

# OneDrive Sync and You

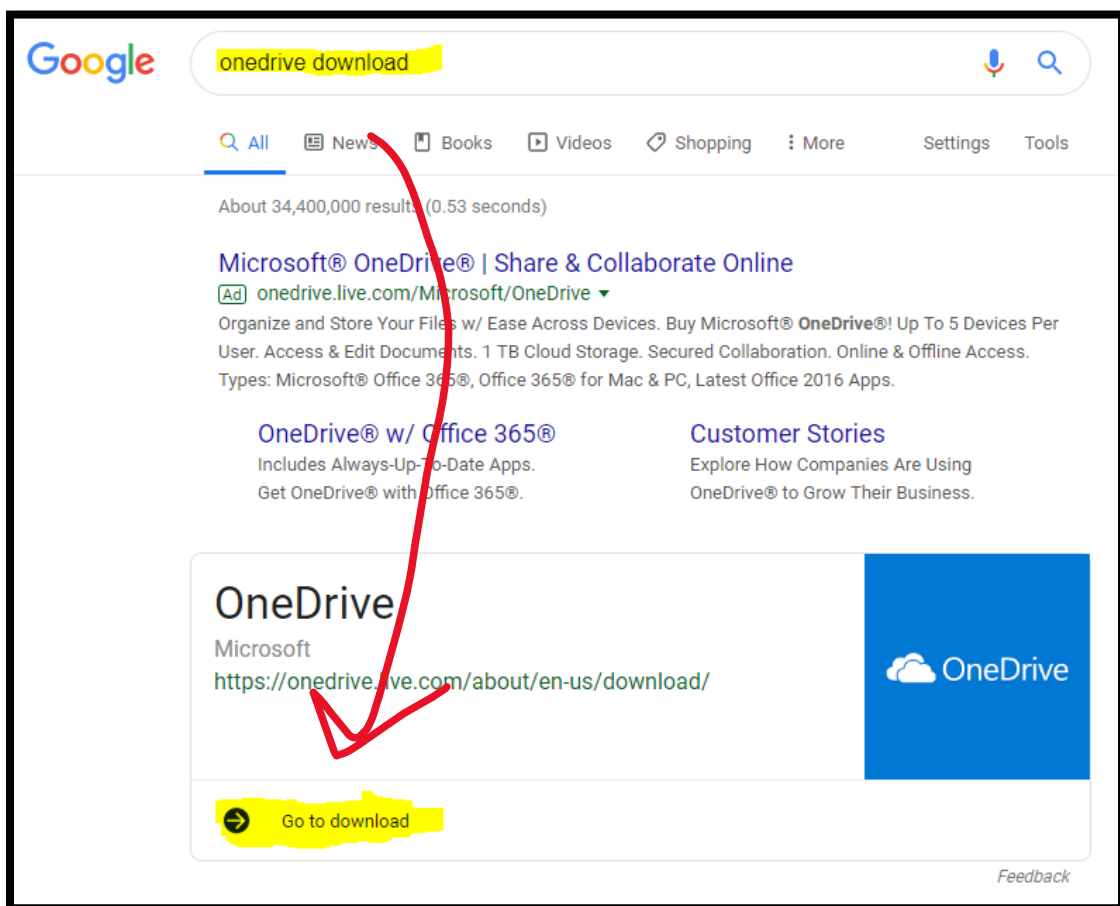
A new feature with Windows 10 is that you can now install the OneDrive Sync Client—no administrator password necessary!

Jeff may have already installed it for you, in which case you can skip down to Seeing Your Files.

## Getting OneDrive Sync

Here is the fastest way:

1. Search Google for “onedrive download” and click “Go to download”





2. Click "Click here to download" and OneDrive will download to your computer.



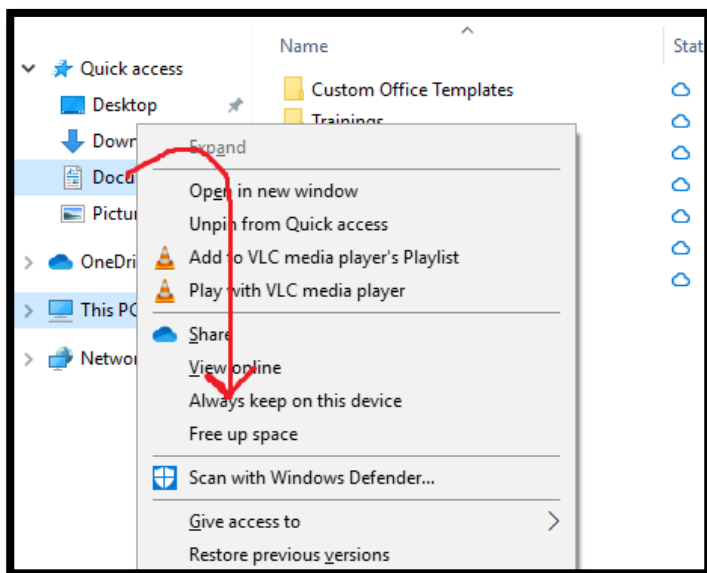
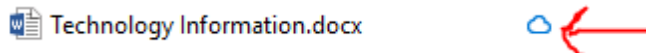
3. Run the file and follow the directions. You will be asked to log in using your CASE email and password. If you don't see anything, try running the file again (look for "OneDriveSetup.exe" in your Downloads folder).
4. You're done!

