

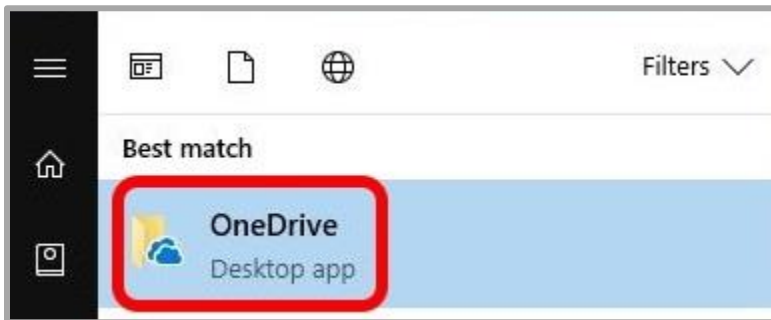
## Setup the OneDrive sync client on Windows 10 computer

Your Office 365 account includes 1TB of personal online storage in OneDrive. Files that you keep in OneDrive can be easily accessed from any device. The OneDrive sync client lets you sync files and folder on your PC with your OneDrive account.

1. Click the **Start** button, type **OneDrive** in the search box.

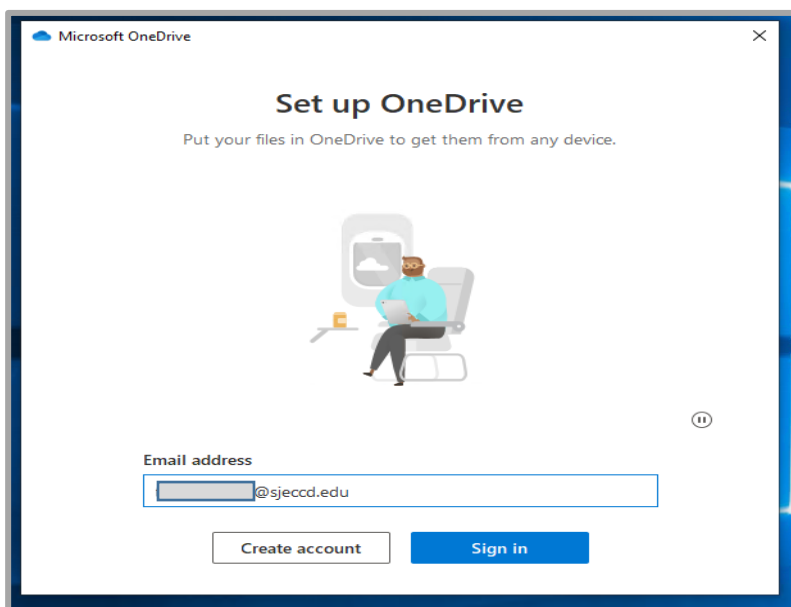


2. Select the **OneDrive** app from the list.

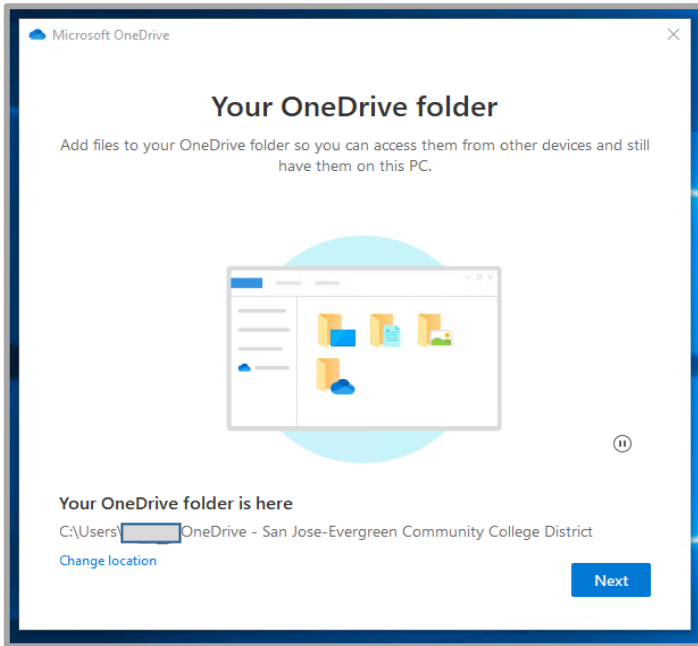


**Please Note:** If you are running Windows 7, you will need to [download the OneDrive app from the Microsoft website](#) before you continue.

