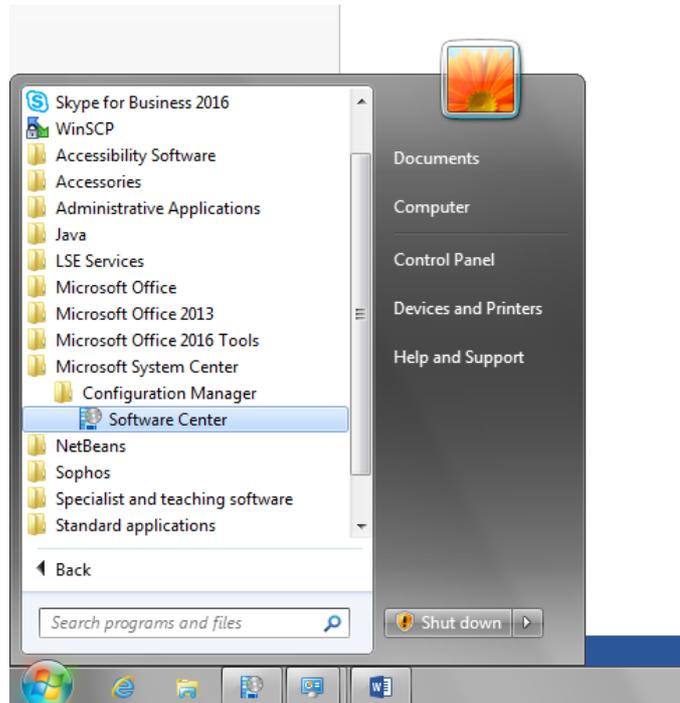
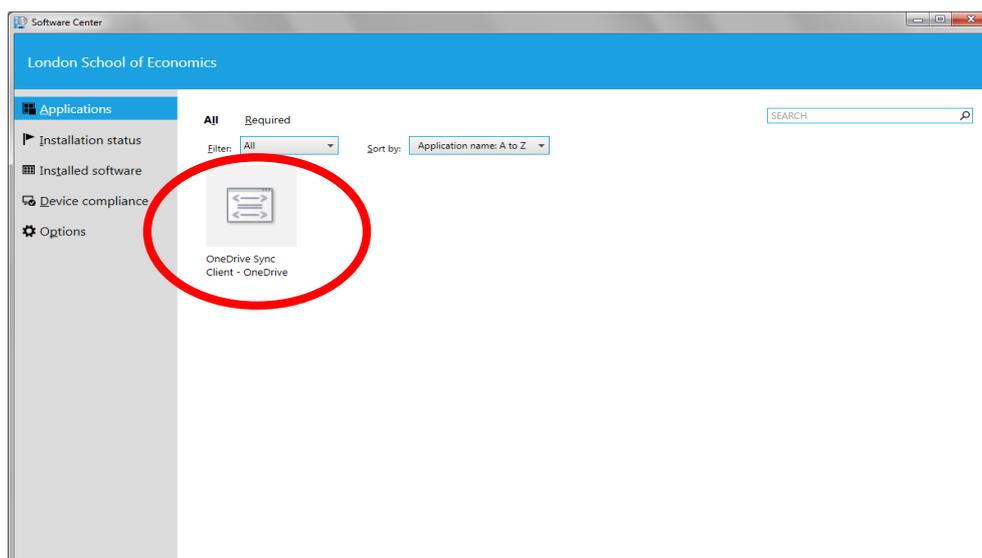


