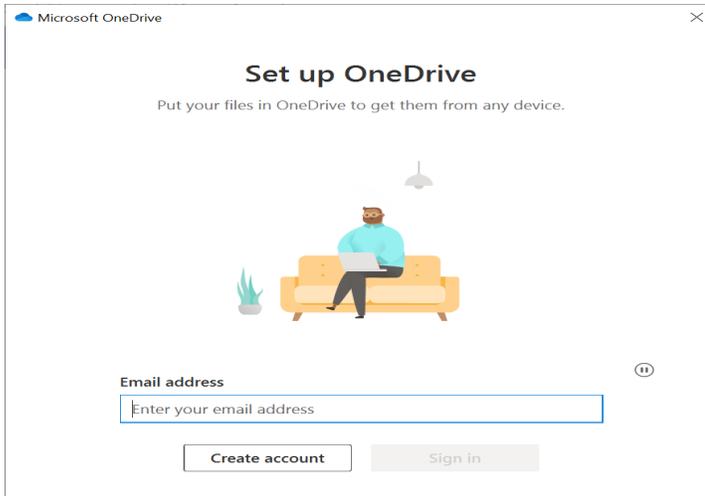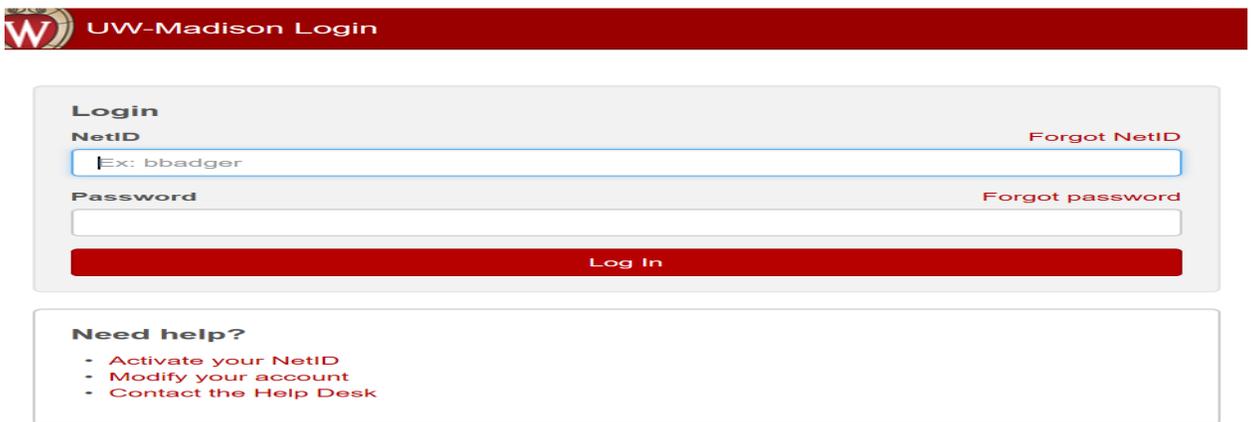# 10 step to OneDrive file synchronization

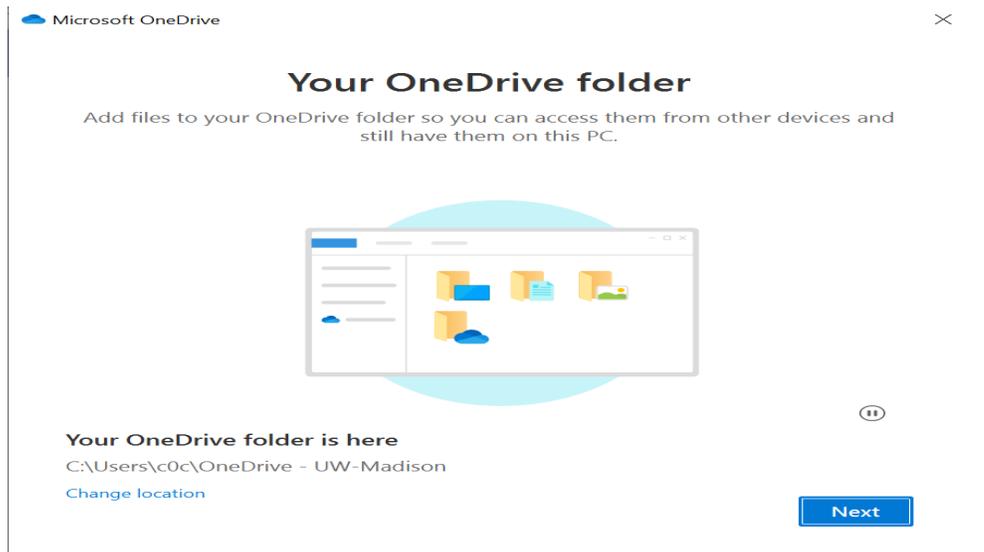1. Type in "OneDrive" in the search bar.

