

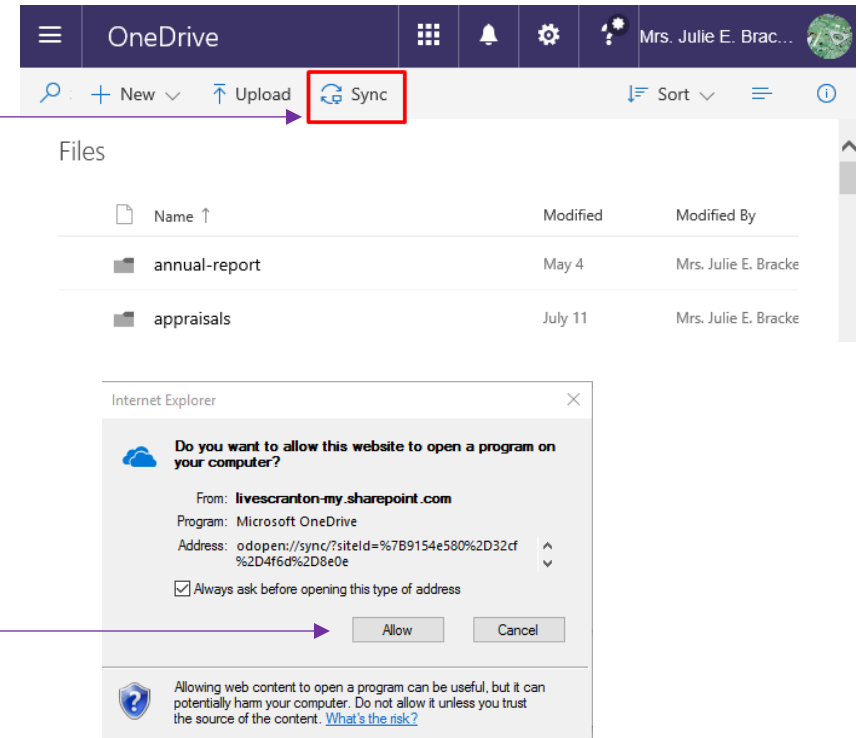
Information about Installing the OneDrive client on your Windows computer

The downloadable OneDrive desktop application—also known as the desktop client—gives you access to your OneDrive directly through a folder on your hard drive.

The client runs in the background and automatically keeps your files in sync and backed up online - any time you save a change to a file and are connected to the internet, that change will sync everywhere you have OneDrive installed. This client replaces all preexisting Microsoft clients including the SkyDrive and OneDrive for Business Clients.

Download the OneDrive client

1. Open a browser (IE or Firefox) and navigate to onedrive.scranton.edu
2. Enter your Royal ID number and my.scranton password in the appropriate fields
3. Select the Sync icon from the top menu bar
4. Select Allow when prompted to “allow this website to open a program on your computer” and proceed to the OneDrive Sync Client Configuration section of this document

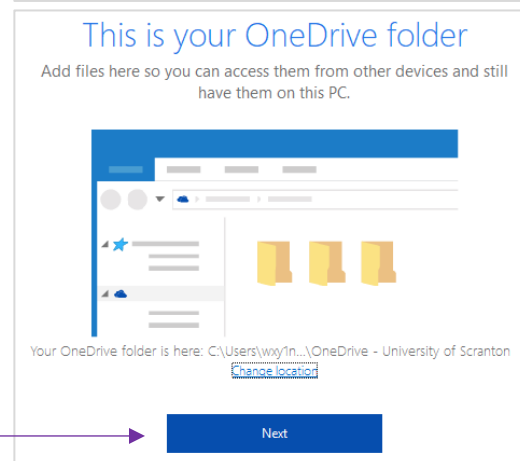
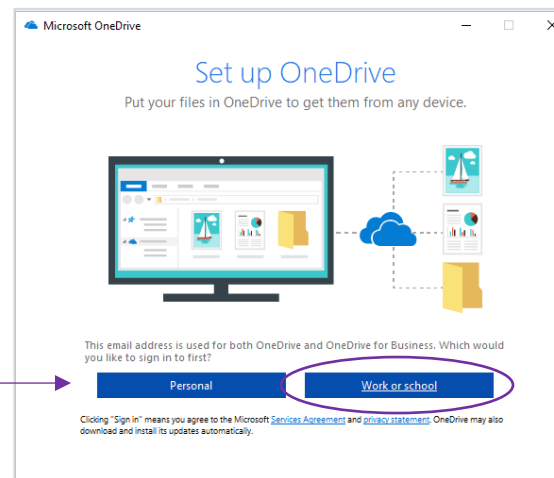
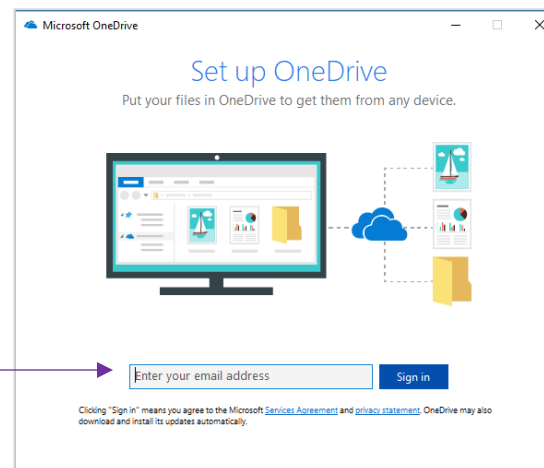


