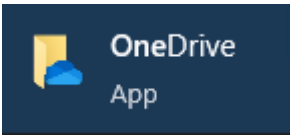


# OneDrive

- [INTRODUCTION TO ONEDRIVE](#)
- [Login to OneDrive](#)
- [Back up your files to OneDrive](#)
- [Checking if your file is saved on OneDrive Cloud](#)

# INTRODUCTION TO ONEDRIVE

## What is OneDrive?



**OneDrive** is a service provided by Microsoft that lets you store your files online. Think of it as a big, secure storage space on the internet where you can keep your photos, documents, videos, and other important files.

## Why Use OneDrive?

1. **Access Anywhere:** You can access your files from any device that can connect to the internet—your computer, smartphone, or tablet. This means you don't have to be at home or in the office to get to your important documents; you can reach them from anywhere.
2. **Backup:** OneDrive automatically backs up your files. If your computer crashes or you lose your phone, your files are still safe and can be accessed from another device.
3. **Share Easily:** You can easily share files with others. Instead of emailing large files, you can send a link to the file stored in OneDrive. This is handy for sharing photos with family or collaborating on documents with colleagues.
4. **Free Storage:** OneDrive offers some free storage space, so you can start using it without paying anything. If you need more space, you can purchase additional storage.
5. **Organized and Searchable:** You can organize your files into folders and use the search function to quickly find what you're looking for.

## Use of OneDrive?

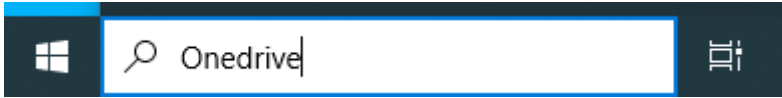
- **Upload Files:** You can drag and drop files from your computer to OneDrive, or use the upload button.
- **Sync:** If you install the OneDrive app on your devices, it can automatically sync files between your devices and OneDrive. This means any changes you make to a file on your computer will be updated on your OneDrive account, and vice versa.

- **Share Links:** Right-click on a file in OneDrive, choose "Share," and you can send a link to anyone you want to share the file with.

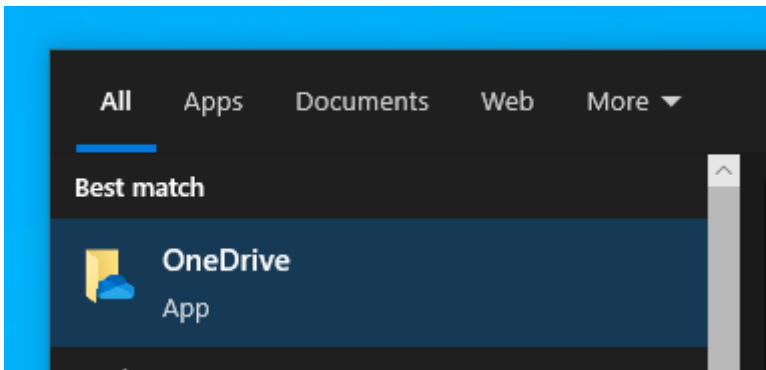
In summary, OneDrive helps you store your files securely online, access them from any device, share them easily, and ensure they are backed up. It's a convenient tool for managing your digital life!

# Login to OneDrive

1. First Search [OneDrive](#) on your windows search bar.



2. "**CLICK**" on the OneDrive application that appears on the result.



3. [OneDrive](#) login page will appear. Now you need to enter your company email address and password.

# Set up OneDrive

Put your files in OneDrive to get them from any device.

