

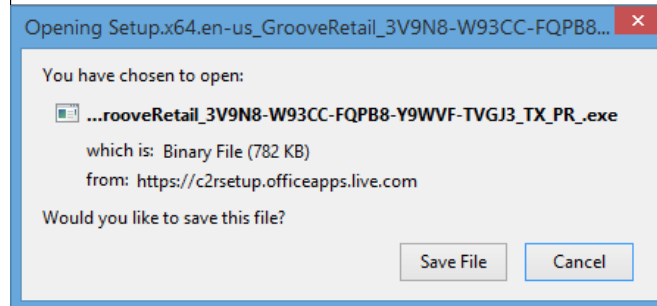
Sync OneDrive for Business to Your Computer

Procedures for syncing OneDrive for Business to your Windows or Mac computer

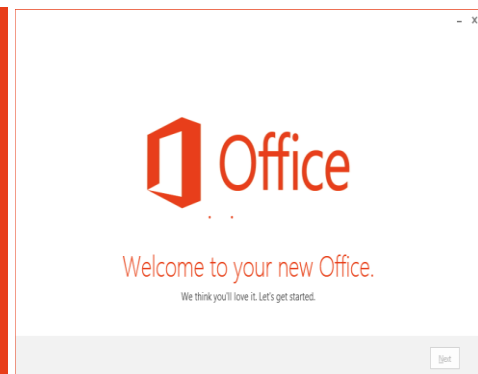
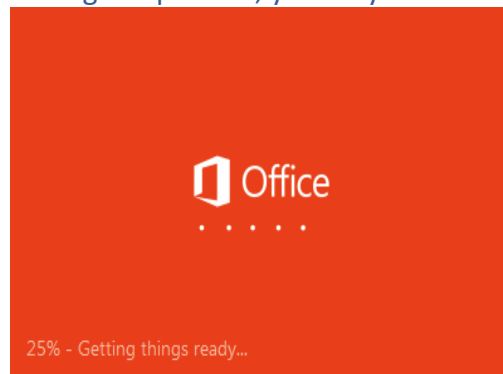
Syncing OneDrive for Business to Your Windows Computer

- Install the OneDrive for Business Client for Windows:
(Skip these install instructions if you have Office 2013 since it installs the OneDrive for Business client. Ideally, make sure you have SP1 for Office 2013 installed first, then proceed to the client setup instructions. If you already have the SkyDrive Pro client installed on your workstation as part of Office 2013, do not attempt to manually download and install the OneDrive for Business client since that has been know to cause problems. It is OK if you see the term SkyDrive Pro rather than OneDrive for Business in some places.)

- Navigate to <https://support.microsoft.com/en-us/kb/2903984/en-us> and look for the English version of the OneDrive for Business Sync Client Installer. If you are running 32-bit Windows OR if you have any 32-bit component of Microsoft Office already installed (typical), then you must select the x86 version. If you are unsure and select the wrong one, do not be concerned. The setup wizard will not let you install an incompatible version.
- A message like one of the following will appear. Either click Run or click Save File to save the file and then run it to start the setup process

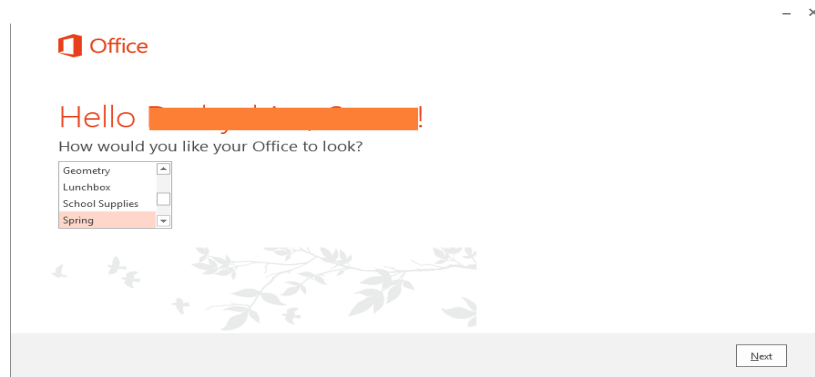


- During the process, you may see several screens:



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4. Select how you want the client app to look, then click Next.



5. Continue through the prompts. When the installation is complete, you may see the following:



6. Click All done.

- Sync your documents and folders:
 1. Sign into your Office 365 online account, and navigate to OneDrive, then click on Sync at the top of the page

Office 365 OneDrive

BROWSE FILES LIBRARY

search OneDrive

OneDrive @ Metropolitan State University of Denver (MSU Denver)

Documents


new upload sync edit manage share

Create a synchronized copy of this library on your computer.

