How to Sync Student Files to OneDrive 2018-19

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.**