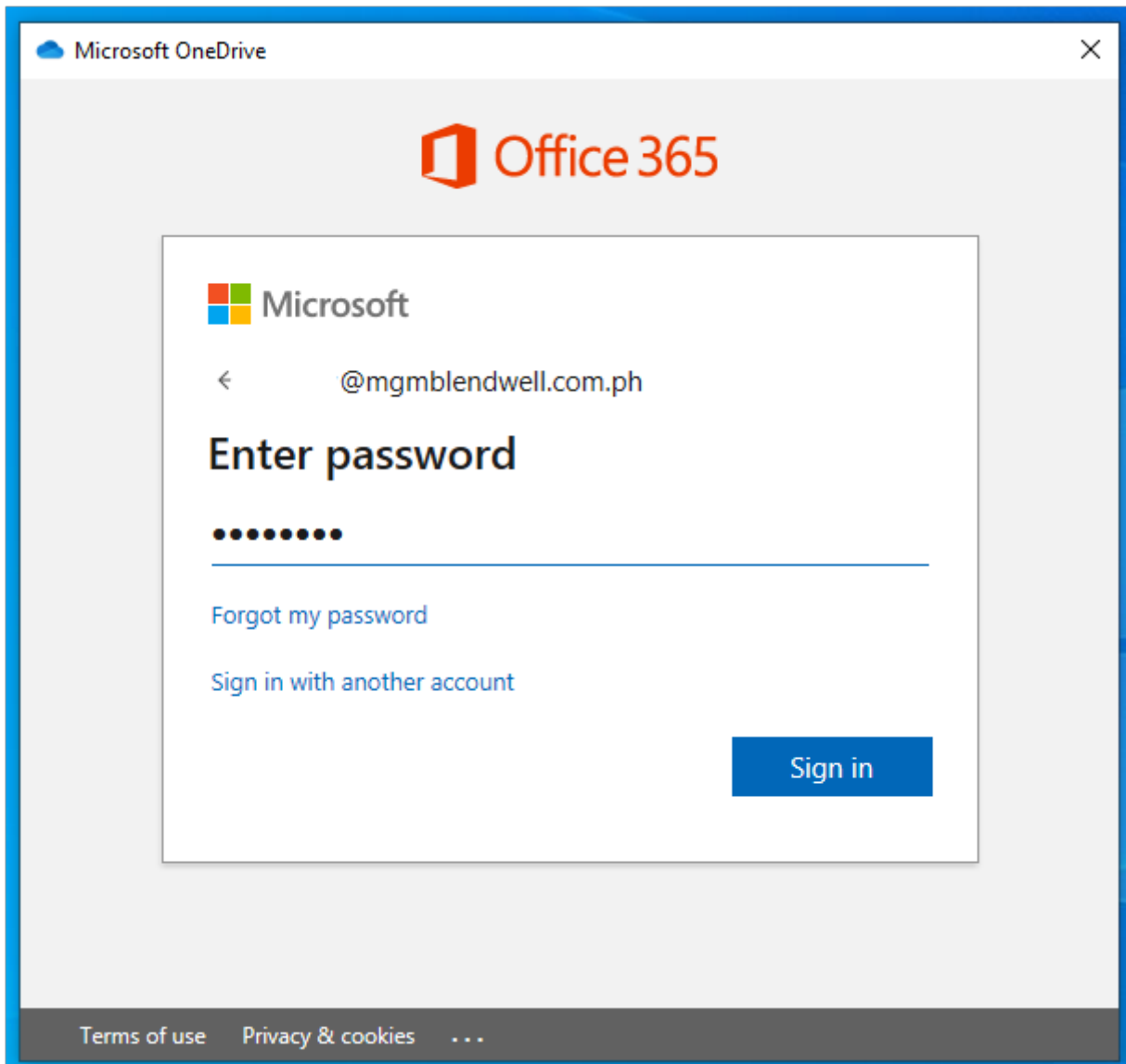


Email address

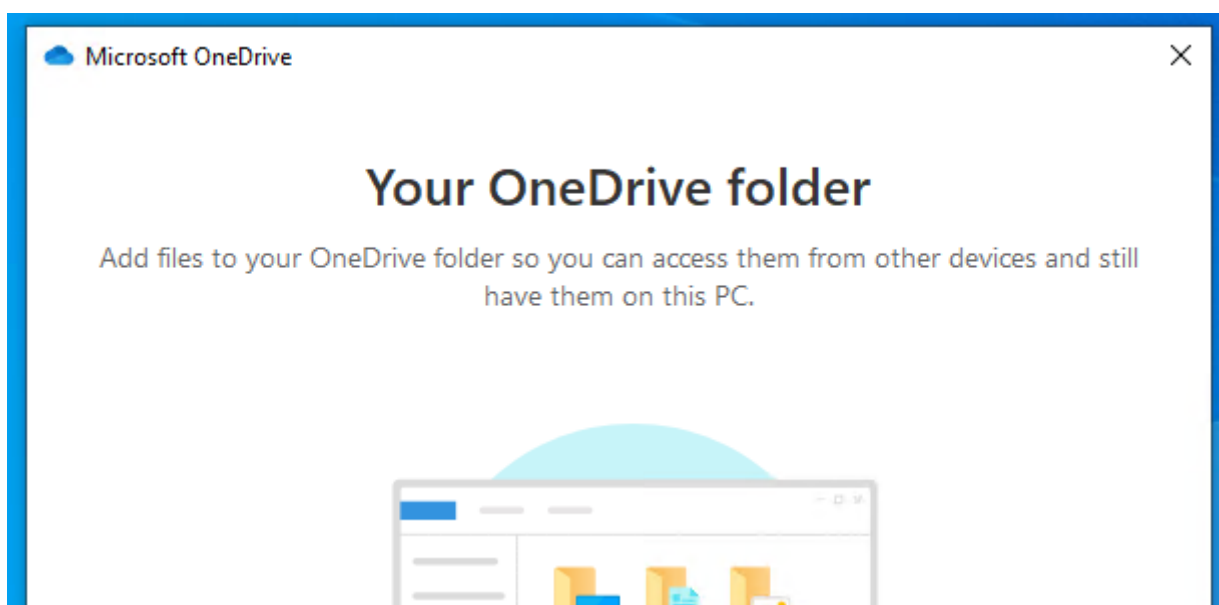
Create account

Sign in

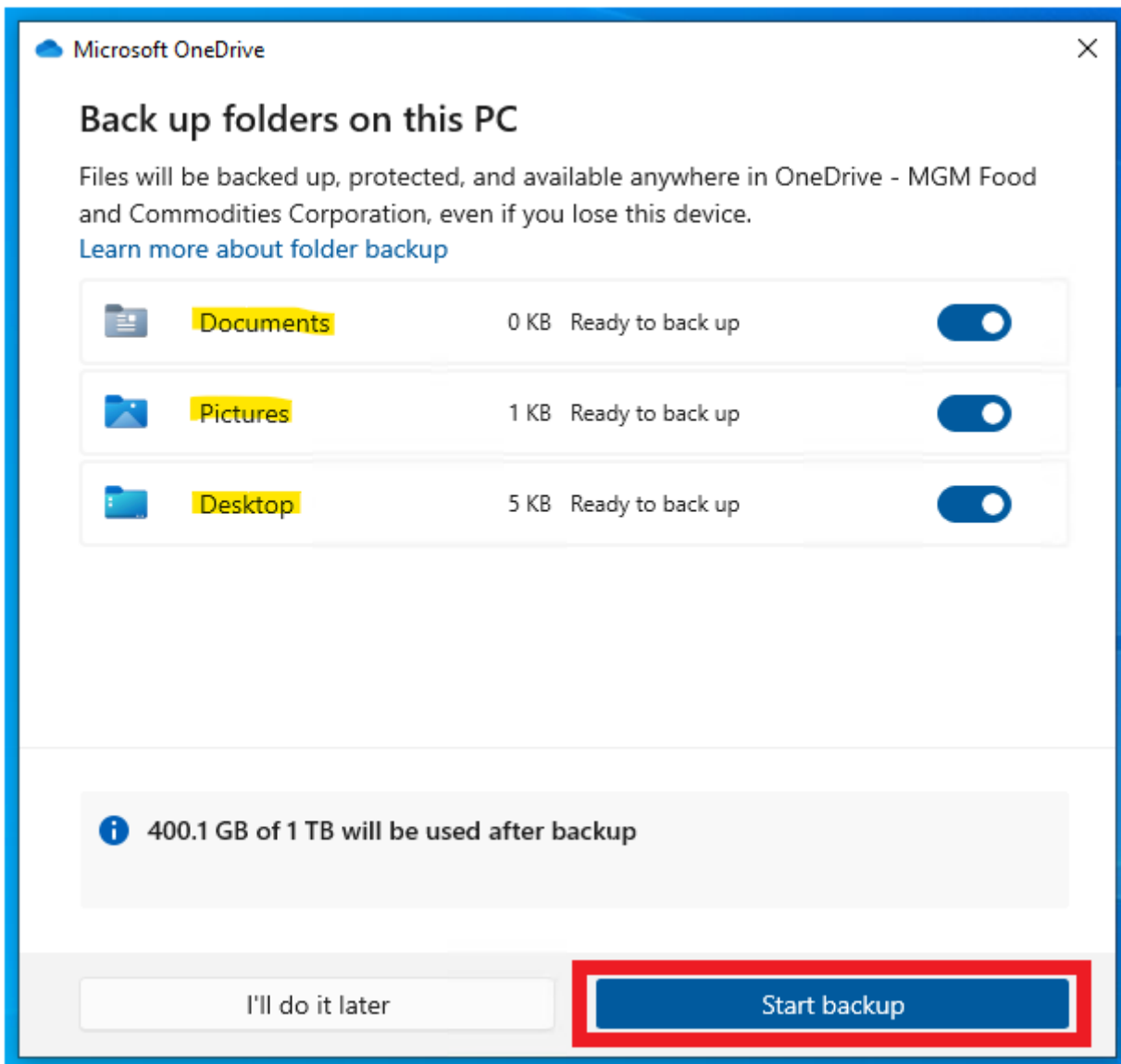
Enter your password



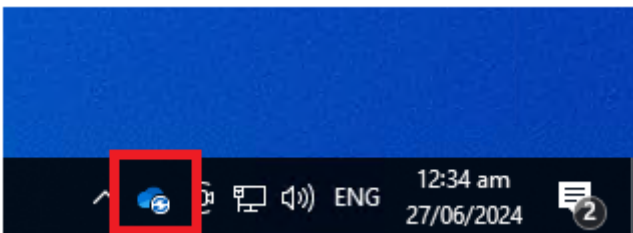
Then "CLICK" Next



