MCE123^{SM 1} Marketing

Setting Up Microsoft® OneDrive

to Synchronize User Folders, Libraries, and Roaming Profiles

Version: 2/21/2017

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Many Computer Users don't know what OneDrive is, or that it is a Free download from Microsoft®, and that with the purchase of Office 365, users get 1TB of free cloud storage per account, with up to 5 accounts with a single subscription of Office 365 Home.

This guide explains how to configure Microsoft® OneDrive to get the most functionality out of it, with configuration options, including:

- **Cloud Backup Configuration** – back up some or all your Libraries with Microsoft® OneDrive, which you will then be able to access from virtually any computer in the world.
- **Cloud Roaming Profile Configuration** – synchronize your user profile(s) on multiple computers, by configuring your Libraries to reflect folders in your OneDrive Account.
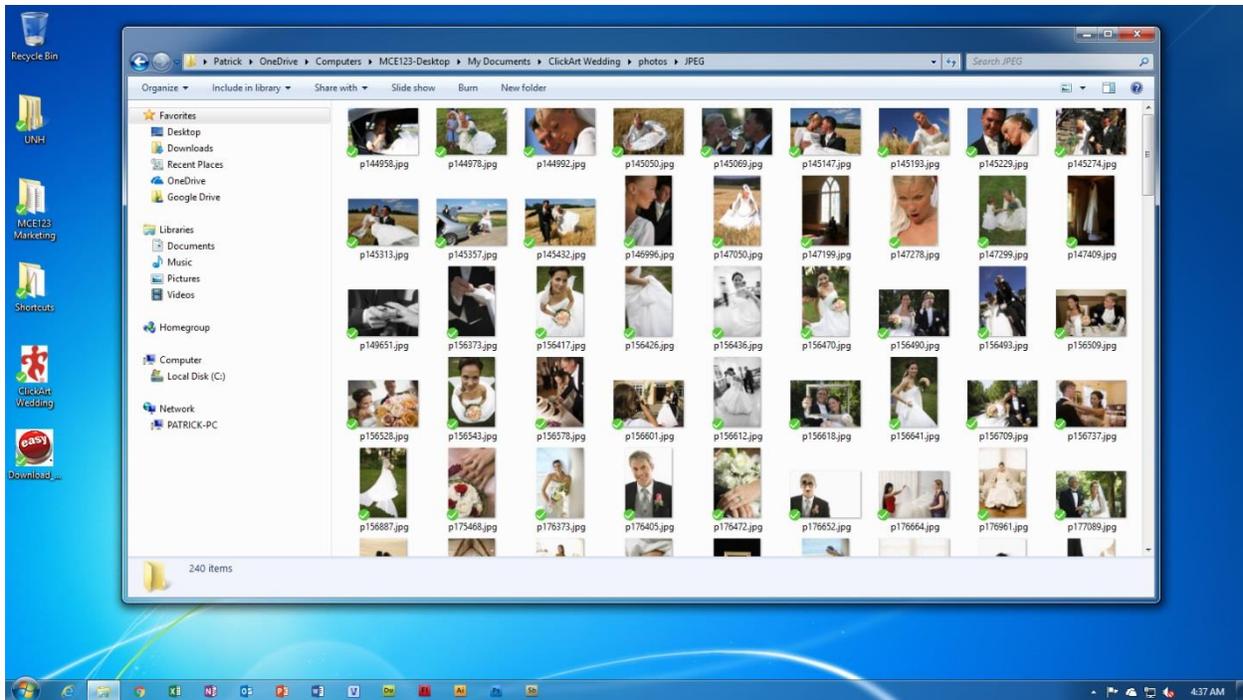
Whether you're wanting to access any of your computers' User Profile Libraries, from any of your other computers, at any time, from anywhere in the world – usually without having to wait for files to download from the Web, or, if you simply want to backup your User Profile Libraries, this guide shows you how to configure the options, so that you can be a Power User of Microsoft® OneDrive.

The first thing you may not notice on this Desktop, is that all the icons on the desktop have a little green checkmark. This means that they have been synchronized with Microsoft® OneDrive.

