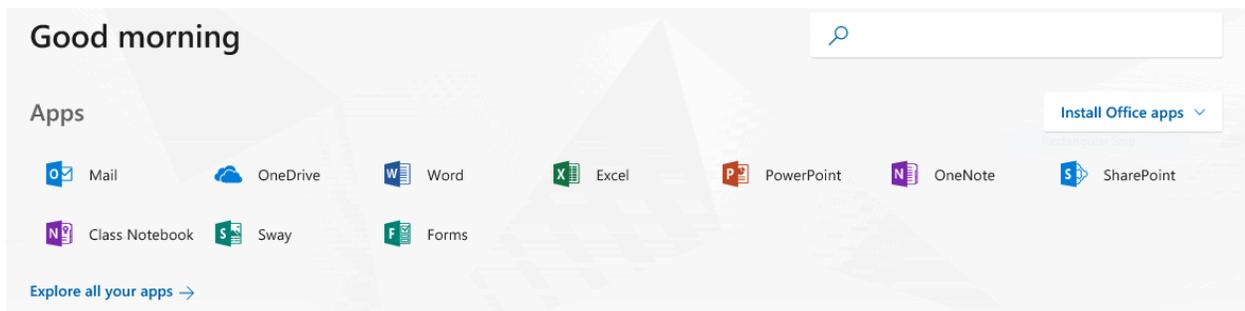


Configuring OneDrive Sync Client

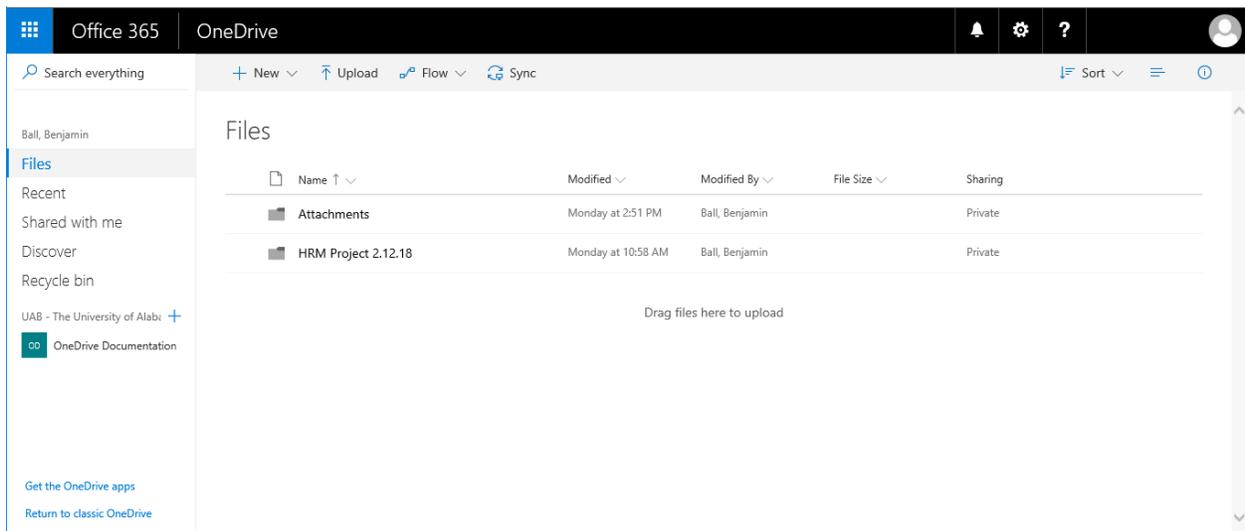
The newest version of the OneDrive Sync client has come preinstalled with Windows since the debut of Windows 8.1. Users who are running Windows 7 must manually install the OneDrive Sync client first.

NOTE: Syncing files from OneDrive to your computer could result in all of your hard drive space being filled. Please only sync files and folders that must be accessed offline and ensure you have adequate local hard drive space before you enable syncing.