5. In the Set up OneDrive window, enter your scranton.edu email.
6. Click *Sign in*.

7. Select *Work or school*.

8. Enter your my.scranton password when prompted.
9. Click *Sign In*.

10. Click *Next* when prompted to choose the location of your OneDrive folder.

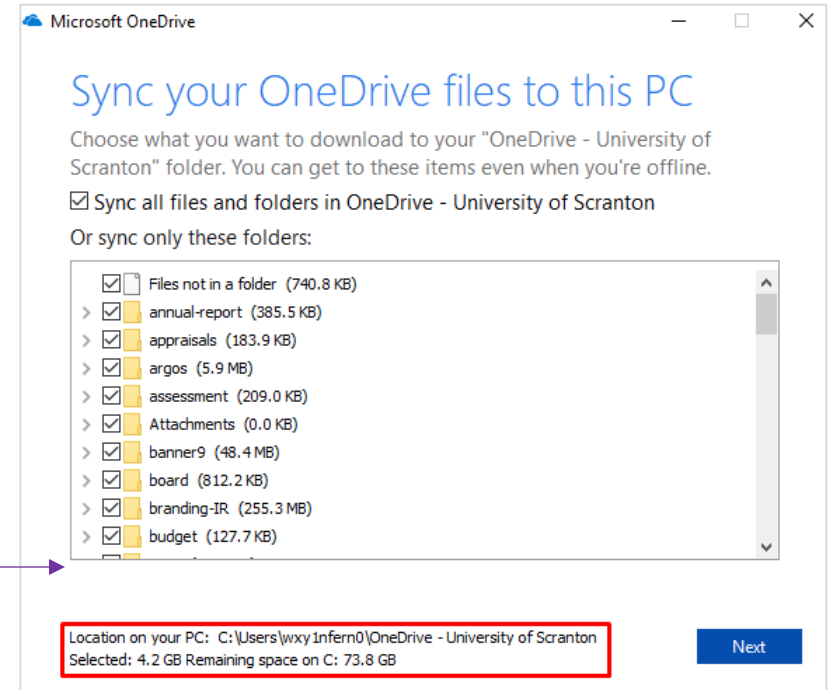
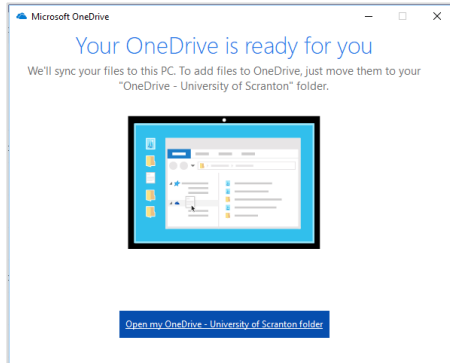



11. Select which files and folders you'd like to sync to the local computer.

Please note: if you sync files with your hard drive, it will use your local disk space. This could result in a slower computer performance.

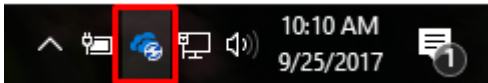
12. Click *Next*.

13. The client download is complete.



OneDrive can be found in the File Explorer .

OneDrive is also accessible through the icon in the bottom right corner of your computer. Clicking on the icon will give you information about your files.



OneDrive resources

OneDrive resources are easily accessible online at Scranton.edu/onedrive.

