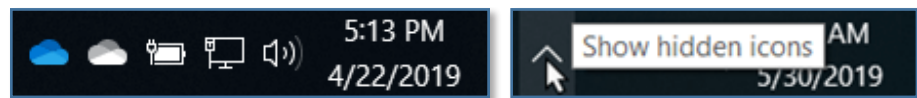# Syncing Teams with the OneDrive Client (Windows 10)

Syncing Teams data with the OneDrive desktop client lets you work with your cloud files through File Explorer as if they were stored locally on your computer.

Verifying your OneDrive account

1. Right-click the **OneDrive** cloud icon in the taskbar. (If you do not see the OneDrive icon hit the ∧ **Show hidden icons** arrow.)
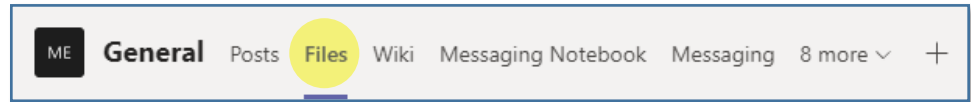

2. Click on **Settings**.
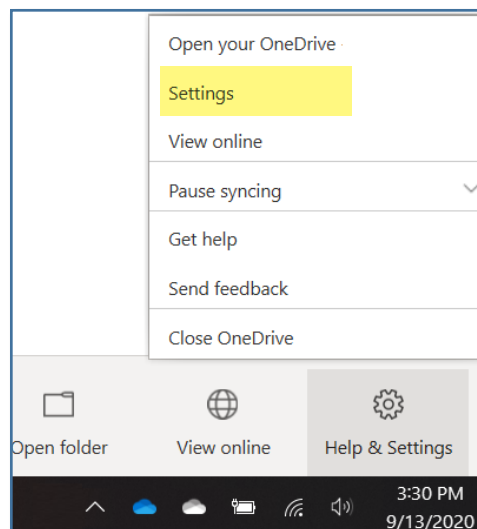
3. Select the **Account** tab. Verify that you are using your @odu.edu account, and that it says Old Dominion University in the account name. If not, hit **Add an account** and sign in to your @odu.edu school account.
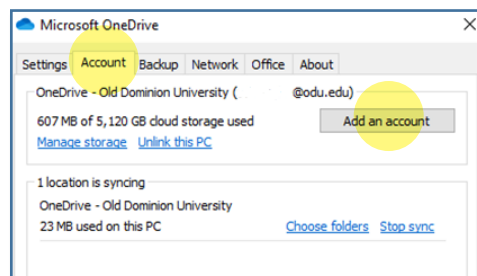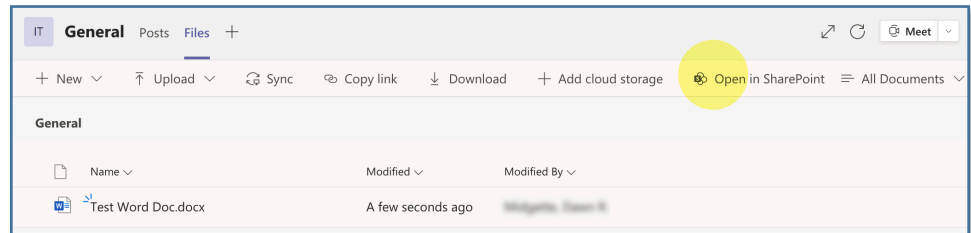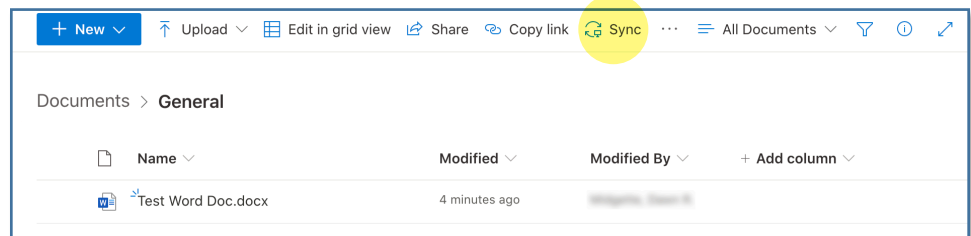
Syncing Teams data

1. From the Teams app, select a team, go to the **General** channel, and go to the **Files** tab.
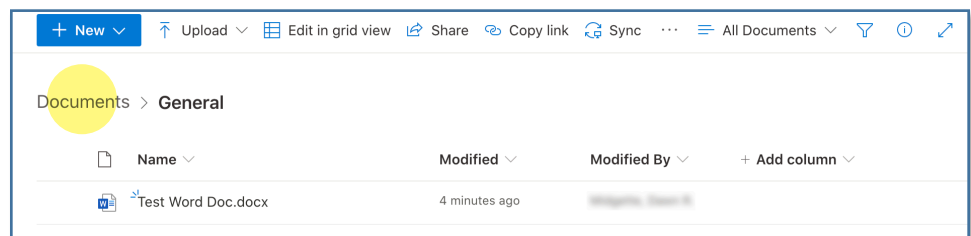

2. Click **Open in SharePoint**. (If you don't see this option, you may need to click on the three-dot button to display more options.)
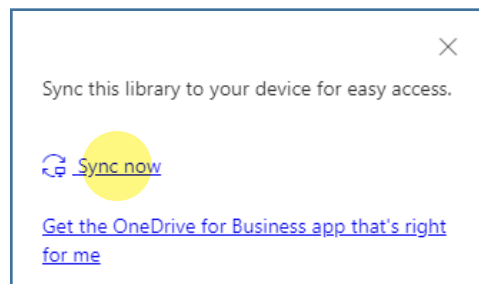

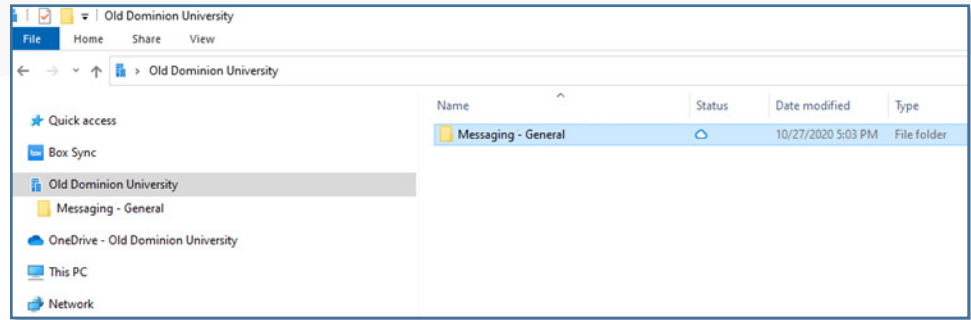3. Click **Sync** to sync this channel's files to your OneDrive client.

4. To sync the entire team, click on **Documents** before hitting **Sync**.


5. Select Sync Now

Syncing Teams
with the
OneDrive Client

6. You can now browse to the synced location in File Explorer.

Working with files offline

- To make individual files and folders available even if you are offline, right-click on a file and select **Always keep on this device**.

- To make ALL files and folders that are synced with OneDrive available offline, turn off Files On-Demand. Right-click on OneDrive in the taskbar and select **Settings**. Go to the Settings tab and uncheck **Save space and download files as you use them**.
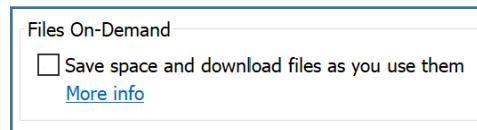
- More information about Files On-Demand can be found here.

- More information about OneDrive's status icons can be found here.