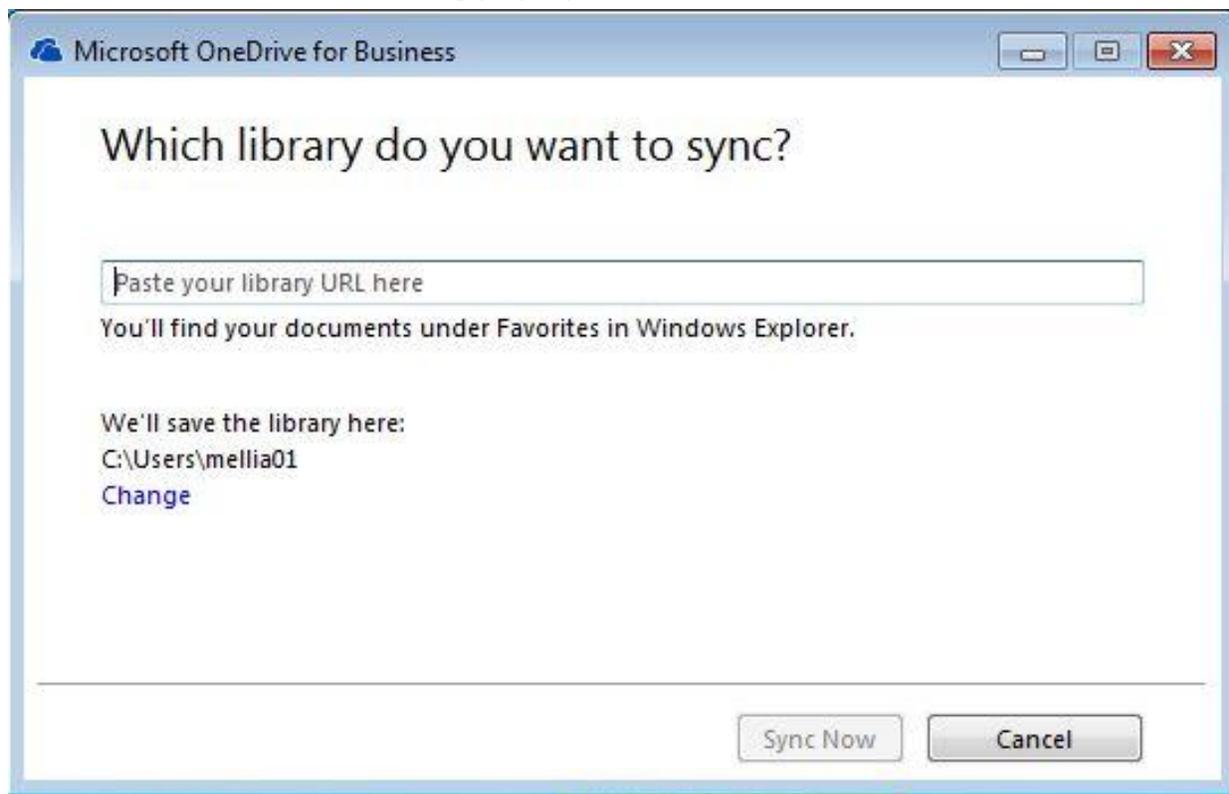


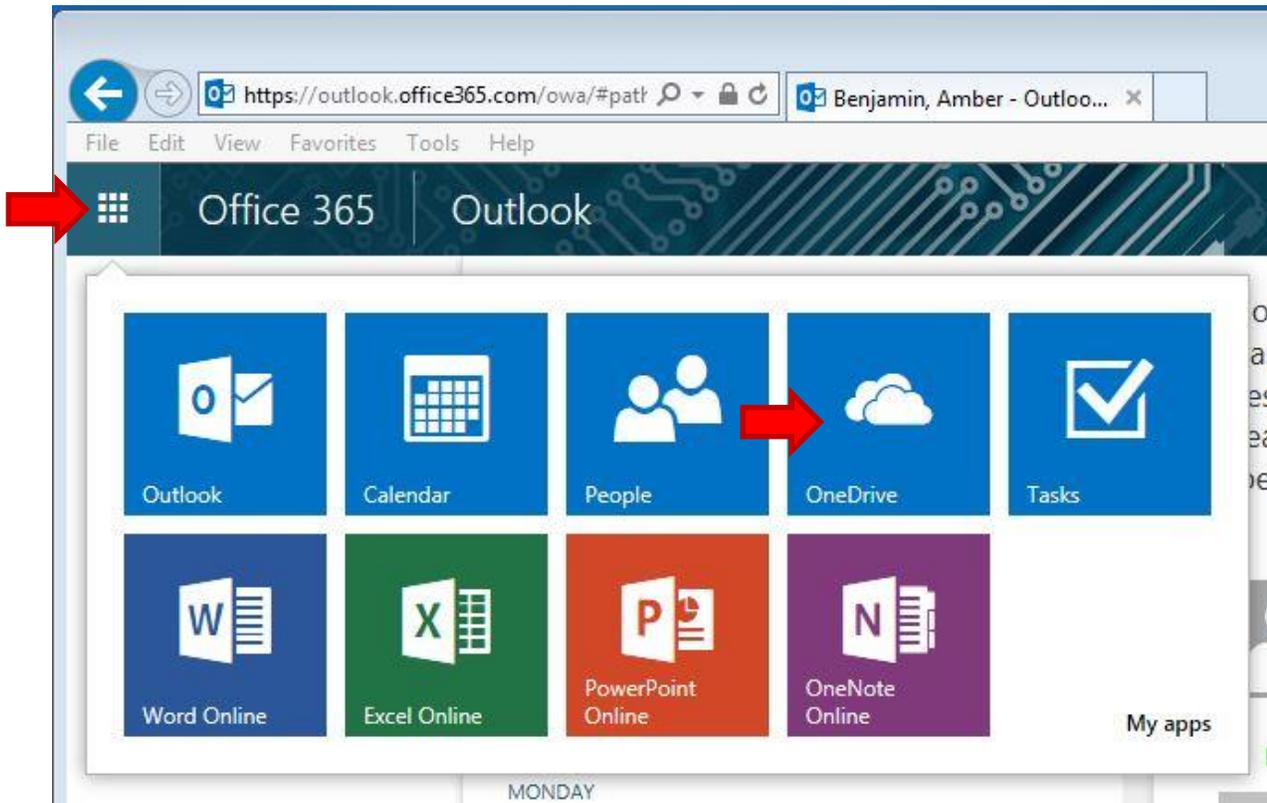
How to Sync OneDrive client with your Montgomery County Office 365 account

1. Launch OneDrive for Business 2013 from Start > All Programs > Microsoft Office 2013.
2. You will received the following pop up:

