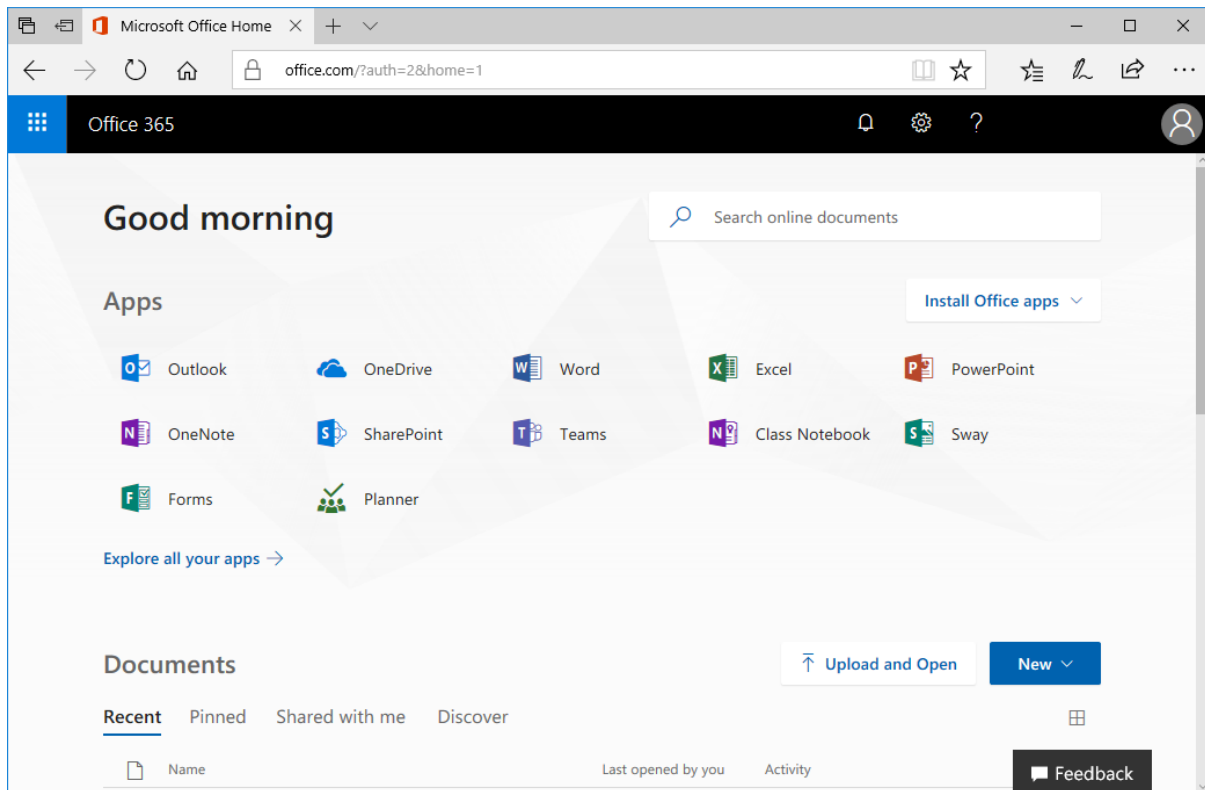
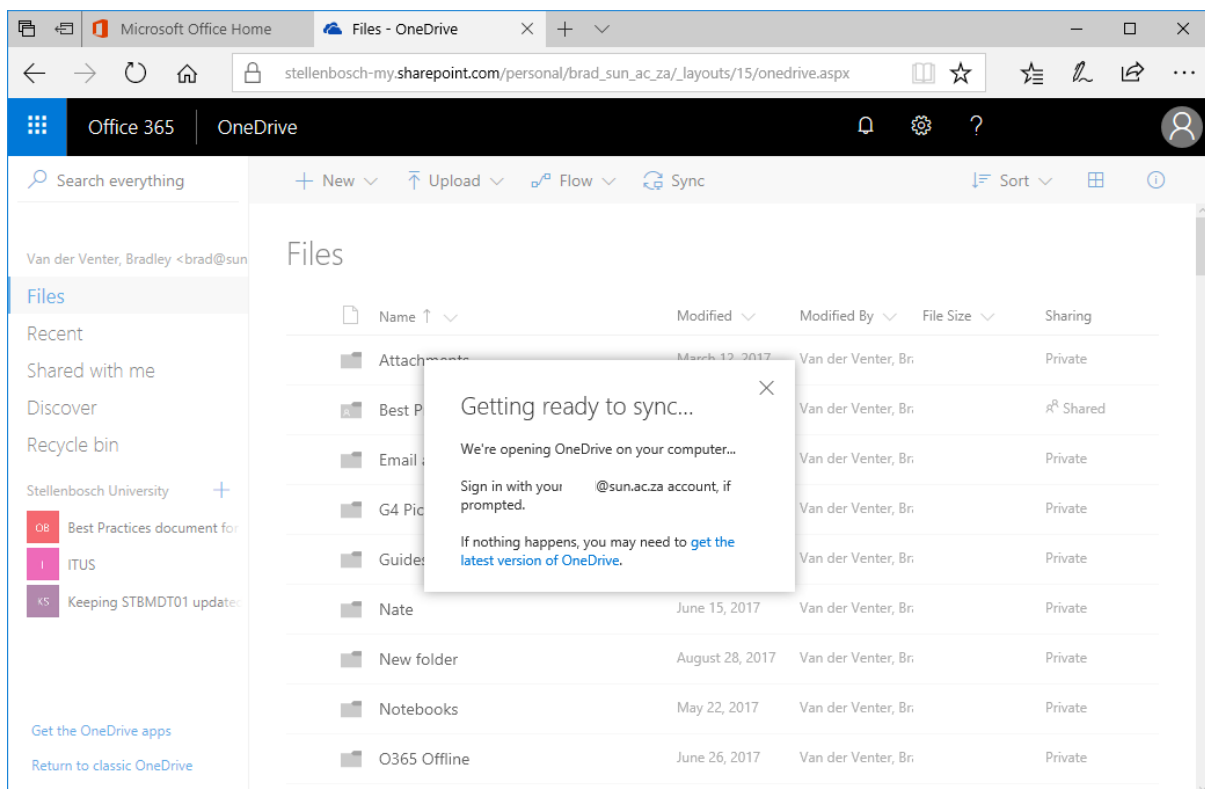