4. Make sure you selected these three folders for your backup. All the files you save inside these folders will be automatically backed up to your **OneDrive** cloud. Then **Click** Start Backup.

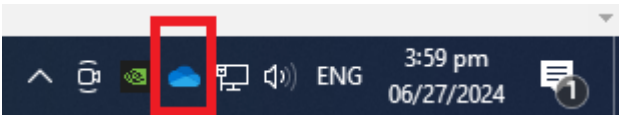


5. Your **OneDrive** is now active. You will see its **blue** icon in the lower right side of your desktop, and it will begin **syncing**.



# Back up your files to OneDrive

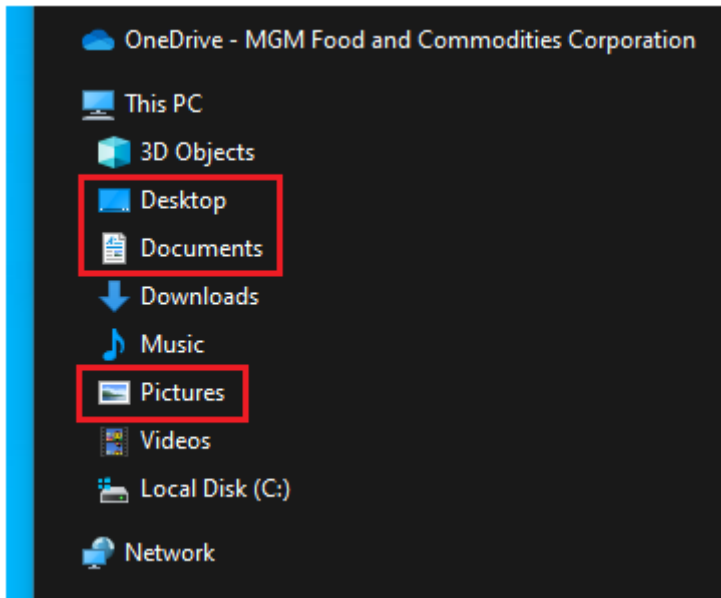
First, check if your **OneDrive** is active. You will see a **blue** cloud icon on the lower right side of your desktop when your **OneDrive** is **active**.



