

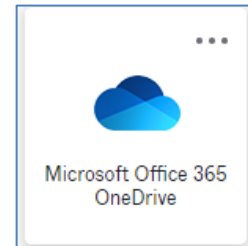


Re-Sync your computer to OneDrive

Follow these steps to remove the links to your old OneDrive, and then sync to your new OneDrive location.

What should I expect?

1. You won't lose files or data by unlinking OneDrive from your computer. You can always access your files by signing into Okta - Microsoft Office 365 OneDrive
2. By default, OneDrive will be set to Files-On-Demand. When OneDrive is synced to the new location, all files and folders will be available online only. You can't open online-only files when your device isn't connected to the Internet.
3. To make a file or folder available offline, follow the instructions below to mark a file or folder for offline use



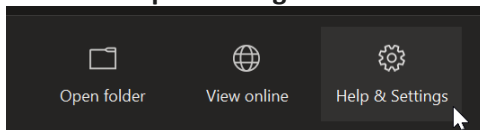
What action do I need to take?

Click on the white or blue **OneDrive** cloud icon in your taskbar or menu bar.

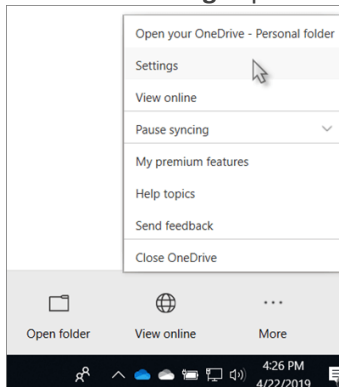


Note: You might need to click the **Show hidden icons** arrow next to the notification area to see the **OneDrive** icon. If the icon doesn't appear in the notification area, OneDrive might not be running. Select **Start**, type **OneDrive** in the search box, and then select **OneDrive** in the search results.

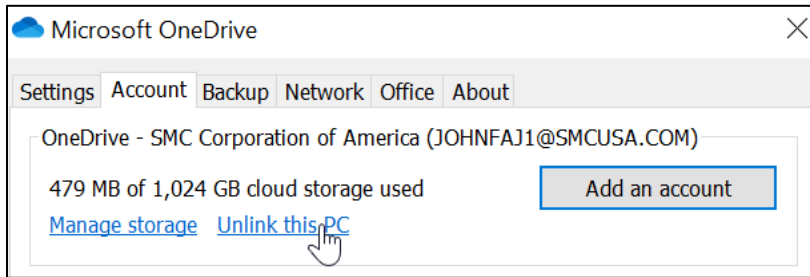
Select **Help & Settings**.



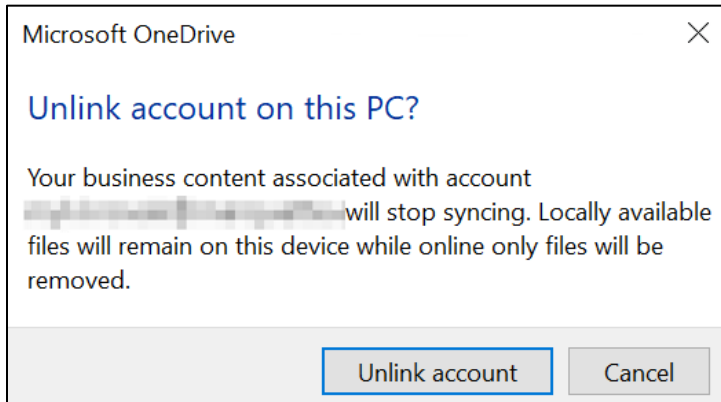
Select the **Settings** option.



On the **Account** tab, click the **Unlink this PC** link.



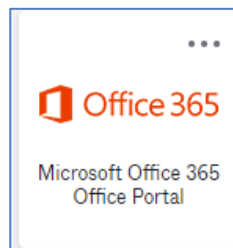
Then click the **Unlink account** button.



