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 Feams Chat Files St 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 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.	its, Manage backup



Call: 303.860.4357 Email: help@cu.edu

COMPUTER HELP





Call: 303.860.4357 Email: help@cu.edu

COMPUTER HELP

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).

iii OneDrive		
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

Contact UIS

Call: 303.860.4357 Email: help@cu.edu