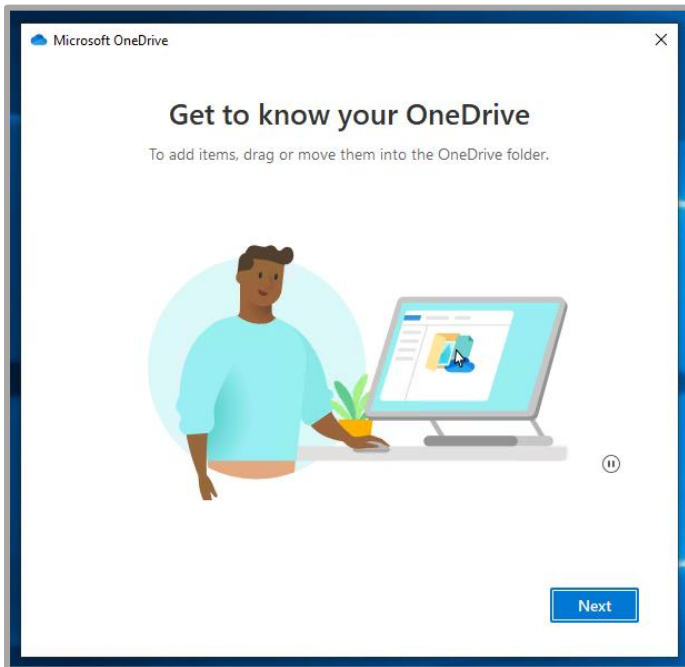
3. Enter your **school email address** and click **Sign in**.



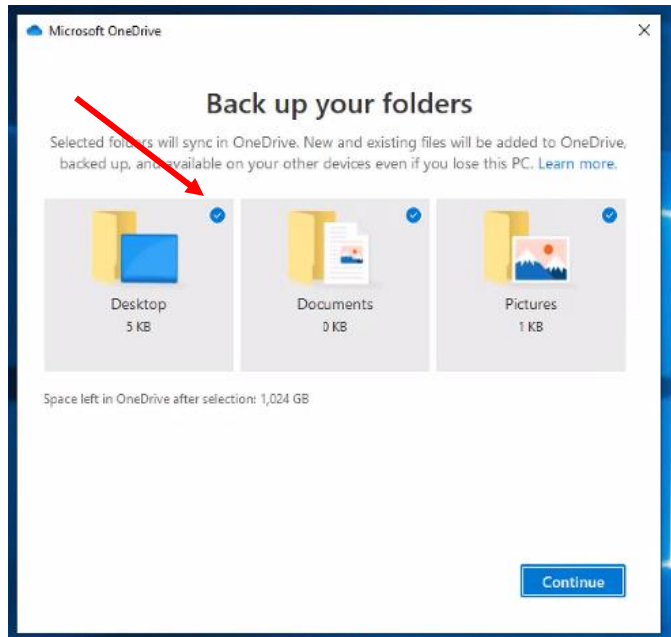
4. Leave the default folder location as is and click **Next**.



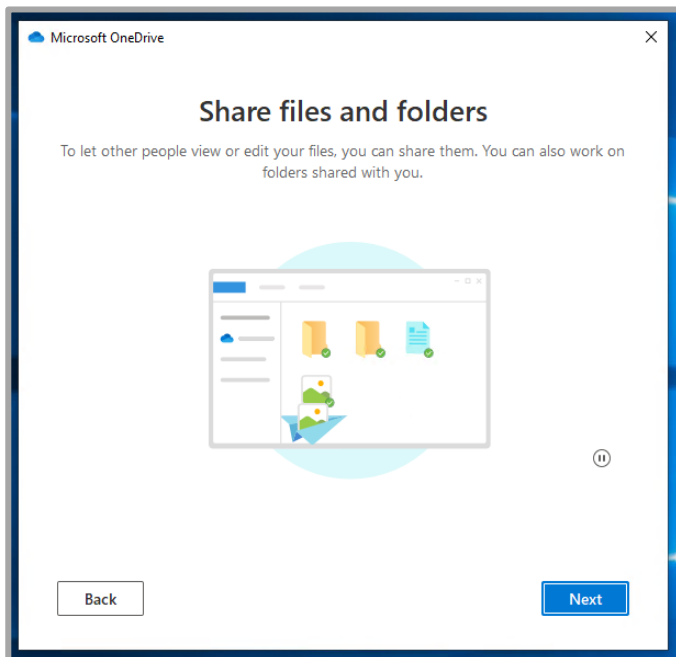
5. Next screen is a "Get to know" video page, you can click on the video to view it but for now just click **Next**.



