



## Connect OneDrive for Business to Your PC (Windows)

(This user guide suits Windows 10 or 8.1 the best and applicable to Windows 7 with slight difference.)

This following illustrates how to sync files with OneDrive for Business sync client to your PC. The files will be downloaded to your PC. Therefore, please ensure your PC has adequate storage space and stay online during the download.

There is OneDrive for Business sync client in Office 365 ProPlus. However, we recommend you to use the newly released Next Generation Sync Client from Microsoft. This client

- Makes you able to choose syncing parts of your OneDrive for Business
- Makes you easier to manage your personal OneDrive (e.g. xxx@outlook.com) and OneDrive for Business

Please refer to Part A - C here for the Next Generation Sync Client or Part D – E for the old version.

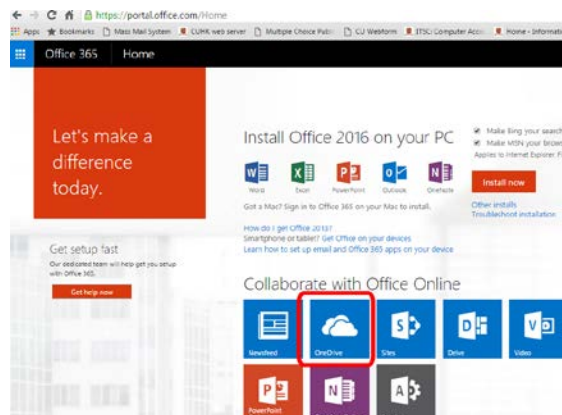
- [Sync OneDrive for Business to Your PC with Next Generation Sync Client](#)
- [Un-sync OneDrive for Business at Your PC with Next Generation Sync Client](#)
- [Sync / Un-sync a Designated Folder of OneDrive for Business at your PC](#)
- [Sync Your OneDrive for Business to Your PC with an Old OneDrive Sync Client](#)
- [Un-Sync Your OneDrive for Business from Your PC with an Old OneDrive Sync Client](#)

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### A. Sync OneDrive for Business to Your PC with Next Generation Sync Client

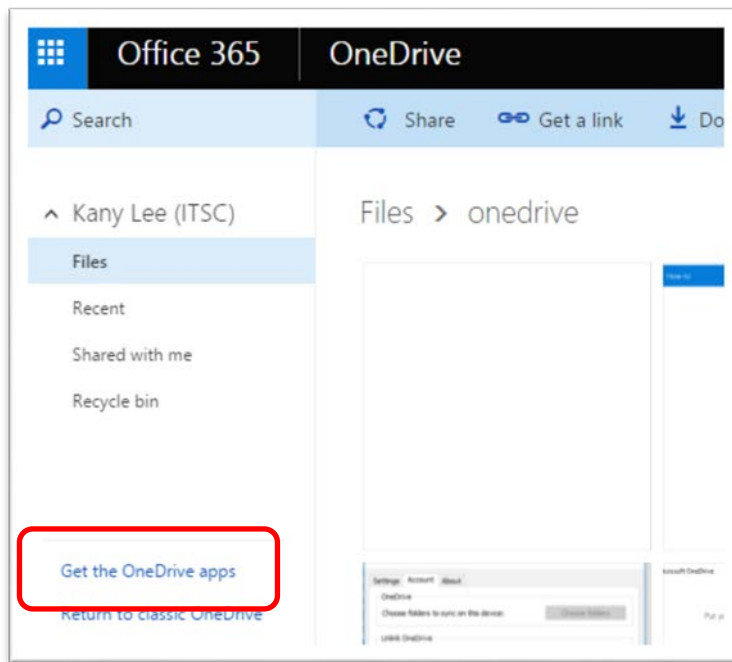
After installing this Next Generation Sync Client, you do not need to remove the previous OneDrive for Business from Office 365 ProPlus but you will find you can no longer use OneDrive for Business mentioned in Part D & E here ([Details](#)).

