

Microsoft OneDrive Sync Client for Windows

Install OneDrive at Home

[Install the OneDrive Sync Client for Windows](#)

[Install the OneDrive Sync Client for Mac](#)

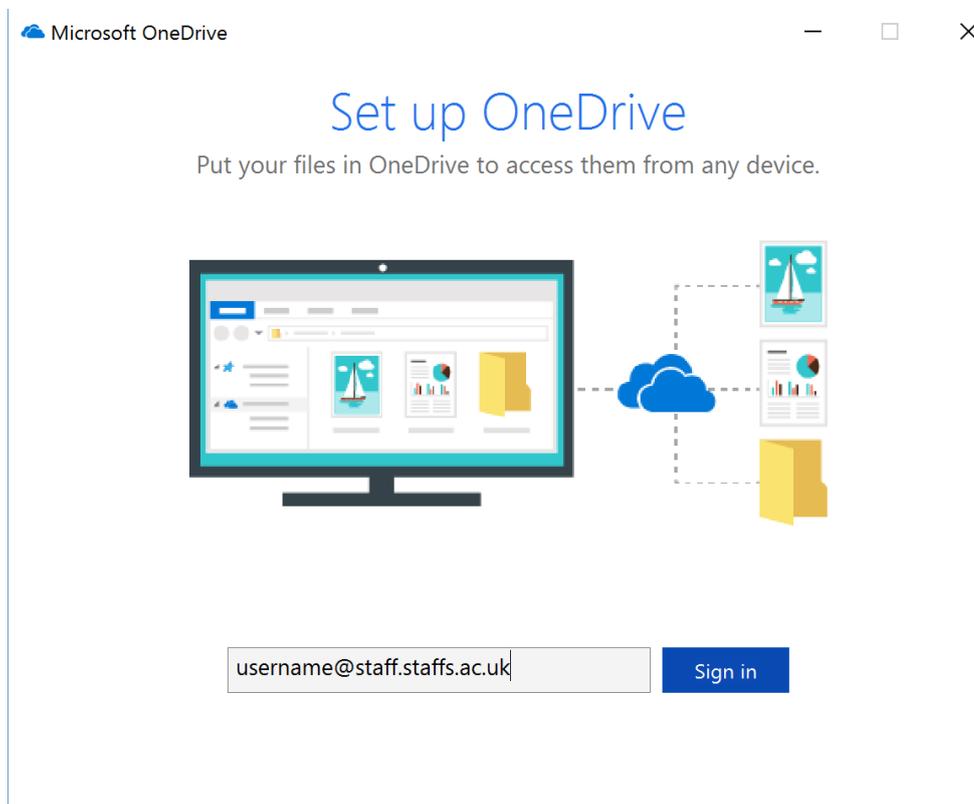
Launch OneDrive

OneDrive can be launched from the Start Menu or from your desktop.