## Setting up OneDrive for Business

Go back to <http://portal.office.com> and select **OneDrive**



A new tab will open with **OneDrive**. Click the **Sync** button

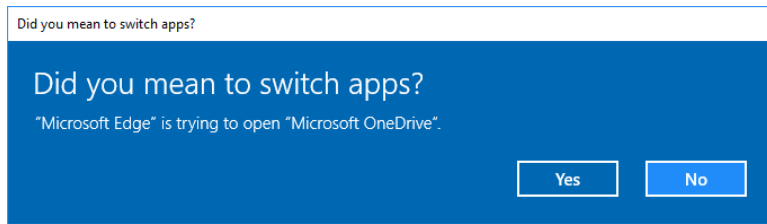


A new window will pop up to notify you that OneDrive is opening on your computer.

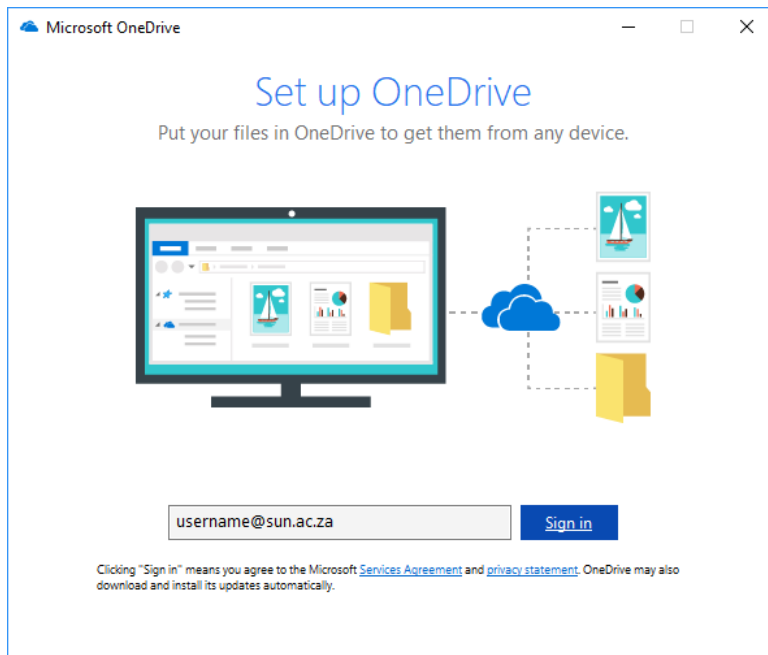
If nothing happens, you may need to download and install the latest version from this link.