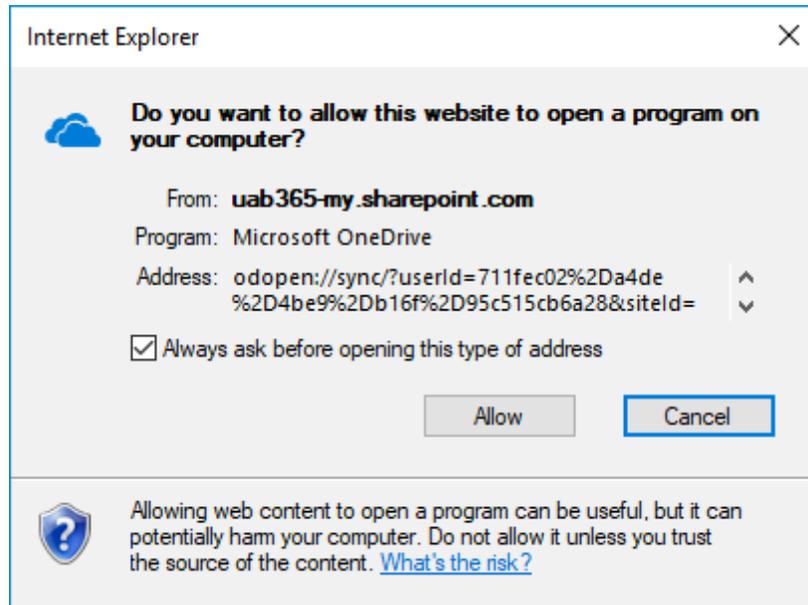
1. Navigate to www.Office.com and authenticate with your BlazerID and password. Then select OneDrive from the available Office 365 Applications.



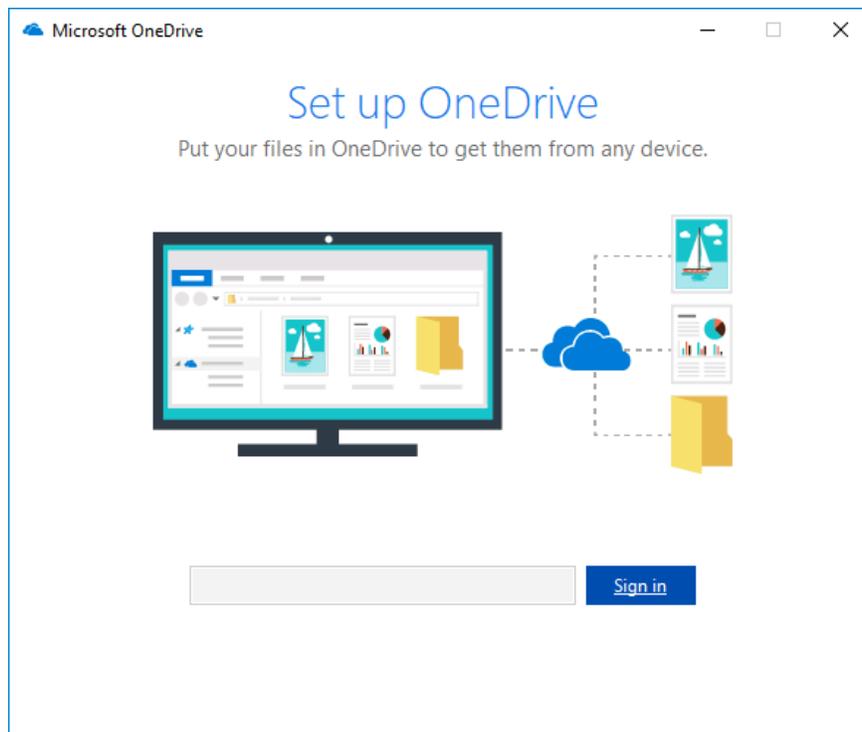
2. From the OneDrive Web Access page, select the “Sync” option from the action bar along the top of the screen.

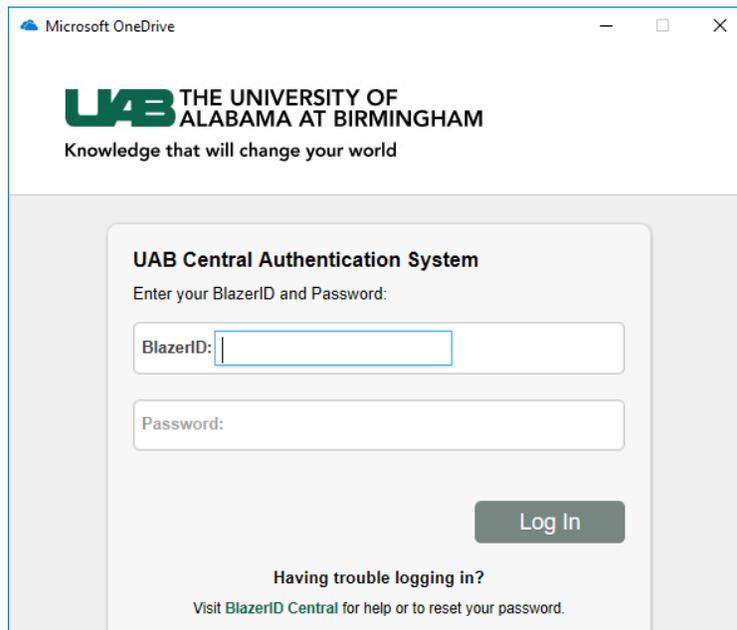


3. You will be prompted to allow the web page to open and interact with the OneDrive application on your PC. Select *“Allow.”*

