Installing OneDrive on your computer (FOR WINDOWS)

1. If you are using Windows 10, your computer already has the OneDrive app installed. If not, you may go to <u>https://www.microsoft.com/en-ww/microsoft-365/onedrive/download</u> to download the OneDrive installer.

Click the **Start** button, search for "**OneDrive**", and open it.

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Ransomware protection	
 Automatic file downloads privacy settings Search work and web onedrive - See work and web results Folders OneDrive University of the Philippines suggestions My Site / My OneDrive for Business 	App Open Run as administrator Open file location Pin to Start Pin to taskbar Uninstall

2. To set up OneDrive, sign in with your Office 365 email, which should be "(username)@outlook.up.edu.ph."

Microsoft OneDrive	×
Set up OneDrive	
Put your files in OneDrive to get them from any device.	
@outlook.up.edu.ph	
Create account Sign in	

3. On the OneDrive folder screen, select "**Next**" to accept the default folder location for your OneDrive files. If you want to change the folder location, select "**Change location**".

Your OneDrive folder	
Add files to your OneDrive folder so you can access them from other devices and have them on this PC.	still
- o x	
Your One Drive folder is here	
C:\Users' OneDrive - University of the Philippines	
Change location Next	t

3. Installation screen click **"Next"** to proceed. Once the setup is complete Open your OneDrive Folder. Click **"Open my OneDrive folder"**



4. In the file explorer window you may see **"OneDrive - University of the Philippines**." You're all set, all your files will be synced to your computer.

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How to Upload Zoom Meeting Recordings to OneDrive Automatically (FOR WINDOWS)

1. You can create a new folder in your OneDrive named "Zoom Meeting Recordings." Once your online Drive and computer Drive are synced, the new folder you created should be accessible in both drives.

2. In the Zoom computer app, go to **Settings** (click the gear icon) and change the location for your Local Recordings to your new folder in your OneDrive.



3. NOTE: Make sure that when you record your Zoom meetings, you record them locally in your computer and **not** in the cloud.