Microsoft® OneDrive isn't just an extension of Microsoft® Office – in fact, you can purchase a subscription to Microsoft® OneDrive for Business purposes, even if you don't use Microsoft® Office.
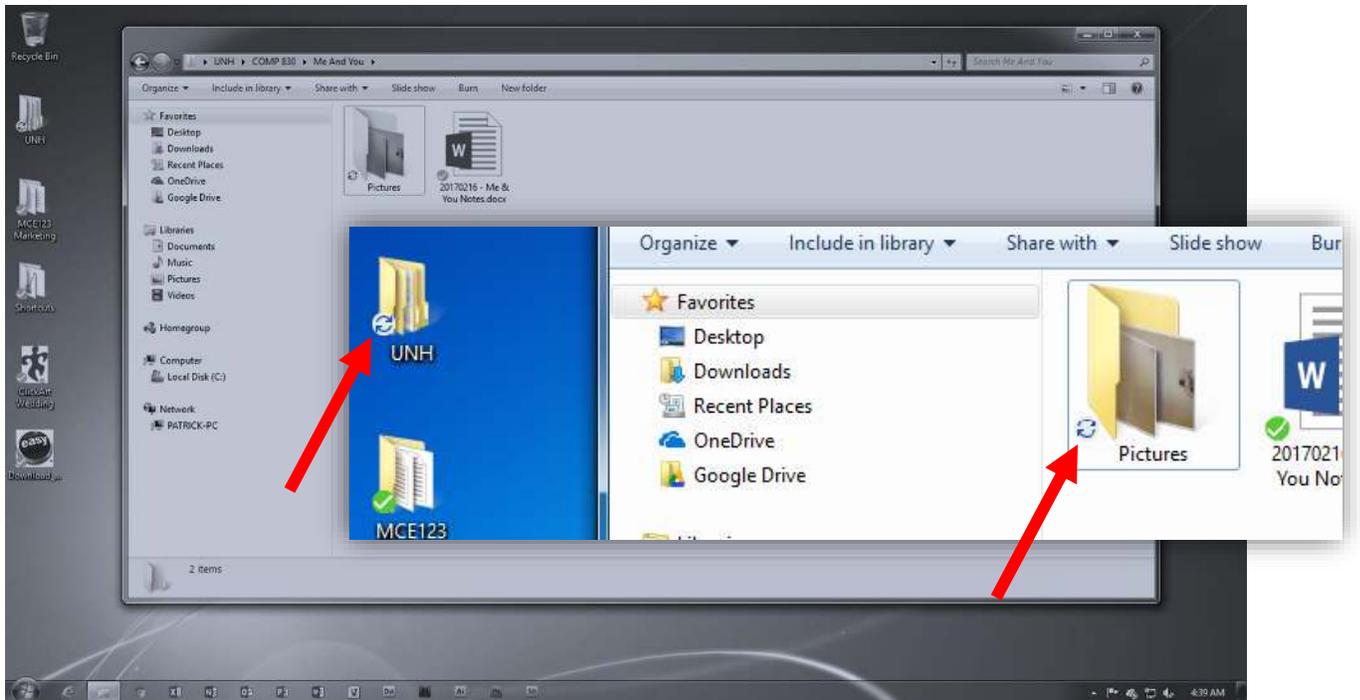
When you purchase Office 365, whether it be Personal (1 User) or Home (5 Users), you get the Premium version of Office, which includes Access and Publisher, as well as Word, Excel, PowerPoint, OneNote, and Outlook – and each User account that you can setup at www.office.com/setup includes 1TB of Cloud Storage with OneDrive, Free!

Look at how Microsoft® OneDrive easily backs up all your photographs, and shares them on any computer that you have the same Microsoft® Account used on, with OneDrive installed.

And you can even install OneDrive on your phone(s), tablet(s), and other Internet-connected devices – so that you can synchronize all the information, on all your devices, with as little ease or as much complexity as you wish – since you can setup multiple folders inside your OneDrive account, and you can specify what is backed up to each folder.
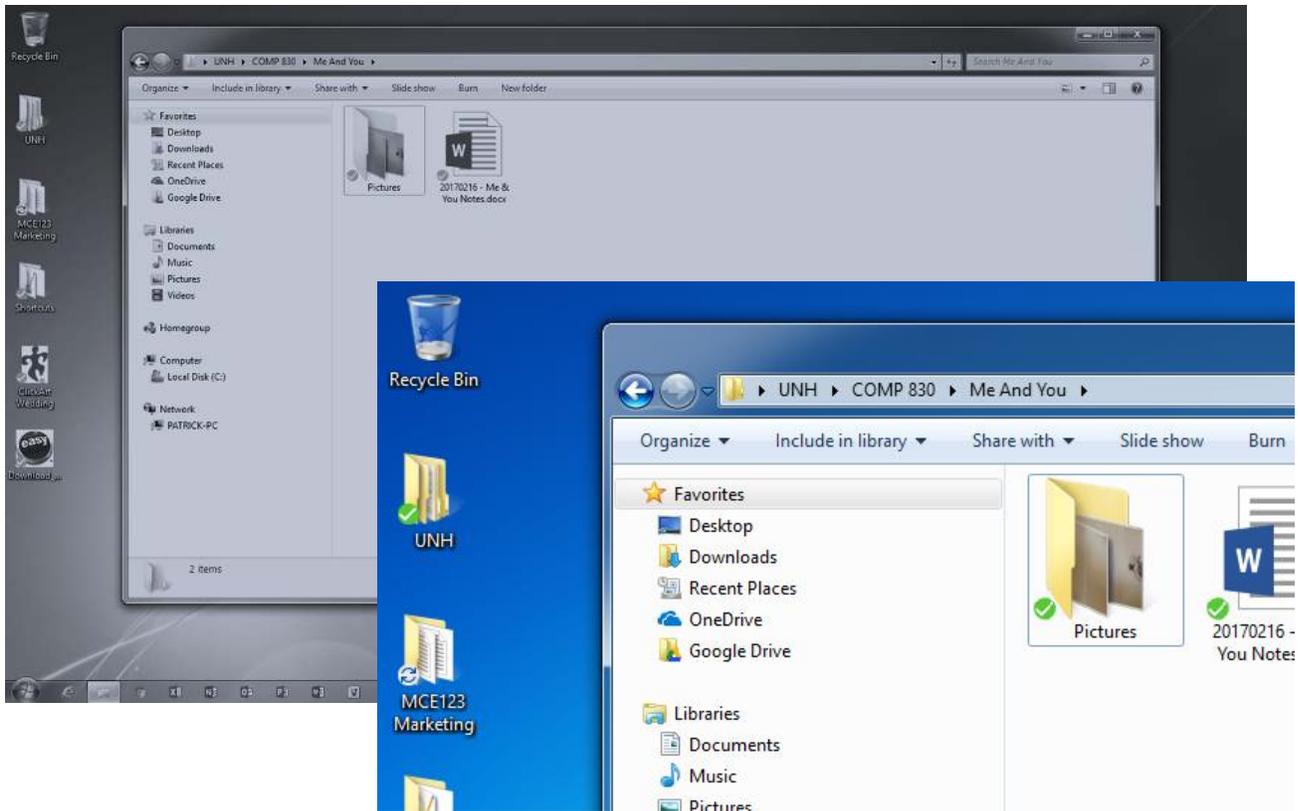
In the future, OneDrive may even be able to transfer files over the Local Area Network (LAN), so that it would synchronize your Cloud files that have already been downloaded to other devices on your WiFi and/or Wired network, saving time and Internet traffic.

