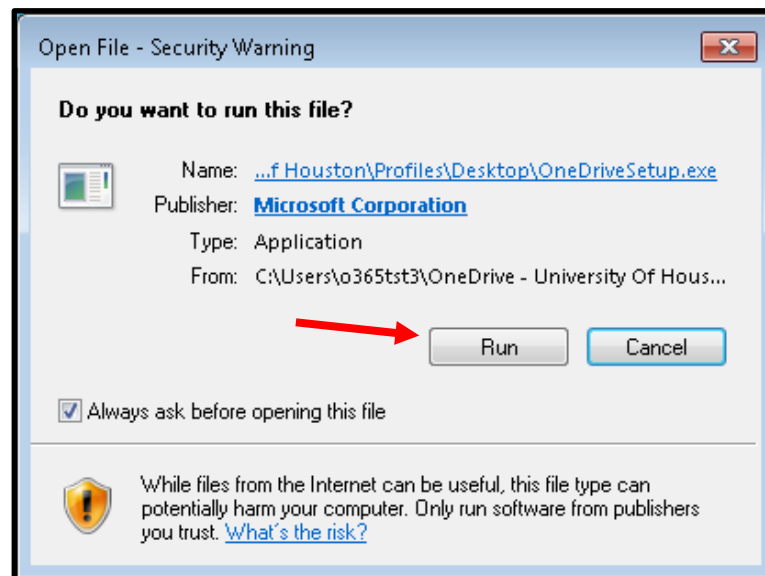


## Installing OneDrive for Business Sync Client Instructions for Windows 7 users

### Part 1: Downloading the Sync Client

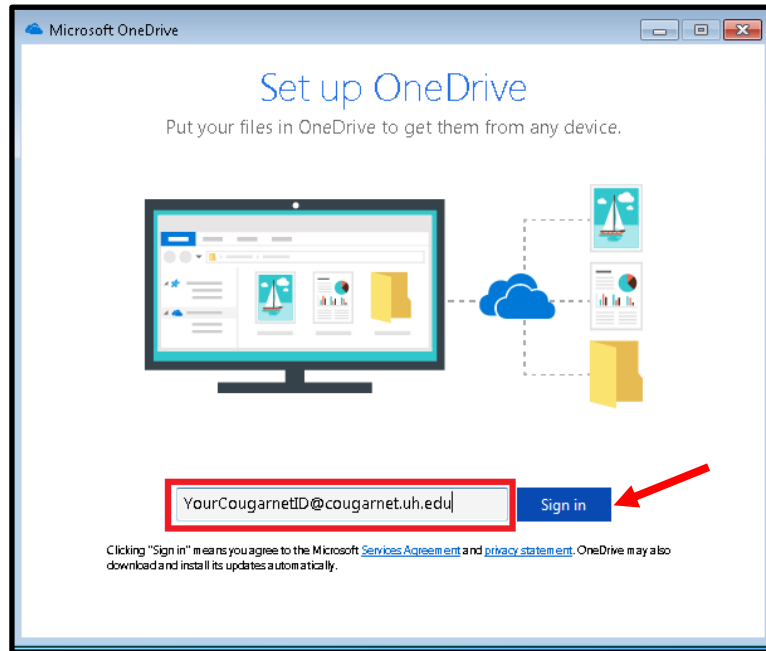
1. Download the current version of the **OneDrive for Business Sync Client**:  
<https://onedrive.live.com/about/en-us/download/>
2. Click **Run**.



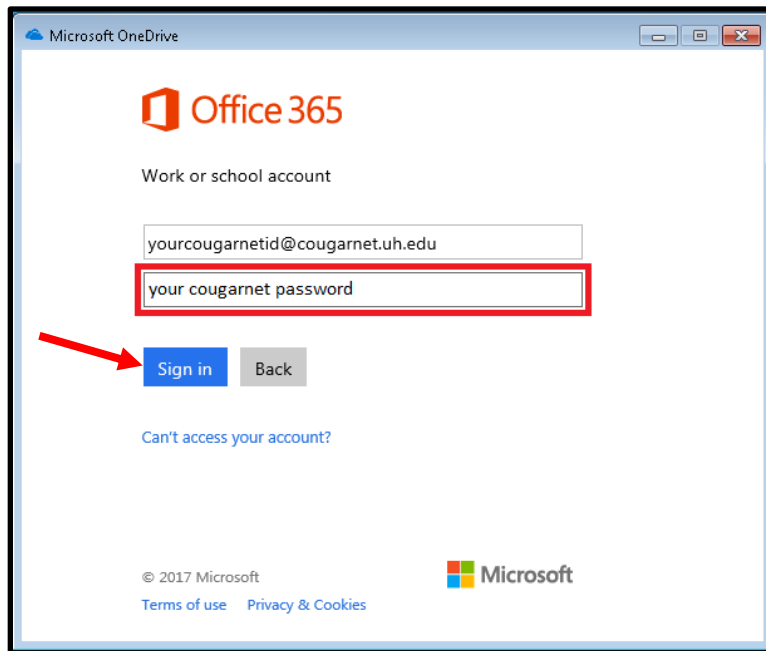
**Note:** the OneDrive Sync Client installation window will appear.