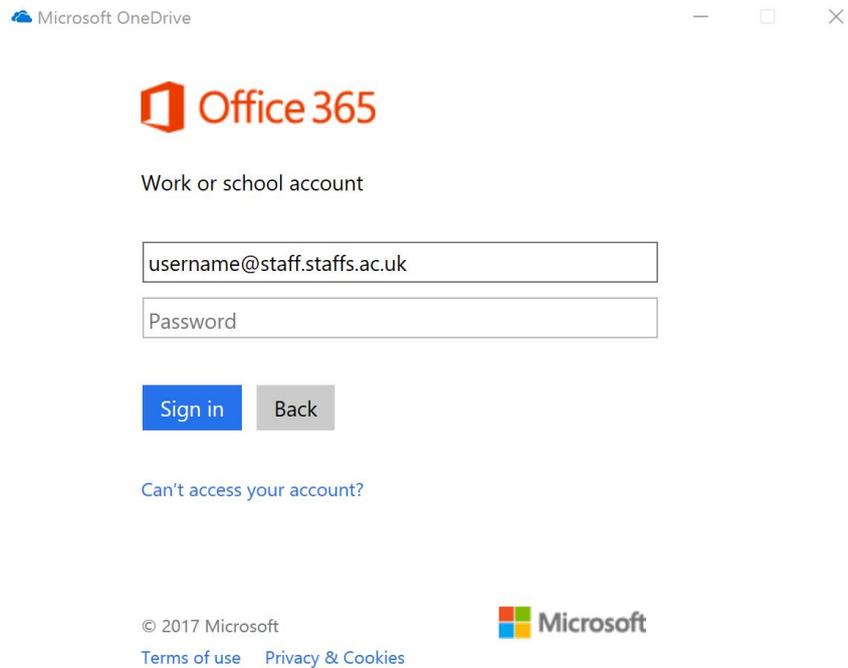


OneDrive Setup

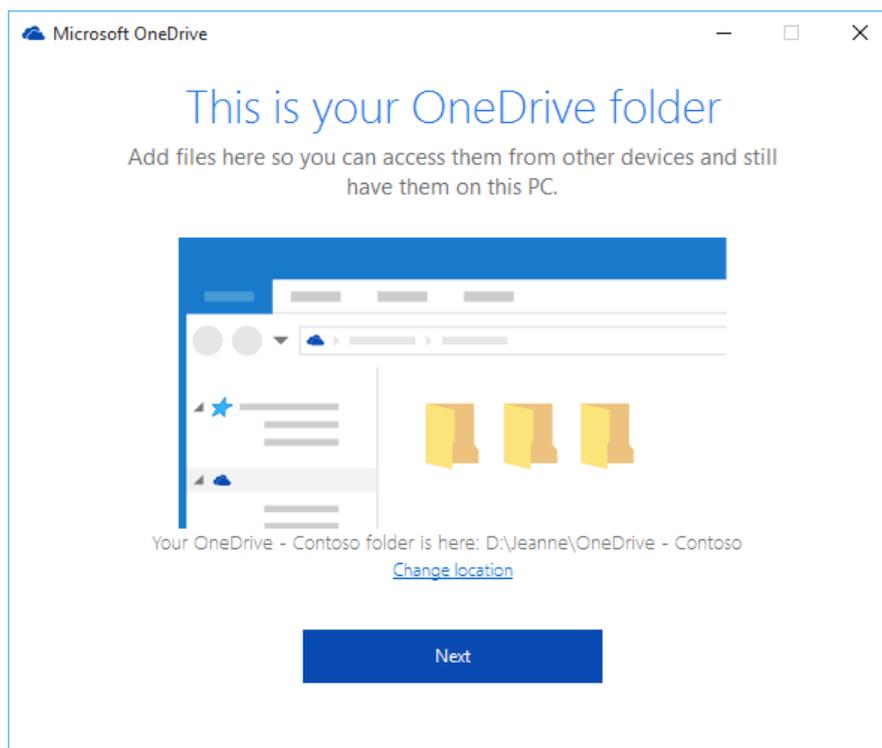
When OneDrive Setup starts, enter your username in the format ***username@staff.staffs.ac.uk***, and then select **Sign in** to set up your account.



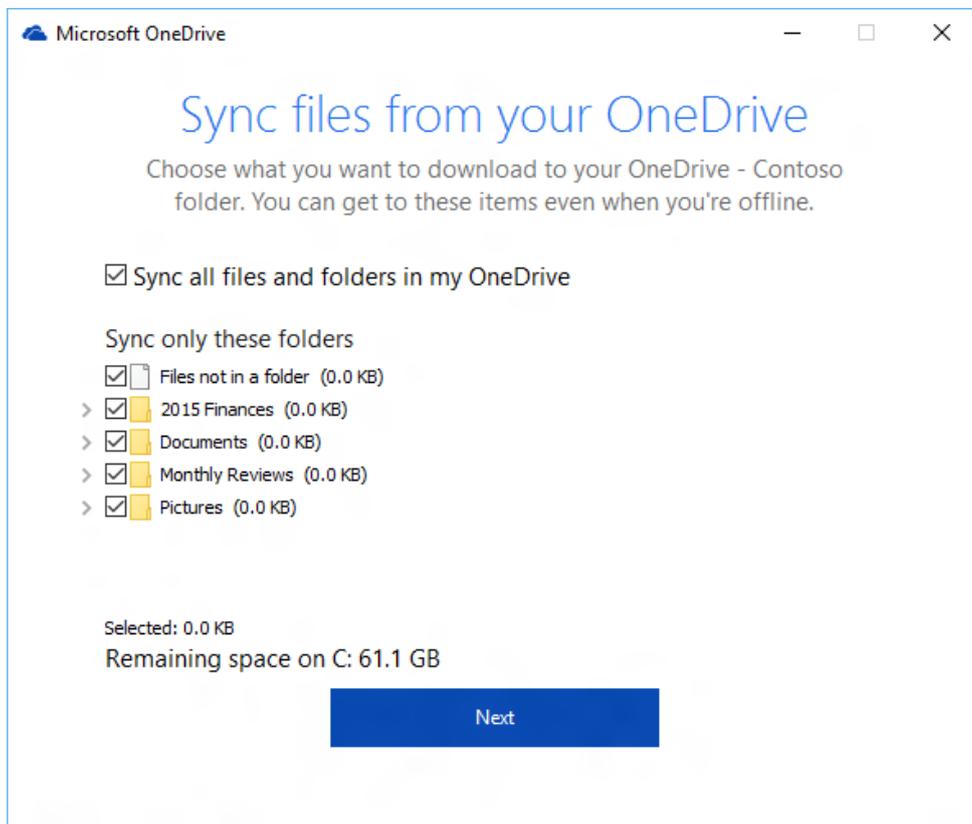
If you are off campus you'll be prompted to provide your password. The username still needs to be in the format: **username@staff.staffs.ac.uk**