Here you can see how there was a change made under the **..\UNH\COMP 830\Pictures** folder, since it shows the refresh icon. This means that OneDrive has queued up a process to synchronize the changes in this folder with all the other devices that share the file, through the Cloud drive.
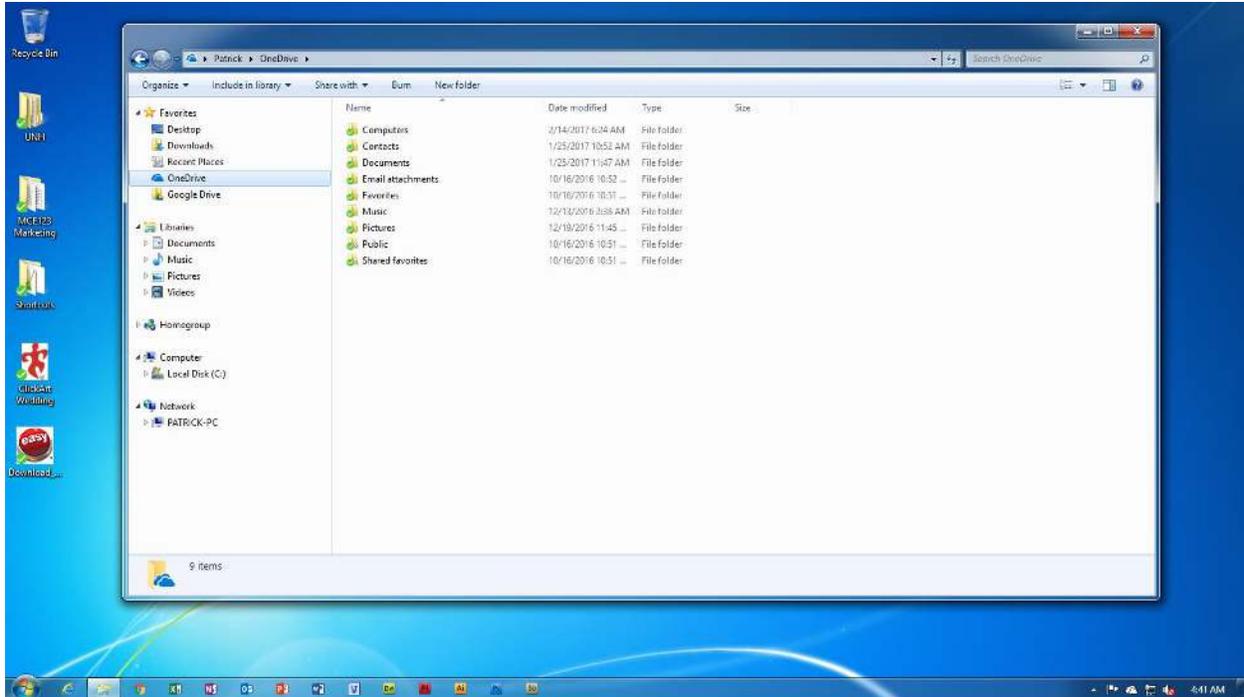
Note that OneDrive doesn't backup the entire Users folder – only the Libraries, and only when it is configured. However, the usual installation of OneDrive doesn't automatically synchronize the Libraries, and there's a good reason why it doesn't – because perhaps the User doesn't want to do this.

OneDrive will also give you an error if you have a file open that it is synchronizing at that time, so you may want to exclude your Outlook .pst files from being synchronized if you open and close Outlook a lot, since OneDrive will try to synchronize the files immediately after you close OneDrive, and it will not allow you to write to the file until it is done synchronizing.

You can see how OneDrive has synchronized the **..\UNH\COMP 830\Pictures** folder now, and you can also see that the MCE123 Marketing folder is being synchronized now as well, as that is the location where the screenshot images are being saved on the Desktop.
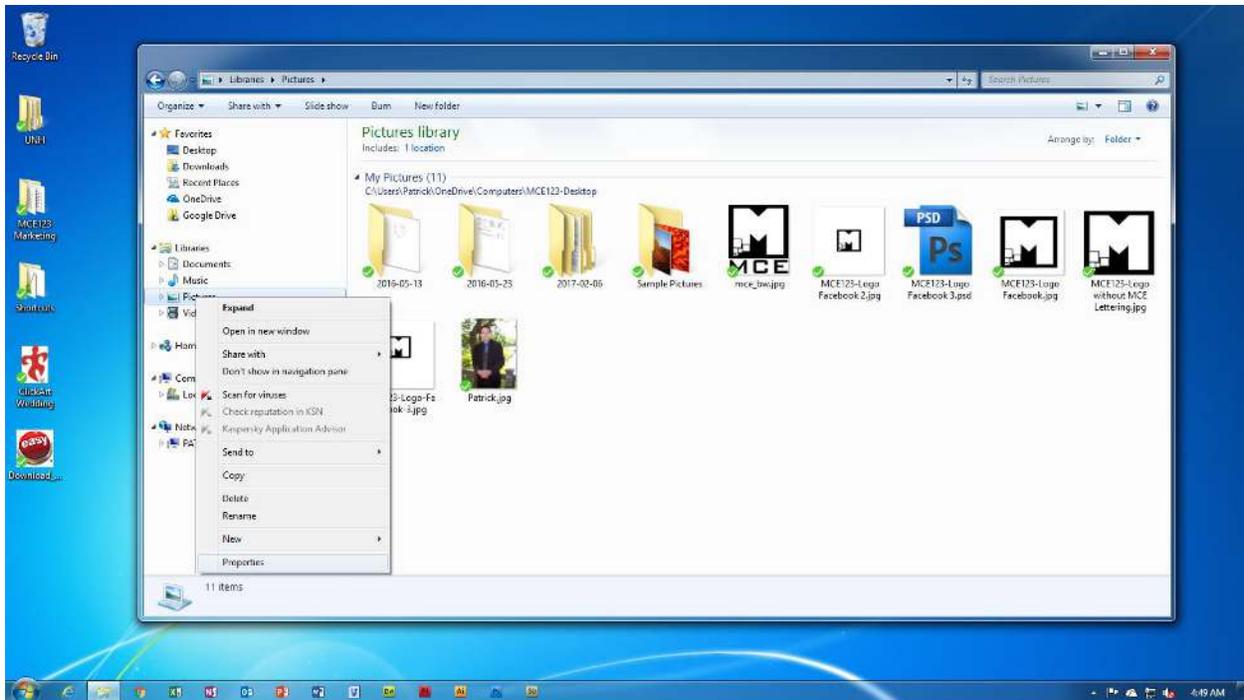
Note that the actual folder for the Desktop was changed to be located in **C:\Users\Patrick\OneDrive\Computers\MCE123-Desktop\Desktop**, because we wanted to synchronize the User's Libraries – however in order to do this, we needed to change the location of the "Desktop" folder under **C:\Users\Patrick** from **.\Desktop** to **.\OneDrive\%Respective_Directory_Structure%**

