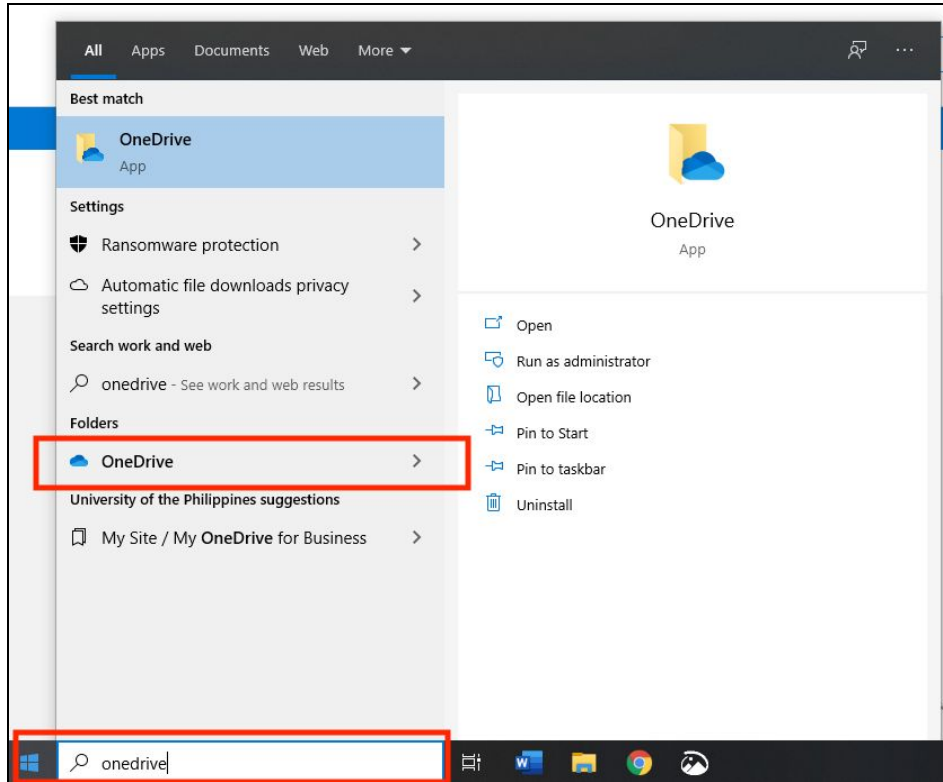


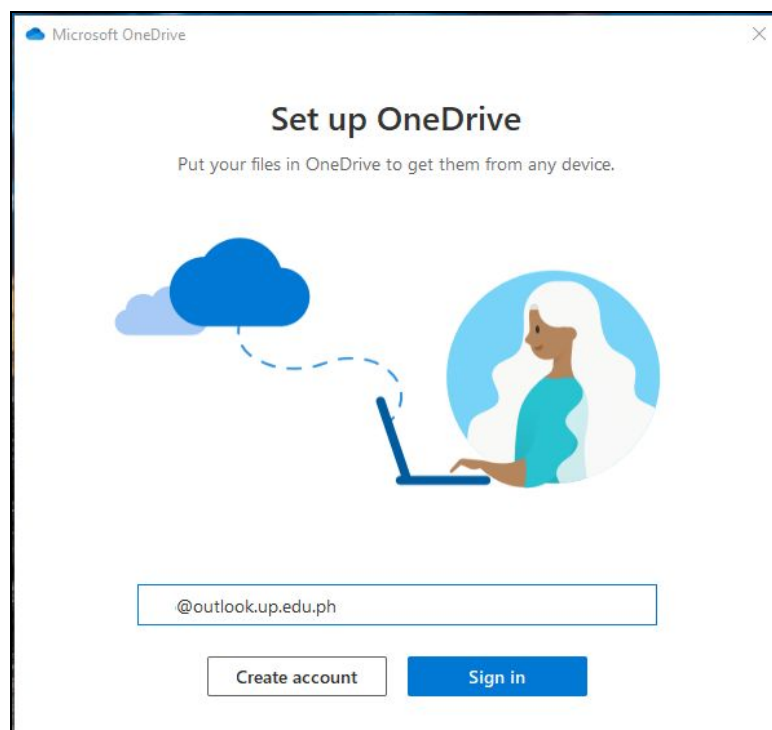
Installing OneDrive on your computer (FOR WINDOWS)

