

Sync files with OneDrive in Windows

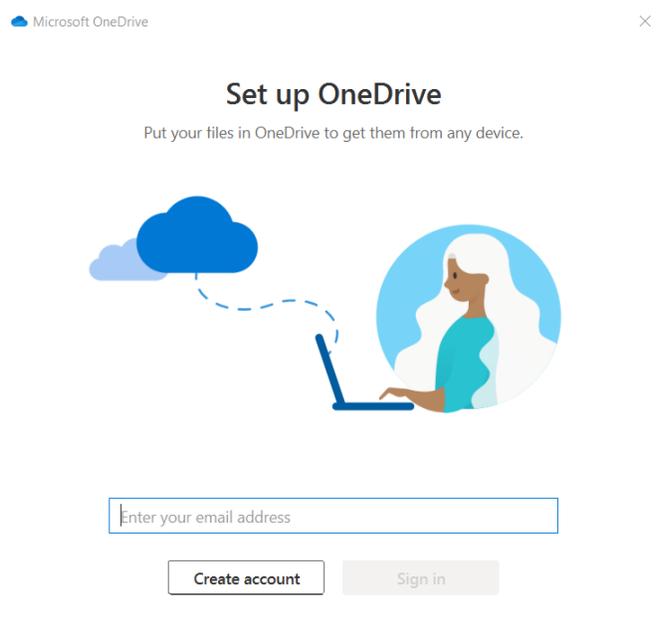
With OneDrive, you can sync files between your computer and the cloud, so you can get to your files from anywhere. If you add, change, or delete a file or folder in your OneDrive folder, the file or folder is added, changed, or deleted on the OneDrive website and vice versa. You can work with your synced files directly in File Explorer and access your files even when you're offline. Whenever you're online, any changes that you or others make will sync automatically.

Start OneDrive Setup:

1. Select the **Start** button, search for "OneDrive", and then double click to open.



2. Enter your Brookdale email address and click on sign in.



3. Click on Work or school.

Microsoft OneDrive

Set up OneDrive

Put your files in OneDrive to get them from any device.



This email address is used for both OneDrive and OneDrive for Business. Which would you like to sign in to first?

[Personal](#) [Work or school](#)

4. Click Next four times.

Microsoft OneDrive

Your OneDrive folder

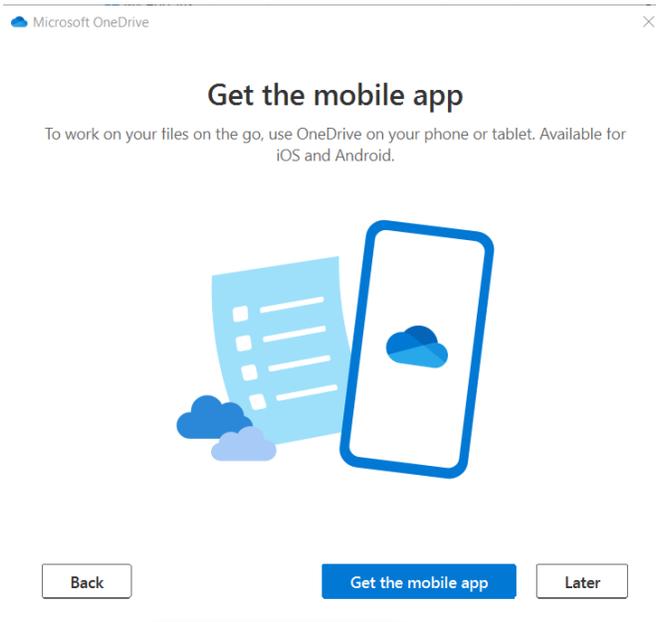
Add files to your OneDrive folder so you can access them from other devices and still have them on this PC.