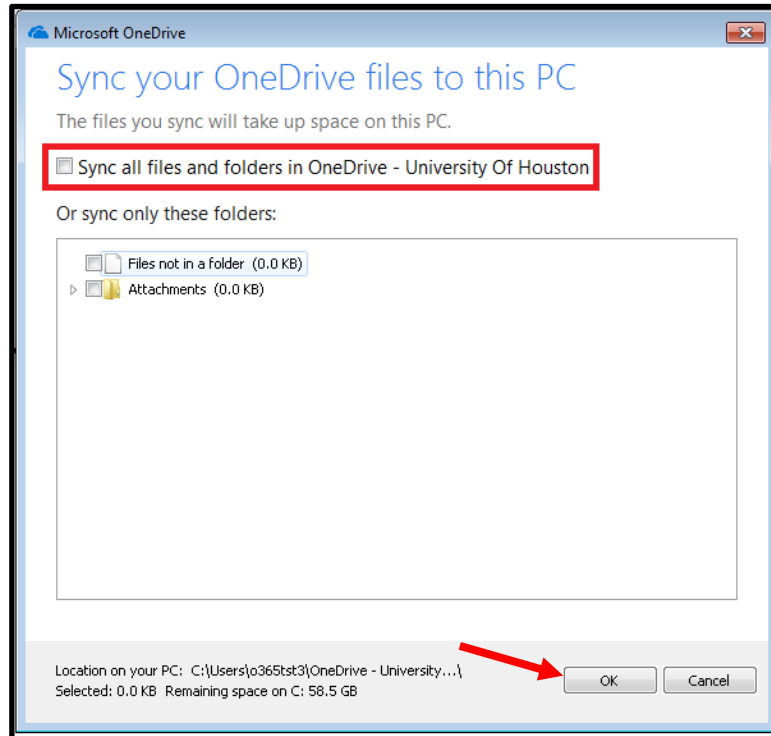
3. In the Set up OneDrive window enter **YourCougarnetID@cougarnet.uh.edu**.
4. Click **Sign in**.



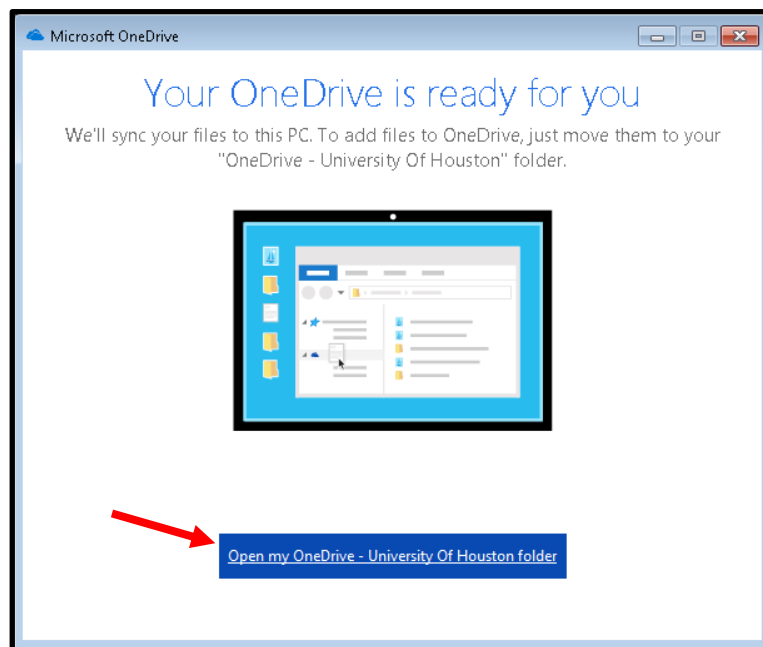
5. Enter your **Cougarnet password**.
6. Click **Sign in**.



