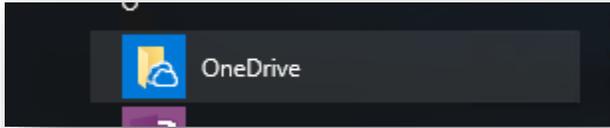
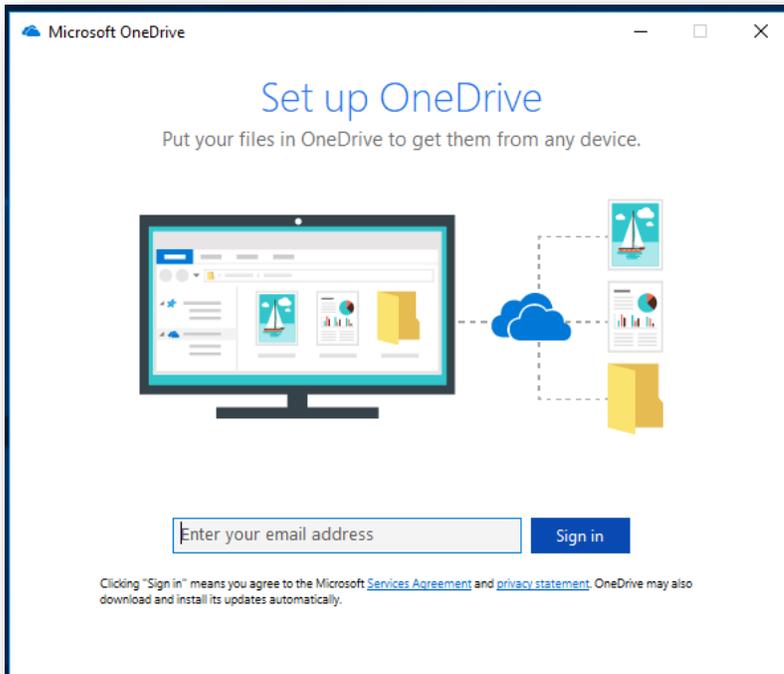


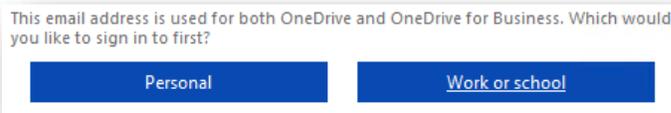
1. Find the OneDrive app located in your Start Menu, and open it



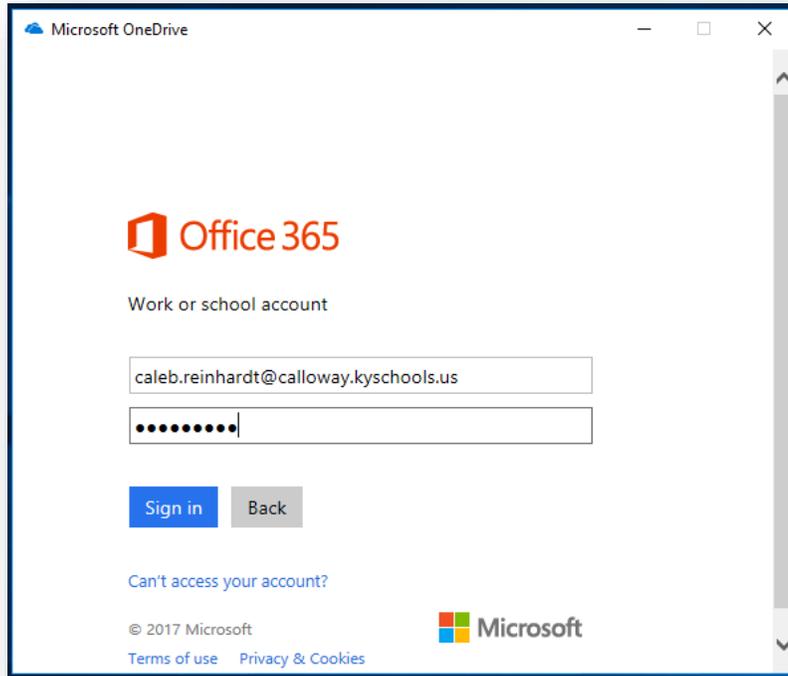
2. When prompted, enter your school email address



