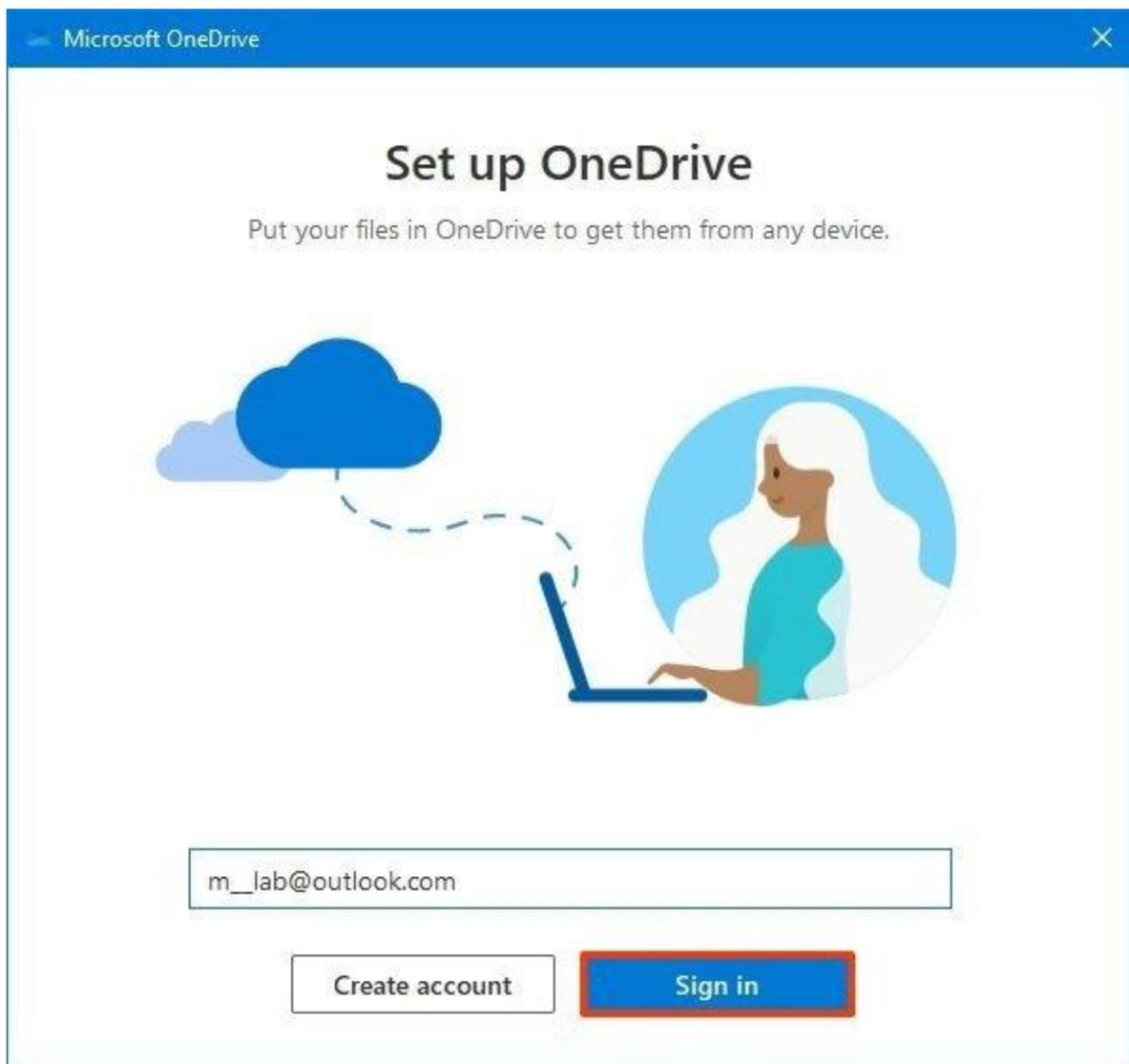


1. Open **Start**.
2. Search **OneDrive** and click the top result to open the app.

Quick tip: If you do not find OneDrive on the Start menu, the client is probably not installed. You can download the [OneDrive client offline installer from Microsoft](#) and double-click the file to install it. Also, if the setup process does not appear, right-click the cloud icon from the notification area and select the **Sign in** button.

