

# OneDrive for Business



## Syncing with PC/laptop

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## Sync OneDrive for Business to your computer

The OneDrive for Business sync app lets you synchronize your OneDrive for Business cloud storage to your local computer.

Once synced, you can access your OneDrive for Business files from File Explorer, or directly from your desktop applications – you don't have to go into Office 365 via your browser.

The sync app is available with Office 2013 or with Office 365 subscriptions that include Office 2013 applications.

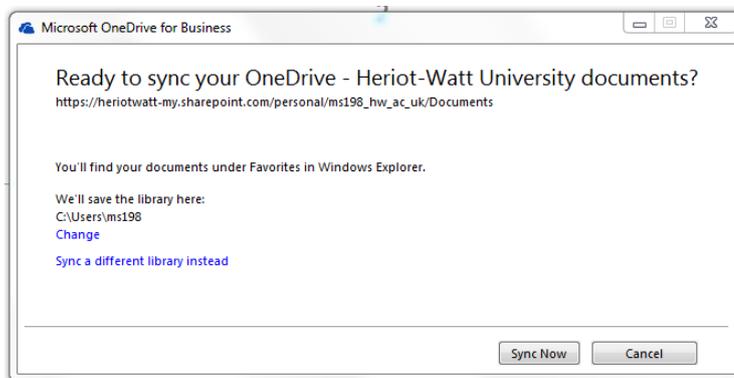
If you do choose to sync your OneDrive for Business there are a couple of things to bear in mind

- Your OneDrive for Business storage area is much bigger (1Tb) than your local storage (e.g. 160 Gb on your HWU desktop PC) – so don't try to sync more than you have room for
- If you create, edit, move, copy or delete files in your local OneDrive for Business folder, the changes are actually happening on your OneDrive in the cloud

**The OneDrive sync client is blocked on Student lab PCs**

### To sync to your OneDrive from your local computer

1. Go to your OneDrive for Business from the **Start** menu on your desktop  
**Start > All Programs > Microsoft Office 2013 > OneDrive for Business**
  - When you choose this for the first time you will be prompted to Sync
2. **Check** the location of where OneDrive will sync to and change it if necessary  
By default it will sync to your C: drive e.g. C:\Users\ms198\OneDrive - Heriot-Watt University



3. Click **Sync Now**

#### **WARNING**

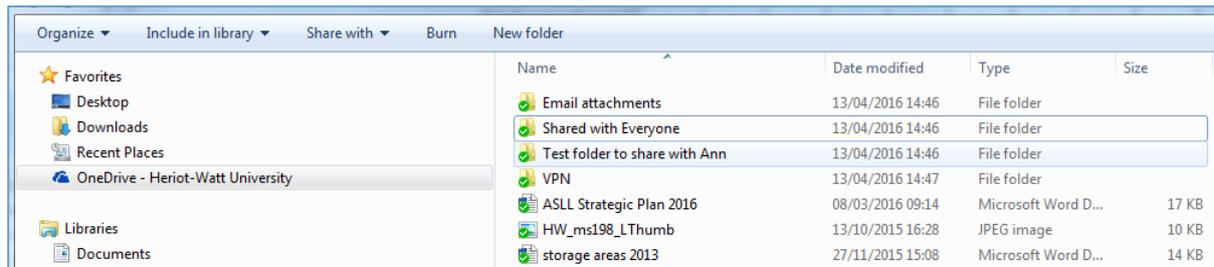
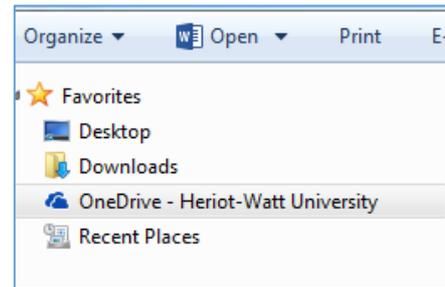
***Don't delete your local copy of OneDrive for Business when the Sync is active – doing so will delete everything on your OneDrive for Business***



## View OneDrive from File Explorer

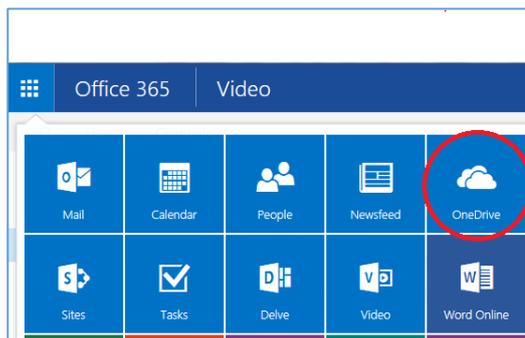
If you sync your OneDrive for Business with your local computer you should see a shortcut to OneDrive for Business in the File Explorer window under Favorites.

The contents of your OneDrive for Business will be displayed in the file list area.