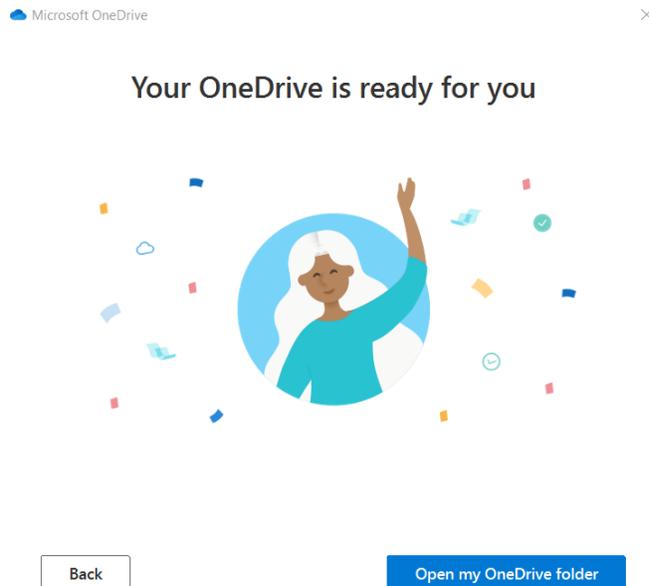
Your OneDrive folder is here
C:\Users\jvental\OneDrive - Brookdale Community College
[Change location](#)

[Next](#)

5. At the “Get the Mobile App” screen click Later.



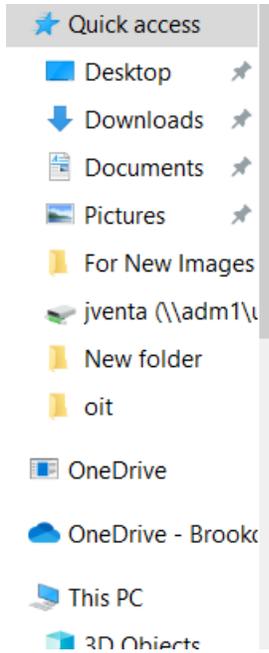
6. Click on Open my OneDrive Folder”.



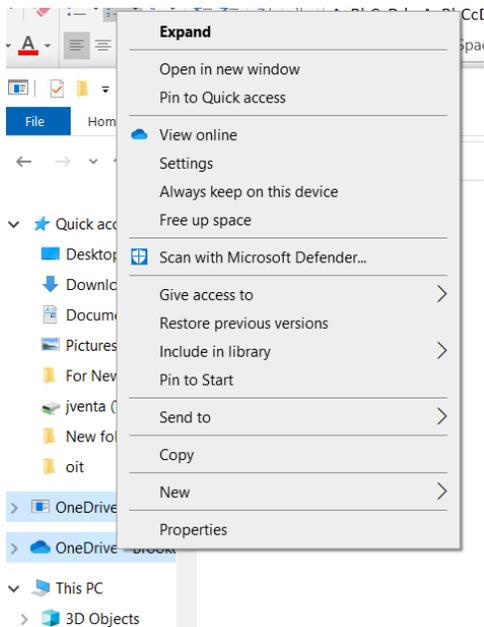
7. Once OneDrive is setup, it can be configured to Sync and Backup your files automatically.

Sync and Backup your files:

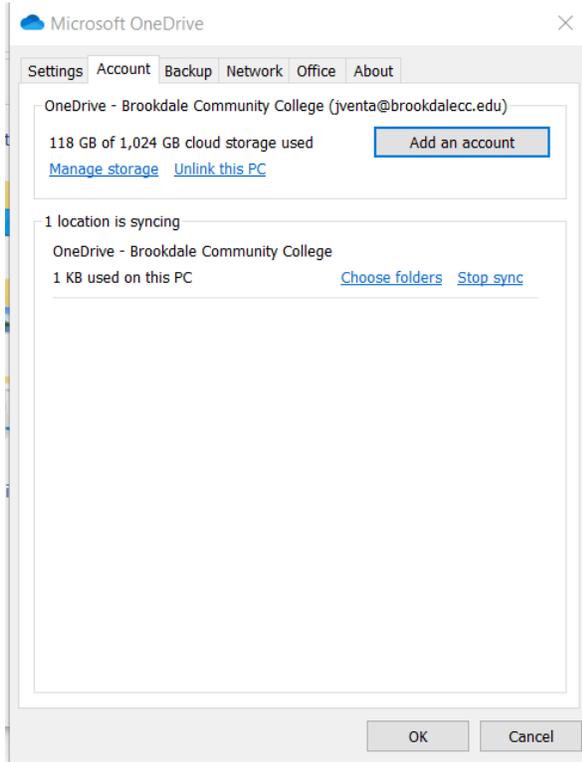
1. Open File Explorer and locate your OneDrive icon.



