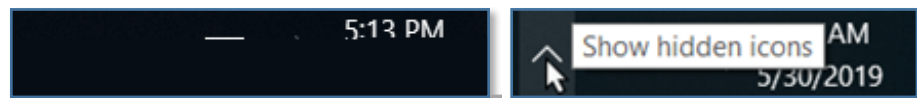


# Syncing Teams with the

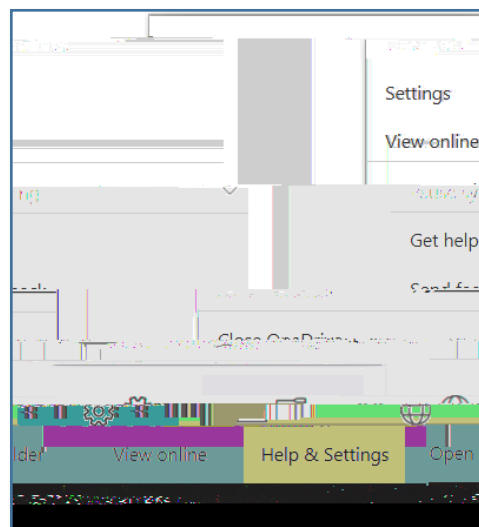
Syncing Teams data with the OneDrive desktop client lets you work with your cloud files through File Explorer as if they were stored locally on your computer.

## Verifying your OneDrive account

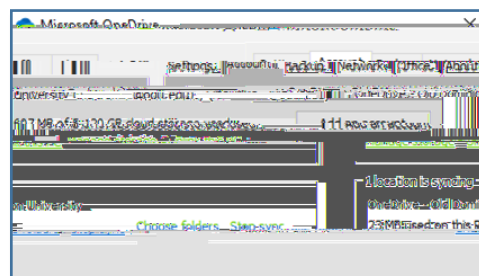
1. Right-click the **OneDrive** cloud icon in the taskbar. (If you do not see the OneDrive icon hit the **Show hidden icons** arrow.)



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 **Account** and sign in to your @odu.edu school account.



[www.odu.edu/its](http://www.odu.edu/its)

(757) 683-3192

[itshelp@odu.edu](mailto:itshelp@odu.edu)

1100 Monarch Hall

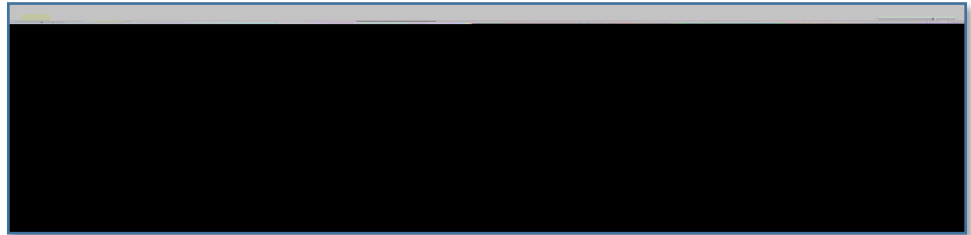
[oduits](#) [odu\\_its](#)

## Syncing Teams data

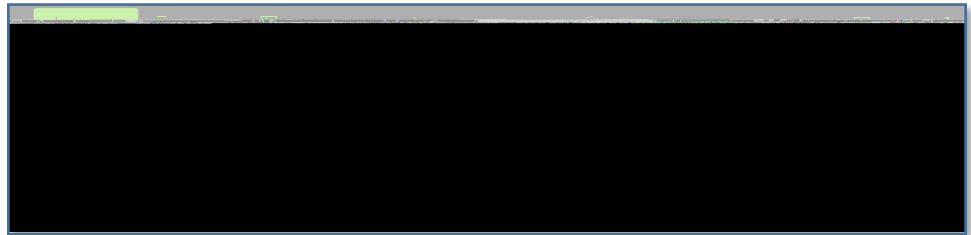
1. From the Teams app, select a team, go to the **General** channel, and go to the **Files** tab.



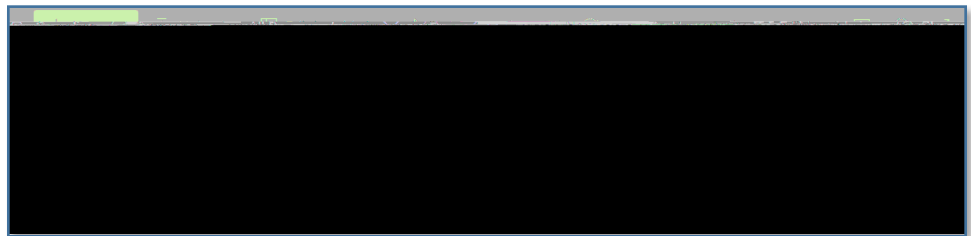
2. Click **Options**, **Sync**, **Open**. (If you don't see this option, you may need to click on the three-dot button to display more options.)



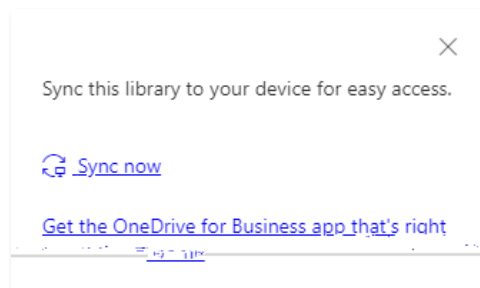
3. Click **Sync** to sync this channel's files to your OneDrive client.



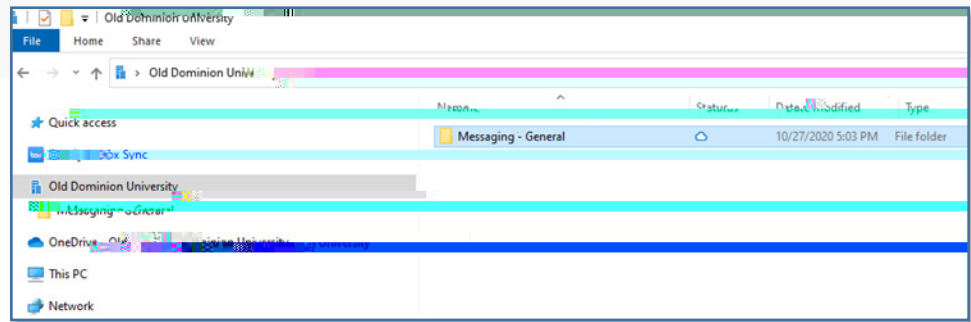
4. To sync the entire team, click on **Download** before hitting **Sync**.



5. Select Sync Now



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



### Working offline

- To make individual files and folders available even if you are offline, right-click on a file and select **Always available offline**.
- To make ALL files and folders that are synced with OneDrive available offline, turn on Files On-Demand. Right-click on OneDrive in the taskbar and select **Always available offline**.