



Tiger Tech

Grambling State University Information Technology
Department

05/08 – 05/12/2023

Weekly Topic Ideas/Suggestions

Sync desktop, documents, and pictures folder to OneDrive

With OneDrive, you can store documents, photos, and other files online and sync them across multiple computers and devices. You can also share any files on OneDrive with other people. Microsoft OneDrive is provided to Grambling State University students and faculty/staff via the university's subscription to Microsoft Office 365.

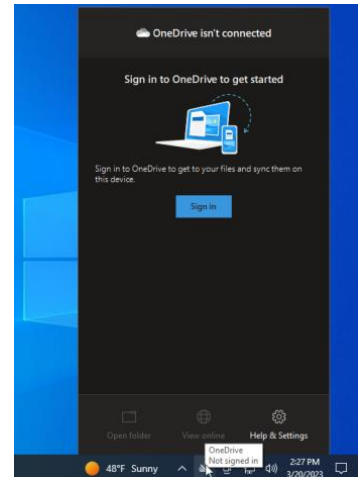
The process for synchronizing your desktop, documents and pictures folders to OneDrive is as follows:

1. How to Set Up OneDrive

When you go through the Windows setup process, you are asked if you want to use OneDrive and are prompted to configure/input your credentials. If not already configured via the set-up process, you should see a OneDrive icon in the System Tray. Click the icon to access the service. (screenshot below)

If the icon does not appear, you will need to trigger it manually from the OneDrive exe file. To do this, open File Explorer and click **View > Hidden items**, then drill down to the following location:

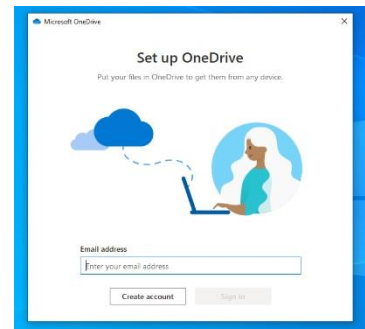
`C:\Users\[YourUsername]\AppData\Local\Microsoft\OneDrive\`.
In that folder, double-click the OneDrive.exe file, and the icon will appear in the System Tray.



2. Sign-in to OneDrive

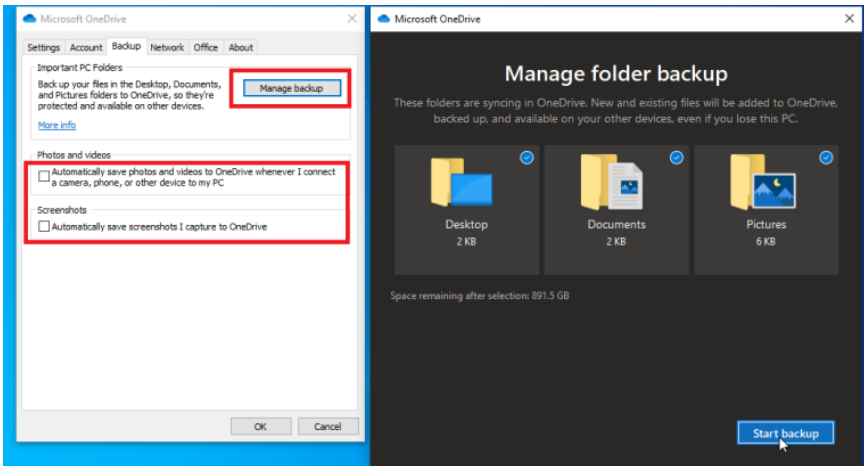
Enter your Grambling State University Email/Office account credentials to sign-in and set up your OneDrive folder (username@gram.edu) and follow the prompts.

You will be required to verify your identity (Multifactor Authentication) and you will be prompted with the location of your OneDrive Sync folder Location.

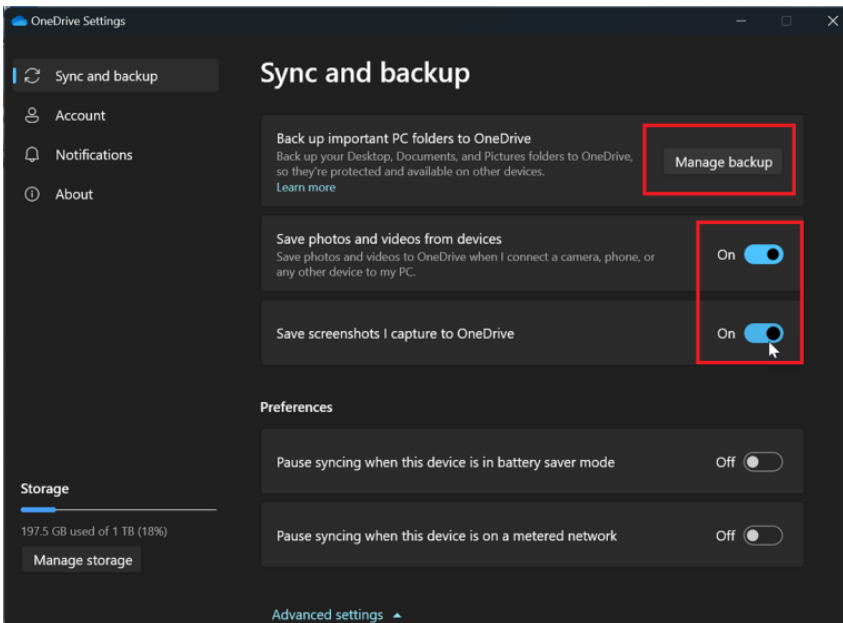


3. Back Up With OneDrive

After OneDrive is up and running, you can use it to back up important folders. In Windows 10 and earlier versions of Windows 11, open the OneDrive settings menu and click the **Backup** tab. You can opt to back up your desktop, pictures folder, and documents folder. Check the items you wish to back up and click **Start backup**.



