OneDrive for Business – Syncing Files between OneDrive and your computer

You can sync your OneDrive library to your computer and then access your library files in File Explorer instead of in a web browser. Mac sync client will be coming later.

To log in to Office 365, do the following:

2. Enter your Clemson University email address.
3. After entering your Clemson University email address (username@clemson.edu) you can press enter or select “Sign in”. You do not enter your password on this screen.

4. A dialog box will be displayed. You enter your Clemson username and Password. Press “OK”.

5. Click “OneDrive” (Your screen may look different depending on how you setup your Office 365 start page. If you do not see OneDrive, select the “Office 365” tab to take you to this screen.)

6. Click the “Sync” icon.

7. After clicking “Sync” you may be prompted once or twice to enter in your Clemson email address and password.

8. “Ready to sync your OneDrive – Clemson University” dialog box will be displayed. Select “Sync Now”.

9. “Your files are syncing as we speak…” dialog box will be displayed. You can select “Show my files” to watch your files come in.