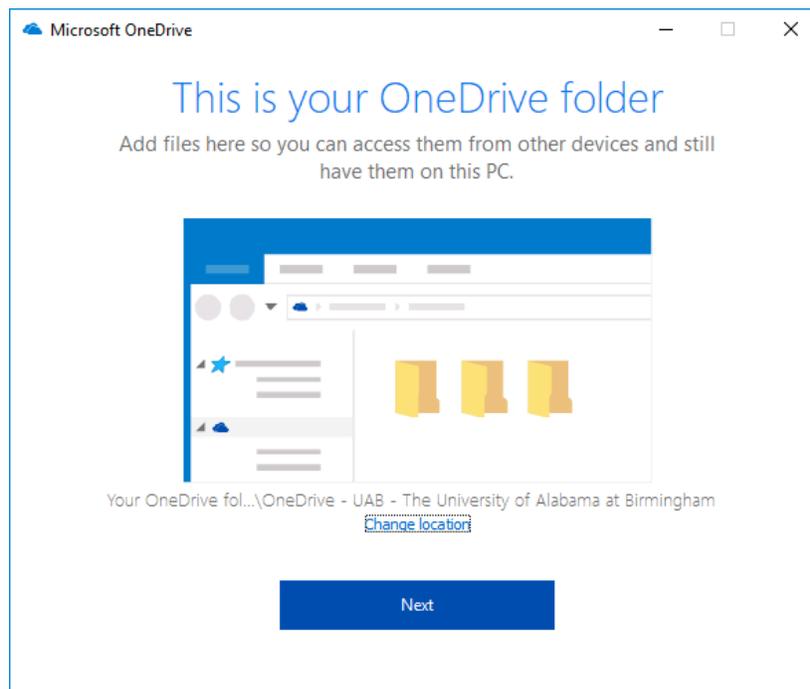


4. This will launch the OneDrive Setup Wizard. You will be prompted to enter your UAB email address and then to authenticate using your BlazerID and password.



