

OneDrive for Business Sync Client

OneDrive for Business is an online service that provides resources for file storage, collaboration, and communication. It's available across the devices you use every day. You can access your files anywhere. You can sync your OneDrive for Business library to your computer so that you have a copy in both places. You can then work directly in Windows Explorer and open/save to this location directly from any application installed on your computer. Any updates in either location will sync with the other whenever your computer is online. Please note the Sync Client for Mac OS X is coming later this year.

Before downloading and installing the Sync Client, you need to identify the version of Office you have installed on your computer.

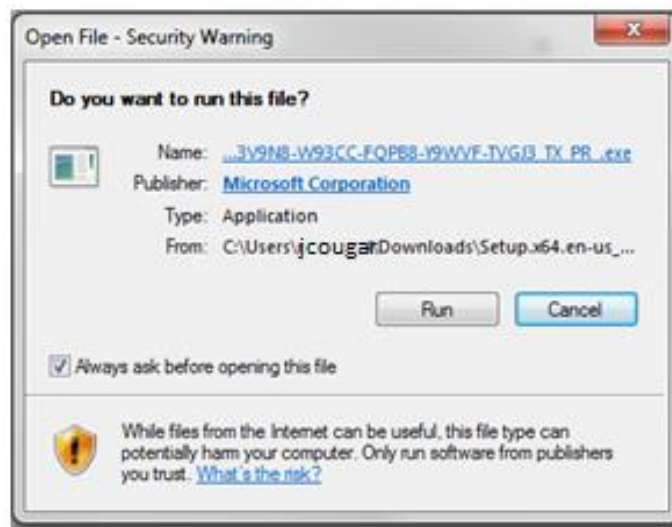
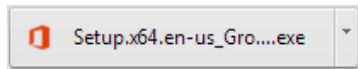
To identify your Office version:

1. Open any **Office** product.
2. Click **File**.
3. Select **Help**.

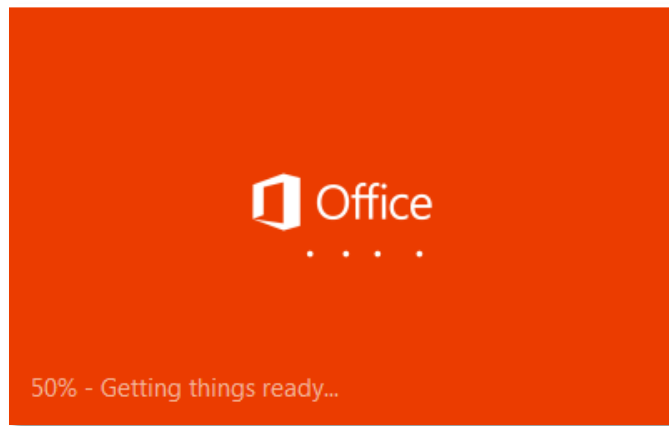
Your Office version information is listed under **About Microsoft word**.

Part 1: Downloading the Sync Client

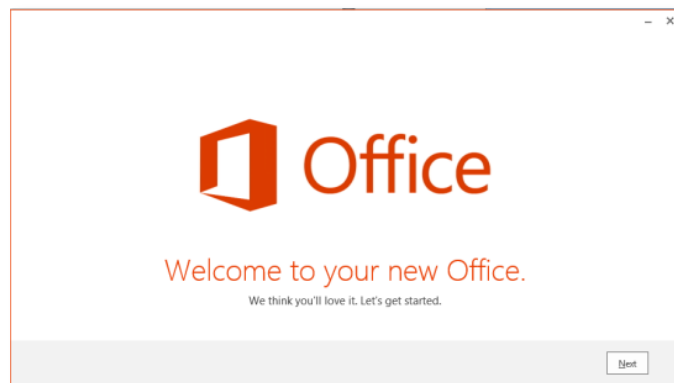
1. Select your bit rate:
 - OneDrive for Business (formerly SkyDrive Pro) x86
 - OneDrive for Business (formerly SkyDrive Pro) x64
2. Click the **Setup.exe**.
3. Click **Run**.



