

Syncing your folders with OneDrive:

Choose which OneDrive folders to sync to your computer

Syncing your files through OneDrive is the best way to protect your data and provide flexibility to your work by providing access to your files across multiple computers. OneDrive is available to all faculty, students, and staff with a current HSPH email account. These instructions are compatible with Microsoft Office 2019, 2016, and O365.

You can choose which folders you want synced to your OneDrive using the instructions below. If you don't want to sync all of your folders in OneDrive to your computer, you can specify which folders you'd like to sync.

Depending on how many files you need to sync to OneDrive, and the speed of your internet provider, this may upwards of 24 hours to completely sync. Please give yourself at least 48 hours of prep time for transferring or syncing your files to another computer when returning to campus for the first time.

Notes for first time OneDrive use:

Windows

- If you do not have OneDrive already installed on your computer, you can download the App here: <https://www.microsoft.com/en-us/microsoft-365/onedrive/download>
- Once complete, a sign in window will pop up
- Sign into the app with your Harvard email and credentials
- The OneDrive App will then show up in File Explorer like this:

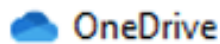


Mac

- If you do not have OneDrive already installed on your computer, you can download the App here: <https://www.microsoft.com/en-us/microsoft-365/onedrive/download>
- Once complete, a sign in window will pop up
- Sign into the app with your Harvard email and credentials
- The OneDrive App will then show up in Finder like one of these icons:



OneDrive




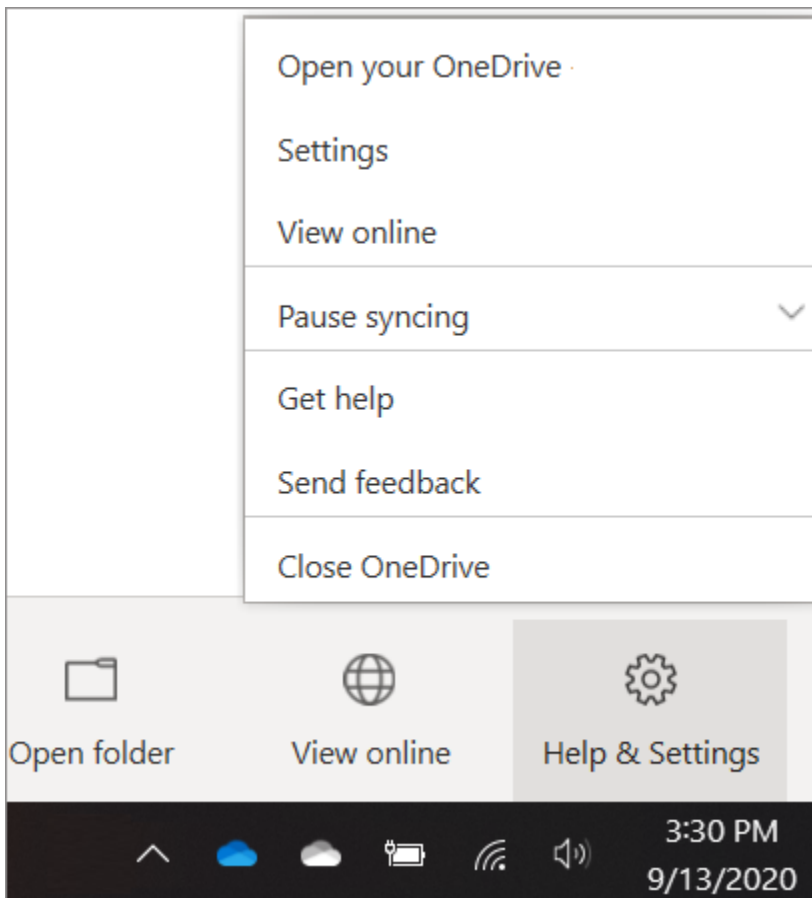
Instructions for Windows:

1. Select the white or blue OneDrive cloud icon in the Windows taskbar notification area.



Note: You might need to select the **Show hidden icons** arrow ^ next to the notification area to see the OneDrive icon.

2. Select  **Help & Settings** > **Settings**.



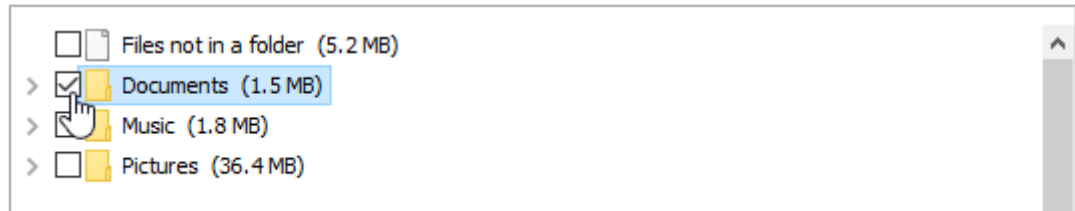
3. Select the **Account** tab and select **Choose folders**.
4. In the **Sync your OneDrive files to this PC** dialog box, uncheck any folders you do not want to sync to your computer and select **OK**.