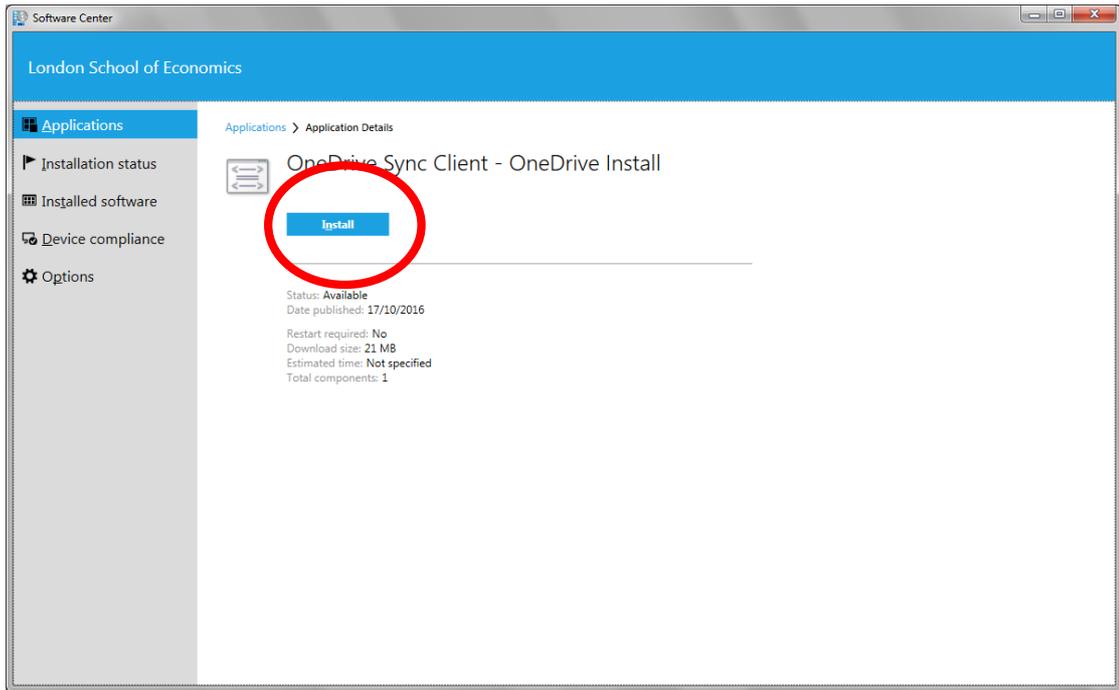
1. Click **Start** and then point to **All Programs**. Point to **Microsoft Systems Centre, Configuration Manager, Software Center**.
2. Click **Software Center** (the LSE software self-service portal).



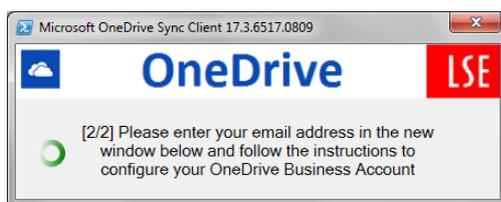
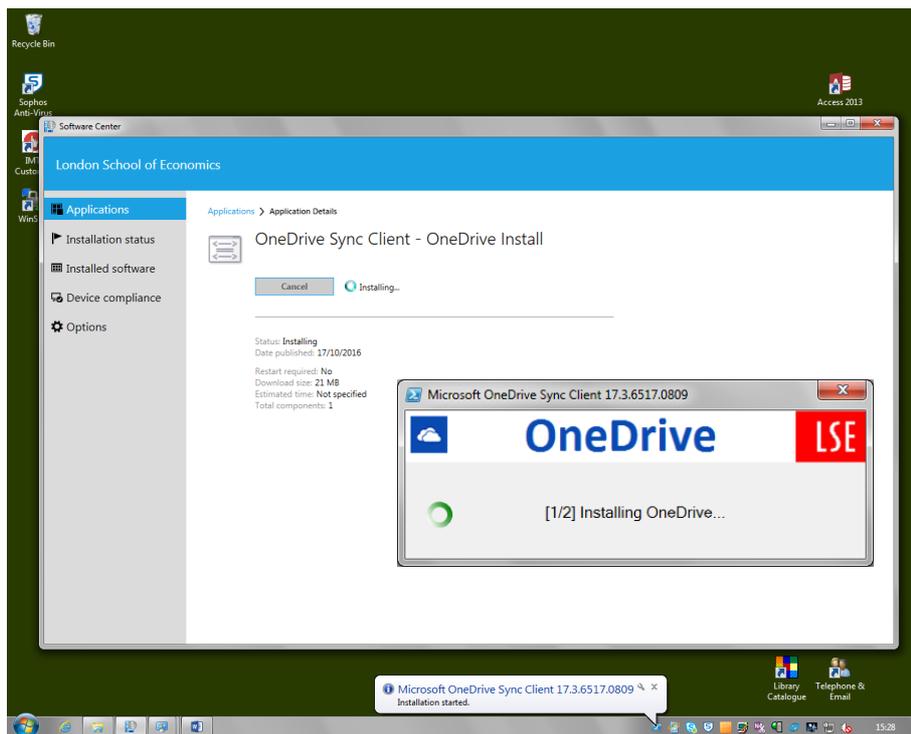
3. Click the **OneDrive Sync Client - OneDrive** icon shown.



