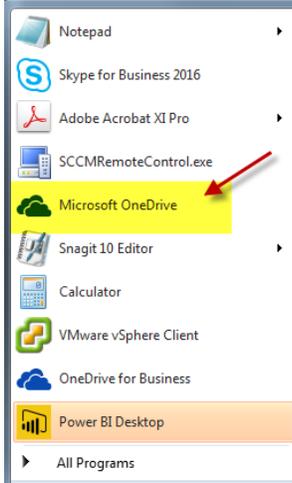
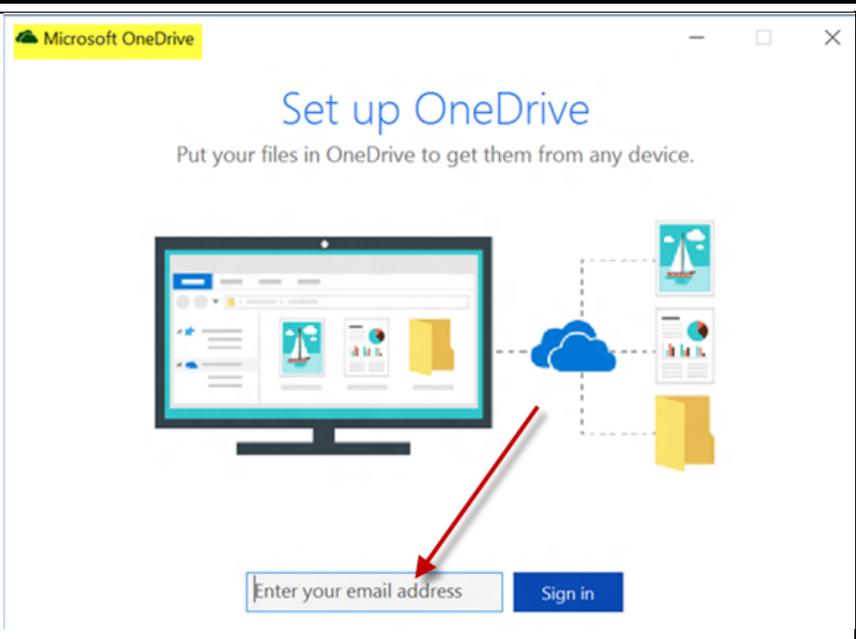


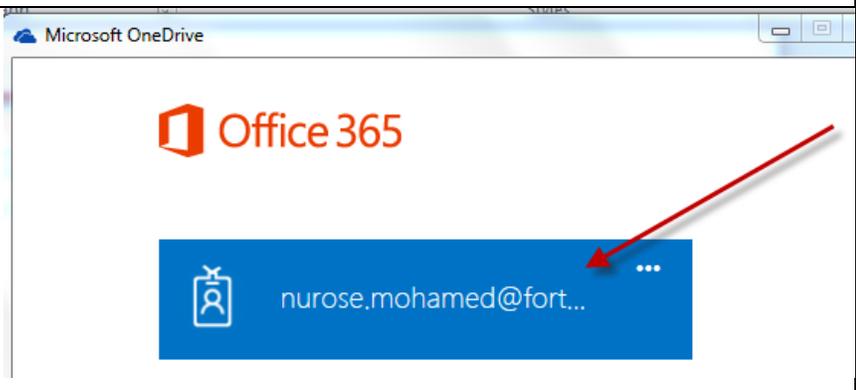
Title: Steps to configure One Drive for Business				
	Author/Owner	Peer Reviewer	Approver	Effective Date:
Name:	Nurose Mohamed			Review Date:
Title:	Sr. System Engineer			
Date:	08/23/2016			
Signature:				Supersedes:

Procedures	Screenshots
<p>1. Click on the Windows icon (Start button) in the lower left hand corner of your screen. In the search box, type Microsoft One Drive. Select Microsoft OneDrive from the list.</p>	 <p>The screenshot shows a Windows Start menu search interface. A search box at the top contains the text 'Microsoft One Drive'. Below the search box, a list of search results is displayed. The 'Microsoft OneDrive' entry is highlighted in yellow, and a red arrow points to it from the right. Other entries in the list include Notepad, Skype for Business 2016, Adobe Acrobat XI Pro, SCCMRemoteControl.exe, Snagit 10 Editor, Calculator, VMware vSphere Client, OneDrive for Business, and Power BI Desktop. An 'All Programs' link is visible at the bottom of the list.</p>

