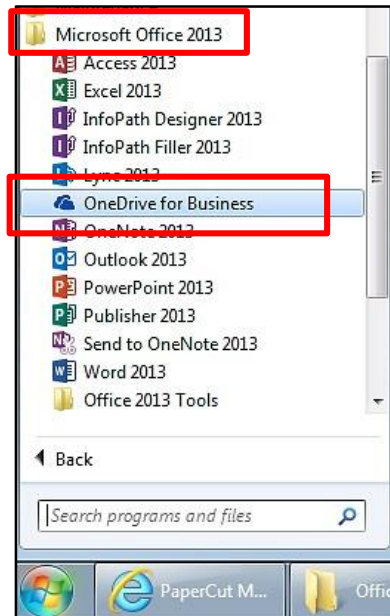


## Office 365: Sync (using Link) OneDrive to a Cloud in your Favorites -Windows

Office 365 allows you to sync your files and folders from your OneDrive into a Favorites area on your windows computer.

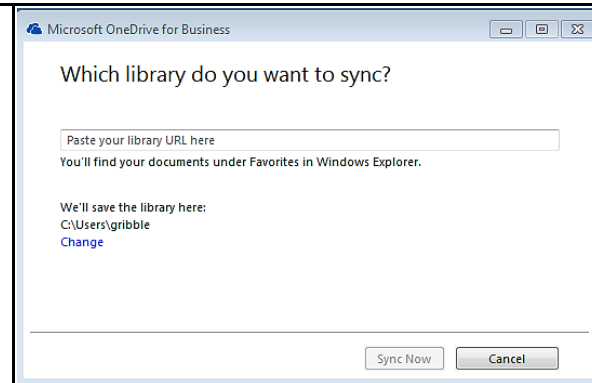
First start by finding the OneDrive for Business under the Window's Orb (Start button) go into **All Programs**, open up the **Microsoft Office 2013** folder.

Click on the **OneDrive for Business** or **SkyDrive Pro 2013**.

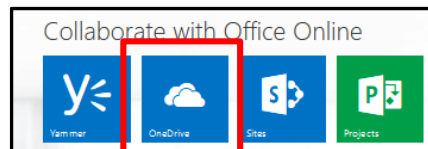


The Microsoft OneDrive for Business dialog box opens.

Leave this box open while you log into [Office 365](#) using your entire school email and your network password. URL can be found on the Office 365 tutorial webpage.



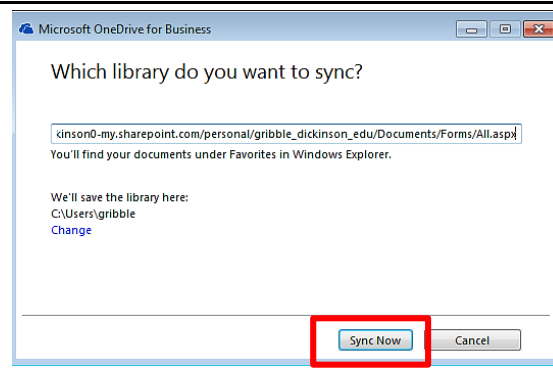
Under **Collaborate with Office Online**, click to open OneDrive (look for the clouds)



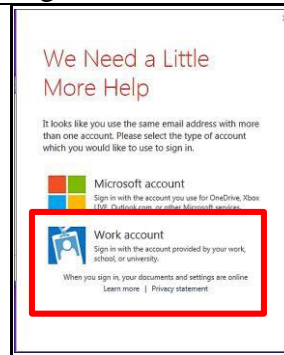
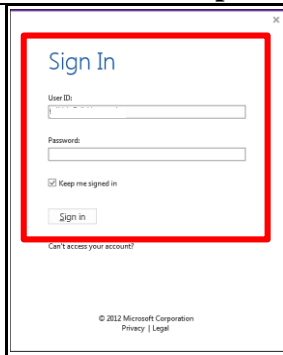
Click **Next** if available, otherwise you are in. Copy the full URL (web address)

Paste the copied url onto the **Which library do you want to sync?**

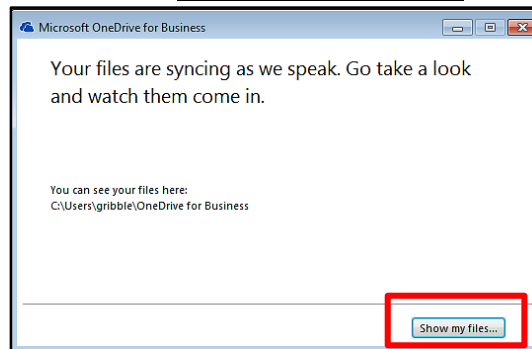
Click **Sync Now** dial box.



**Sign in** using your school email account, click **Next** then your password. If you get the **We need a little more help** click **Work Account**. Sign in again.



Click on **Show my Files**



Notice the **OneDrive for Business** location found in your **Favorites** as a blue cloud. Now the folders and files will populate from your **OneDrive** online into this area on your computer.

On the Taskbar a blue cloud appears for OneDrive.

