

Office 365

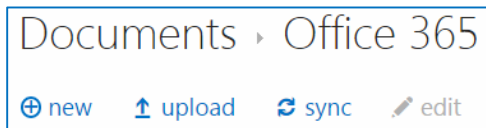
Avon Community School Corporation

ONLY Sync 365 Account to Desktop Computer (Do NOT sync to HP Streams)

1. Open [Office 365](http://www.login-microsoftonline.com) (www.login-microsoftonline.com - log in using your email address & network password)
2. Click on **OneDrive** to access your files

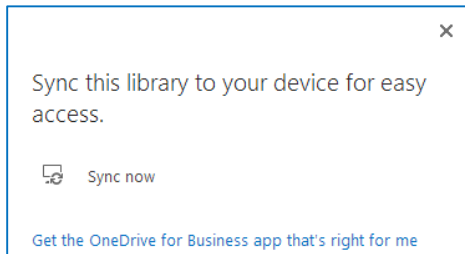


3. Click on **Sync**

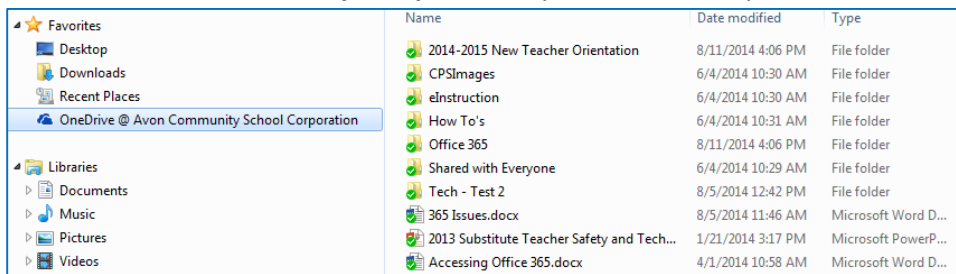


If the External Protocol Request pops up check *Remember my choice for all links of this type* and select **Launch Application**.

4. Select **Sync Now**



5. Click on the **Start Button, My Computer** and you will now see your OneDrive-ACSC in your Favorites folder.



6. Click on your U: drive and drag and drop folders or individual files from your U: drive to OneDrive.