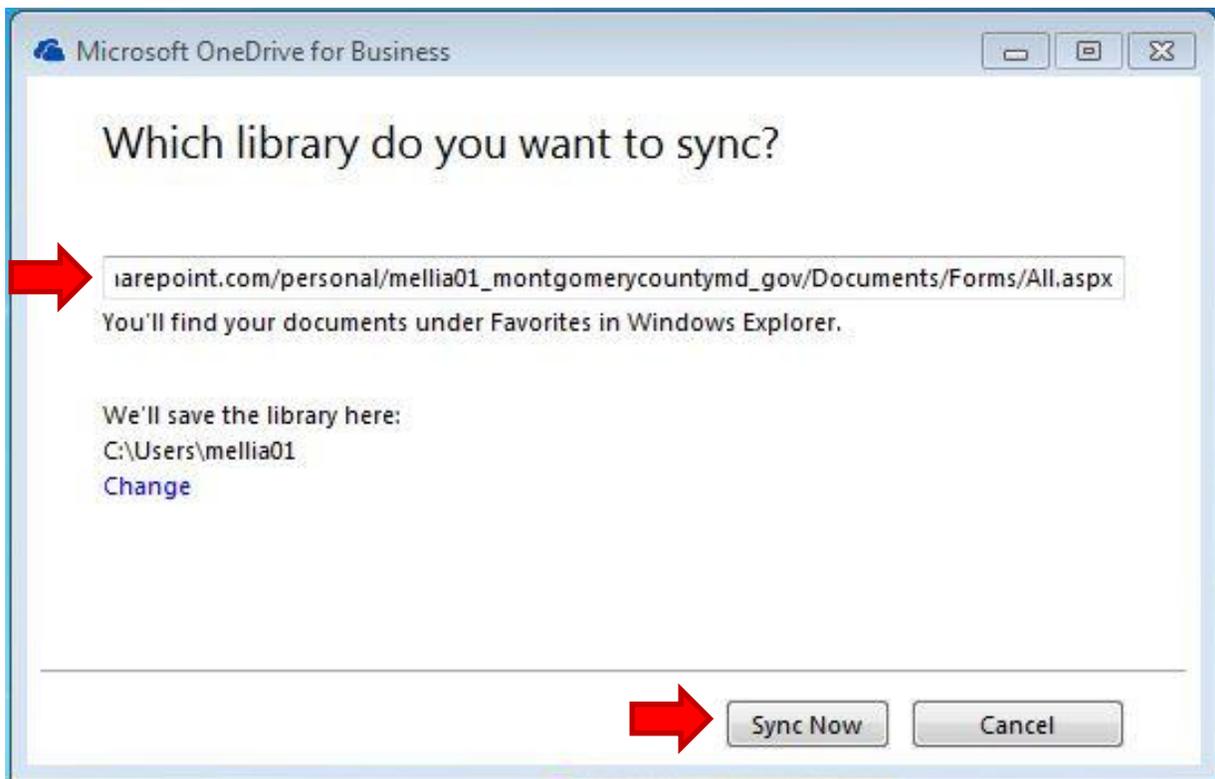


3. Access Office 365 Online (OWA) from www.office365.montgomerycountymd.gov and log in.

4. Click the Tiles Menu in the top left corner and select OneDrive.

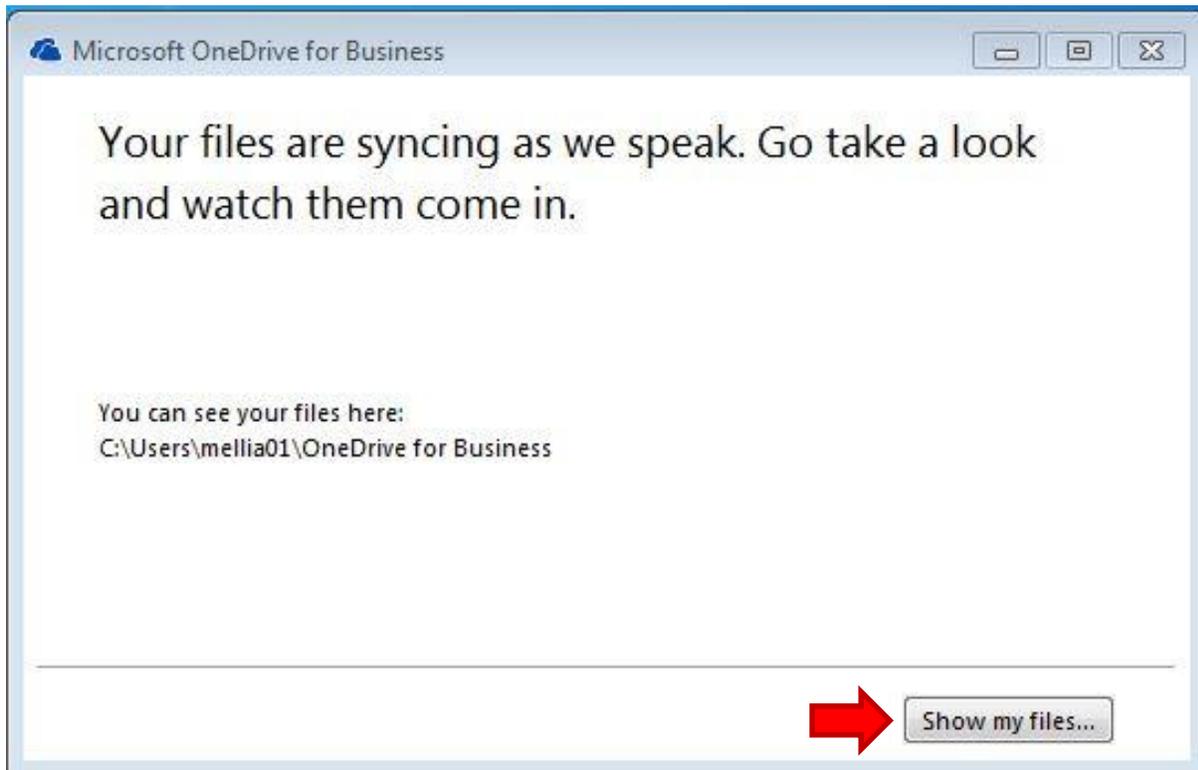


5. Wait for One Drive to load, then Copy the entire URL from the address bar and Paste it into Library field of the OneDrive for Business 2013 sync pop up. Click Sync Now.



**** If you receive a prompt for credentials, use the same username and password you use to log into OWA/Office 365 Online ****

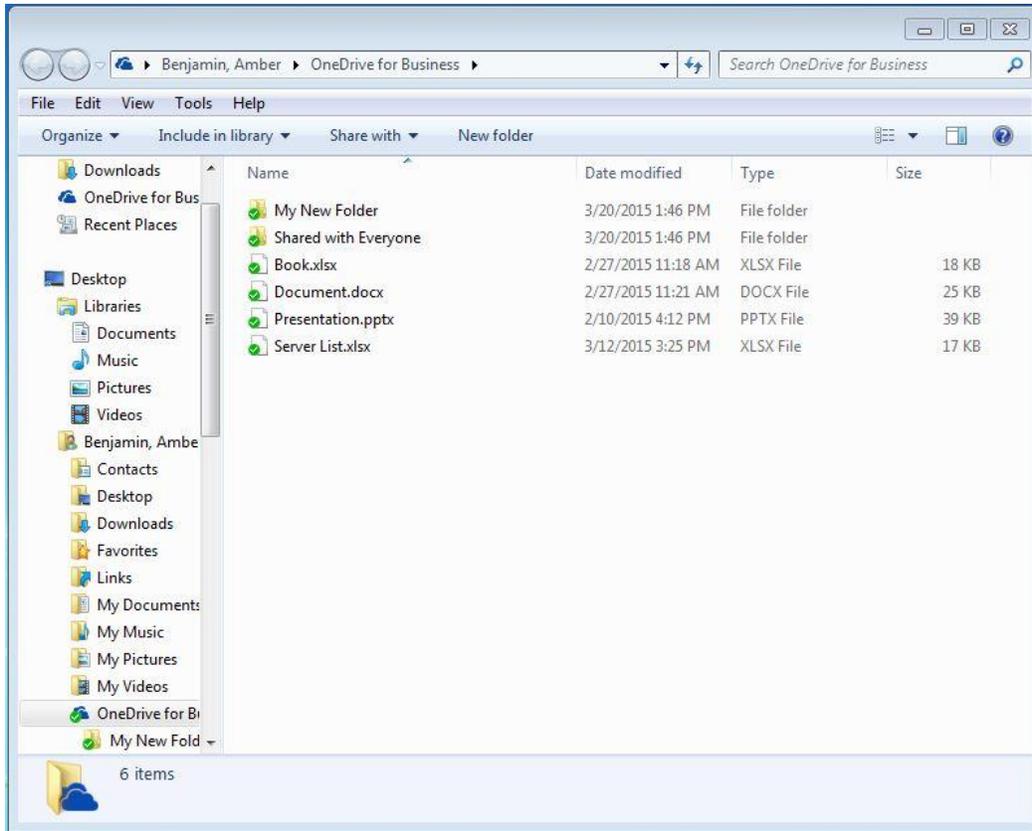
6. When sync has started you will receive the following:



7. Click on Show my files... to view sync progress.



Indicates the file has synced successfully.



Important Notes:

- .exe .tiff and .tmp files cannot be stored on OneDrive
- desktop.ini and thumbs.db cannot be copied to OneDrive
- filenames cannot begin with a period (.) or a tilde (~)
- filenames cannot contain the following characters:
/ \ : * ? " < > | # % & { } ~
- no more than 100 files can be moved at one time
- only 20,000 files and folders can be synced to OneDrive
- you may experience an issue where a folder called "forms" cannot be synced

For a complete list of limitations:

<https://support.microsoft.com/en-us/kb/2933738>