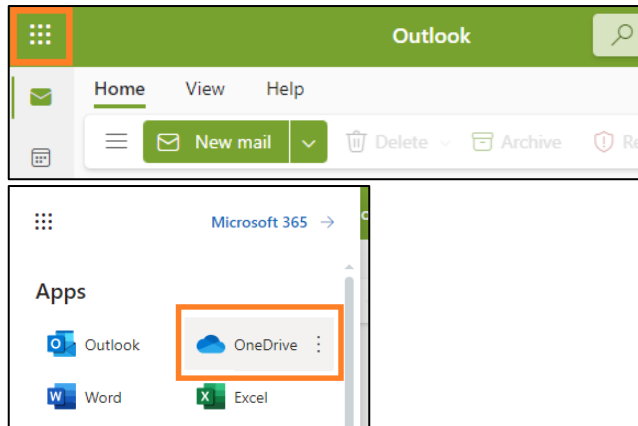


Microsoft 365

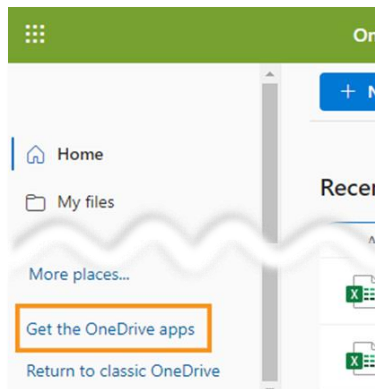
Installing the OneDrive Sync Desktop Application

OneDrive can be installed on your computer to enable file synchronization without going through the web app. To download and install the OneDrive Sync desktop application,

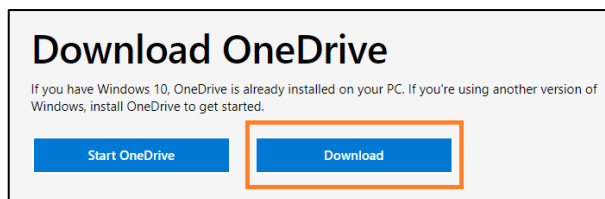
1. Open the OneDrive web app.



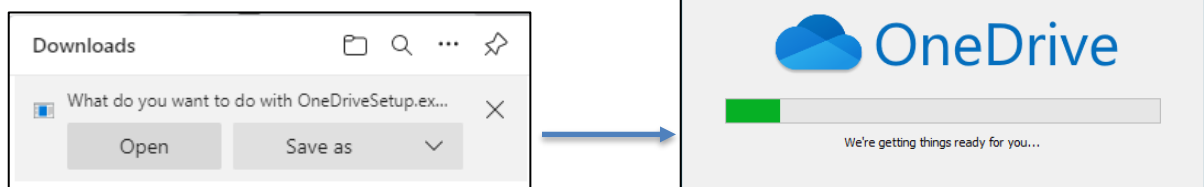
2. At the bottom left of the page, click *Get the OneDrive apps*.



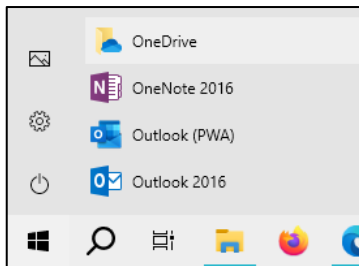
3. On the webpage that opens, click *Download*. Save the *OneDriveSetup* file if prompted.



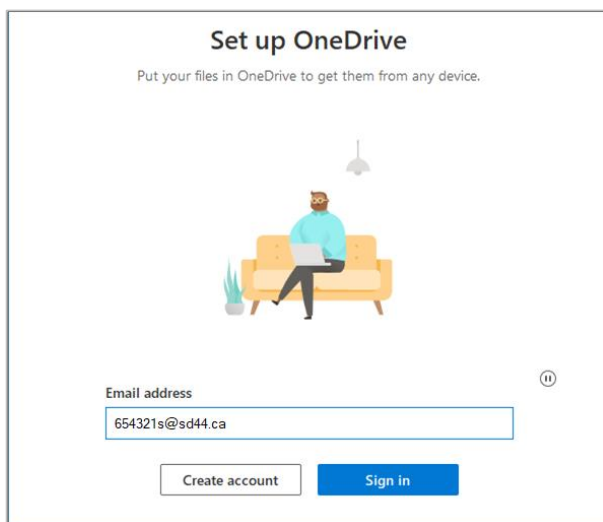
4. Open the *OneDriveSetup* file.




- Once it finishes “getting things ready for you”, the application is installed, and can be accessed through the Start Menu.



- Enter your SD44 student email address, then follow the prompts to sign in.



Tips and Troubleshooting

- The **Files On-Demand** feature helps save disk space to prevent storage issues. This is now enabled by default, but if it is not active on your system, follow these steps:
 1. Make sure you are signed in to OneDrive on your device. Files On-Demand settings are unique to each device, so make sure you turn it on for each device where you want to use it.
 2. Open OneDrive settings (select the OneDrive cloud icon in your notification area, and then select the OneDrive Help and Settings icon  then **Settings**.)
 3. Go to the **Sync and back up** tab and expand the **Advanced settings**.
 4. Under Files On-Demand, select either **Download files as you use them** or **Download all files now**.

See this OneDrive page from Microsoft for [more information on Files On-Demand](#).

- If you are experiencing synchronization issues with the OneDrive application, see [this troubleshooting page from Microsoft](#). There is a guided OneDrive troubleshooting tool, as well as information on error icons and common issues.