

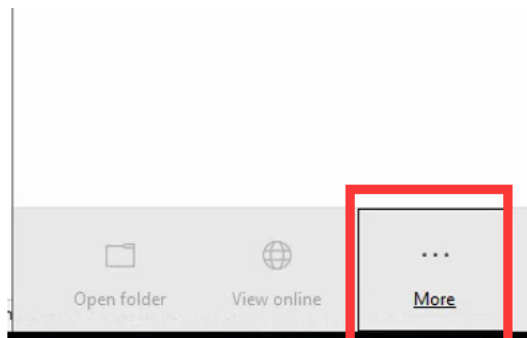


# How to Modify OneDrive Setting

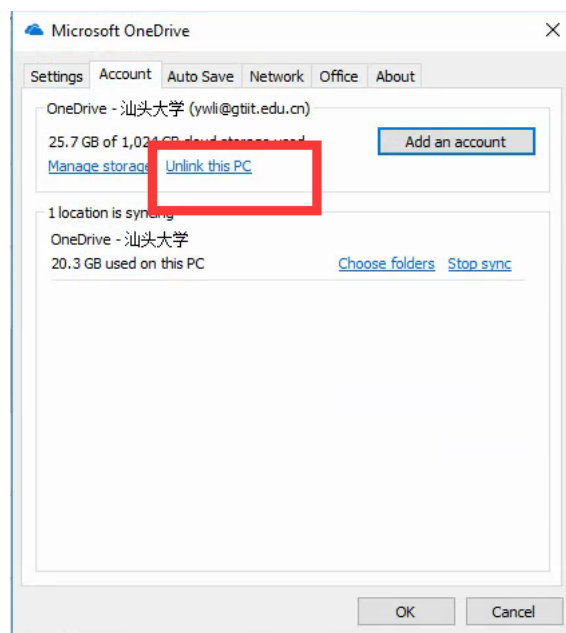
1. Select the OneDrive icon in the taskbar



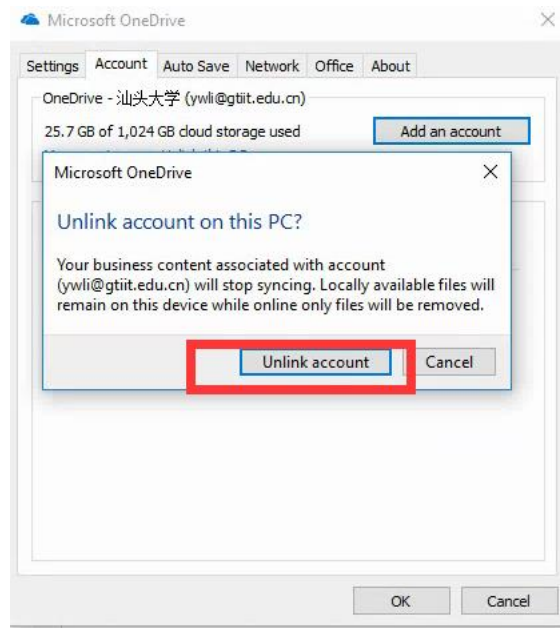
2. Select 'More' go to Settings



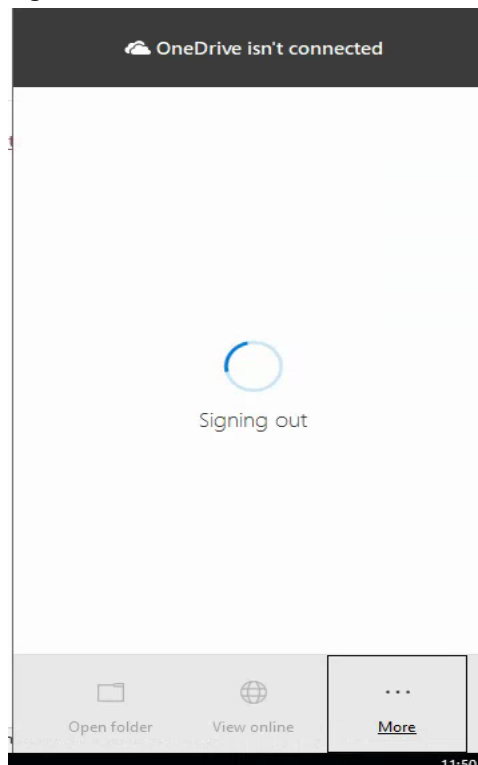
3. Select 'Account' Tab, Click 'Unlink this PC'



