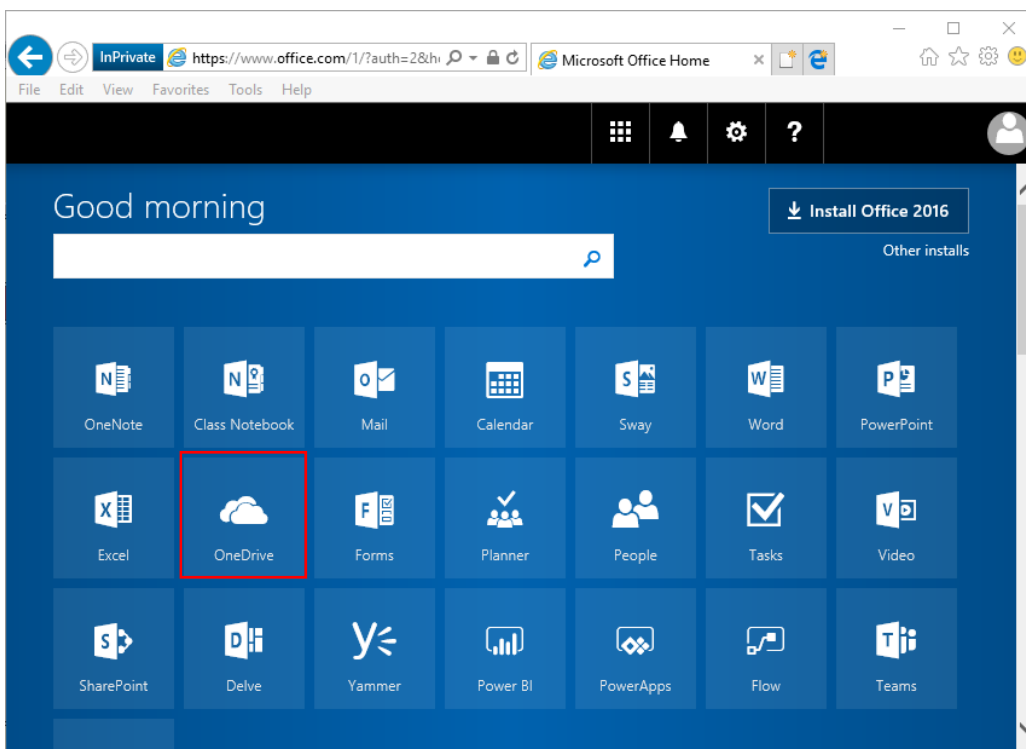


How do I synchronise information between the Cloud and my devices?

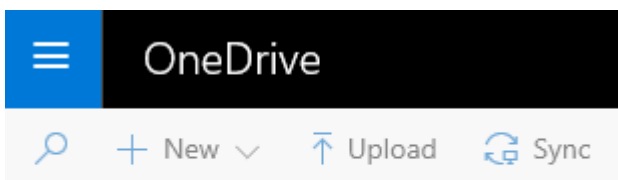
Use OneDrive for Business to synchronise your school or work files to your computer. After that, you can work with files directly in your file system and access them even when you are offline. Whenever you are online, any changes that you or others make will synchronise automatically.

To sync OneDrive for Business to your computer

1. [Sign in to Office 365](#) with your work account.
2. Select **OneDrive**.