The OneDrive folder is generally linked on the side navigation bar in Windows Explorer, and is also located in the folder **C:\Users\%User_Name%\OneDrive** by default.

Note that anything placed in the OneDrive folder will be synchronized in the respective OneDrive folder, for the most part, for every device that has OneDrive installed under that user account, excluding Phones and Tablets unless you specifically configure them to download everything.

Next, we will show you how to configure the Libraries to synchronize with OneDrive…
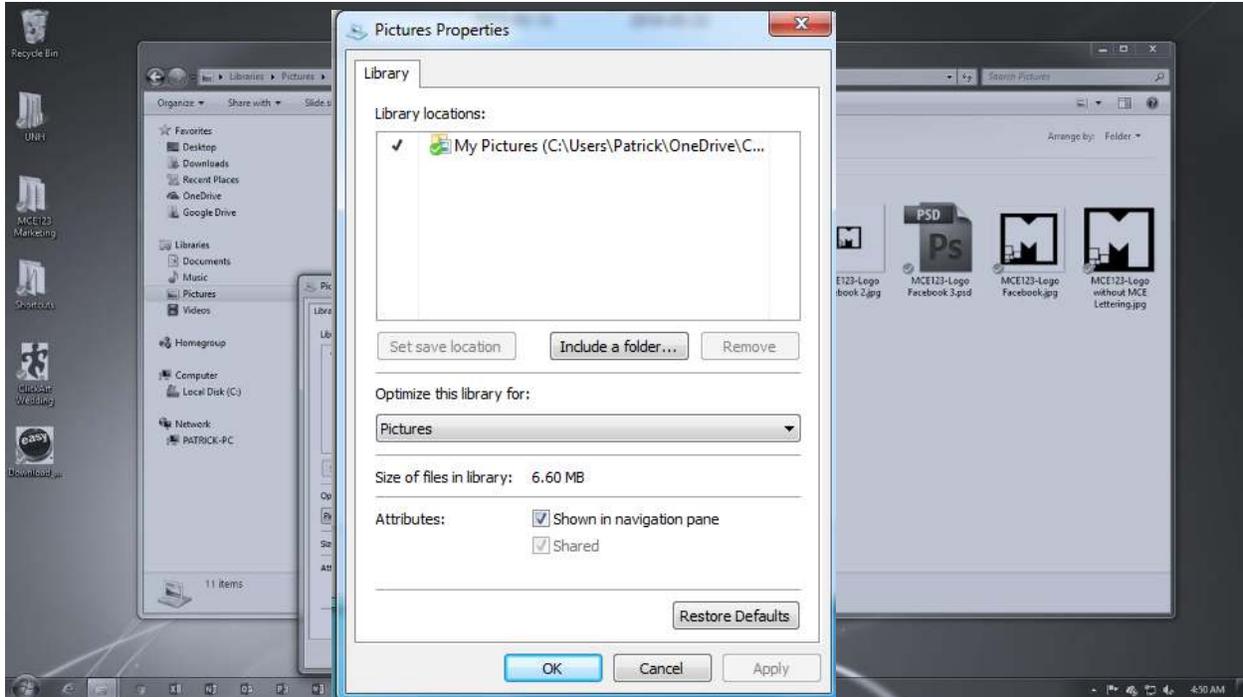
First, you need to right click on the Library that you wish to change the Location for.