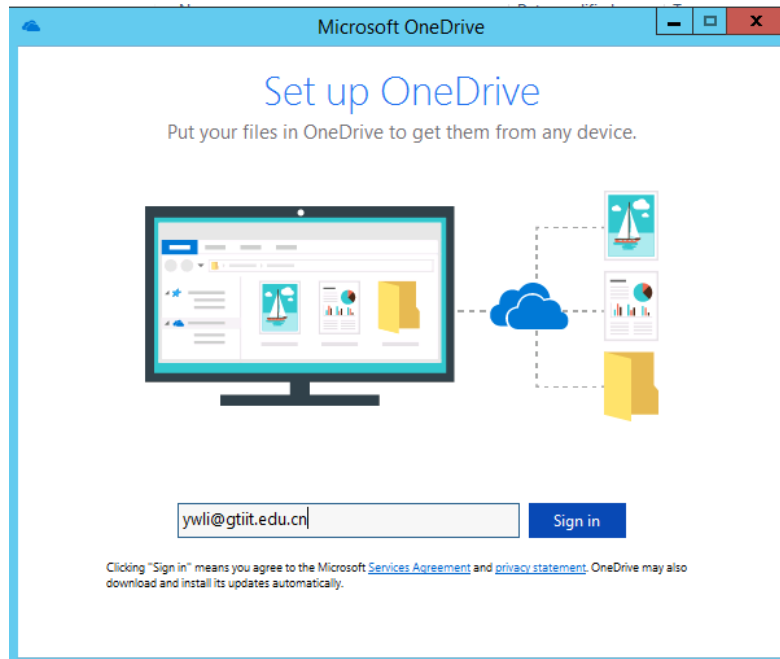
Click **Unlink account**



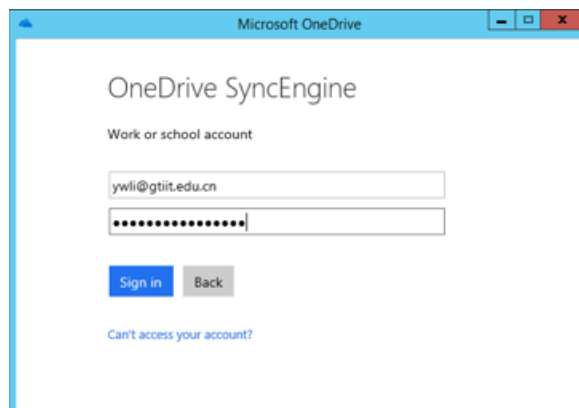
Waiting for system signing out.



