COMPUTER HELP

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.





Contact UIS Call: 303.860.4357 Email: help@cu.edu

COMPUTER HELP

Within this menu go to Help and Settings on the bottom right, and then Settings within that menu.	OneDrive is up to date University of Colorado - System OneDrive User Guides.xlsx Available in Microsoft Teams Chat Files S1 minutes ago OneDrive User Guides.xlsx Uploaded to Desktop S2 minutes ago	OneDrive is up to date University of Colorado - System OneDrive User Guides.xlsx Available in Microsoft Teams Chat Files S1 minutes ago OneDrive User Guides.xlsx Uploaded to Desktop S2 minutes ago
	Open your OneDrive - University of Colorado - System folder Settings View online Pause syncing ~ Manage storage Get help Send feedback Close OneDrive Close OneDrive Open folder View online Help & Settings	Open your OneDrive - University of Colorado - System folder Settings View online Pause syncing ~ Manage storage Get help Send feedback Close OneDrive Open folder View online Help & Settings
In the new window that has opened, go to the Backup tab on the top and then select Manage backup .	Microsoft OneDrive Settings Account Backup Network O Important PC Folders Back up my files in the Desktop, Documer and Pictures folders to OneDrive, so they protected and available on other devices.	fice About hts, Manage backup Manage backup OK Cancel



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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 (<u>username@cu.edu</u>, and password).

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Search everything	+ New \sim	$\overline{\uparrow}$ Upload \lor
OneDrive		Folder
Files		Word document
Recent		Excel workbook
Photos		PowerPoint presentation
Shared		🗊 OneNote notebook
Recycle bin		Excel survey
		Plain text document





UNIVERSITY INFORMATION SERVICES

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