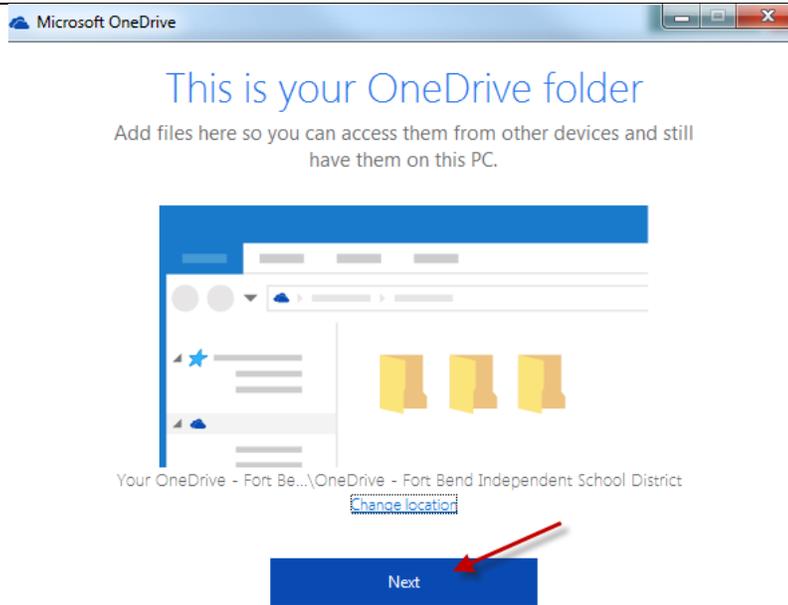
2. When the **Welcome to OneDrive** wizard starts, select **Sign in** to set up your work or school account.



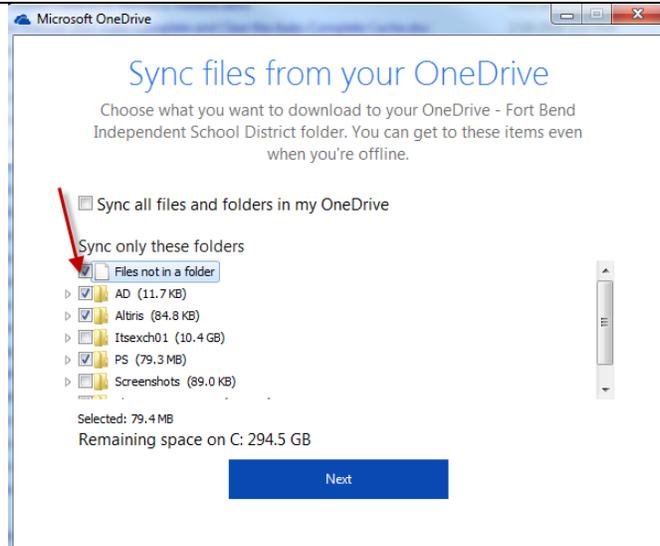
3. Select or type in your username (Firstname.Lastname@fortbendisd.com)
- Type your network password.
 - Click Sign in.



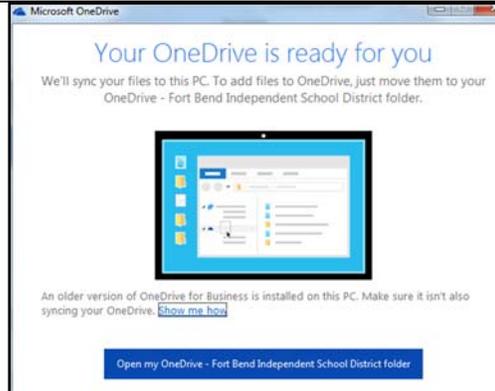
4. On the **This is your OneDrive folder** screen, select **Next** to accept the default folder location for your OneDrive files.