Choose folders

Choose what you want to be available in your "OneDrive" folder. These files will be available on-demand. Unselected folders will be hidden from File Explorer.

☐ Make all files available

Or make these folders visible:



Note: You cannot add non-OneDrive folders (such as C: and D:). Also this may look differently from the image above depending on which version of Microsoft Office you are working with, but they all work under the same premise.

Notes for syncing:

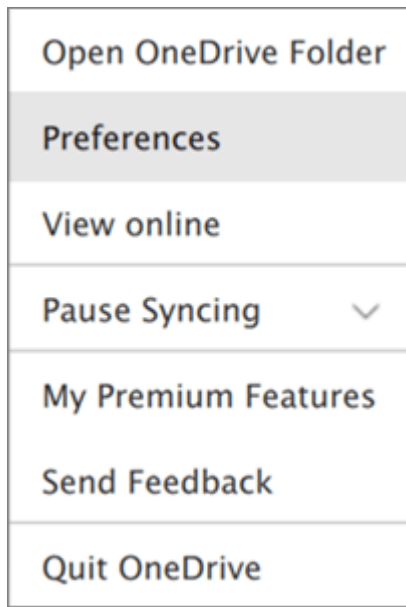
- If you uncheck a folder you are syncing to your computer, the folder will be removed from your computer. The folder and its contents will still be available online.
- The sync settings you choose are unique to each computer unless you are syncing everything everywhere. Also, if you are choosing folders on two computers and you create a new folder on computer A that you want to sync to computer B, you'll need to go to computer B and select the new folder there.

Instructions for Mac:

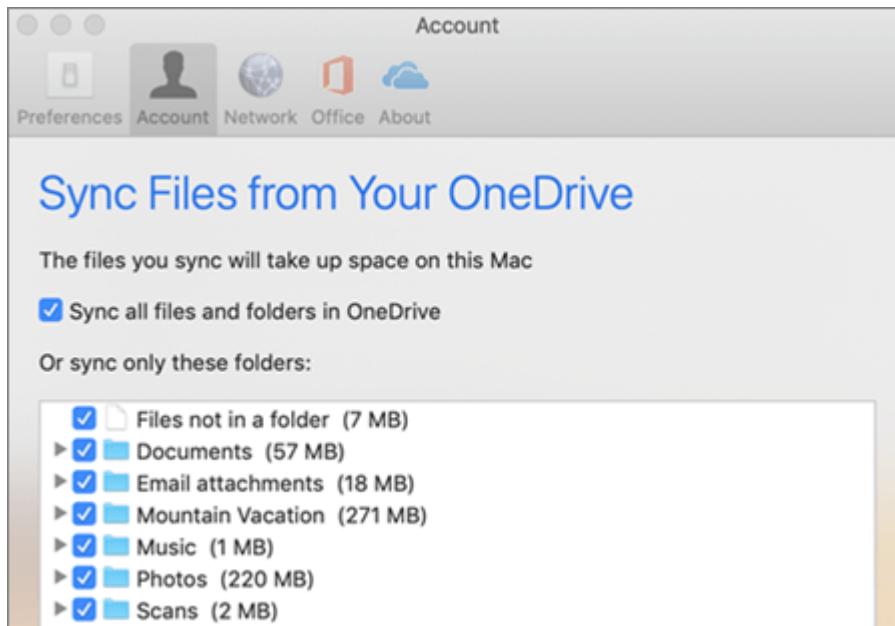
1. Select the OneDrive cloud icon in the Mac taskbar notification area.



2. Select  **Help & Settings > Preferences.**



3. Select the **Account** tab, and select **Choose folders**.
4. In the **Sync files from your OneDrive** dialog box, uncheck any folders you don't want to sync to your computer and select **OK**.



Note: You cannot add non-OneDrive folders (such as C: and D:).

Notes for syncing:

- If you uncheck a folder you are syncing to your computer, the folder will be removed from your computer. The folder and its contents will still be available online.

- The sync settings you choose are unique to each computer unless you're syncing everything everywhere. Also, if you're choosing folders on two computers and you create a new folder on computer A that you want to sync to computer B, you'll need to go to computer B and select the new folder there.

If you need assistance with this process, please contact the IT Helpdesk at: helpdesk@hsph.harvard.edu or 617-432-HELP (4357)