1. Go to OneDrive for Business on CUHK Office 365 Portal (<http://www.cuhk.edu.hk/o365>).

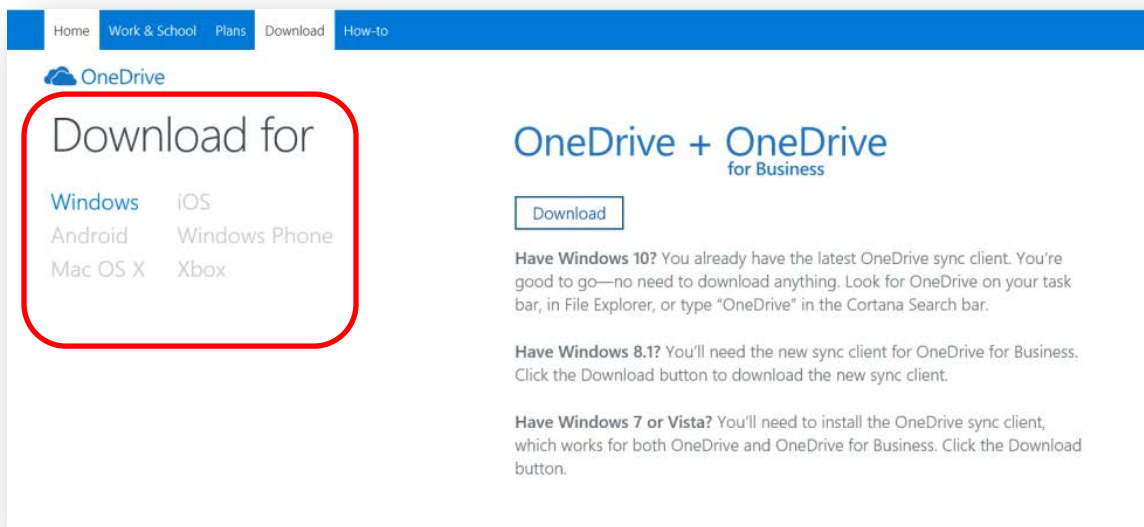




2. Click **Get the OneDrive apps** at the right bottom corner.

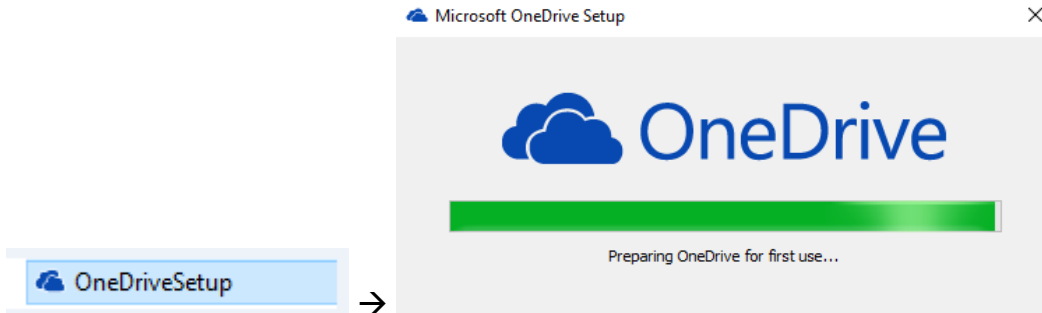


3. Follow the instruction on the pop up page and choose the download package according to your device type.





4. Save the **OneDriveSetup.exe** file and double click it after the download.

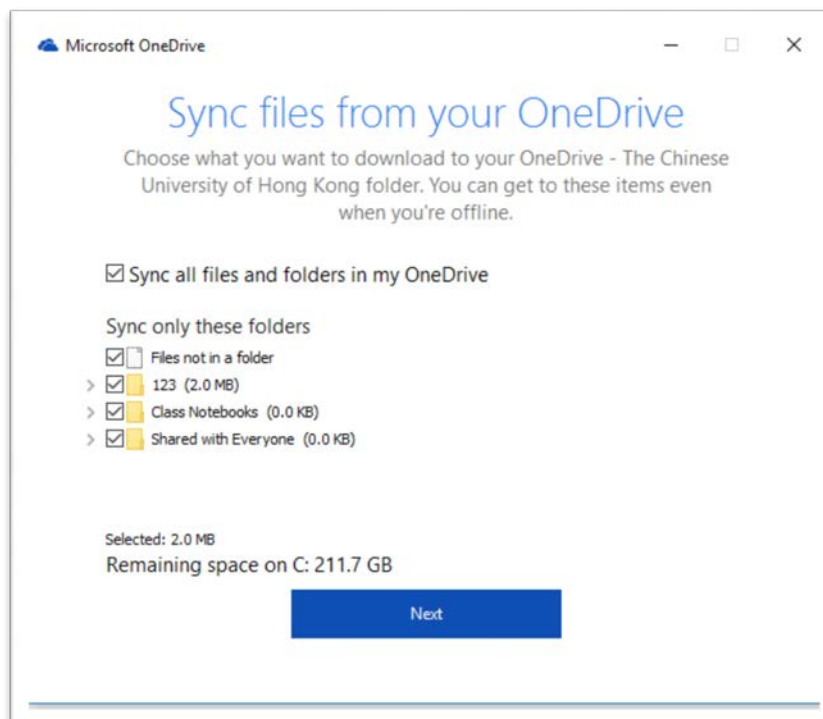


5. You will find a grey cloud icon at the right bottom corner. Please click the grey cloud icon.