Libraries include the following, per their respective initial folders:

- Desktop   **C:\Users\%User_Name%\Desktop**
- Documents   **C:\Users\%User_Name%\Documents**
- Favorites   **C:\Users\%User_Name%\Favorites**
- Music   **C:\Users\%User_Name%\Music**
- Pictures   **C:\Users\%User_Name%\Pictures**
- Videos   **C:\Users\%User_Name%\Videos**

You have a choice to either setup these Libraries solely as backups, such as re-directing them to their directory structure under **C:\Users\%User_Name%\OneDrive\Computers\%Computer_Name%**, or, you can redirect them all to a common folder in OneDrive, such as **C:\Users\%User_Name%\OneDrive**, or, **.\Backup**

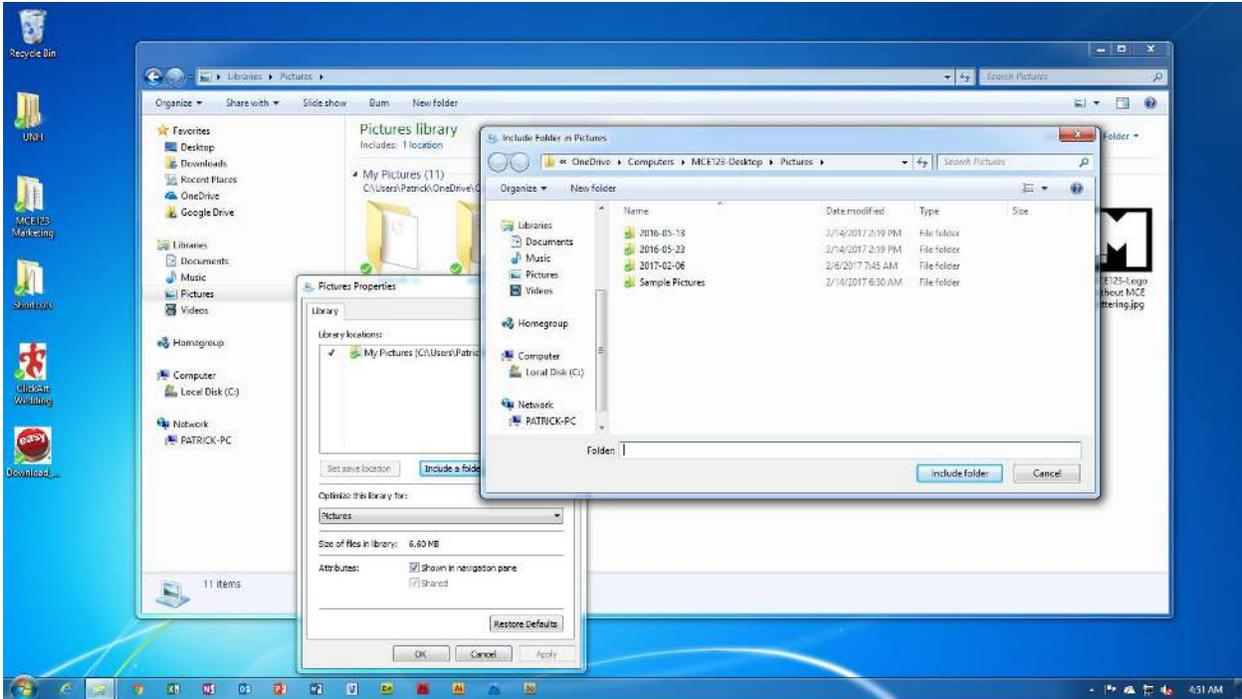This screenshot shows the dialog box that pops up after you right click and select Properties on "Pictures", on the side bar navigation in Windows Explorer. You simply add the OneDrive Folder path that you want to synchronize with, if the folder already exists, or create a new folder under the OneDrive path that you want to use for the Library, such as the following directory structure:
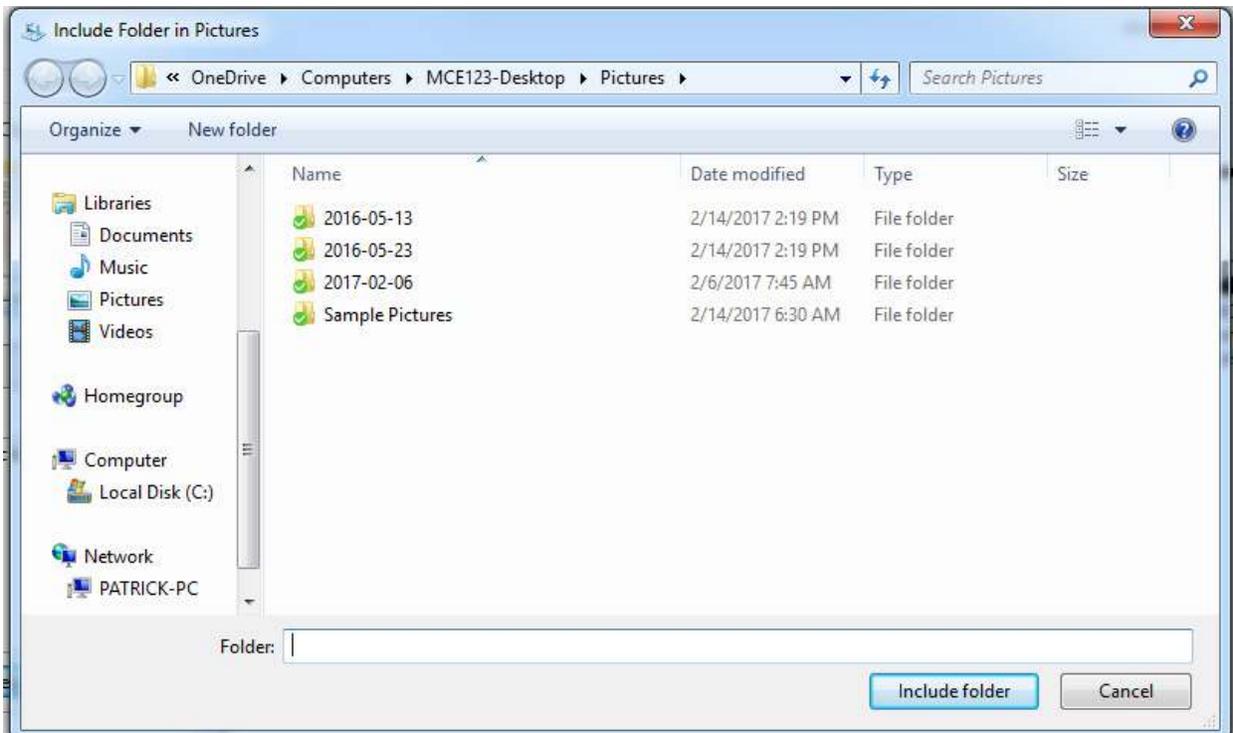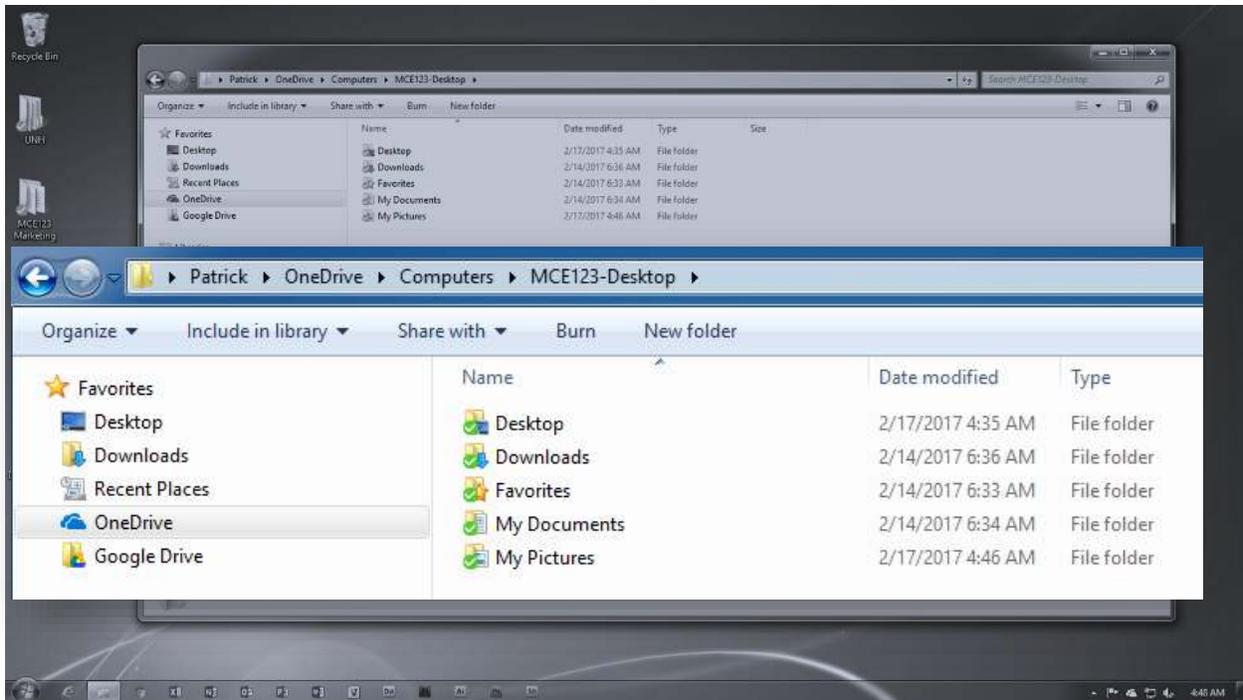

