

# WAYNE COUNTY SCHOOLS SYNC AND PROTECT YOUR DOCUMENTS, PICTURES, AND DESKTOP FOLDERS WITH ONEDRIVE

February 7, 2019

Once you set up OneDrive on your computer, you can sync everything in Documents, Pictures, and Desktop on your computer to your OneDrive. This creates a backup of everything on your computer in those folders, as well as creating a way that you can access everything on your computer from another device, such as your home computer, phone, or tablet through OneDrive. The sync with OneDrive also offers protection for folders and files on your computer should your computer become disabled, lost, or stolen. Typically, you will want to do this sync for the primary computer you use.

## 1. OneDrive Setup

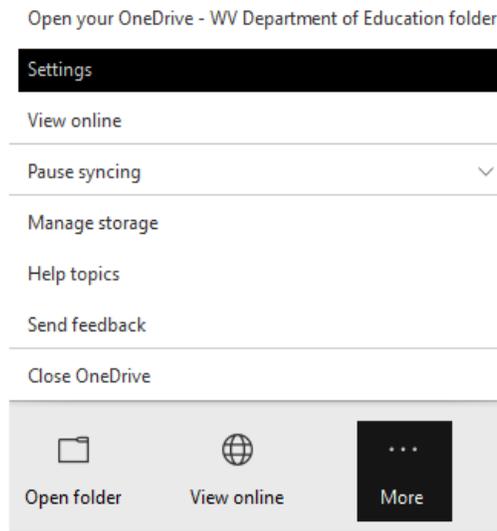
OneDrive is installed on all Wayne County computers. If you have not previously set up OneDrive on your computer, click [here](#) for instructions on how to do the initial setup. You can also go to: <https://technology.wayneschoolswv.org/bwl-knowledge-base/installing-onedrive/>. When you activate OneDrive for the first time on your computer, you may be prompted during the setup to protect your important folders (Desktop, Documents, Pictures). If you receive the prompt, click to begin the folder protection wizard.

If you have previously set up OneDrive on your computer, or if you have already closed the folder protection wizard, select the white or blue cloud icon in the Windows notification area in the lower right corner of your screen.

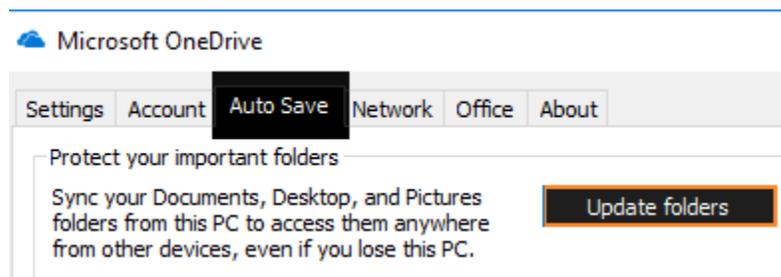


If the OneDrive icon is missing from the lower right corner of your screen, you can go to your Start menu, click on OneDrive in the top of the menu, and the OneDrive cloud icon will appear in the lower right corner of your screen.

Click on **More**, then click on **Settings**.