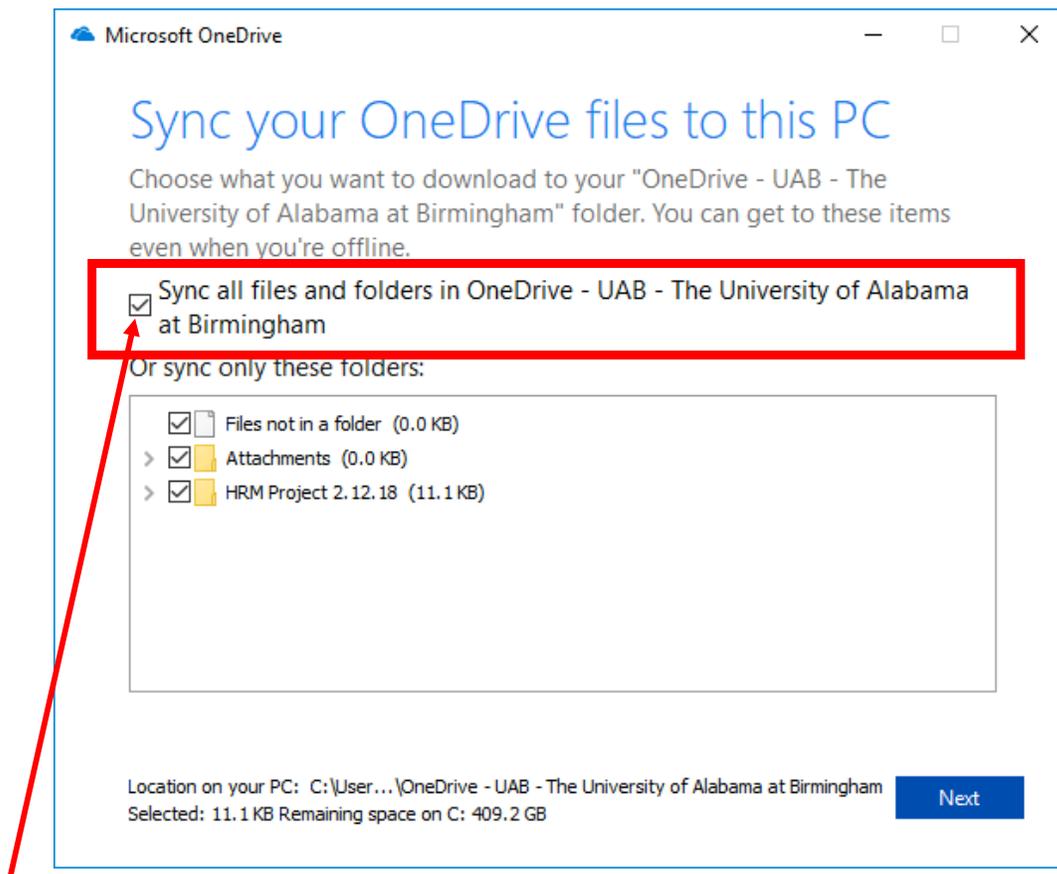


5. The setup will, by default, create your OneDrive folder at "C:\Users\BlazerID\OneDrive – UAB – The University of Alabama at Birmingham." If you would like to change the name or default location of your OneDrive folder select "Change location" and choose or create the folder you would like OneDrive Sync to use.



- You can now select which folders and files you would like to sync to your machine.
NOTE: Uncheck "Sync all files and folders in OneDrive." Syncing files from OneDrive to your computer could result in all of your hard drive space being filled. Please only sync files and folders that must be accessed offline and ensure you have adequate local hard drive space before you enable syncing.

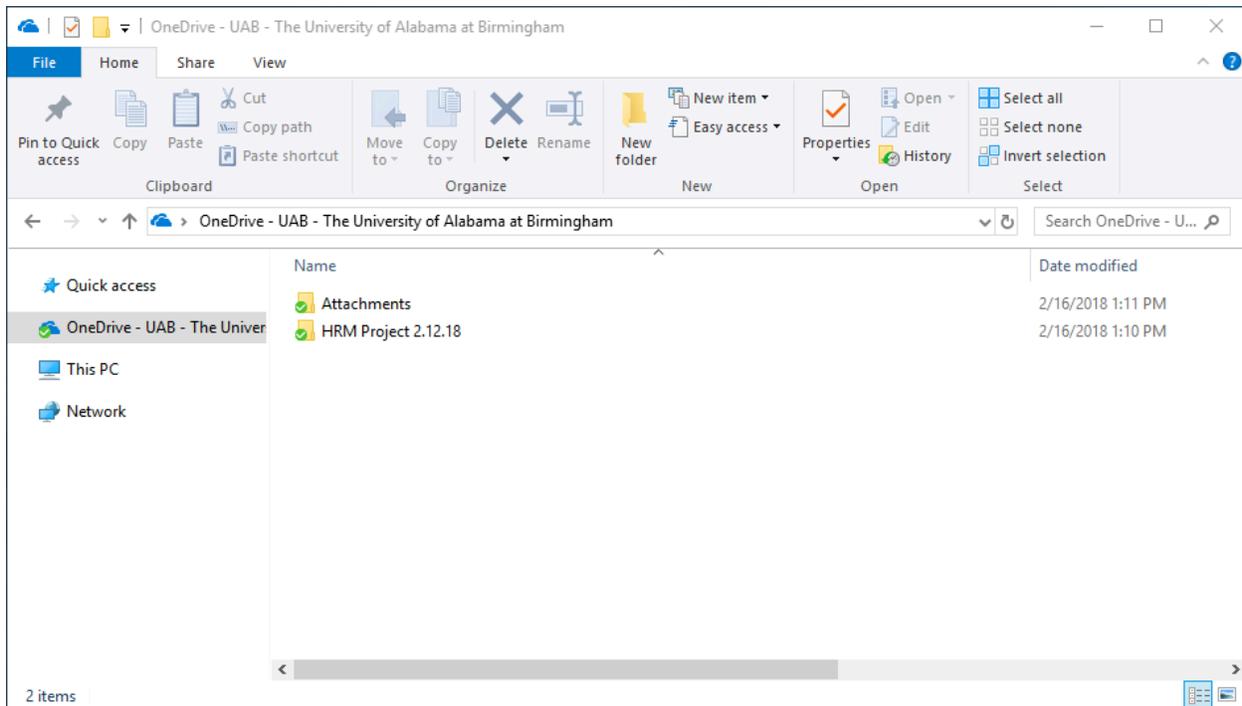
Along the bottom of the window, you can see how much space your selections take up and how that will impact the remaining space on your computer.



