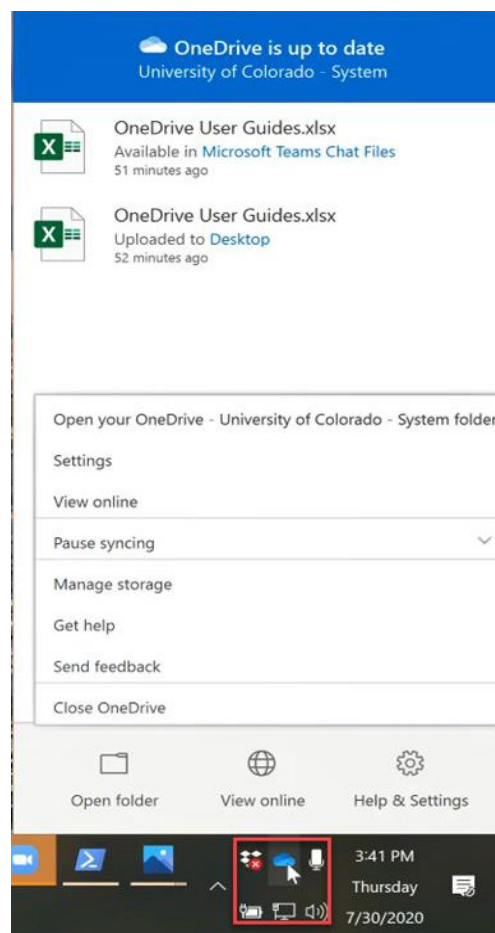


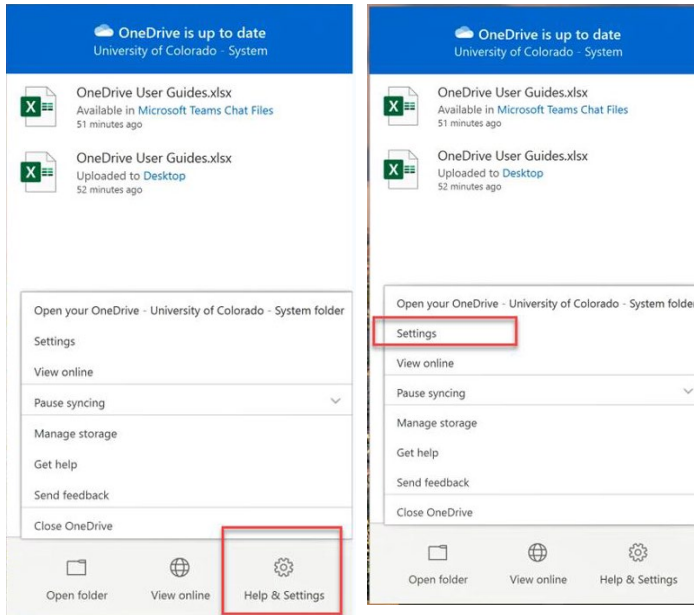
How to Sync Files and Folders from OneDrive on PC

PURPOSE: How to automatically sync the Desktop, Documents, and Pictures folders within Windows to your OneDrive account.

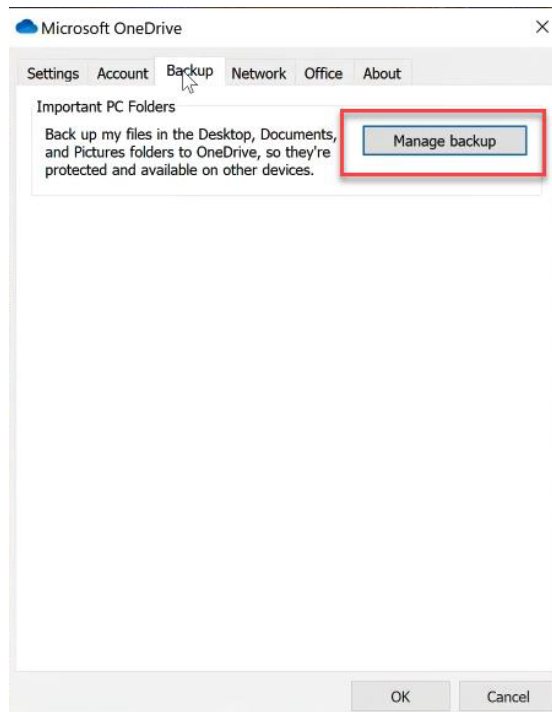
Click the tray icon arrow in the bottom right hand corner of the taskbar and then click on the OneDrive logo.



