Syncing your OneDrive

Step 1: Open the Internet Explorer web browser.
Step 2: In the address bar, type `office365.houstonisd.org`

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!

DO NOT CLICK

Step 9: Click the blue change link
Step 10:
a) Click on Computer.
b) Click on Local Disk (D:)
c) Click on the folder with your Username.
d) 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:)

Step 11:
a) The window should show D: \yourusername
b) Click on Sync Now
Checking Your OneDrive

a) Click on the folder at the bottom right.

b) Look for your OneDrive. It is represented with a cloud icon.

Shortcut Your OneDrive

a) Right click on your Onedrive.

b) Hover your mouse over “Send to.”

c) Left click on (create shortcut)