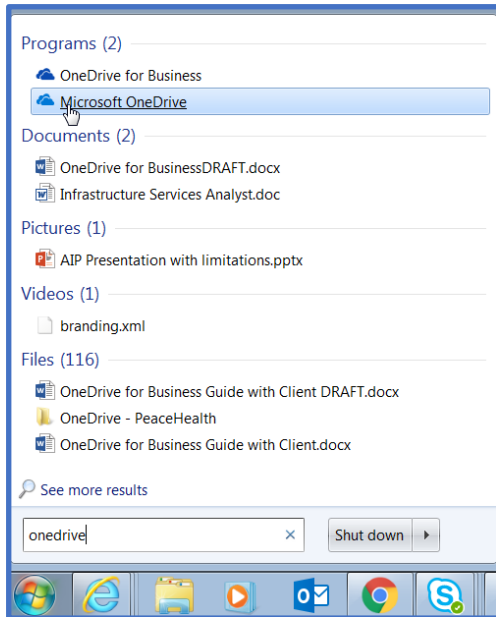


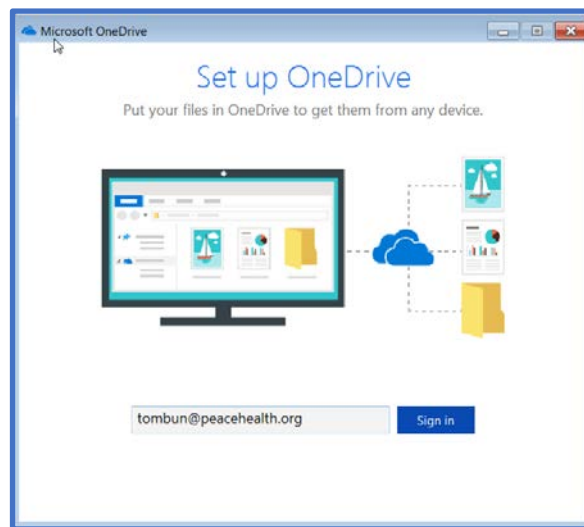
SYNC ONEDRIVE CLIENT (Windows 7)

1. Click on the **Start Menu** and type “**onedrive**” in the run line. Click on **Microsoft OneDrive**.

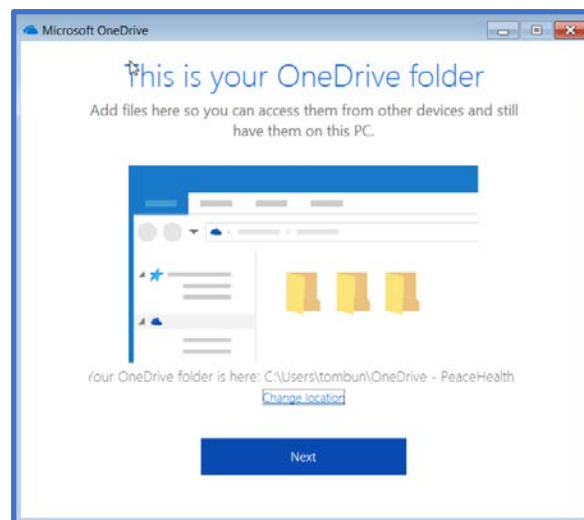
*You might see 2 options. You need to **click on Microsoft OneDrive** – **NOT OneDrive for Business**. It's a bit misleading, but even though our PH account is the business version, on Windows 7, the OneDrive for Business client is only used to sync Sharepoint libraries. Microsoft is working on unifying the different clients. If you don't see the Microsoft OneDrive client, contact the Helpdesk x6464 so your local desktop rep can install it for you.*



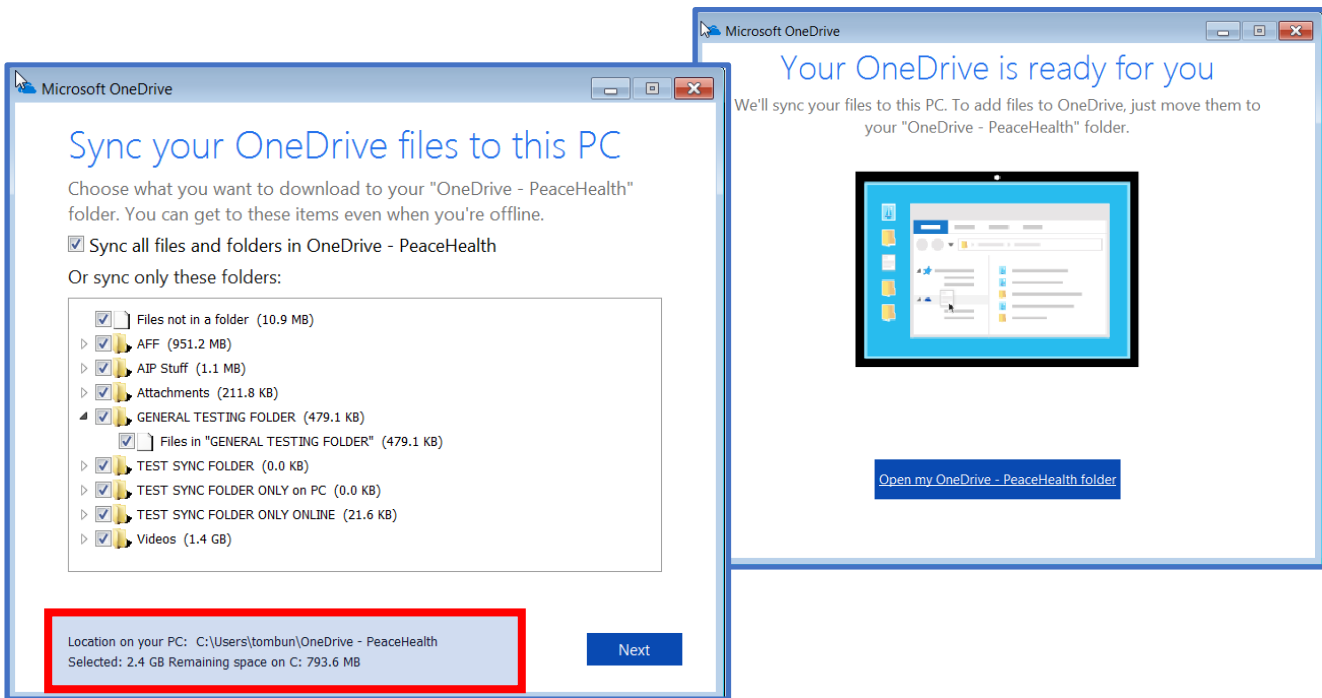
2. Type in your **3X3@peacehealth.org**



3. Click **Next**



3. Click **Next**.



4. To **change OneDrive folders** synced after initial set-up, **right click** on the OneDrive icon on your system tray.

- a. Choose **Settings**
- b. Click on **Account** tab
- c. Click **Choose Folders**.