[Latest version of OneDrive](#)

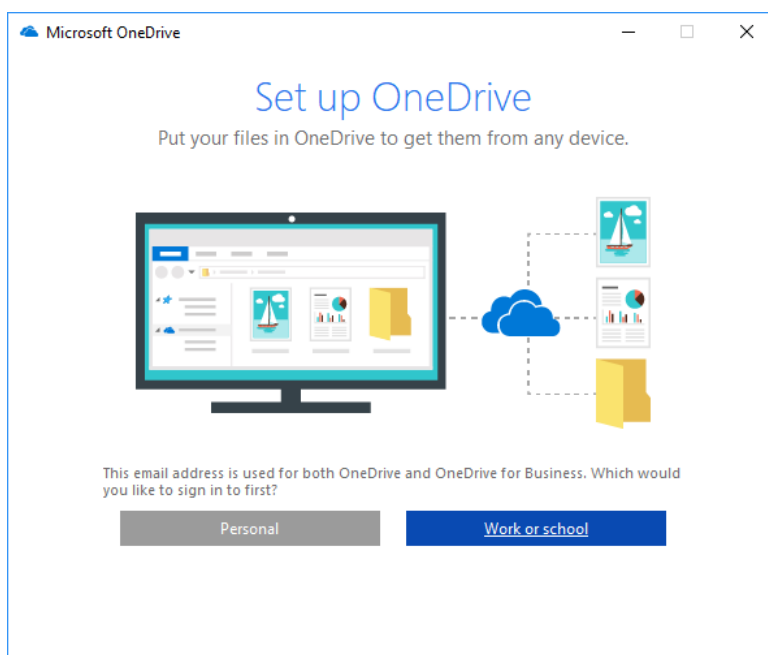
Select **Yes** to open OneDrive



You will now be prompted to sign in with your email address.

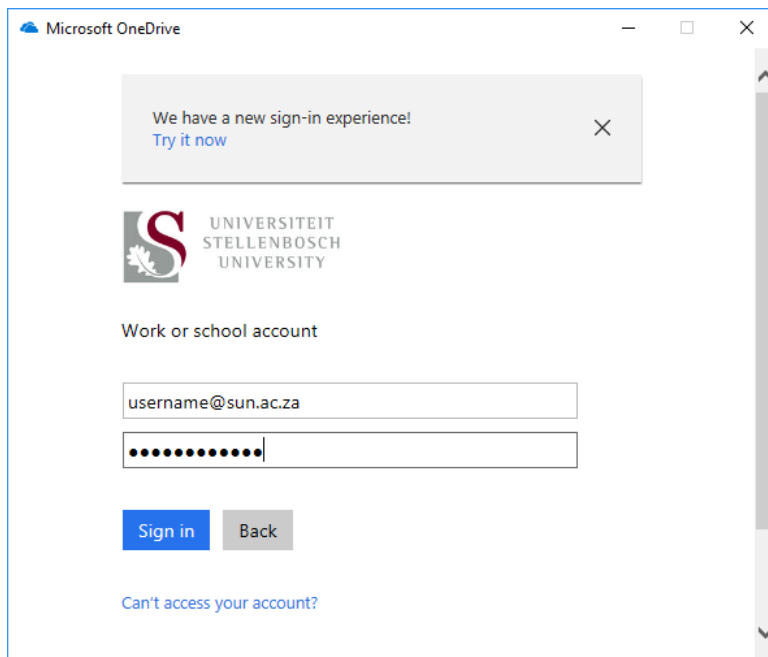


Select **Work or School** to set up the OneDrive for Business.