- Once you've made your selections, press "Next" and OneDrive will walk you through a short introduction. After the introduction select "Open my OneDrive folder" and a File

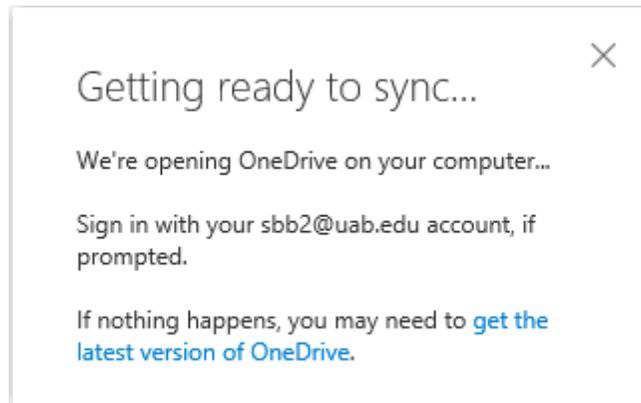
Explorer window will be opened at the location that you chose to save your OneDrive content or in your User folder if the default location was used.

8. This folder will now mirror the contents in your OneDrive folder on the web. NOTE: Be careful; items that are deleted from the Sync folder will also be deleted from OneDrive online. They will be removed entirely.

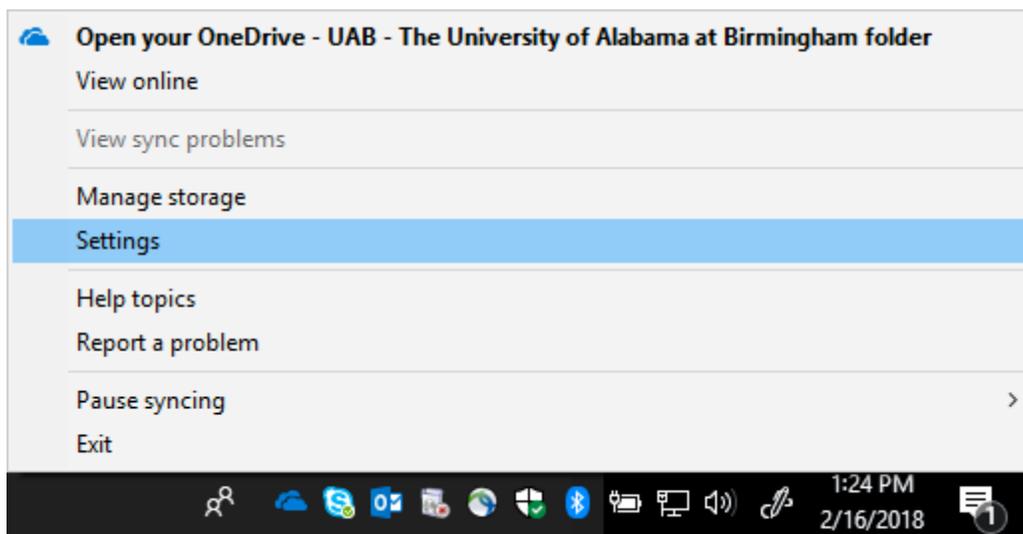


At this point the OneDrive Sync client has now been completely configured and is ready to use.

Notes



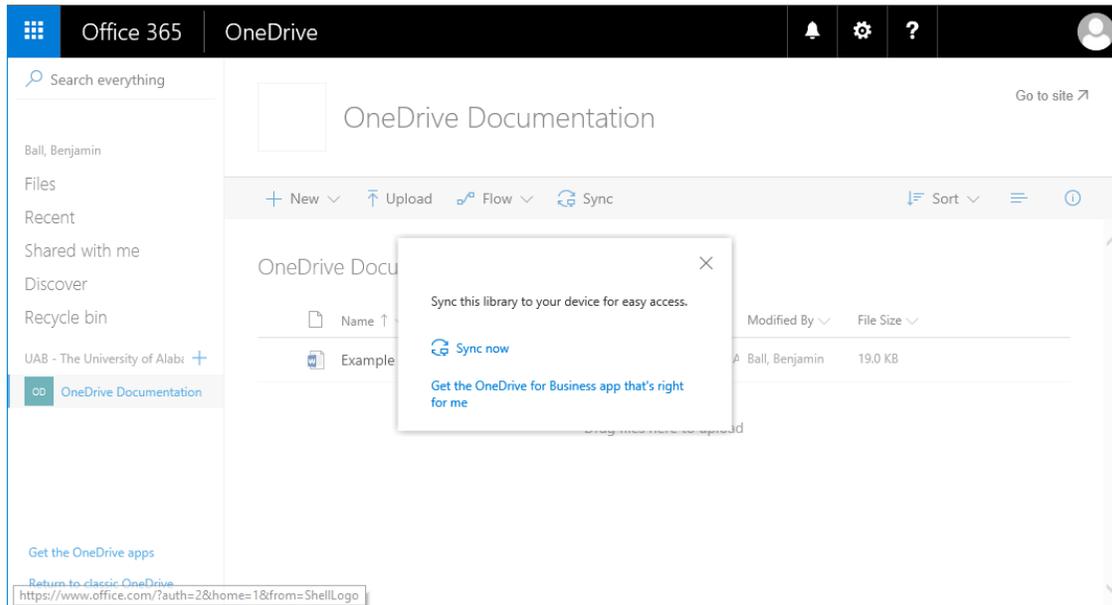
- If when you press “Sync” in the OneDrive web portal, you are stuck at the *Getting ready to sync ...* window, you may not have the OneDrive client on your computer. Select “*Get the latest version of OneDrive*” and select “Run” to begin the installation of the OneDrive Sync client.



