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.

Login	
NetID	Forgot NetIE
Ex: bbadger	
Password	Forgot password
Log In	
Need help?	
 Activate your NetID 	
Modify your account	
 Contact the Help Desk 	

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



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

Microsoft OneDrive		×
Bac	k up your folde	ers
Selected folders will sync in added to OneDrive, backed up	OneDrive - UW-Madison. Ne , and available on your other PC. Learn more.	ew and existing files will be r devices even if you lose this
•		
Desktop о кв	Documents 0 KB	Pictures 1 KB
Space left in OneDrive after selectio	n: 1,998 GB	

6. At the "Get to know your OneDrive" 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.

Microsoft OneDrive			
All your fi	les, ready and o	n-demand	
With Files On Demand, yo	u can browse everything in you up space on your device.	ur OneDrive without taking	
Online-only	On this device	Always available	
These files don't take up space on this device, and they download as you use them.	When you open a tile, it downloads to your device so you can edit it while you're offline.	Right-click a file to make it available offline.	
Back		Next	

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

 Microsoft OneDrive 		×
Get the	e mobile app	
To work on your files on the go, use (iOS	OneDrive on your phone or tablet. Available for and Android.	
	1	
Back	Get the mobile app	

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

Microsoft OneDrive



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