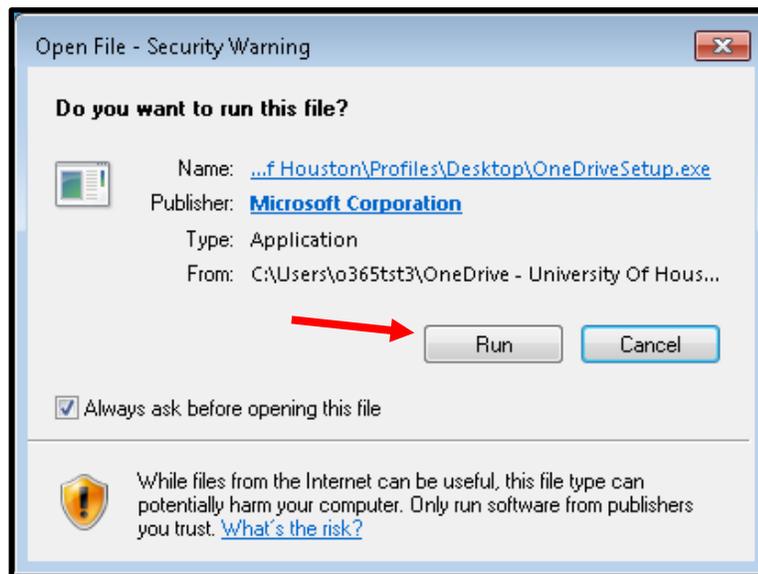


Installing OneDrive for Business Sync Client Instructions for Windows 7 users

Part 1: Downloading the Sync Client

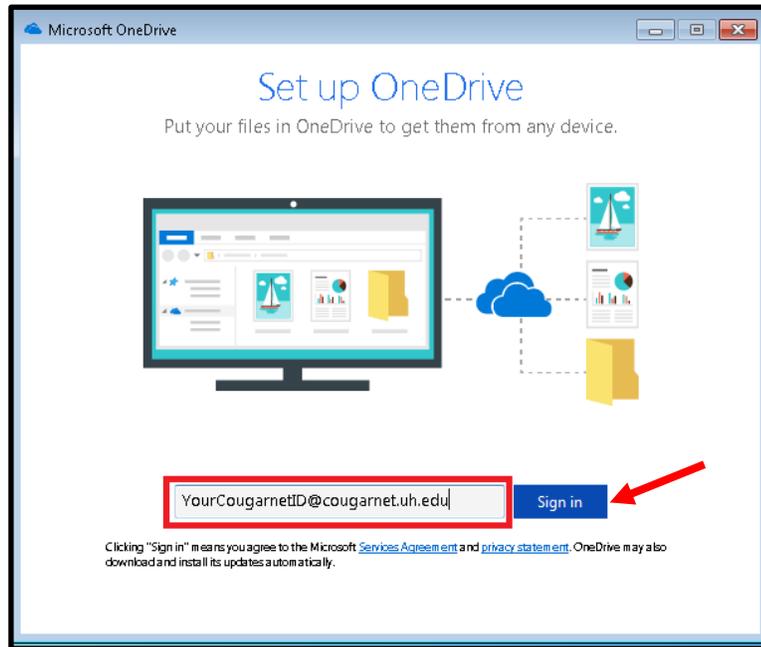
1. Download the current version of the **OneDrive for Business Sync Client**:
<https://onedrive.live.com/about/en-us/download/>
2. Click **Run**.



