

## OneDrive Syncing

Using OneDrive you can sync files from the cloud (OneDrive online) to your computer so you can access them even without an internet connection. This may be helpful to you if the internet connection in your building goes down - you will still have access to your files.

**NOTE: Syncing OneDrive should only be done on a device that ONLY YOU use.**

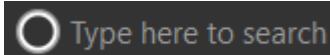
Teachers should do this on their Board provided teacher device and/or their own personal device (home computer).

Students should do this ONLY on their own personal device.

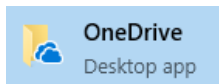
**NO ONE should sync their OneDrive account to a public/multi-user device such as a computer lab device, as the hard drive will fill up quickly.**

To sync your OneDrive, complete the following steps:

1. Go to the lower left search bar in Windows 10



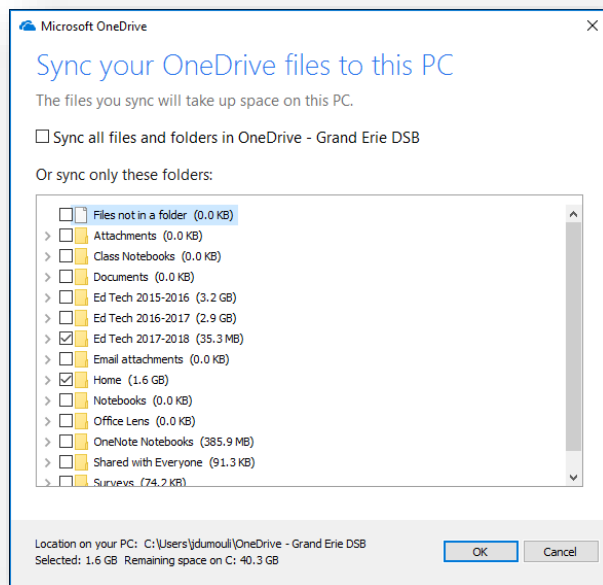
2. Type "OneDrive" and select



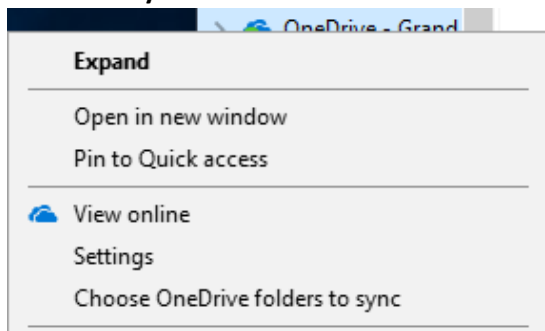
3. Sign in to OneDrive with your Board Office 365 account
  - a. Staff – [firstname.lastname@granderie.ca](mailto:firstname.lastname@granderie.ca)
  - b. Students – [username@granderie.ca](mailto:username@granderie.ca) ("username" is the same one used to login to all Board devices; password is the same as used on all Board devices)Be sure to select "Work or School Account", if prompted.



4. Choose which Files and Folders you want to sync to your device – select “OK”. Files & Folders you sync to your device would be ones that you use frequently like files you use regularly for current school year.



Note: You can change which Files and Folders you want to sync to your device at any time by right-clicking on the OneDrive directory in File Explorer and then selecting “**Choose OneDrive folders to sync**”.



5. That's it – for all directories you selected in step 4, the files stored in the cloud (OneDrive online) will be synced to the local drive of your computer listed under “**OneDrive – Grand Erie DSB**”. The sync process can take some time - please be patient with this process. From here you can open a file, make and save changes, and the cloud version of the file will automatically sync with the locally storage version. You can also easily copy files from wherever you saved in the past (H drive or other locations) into the “OneDrive – Grand Erie DSB” directory and watch as all your files sync up to the cloud (OneDrive online).

Go [HERE](#) for more OneDrive tutorials and support from Microsoft.

\*For further assistance please contact the Help Desk at 519-756-6301 ext 287070 or email [its.support@granderie.ca](mailto:its.support@granderie.ca)\*