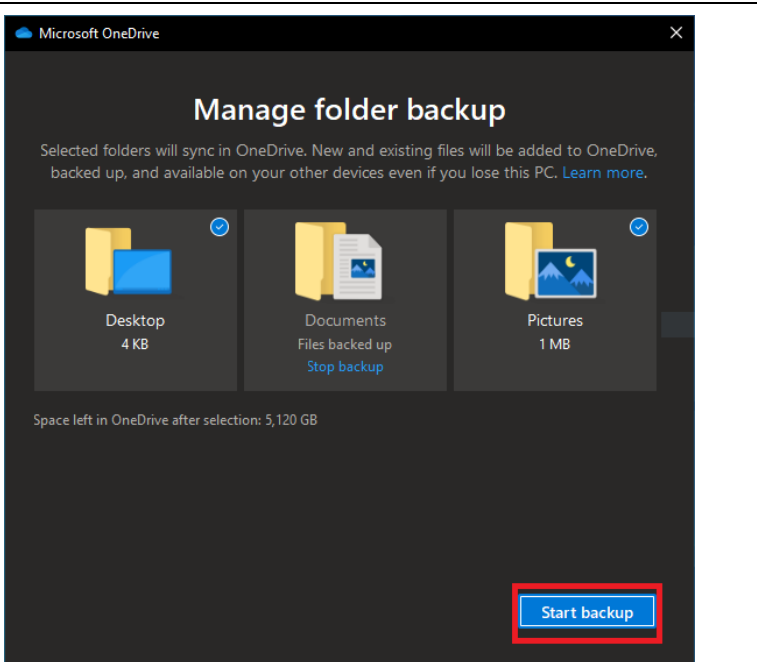
Within this menu go to **Help and Settings** on the bottom right, and then **Settings** within that menu.



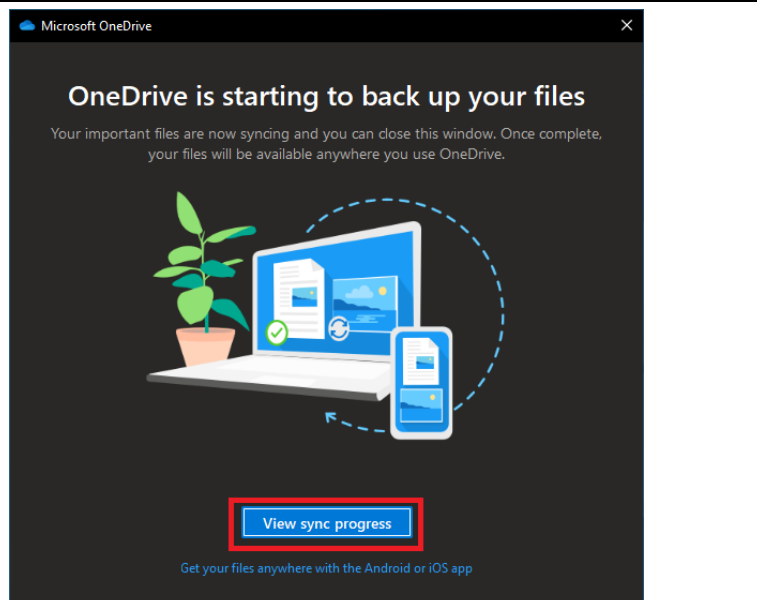
In the new window that has opened, go to the **Backup** tab on the top and then select **Manage backup**.



Desktop, Documents, and Pictures folders will all be chosen to back up by default, click on any one of these to deselect it from backing up to OneDrive if you would like. Once you have selected the folders you would like, click **Start backup** at the bottom right.



You can then choose to View Sync Progress or close the window. The data should now either be backed up or backing up from within these folders, depending on the size and number of files.



If you need additional verification that a folder or file has synced, or if you need to access folders and files from a different device, sign into OneDrive online at office.com using your CU credentials (username@cu.edu, and password).

