

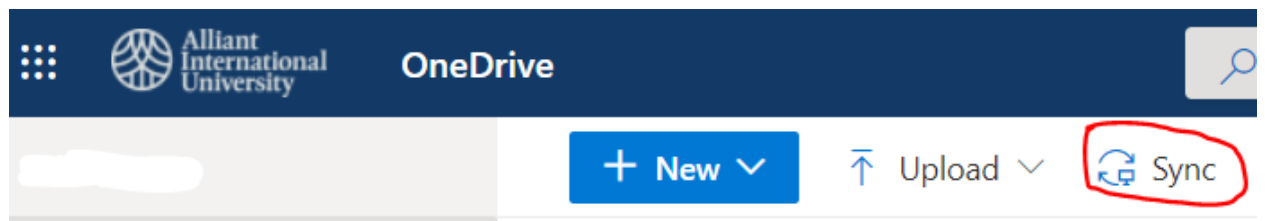
The instructions below are for Windows users who have Office 2016/365 installed.

By syncing your OneDrive for Business to your PC, documents that are currently stored only in your OneDrive for Business will also be available in your File Explorer on your PC.

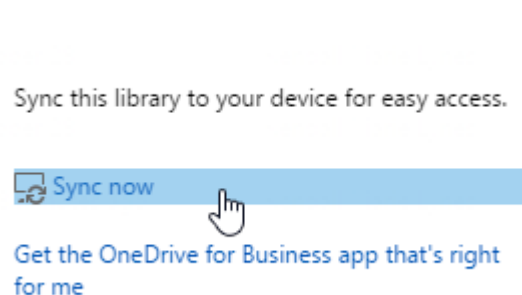
1. Login to your Alliant account at <https://www.office.com/>, select the app launcher icon and then select **OneDrive**.



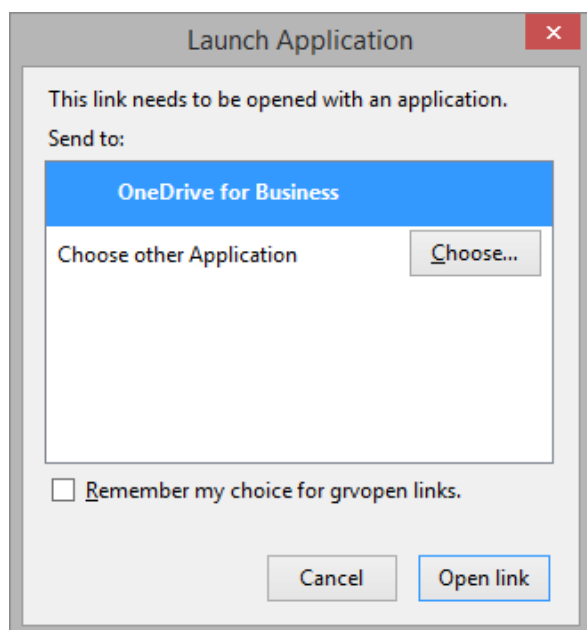
2. Select **Sync**.



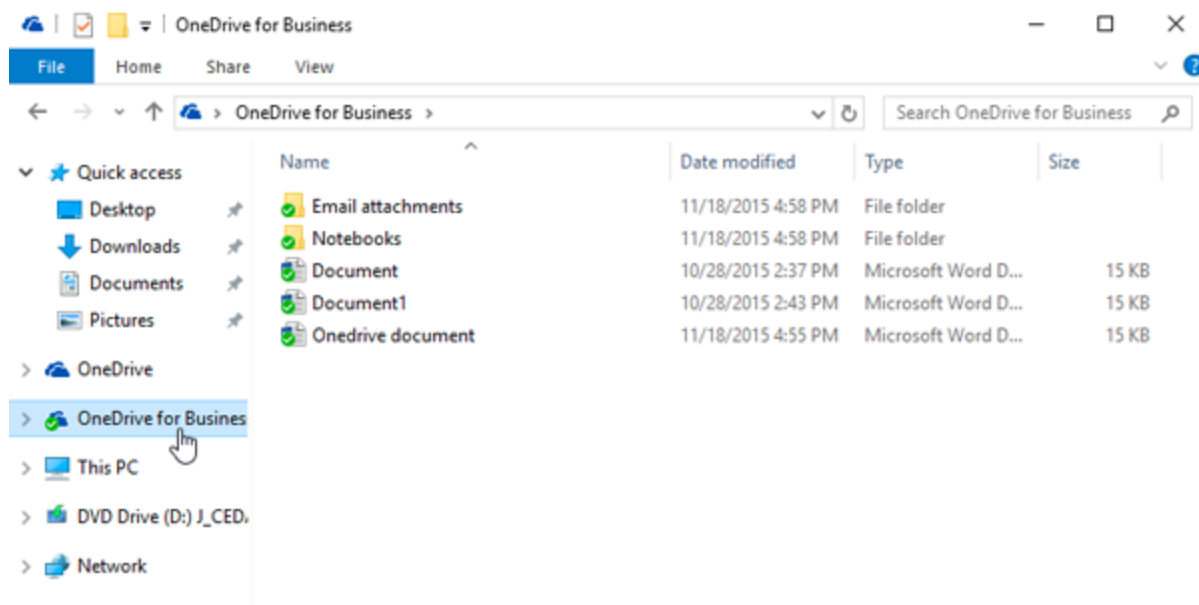
3. Select Sync Now.