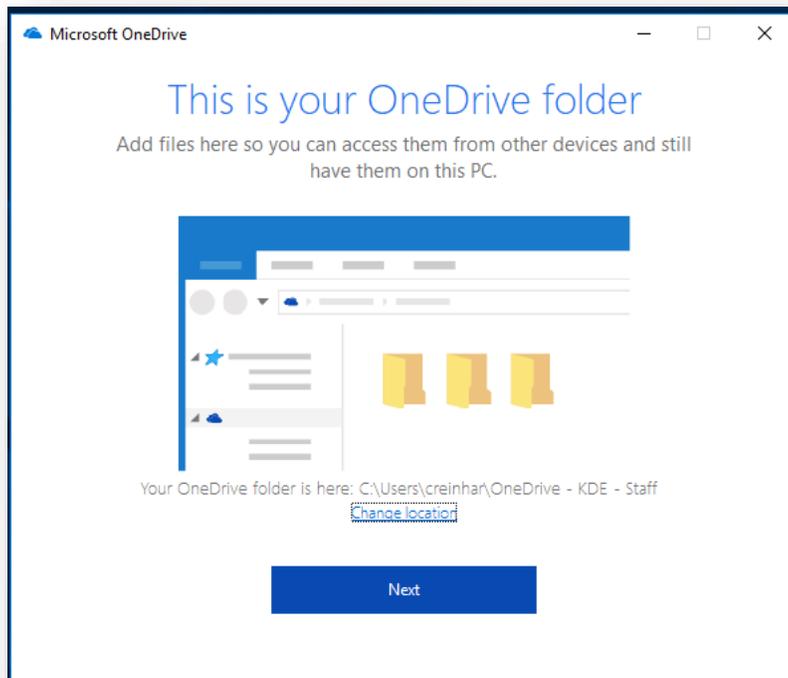
- a. **Note:** you may be prompted to select whether or not your account is a "Personal" or "Work or School" account. If this comes up, select "Work or School"



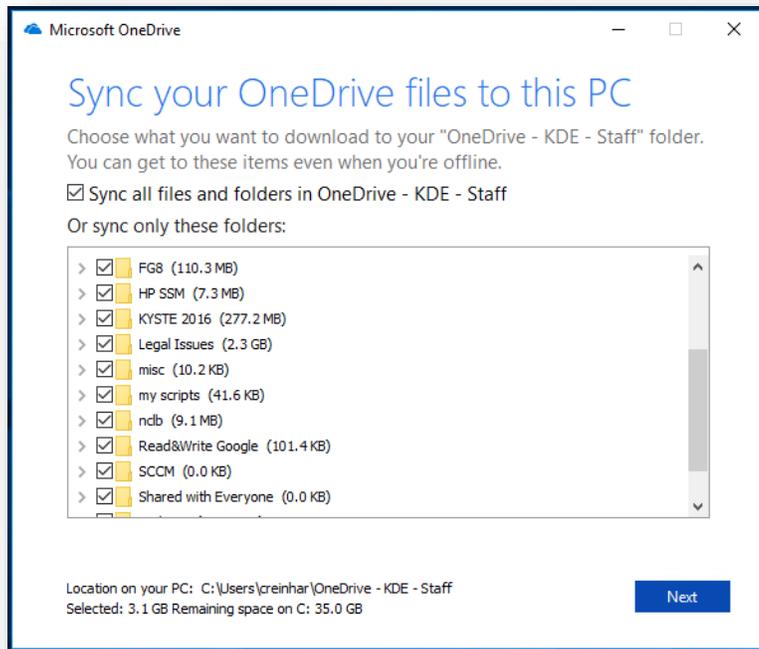
3. You will be prompted to sign in with your school email address



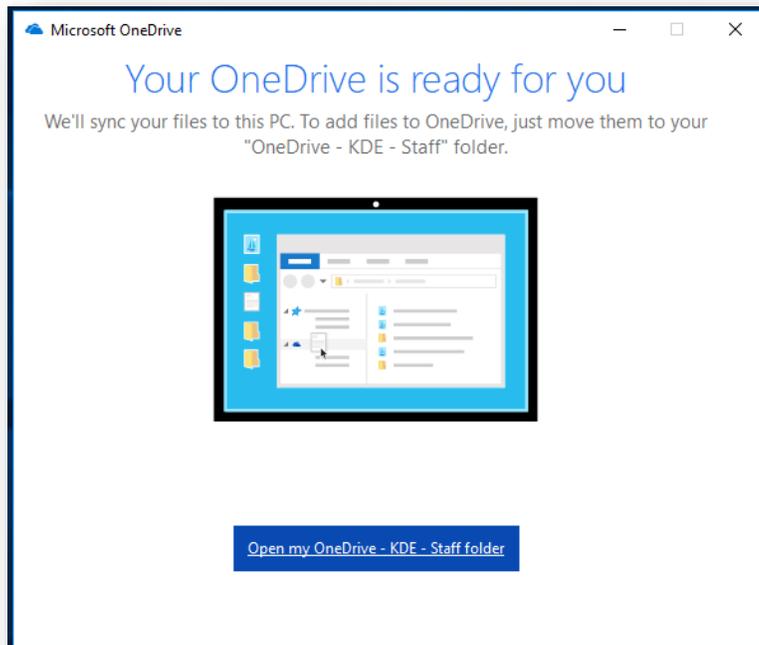
4. You will then see the "welcome" screen. Click "Next"



