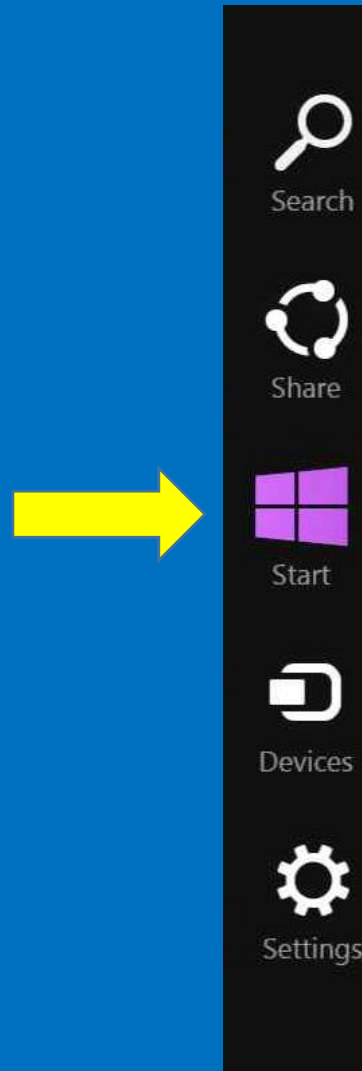
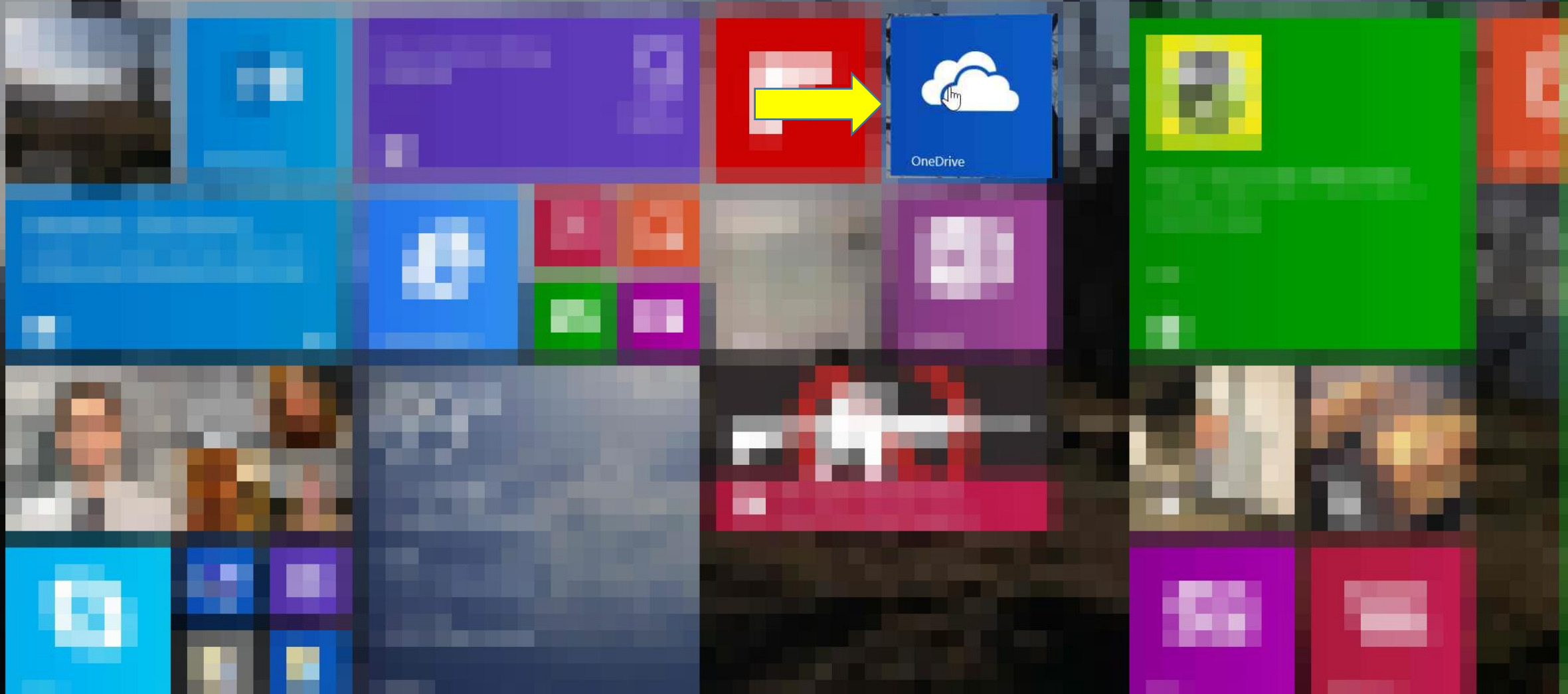