2. Type in you primary email address into the Set up OneDrive message box. Click Sign in.
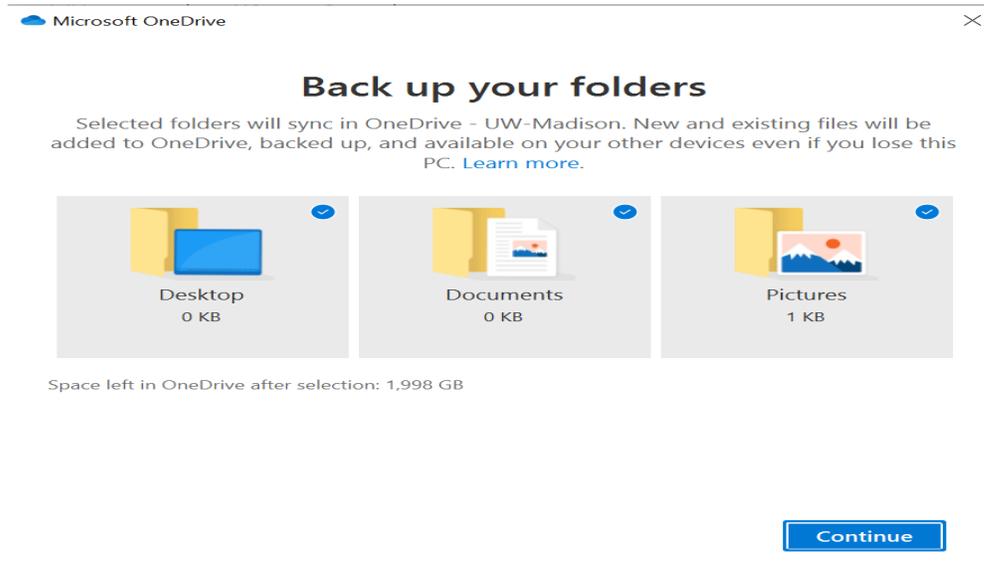

3. Login to the UW-Madison login with your netid and password.

4. Once logged in the message box "Your OneDrive Folder" will pop up. Accept the default folder location and click next.

Microsoft OneDrive   ✕

Your OneDrive folder

Add files to your OneDrive folder so you can access them from other devices and still have them on this PC.

Your OneDrive folder is here
C:\Users\c0c\OneDrive - UW-Madison
Change location

Next

5. The next message box is the "Back up you folders" screen. Accept the default. Click Continue.

Microsoft OneDrive   ✕

Back up your folders

Selected folders will sync in OneDrive - UW-Madison. New and existing files will be added to OneDrive, backed up, and available on your other devices even if you lose this PC. Learn more.

Desktop	Documents	Pictures
0 KB	0 KB	1 KB

Space left in OneDrive after selection: 1,998 GB

Continue

6. At the "Get to know your OneDrive" click next.
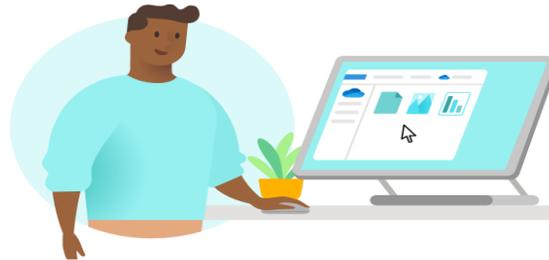
7. Next screen is "Share files and folders", click next.

8. On the "All your files, ready and on-demand" screen take note of the 3 states your folder can be in and click next.

9. When the "Get the mobile app" screen pops up just click Later.

10. Final step is to click on "Open my OneDrive folder".

Microsoft OneDrive   ✕

Your OneDrive is ready for you

Back   Open my OneDrive folder