On the **This is your OneDrive folder** screen, select **Next** to accept the default folder location for your OneDrive files. If you want to change the folder location, select **Change location** - this is the best time to make this change.



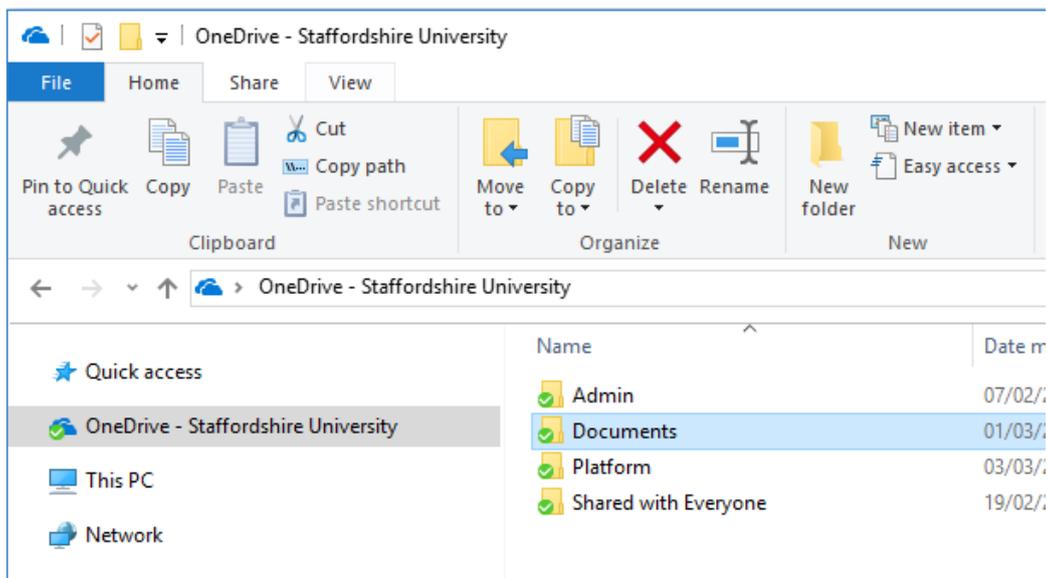
On the **Sync files from your OneDrive** screen, choose the folders you want to sync, and select **Next**. This helps control the amount of space OneDrive files take on your computer and conserves bandwidth during sync processes. You can change this later in Settings, but this is a good opportunity as well.



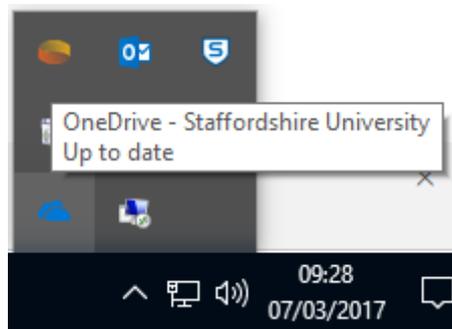
NOTE: If you were already syncing OneDrive for Business to your computer (using the previous sync client), you won't see the This is your OneDrive folder or the Sync files from your OneDrive screen during OneDrive Setup. The new OneDrive sync client automatically takes over syncing in the same folder location you were using before. To choose which folders you're syncing, right-click the blue cloud icon in the taskbar notification area, and select Settings > Account > Choose folders.

Start Using OneDrive

You're all set. Your OneDrive for Business files will also appear in File Explorer window in the **OneDrive – Staffordshire University** folder.



You now have a new blue cloud icon in your notification area and your work files are synced to your computer. Your blue cloud icon will appear as **OneDrive – Staffordshire University** when you hover over the icon.



Any time you want to change the work or school folders you sync on your computer, right-click that blue cloud icon in the taskbar notification area, and select Settings > Account > Choose folders. Find other information about your account and change other OneDrive settings from here.