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.**



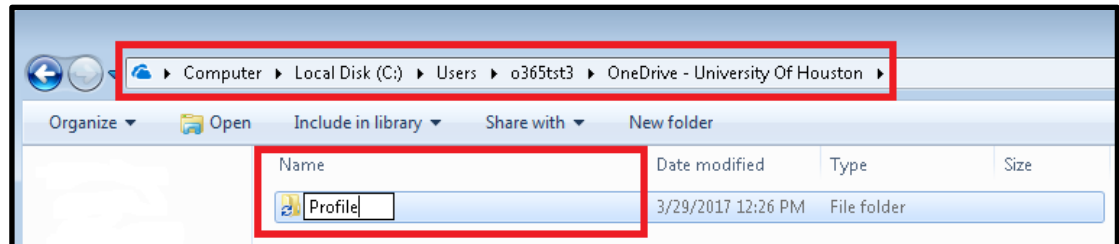
**Note:** these steps have created a folder in your local profile named **OneDrive – University Of Houston**. The actual location of the new folder is **C:\Users\YourcougarnetID\OneDrive - University Of Houston**.

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

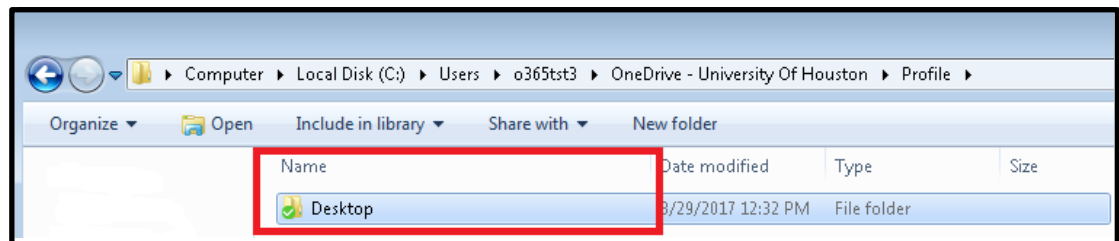
All items in this folder will  
synchronize with your  
OneDrive folder in the cloud.

## 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)*



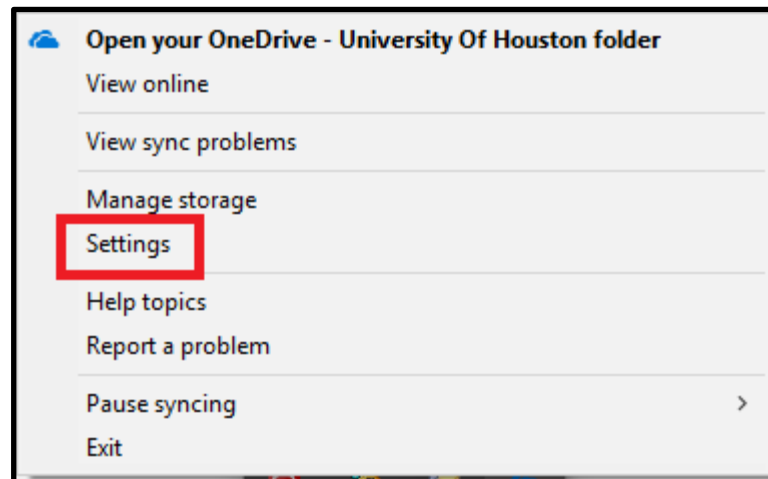
Keep in mind these folders will  
continuously synchronize with the  
same name and location folders in  
the cloud.

### Part 3: Choosing the folders you wish to Sync

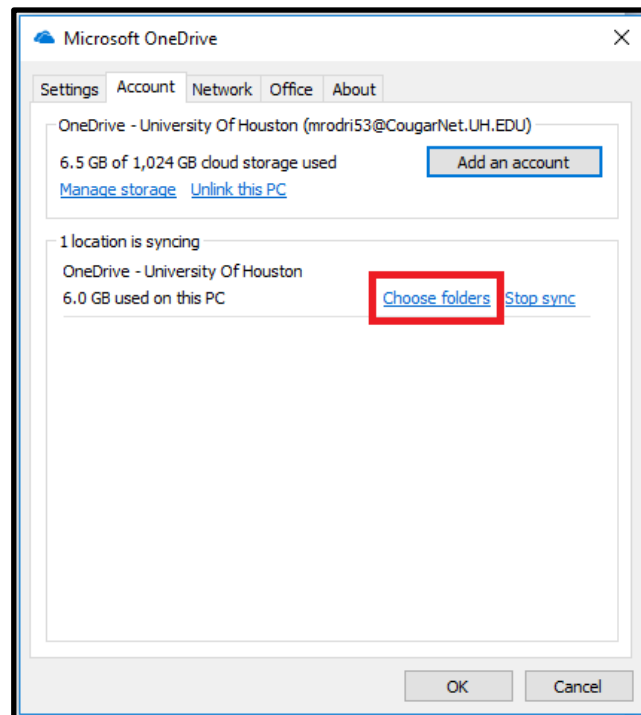
1. Right click the **Blue Cloud**.



