

By completing the following steps:

Files you save to this device will be saved to your device and synced to the OneDrive cloud (internet).

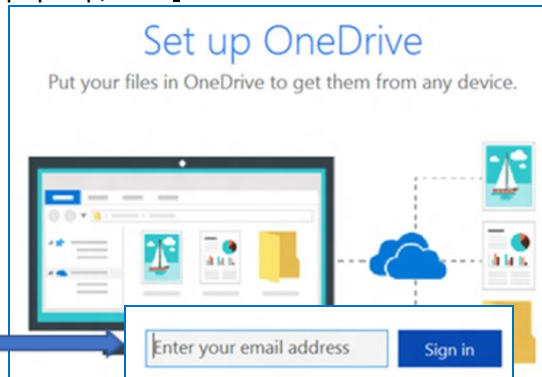
Sync Your Files to OneDrive:

1. If your device is already on, restart it.
2. Double click on the **OneDrive** shortcut Icon on the desktop.



3. When the **This is your OneDrive Folder** dialogue box pops up, click Next.

4. If the following pop-up appears...

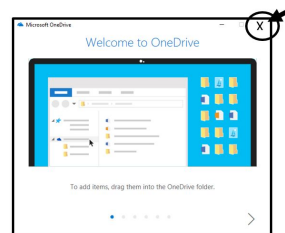


- a. Make sure your school email is in the box.
- b. Click on **Sign in**.

* If a login pop-up appears, sign in with your username (ie. student0315@students.mpsaz.org) and password then click **OK**.

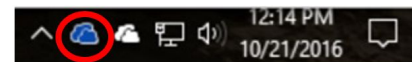
5. Click on the **Next** button (If there is a pop-up choice, choose the **“Work or School”** button.)
Make sure the box is **CHECKED** for **“Sync all files and folders in OneDrive – Mesa Public Schools”** (on top)
* Do **NOT uncheck** any boxes. (OneDrive automatically preselects files/folders to be synced.)

6. When the **“Welcome to OneDrive”** window pops up, close the window (click the **X** in the top right corner).

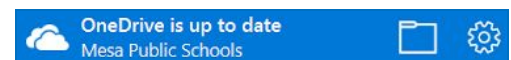


Check That OneDrive Is Syncing:

7. Click once (or hover over) the **blue** OneDrive cloud icon (on the taskbar)



8. Check that it shows **“OneDrive is up to date”** at the top of the box.



9. Your files will begin to sync with your device and the OneDrive Cloud after you restart.

Please see the tech support desk if you need assistance with this process.