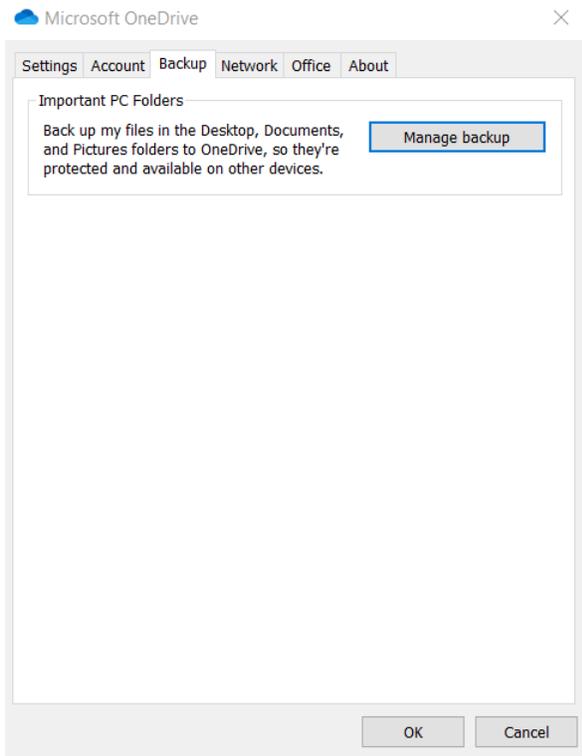
2. Right click on the drive and select settings.



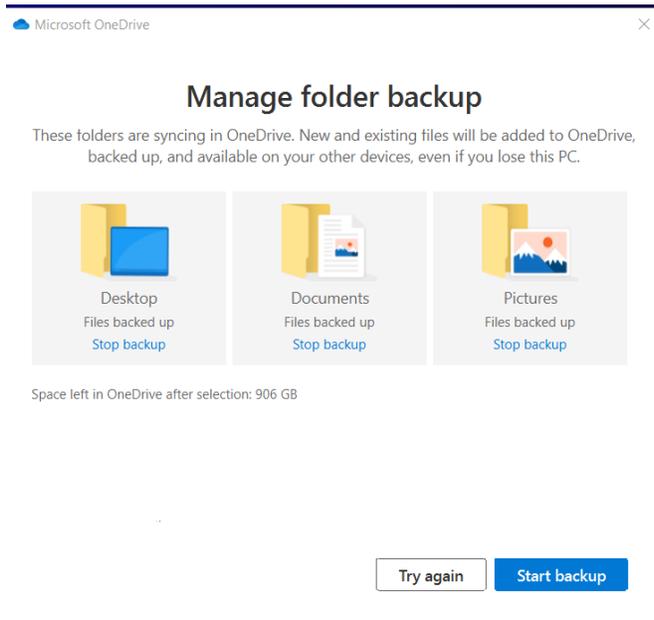
3. Click on the Backup Tab.



4. Click Manage Backup.



5. Click Start Backup.



6. Your files will begin to automatically backup. Any new files or changes to existing files will sync automatically.
 - a. “Important Note: Once this process is done, only files in your Documents folder, Pictures, folder, and on your Desktop are backed up. If you have files stored in other folders on your computer that need to be backed up, we recommend moving this folder into your Document folder or onto your Desktop.”