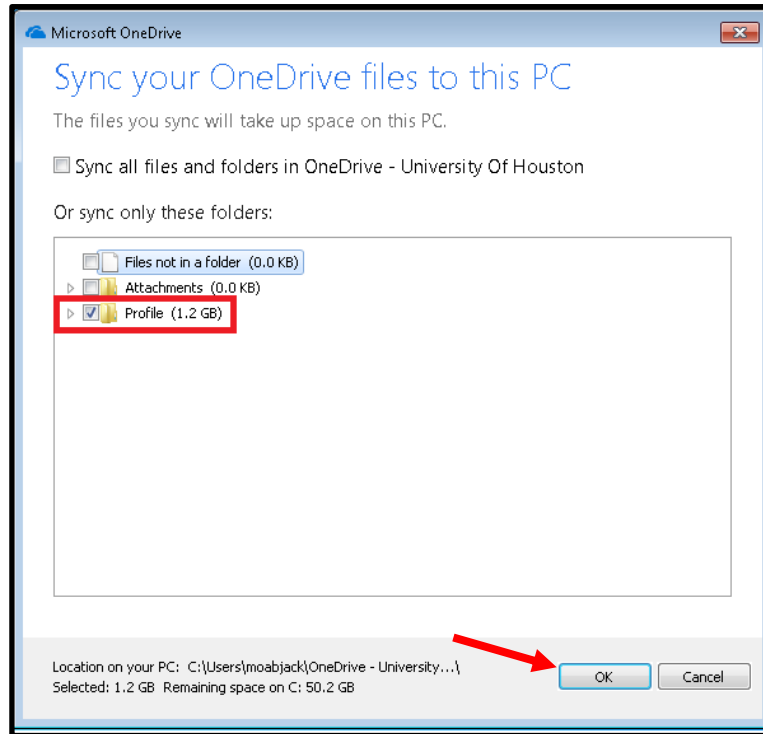
2. Select **Settings**.



3. Click **Choose folders**.

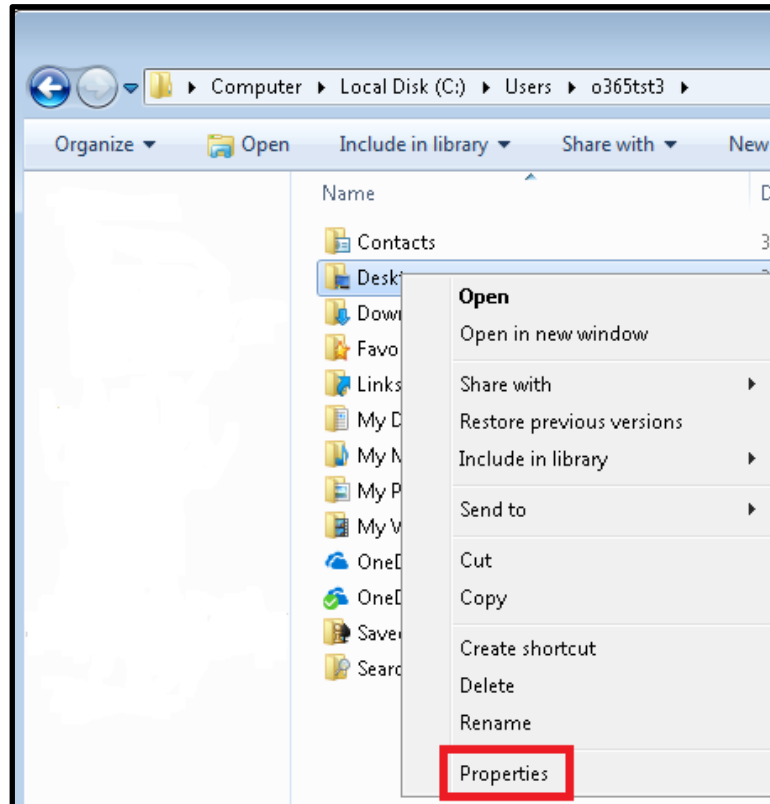


4. Select the **Profile** folder you created in C:\Users\*YourcougarnetID*\OneDrive - University Of Houston (see **Part 2**).
5. Click **OK**.