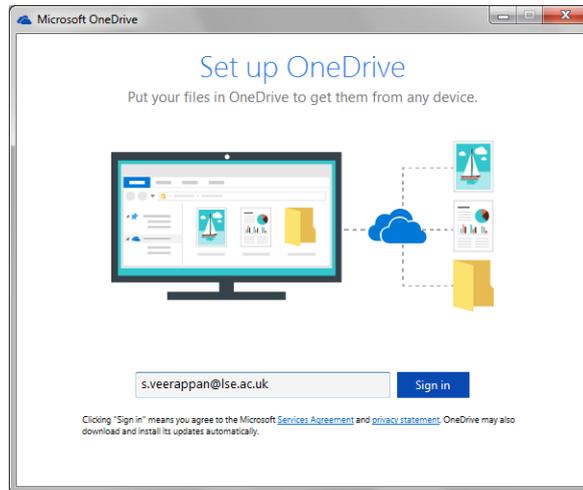
4. Click **Install** to begin the installation.
Note: once the installation has been started it cannot be cancelled.



5. The **OneDrive Sync Client** will now start installing. *This may take a short time to install.*



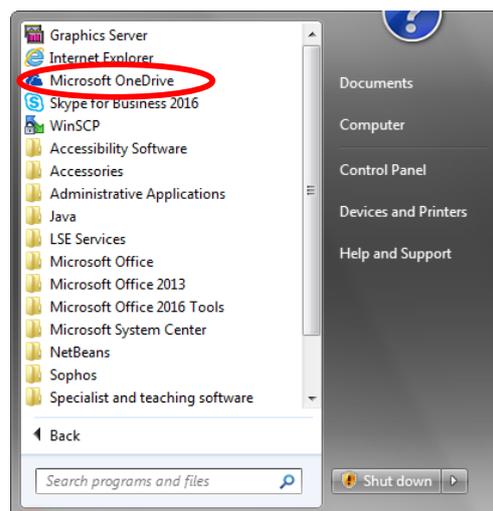
6. A message box will appear prompting you for your email address. In the **Set up OneDrive** window enter your LSE email and click **Sign in**.



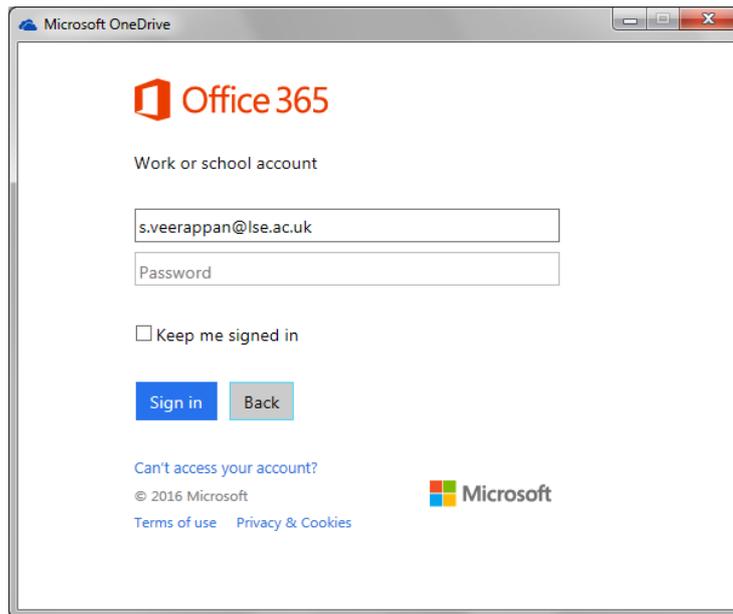
(If the Microsoft OneDrive window does not appear, a flashing OneDrive icon will be displayed on the taskbar– click to open the OneDrive window).



