# Topic: Connect your OneDrive Sync to the new Office 365 service

1. Find your current **OneDrive –Minnesota State University Moorhead** icon on the menu bar located on the right site that looks like a black cloud.
2. Click on the **Cloud**, **More** and then **Preferences.**
   Note: if your menu does not look like the picture to right, then you need the updated client from Office 365. See below.
3. Click on the **Account** tab and then **Add Account** and enter the following information and click on Sign In.
   Employee username: <StarID>@minnstate.edu
   Student username: <StarID>@go.minnstate.edu
4. Enter your StarID password.
5. Click **Next** on the next window.
6. The next window will show you tips on OneDrive and your setup is complete.
7. You can now remove your previous account by completing steps 1 & 2 above and then choose **Unlink this PC**.

Office 365 Training: https://www.mnstate.edu/it/office365
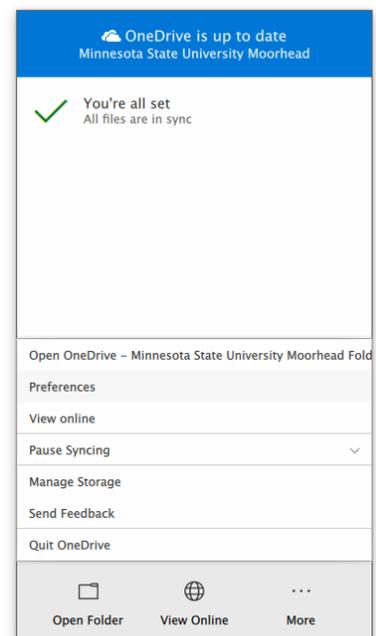
OneDrive Sync client update: The newest sync client can be found on Office 365 by going to https://www.mnstate.edu/it/office365 and sign into the site. The client is located on the OneDrive page at the link **Get the OneDrive apps**.

For More Information

Please contact Information Technology Services at support@mnstate.edu or 218.477.2603 if you have questions about this material.