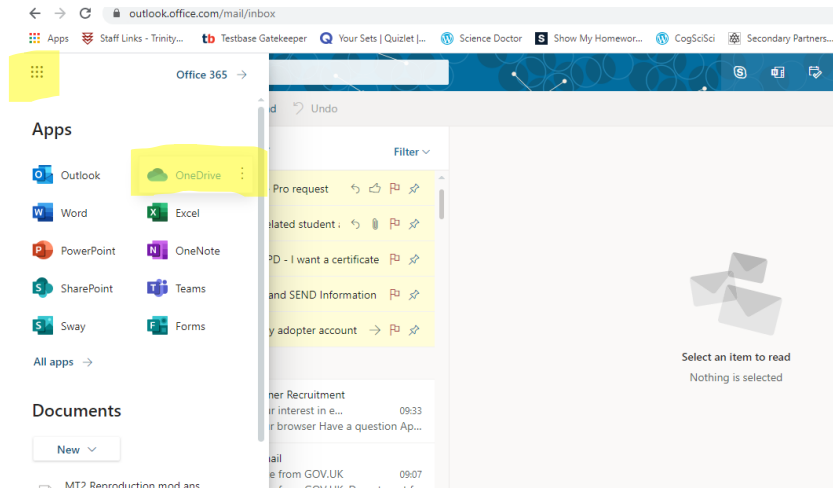


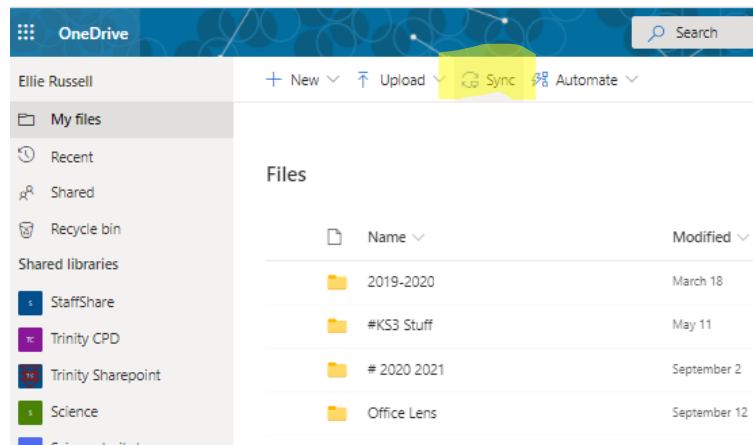
## How to synchronise your One Drive with your computer

- 1) Go to the nine dots on your email to select One Drive:



- 2) Once on the One Drive click on the **SYNC** icon.

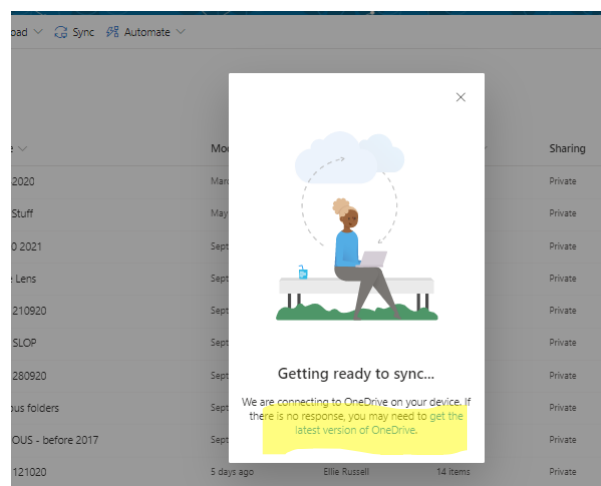
This makes your One Drive folder synchronise with your desktop.



- 3) You will see this message if it is not already synced:

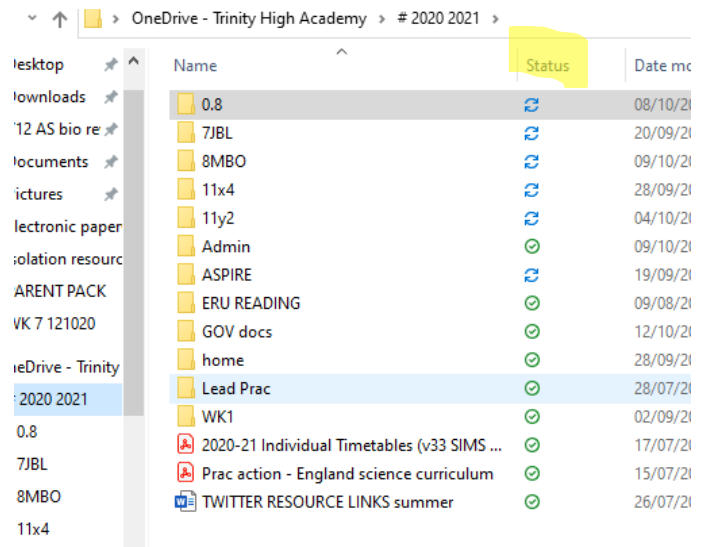
4) If you've not already got One Drive installed on your computer then you can click on the blue link here to get the latest version of One Drive.

5) Follow the instructions they give you to install it.



## How do I know if it is all synchronised?

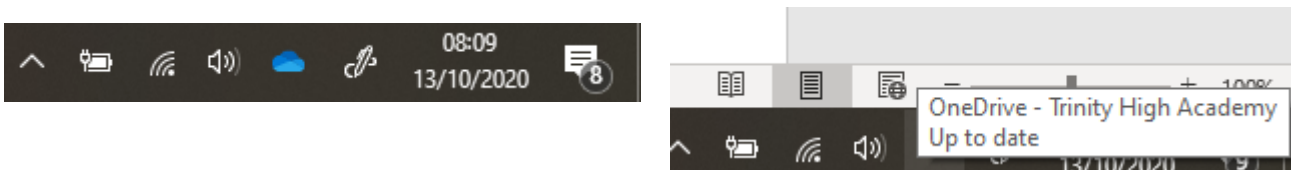
In this image below the icons under the status heading show you which files and folders are already synced (green tick) and which are currently synchronising (blue circle arrows).



Name	Status	Date modified
0.8	↻	08/10/21
7JBL	↻	20/09/21
8MBO	↻	09/10/21
11x4	↻	28/09/21
11y2	↻	04/10/21
Admin	✔	09/10/21
ASPIRE	↻	19/09/21
ERU READING	✔	09/08/21
GOV docs	✔	12/10/21
home	✔	28/09/21
Lead Prac	✔	28/07/21
WK1	✔	02/09/21
2020-21 Individual Timetables (v33 SIMS ...	✔	17/07/21
Prac action - England science curriculum	✔	15/07/21
TWITTER RESOURCE LINKS summer	✔	26/07/21

## What is the blue cloud on my task bar telling me?

This cloud symbol on the bottom bar is your One Drive. If you hover your cursor over that you will see if your computer is busy syncing or if it is up to date. In this case it is up to date.



If you wanted to you could click on the blue cloud and access your One Drive this way too. There are several ways to do this though, so stick with the way you like best!