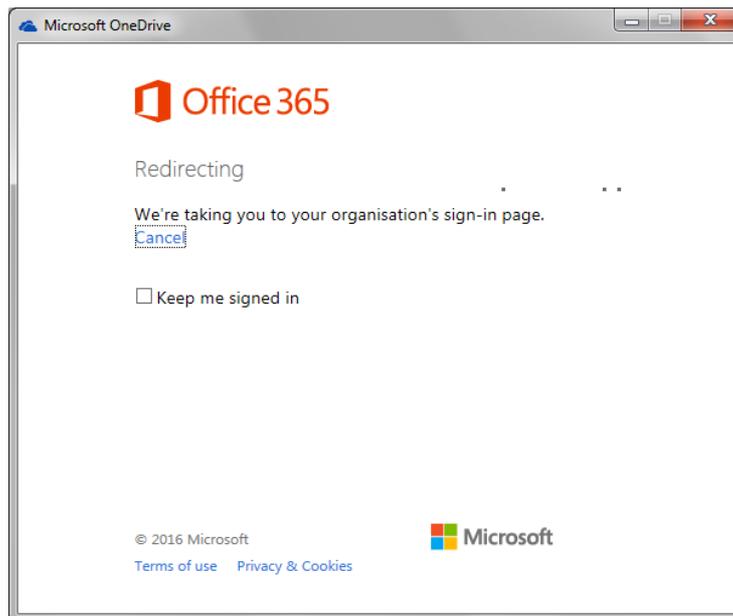
*Note: Do not close this window without completing the account setup process. If this window is closed the installation process will be interrupted and a small window with the LSE and OneDrive icon will stay on the screen. To return to the installation process, go to the **Start** menu and select the **Microsoft OneDrive** shortcut as show below.*



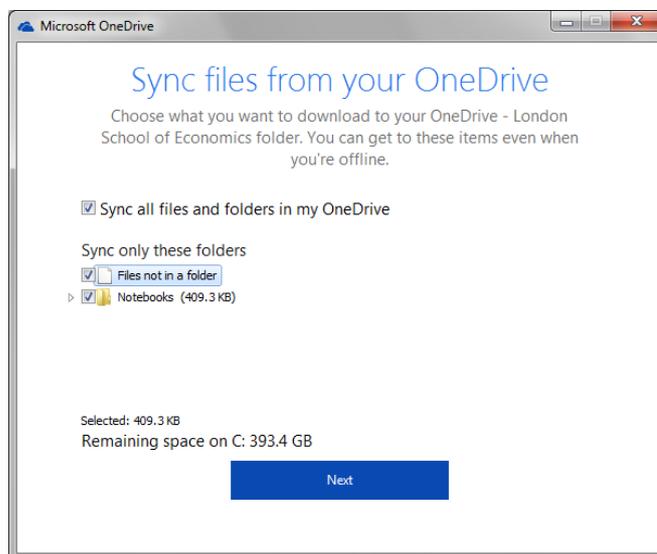
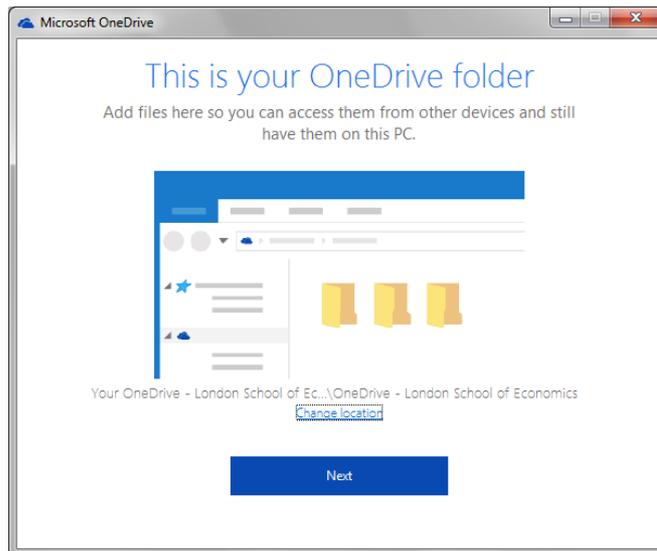
7. In the **Microsoft OneDrive** window, check that your email address is entered correctly and click on the **Password** text box. *There is no need to enter the password as it will be automatically fetched from the LSE servers (as you are already logged on into Windows).*



