SNYCING YOUR ONEDRIVE ACCOUNT WITH YOUR LAPTOP

1. **Open** Internet Explorer and navigate to: https://portal.microsoftonline.com
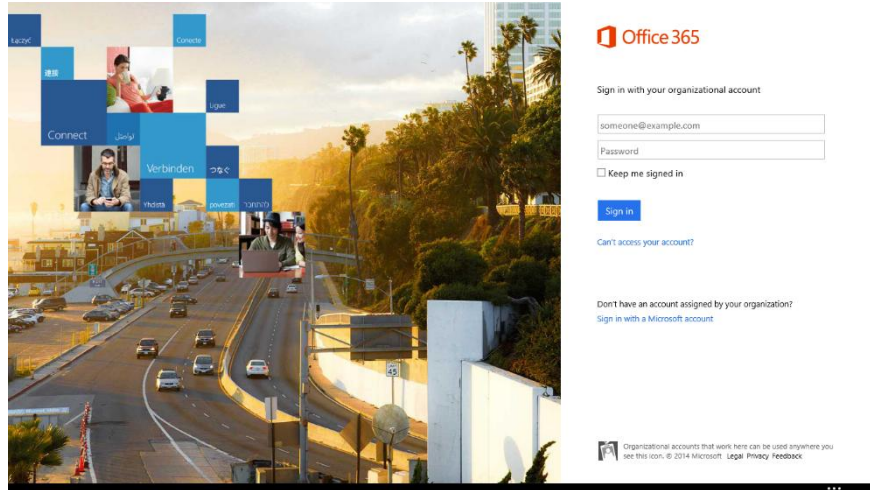

Figure 1

2. **Login** using your school provided email address. You should not have to provide a password if you have logged into your computer with your school provided email address. (Figure 1)
3. If you're not on the school network you will be prompted a second time for your email and password. (Figure 2)
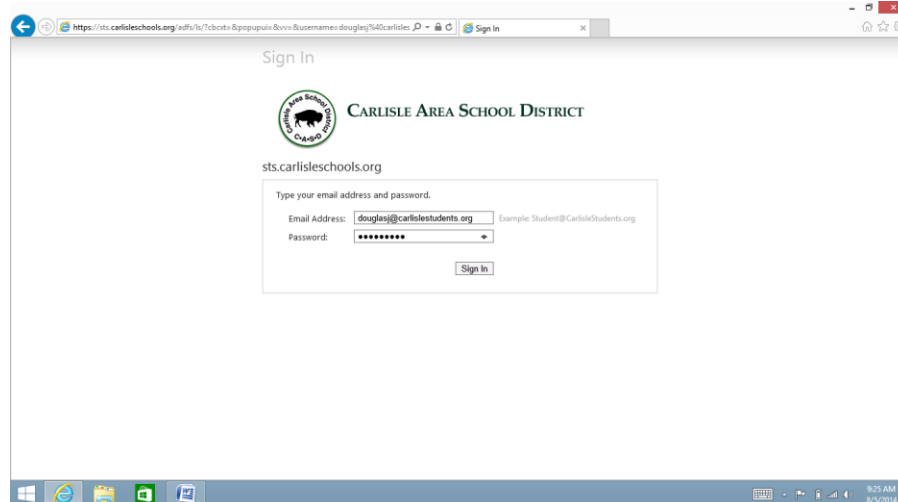

