

Setting Up OneDrive for Business

Should I sync my OneDrive account to my computer?

If you want to have the ability to access and edit your OneDrive files offline (i.e., no Internet connection), you will need to sync your OneDrive account to your computer.

If you have more than one computer that you use, you will need to sync OneDrive to each of those computers because OneDrive doesn't automatically sync with all computers you access your Office 365 account on.

IMPORTANT:

- If you open and edit a file offline, OneDrive will update the online version of that file when your computer connects to the Internet again. Any open files saved in OneDrive for Business can't be synced until the file and application is closed.
- Employees who choose to sync their OneDrive account to their Century-issued computer are responsible for monitoring their computer's sync status and contacting IT for syncing assistance if their files aren't syncing properly.

OneDrive Syncing Process