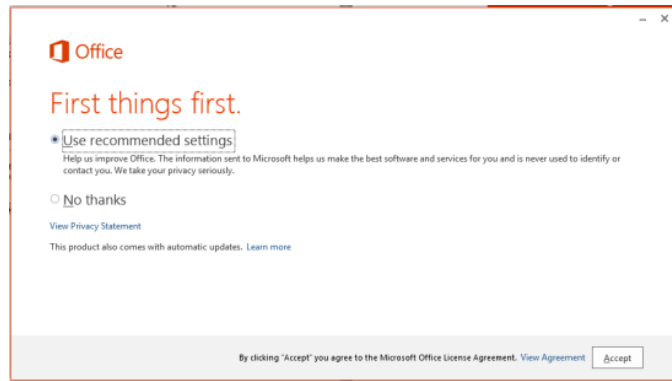
4. Click **Yes**.



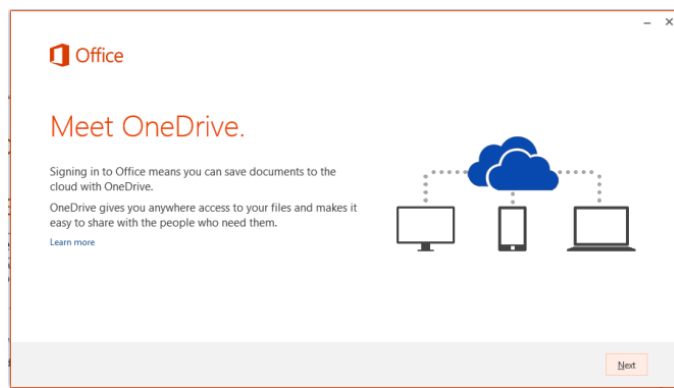
5. Click **Next**.



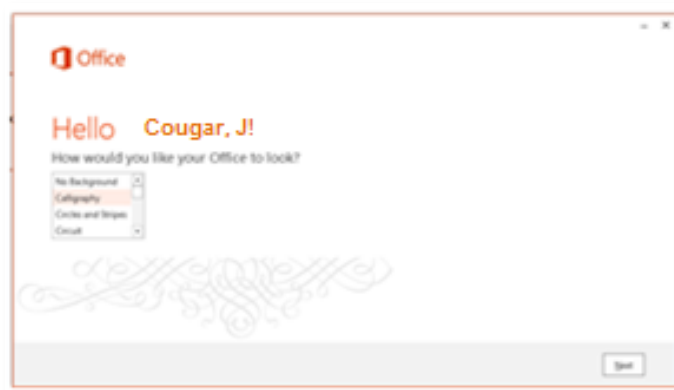
6. Select **Recommended Settings**.
7. Click **Accept**.



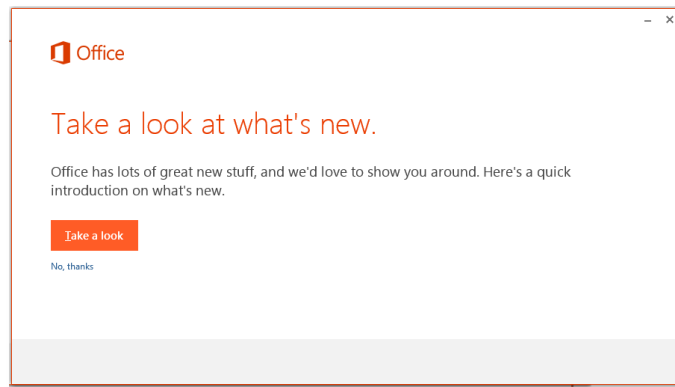
8. Click **Next**.