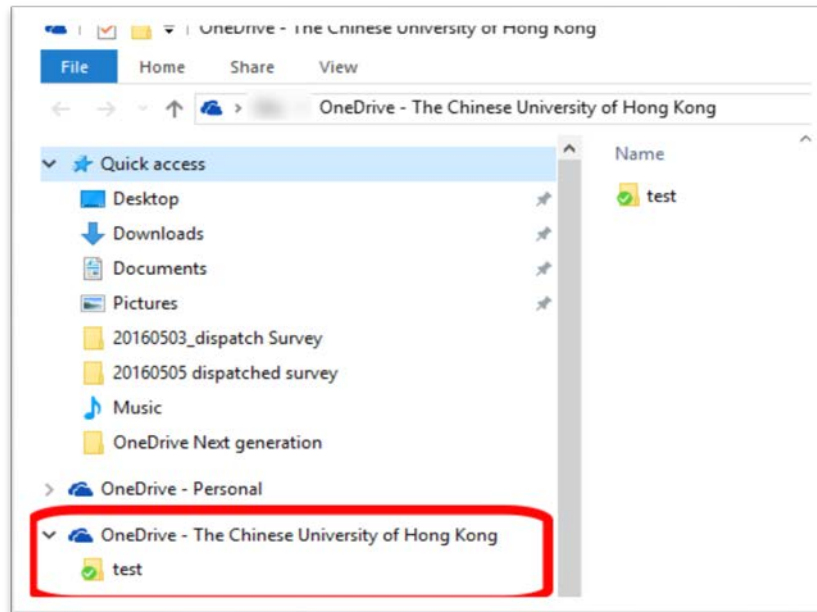
6. Enter your login ID of Office 365 (student-ID@link.cuhk.edu.hk or staff's-alias@cuhk.edu.hk). Choose **work or school email** and sign in.

7. Choose what folder(s) you want to download from OneDrive for Business.





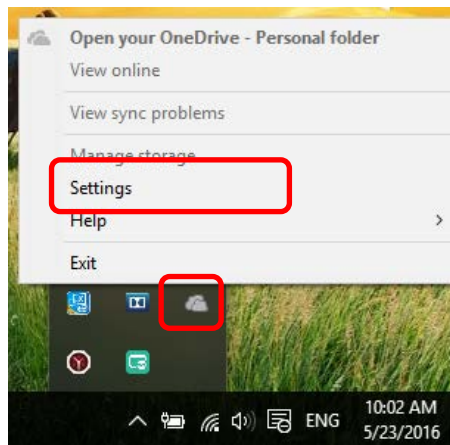
8. After syncing, you will see “**OneDrive – The Chinese University of Hong Kong**” when you open the **File Explorer** (Windows 10) or **Windows Explorer** (Windows 7 / 8.1). This is your OneDrive for Business under CUHK Office 365.