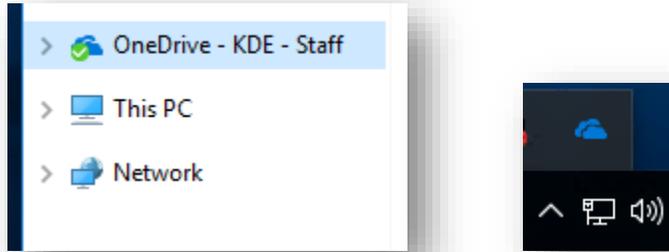
5. There will be a list of files and folders in your OneDrive that you can sync to the local folder on your computer. Clcik "Next" (if you have never added files to OneDrive, or created folders there, then you may not see much here)



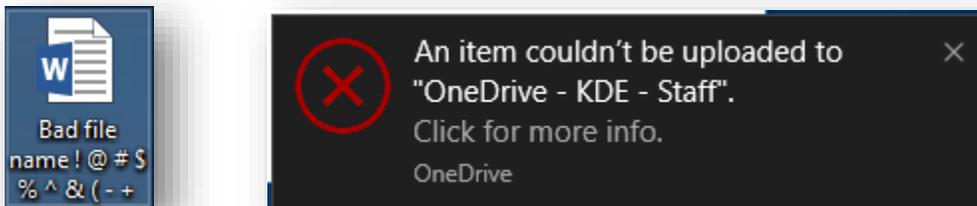
6. Your OneDrive folder is now ready to sync! Now click on "Open my OneDrive – KDE – Staff folder"



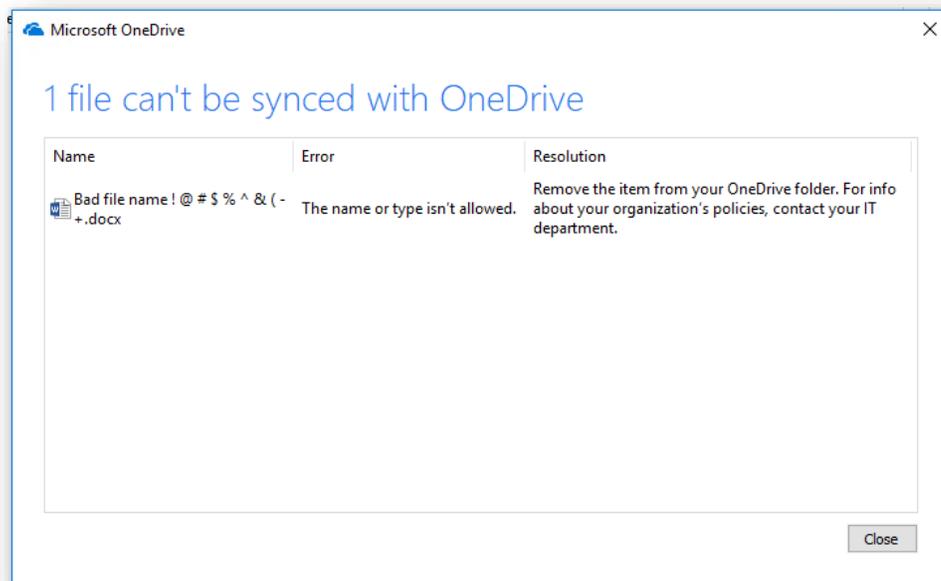
- File Explorer will open, and you will see “OneDrive – KDE – Staff” in your libraries list. There will also be an icon in the system tray that can be helpful to see the sync status



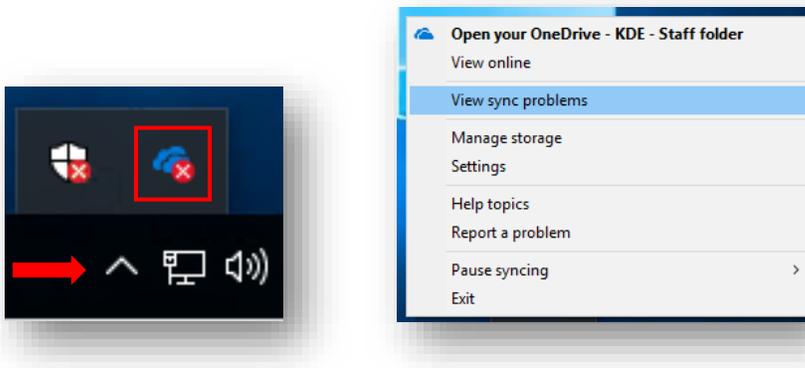
- Copy files and folders from your Documents folder and other libraries. Anything you want to save can be placed in the OneDrive library.
- It is important to note that some characters in file names will cause an error with OneDrive sync. For example, if I try to copy this file (“Bad file name ! @ # \$ % ^ & (- +.docx”) to the library, I get an error



- Clicking on the alert will bring up a window showing which files cannot be synced



11. You can also see sync issues by right-clicking the OneDrive icon in the system tray, and selecting “View sync problems”



12. Once the file names with bad characters are renamed, the sync will automatically resume for the files in question