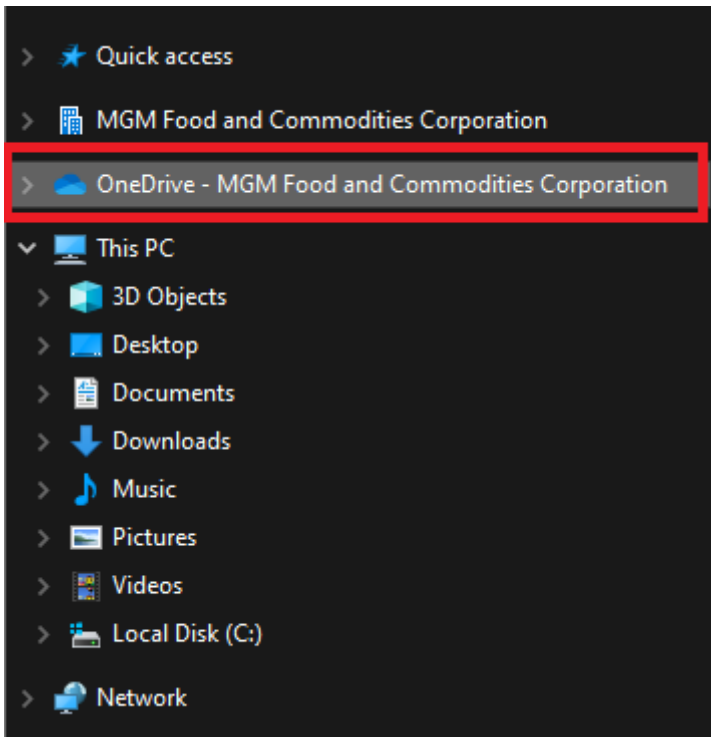
If your OneDrive icon is grey or you are **not logged in**, please proceed to the [How to Login to OneDrive](#) Section.

---

Your files will be automatically backed up if you save them in the following locations: **Desktop**, **Documents** and **Picture** folder.