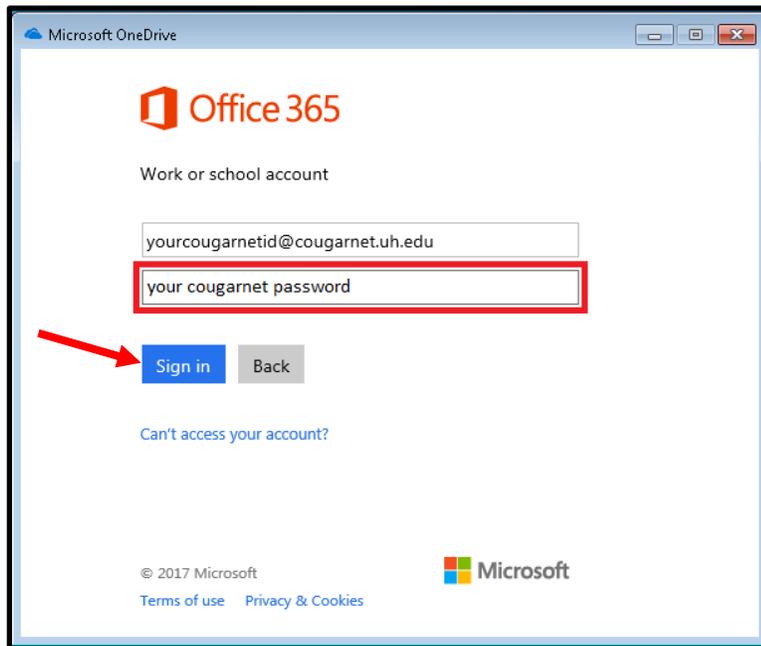
Note: the OneDrive Sync Client installation window will appear.



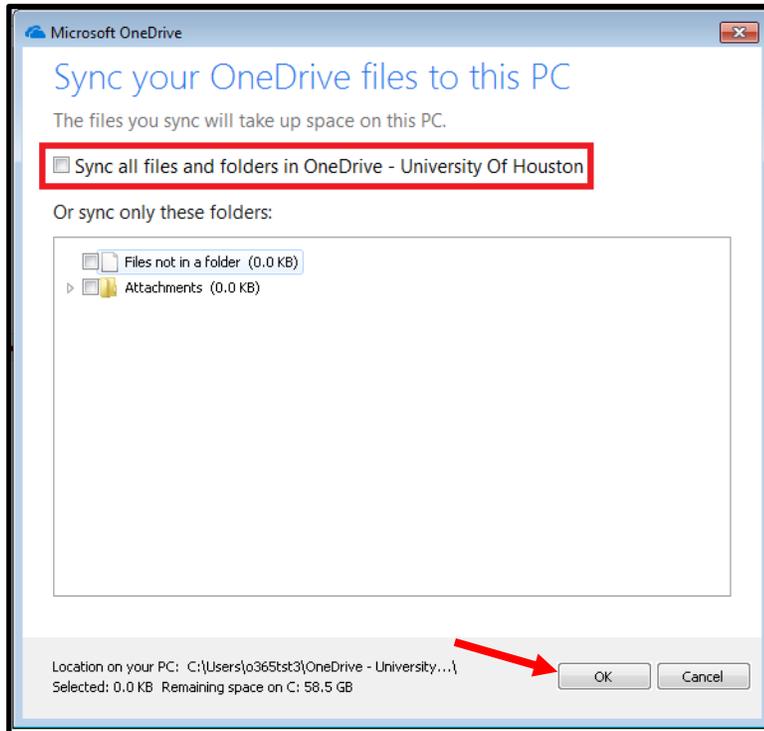
3. In the Set up OneDrive window enter **YourCougarnetID@cougarnet.uh.edu**.
4. Click **Sign in**.



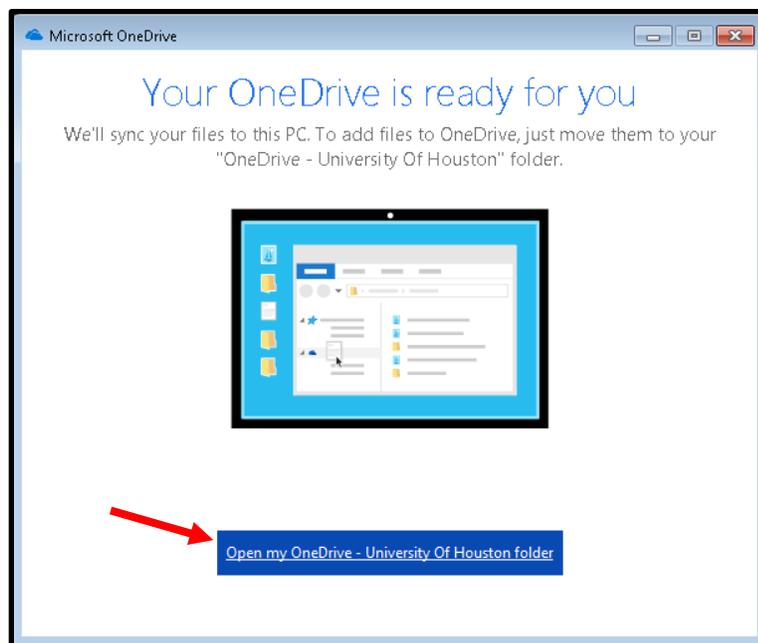
5. Enter your **Cougarnet password**.
6. Click **Sign in**.