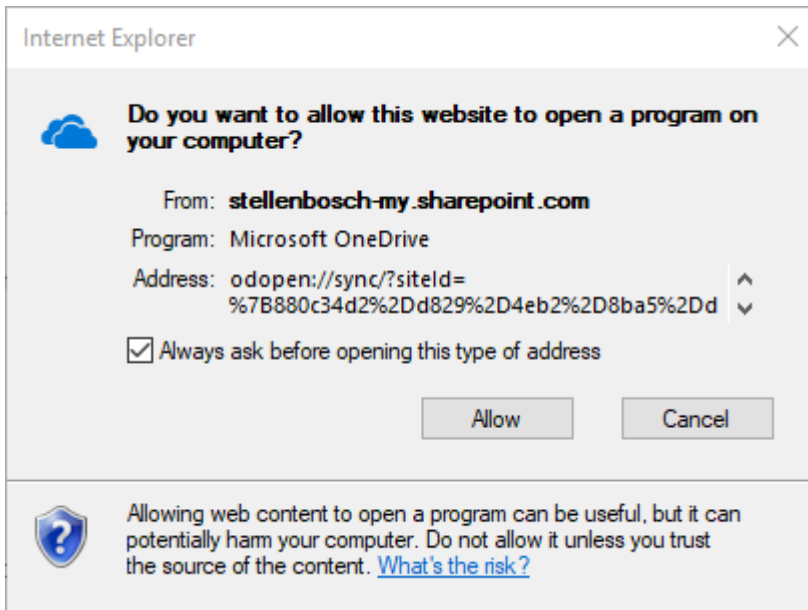


3. Select the **Sync** button.

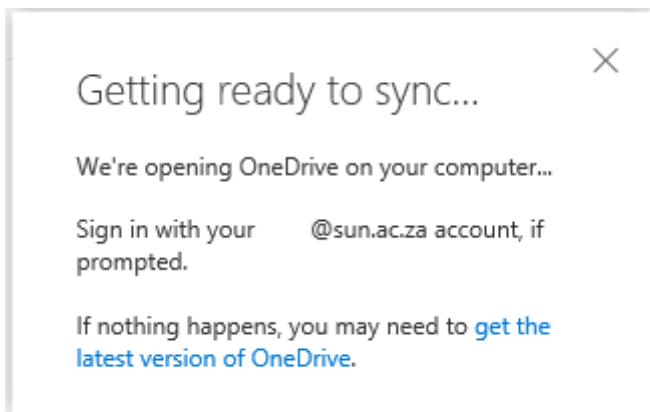


Files

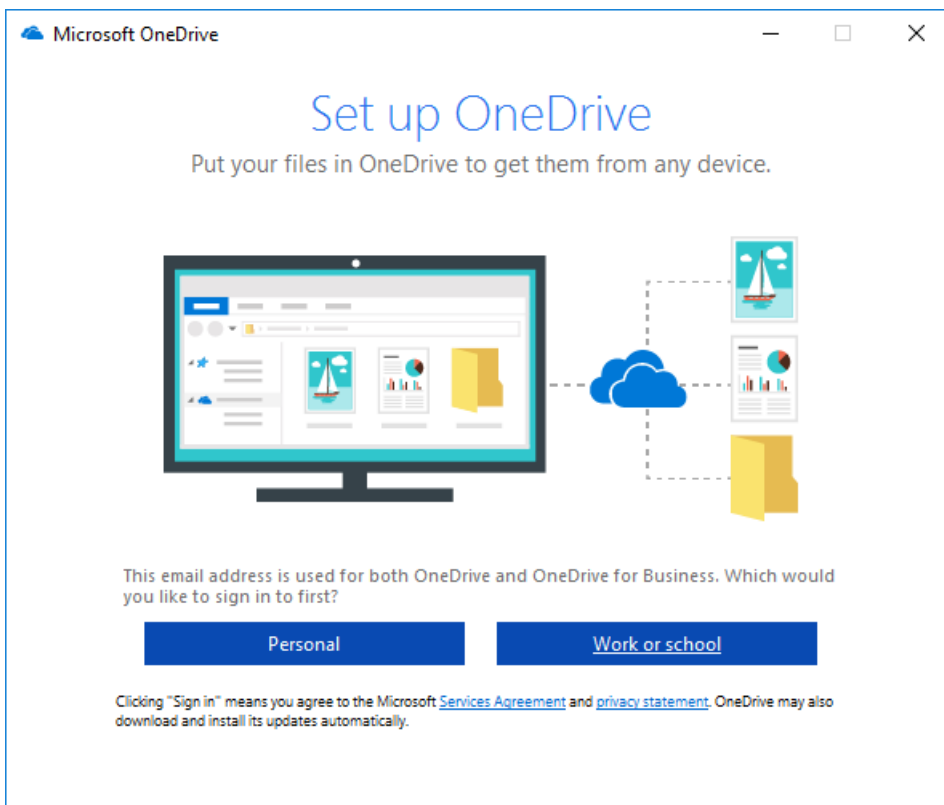
