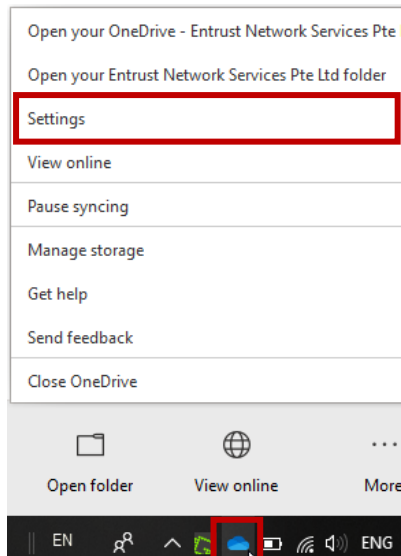


Re-Sync OneDrive files and folders

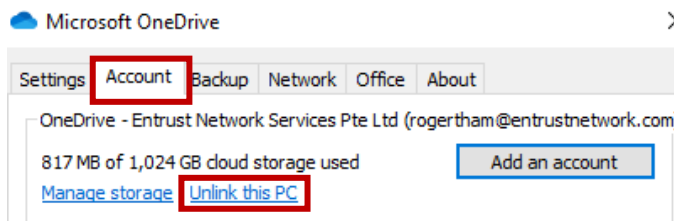
Step: 1

Right-Click on OneDrive which is located at the bottom right of your taskbar and go to **“Settings”**

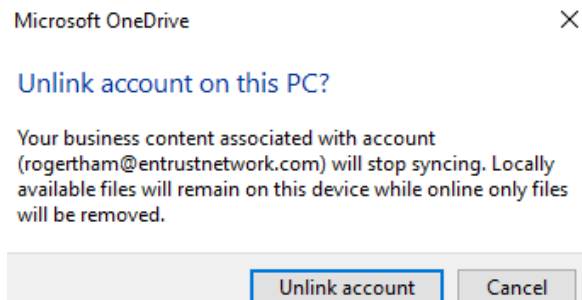


Step: 2

Go to **“Account”** and click **“Unlink this PC”**



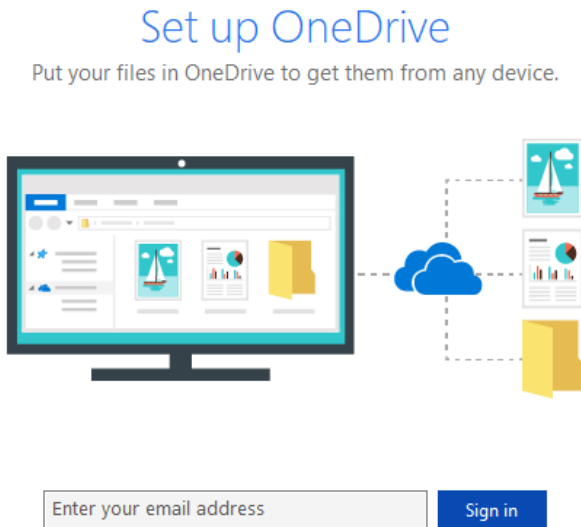
Click **“Unlink account”**



Step: 3

After you have unlinked the account, OneDrive sign in page will appear.

Enter your email address and password to sign in.



After you signed in, you will see this window pop-up. As there is already a folder in our computer, we can continue using it.

Click on "Use this folder"

Microsoft OneDrive



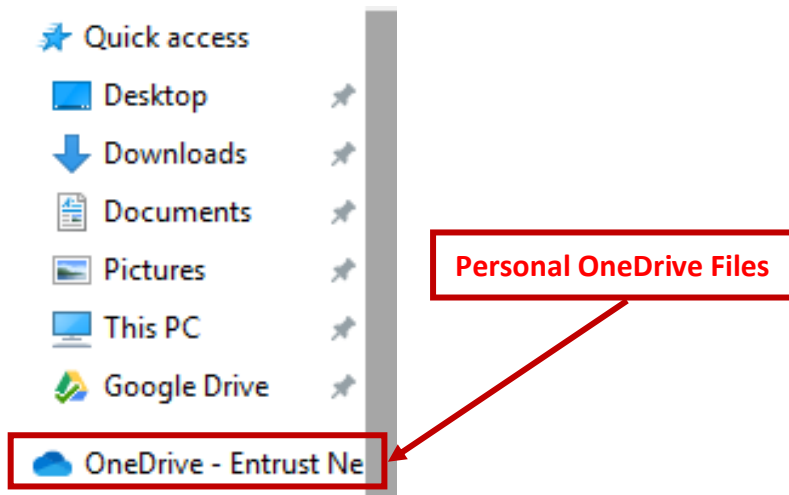
A OneDrive folder already exists on this PC

If you're connecting with the same OneDrive account as before, choose "Use this folder." Otherwise, choose a new location to avoid combining files from two accounts.

Choose new folder

Use this folder

Once this is complete, you will see that your OneDrive is in the navigation panel of your File Explorer. Do note that this is your **Personal OneDrive** files and not your shared OneDrive files. To sync the shared folders, follow the steps below.



