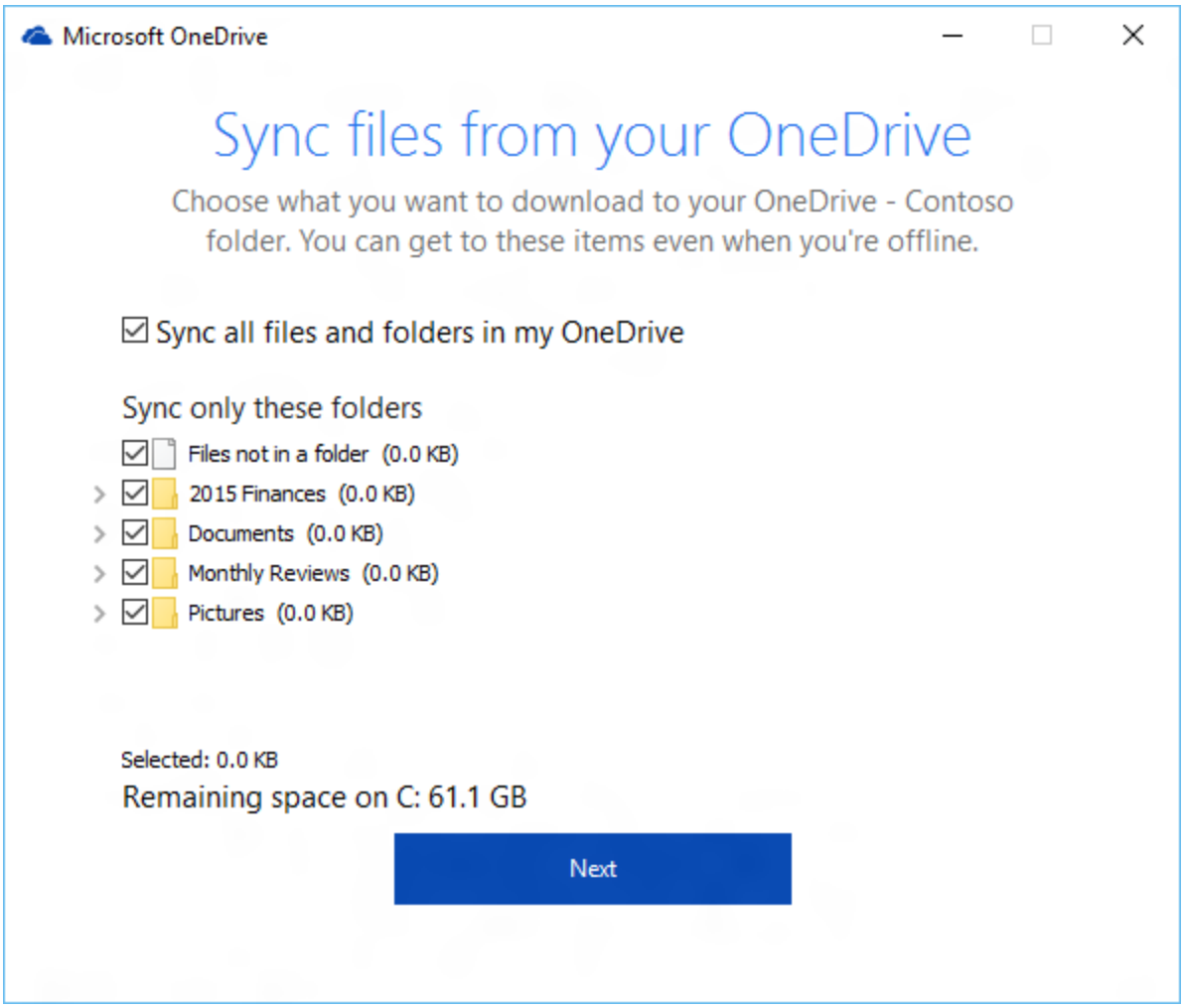
Key points in OneDrive Setup

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.