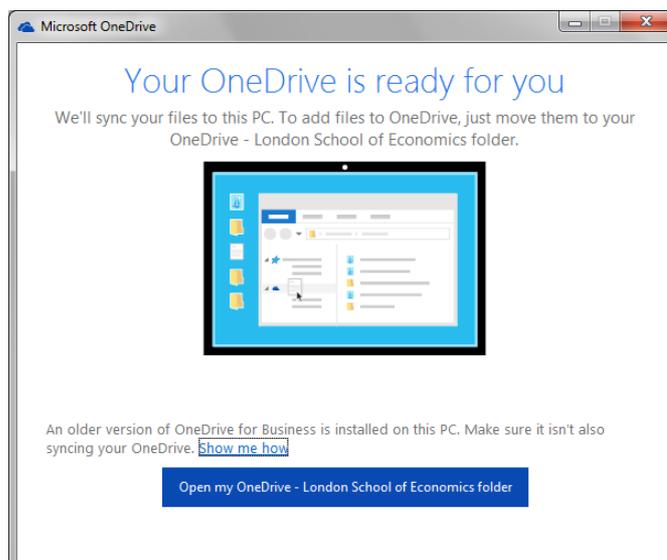
You will be redirected to the OneDrive for Business - London School of Economics sign-in page.



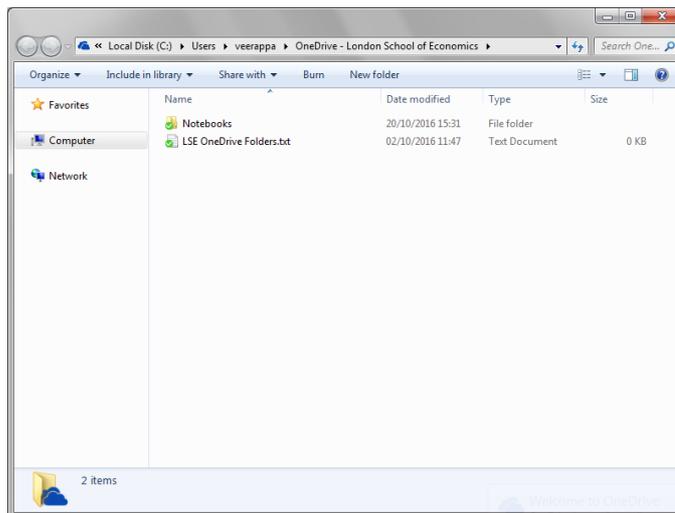
8. Click **Next** for the remaining installation prompts.



9. Finally, click on the **Open my OneDrive – London School of Economics Folder** to ensure the account is setup. It is important complete this step before closing the window.



10. Once your account is successfully setup, your synced folder will be opened.



11. Click **OK** in the OneDrive setup complete message box.



The **Software Center** can now be closed. The OneDrive guided tour webpage will be displayed.

12. Now you have installed the sync client, the OneDrive cloud symbol will appear in your task bar and you can open it using this shortcut