Sync shared OneDrive files and folder to your computer File Explorer

Step: 1 (Accessing your webmail)

Open Firefox or any browser of your preference and go to <https://login.microsoftonline.com>

Enter your email: example@entrustnetwork.com

Enter your password: xxxxxxxx

Click the "Sign in" button to log in your webmail



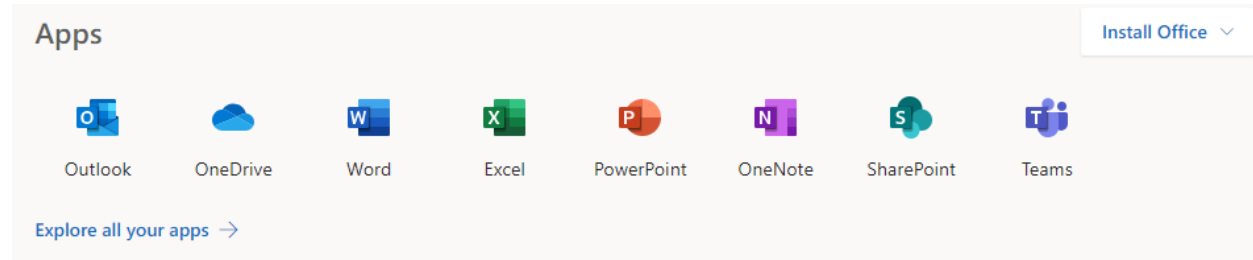
Work or school, or personal Microsoft account

Keep me signed in

[Can't access your account?](#)

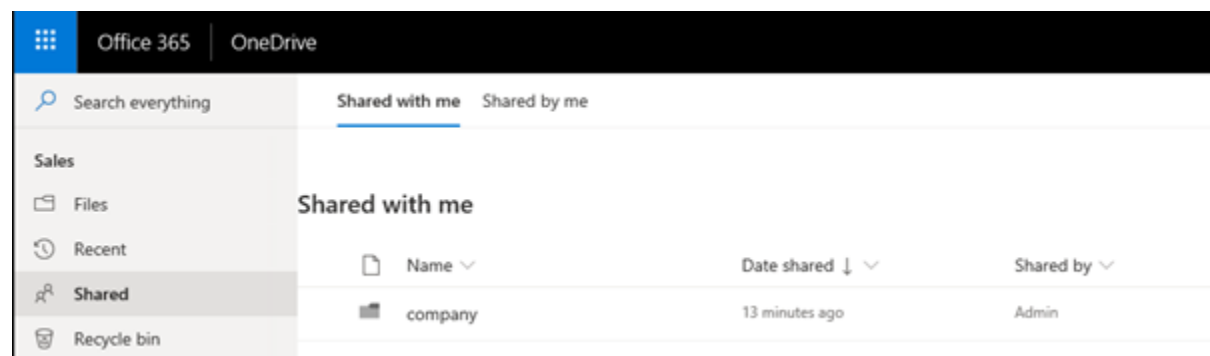
Step: 2

Click on “OneDrive”



Step: 3

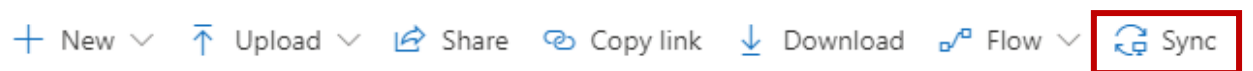
Click on “Shared” and you will see the folder that was shared with you.



Step: 4

Click on the shared folder and on the top right, you will see a “Sync” button.

Click on “Sync” to connect OneDrive to your computer.



Files > company

Name	Modified	Modified By
Very Important Stuff.docx	A few seconds ago	Roger Tham

Step: 5

Click “Open Microsoft OneDrive” and wait for the sync to be complete.

Open Microsoft OneDrive?

Always open these types of links in the associated app

Open Microsoft OneDrive

Cancel

Getting ready to sync... ✕

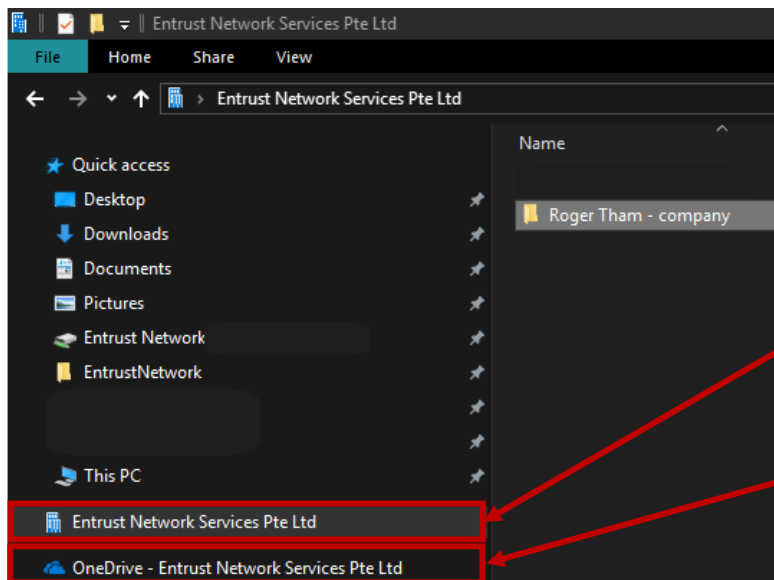
We're opening OneDrive on your computer...

Sign in with your [REDACTED] account, if prompted.

If nothing happens, you may need to [get the latest version of OneDrive](#)

Step: 6

Click on your “File Explorer” and you will find 2 OneDrive files on your “Navigation Pane”. One is your Personal OneDrive and the other is a Shared OneDrive.



Shared OneDrive

Personal OneDrive