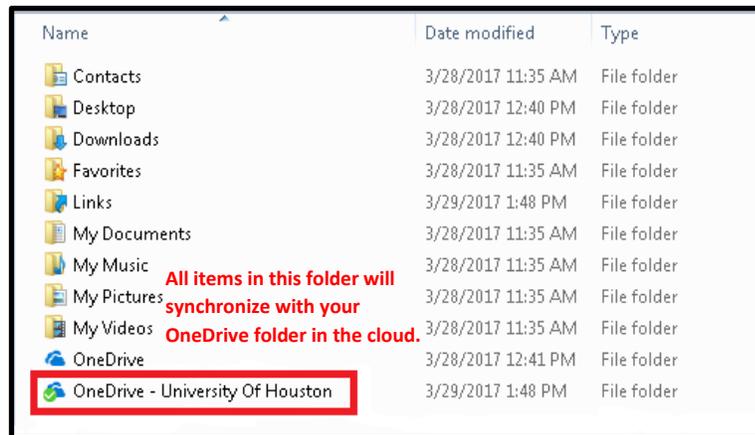
7. Uncheck **Sync all files and folders in OneDrive – University of Houston.**
8. Click **Ok.**



9. Click the **Open my OneDrive – University of Houston folder.**



Note: these steps have created a folder in your local profile named **OneDrive – University Of Houston**. The actual location of the new folder is **C:\Users\YourcougarnetID\OneDrive - University Of Houston**.

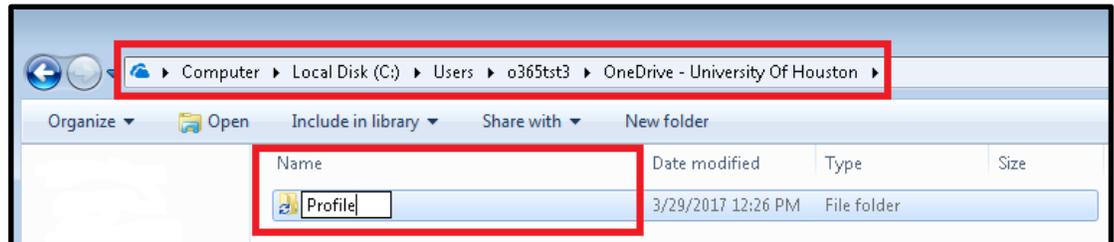


Name	Date modified	Type
Contacts	3/28/2017 11:35 AM	File folder
Desktop	3/28/2017 12:40 PM	File folder
Downloads	3/28/2017 12:40 PM	File folder
Favorites	3/28/2017 11:35 AM	File folder
Links	3/29/2017 1:48 PM	File folder
My Documents	3/28/2017 11:35 AM	File folder
My Music	3/28/2017 11:35 AM	File folder
My Pictures	3/28/2017 11:35 AM	File folder
My Videos	3/28/2017 11:35 AM	File folder
OneDrive	3/28/2017 12:41 PM	File folder
OneDrive - University Of Houston	3/29/2017 1:48 PM	File folder

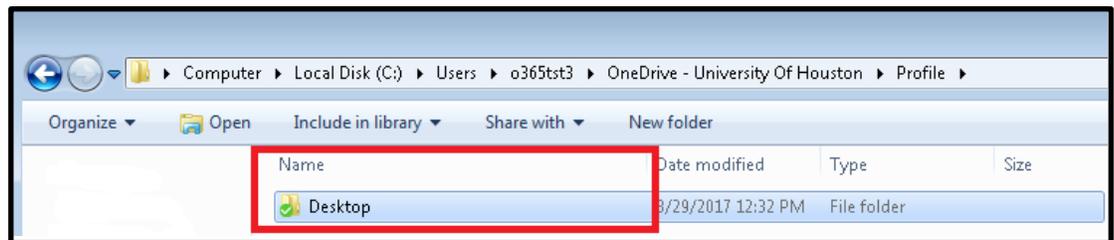
All items in this folder will synchronize with your OneDrive folder in the cloud.