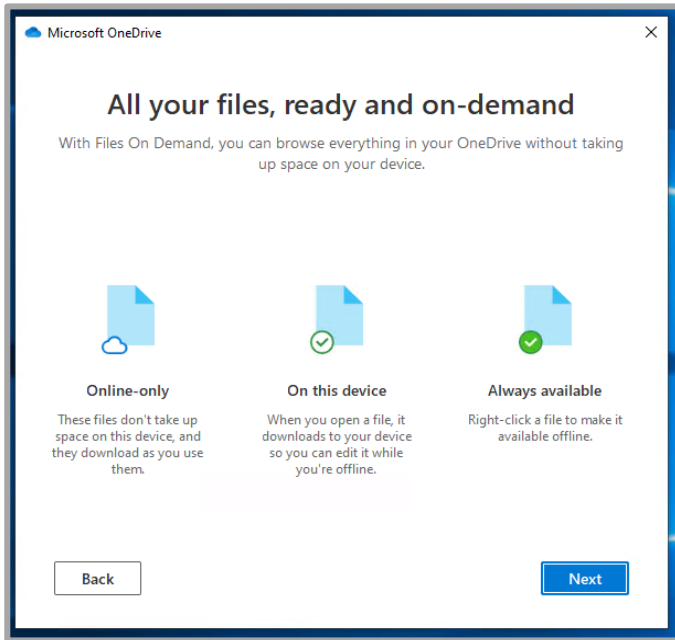
6. “Back up your folders” page. This page gives you the option of selecting your Desktop, Documents and Pictures to be backed up to your OneDrive account. These folders are set by default but you can uncheck the blue arrow to unselect the folder to be backed up. The click on “Continue”.



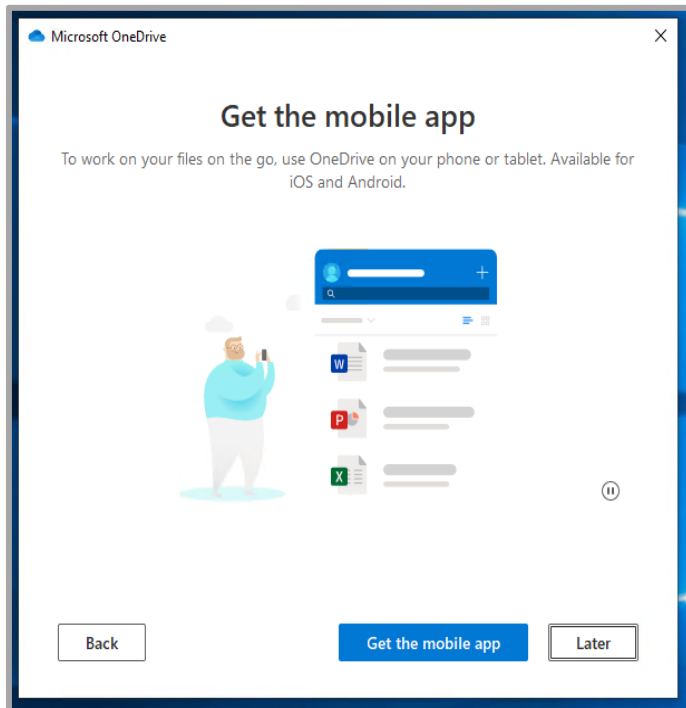
7. “Share Files and folder” video page, click on **Next**.



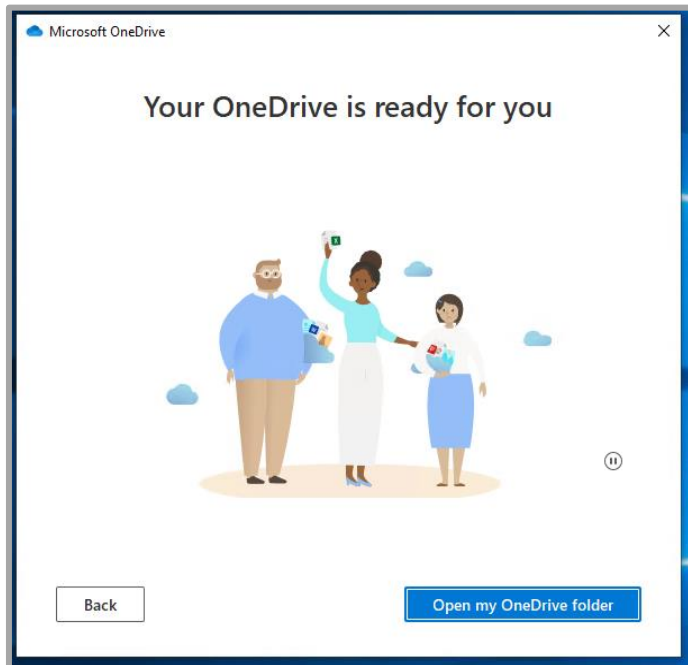
8. Details on how you files are stored page, click on Next.



9. Instructions on Mobile app if you want to install, click **Later**.



10. Last page, click on **“Open my OneDrive folder”**.



*Your **OneDrive - sjeccd.edu** folder is ready to use, and you can now begin moving your files and folder to OneDrive. Any file or folders that reside within your OneDrive folder will be synced to the cloud and will be accessible from any device.*