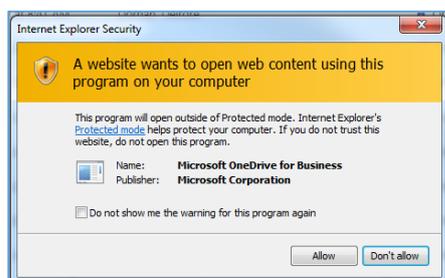
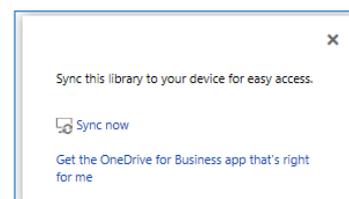


## To sync OneDrive for Business from Office 365

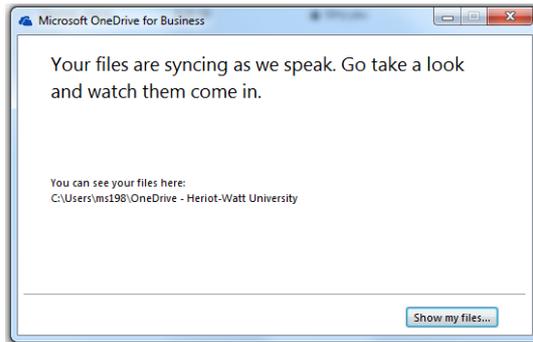
1. [Sign in to Office 365](#) with your HWU account
2. Go to your HWU OneDrive



3. Click 
4. At the prompt, click **Sync Now** to start the sync app wizard
5. If a security pop up window appears – click **Allow**

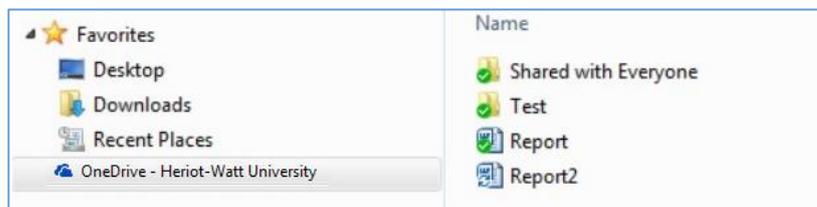


- Your files will be synced to your C: drive



## Viewing files from File Explorer

If you sync your OneDrive for Business with your local computer you will see a shortcut to OneDrive for Business in the File Explorer window under Favorites.



You can **view, open, edit, move, copy** and **delete** files on your OneDrive for Business from here, without having to go to Office 365 portal through your browser.

Changes made to your files via your local **OneDrive – Heriot-Watt University** folder will automatically be synced to your OneDrive for Business in the cloud. When synced, your local device effectively gives you an alternative viewing option to your OneDrive files – anything you do locally will be replicated in the cloud.

When you have your OneDrive for Business synced the status markers reflect the sync status of your folders and files

- A **green** tick on a file or folder means it is successfully synced
- A **blue** circular arrow means it is currently being synced
- A **red** arrow indicates a folder or file that is out of sync

## Sync Options

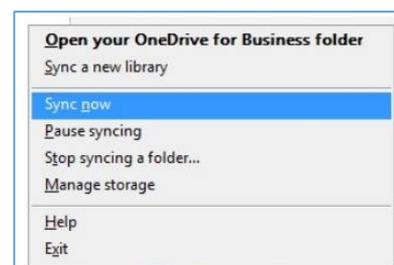
Once you have synced your files you will get a OneDrive for Business icon in your System Tray.



Right click on the icon to open a menu of options - **please note** - these options may change as OneDrive for Business is updated and developed

At the time of writing you can use this menu to:

- Sync now – force synchronisation
- Pause syncing – temporarily stop syncing
- Stop syncing a folder – permanently turn syncing off
- Open your OneDrive for Business folder

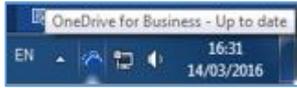


## Stop syncing

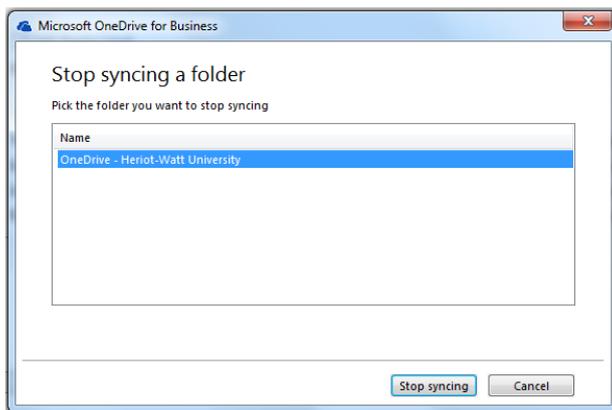
If you no longer want to sync your OneDrive to a device, you can stop syncing

