HOW-TO GUIDE

Microsoft 365: Installing OneDrive on Windows

Step 1: Check for OneDrive Installation

OneDrive is pre-installed on Windows 10 and Windows 11. To check if it's installed:

1. Click on the **Start** menu.
2. Type **OneDrive** in the search bar.
3. If it appears in the search results, it is already installed.

Step 2: Download OneDrive (if not installed)

A. Visit the OneDrive Download Page:

Go to the [OneDrive download page](#).

B. Download OneDrive:

Click on the **Download** button to download the OneDrive setup file.

Step 3: Install OneDrive

A. Run the Installer:

1. Locate the downloaded setup file (usually in your Downloads folder).
2. Double-click the **OneDriveSetup.exe** file to run the installer.

B. Follow the installation prompts:

The installation will begin automatically. Follow the prompts to complete the installation.

Step 4: Set Up OneDrive

A. Launch OneDrive:

1. After installation, OneDrive should start automatically. If not, search for OneDrive in the Start menu and open it.
2. Enter your Microsoft account email and password.
3. Click **Sign in**.

B. Choose your OneDrive folder Location:

1. You can choose the default location for your OneDrive folder or select a different location.
2. Click **Next**.

C. Select Folders to Sync:

1. Choose which folders you want to sync to your PC. You can sync everything or select specific folders.
2. Click **Next**.

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D. Complete Setup:
1. Click Open my OneDrive folder to access your synced files.
2. You will see the OneDrive cloud icon in the system tray, indicating that OneDrive is running.

If CyberGuru can be of assistance in any way, please feel free to contact us on 0488 80 GURU (4878) or email cyberguru@cyberguru.com.au.