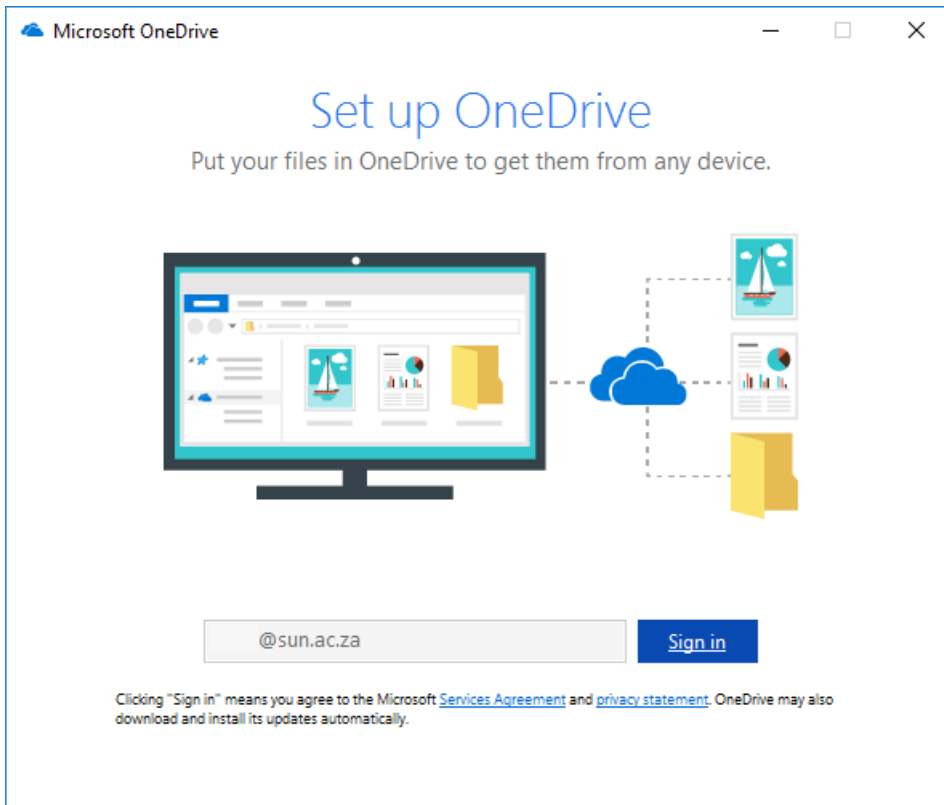
4. When your browser asks for permission to open **Microsoft OneDrive**, click **Allow** or **Yes**.