C:\Users\%User_Name%\OneDrive\Pictures

C:\Users\%User_Name%\OneDrive\Computers\%Computer_Name%\Pictures

Note that you only need to add one of the folders, however you can also configure the Libraries to show multiple folders – however this will not necessarily change the folder in which your programs save the Pictures in by default, and if you have multiple folders listed, it will show each of the folders in a hierarchical format in Windows Explorer when you click on that respective Library.

The above screenshot shows how you can add a folder to the Library, in this case Pictures, by clicking on "Include a Folder".
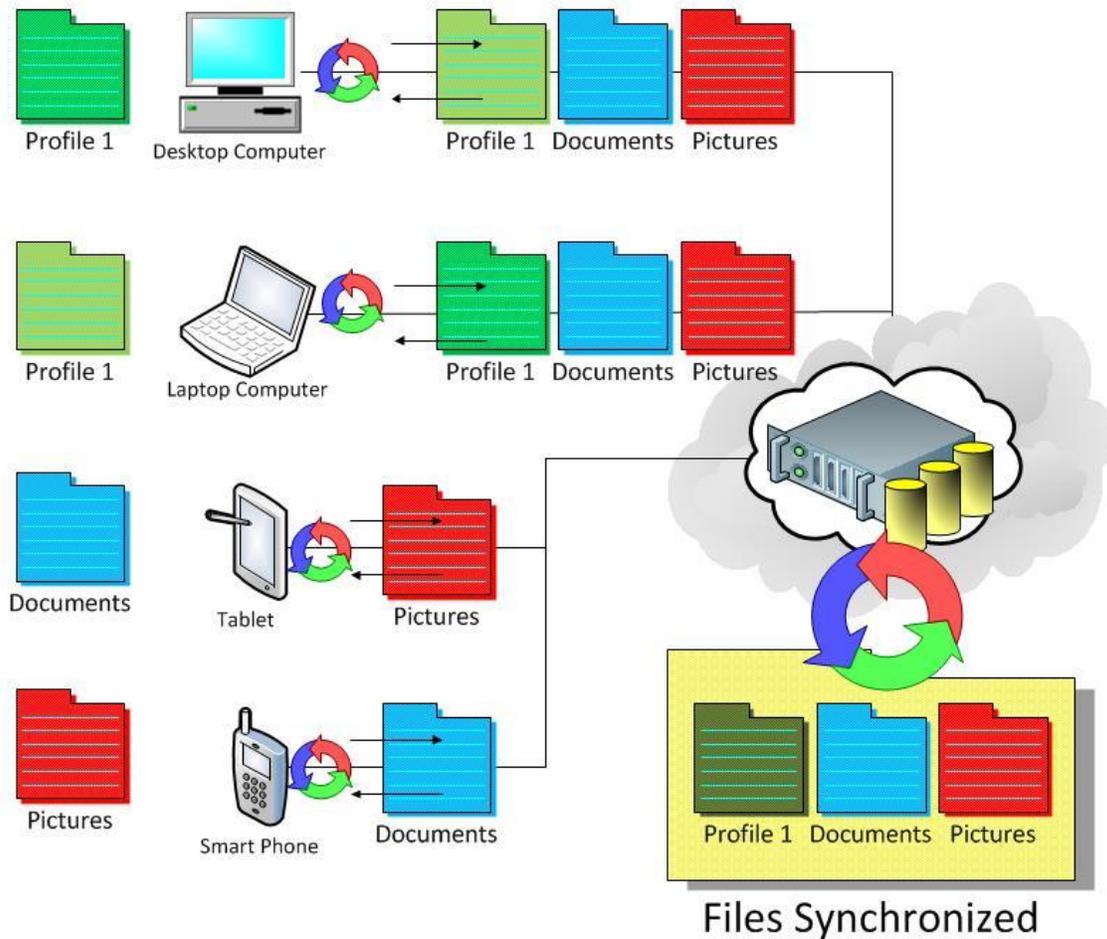
This configuration shows that we have the files backed up with the **Cloud Backup Configuration** under the **.\OneDrive\Computers** Folder, so that the files may be accessed on all the computers that use the OneDrive account, but aren't configured to synchronize the profile as a **Cloud Roaming Profile**.
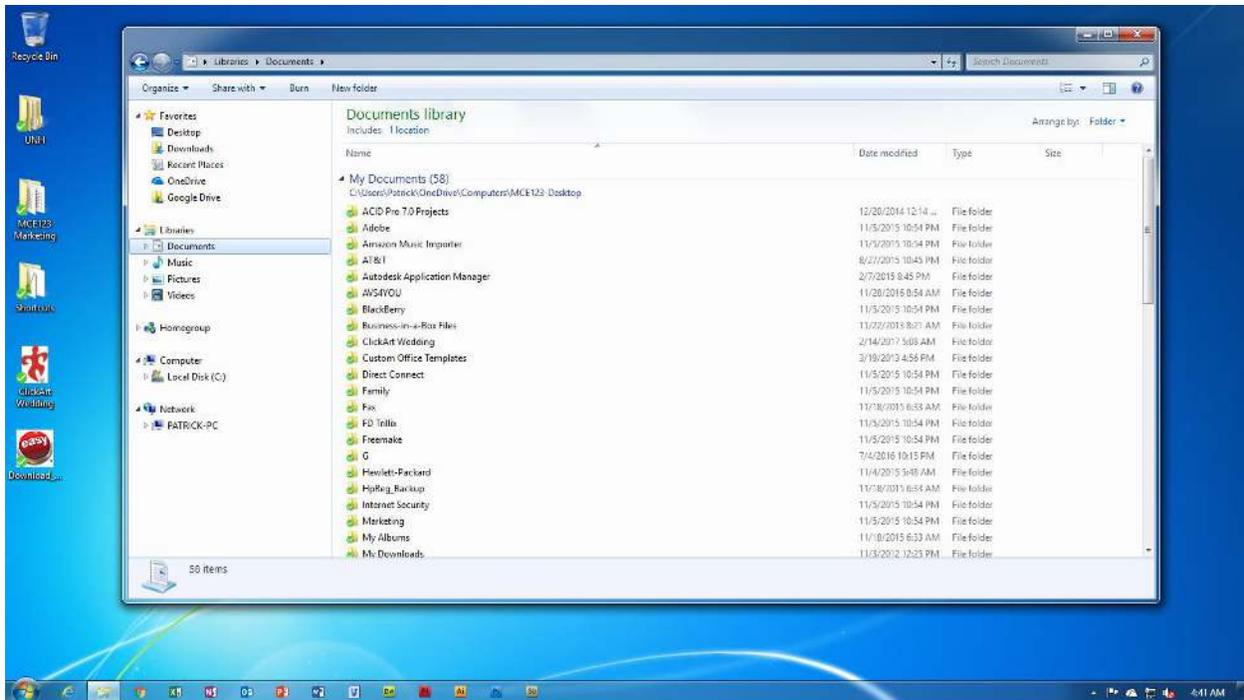
The only difference between a **Cloud Backup Configuration** and a **Cloud Roaming Profile Configuration**, is that the Backup uses separate folders, under the **.\OneDrive\Computers** Folder:

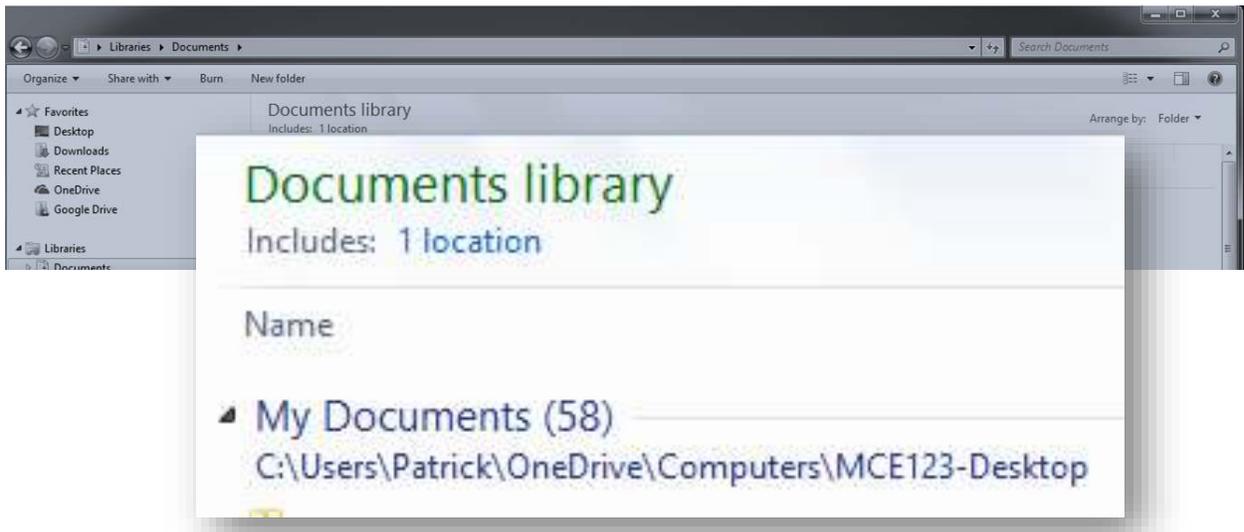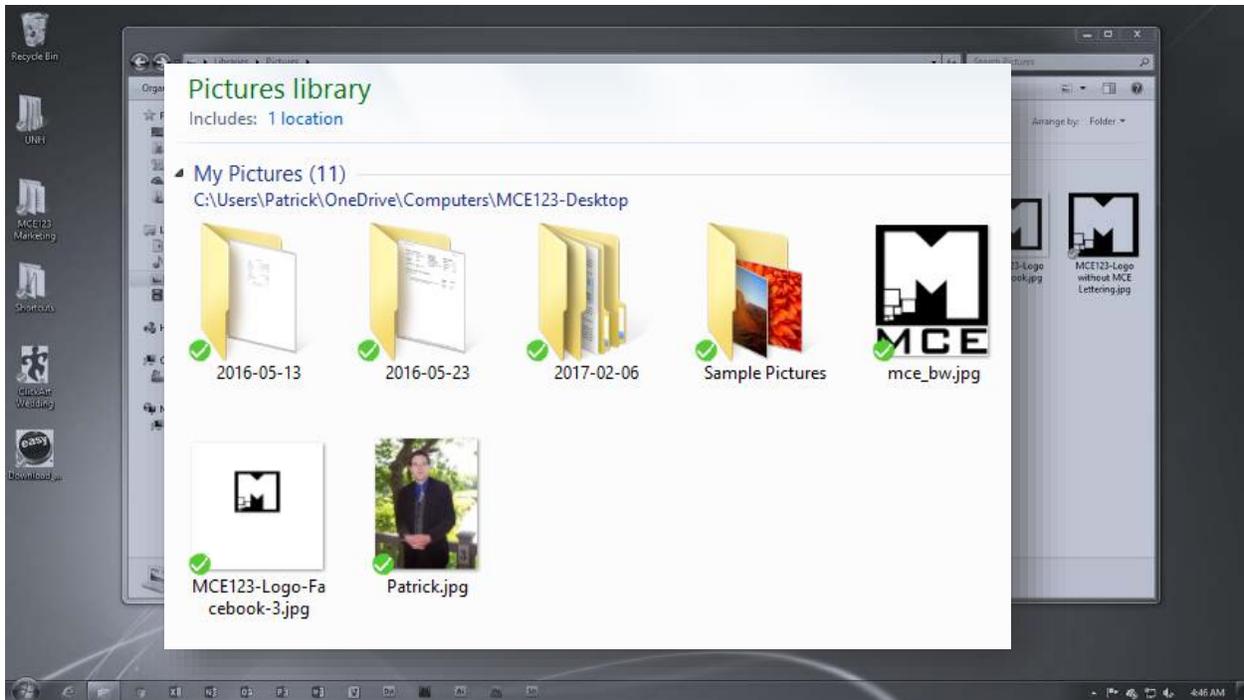| Computer Name:	Folder it synchronizes Libraries to:
MCE123-Desktop	C:\Users\Patrick\OneDrive\Computers\MCE123-Desktop\
Patrick-Laptop	C:\Users\Patrick\OneDrive\Computers\Patrick-Laptop\

MCE123 OneDrive Synchronization Example Diagram

Files Synchronized

The above diagram shows how the Desktop Computer and the Laptop Computer both have profiles with the same name, "Profile 1", and how OneDrive can synchronize the changes on the different profiles automatically when setup with the **Cloud Roaming Profile Configuration**. It also shows how the Tablet and the Smart Phone both synchronize their Libraries to the Desktop, Laptop, and to themselves, however that "Profile 1" does not synchronize with the Tablet or Phone.

This screenshot shows how, after being setup, My Documents, or Documents, reflects the file folder path under the OneDrive folder, **C:\Users\Patrick\OneDrive\Computers\MCE123-Desktop\Documents\,** located in the Users Profile folder under the specific username of the Profile.

This screenshot shows the Pictures Library folder, after it has been synchronized with OneDrive.

Stay tuned for more information about how to setup the **Cloud Roaming Profile Configuration**. It's basically the same as setting up the **Cloud Backup Configuration**, except you also setup the same settings, to synchronize with the same respective OneDrive folder for each of the Libraries, on each of the computers that you want to synchronize the Libraries with.

And remember – you can synchronize as much, or as little as you like. Perhaps you want to synchronize photographs between your Desktop computer and your Phone, and then you'd also like to synchronize Documents between your Tablet and your Laptop. Any type of configuration, like these examples, are possible with custom Microsoft® OneDrive configurations like we have demonstrated.