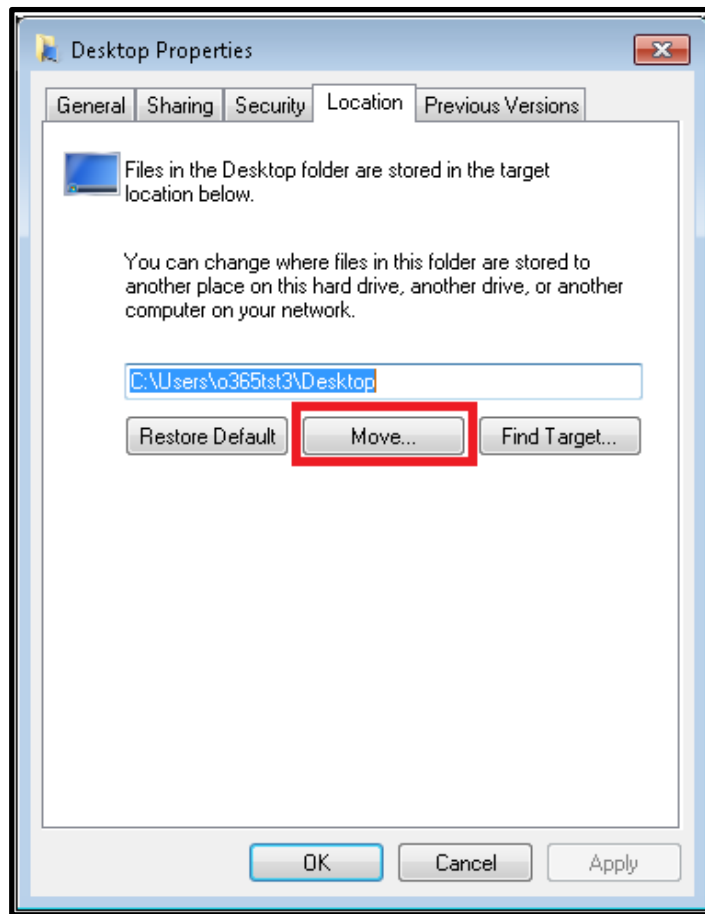
#### Part 4: Changing the location of the Profile folder

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

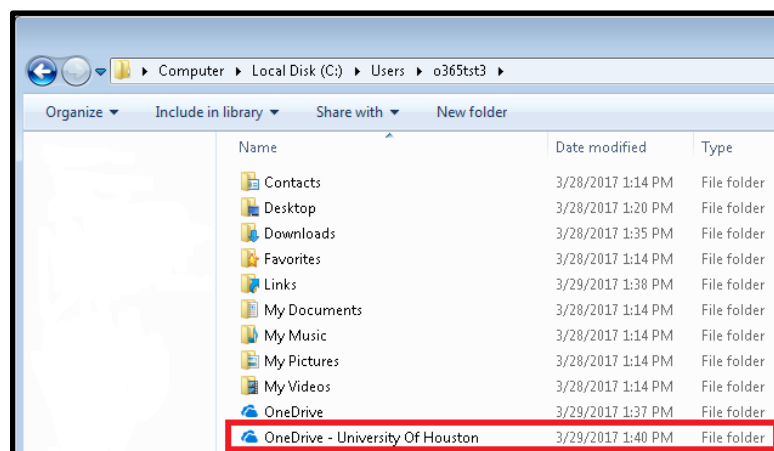




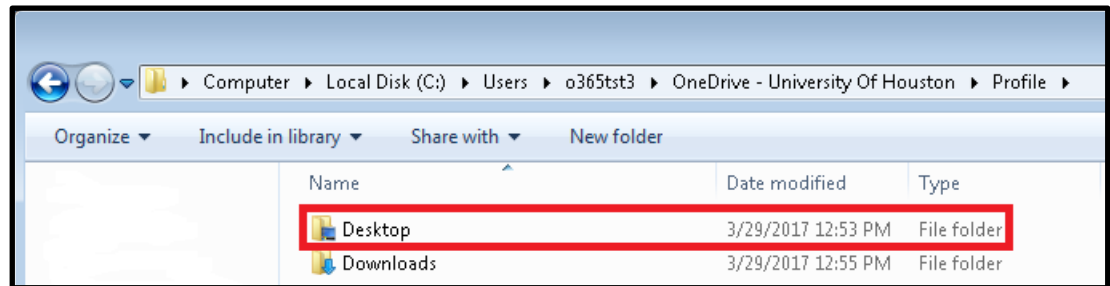
4. Click the **Location** tab.
5. Click **Move....**