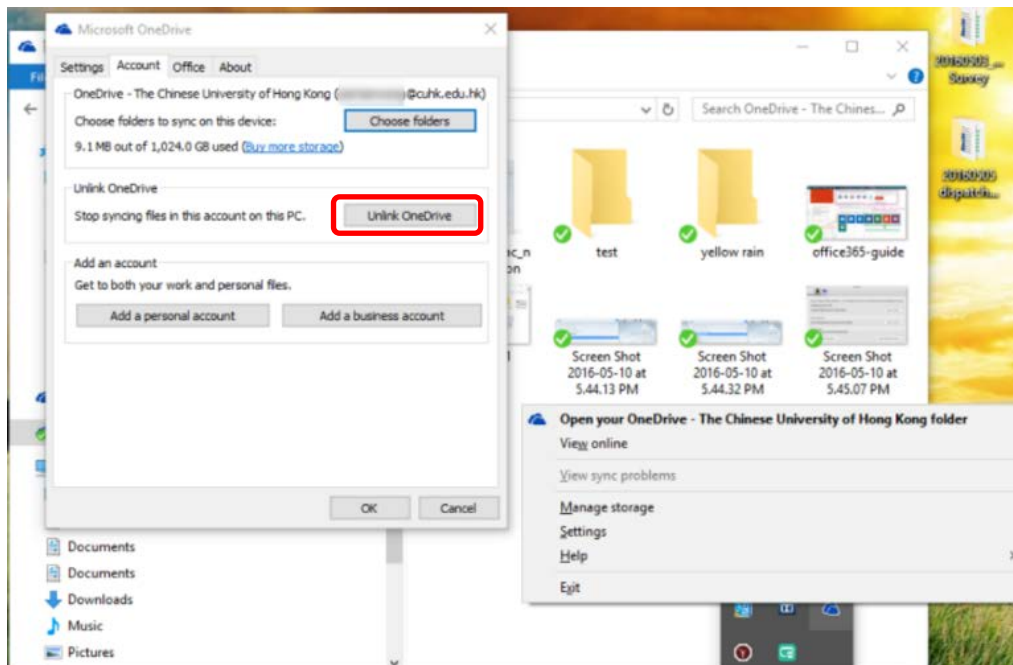


## B. Un-sync OneDrive for Business at Your PC with Next Generation Sync Client

1. Right click the cloud icon at the right bottom corner and choose **Settings**.



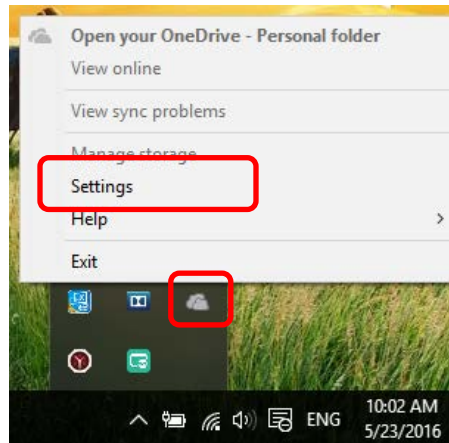
2. At the tab **Account**, click **unlink OneDrive**.