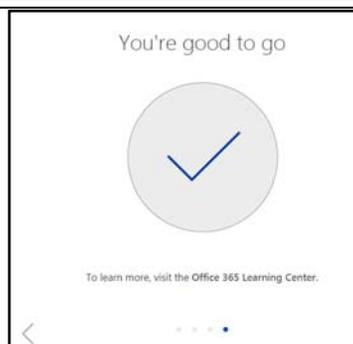
5. On the **Sync files from your OneDrive** screen, choose only the folders you want to sync, and select **Next**. This helps control the amount of space OneDrive files take on your computer and conserves bandwidth during sync processes.



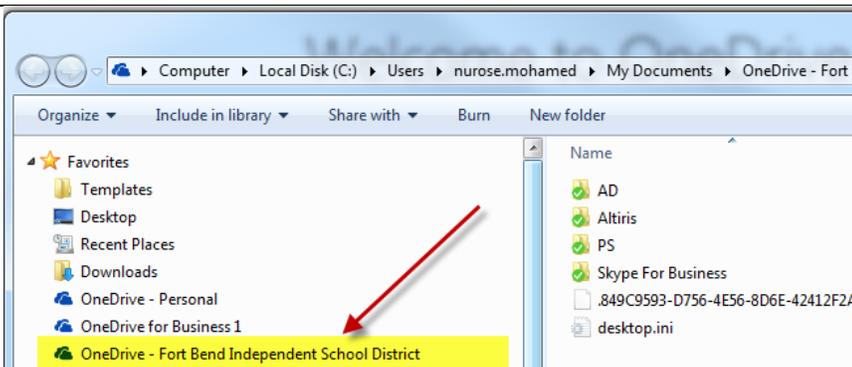
6. Click the bar at the bottom that says **Open my OneDrive...** This will open a web browser with a series of informational screens that you can click through using the arrows under the picture.



7. When this screen displays, close the browser window and OneDrive is ready to be used.



8. You're all set. Your OneDrive files will also appear in File Explorer window in the **OneDrive – Fort Bend Independent School District** folder.

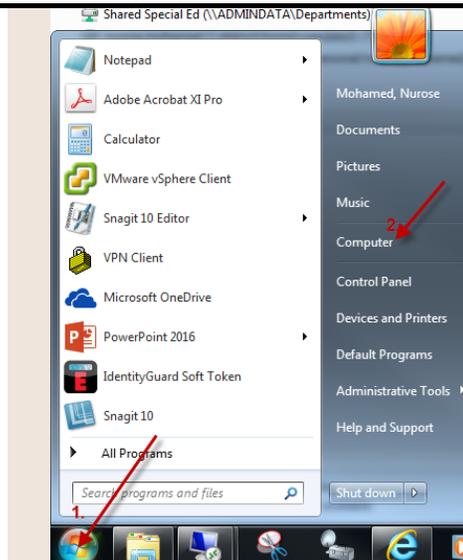


Moving Documents from H Drive to OneDrive-Fort Bend Independent School District

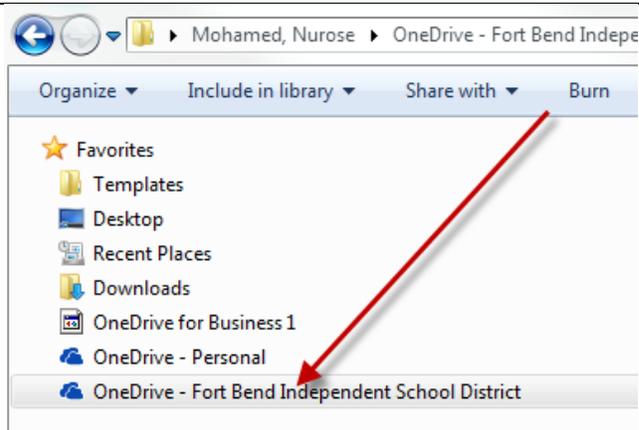
9. Copy the data on your H:\ drive to your OneDrive by selecting **Start, Computer, H:\ drive**