### To stop syncing

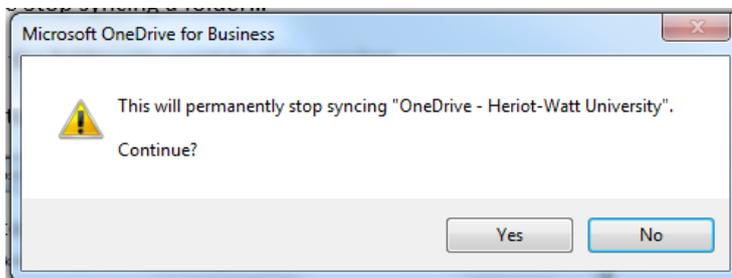
1. **Right click** on the OneDrive for Business icon in the Systems Tray



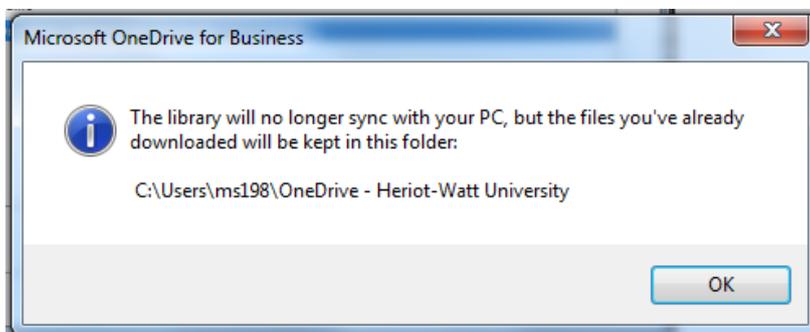
2. Choose **Stop syncing a folder...**
3. **Select** the folder you want to stop syncing
4. Click **Stop syncing**



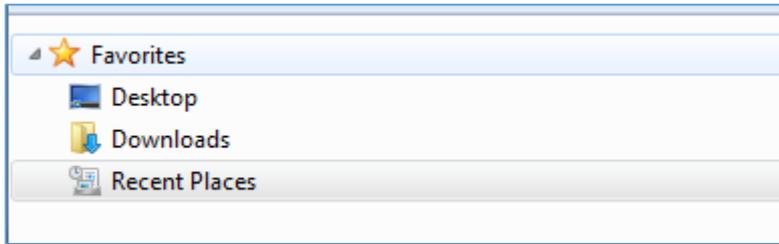
5. You will be prompted to confirm that you want to stop syncing
6. Click **Yes** to continue (or No if you've changed your mind)



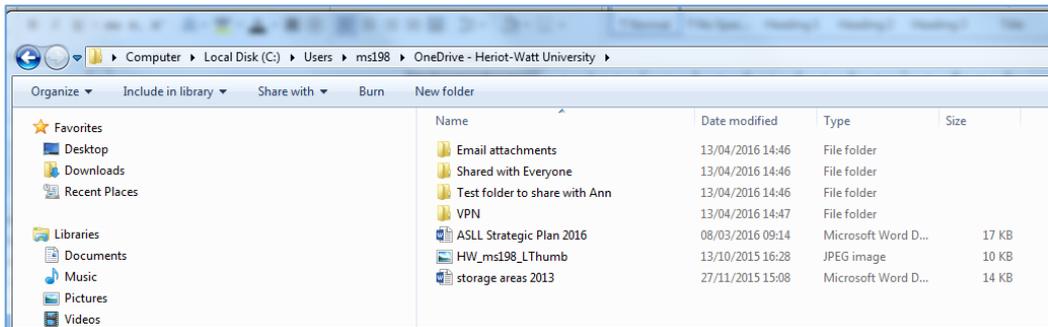
- A warning will tell you that your library will no longer sync with your device
7. Click **OK**



- OneDrive will disappear from your list of Favourites on your local device



- A local copy of the last synced version of your OneDrive for Business files is stored at the sync location on your device – browse to it to find the files



- If you decide to sync to the same local folder again (with the same name on your local device) you will get a number added to the local folder e.g. OneDrive – Heriot-Watt University1
- If you want to sync again and use the same name and location - without the number added to the end of the name - delete the *OneDrive – Heriot-Watt University* folder from **your local drive**, and sync again.

## WARNING

***Don't delete your local copy of OneDrive for Business when the Sync is active – doing so will delete everything on your OneDrive for Business***



## Local disk size

Your OneDrive for Business is considerably bigger than your local drive – your local drive on a HWU desktop is typically about 160 GB. If you store a lot of data on your OneDrive for Business – and sync it to your local drive – you will get an error.

## Limitations on syncing OneDrive for Business

There are some limitations to what you can Sync to OneDrive for Business. These limitations tend to change as Microsoft upgrade the product – information on limitations can be found at [Restrictions and limitations when you sync SharePoint libraries to your computer through OneDrive for Business](#)

## Other OneDrive User Guides

- OneDrive for Business: Getting Started User Guide
- OneDrive for Business: Online Apps