Microsoft OneDrive Instructions

What is OneDrive:

OneDrive is a system that synchronizes the desktop and documents folders on every computer on campus. This allows you to save your work on one computer and open it on another, all automatically. You may also access your files on your personal computer or any other device. All your files will be available wherever you like, all automatically. Even better, they are all automatically backed up.

Using OneDrive:

No need to do anything. Simply save your work on any campus machine in the desktop or documents folders (subfolders are fine). Everything you do will automatically sync and be available anywhere on campus.

Icons:

Files may be on your hard drive, in the cloud, kept on your device, etc. OneDrive has icons by each file showing their status. These icons and their meanings are below:

Icon	Meaning
☁	A blue cloud icon next to your OneDrive files or folders indicates that the file is in the cloud. These files don't take up space on your computer. Just double click to open them, OneDrive will handle everything.
✔	When you open an online-only file, it downloads to your device and becomes a *locally available* file. You can open a locally available file anytime, even without Internet access. If you need more space, you can change the file back to online only. Just right-click the file and select "Free up space."
☁👤	If you see a "people" icon next to a OneDrive file or folder, this indicates the file or folder is shared with other people.
🔃	The circular arrows over any of the icons indicate that this file or folder is currently being synced. You do not have to wait for this to finish.

Check OneDrive status:

To view the status of your OneDrive, navigate to the bottom right of your screen and click on the OneDrive icon.
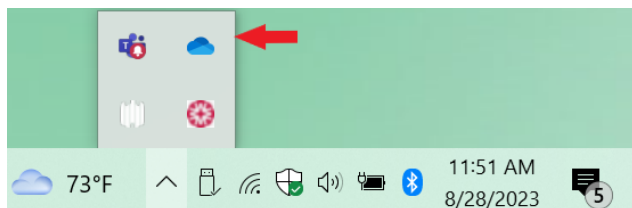
Note: *If you would like to access your files and folders off campus, you can do this through our portal at webmail.warren.edu and/or you can use OneDrive on your personal computer (it works on the Mac too). If you would like more information on this, or have any other questions, please contact IT at support@warren.edu or x2320.*

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