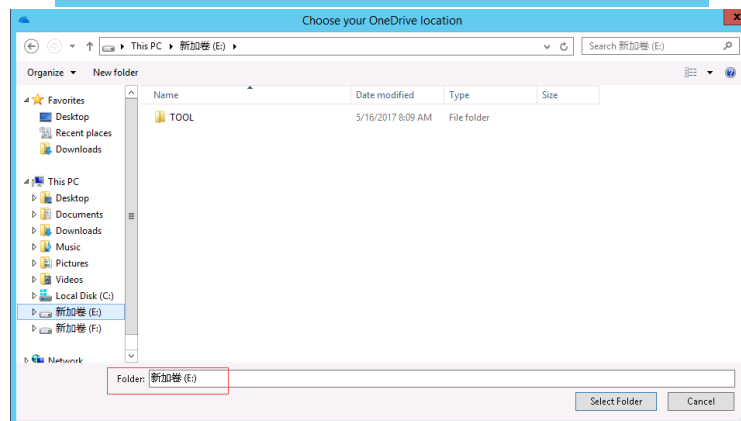
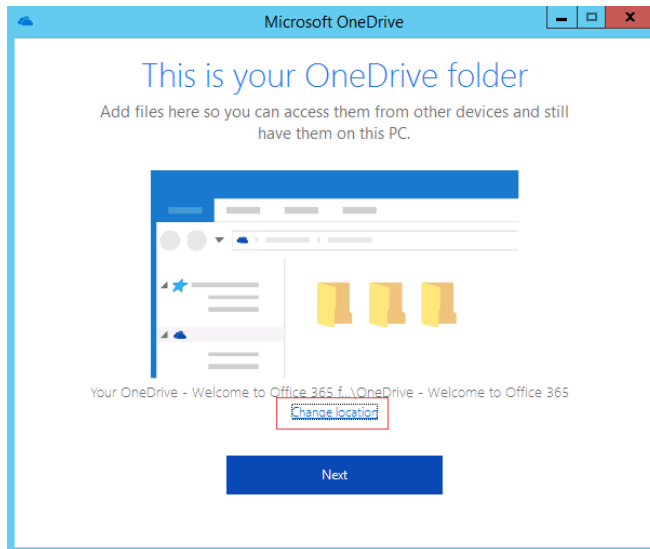
4. Enter your account and sign in:



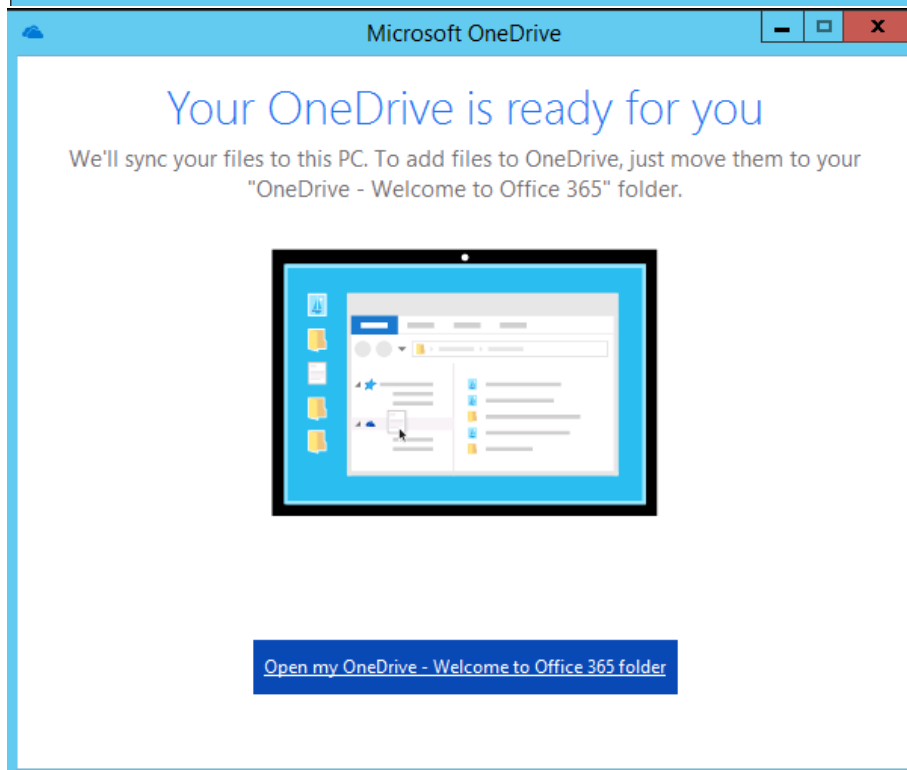
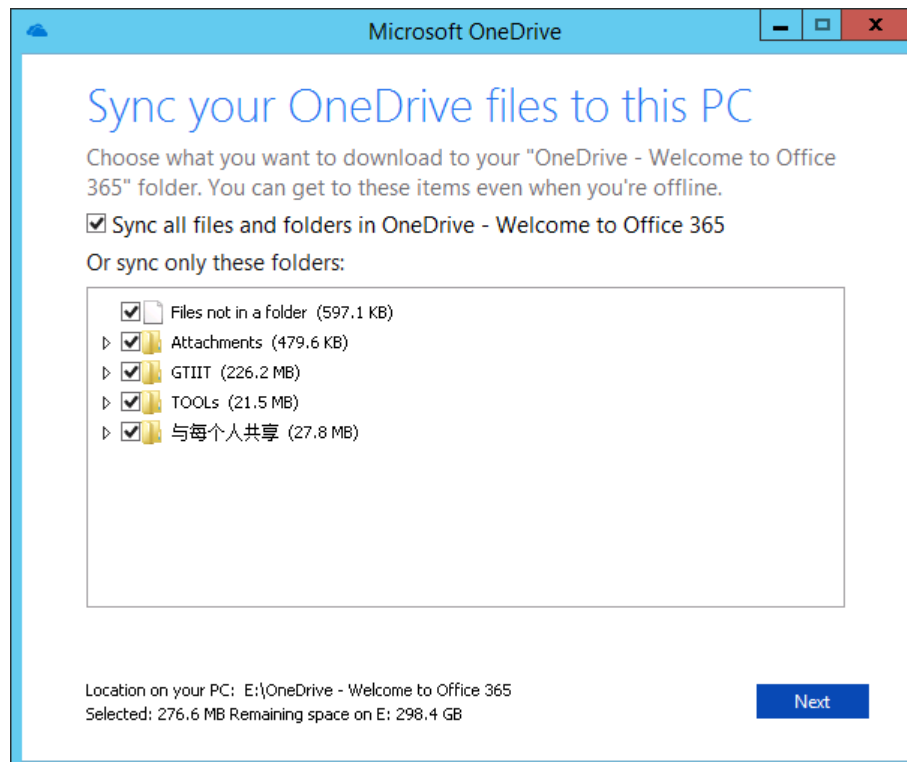
Enter your password:



