

# Syncing to One Drive

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1. In the bottom right corner you will see a blue cloud or a dark gray cloud  
The blue cloud indicates you are logged into a one drive (personal or school)

Check by clicking on **more**, then **settings** –

Is it your loyal school email account – That’s Perfect!

If it’s a personal account, you will need to choose **Add an Account**,  
**enter your email account and follow through the prompts.**

2. Click on your File Folder



3. You should see a **One Drive – School District of Loyal**. This is where your files are stored in the cloud.

