# **EARN** OneDrive



## Quick Reference: Choose OneDrive Folders to Sync

Some users will work exclusively in OneDrive; others may use OneDrive to access work files from offsite or share files with others. If you work between your Work computer and your OneDrive, you will want to set your folders to Sync. Copy the files/folders you want access to in OneDrive from your U: drive or other source, to your – University of Mississippi Medical Center OneDrive account on your computer. You can get to these items even when you're offline or on other devices.

### Checking Your OneDrive Account is Active

On your Work Computer, Hover over the blue cloud OneDrive icon on the Taskbar located at the bottom of your Screen appears. This indicates your account is active.

OneDrive - University of Mississippi Medical Center Up to date

NOTE

If there is more than one cloud icon, the white cloud icon is for OneDrive – Personal.

#### Check Folders to Sync

Folders In your UMMC OneDrive on your computer <u>will sync AUTOMATICALLY after setup</u> with the files in your OneDrive account – Files with a green check want to check this setting. You may not need to Sync ALL files and folders depending on your volume. Sync files that you will share or need offline. From your Work computer there are two ways to Sync files or you can sync files quickly from your OneDrive 365 account. Pick which way is convenient for you.

1. <u>On your work computer</u>, right click the blue cloud OneDrive icon on the Taskbar Tray, and then click **Settings**> click the Account tab> choose Folders link. Check the folders you would like to automatically update between your devices and then click OK.





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2. Or Click your libraries folder on the taskbar, right click your OneDrive icon and from the shortcut menu, click **Settings > Account > Choose Folders.** Check the folders you would like to <u>automatically</u> update between your devices and then click OK.

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OneDrive -	Collanse	<ul> <li>Microsoft OneDrive</li> </ul>	×	Choose folders
	Open in new window Pin to Quick access	Settings, Account, Backup, Network, Office: About     OneDrive - University of Mississippi Modical Center (rhalloway@ume     S72 MB of 1,024 GB doud storage used     Manage storage: Unlink this EC     1 location is synchrig	mc.edu) account Rop sync	Occurs what you want to be matched in your "Declare- Howenly of Mossinghi Medical Control How to be available on demand. Unsetted tokino of the Howen.           Mate all this an antibility           Or make Howen folders withde:                • This you have toking (Sch 11(1))                 • Mate all this antibility                 • This you have folders (Sch 12(1))                 • This you
	Settings	OneDrive - University of Mississippi Medical Center 330 MB used on this PC Choose folders Stop sync		
	Always keep on this device Free up space	ОК Са	ncel	
				Selected 325.8 MB OK

3. From a browser, log into your Microsoft 365 OneDrive account in the **Files** view, click the **Sync** button <sup>G Sync</sup> on the top toolbar. Check the folders you would like to <u>automatically</u> update between your devices and then click OK. If all of your files are already selected, you will get a message box saying "we're syncing your files"