## Seeing Your Files

Your OneDrive files will now be visible in your File Explorer (). Look on the left for the  icon and "OneDrive – Cooperative Association for Special Education."

## Cloud Files vs. Files on Your Computer

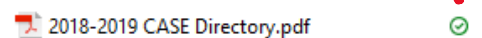
In your OneDrive folder, notice that most of your files have a little cloud next to them, like this:



That means that the file is stored in the cloud (in OneDrive) and is **not** on your computer, and so you need an Internet connection to open the file.

If you want to keep files on your computer at all times, just right click on any file or folder in OneDrive and select "Always Keep on This Device" (see left).

Now you will see green checkmarks by those files, like this.



A green checkmark means that the file is **both** in OneDrive **and** your computer, so you can open it without an Internet connection.

Any time you open a Cloud file, it will automatically download to your computer, and it will stay there unless you right-click on it and select “Free up space.”

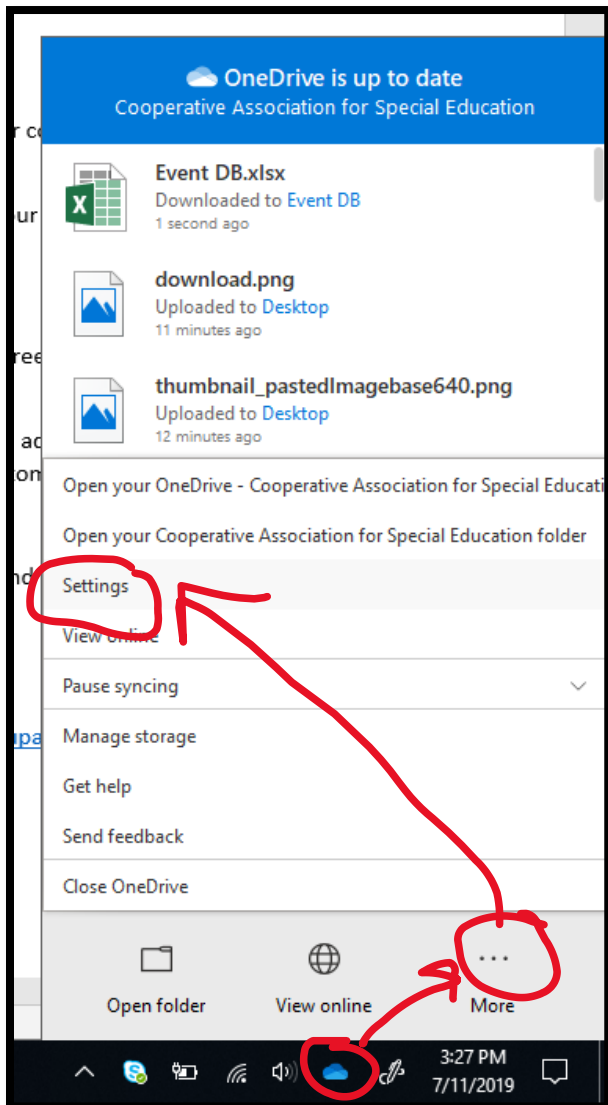
## Sync Desktop, Documents, etc.

If Jeff has set this up for you, you will start seeing blue clouds and green checkmarks appear on files in your Desktop, Documents, Pictures, etc.

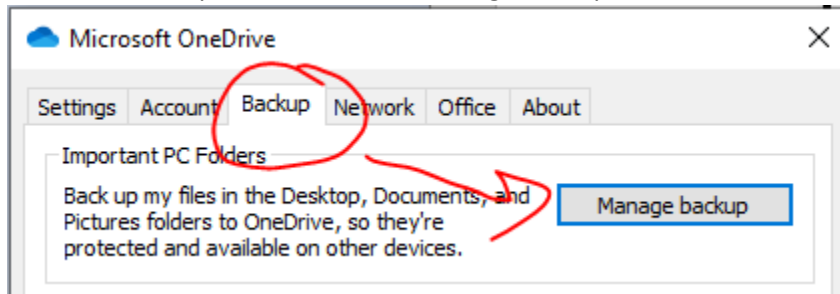
This is a great way to keep your files backed up. It also lets you take advantage of cool features in Microsoft Word, Excel, and PowerPoint, like version history and automatic saving.

If Jeff didn't set this up for you yet, here's how you can do it:

1. Look for the little OneDrive icon in the lower right corner and click on it. Then click “More” and then “Settings”.



2. Click the “Backup” tab and select “Manage backup”



3. Follow the prompts to make your Desktop, Documents, and Pictures synchronize with OneDrive.

If you have questions, email Jeff Zimmerman: [jjzimmerman@casedupage.com](mailto:jjzimmerman@casedupage.com) or call: 224-588-4008