Part 2: Configuring your local computer to the Office 365 Cloud account

1. Create a new folder named **Profile** in the following path:
C:\Users\YourcougarnetID\OneDrive - University Of Houston



2. Create a Desktop and/or Documents folder within the Profile folder created in Step 1
C:\Users\username\OneDrive - University Of Houston\Profiles\desktop (documents or etc)



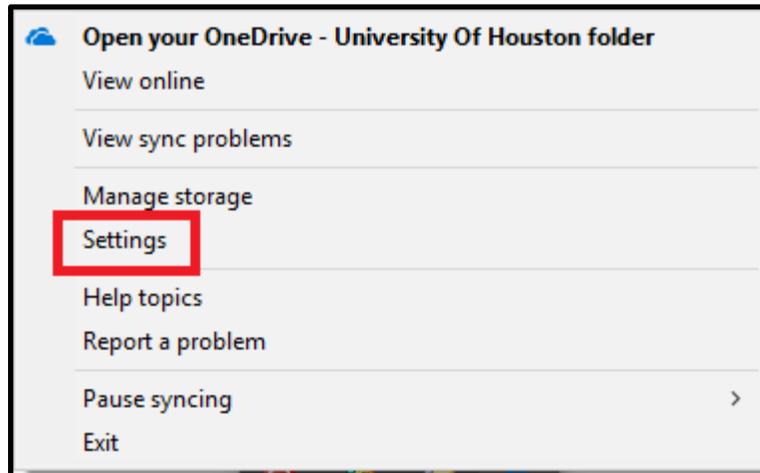
Keep in mind these folders will continuously synchronize with the same name and location folders in the cloud.

Part 3: Choosing the folders you wish to Sync

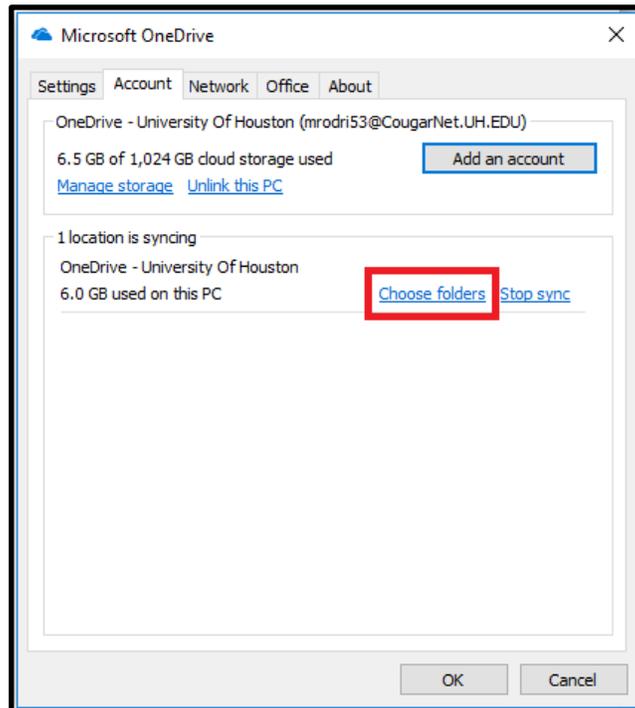
1. Right click the **Blue Cloud**.



