

Syncing your OneDrive

PowerUp



PowerUp

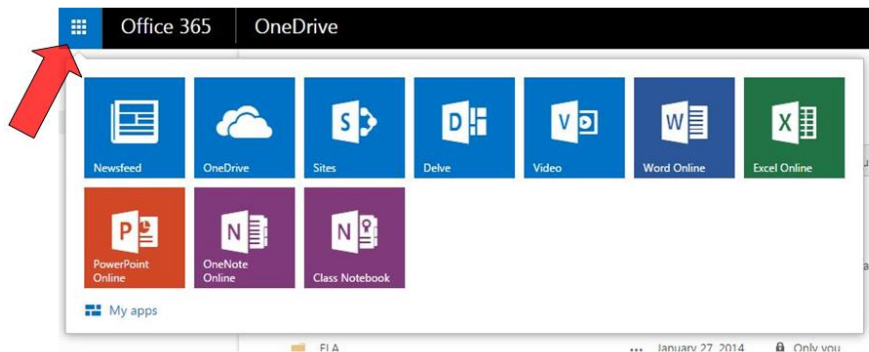


Step 1: Open the **Internet Explorer** web browser.

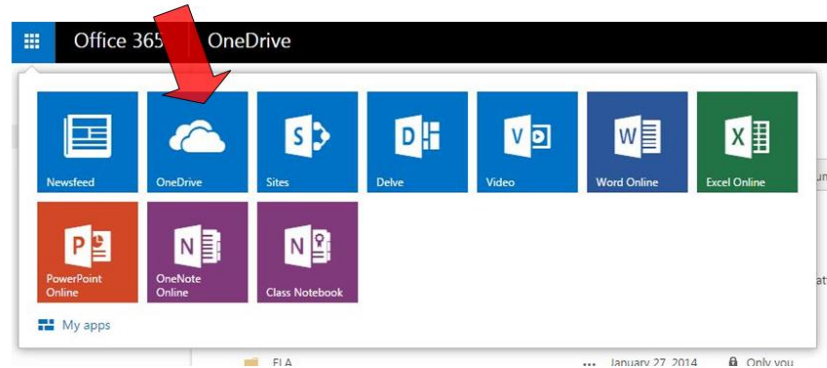


Step 2: In the address bar, type office365.houstonisd.org

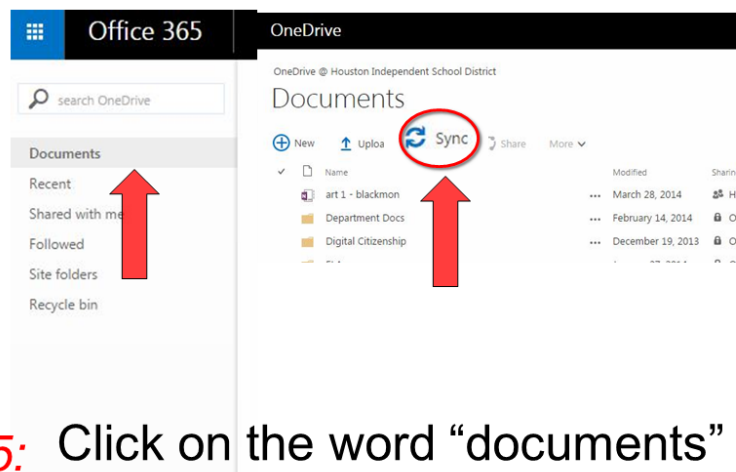
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Step 3: First, Click on the blue icon in the left corner with the nine tiles



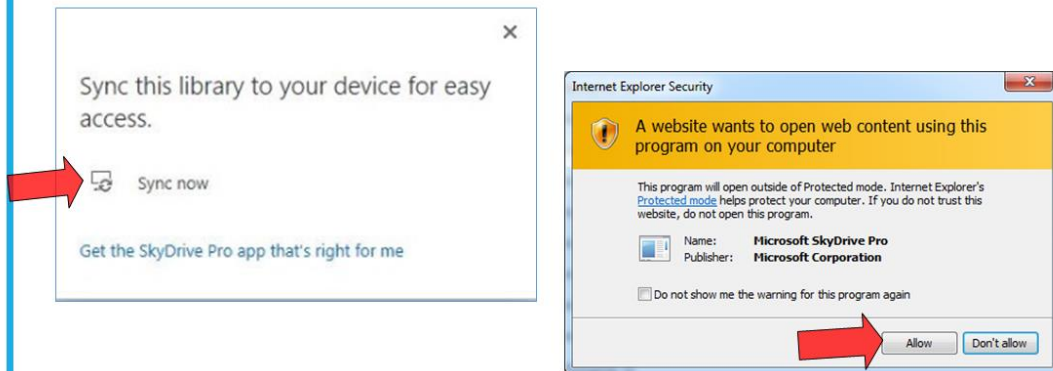
Step 4: Click on the clouds to access "One Drive"



Step 5: Click on the word "documents" on the left side

Step 6: Click on "Sync"