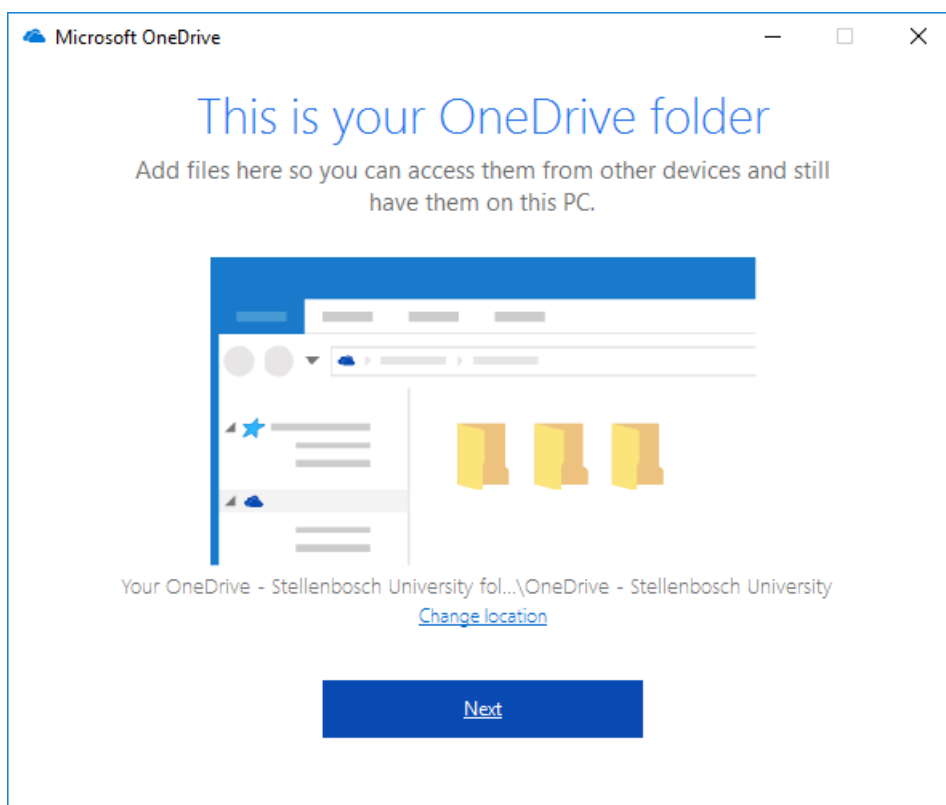
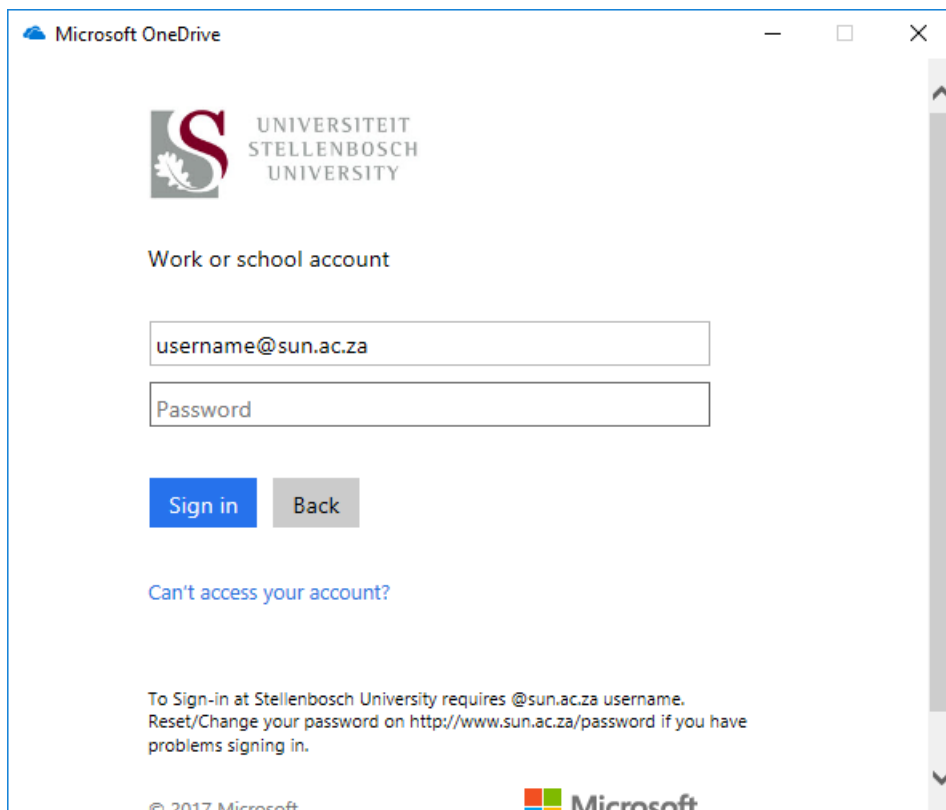