Figure 2

4. Click the link at the top, right of the window for **OneDrive**. (Figure 3)
5. The first time you access OneDrive you will have to wait for your account to be created, after a minute or so you will be able to hit "continue to OneDrive". (Figure 3). You will also be prompted to integrate social features into SharePoint, click "No Thanks" (Figure 4)
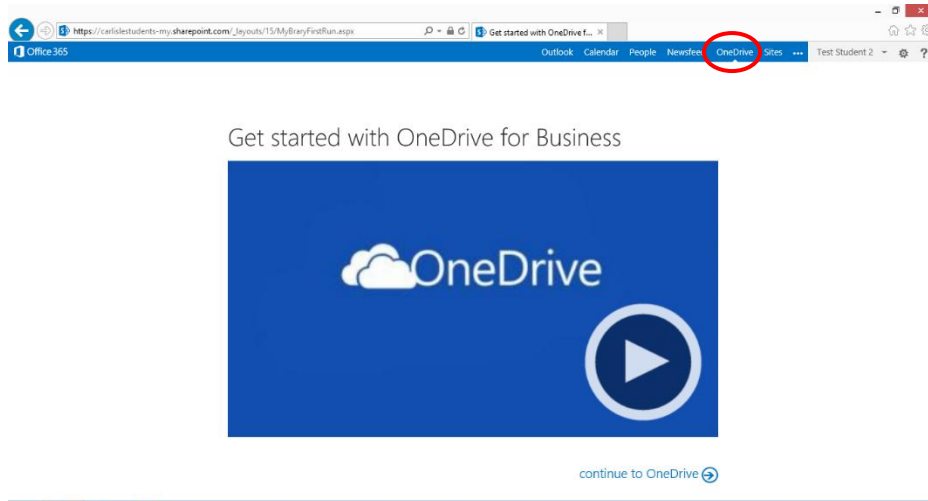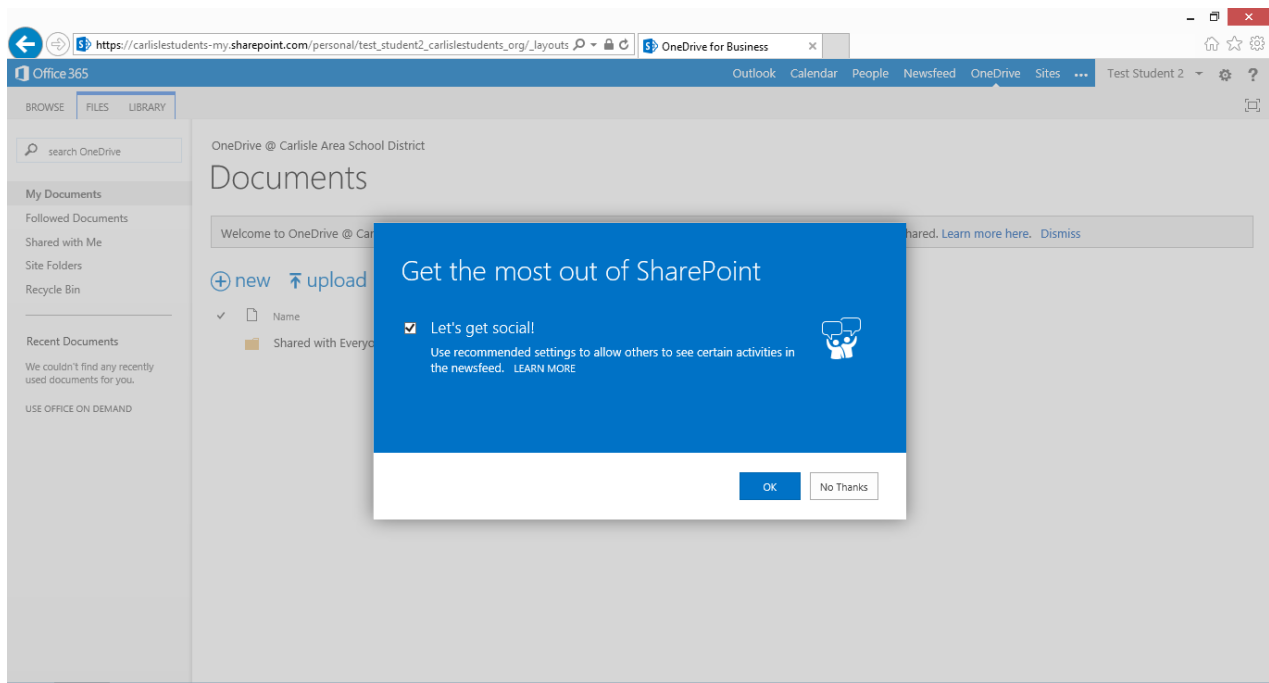

Figure 3

Figure 4

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6. On the OneDrive documents window that opens, click the **Sync** link.
7. On the screen prompting you to "Sync this library to your device for easy access" click the **Sync Now** button. (Figure 5) You may be prompted to switch apps. If so, click the Yes button.
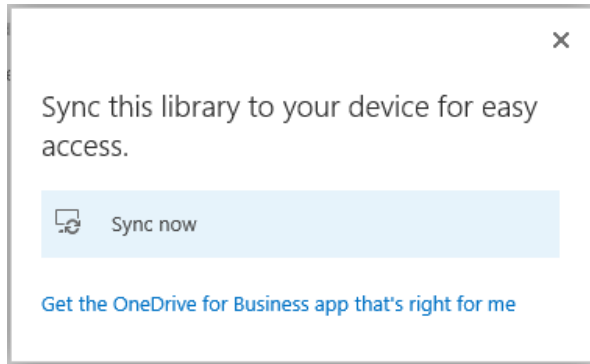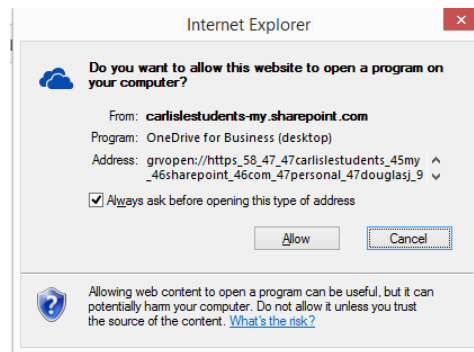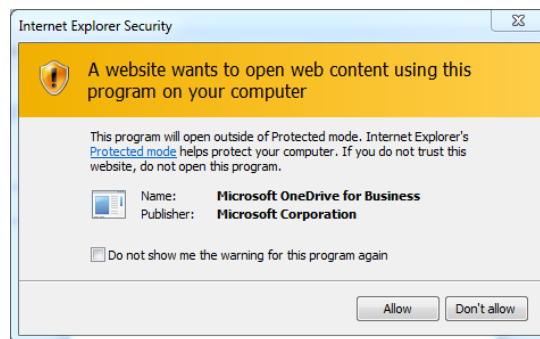

