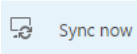# How to Sync OneDrive Folders on PC

Log in to your Office 365 (OWA) account.

Open OneDrive by going to Apps  and then click on OneDrive App 

Select Sync  and then 

You will see the following notification showing where the sync files are going on the hard drive of your computer. You can also select Show my files to go directly to folder.

Your files are syncing as we speak. Go take a look
and watch them come in.

You can see your files here:
C:\Users\jdc5\OneDrive - UW Office 365

Show my files...

To open **OneDrive for Business** on your local computer, locate OneDrive under All Programs on the Windows Start Menu. After opening OneDrive, you will see a cloud symbol (OneDrive),  at the bottom right corner of your desktop in your Notification Area.

To sync files, right click on OneDrive symbol  and select **Sync Now**. To sync a new library, select **Sync a new library.**

To view OneDrive folders on your computer, select **Open your OneDrive for Business folder.**