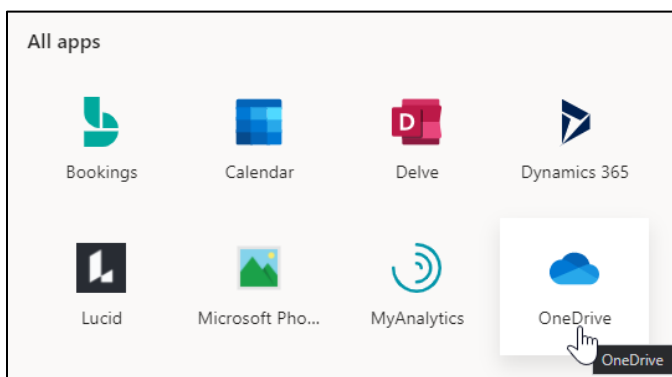
Connect to your new OneDrive

Go to Okta - Microsoft Office 365 Office Portal.

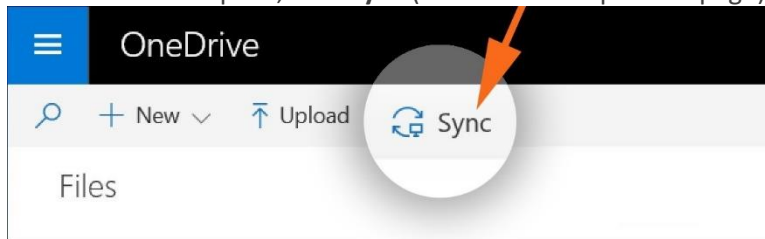
Once the Office 365 Portal is displayed, click the icon, found in the bottom-left corner.



In the **All apps** section, click the **OneDrive** icon.



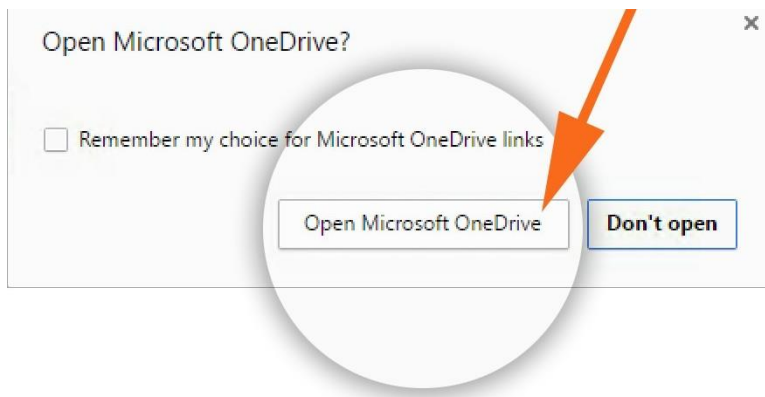
When OneDrive opens, click **Sync** (found at the top of the page).



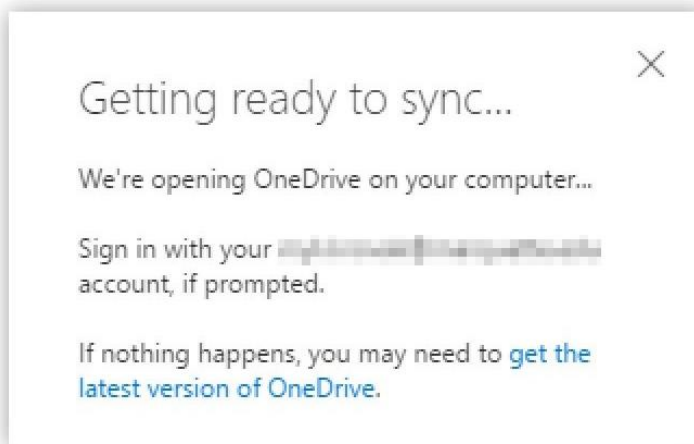
Your browser will ask you to confirm that you want to switch to open the Microsoft OneDrive application.

