

**Braxton County Schools**

**Tech Tip Page (TTP)**

**How to set up auto-sync for Microsoft Teams**

1. Click on the OneDrive icon (gray cloud) in the system tray (bottom right corner of your screen) and sign into OneDrive using your O365 username and password.



1. Once signed in authorize OneDrive to synch with your laptop.
2. Open Microsoft Teams.

**NOTE: You will have to do each of the following steps in every Team that you have created for your classes.**

1. Click the Teams icon for your class.
2. Once your team opens, click the “Files” tab.
3. Click the “Open in SharePoint button (you may need to click the three little dots and select SharePoint from a dropdown menu).



1. A new window will open. Once that window opens click the “Sync” button. Select “Always allow” so that your files will auto-sync.



1. Click on “File Explorer” (the little folder on the bottom of your screen).



1. Scroll down to the tab titled WV Department of Education and click it to expand it. This is not the OneDrive – WV Department of Education tab located at the top of the list. You will have to scroll down to find the correct tab.
2. Once expanded, you will be able to see your individual classes, with one folder labeled to match your class name.



1. Right click on the folder titled the same as your class and select “Always keep on this device”. You will have to do this for each class folder.



1. Now when your students connect to any wifi device (not just at school) their OneDrive will auto-sync and download files from their teams and save them on their devices.