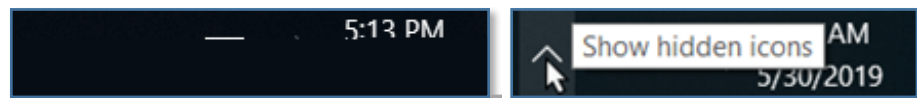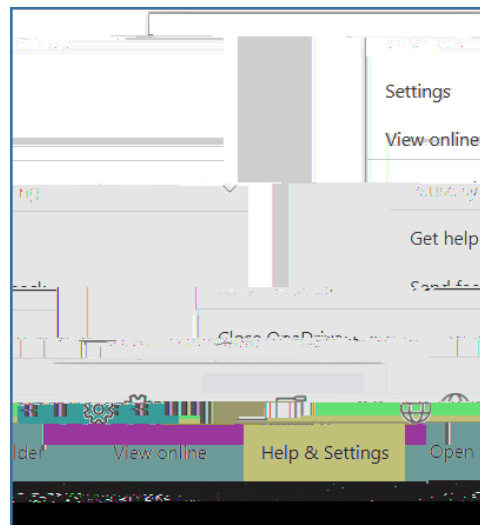# Syncing Teams with the

Syncing Teams data with the OneDrive desktop client lets you work with your cloud files through File Explorer as if they were stored locally on your computer.

Verifying your OneDrive account

1. Right-click the **OneDrive** cloud icon in the taskbar. (If you do not see the OneDrive icon hit the ∧ **Show hidden icons** arrow.)

2. Click on **Settings**.

3. Select the **Account** tab. Verify that you are using your @odu.edu account, and that it says Old Dominion University in the account name. If not, hit **Add an account** and sign in to your @odu.edu school account.
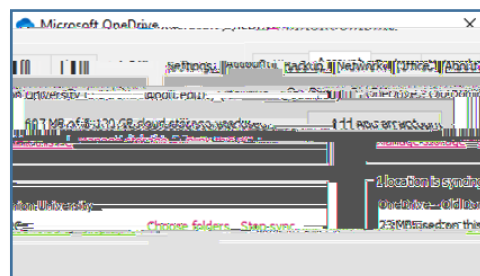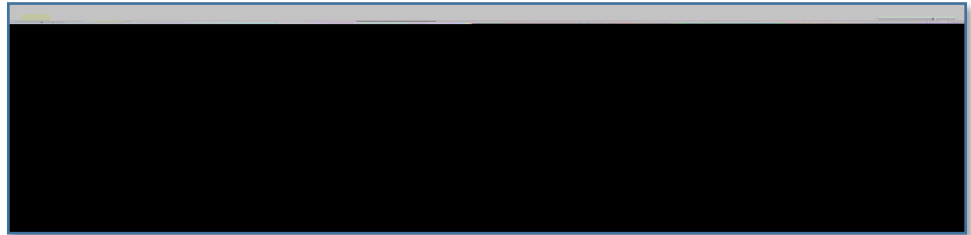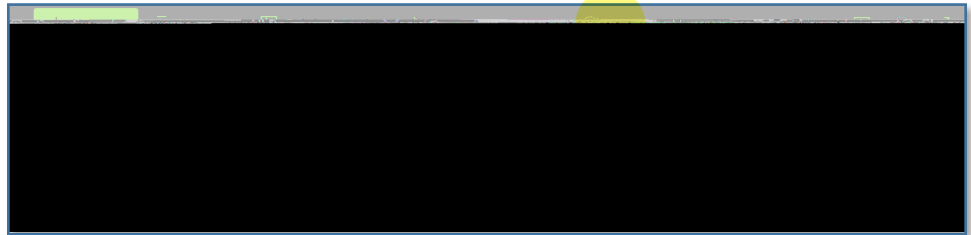
S ncing Teams da a

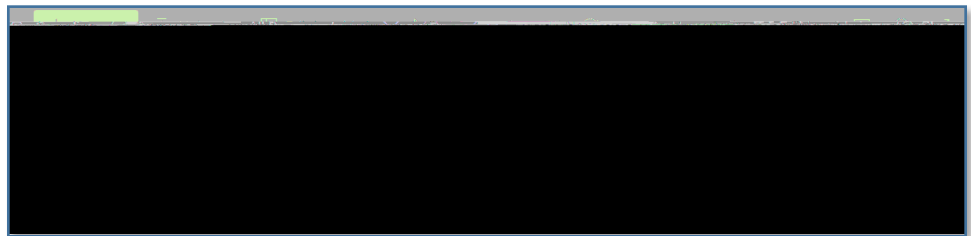1. From the Teams app, select a team, go to the **G   ,** channel, and go to the **F ,** tab.

2. Click **O , , S. , , P , ,** (If you don't see this option, you may need to click on the three-dot button to display more options.)
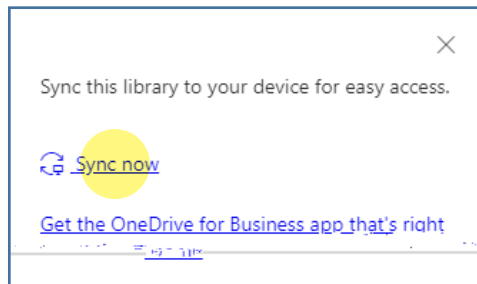

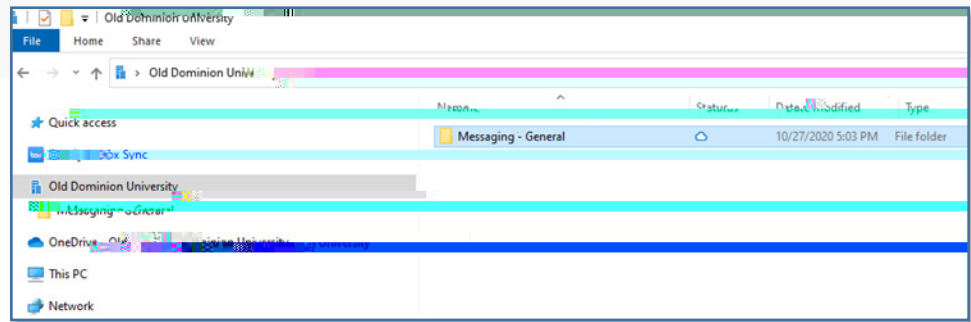3. Click **S   ,** to sync this channel's les to your OneDrive client.

4. To sync the entire team, click on **D , , I , ,** before hitting **S   , ,**

5. Select Sync Now

6. You can now browse to the synced location in File Explorer.

Working   i h   les o ine

- To make individual   les and folders available even if you are o   ine, right-click on a   le and select **A**...

- To make ALL   les and folders that are synced with OneDrive available of- ine, turn o   Files On-Demand. Right-click on OneDrive in the taskbar and select **S**... . Go to the Settings tab and uncheck **S**...

- More information about Files On-Demand can be found here.

- More information about OneDrive's status icons can be found here.