How to: Sync your Microsoft OneDrive for Business to your computer in Windows

Solution

If you do not already have a OneDrive account synced to you computer, search Windows for the OneDrive app and open it. Then, type in your TechMail address and click Sign in.

If you are already signed in with another account, right-click the OneDrive icon and click Settings. Navigate to the Account tab and click Add a business account, then type in your TechMail address and click Sign in.

Details

🔗 NOTE: Before beginning these instructions, make sure you have downloaded and installed the OneDrive desktop app for Windows. (Installing the OneDrive app is not necessary if you are already running Windows 10 or have Microsoft Office installed.)

A) If you are not signed in to a OneDrive account.

A1) Click the start button and type OneDrive in the search bar. Then, click the OneDrive app.

A2) Type in your full TechMail address and click Sign in.
A3) If you have a personal OneDrive account setup with your TechMail address, you may be asked which account you are signing in to. Click Work or school. Otherwise, skip to Step A4.
A4) If prompted, sign in with your eRaider account.
A5) Note the location of your OneDrive folder and click Next.
A6) Choose which files you wish to sync to your OneDrive folder and click Next.
B) If you are already signed in to a personal OneDrive account.

B1) Right-click the OneDrive icon in the bottom right-hand corner of the screen, and then click **Settings**.

*NOTE:* The OneDrive icon may appear in either the notification area or in the "Show hidden icons" view.
B2) Under the **Account** tab, click **Add an account**.

B3) Type in your full TechMail address and click **Sign in**.
OUTCOME

Your Microsoft OneDrive for Business files are now synced between your computer and the cloud. You may access your files on any computer through [Office.com](https://office.com) or on any of your devices set up to sync with OneDrive for Business, including mobile devices with the OneDrive app.

Solution Properties

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