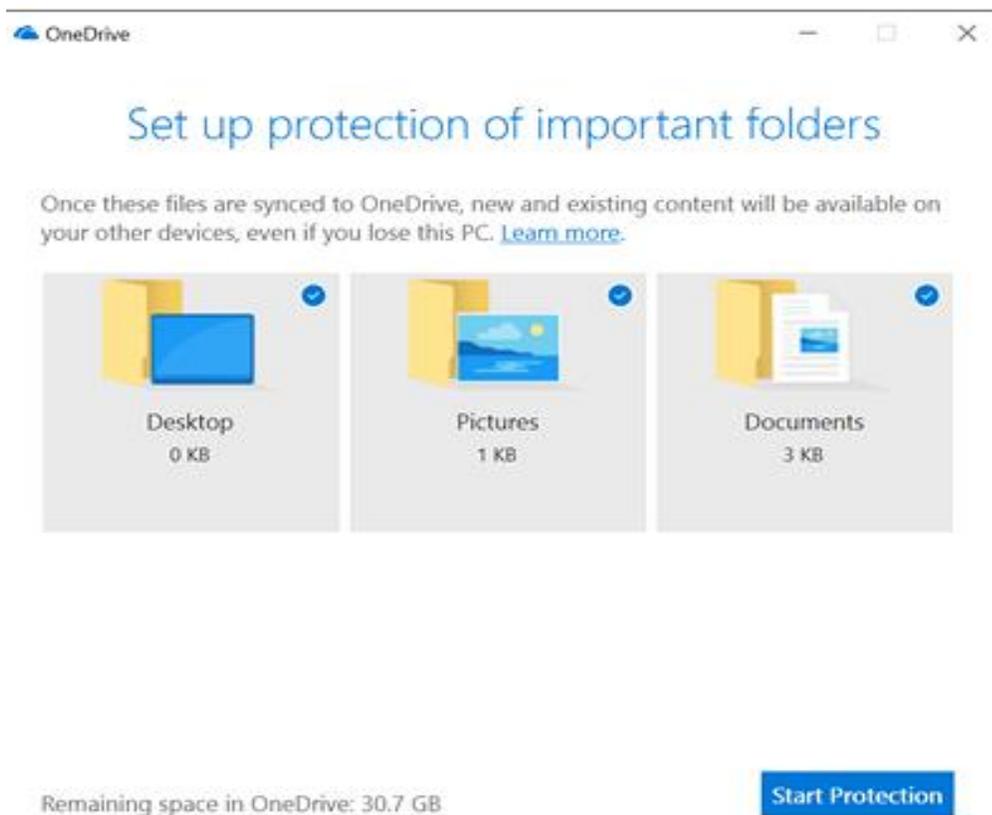


Click on **Auto Save**, then click on **Update Folders**.



## 2. Protection of important folders

In the ***Set up protection of important folders*** dialog box, check to be sure the folders you want to protect are selected with the check mark in the upper right hand corner of the folder.



### 3. Resolve errors

There are some possible error messages you could receive related to your Desktop, Pictures, and Documents folders. Before you can sync the folder showing the error message, you will need to resolve any error.

If you have previously set up a OneNote Notebook from your computer rather than from Office 365, you may receive an error message similar to the one below. You can click on the link in the error message to ***move this OneNote notebook to OneDrive*** for instructions on how to move your OneNote notebook. The affected folder will not sync with OneDrive until you resolve any error messages you receive.

OneDrive - WV Department of Education

## Set up protection of important folders

Selected folders will sync in OneDrive. New and existing files will be added to OneDrive, protected, and available on your other devices even if you lose this PC. [Learn more.](#)

Desktop  
59.6 GB

Pictures  
17 MB

Documents

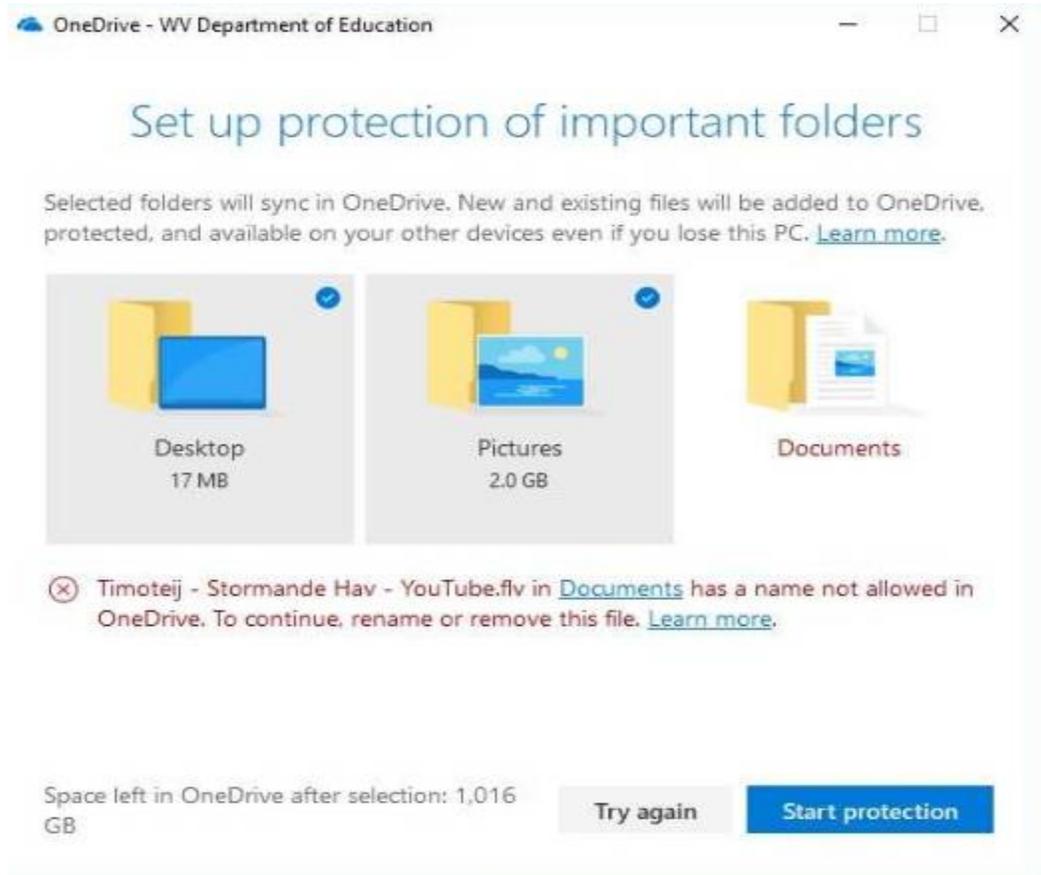
⊗ We can't protect New Section 1.one in the [Documents](#) folder. To continue, follow the steps to [move this OneNote notebook to OneDrive](#), move it to a location outside your important folders, or delete it and try again