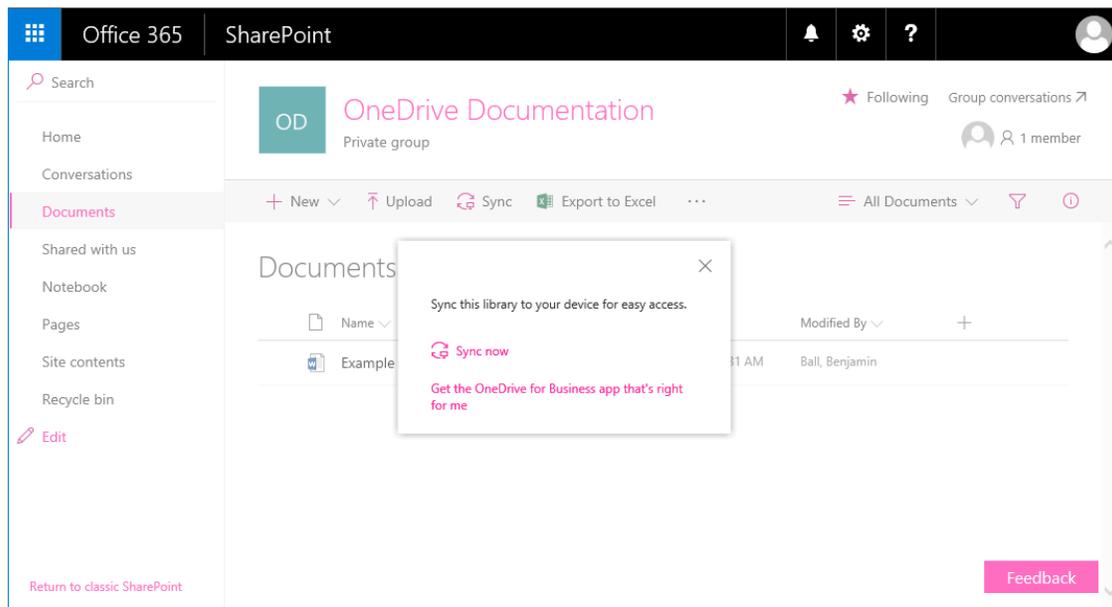
- If after the initial setup you need to change the folders and documents that are syncing to your machine, right-click the OneDrive icon in your system tray at the bottom right of

your screen and select *Settings*. Under the *Account* tab, press *Choose folders* and you'll be brought back to the same selection screen from the initial setup.

- If you have access to a SharePoint site and you need to sync some of its contents to your PC using the Sync client, you can either:



- Go to the pinned SharePoint site at along the left-hand side of your OneDrive online webpage



- Go to the SharePoint site itself and select *Documents* along the left-hand side, then press *Sync* along the top of the screen and then *Sync now*. The process will now follow the same process as the normal OneDrive Sync client.
- If you receive an *Item does not exist* error message (see below) when attempting to access a document through the web portal, it has more likely than not been deleted from another location, such as a Sync client or another user with access to that drive.

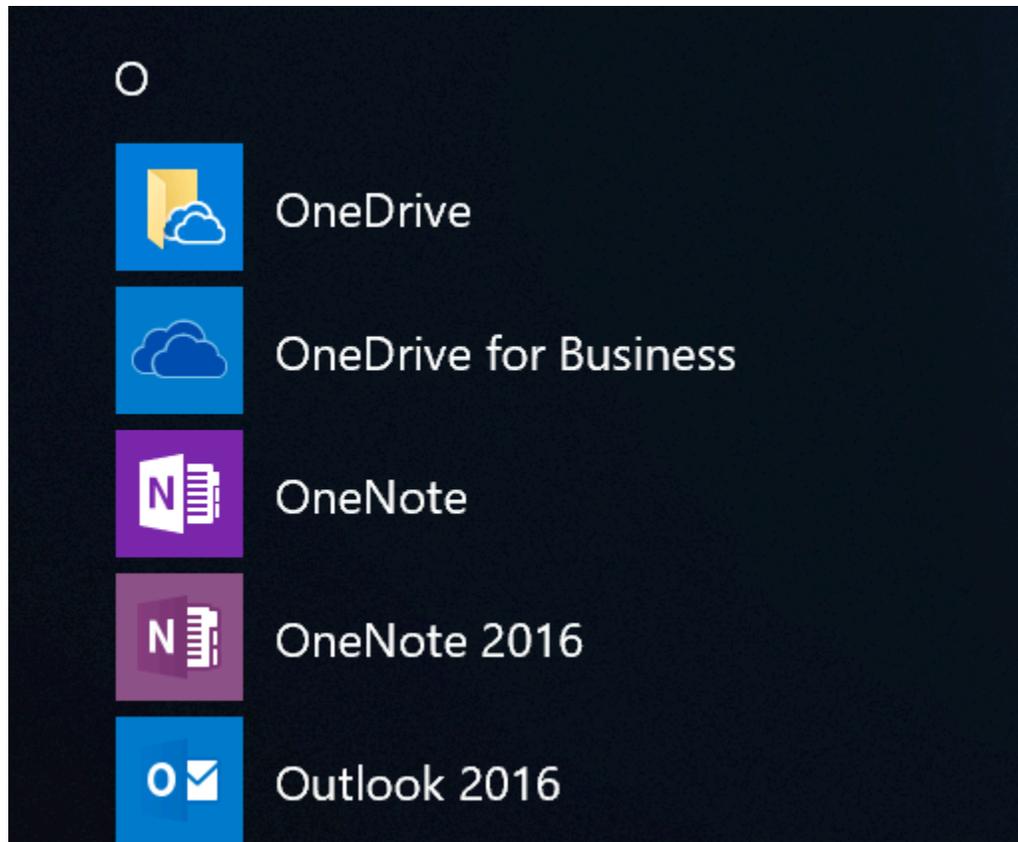
Sorry, something went wrong

Item does not exist. It may have been deleted by another user.

TECHNICAL DETAILS

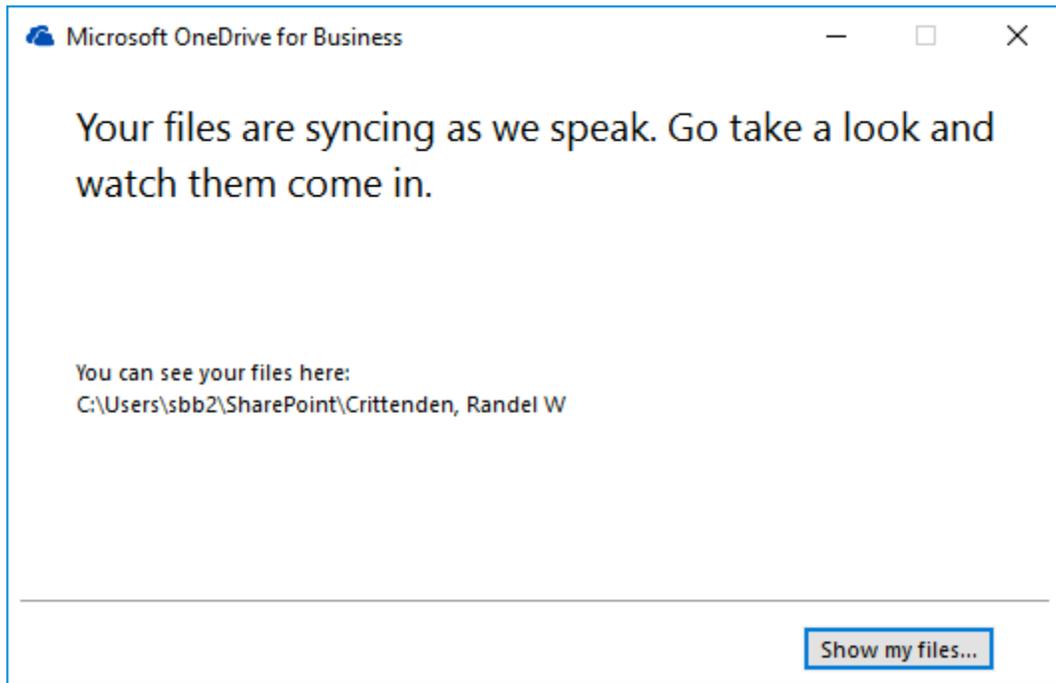
[GO BACK TO SITE](#)

- All Campus users are enrolled in the **Office 365 A1 Plus for faculty** plan and by default have 5TB of OneDrive storage, but are eligible for unlimited storage — if they reach the maximum storage limit — by contacting Microsoft Support.