5. What happens next depends on whether you have the latest version of OneDrive already, or whether you signed in to OneDrive with your work or school account, and whether you use classic OneDrive.
- If the **Getting ready to sync** dialog box appears and nothing else happens, click **Get the latest version of OneDrive**.



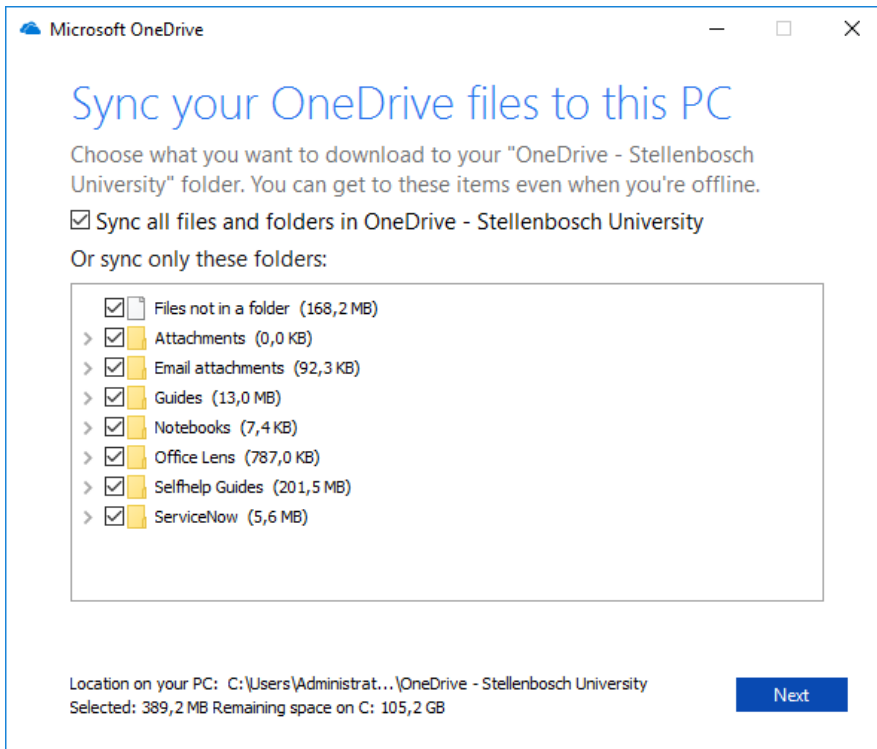
- When the download finishes please sign in.
- If the **Set up OneDrive** dialog box appears, sign in with your work or school account.



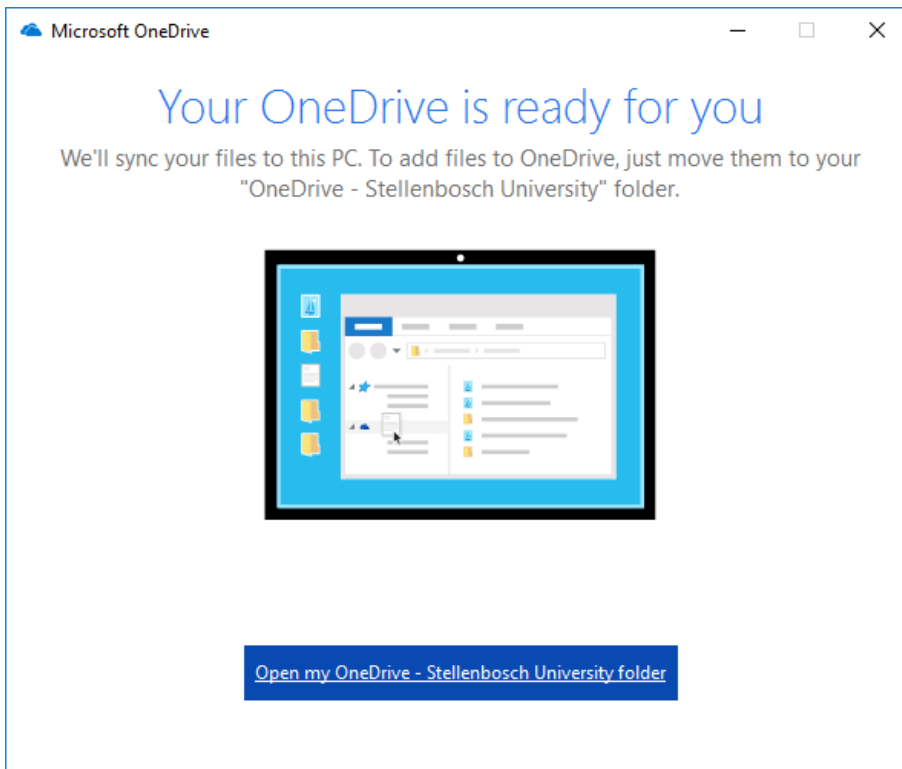


- If you already have the latest version of OneDrive and you signed in already, OneDrive will open and you will be at the next step.

8. When OneDrive opens and the **Sync your OneDrive files to this PC** dialog box appears, choose the folders you want to synchronize, or select **Sync all files and folders**, and then select **Next**.



9. Sync is all set up now. You can close the **Getting ready to sync** dialog box now, if it is still open in web browser.



Your OneDrive for Business files will now appear in File Explorer or Finder as **OneDrive – Stellenbosch University**.