IMPORTANT: The look of the prompt will vary based on your browser. (Google Chrome is shown below)

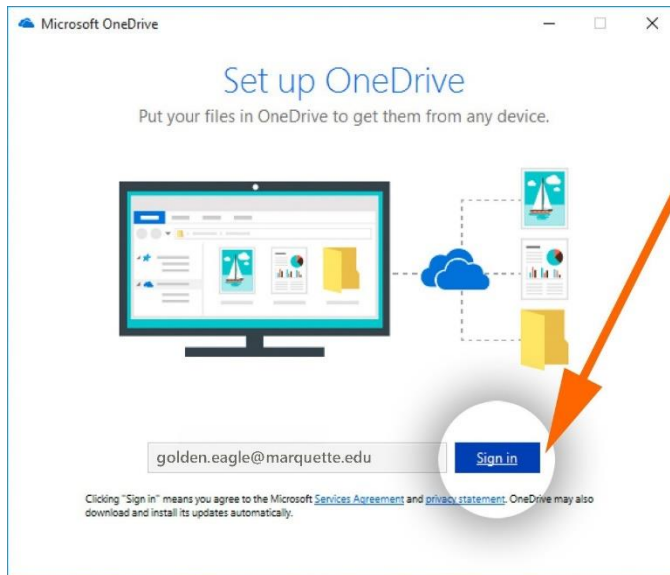
Click the **Open Microsoft OneDrive** button.



The following information will be displayed.

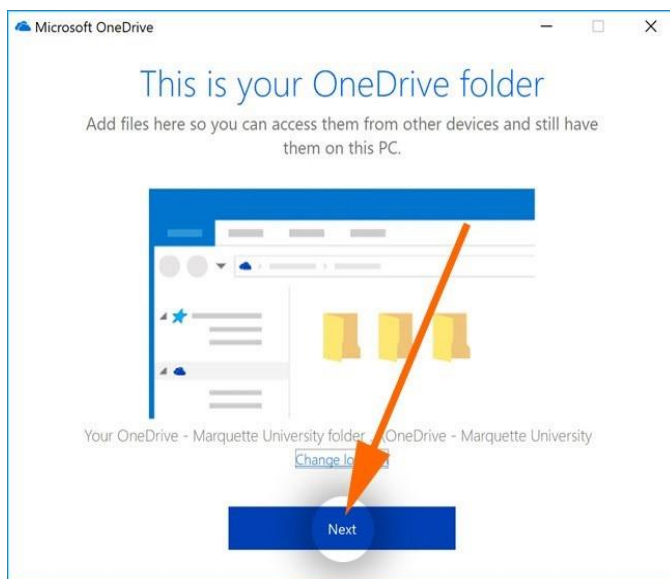


The setup window for OneDrive will be displayed. Click the **Sign in** link/button.



If prompted, sign in with your SMC email address and password.

Click the **Next** link/button.



You will be asked to “Sync your OneDrive files to this PC.” By default, all files and folders are selected to sync to your computer. Select the folders you want to sync.


If you see “Your OneDrive is ready for you,” you have successfully started the sync.

Your OneDrive folder will open, and some files and folders will appear. Look for the green checkmark on the folder and file icons to know they are syncing with OneDrive.

After some time, all the folders and documents you selected will be synced to your computer. This means your documents are available on your computer even if you are not connected to the network.

To check on the sync status of the OneDrive application, click on the white or blue **OneDrive** cloud icon in your taskbar or menu bar.



Note: You might need to click the **Show hidden icons** arrow  next to the notification area to see the **OneDrive** icon. If the icon doesn't appear in the notification area, OneDrive might not be running.

Mark a file or folder for offline use or as online-only

Open File Explorer and navigate to OneDrive

Right-click a file or folder.

Select **Always keep on this device**.