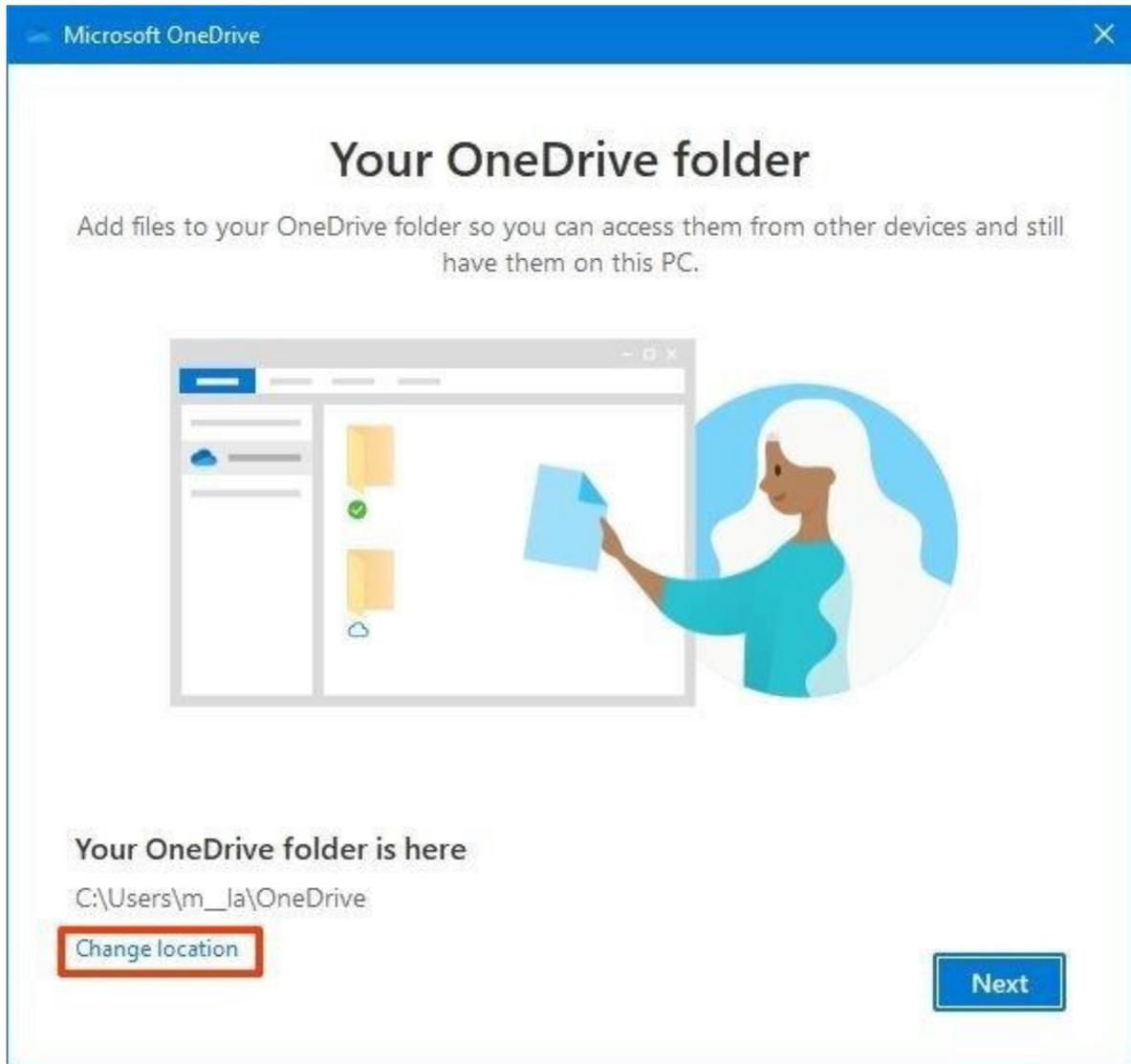
3. Confirm the Microsoft account address.
4. Click the **Sign in** button.



