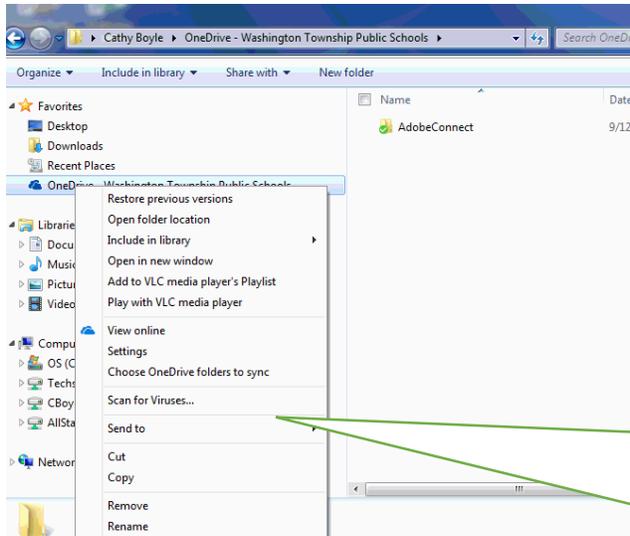# Setting Up OneDrive For Business Selective Sync

Before setting up the OneDrive for Business on your device, log onto Office 365 and create a Working Folder and Archive Folder. Store any documents that are not being worked on and don't need regular access to in your Archieve Folder- these files will ONLY be available by logging into the Office 365 website. Store any documents you are currently working on or need fast, regular access to in your Working Folder- these will be saved locally to your PC and syncs to Office 365 in the cloud**.** Please note the size of the files, large files will take up hard drive space especially on laptops that have a smaller hard drive.
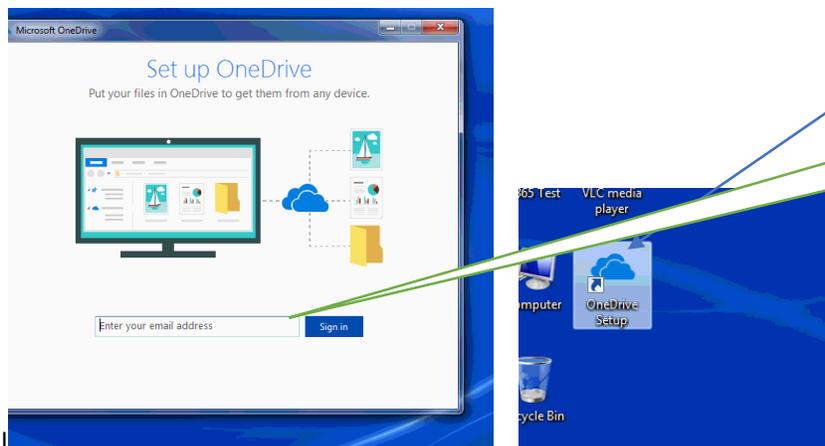
Step 1: You may already have the OneDrive version with Selective Sync.
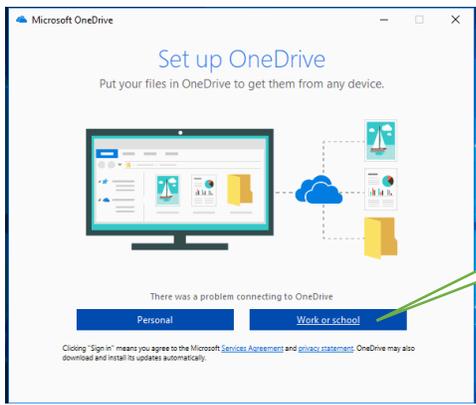

To check If you have One Drive with Selective Sync, right click on OneDrive If you have a menu option called *"Choose OneDrive Folders to Sync"* This is where you can select or change which folders you want to sync down to your C: Drive

Step2: If you do not have OneDrive Selective Sync follow these directions
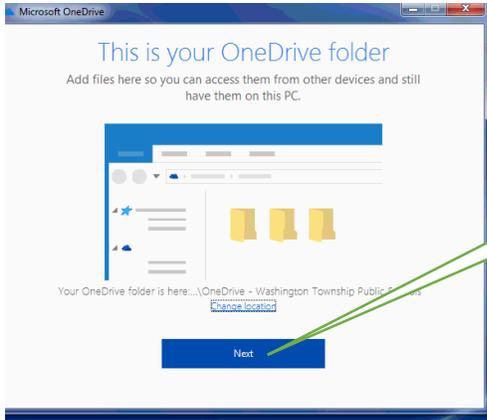
If this window does not pop up when you log in, click on the One Drive setup Icon on the Desktop
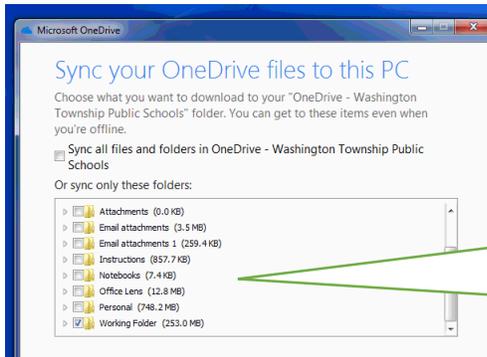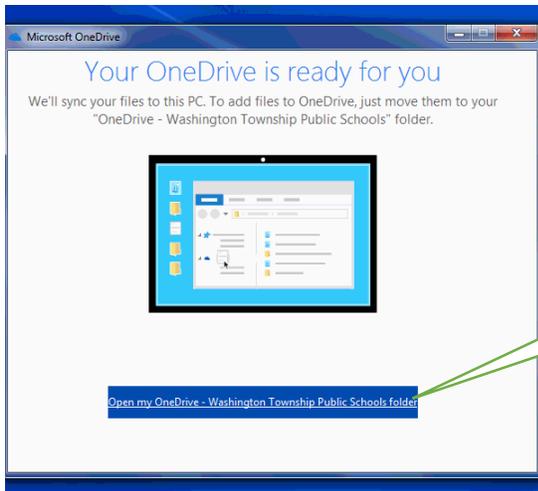

Enter your school email account

Click on work or School account

Click Next

Check the folders you want to have sync to your local C: drive. If you created a Working folder put a check in the box to sync that folder and uncheck Archive Folder to store only in the cloud. Keep in mind the size of the files, large files will take up hard drive space especially on laptops that have a smaller hard drive.

Click this link to take you to your local one drive folder.

To change which folders, you want to sync, go to Step 1.

Your local one drive folder is located on C:\Users*YourName*\OD