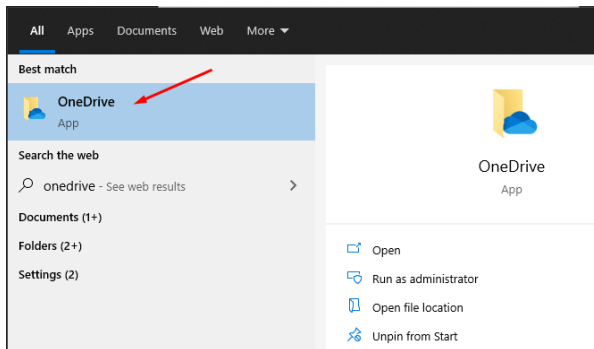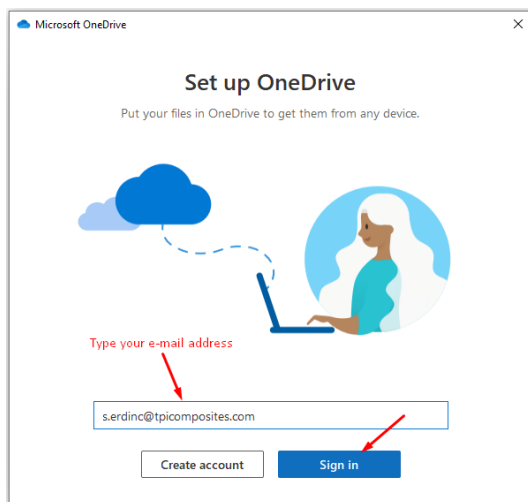# OneDrive Manual: OneDrive Installation

The purpose of this document is to help you install the Microsoft OneDrive application on your computer and set up OneDrive to sync your files between your computer and OneDrive*.*
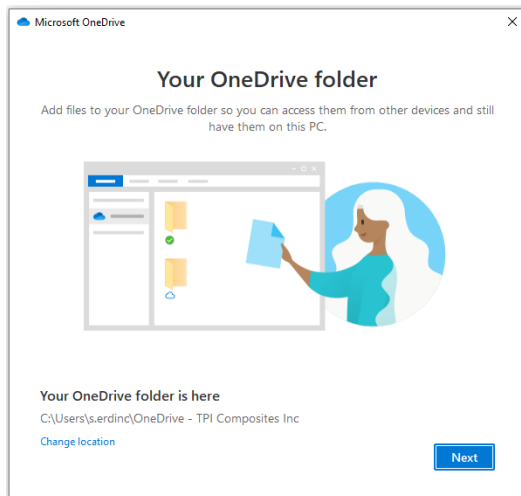
1. If Windows 10 operating system, OneDrive application has been already installed on your computer. Please jump to the next step. If you do not have Windows10 or Office2016, please install the **new version of the OneDrive sync application** for Windows.

2. Please **Search** as OneDrive and click on the OneDrive application as in the picture below:
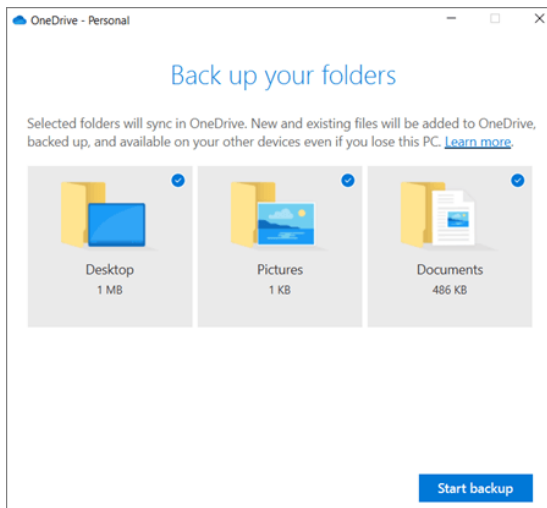

3. Once the setup is started, please use your work account to use this application and select **Log in**:

4. Once you click **Next**, you will accept the default location on which OneDrive will be installed. If you would like to change the location, please click on **Change Location** and choose one which is suitable for you:
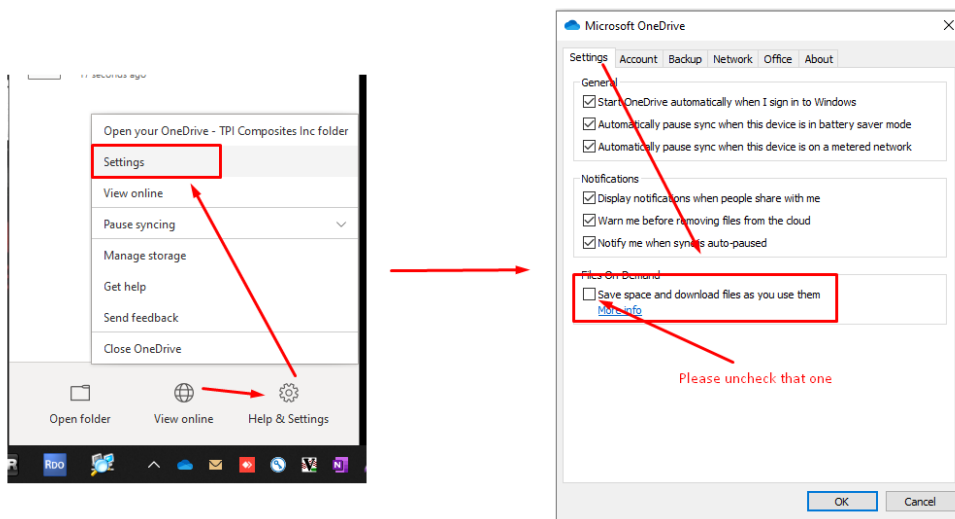

5. After you log in, please select the folders which you would like to backup to OneDrive.

6. Once the setup is completed, please click on the OneDrive icon located on the Taskbar.

7. First please click on **Help & Settings** then go to **Settings**. As in the picture, please uncheck the selection if it was already selected.

8. Once the setup is complete, you can monitor your files under the **OneDrive** folder located in **Windows Explorer**: