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How to sync your NMIT OneDrive to your home computer helpdesk@nmit.ac.nz - 2025-06-23 - Office 365

## How to sync your NMIT OneDrive to your home computer

- 1. <u>Sign in to Office 365</u> with your NMIT account.
- 2. Select the app launcher, then select **OneDrive**.



3. Select the **Sync** button.



4. When your browser asks for permission to open Microsoft OneDrive, click Allow or Yes.

	Do you want to allow this website to open a program on your computer?				
	From: adventureworksop01-my.sharepoint.com				
	Program: Microsoft OneDrive	gram: Microsoft OneDrive			
	ddress: odopen://sync/?siteId={9a53f750-47e5-492e-aa25- 5caad3b65946}&webId={e4afff10-9481-4d2e-8ae7-				
	Always ask before opening this type of address				
	Allow	Cancel			
5	Allowing web content to open a program can be useft potentially harm your computer. Do not allow it unless	ul, but it can you trust the			

- 5. What happens next depends on whether you have the latest version of OneDrive already, whether you're signed in to OneDrive with your NMIT account, and whether you use classic OneDrive.
  - If the **Getting ready to sync** dialog box appears and nothing else happens, click **Get the latest version of OneDrive**.

	×
Getting ready to sync	
We're opening OneDrive on your computer	
Sign in with your karenb@adventureworksop01.sphybrid.info account, if prompted.	
If nothing happens, you may need to get the latest version of OneDrive.	

When the download finishes you'll be asked to sign in.

 If the Set up OneDrive dialog box appears, Choose "Work or School" and sign in with your NMIT account.

-	Microsoft OneDrive — 🗖 🗙
	Set up OneDrive Put your files in OneDrive to get them from any device.
	Personal Work or school

- If you already have the latest version of OneDrive and you're already signed in, OneDrive will open and you'll be at the next step.
- 6. When OneDrive opens and the **Sync your OneDrive files to this PC** dialog box appears, choose the folders you want to sync, or select **Sync all files and folders**, and then select **OK**.

Microsoft OneDrive	_		>
Sync files from your	OneDrive		
Choose what you want to download to yo folder. You can get to these items even	ur OneDrive - Contoso when you're offline.	)	
Sync all files and folders in my OneDrive			
Sync only these folders			
Files not in a folder (0.0 KB)			
> 🗹 🚽 2015 Finances (0.0 KB)			
> 🗹 🚽 Documents (0.0 KB)			
> 🗹 🚽 Monthly Reviews (0.0 KB)			
> 🗹 📑 Pictures (0.0 KB)			
Selected: 0.0 KB			
Remaining space on C: 61.1 GB			
Next			

7. Sync is all set up now. You can close the **Getting ready to sync** dialog box now, if it's still open in web browser.

Your OneDrive for Business files will now appear in File Explorer as **OneDrive - NMIT**.