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

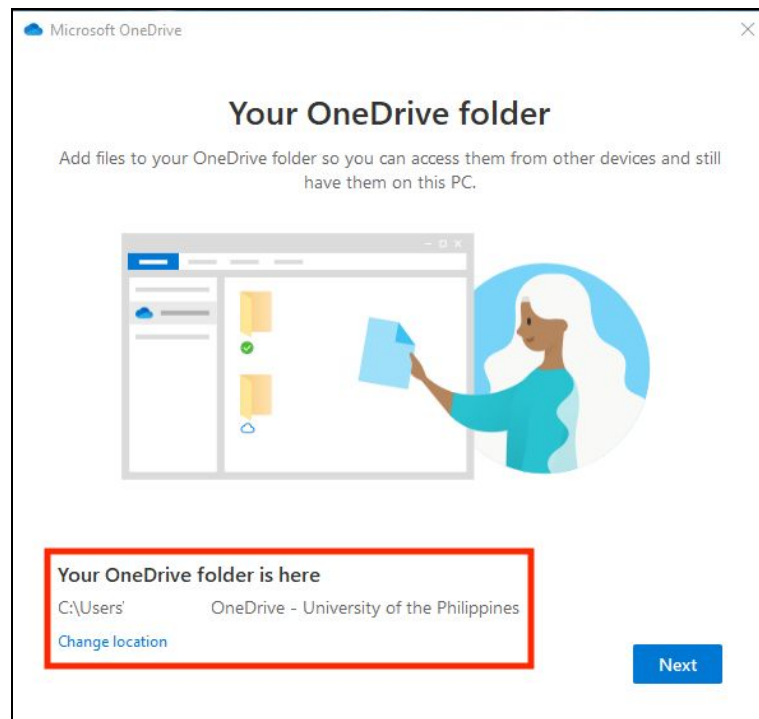
Click the **Start** button, search for “**OneDrive**”, and open it.



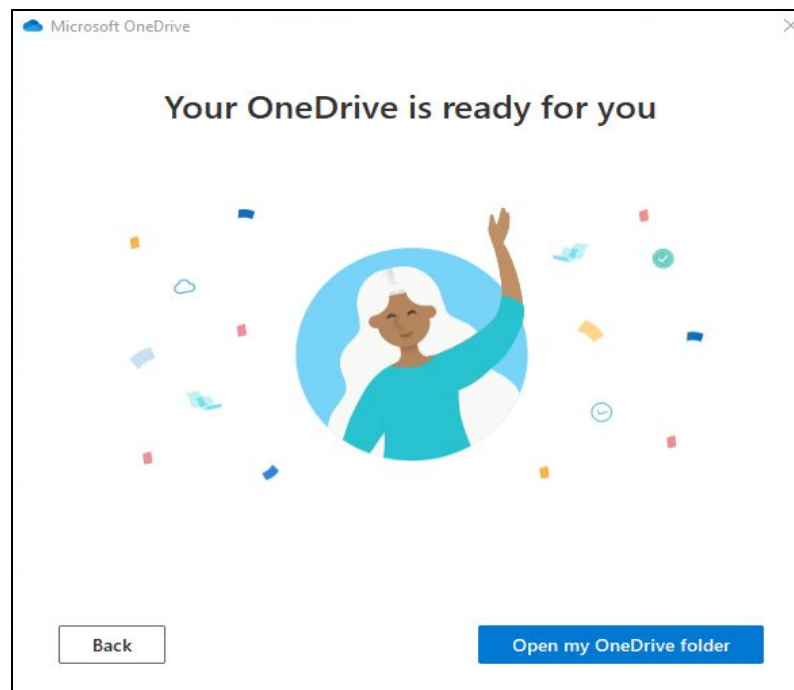
2. To set up OneDrive, sign in with your **Office 365 email**, which should be “(username)@outlook.up.edu.ph.”