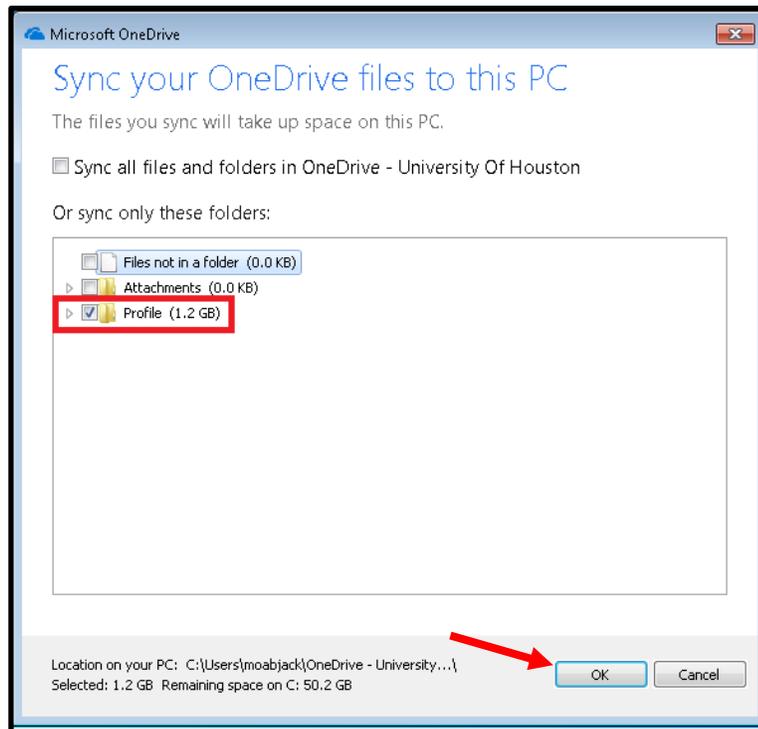
2. Select **Settings**.



3. Click **Choose folders**.

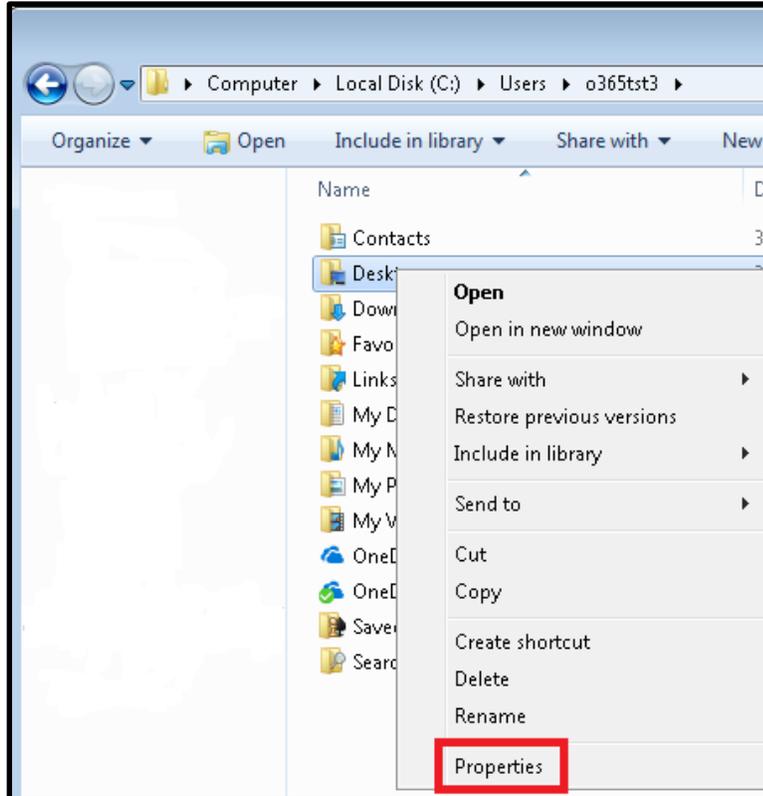


4. Select the **Profile** folder you created in C:\Users*YourcougarnetID*\OneDrive - University Of Houston (see **Part 2**).
5. Click **OK**.