Configure OneDrive  
to synchronize files

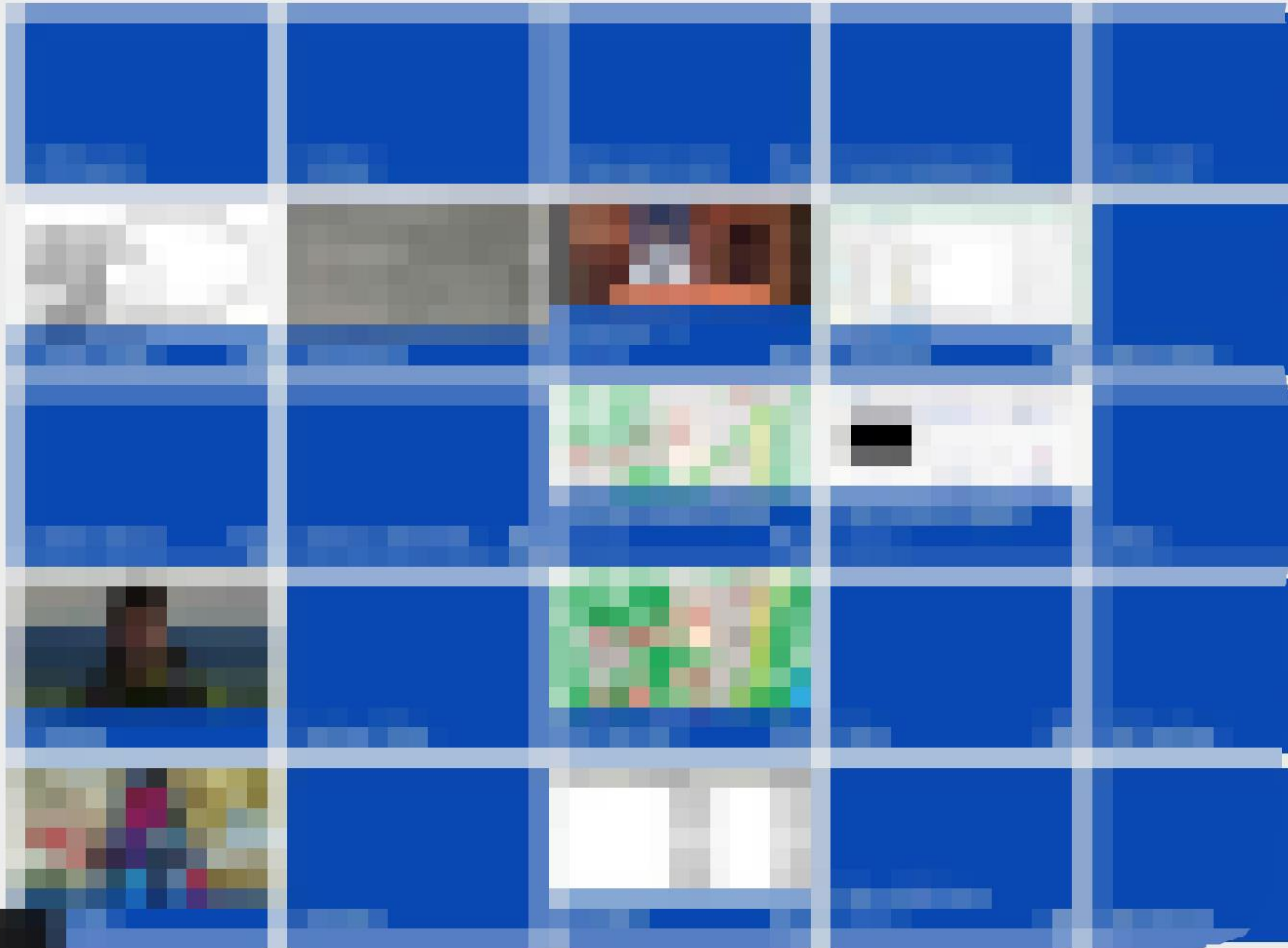
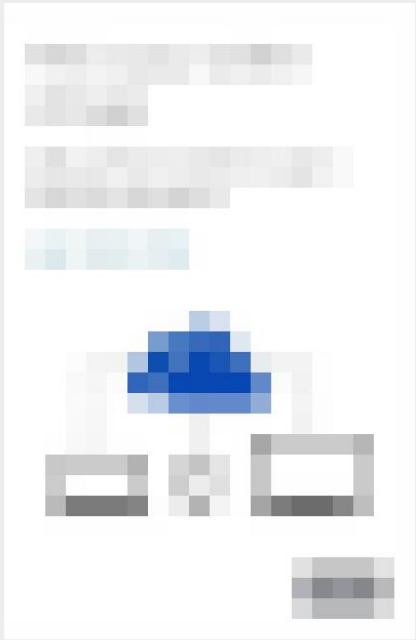
Swipe in from the right of your surface and press Start



