**Sync OneDrive to a Personal Device**

**Issue/Environment/User Group**

A Student, Faculty, or Staff member would like to link their USAHS OneDrive to their personal computer because they do not have access from their file explorer.

**Cause**

The USAHS OneDrive has not been synced to their computer.

**Resolution**

1. The user will sign into <https://portal.office.com>.
2. Click on the OneDrive icon  on the left side of the web page.
3. Once in the OneDrive, you will see a sync button near the top of the screen:



1. Once selected, you will get a pop-up window to confirm you would like to sync your OneDrive to the current PC where you will select “Sync now”:



1. Once synced, you will the “OneDrive – University of St. Augustine” in the Windows File Explorer  or Apple Finder .