Figure 5

Figure 6

Figure 7

8. If you're prompted with "Allow this website to open a program on your computer" (Figure 6) or "A website wants to open web content using this program on your computer" (Figure 7), click the allow button
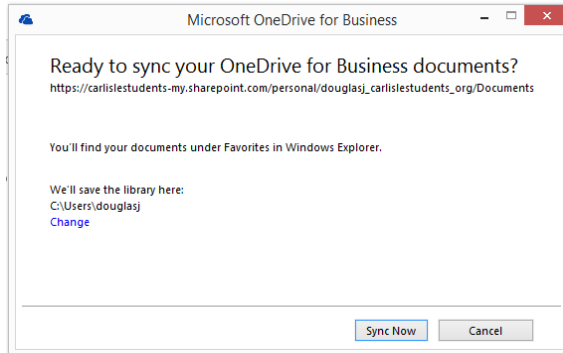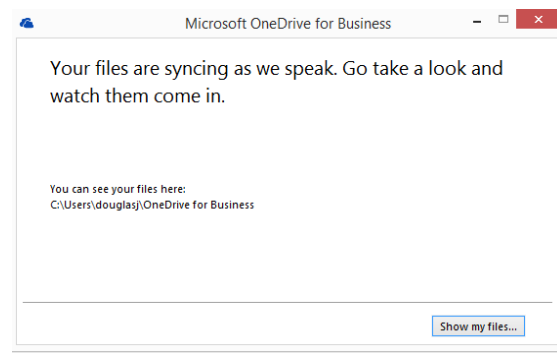
Figure 8

Figure 9

9. When asked "Ready to sync your OneDrive for Business documents?" click Sync Now. (Figure 8)
10. Once the sync setup is complete, you will see a window indicating files are now synchronizing, click show my files. (Figure 9)

11. You will now have a shortcut to your school provided OneDrive from any application or Windows Explorer view. (Figure 10)
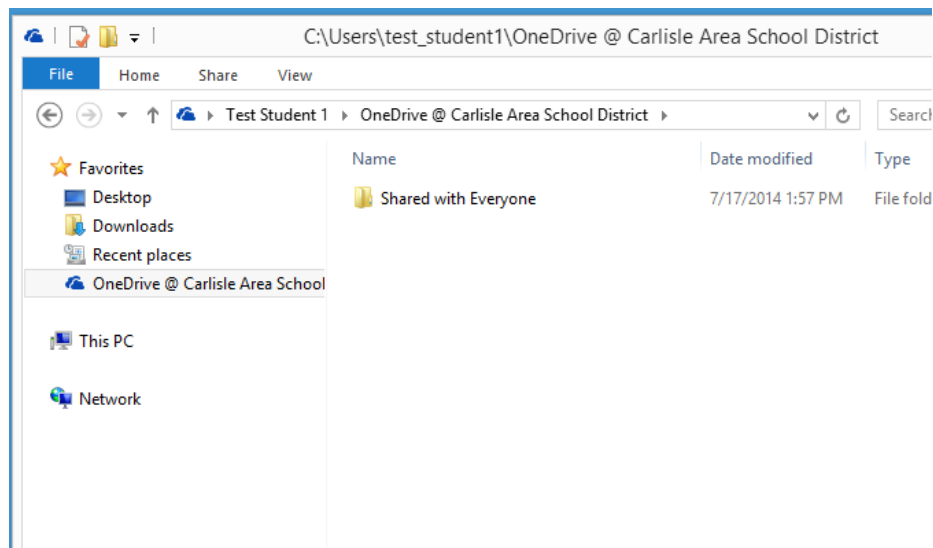

Figure 10

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