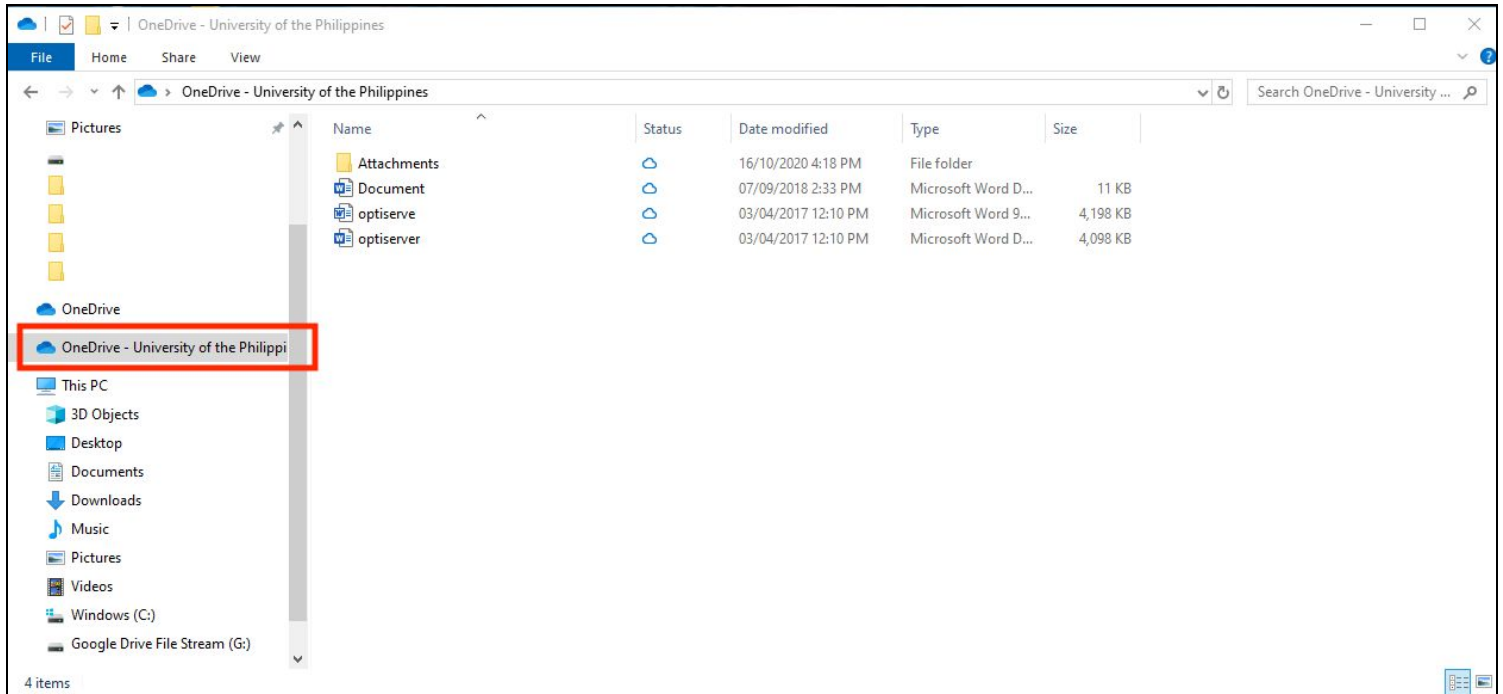
3. On the OneDrive folder screen, select “**Next**” to accept the default folder location for your OneDrive files. If you want to change the folder location, select “**Change location**”.