Name	Modified	Shared	Tran, Quan
Email attachments	April 24	Shared	<input type="checkbox"/>
Files from P drive	March 20	Only you	<input type="checkbox"/>
Manual	March 17	Only you	<input type="checkbox"/>
Quan @ Work	April 1	Only you	<input type="checkbox"/>

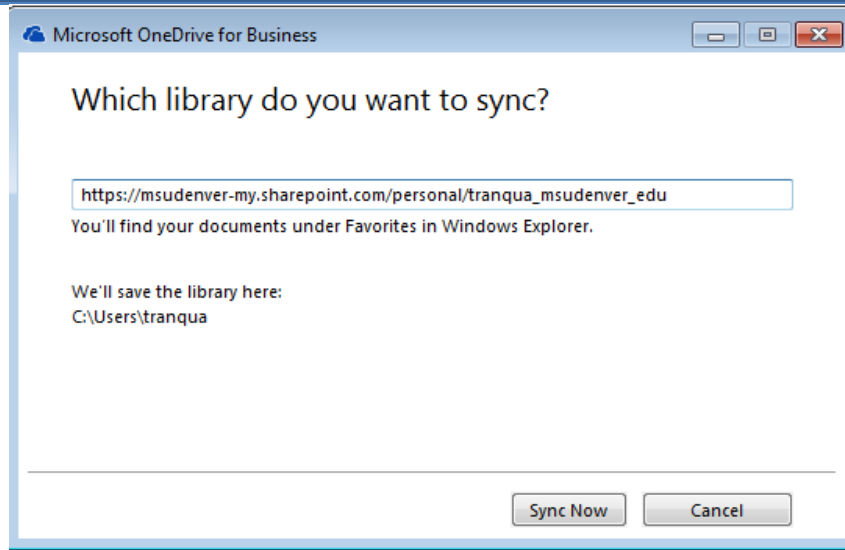
2. At the prompt, click Sync now to open the sync wizard.

Sync this library to your device for easy access.

 Sync now

[Get the OneDrive for Business app that's right for me](#)

The wizard automatically fills in the name and web address of your OneDrive for Business library. You can change these values if desired, but it is best to accept the default folder:



3. Click on Sync Now
4. You may be prompted for login information. You can click Show my files... in the wizard to open the synced OneDrive for Business library folder in Windows Explorer. The folder is listed in your Favorites with the name "OneDrive for Business"

Syncing OneDrive for Business to Your Mac Computer

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- Install the OneDrive for Business Client for Mac:
(Microsoft OneDrive for Business App for Mac is a Preview (Beta) product which means there may be bugs or errors that come up. Please report any issues to ITS so we can communicate them to Microsoft. You must be running iOS 10.9 (Mavericks) or higher.)
 1. Navigate to <http://www.microsoft.com/en-us/download/details.aspx?id=45519>.
 2. Click Download

Microsoft

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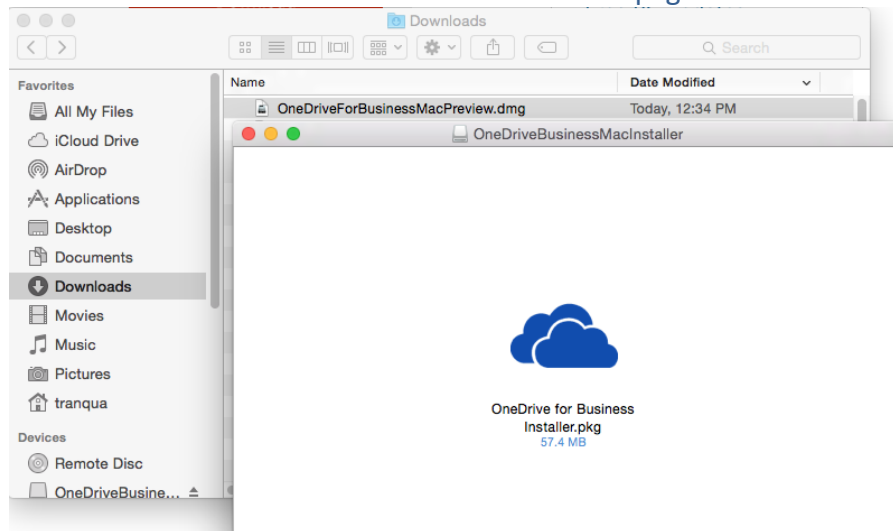
OneDrive for Business Mac sync client Preview