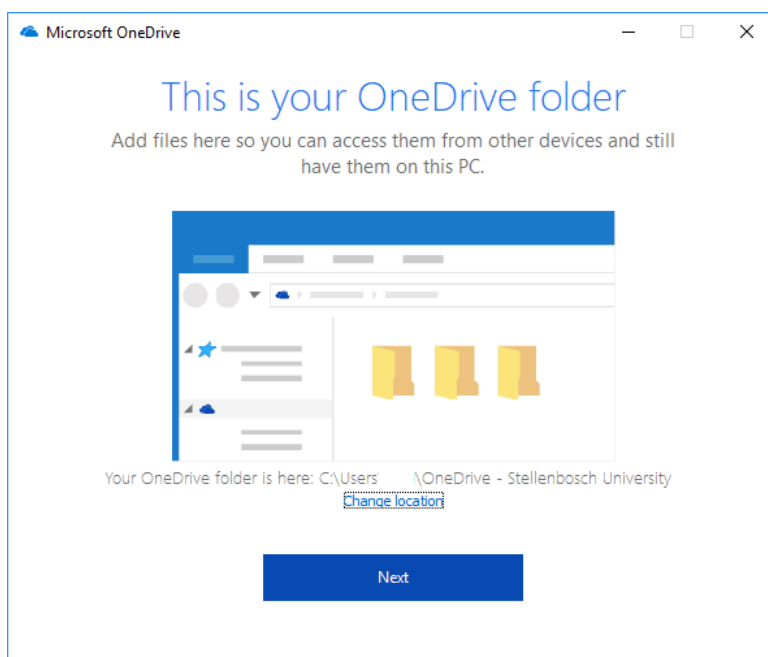


**Note: Personal is greyed out because the user has OneDrive Personal setup already**

## Sign in with you University Credentials

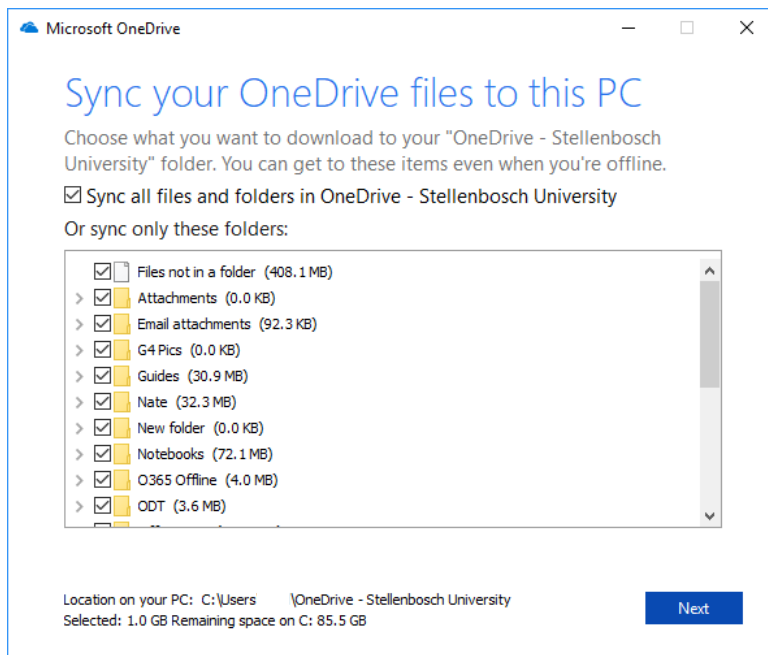


Once signed in, OneDrive will display your folder location

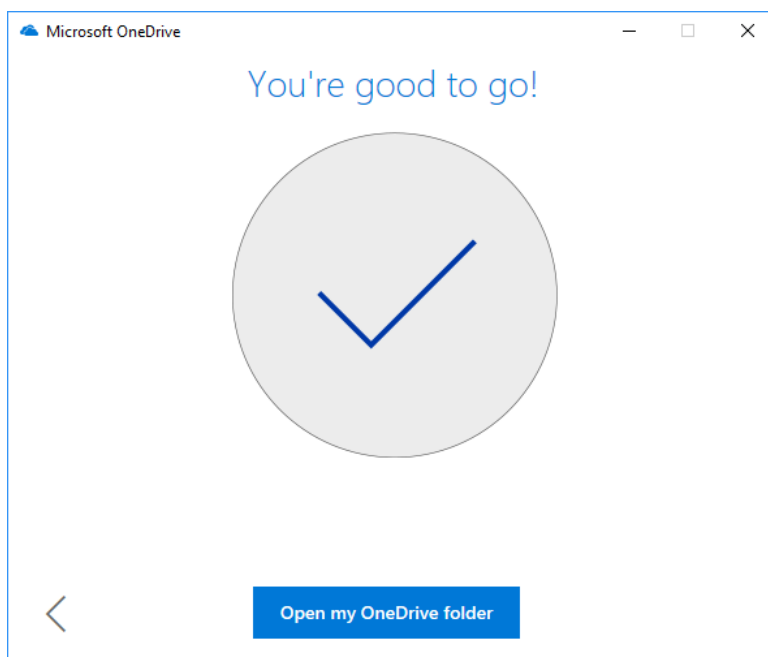


**Note:** You can change the location by selecting change location

Select the folders you want to sync



Open your one drive folder or close the OneDrive screen.



OneDrive will now start to sync



**Note: you will notice a white cloud and a blue cloud. The white cloud is OneDrive Personal and the blue cloud is OneDrive for Business**