


Sync OneDrive Files

- Open File Explorer (manila folder on bottom task bar). 
- Double click on OneDrive in left navigation.
- Sign in with email address and network password.
- Press next and then press the arrow buttons until it comes to screen that prompts you to open OneDrive.
 - Files will now show up in left navigation under OneDrive-Avon Community School Corporation.
- You can also sync Sharepoint files.
 - Files will now show up in left navigation under Avon Community School Corporation.
- You can now save files to this location just as easy as you save to the U drive.
- Benefit is you will have access to all of your files wherever you have internet service and you can edit in desktop app instead of online mode.