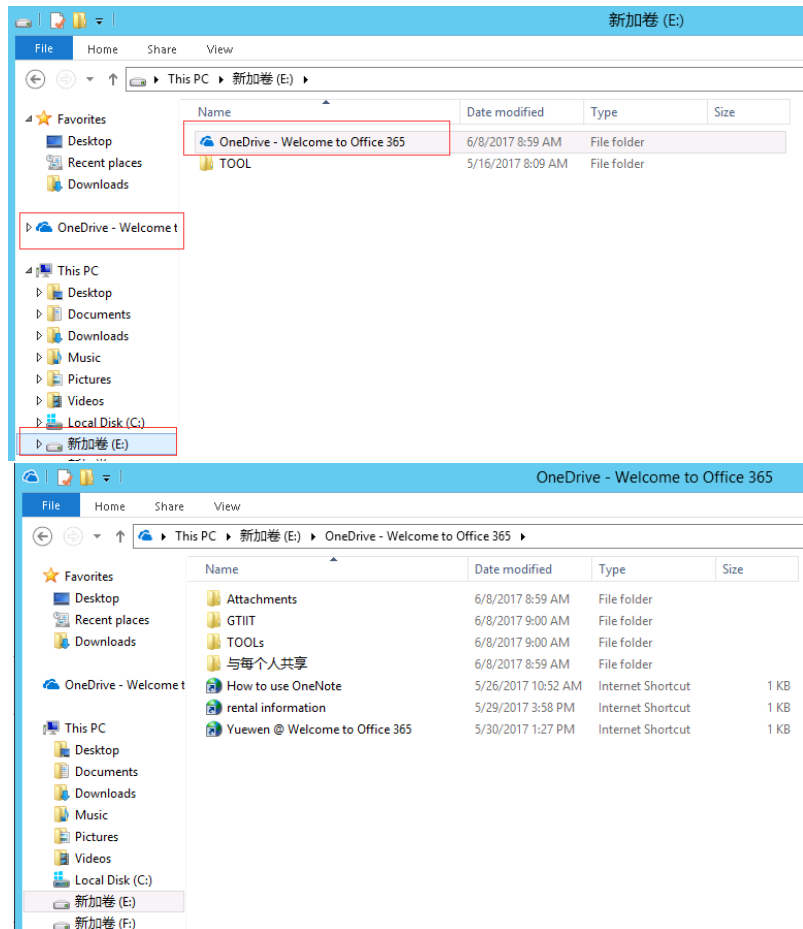
Select the location:



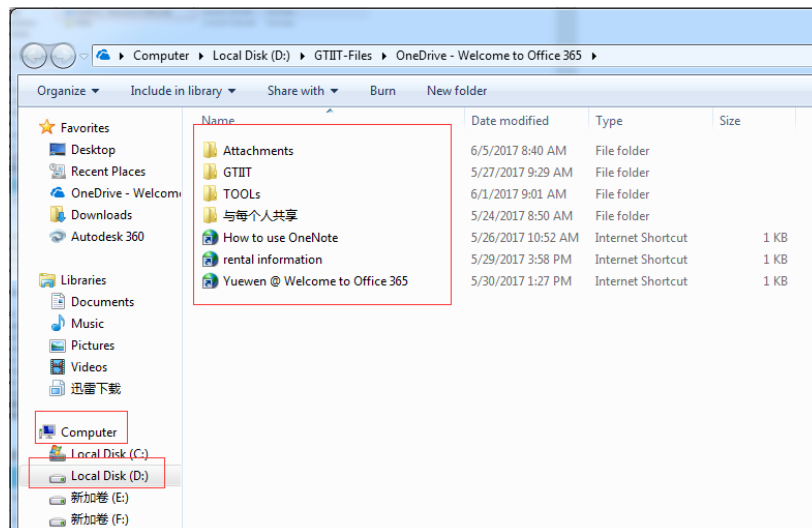
Sync your OneDrive files to this PC

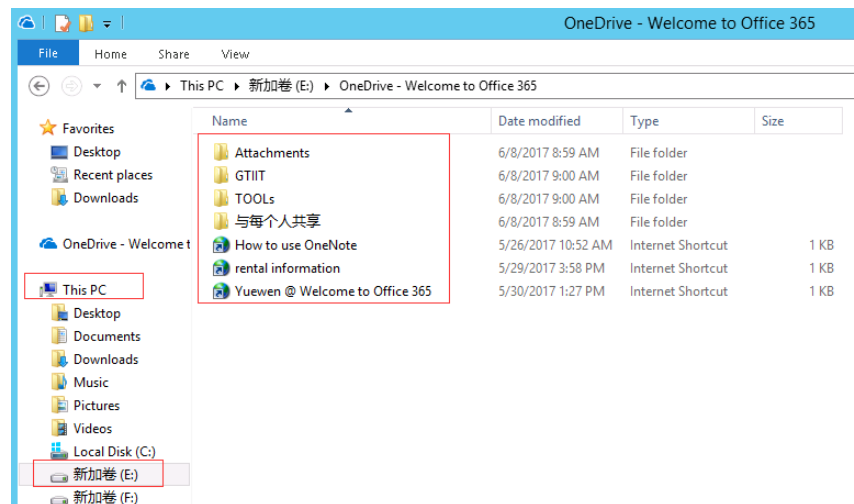


Find the folder of OneDrive-Welcome to Office 365



5. Use your files up to date on any your device automatically





**6. Drag your files into the folder “OneDrive - Welcome to Office 365”**

It will sync to OneDrive online and you can retrieve the files on any device which is installed OneDrive.

View your files online: right click the icon at the taskbar on the low right corner. Select view online.