10. Hold the **CTRL** key + **A** to select all folders

11. Right click and select **Copy**

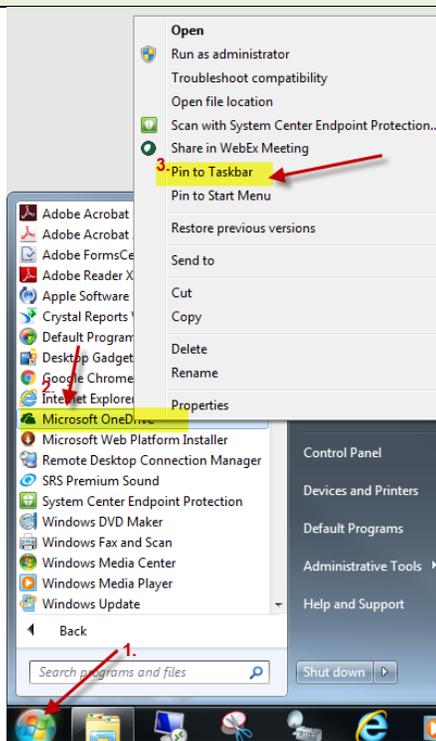


12. Go to your **Onedrive – Fort Bend Independent School District** folder
13. Right click and select paste to copy the contents
14. Going forward please save your files on the Onedrive –Fort Bend Independent School District folder. **You will not be able to save any data on your H:\drive as it is now set to read only mode.**



Easy Access to OneDrive

15. To pin **Microsoft OneDrive** to your task bar Go to
16. **Start**
17. **Right-click on Microsoft OneDrive**
18. Select **Pin to Taskbar**

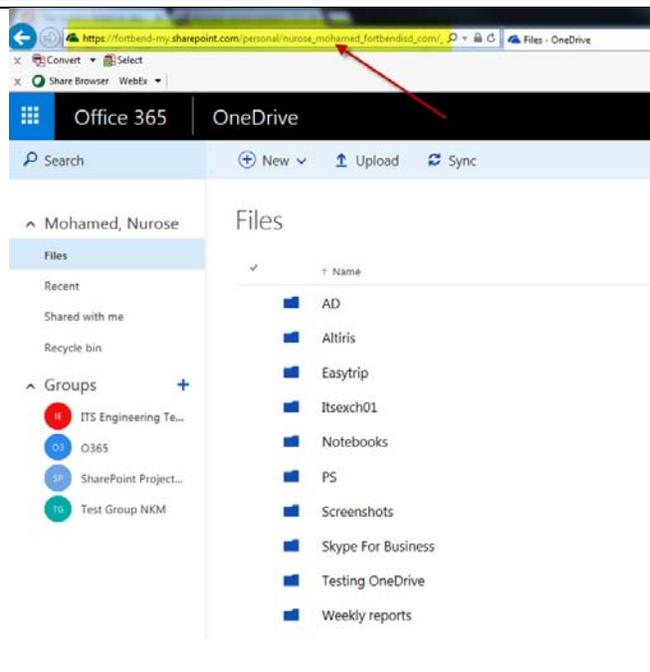


19. **Microsoft OneDrive** should now show up in your taskbar. This icon is pointing to your OneDrive on your local machine.

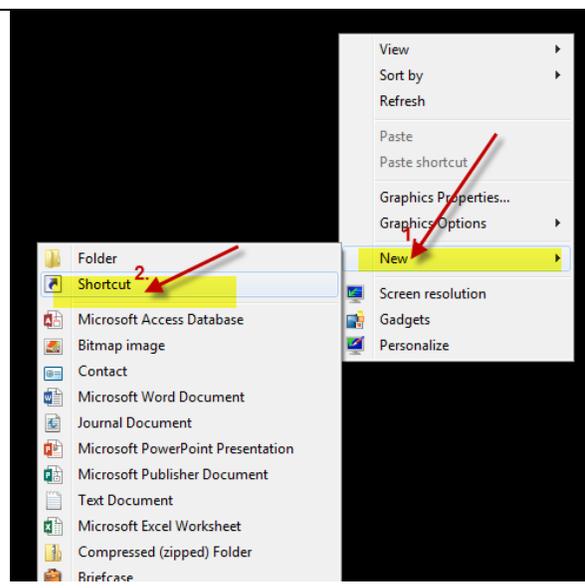


20. To create a shortcut to OneDrive on the cloud, open a web browser (the preferred browser is Internet Explorer) and type portal.office.com.