Source: Windows Central

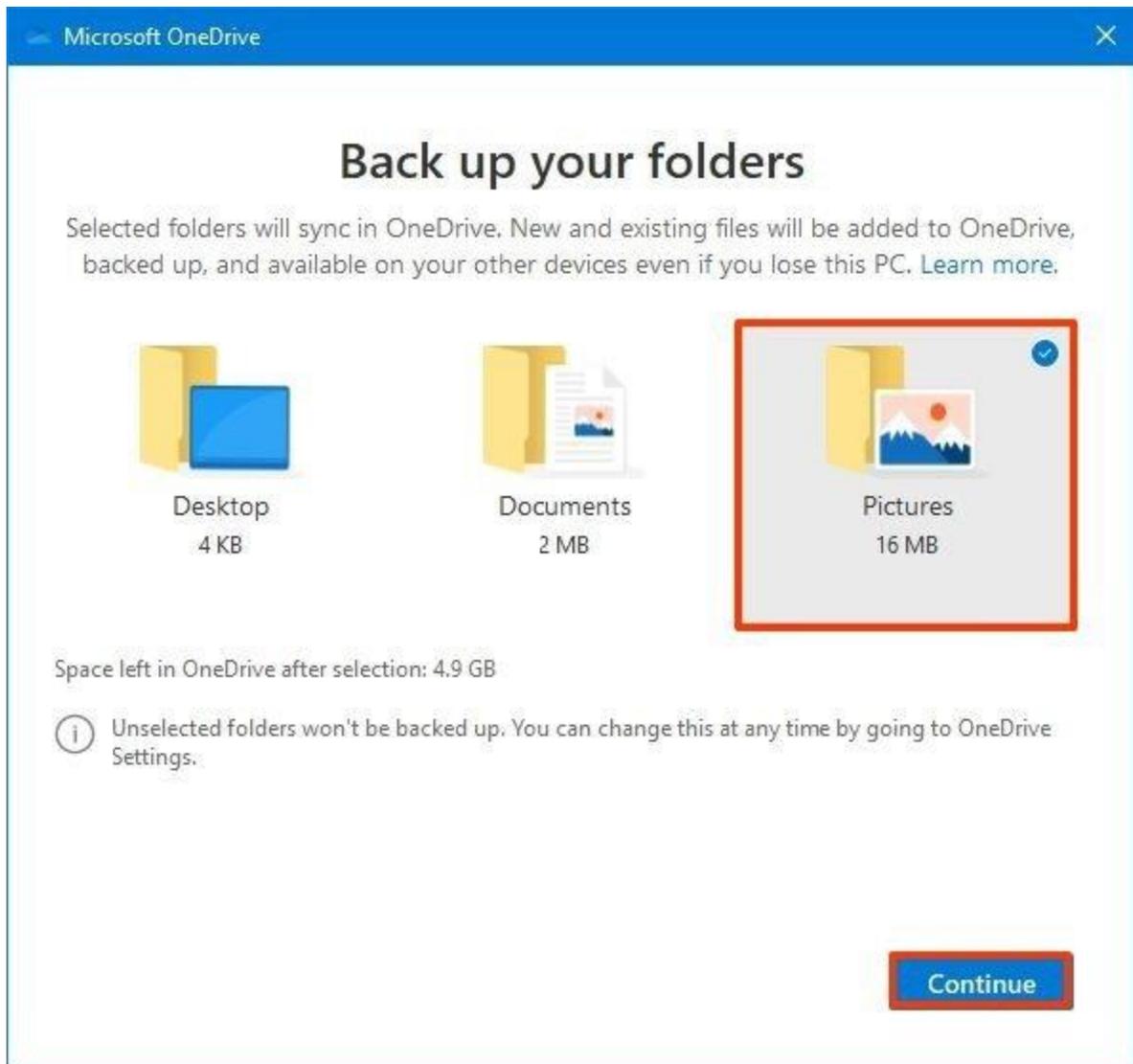
5. Confirm your account password.
6. Click the **Sign in** button again.

7. (Optional) Click the **Change location** option to specify a different folder to store the cloud files. (Usually, the default location is recommended.)