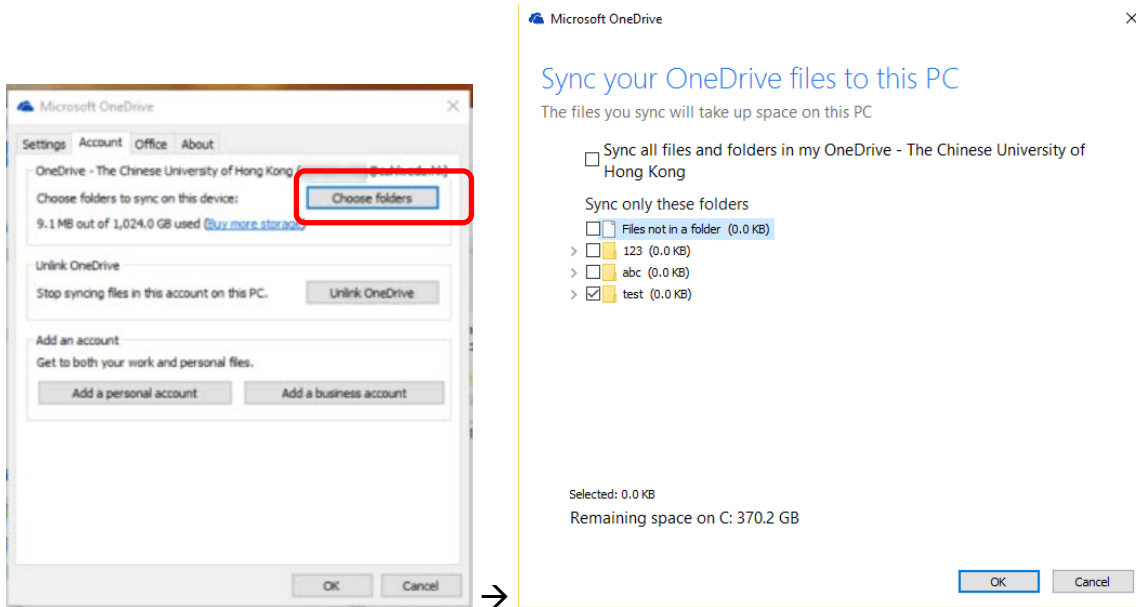


### C. Sync / Un-sync a Designated Folder of OneDrive for Business at your PC

1. Right click the cloud icon at the right bottom corner and choose **Settings**.



2. At the tab **Account**, click **choose folders** to check / uncheck what folders you want to download / stop the download.