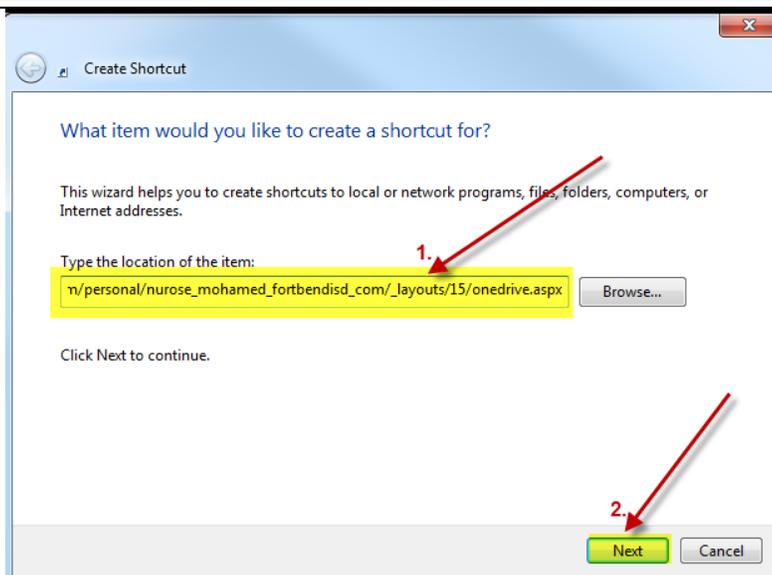
- Log in to your district Office 365 account.
 - User Name: firstname.lastname@fortbendisd.com
 - Password:
 - Network password
- Click on the OneDrive tile.
- Once your OneDrive opens, copy the web address at the top.



21. Hold the **Windows Flag key** + the **D key** to go to your desktop, Right-click, select **New, Shortcut**

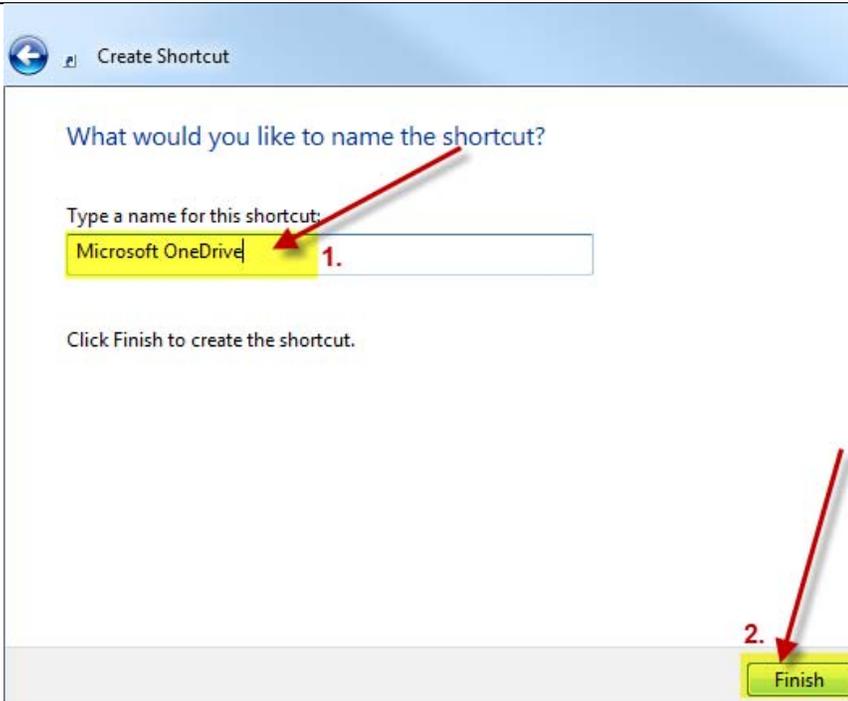


22. Paste the address (19) and select **Next**



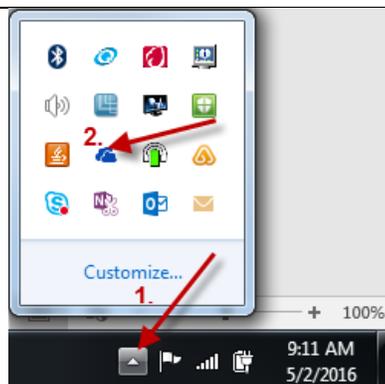
23. Type **Microsoft OneDrive** under the **Type a name for this shortcut** and select **Finish**. The shortcut will be created on your desktop.

