

# OneDrive

OneDrive is a cloud based storage facility. It is recommended that you use OneDrive for saving your school files as this allows you to access these files from any internet connected computer and acts as an automatic backup of your data.

You can set up a folder on your computer that automatically synchronises with your OneDrive. In this way you have 2 copies of all files - one on your computer and one in the cloud. Any changes made are automatically synced between both locations.

To set up a synchronised folder on your device follow these steps:

## **How to sync OneDrive for business with your computer**

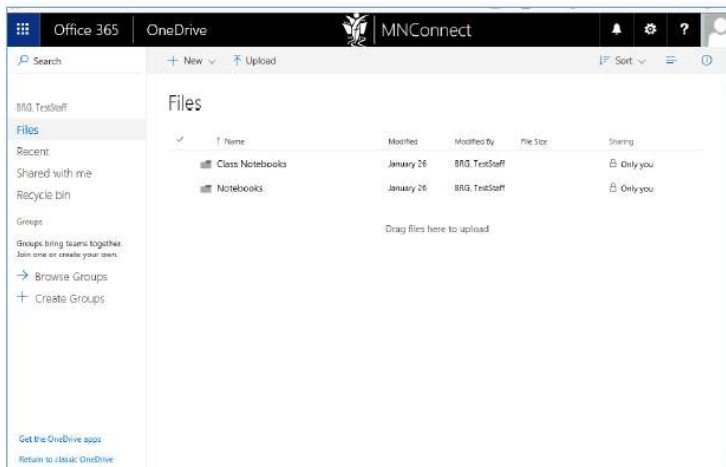
**Step 1:** Open your web browser (Internet Explorer, Edge or Chrome) and sign in to MN Connect.

**Step 2:** Click on the "OneDrive" tile.

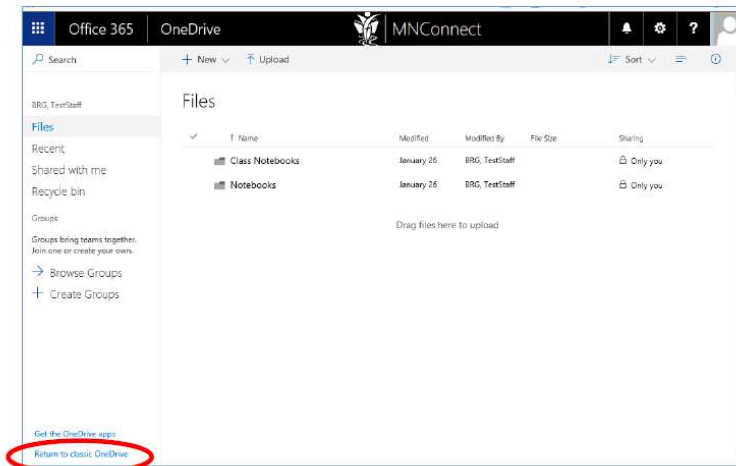


This will take you to your work OneDrive for Business account (i.e. not your personal OneDrive). Here you will see any files and folders you have saved to OneDrive. If you have not yet used OneDrive you should still have 2 folders set up as defaults ("Class Notebooks" and "Notebooks").

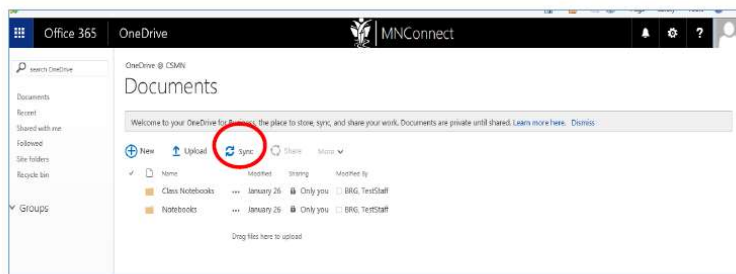
On this page you can upload and drag files to save them to your OneDrive. If you want to upload folders you will need to use Edge or Chrome. Folder uploads do not work in Internet Explorer.