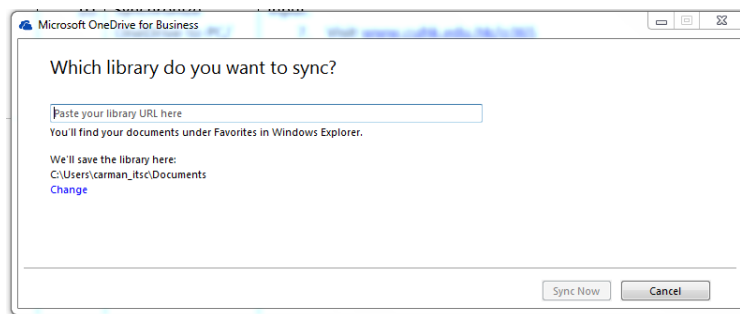




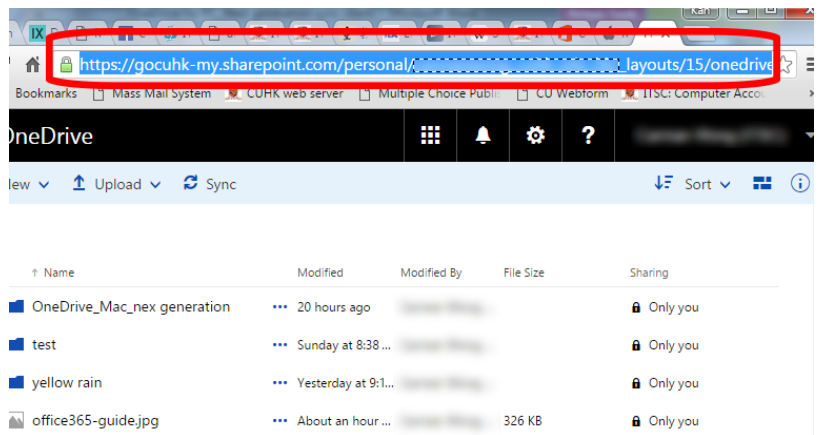
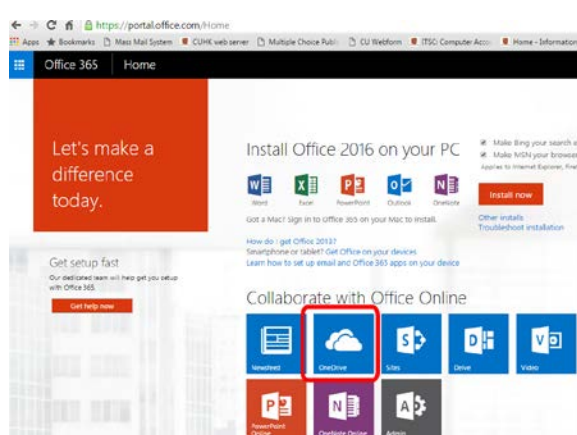
## D. Sync Your OneDrive for Business to Your PC with an Old OneDrive Sync Client

The sync client version is included in Office 365 ProPlus. It will download all files from your OneDrive for Business (maximum 1TB file size). Please ensure your PC has enough storage space.

1. Please open **OneDrive for Business** which is in your PC once you have downloaded Office 365 ProPlus.
2. A window pops out asking you to **paste your library URL**.

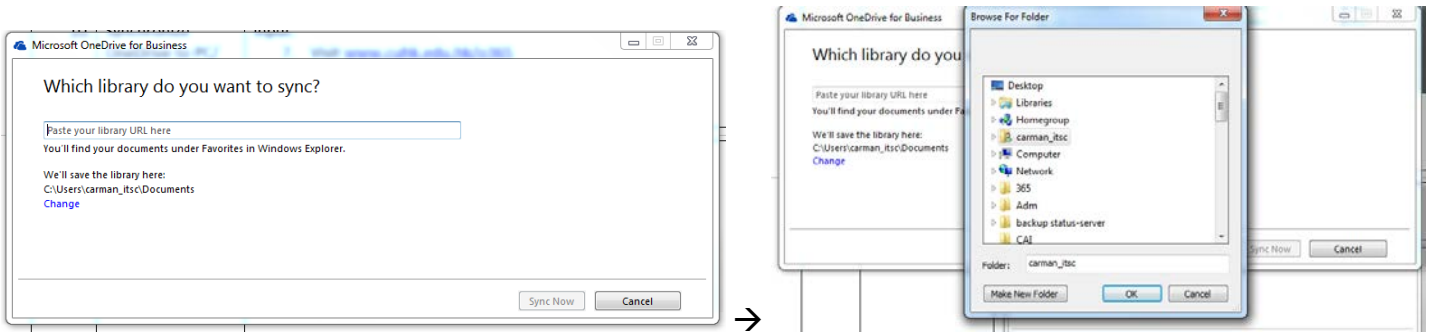


3. You can get your library URL by going to OneDrive for Business on CUHK Office 365 Portal (<http://www.cuhk.edu.hk/o365>). Copy the link in your browser when you get into your OneDrive for Business.





4. Paste the library URL and click **Change** to select where your OneDrive for Business should be downloaded to.



5. You will be asked to log in.

Staff

Login ID: [alias@cuhk.edu.hk](mailto:alias@cuhk.edu.hk)

Password: *OnePass (CWEM) Password*\*\*

Students

Login ID: [Student-ID@link.cuhk.edu.hk](mailto:Student-ID@link.cuhk.edu.hk)

Password: *OnePass (CWEM) Password*

\*\* For staff having departmental MS Exchange (Outlook) accounts, you should use MS Exchange (Outlook) password to log in here. By [changing OnePass \(CWEM\) Password](#) after 12 May, 2016, you can then use OnePass Password to log in here and also departmental MS Exchange (Outlook) email.

