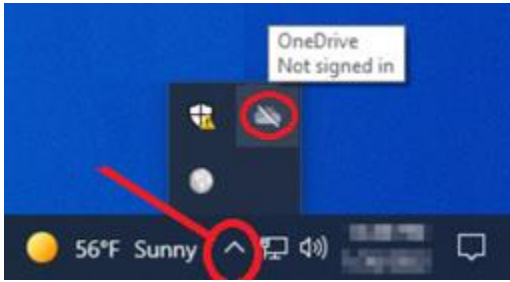


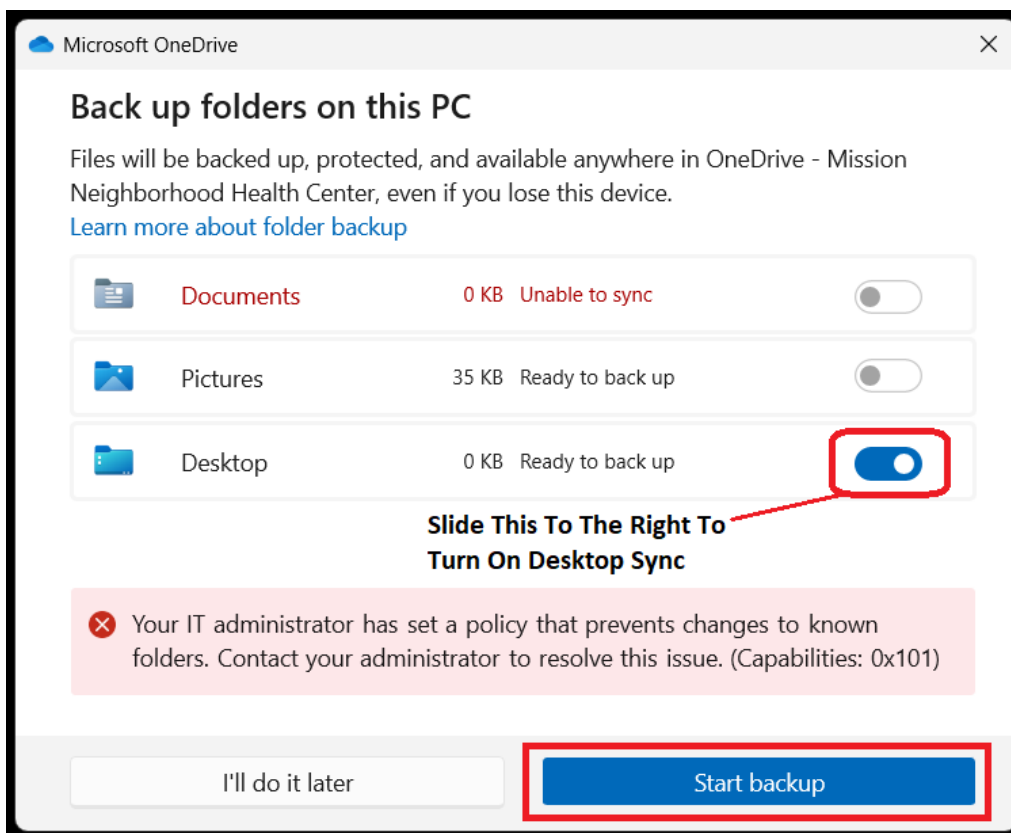
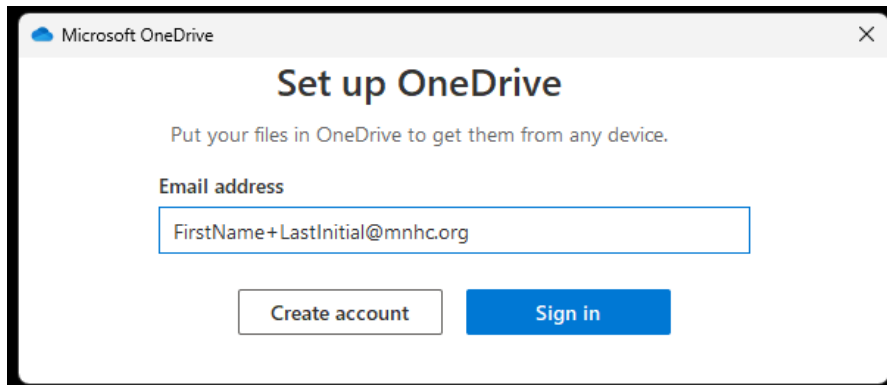
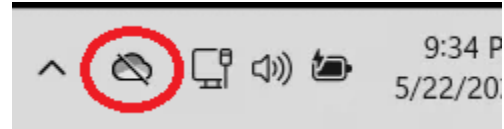
Set up OneDrive and sync your desktop icons to all the computers you use.

Click on the gray OneDrive cloud icon from the Task Bar and **Sign In**.

Windows 10



Windows 11



Documents Are Already Automatically Synced On The Network.

If you have pictures, you can select to back them up too.

Click **“Start Backup,”** then click **Next or Done** until OneDrive closes or exits.

Understanding Microsoft OneDrive Syncing

- OneDrive syncing can take anywhere from 30 minutes to several hours, depending on the amount of data.
- OneDrive is generally slower than Google Drive, and syncing is not immediate.
- Repeat this process on every computer to sync your desktop icons.
- Note: This will merge the desktops of all computers running OneDrive. As a result, you may see duplicate shortcut icons.