9. Select the **background**.
10. Click **Next**.



11. Click **No Thanks**.

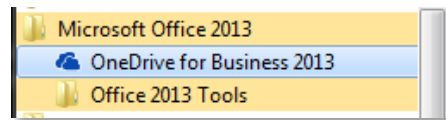


12. Click **All done!**

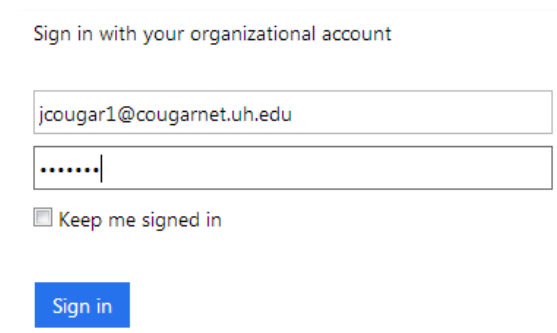


Part 2: Configuring your local computer to the Office 365 Cloud account

1. Click **Start**.
2. Select **All Programs**.
3. Click **Microsoft Office 2013**.
4. Click **OneDrive for Business 2013**.



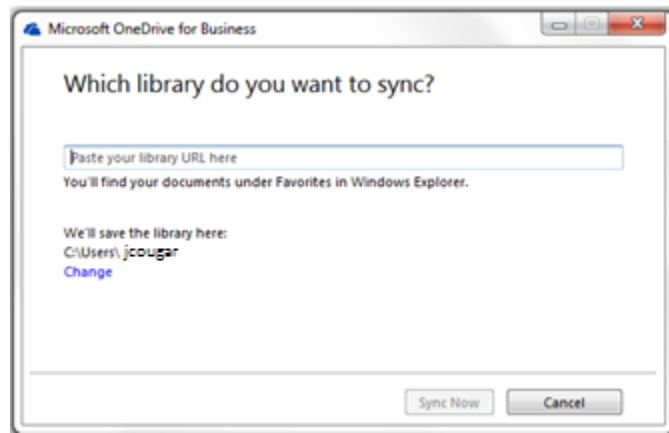
5. Login to your **Office 365 account**: <https://login.microsoftonline.com/>.
6. Enter your credentials:
 - a. Username: cougarnetID@cougarnet.uh.edu
 - b. Password: cougarnet password
7. Click **Sign in**.

A screenshot of the Microsoft Office 365 sign-in page. The heading is 'Sign in with your organizational account'. There are two input fields: the first contains the email address 'jcougar1@cougarnet.uh.edu' and the second contains masked characters '.....'. Below the password field is a checkbox labeled 'Keep me signed in'. At the bottom is a blue 'Sign in' button.

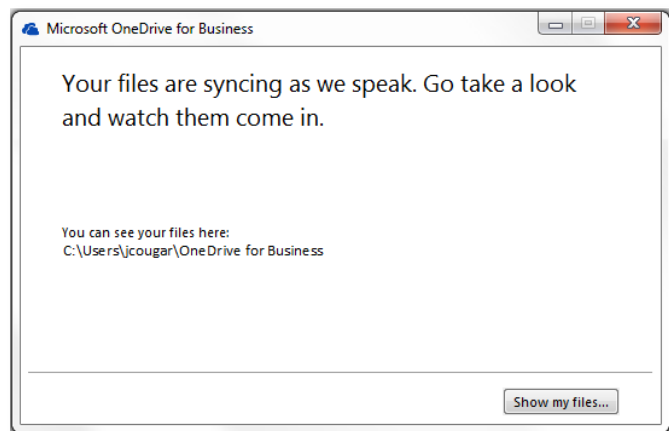
8. Click **OneDrive**.
9. Copy the **URL address**.



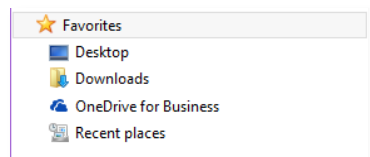
10. Paste the **URL address** here.
11. Click **Sync Now**.



12. Click **Show my files...**



Note: The Sync Client set up will take a few minutes. Once the set up is complete you will see a blue cloud icon in two areas: the system tray and Windows Explorer.



For additional information on OneDrive for Business click this link: <http://office.microsoft.com/en-us/sharepoint-server-help/what-is-onedrive-for-business-HA102822076.aspx>