# **How to Sync files with OneDrive in Windows**

Note: If you don’t currently have an account (@ucsd.edu or @health.ucsd.edu) signed in to OneDrive, use these instructions to start OneDrive.

1. Select the **Start** button, search for “OneDrive”, and then open it:



1. When OneDrive Setup starts, enter your @health account (JoeSmith@Health.ucsd.edu), and Click on **Sign in**.



1. On “Your OneDrive folder” screen, click 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.



1. If the folder location already exist then the App will ask you to “Use this folder” or Choose a new folder”



1. On the next page you get to select which folder to back up automatic. **Please unselect “Desktop” option**. Click on **Continue**



1. On the “Get to Know your OneDrive” screen, you will be able to drag and drop your files to you @Health OneDrive. Select Next when you are done



1. Click next on “How to share files” screen
2. The next screen explains the file icons (Online-Only, On this device, and Always available).  [Files On-Demand](https://support.microsoft.com/en-us/office/save-disk-space-with-onedrive-files-on-demand-for-windows-10-0e6860d3-d9f3-4971-b321-7092438fb38e) helps you access all your files in OneDrive without having to download all of them and use storage space on your Windows device. Select **Next**.



1. Just click on “Later” for “Get the mobile App”
2. Click on “Open my OneDrive folder”

