Checking for the Sync App from a PC:

To see if you already have the sync app installed, open Windows Explorer from your start menu (right click the start button, then select ‘Open Windows Explorer’). Under Favorites, you should see the OneDrive for Business folder. It must be OneDrive for Business and not just OneDrive. You may have the OneDrive folder, but this is different. You specifically need the OneDrive for Business folder.

If you do not have the sync app installed, follow the instructions for installation.