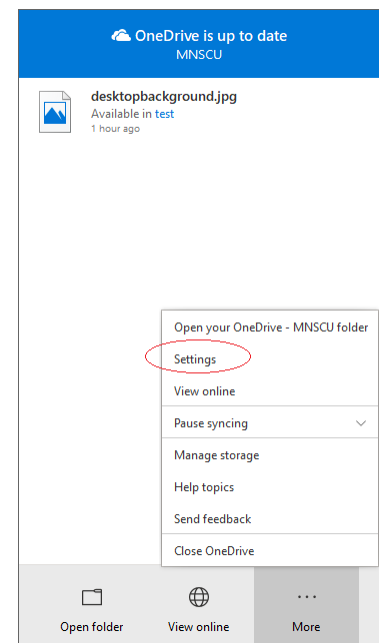


Topic: Connect your OneDrive Sync to the new Office 365 service

1. Find your current **OneDrive –Minnesota State University Moorhead** icon on the task tray located on the right side that looks like a blue cloud.
2. Click on the **Cloud, More** and then **Settings**.
*****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 **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.