Language: English

Download

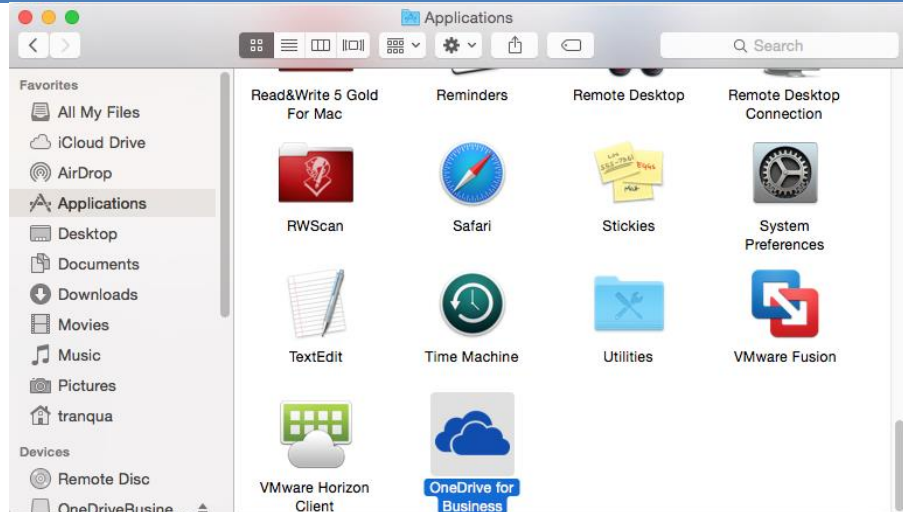
OneDrive for Business preview client enables you to sync your Office 365 My Site Documents library to your Mac.

3. Navigate to your Download folder.
4. Double-click the file named OneDriveForBusinessMacPreview.dmg.
5. Double-click the OneDrive for Business Installer.pkg file.



6. Install using the default options, click Close then the installation is complete.

- Sync your documents and folders:
 1. Navigate to the Applications Folder, double-click the OneDrive for Business app.

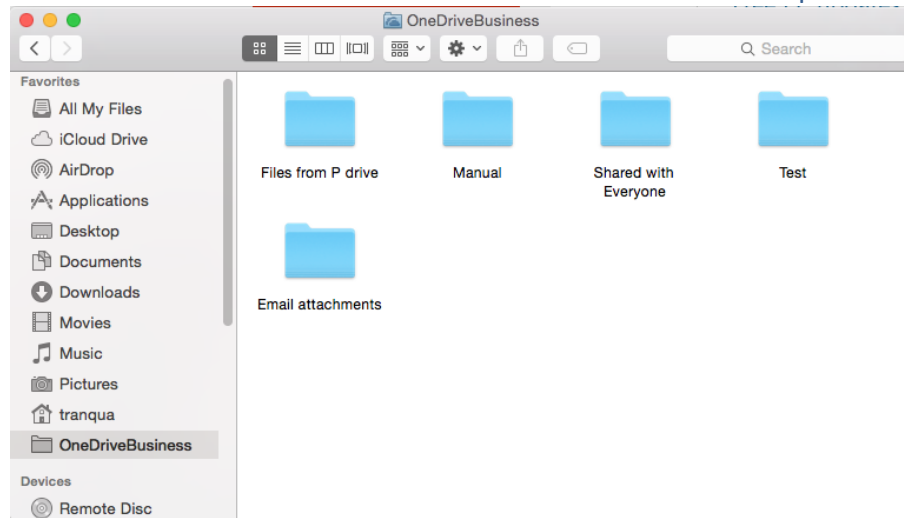


2. On the Welcome screen, click Get Started, enter your Username (username@msudenver.edu), enter your Password, and click Sign In.

A screenshot of the Microsoft OneDrive for Business sign-in screen. The window title is "Microsoft OneDrive for Business". It features two input fields: "User Name:" with the text "tranqua@msudenver.edu" and "Password:" with a masked password of seven dots. A "Sign In" button is located at the bottom right of the form area.

3. Select your options and click Choose OneDrive for Business Folder Location. Your folder (username@msudenver.edu) is the default. Click Next.

4. Click the OneDriveBusiness Folder in the Finder Window to open.



****Change "documents" to "files", add "Check your synced files on a web browser", add disclaimer linking to OneDrive for Business' limitations.**