24. This shortcut points to Microsoft OneDrive on the Cloud

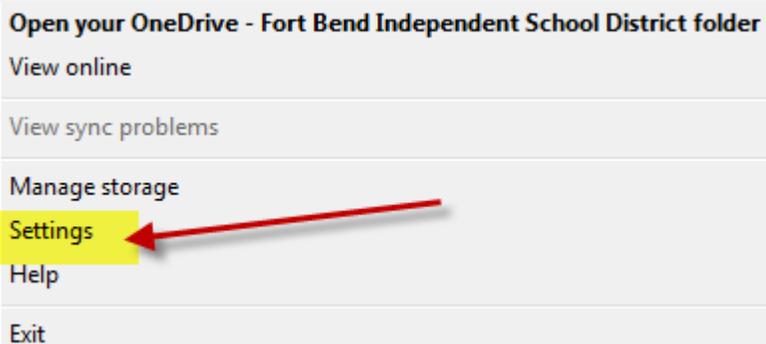


Synching and Unsynching Specific Folders

25. Any time you want to change the folders you sync on your computer, right-click the arrow pointing up in the lower right hand screen of the task bar. Right click on the blue cloud (OneDrive icon).

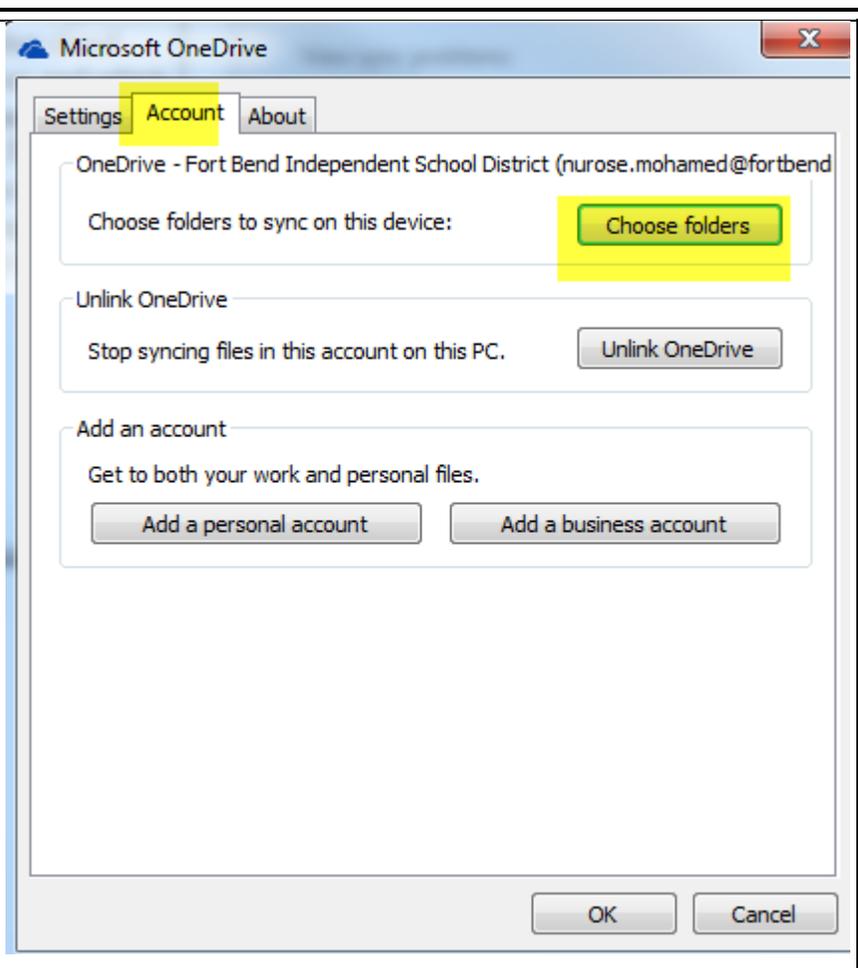


26. Select **Settings**



27. Select the **Account Tab**, **Choose folders**.

28. Select Folders you want to unsync.



29. Click the following:

- If you want to sync all folders
- If you want to sync individual folders