Find and select the OneDrive icon



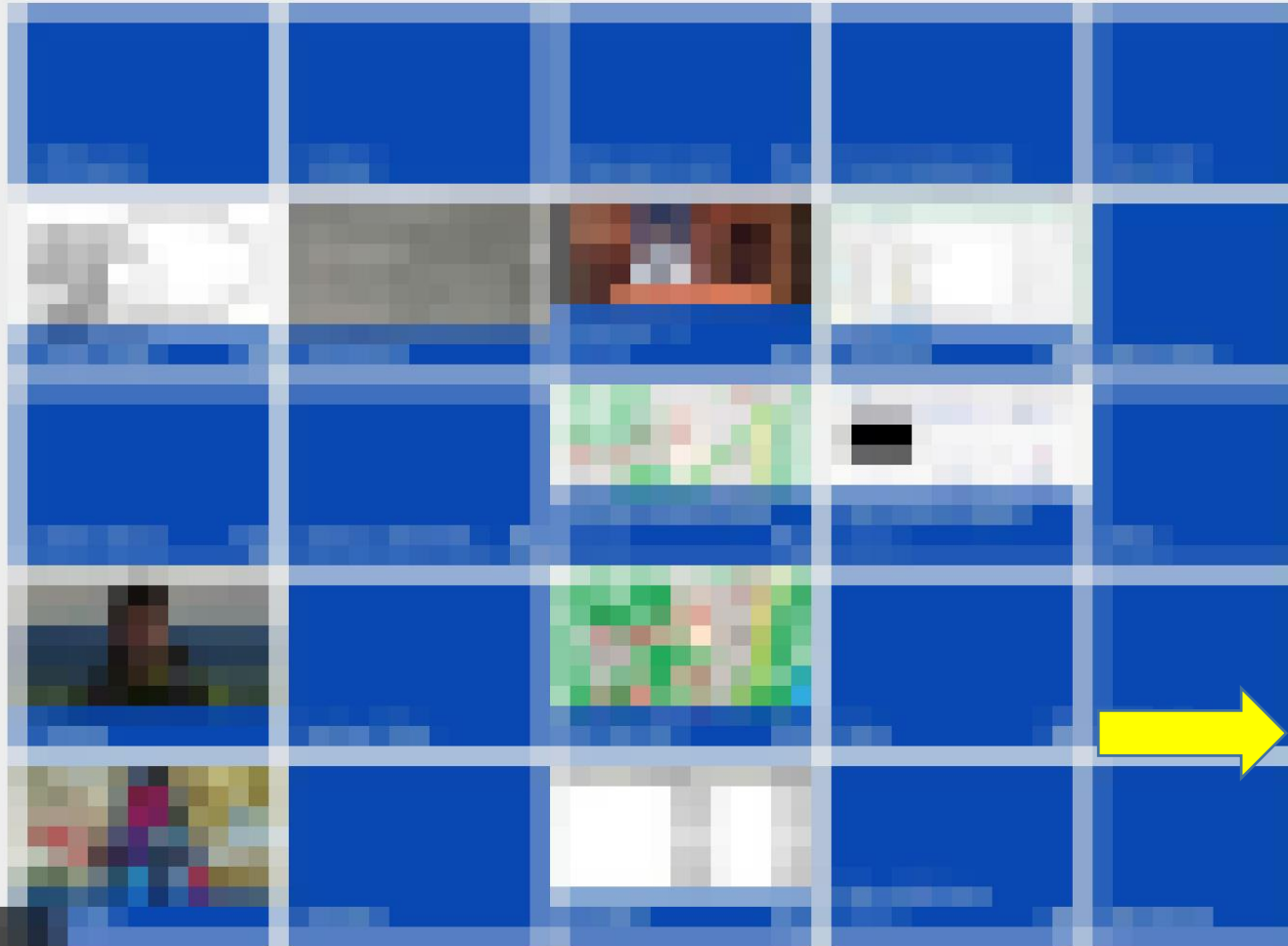
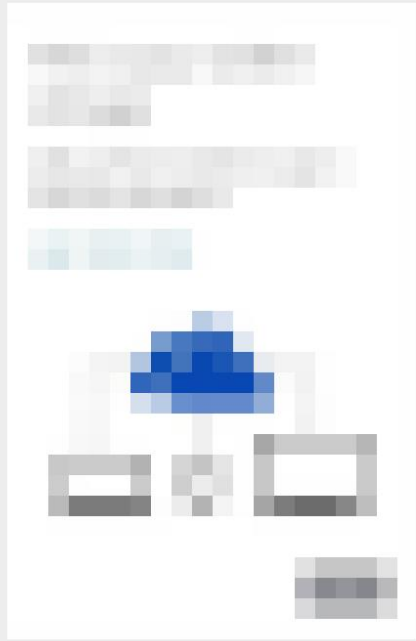
Once open, swipe from the right



