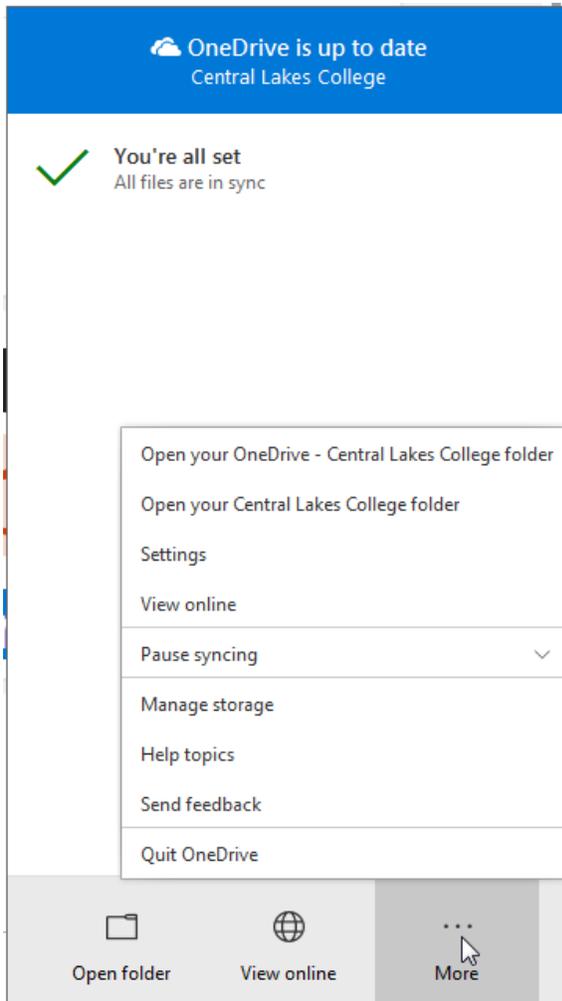


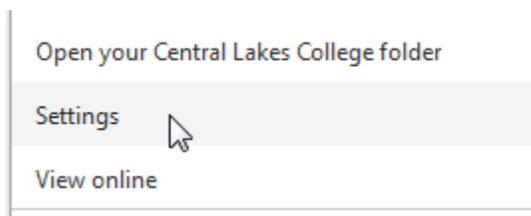
Adding / Changing your One Drive Sync to MinnState.edu



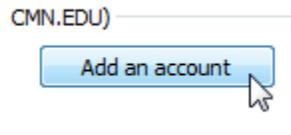
Click on the one drive icon on your task bar in the lower right.



Choose More and click settings

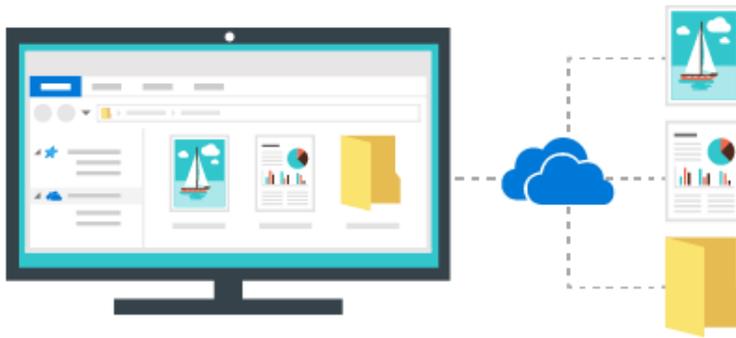


Click on "Add an account"



Set up OneDrive

Put your files in OneDrive to get them from any device.



Sign in with your StarID@minnstate.edu



← yourstarid@minnstate.edu

Enter password

Enter your password. The new OneDrive Folder location will be setup and added to your favorites. Notice the OneDrive – MNSCU in the below example.

- ★ Favorites
 - Desktop
 - Downloads
 - RecentPlaces
 - Dropbox
 - OneDrive - Central Lakes College
 - Google Drive
 - SharePoint
 - Shared - StarID
 - Shared Documents - Shortcut
 - Central Lakes College
 - OneDrive - MNSCU

Post migration you will need to stop the sync of your old OneDrive location in the same settings location as directed above...most likely the sync will be in a failed state after migration.

2 locations are syncing

| | |
|----------------------------------|--|
| OneDrive - Central Lakes College | |
| 2.2 GB used on this PC | Choose folders Stop sync |
| Tech Services - Documents | |

MinnState will migrate your documents from your old location to the new location on the weekend scheduled for migration...you do not need to copy files.