Installing the OneDrive for Business Sync App on a PC

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

1. Open a browser window and go to https://support.microsoft.com/en-us/kb/2903984
2. Scroll to the bottom of the page and look for the OneDrive for Business sync app installer
3. Click install and follow the instructions. This may take several minutes. Use the recommended settings and wait until the install has fully completed.
4. Once the install is complete, open a browser window and go to OneDrive.uml.edu
5. Log in with your full email address and password.
6. This should bring you to the main OneDrive for Business Documents page. If you don’t see the Documents page, click on OneDrive above to bring you to the main page.
7. Under Documents, you will see a Sync button. Click on the Sync button. Depending on your browser, you may get a pop up. If you do, choose to Launch Application (Chrome) or Choose OneDrive for Business and click OK for Mozilla Firefox. You may also need to enter your full email address and password again.
8. If you get another pop up asking if this is a Microsoft Account or a Work account, choose Work account.
9. You should now be able to go to your computer and see the OneDrive for Business folder under your favorites in Windows Explorer.