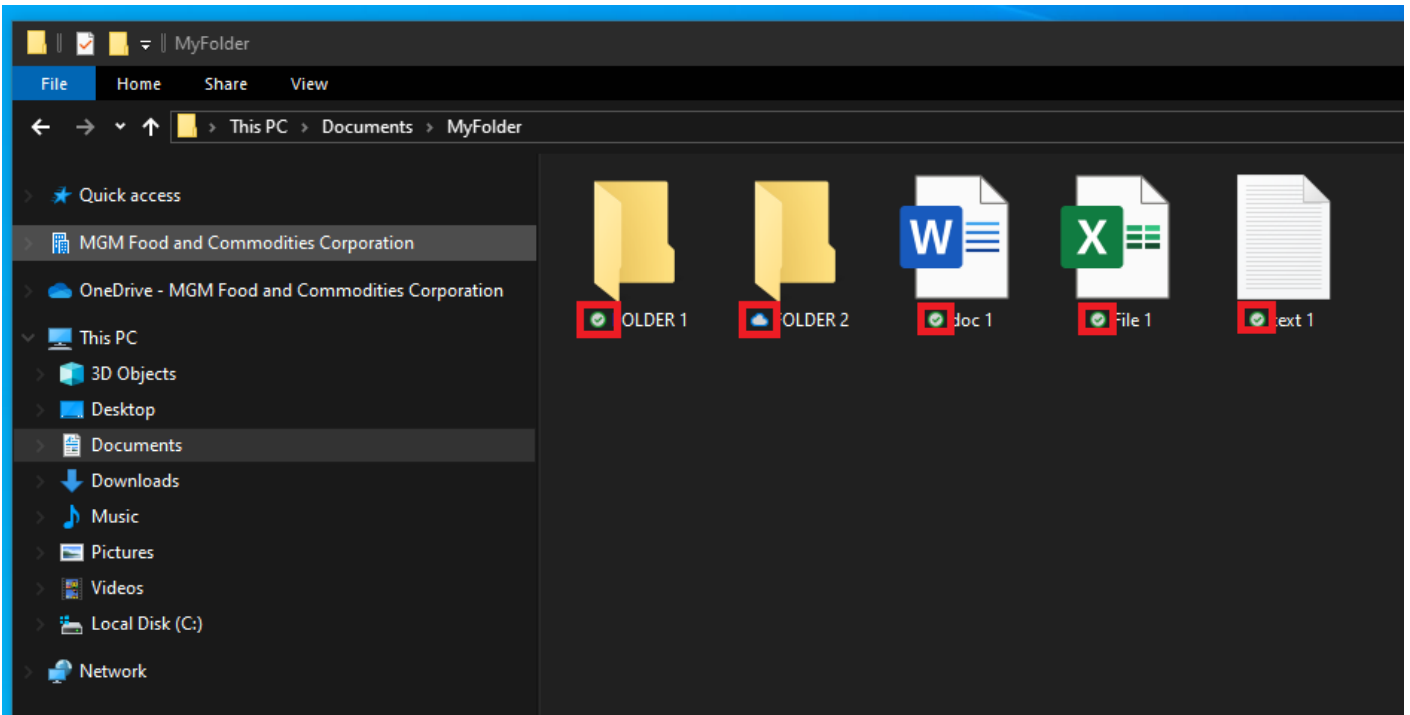
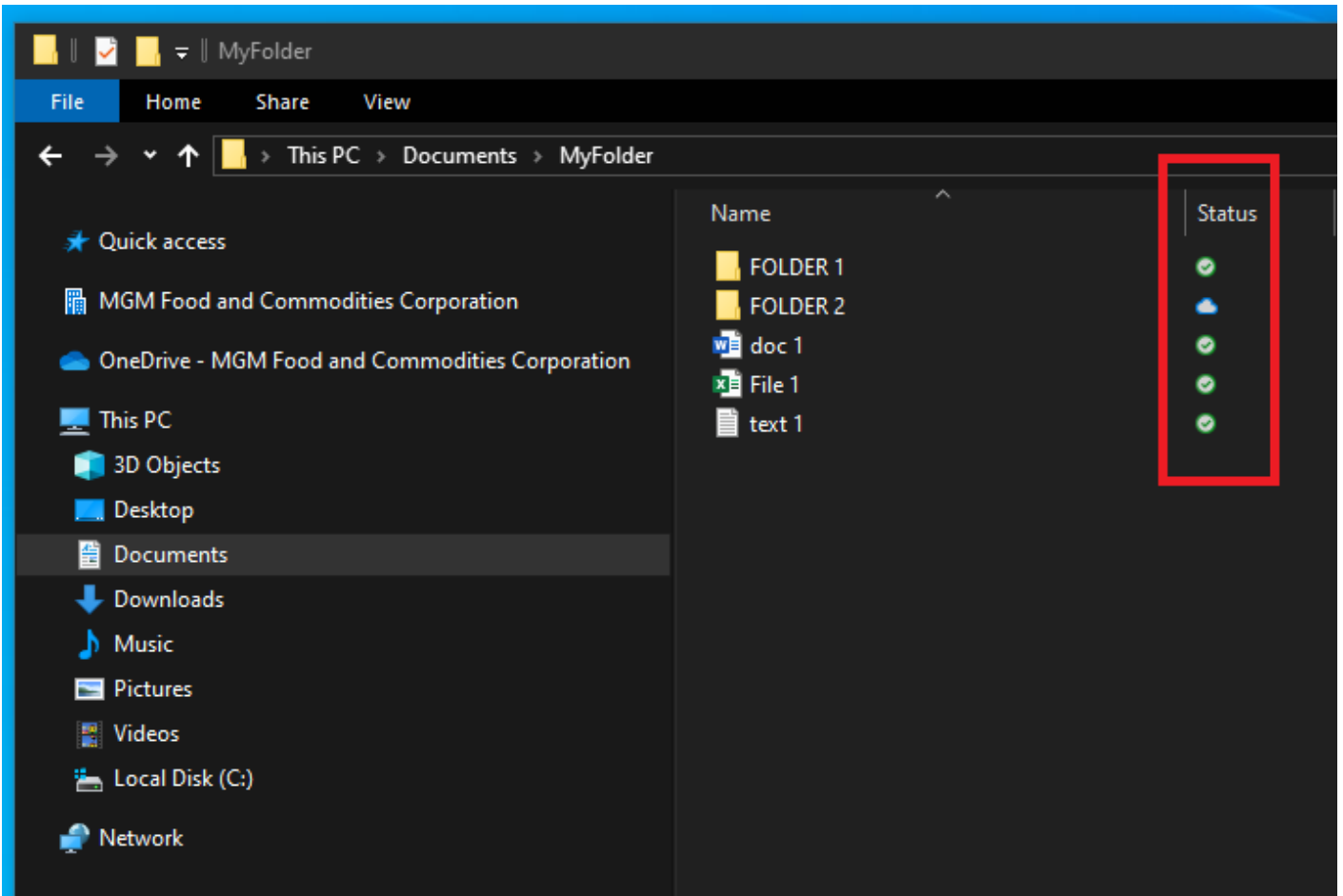


You can also save your files here on your local [OneDrive](#) folder.



---

Saved Documents on the sync'd OneDrive files/folders will have a status icons **highlighted** below.



All files that has the Status icons are files that are sync'd or backed up on OneDrive.