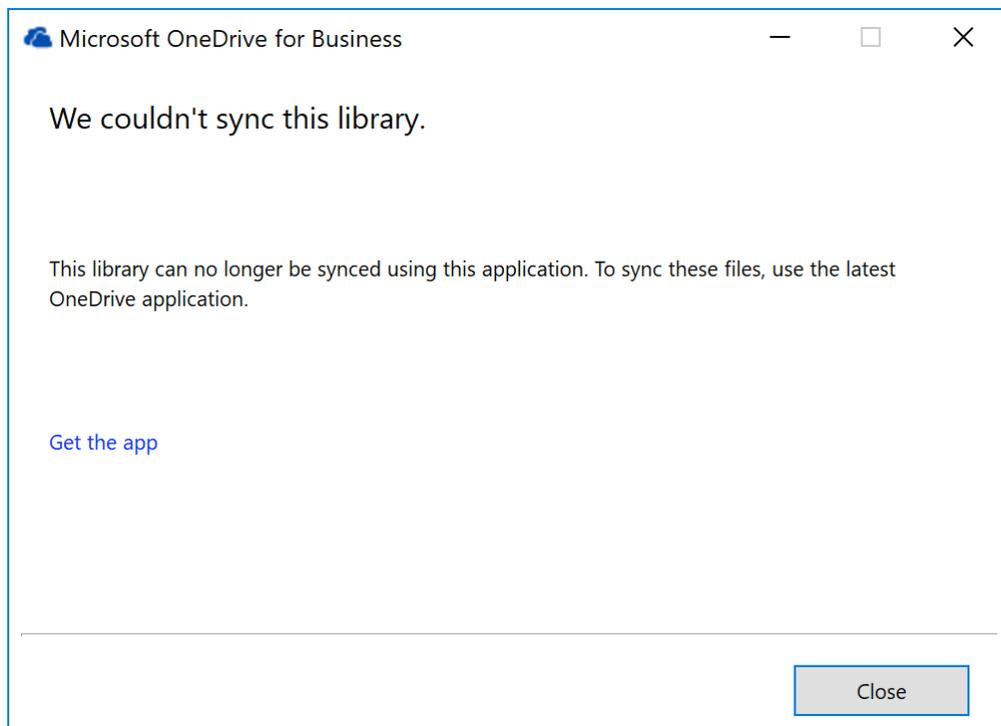


- There are two versions of OneDrive: the original, older client located at *C:\Program Files (x86)\Microsoft Office\Office16\groove.exe* and the newer, “Next Gen” client stored at *%localappdata%\Microsoft\OneDrive.exe*. The original client will appear as *OneDrive for Business* and the newer version will just appear as just *OneDrive*.
 - The older groove.exe-based client may be uninstalled by navigating to *Programs and Features > Microsoft Office 365 ProPlus > Add or Remove Features > Microsoft OneDrive for Business* and selecting *Not Available* as its status.
 - The newer client has its own standalone entry in *Programs and Features* and may be uninstalled in the same way as any other program.

- Using both clients can cause confusion and will cause conflicts. Our Microsoft Office 365 configuration includes the older groove.exe client and the Next Gen client has been included with Windows since Windows 8.1, so currently both are present on the system.



Before Updating



After Updating

- If you have never used/updated the newer version of OneDrive, it will allow you to use the older client, but once the Next Gen client has been updated, the groove.exe *OneDrive for Business* client may no longer be used.

References:

<https://support.office.com/en-us/article/onedrive-desktop-app-for-windows-850703dd-ea56-4c7a-bff5-6c2e4da227cf> - General OneDrive information for the second-generation client

<https://support.office.com/en-us/article/Which-version-of-OneDrive-am-I-using-19246eae-8a51-490a-8d97-a645c151f2ba> - How to check OneDrive version currently installed

<https://support.office.com/en-us/article/New-OneDrive-sync-client-release-notes-845dcf18-f921-435e-bf28-4e24b95e5fc0#windows> – OneDrive change log

<https://products.office.com/en-us/academic/compare-office-365-education-plans#a> – Features available with UAB's O365 plan