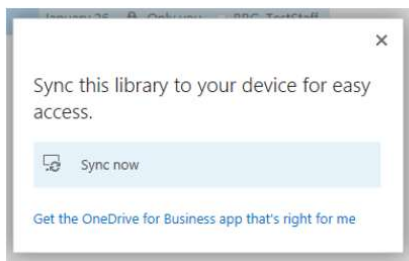
**Step 3:** Click on the "Return to classic OneDrive" link at the lower left of the window:



**Step 4:** Click on the "Sync" icon:



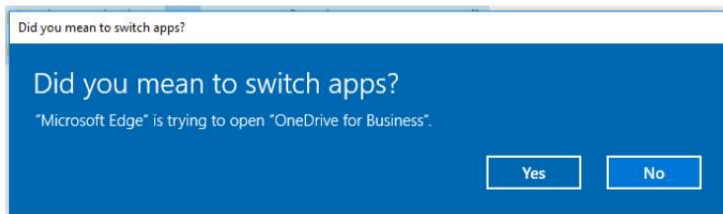
**Step 4:** In the dialog window that appears, click on "Sync now":



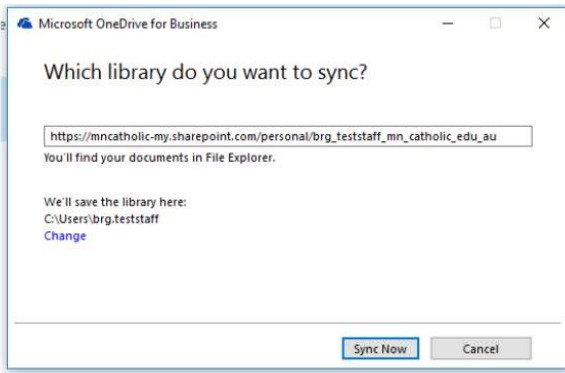
**NOTE:** If clicking on "Sync now" does nothing, you will need to click on the link below it that says "get the OneDrive for Business app that's right for me"

→ This will open a new web page with "How to install the OneDrive for Business sync client for SharePoint 2013 and SharePoint Online" at the top. Scroll down to the bottom where it says "English" and click on the "OneDrive for Business [32 bit]" link and then click on "Run". Once this has installed go back to step 4.

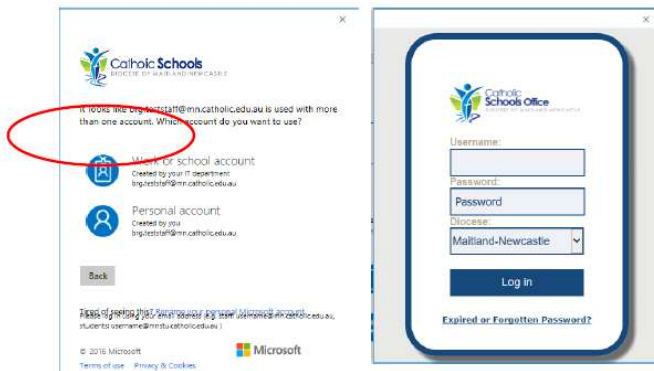
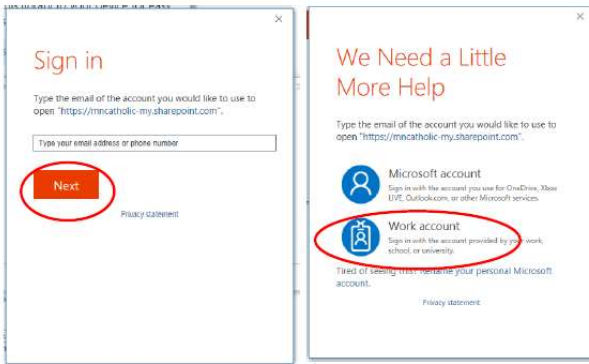
**Step 5:** If the following dialog window appears, click on "Yes":



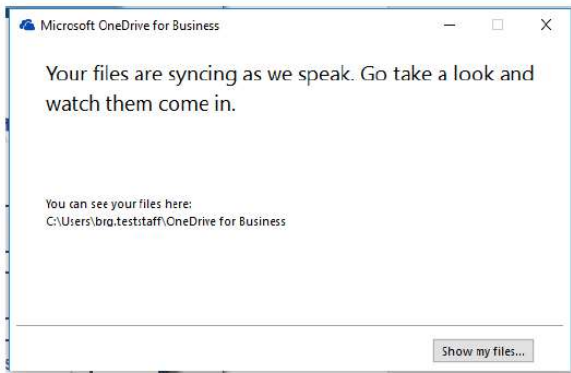
Step 6: On the next dialog window, click on "Sync Now":



Step 7: Sign into Office 365 as requested in the next few windows:



**Step 8:** The following dialog box will appear, confirming that your files are syncing. This



**Step 9:** If you open file explorer ("This PC") you will see a new drive called "OneDrive for Business". You can move and save files to this directory and create sub-folders as you would in any other folder in Windows. Files and folders in this "OneDrive for Business" directory will automatically sync with your online OneDrive (and vice versa).

Because this directory is automatically synced, DO NOT save unessential material to this drive such as your iTunes library or your collection of Chuck Norris Films.