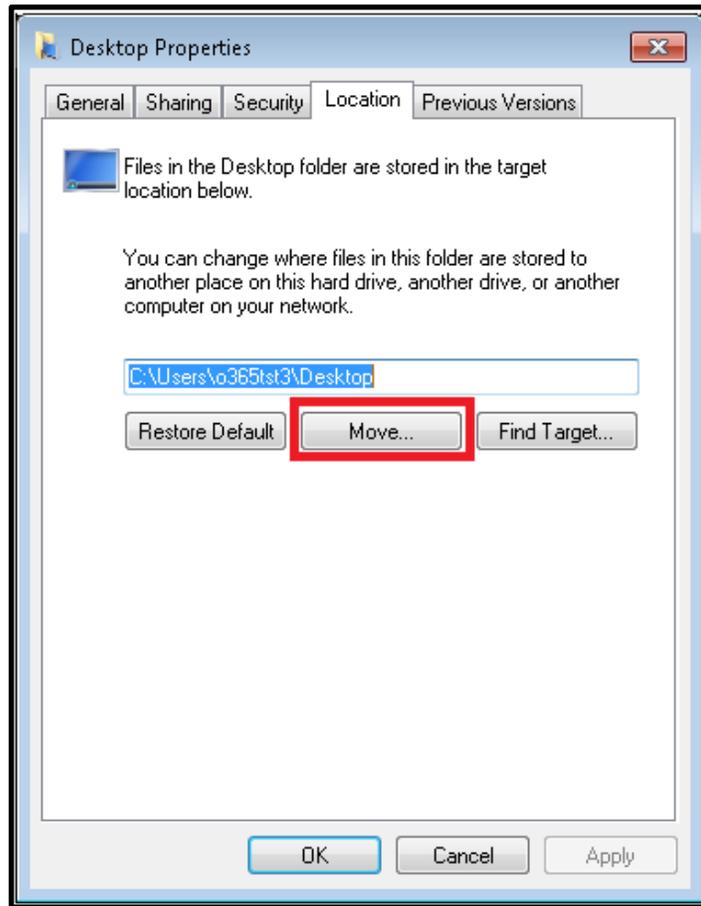


Part 4: Changing the location of the Profile folder

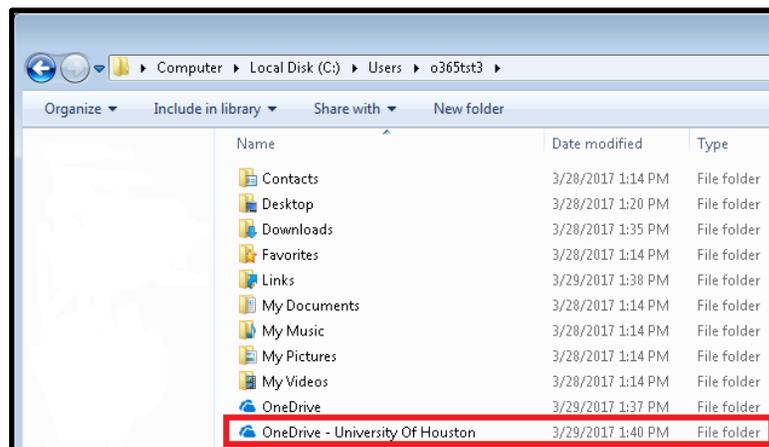
1. Go back to C:\Users*YourCougarNetID*.
2. Right click the **Desktop** folder.
3. Select **Properties**.



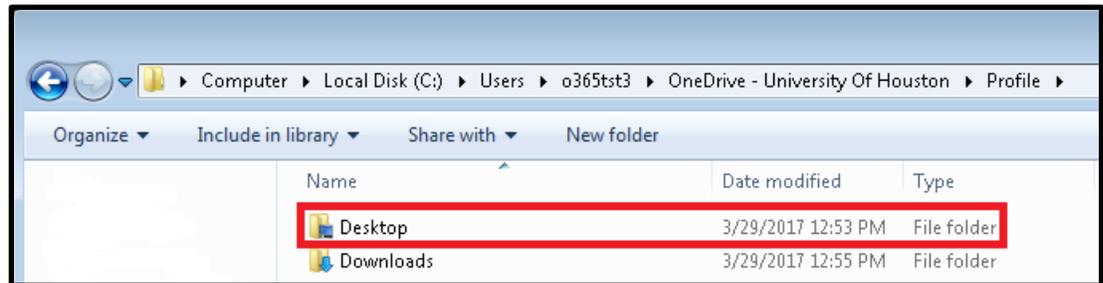
4. Click the **Location** tab.
5. Click **Move....**



