

# Sync OneDrive to Computer

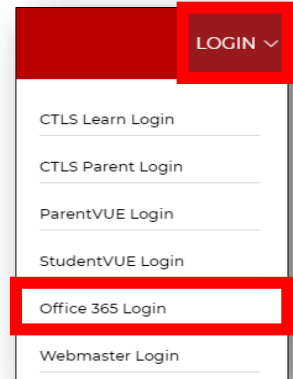
These directions will provide a guide for syncing OneDrive to a computer.

1. Go to [www.cobbk12.org](http://www.cobbk12.org) > **Login** > **Office 365 Login**.
2. If prompted, log in using your Microsoft Office 365 username and password.

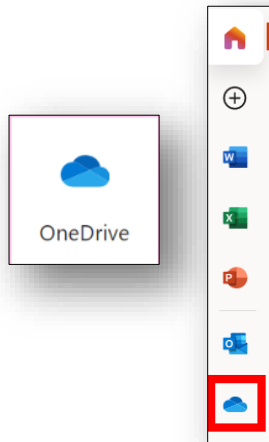
*Note: Username = firstname.lastname@students.cobbk12.org.*

*Password = school computer password*

*You may verify your username in StudentVUE or ParentVUE.*



3. Click the **OneDrive** tile.

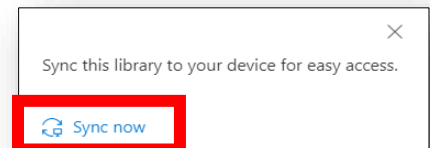


4. Left click **Sync**.



5. Left click **Sync Now**.

*Note: Follow any prompts on the screen.*



6. Once OneDrive has synced, you will see any documents and/or folders when you access your files in **File Explorer**.