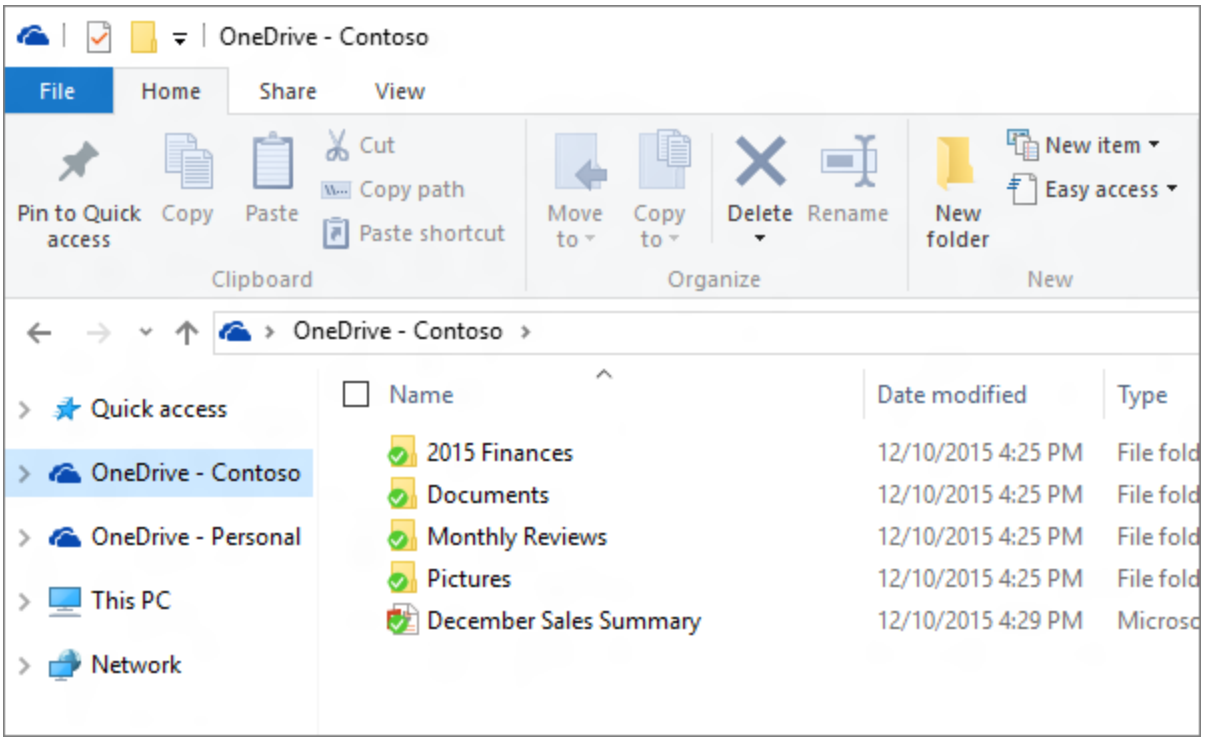


- On the **Sync files from your OneDrive** screen, choose the folders you want to sync, and select **Next**. This helps control the amount of space OneDrive files take on your computer and conserves bandwidth during sync processes. You can change this later in Settings, but this is a good opportunity as well.

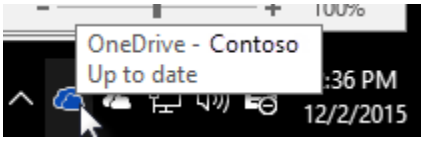


See and manage your OneDrive files

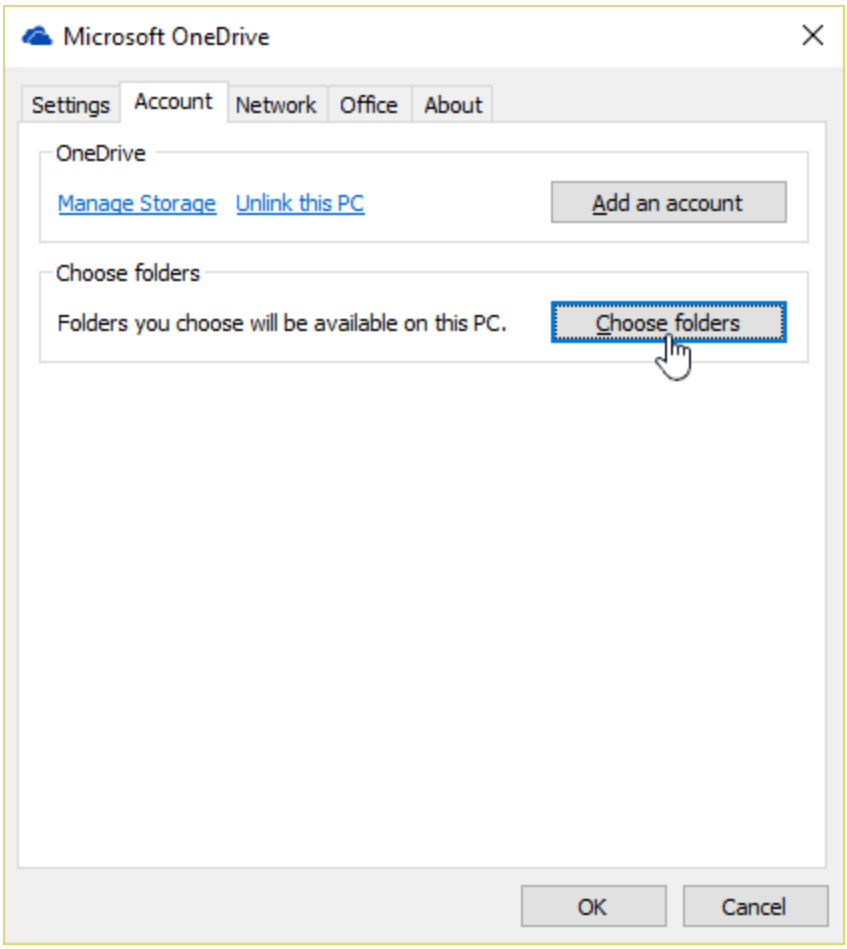
You're all set. Your OneDrive files will appear in File Explorer in the **OneDrive** folder. If you use more than one account, your personal files appear under **OneDrive – Personal** and your work or school files appear under **OneDrive - CompanyName**.



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.



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.


Microsoft OneDrive
Settings
Account
Network
Office
About
OneDrive
Manage Storage
Unlink this PC
Add an account
Choose folders
Folders you choose will be available on this PC.
Choose folders
OK
Cancel