Source: Windows Central

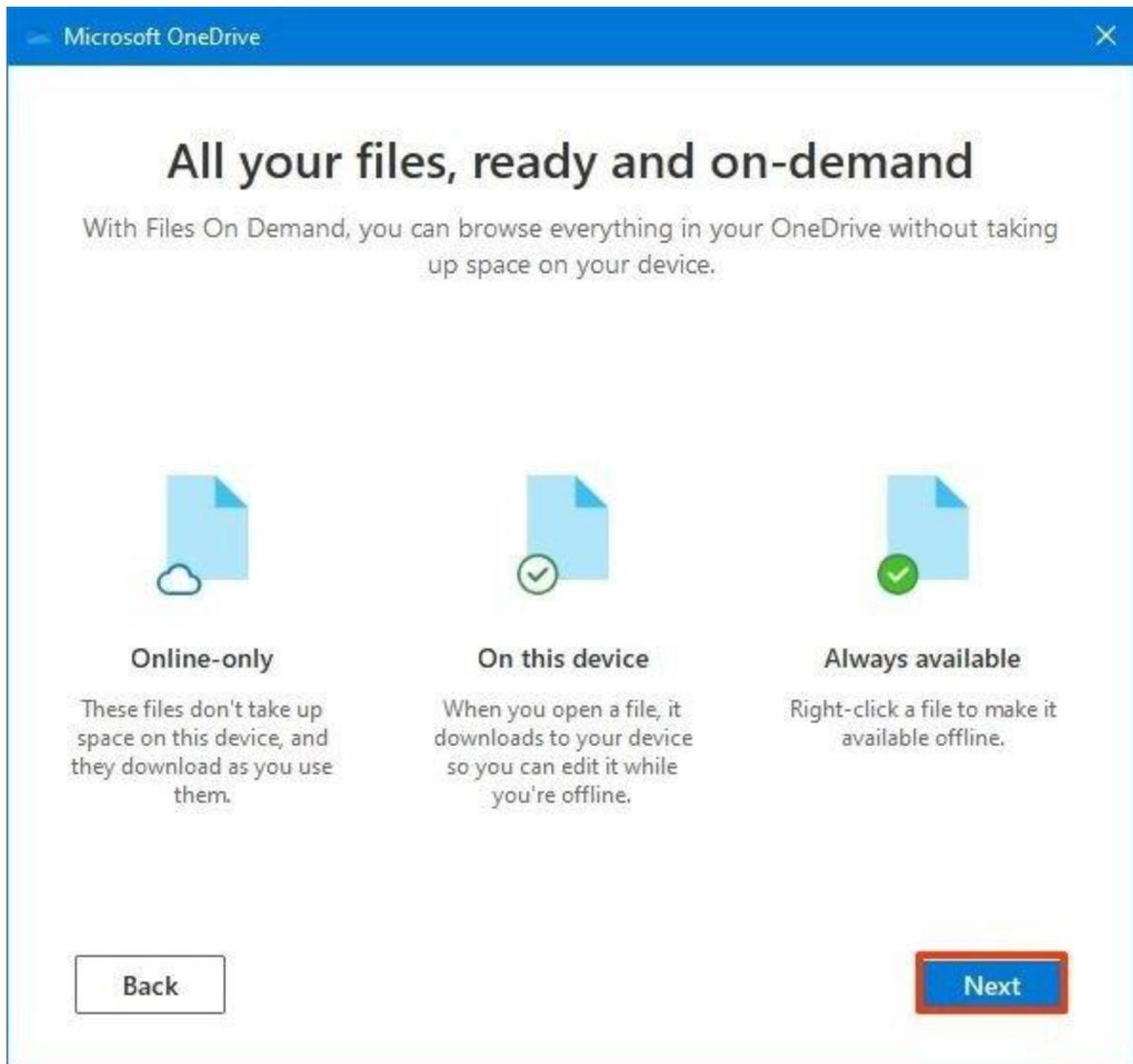
8. Click the **Next** button.
9. (Optional) Clear the **Desktop**, **Documents**, and **Pictures** selections.



Source: Windows Central

Quick note: OneDrive offers the ability to back up your system profile folders. Although it is recommended to use this option, you may not have enough space to upload all your files if you have the free version of the service. If this is the case, skip this option until you sign up for a subscription plan. You can always access the backup settings from the **Backup** tab in the OneDrive settings.

10. Click the **Skip** button (or **Continue** button).
11. Click the **Not now** button.
12. Click the **Next** button.
13. Click the **Next** button again.
14. Click the **Next** button one more time.



Source: Windows Central

15. Click the **Later** button.

16. Click the **Close** button.

After you complete the steps, OneDrive will be ready to start uploading files.