



# Tiger Tech

## Grambling State University Information Technology Department

### ***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. Set Up OneDrive**

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. (Figure 1)

\*You can also begin the set-up process by clicking the OneDrive Program Icon in the **Windows/Start menu**. (Figure 2)

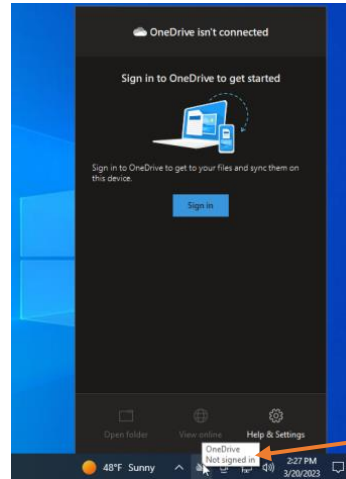


Figure 1

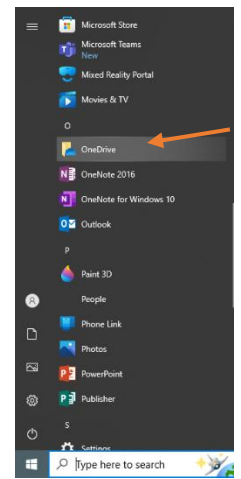


Figure 2

#### **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](mailto:username@gram.edu)) and follow the prompts. (Figure 3)

\*Select **“Work or School” Account** when prompted (Figure 4)

\*You will be required to verify your identity (Multifactor Authentication) and you will be prompted with the location of your OneDrive Sync folder location (Set-up process is complete and you can close the window).



Figure 3

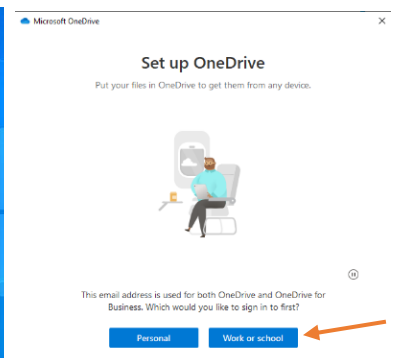


Figure 4

#### **3. Back Up With OneDrive**

After OneDrive is up and running, you can use it to back up important folders. To begin, select the **OneDrive** Icon from the **Windows/Start menu** again (Figure 2), or click the **OneDrive Icon** in the **System Tray** again and click the **“gear” icon** to access the settings (Figure 5). Click the **“Manage Backup”** button in the Settings menu to select to folders/files that you would like to backup. (Figure 6)

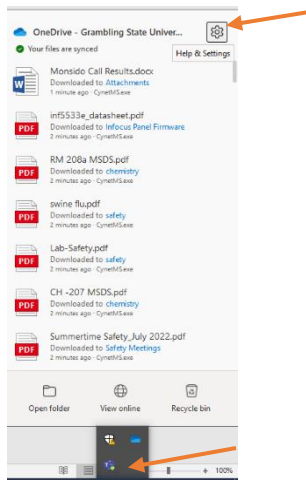


Figure 5

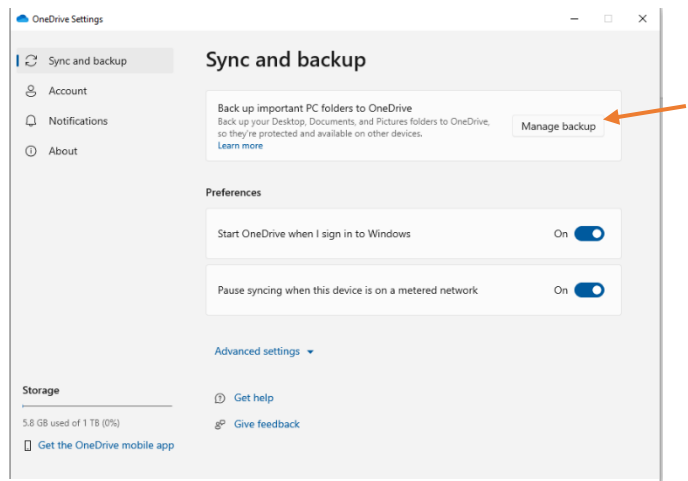


Figure 6

Turn on the switches for the folders you want to back up—Documents, Pictures, and Desktop—and then click **Save changes**. (Figure 7) You will be prompted with a window informing you that your folders and files are being backed up! (Figure 8)

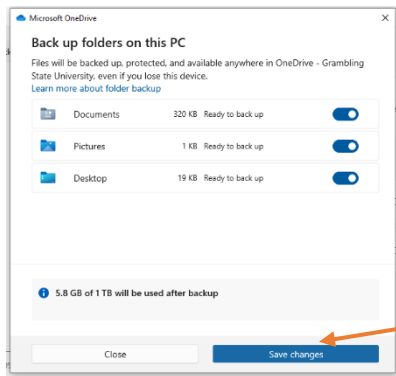


Figure 7

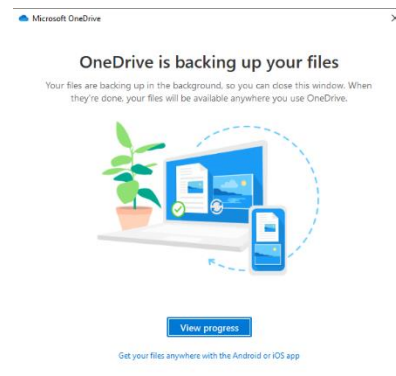


Figure 8

#### 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**. (Figure 9) This will open a window in File Explorer that shows all the OneDrive folders and files that are saved directly on your computer. You can also click the **“OneDrive – Grambling State University”** icon in the left-navigation menu on the File Explorer. (Figure 9)

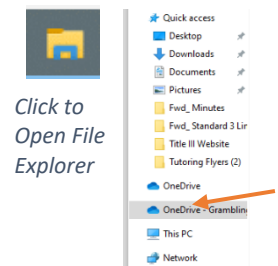


Figure 9

#### Additional Resources and Information:

- Setting-up OneDrive video tutorial - <https://www.youtube.com/watch?v=XONvoxYBSsw>
- Setting-up OneDrive on a Mac video tutorial - <https://www.youtube.com/watch?v=dZhqLXgVfLI>
- Setting-up OneDrive on your tablet or phone video tutorial - <https://www.youtube.com/watch?v=x1U1TZOVS2Y>
- Features of OneDrive - <https://www.youtube.com/watch?v=f7qy6dz8gEM>