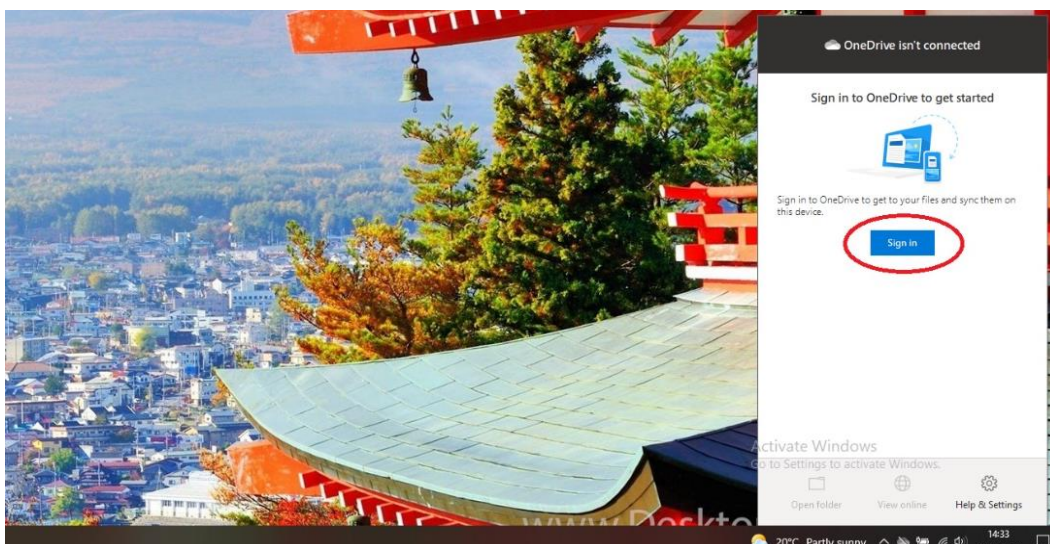


## OneDrive Sync Guide for Staff (ZenBook) Laptops

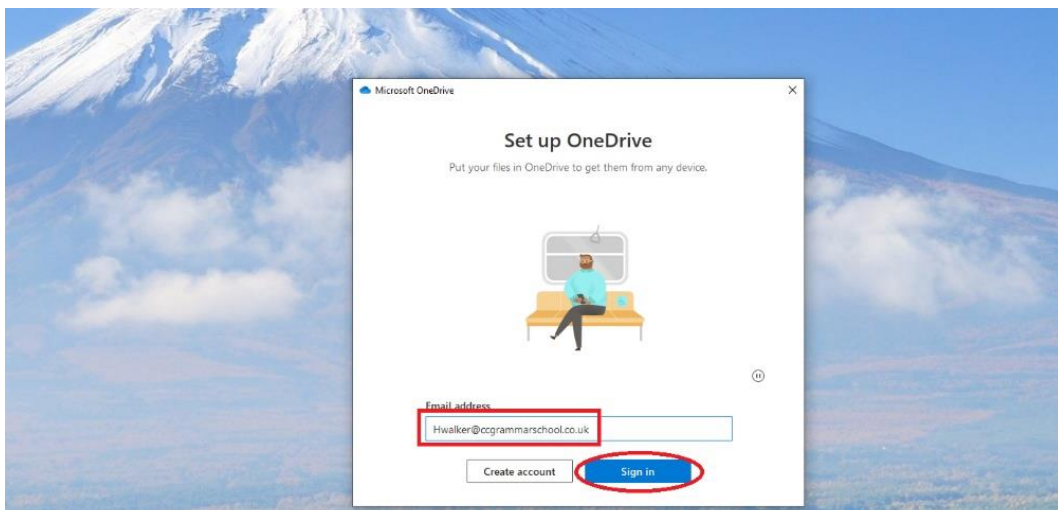
Double click the OneDrive Icon in the system tray highlight in red



Click Sign in




Enter your email address and click "sign in"



Microsoft OneDrive

## Your OneDrive folder

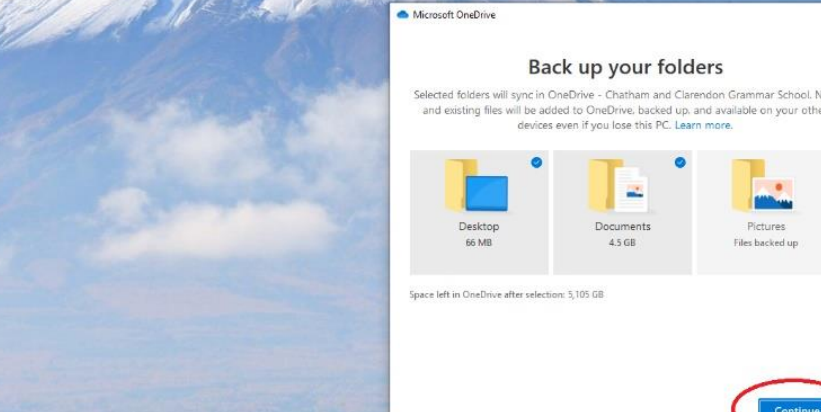
Add files to your OneDrive folder so you can access them from other devices and still have them on this PC.



**Your OneDrive folder is here**  
 C:\Users\JWalker\OneDrive - Chatham and Clarendon Grammar School

[Change location](#)

**Next**



Microsoft OneDrive

## Back up your folders

Selected folders will sync in OneDrive - Chatham and Clarendon Grammar School. New and existing files will be added to OneDrive, backed up, and available on your other devices even if you lose this PC. [Learn more.](#)

Folder	Size	Status
Desktop	66 MB	Selected
Documents	4.3 GB	Selected
Pictures	Files backed up	Already backed up

Space left in OneDrive after selection: 5,105 GB

[Continue](#)

The screenshot shows a Windows File Explorer window. The address bar at the top indicates the current location is 'OneDrive - Chatham and Clarendon Grammar School'. The left sidebar shows the navigation pane with 'OneDrive - Chatham and Clarendon Grammar School' highlighted. The main pane shows a list of folders including Desktop, Downloads, Documents, Pictures, and Shared. The right pane shows a table of files with columns for Name, Date modified, Type, and Size.

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.