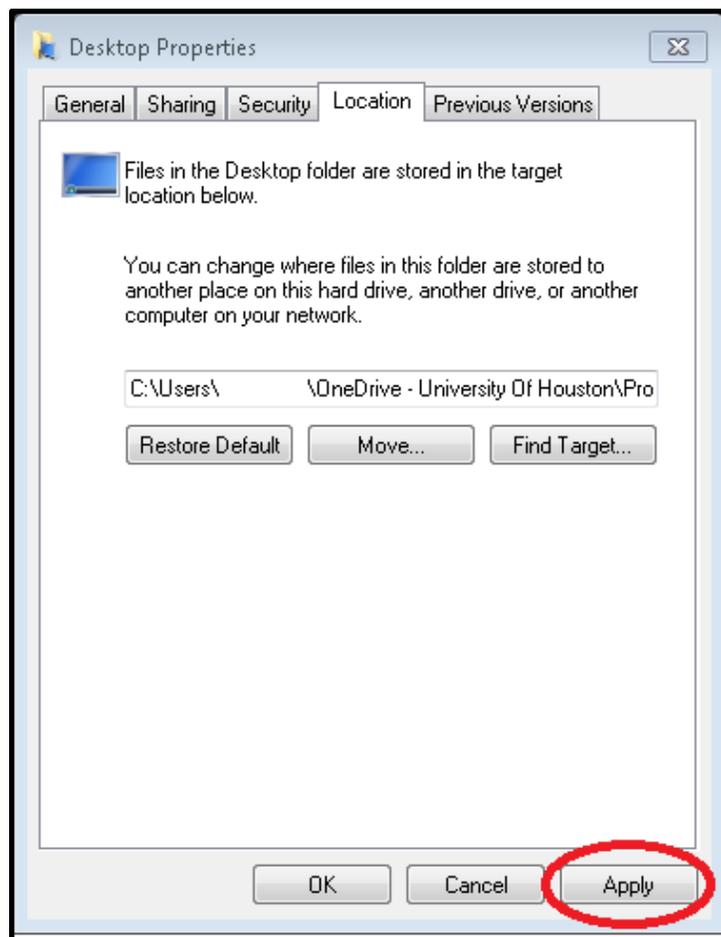
6. Go to C:\Users**YourCougarnetID** \OneDrive - University Of Houston\Profile\Desktop
7. Select the **OneDrive – University of Houston** Folder.



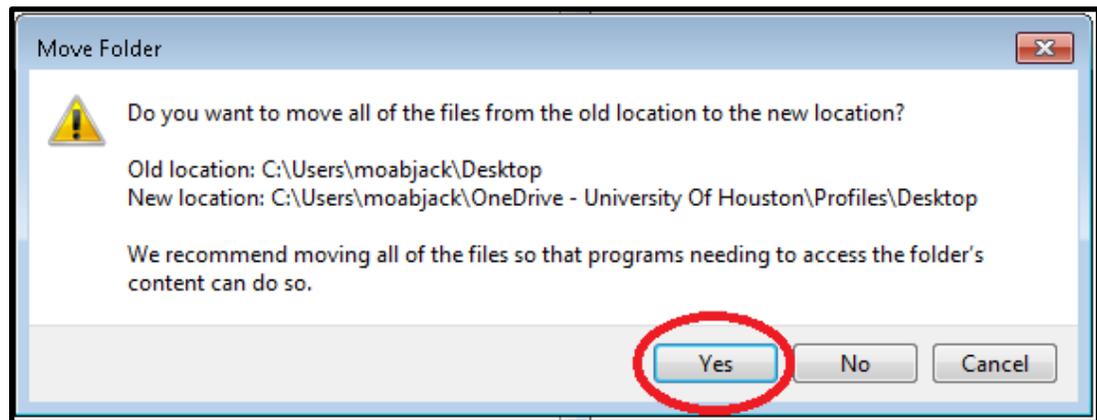
8. Click the **Desktop** folder.



9. Click **Apply**.



10. Click **Yes**.



11. Allow other **files/folders**, if any, to be copied over to the new location.
12. Click **OK**.
13. Repeat **Part 2 through 4** for each of the folders in your profile that you want to sync with your OneDrive. For instance, if you would like to sync your Documents folder, create a folder named Documents and follow the instructions above substituting Documents for Desktop.

Installing OneDrive for Business Sync Client Instructions for Windows 10 users

Part 1: Downloading the Sync Client

Windows 10 has the client installed by default. To ensure you have the most recent Sync Client please make sure that Windows 10 has been updated.

Note: Parts 2, 3, and 4 are identical to the Windows 7 instructions above.