4. Office 365 may prompt you for your Alliant email address password.
5. To find OneDrive documents on your PC, if the Launch Application window displays, select **OneDrive for Business**, and then select click **Open link**. Otherwise, right mouse-click the Windows **Start** button and then select **File Explorer**.



6. Once in File Explorer, select OneDrive for Business in the column on the left. You will then be able to see all the documents that you have stored in OneDrive. (**Note:** Syncing does not remove these documents from your OneDrive — it just allows these documents to be accessible from both your OneDrive cloud storage and your computer.)

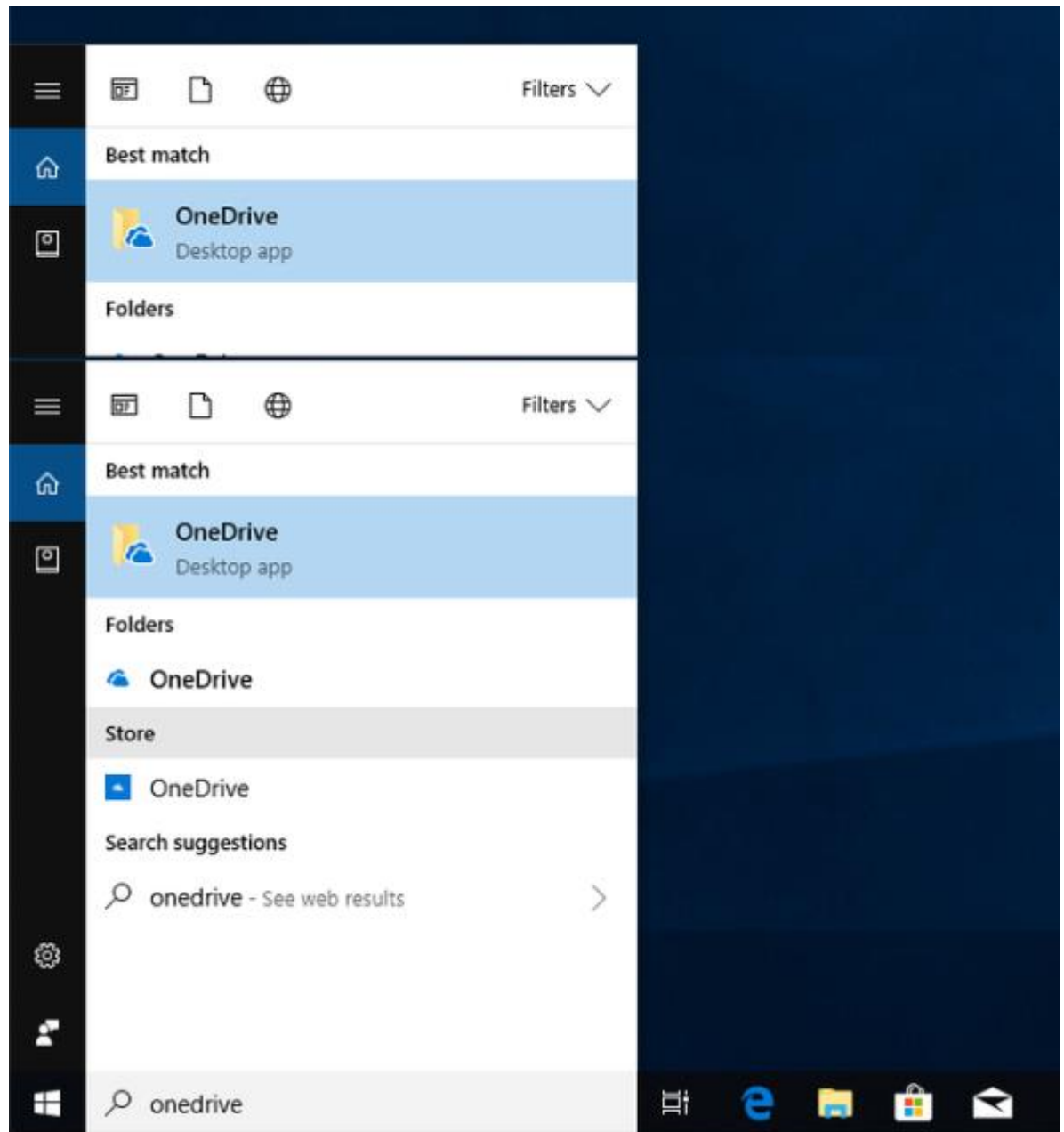


7. Please submit a [Helpdesk ticket](#) if you need further assistance.

How to Configure OneDrive Desktop App (Windows)

The following directions will provide information on how to open and configure OneDrive if it has been installed on your computer:

1. Select the Windows icon on the bottom left of your screen and then type "**OneDrive**".



2. Select "**OneDrive App**".

3. Enter your Alliant email address, select Sign in and then enter your password.



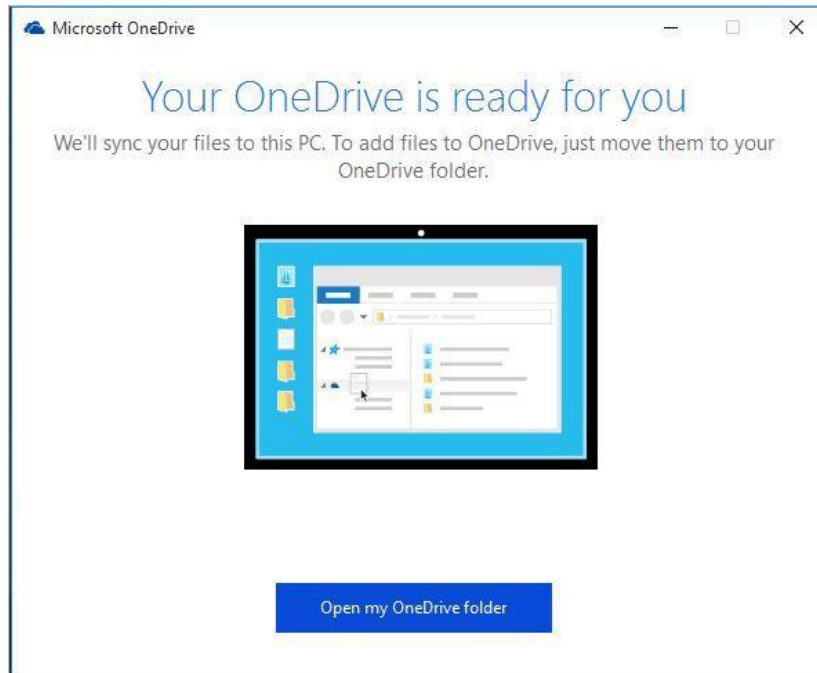
4. The next screen allows you to select the location on your device to which you will synchronize your OneDrive files. We strongly suggest using the default location that Microsoft recommends. To use the default location, do not make any changes and select Next.

5. The next screen will allow you to select specific files or folders to synchronize.

- If you would like to sync all the files stored in your OneDrive, check the "**Sync all files and folders**" button, then click next.
- If you need to conserve space on your computer, use the "**Selective Sync**" or "**Files on Demand**" feature to manage local file storage.



6. The final screen will prompt you to open your OneDrive folder. If you have files downloading from your OneDrive:



- A green check mark next to a file or a folder indicates it has been synchronized.
- A red "X" next to a file or folder indicates a synchronization error.

Common OneDrive Sync Errors:

- Each file saved to OneDrive must be no larger than 15GB.
- Filenames or folder names containing any of the following invalid characters will need to be renamed in order to be saved to OneDrive:
\\, /, :, *, ?, ", <, >, |, #, %
- For more information on how to fix OneDrive sync problems, please visit an article on how to [Fix OneDrive sync problems](#).