



If you would like to use the OneDrive Pro Desktop software that will allow you to easily sync documents to your cloud account by placing them in the OneDrive Pro folder on your desktop (exactly like dropbox) you can do so from the helpdesk software library. <http://helpdesk.hcbe.net>

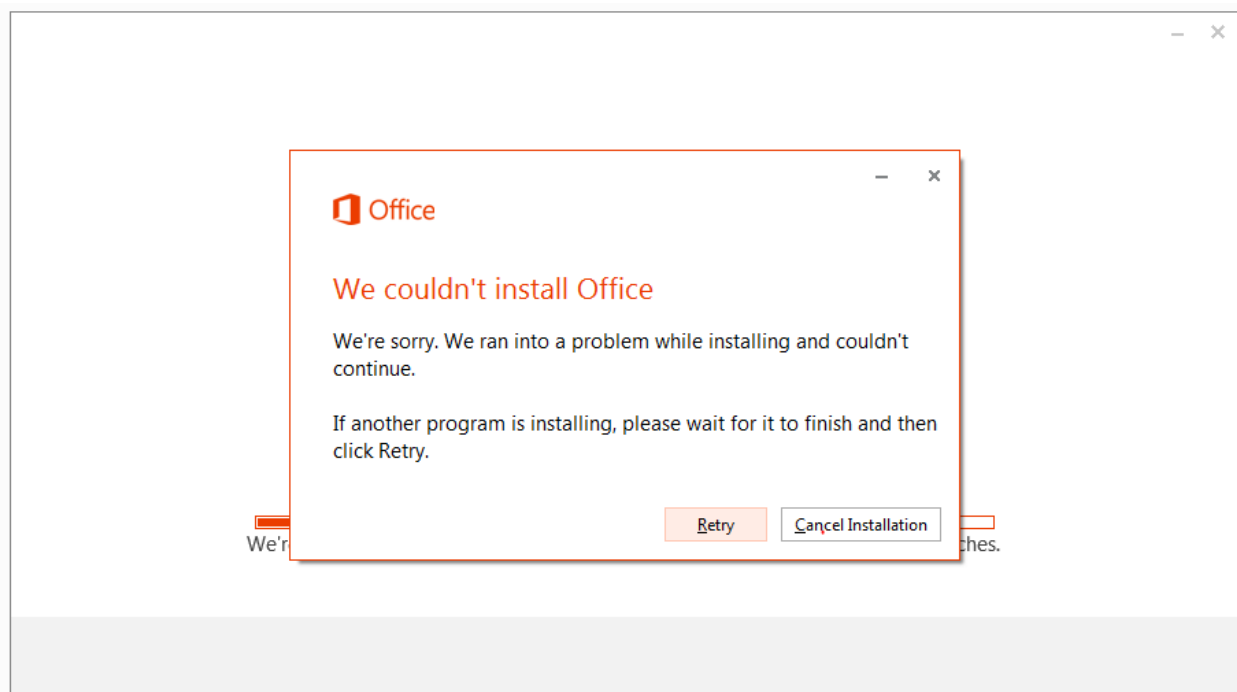
Most desktops in the county will use the 64bit version, the below links have the associated versions.

(Make sure you close all programs before you install)

[OneDrive 64BIT](#)

[OneDrive 32BIT](#)

(You may get an error when you install that looks like this:

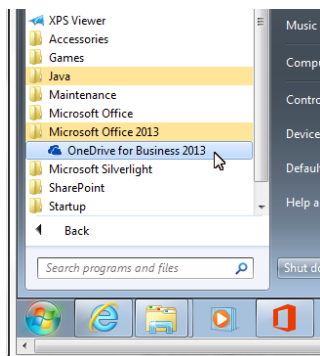


Just hit cancel. The program will have installed despite saying it failed.

A new window will appear that looks like this.



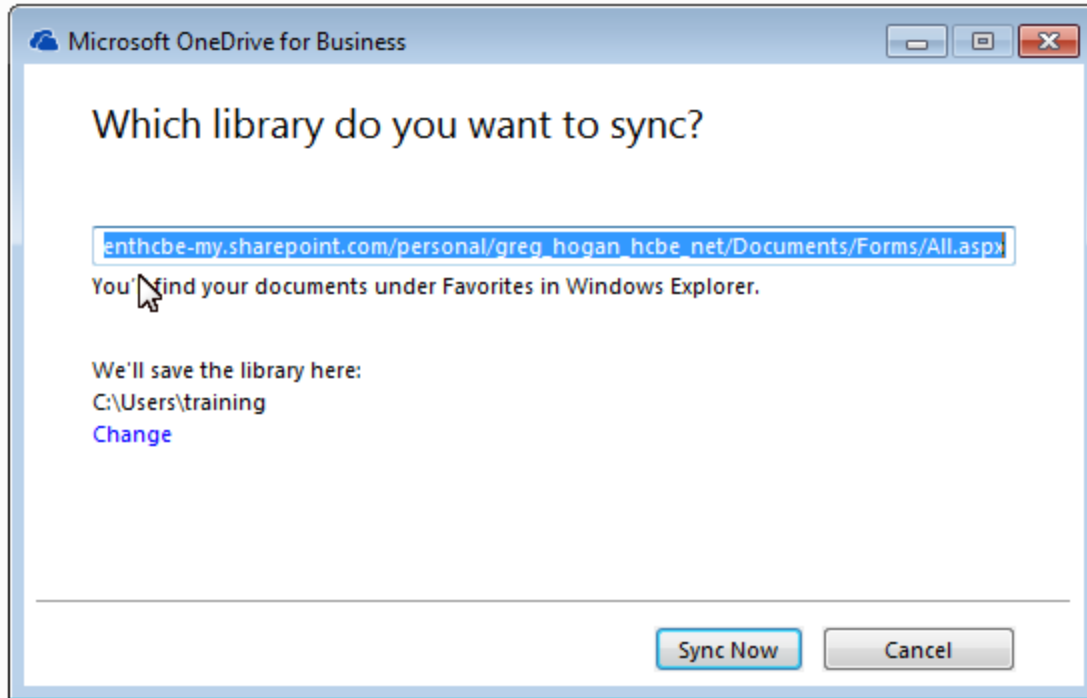
Check your start menu and you will see OneDrive for Business



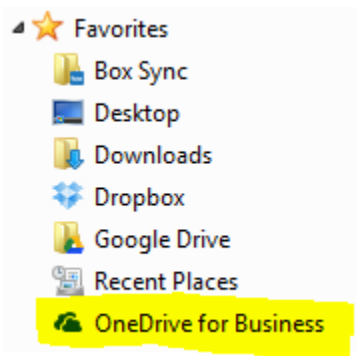
Launch the program and it will ask you for a Library you want to SYNC.

Log into Office 365 on the web (<http://outlook.office265.com>) and click "ONEDRIVE" then copy and paste that URL from the address bar into the box from the install. Once this is done it will sync and create a local folder on your system.





After the install you will see a folder like this under "my computer":



Anything pasted in there will be available in your cloud account.

Technology Services