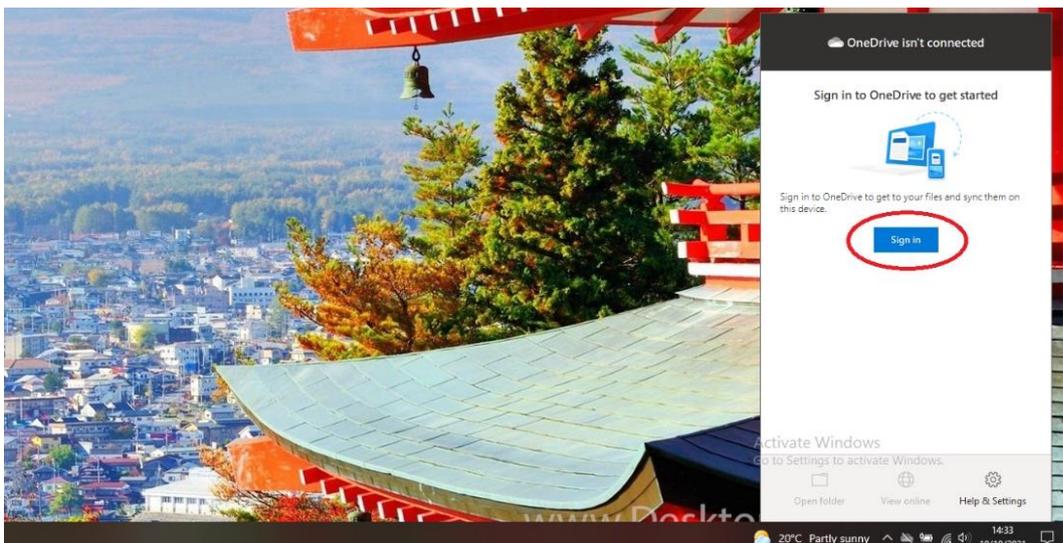


OneDrive Sync Guide for Staff (ZenBook) Laptops

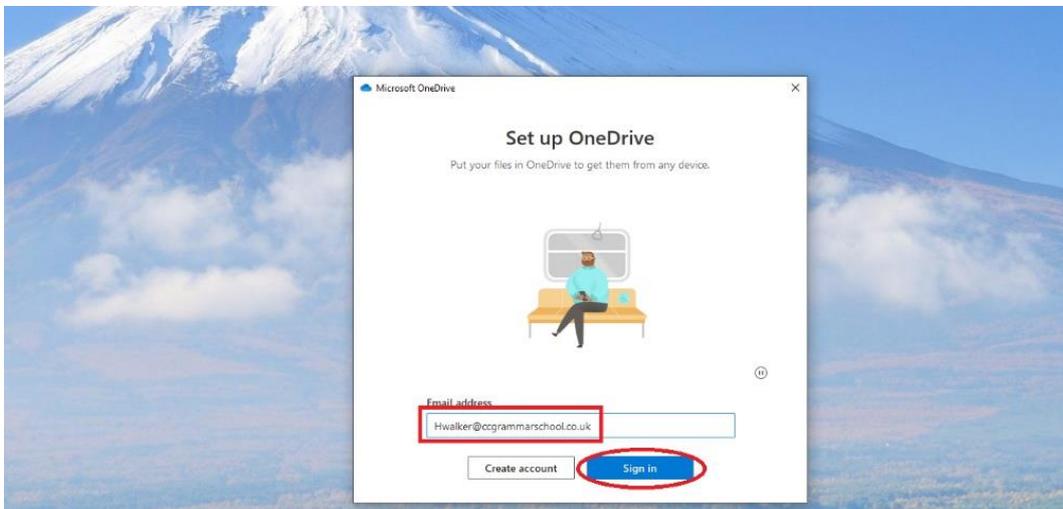
Double click the OneDrive Icon in the system tray highlight in red