- Search
- Share
- Start
- Devices
- Settings



# Select Settings



Search



Share



Start



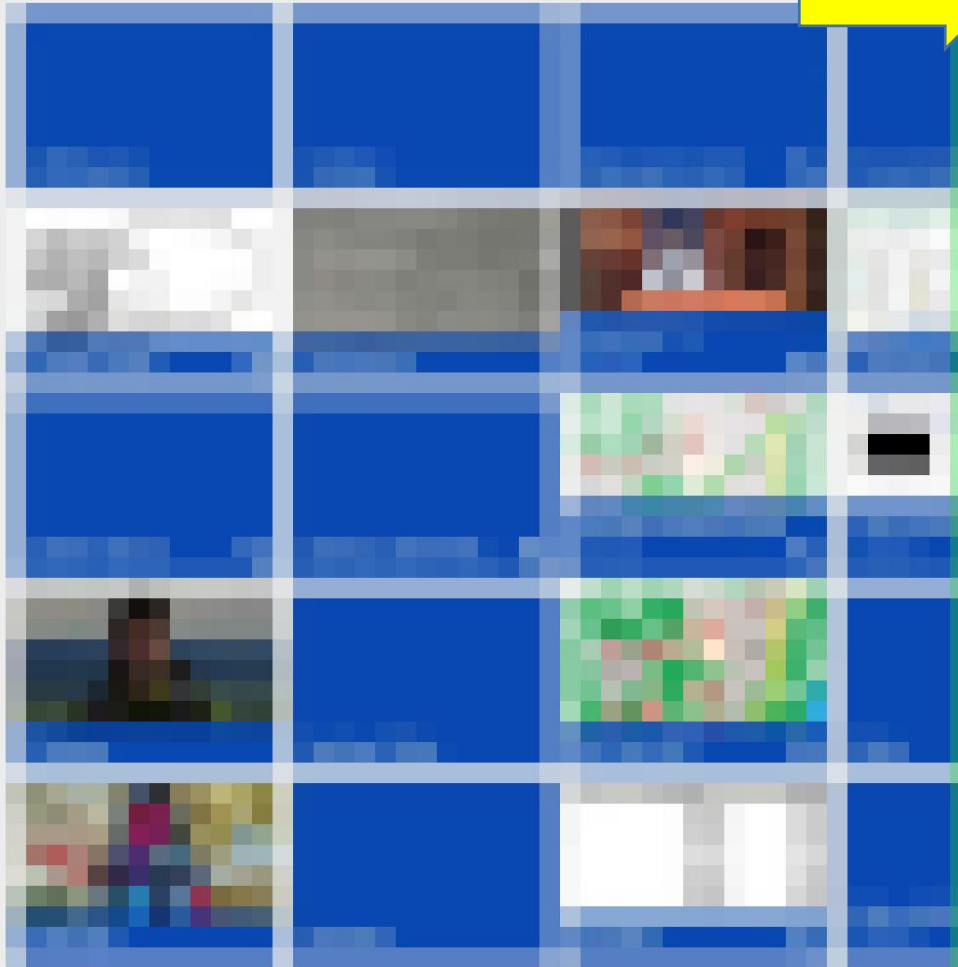
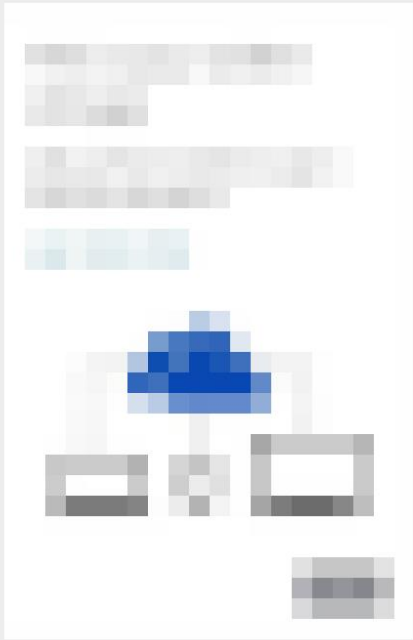
Devices



Settings



# Select Options



## Settings

OneDrive  
By Microsoft Corporation

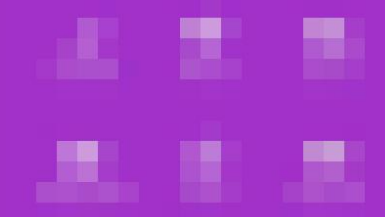
Options

Help

About

Feedback

Permissions



Under “Access all my OneDrive files offline”  
drag slider to the right

← Options

**Access all my OneDrive files offline**  
Make all files available even when this PC isn't connected to the Internet.

On

If you turn on this setting, your files will take up space on this PC.

Space needed 2.70 GB  
Space available 10.44 GB

**Free up disk space**  
Make all my OneDrive files online-only on this PC.

[Make all files online-only](#)

**Sync files**  
To pause uploading and downloading, turn this off.

On

[Open PC settings to change other OneDrive options](#)

OneDrive will start to synchronize all your files and folders. It is an automatic process, so you can shutdown or put your device in sleep mode, and when it starts again it will start the synchronization process from where it left off...