Sign in

Type the email of the account you would like to use to open "https://gocuhk-my.sharepoint.com".

Type your email address or phone number

Next

[Privacy statement](#)

@Link & CUHK Office 365

LOGIN

Sign in with your CUHK Office 365 account

Type your email address or phone number

Password

Sign in

[? About @Link & CUHK Office 365](#)

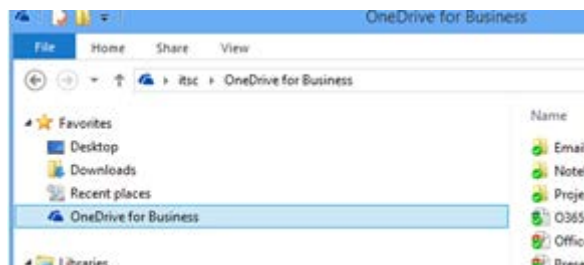
[! Can't access your account?](#)

CADS

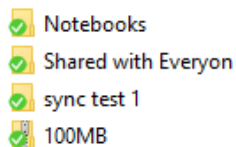




6. You can now find OneDrive for Business at your appointed destination in Part A Step 4 here and under **Favourites**.



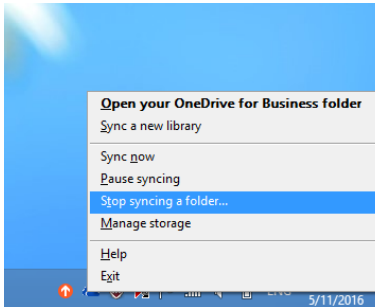
7. Drag and drop a file into OneDrive for Business on your PC / Mac. When there is a green tick appeared on the file icon, it means the file has been uploaded to your OneDrive for Business.



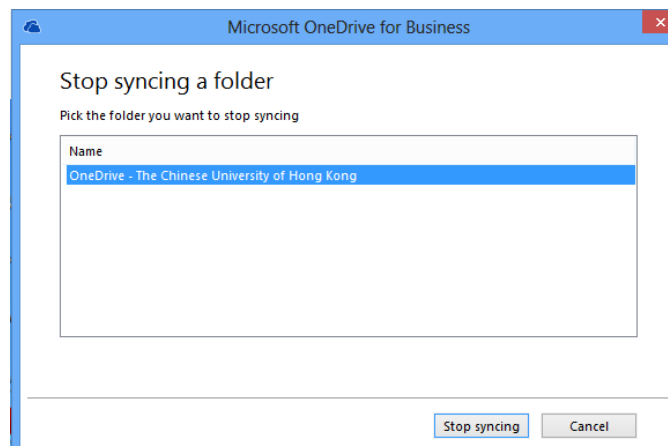


## E. Un-Sync Your OneDrive for Business from Your PC with an Old OneDrive Sync Client

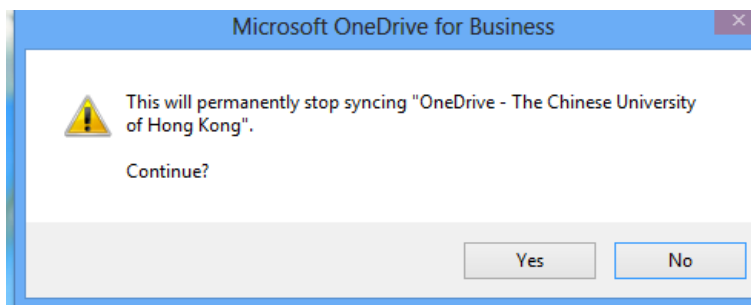
1. From the task bar of your desktop, please right click the cloud icon and choose **Stop syncing a folder...**



2. Select **OneDrive – The Chinese University of Hong Kong** and click **Stop syncing**.



3. Click **Yes** to disconnect to your CUHK's OneDrive for Business. The previous files you syncing from OneDrive for Business will remain in your PC as local files.



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