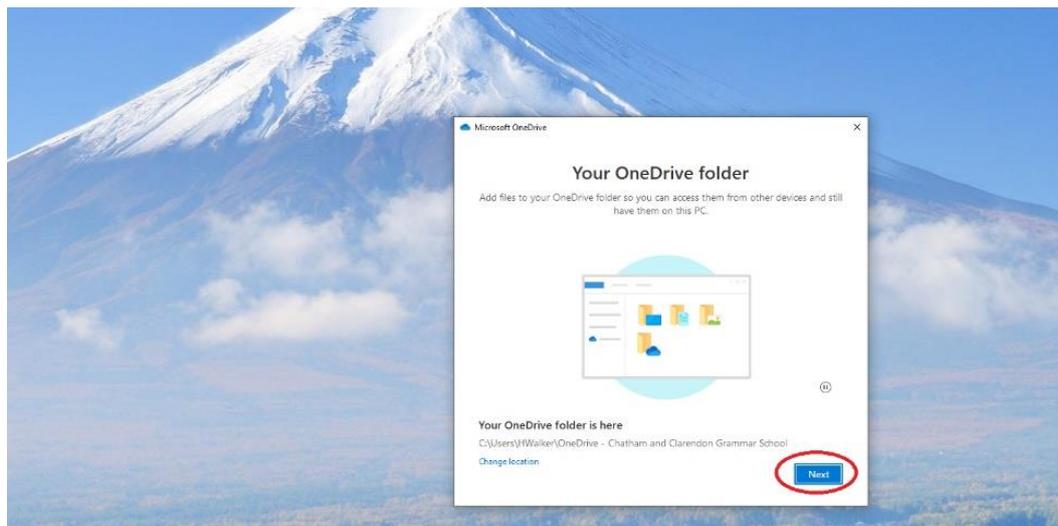
Click Sign in



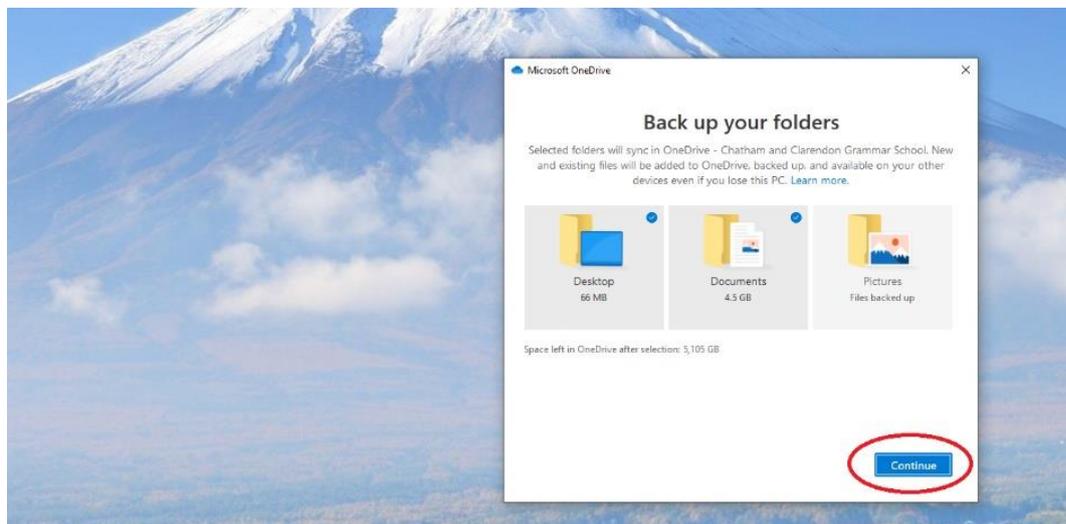
Enter your email address and click "sign in"



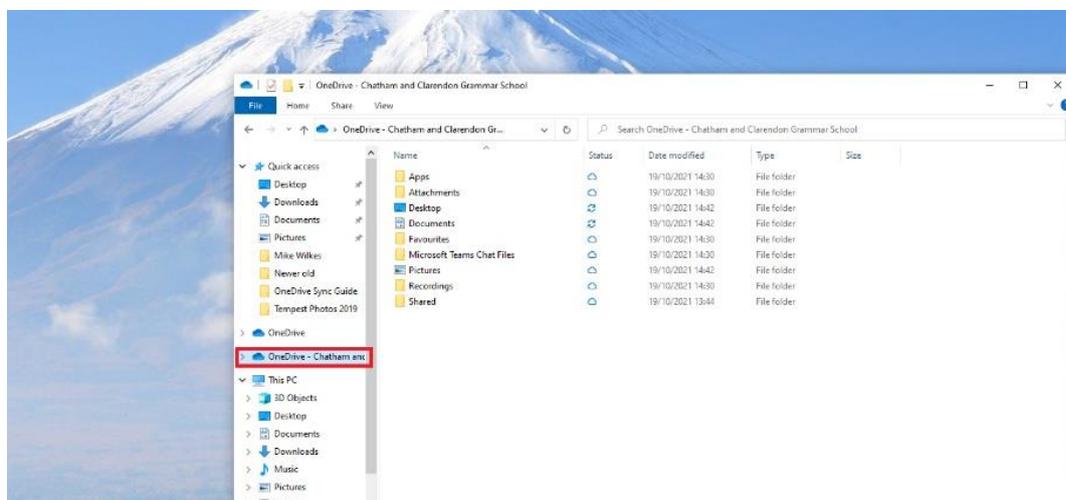
“Next”



Select the folders you wish to back up and press “next”



Read through the tips and information and press “next” Once finished you can find your Onedrive in Windows Explorer as highlighted below.



The folders you have selected will Back up to OneDrive. We recommend saving all documents in the newly created OneDrive folder. This will ensure all your documents are backed up.

With this method you can also access documents from OneDrive to attached to websites such as CPOMS.