Space left in OneDrive after selection: 959 GB

Try again

Start protection

Additional error messages may include this one related to YouTube which has a name not allowed in OneDrive. Again, follow the prompts to correct the error.



If you receive other errors related to the folders you are trying to sync, go to the article link below and scroll down to ***Fix problems with folder protection.***

Article link: [Sync your Documents, Pictures, and Desktop folders with OneDrive](#)

## 4. Start protection

Once all errors messages are resolved, or you have selected the folders without error messages you want to sync, click **Start Protection** in the lower right corner of the **Set up protection of important folders** dialog box.

As soon as you click **Start Protection**, you will see your folders, documents, photos, etc. located on your desktop disappear briefly. This is a normal part of the process. Within a few seconds, the Desktop items will start to reappear again. They will not be organized the same way you had them before on your desktop, so you may need to do some reorganization to get your desktop back to your preferred view.

## 5. View upload progress

To view your files as they sync, select **View upload progress**. You can also close the dialog box while your files sync to OneDrive.

## 6. Access your synced folders

Now that you have synced your Documents, Pictures, and Desktop with OneDrive, you will have access to items previously only found on your computer from anywhere you have internet access by logging into OneDrive through your Office 365 account. The OneDrive app is also available for iOS and other mobile devices.

To find your Documents, Pictures, and Desktop in OneDrive, simply look for the folders with those names in OneDrive. When you click on the specified folder, you should see everything in that folder from your computer.

## 7. Updating folder status

If at any time you want to remove a folder from sync protection, simply click on the OneDrive cloud icon, click on **More**, click on **Settings**, click on **Auto Save**, click on **Update folder**, then choose the folder you want to remove, click **Stop protecting**, and follow the prompts to remove that folder. The folder on your computer you remove from sync protection will be removed from the OneDrive sync protection; however, the folder and the items it contains at the time you stop the sync protection will remain in your OneDrive. Once you remove the sync protection, no updates will occur to your files in that folder and no new additional files you add to that folder on your computer will be synced to the folder.

## 8. Sync additional computers

It is possible to sync additional computers with OneDrive following the steps outlined above; however, keep in mind that Documents, Pictures, and Desktop items on each machine will be shared across each machine you sync. For example, files and folders from the desktop of the second machine you sync with OneDrive will now be on the desktop of the original machine you synced. Likewise, items from the desktop of the first machine you synced will now appear on the desktop of the second machine you synced. Items that show up on your Desktop from other machines will only be available to open when the machine you are using is connected to the internet.

Applications you have downloaded from the Software Center, such as Dropbox, that show up as an icon on the Desktop of one of the computers you sync with OneDrive may transfer an icon over to the Desktop of other computers you sync. However, these applications may need to be loaded onto the additional computer in order to function.

High school students with one-to-one laptops should only sync through OneDrive on the school device assigned to them. Students should not sync other school devices through OneDrive, such as a computer in a school computer lab. Students can sync a personal device to their school computer.

If you use multiple computers on a daily basis, such as moving from room to room while co-teaching, or using a common computer in a lounge area during your planning time, you should not sync these other machines to OneDrive. Only sync the school computers to OneDrive on which you are the primary user. Use the Office 365 version of OneDrive to access your files from other school machines on which you are not the primary user.

## 9. Security notice

Be cautious of syncing personal computers, such as syncing OneDrive on a school computer with a computer outside the network. This can make private student information you may have on your school computer available to others who should not have access. Likewise, your own personal information from folders in on your personal computer will be available when you are logged into your school computer if both computers are synced with OneDrive.

To maintain security of your account, do not share your Office 365 login credentials with anyone, do not leave your computer logged in and unattended, and do not let others use your computer while you are logged in.