You can also enable options that will automatically upload photos, videos, and screenshots to OneDrive storage.

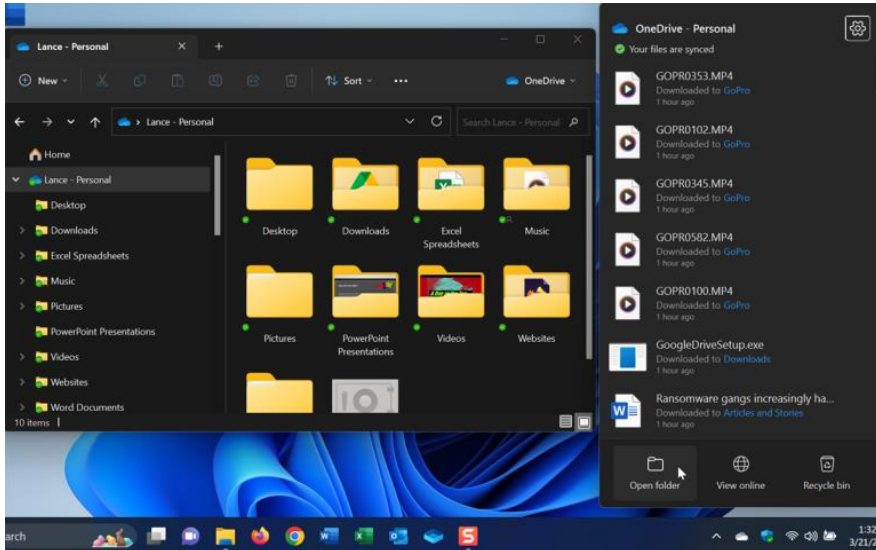


In Windows 11 22H2, select the **Sync and backup** category and then click the **Manage backup** button. Turn on the switches for the folders you want to back up—Documents, Pictures, and Desktop—and then click **Save changes**.

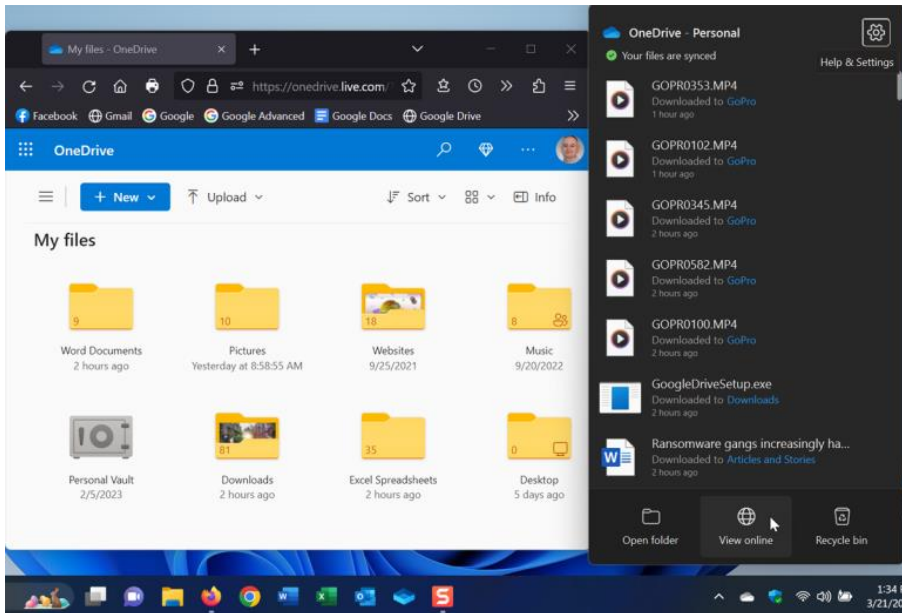
You can enable **Save photos and video from devices** and **Save screenshots I capture to OneDrive** if you want to automatically save photos, videos, and screenshots from your PC to OneDrive.

4. How to View Your Folders and Files

Want to view your OneDrive files? You can see your locally saved folder and files if you right-click on the OneDrive System Tray icon and select **Open folder**. This will open a windows in File Explorer that shows all the OneDrive folders and files that are saved directly on your computer.



To see your online files, select **View online** instead and sign in with your Microsoft account. Up pops a page displaying the files and folders contained in your online OneDrive space.



From this page, you can open a folder by clicking on it. Right-click a folder or file to access a pop-up menu with commands such as Download, Delete, Move To, Copy To, and Rename.

[Click here for additional information & resources](#)