## SYNC ONEDRIVE CLIENT (Windows 7)

1. Click on the Start Menu and type "onedrive" in the run line. Click on Microsoft OneDrive.

You might see 2 options. You need to **click on Microsoft OneDrive** – **NOT** OneDrive for Business. It's a bit misleading, but even though our PH account is the business version, on Windows 7, the OneDrive for Business client is only used to sync Sharepoint libraries. Microsoft is working on unifying the different clients. If you don't see the Microsoft OneDrive client, contact the Helpdesk x6464 so your local desktop rep can install it for you.

Programs (2)	2. Type in your <b>3X3@peacehealth.org</b>
ConeDrive for Business	
	Microsoft OneDrive
Documents (2)	₽ 
OneDrive for BusinessDRAFT.docx	Set up OneDrive
Infrastructure Services Analyst.doc	Put your files in OneDrive to get them from any device.
Pictures (1)	
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Files (116)	
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Microsoft OneDrive	
∛his is your OneDrive fold	er
Add files here so you can access them from other device have them on this PC.	s and still
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**=	
·* =	
(our OneDrive folder is here: C:\Users\tombun\OneDrive - Pe Change locator	aceHealth
Next	

3. Click Next

3. Click Next.

	Microsoft OneDrive	_ 0 🗙
	Your OneDrive is ready We'll sync your files to this PC. To add files to OneDrive - PeaceHealth" fol	r for you ive, just move them to der.
Sync your OneDrive files to this PC Choose what you want to download to your "OneDrive - PeaceHealth" folder. You can get to these items even when you're offline. Sync all files and folders in OneDrive - PeaceHealth Or sync only these folders: Files not in a folder (10.9 MB) P C AFF (951.2 MB)		
<ul> <li>Image: State of the st</li></ul>	Open my OneDrive - PeaceHealth fold	ier.
Location on your PC: C:\Users\tombun\OneDrive - PeaceHealth Selected: 2.4 GB Remaining space on C: 793.6 MB		

- 4. To **change OneDrive folders** synced after initial set-up, **right click** on the OneDrive icon on your system tray.
  - a. Choose Settings
  - b. Click on Account tab
  - c. Click Choose Folders.