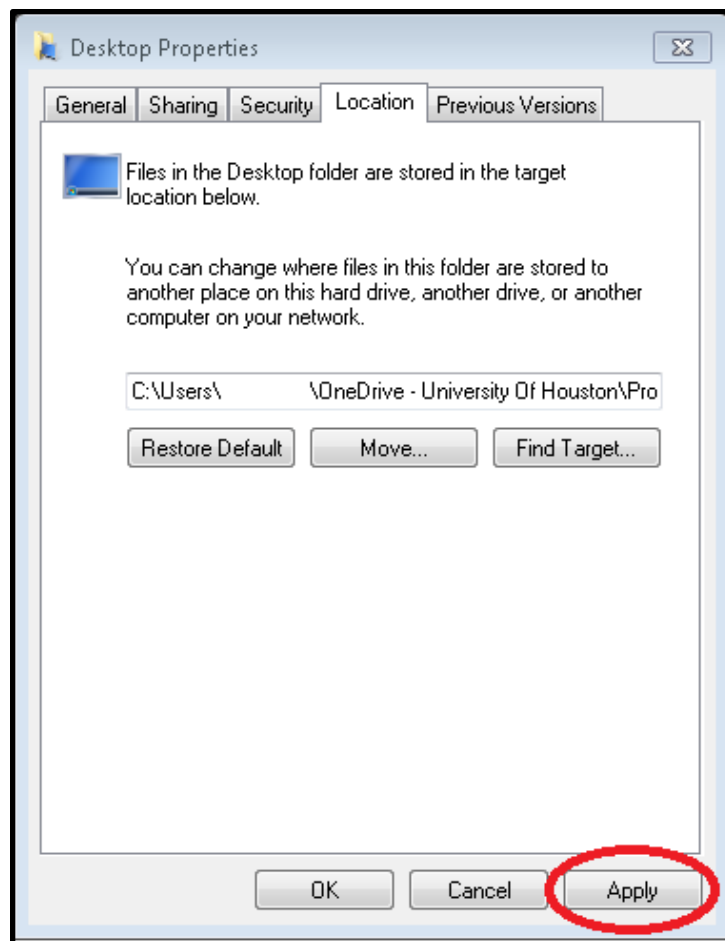
6. Go to C:\Users\**YourCougarNetID** \OneDrive - University Of Houston\Profile\Desktop
7. Select the **OneDrive – University of Houston** Folder.



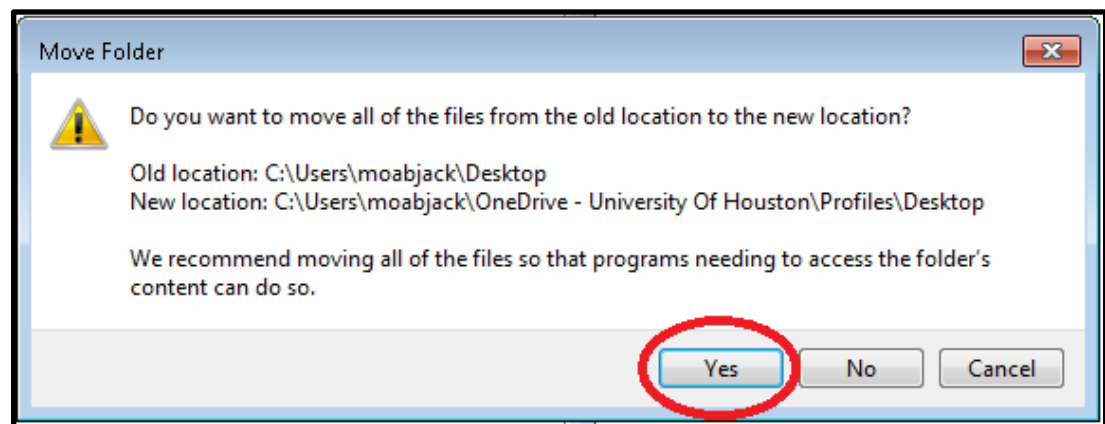
8. Click the **Desktop** folder.



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.