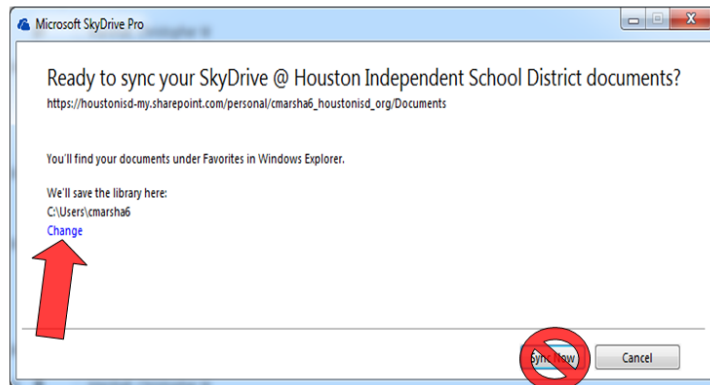
Step 7: Click on "Sync now"

Step 8: Next click on "Allow"

And then **STOP**, do not click on anything else!

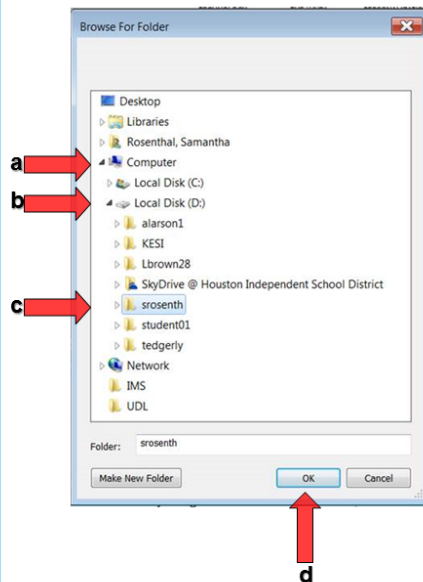
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DO NOT CLICK Sync Now



Step 9: Click the blue change link

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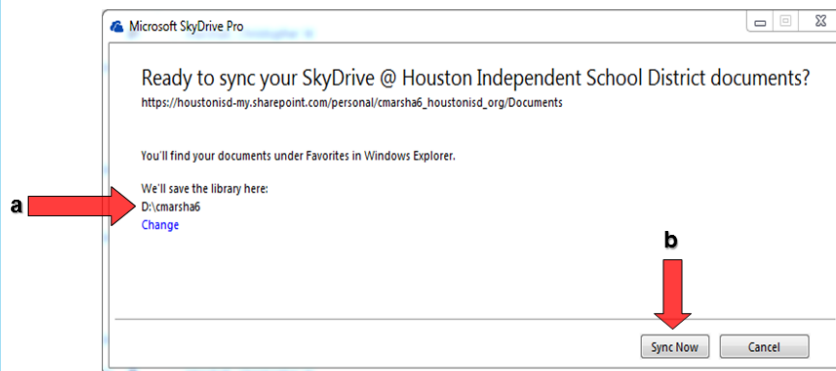


Step 10:

- Click on Computer.
- Click on Local Disk (D:)
- Click on the folder with your Username.
- Click OK once you are done.

If you do not see your folder with your name, select "Make New Folder" and create one under Local Disk (D:)

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Step 11:

- The window should show D:\yourusername
- Click on **Sync Now**

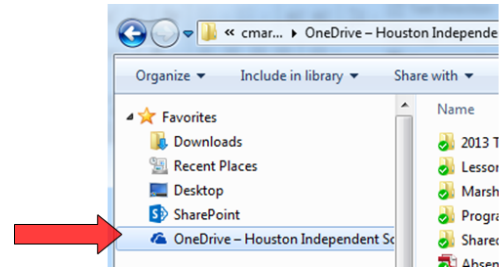


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Checking Your OneDrive

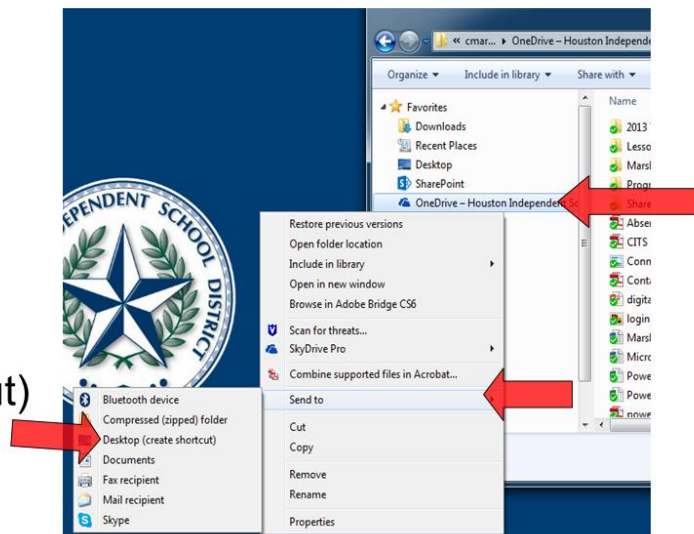
- Click on the folder at the bottom right.
- Look for your OneDrive. It is represented with a cloud icon.



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Shortcut Your OneDrive

- Right click on your Onedrive.
- Hover your mouse over "Send to."
- Left click on (create shortcut)



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