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



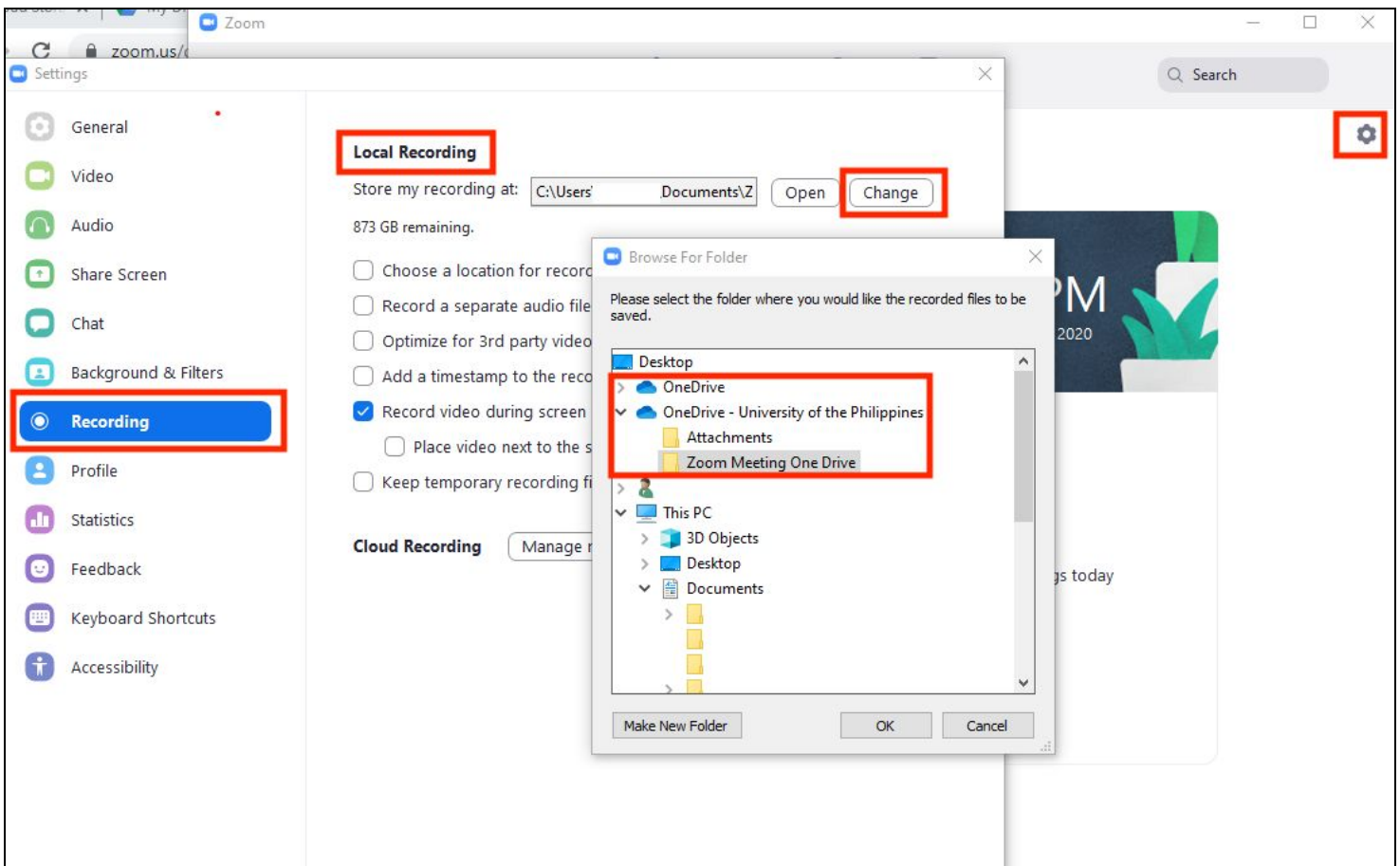
4. In the file explorer window you may see “**OneDrive - University of the Philippines.**” You’re all set, all your files will be synced to your computer.



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.