Your File is copied and sync'd on [OneDrive](#) Cloud



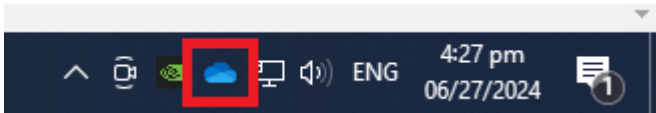
This File is already in the cloud



The File is currently uploading or syncing on [OneDrive](#) cloud

# Checking if your file is saved on OneDrive Cloud

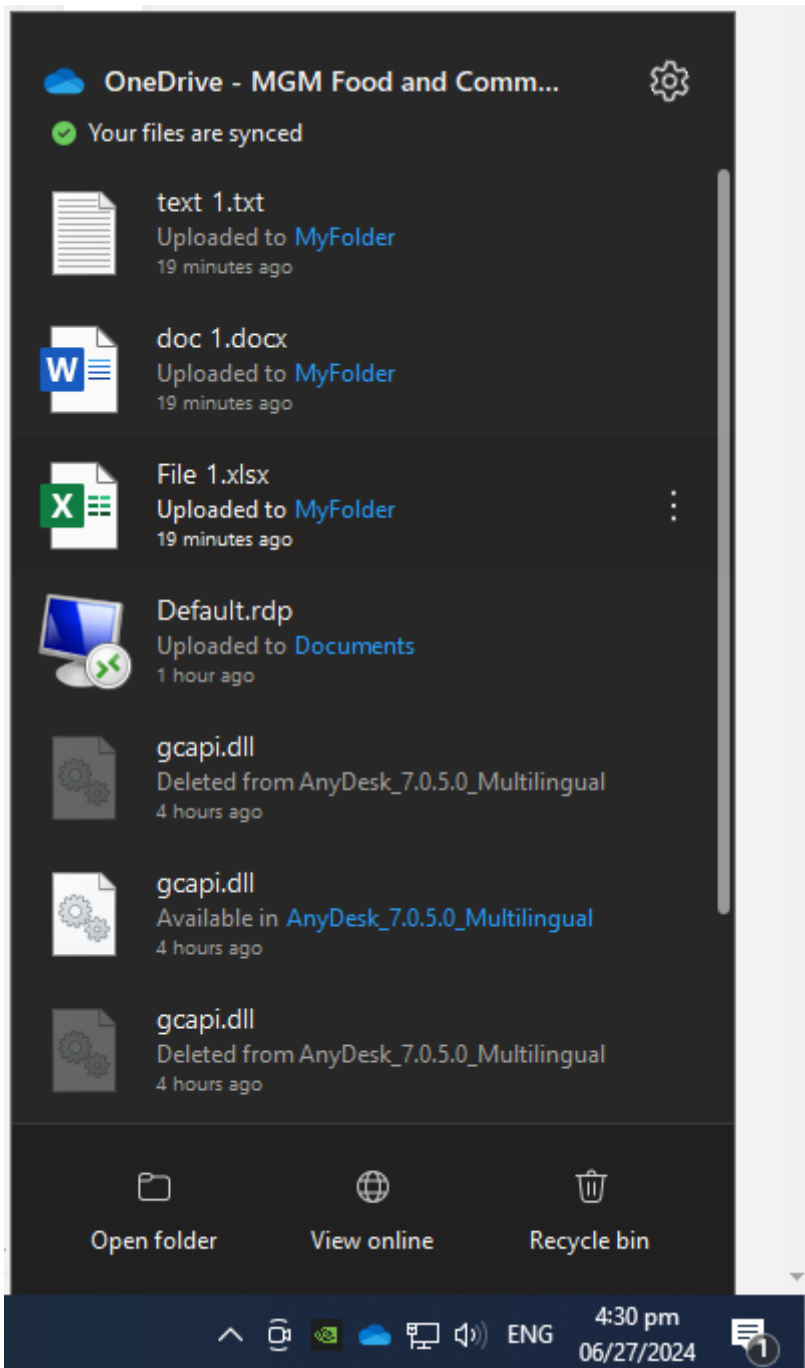
If you want to check your OneDrive file online, just click this blue cloud icon on the bottom right side of your desktop



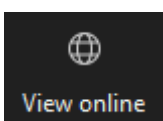
If your OneDrive icon is grey or you are not logged in, please proceed to the [How to Login to OneDrive](#) Section.

---

This box will appear, showing the status of what is happening in your [OneDrive](#) app.



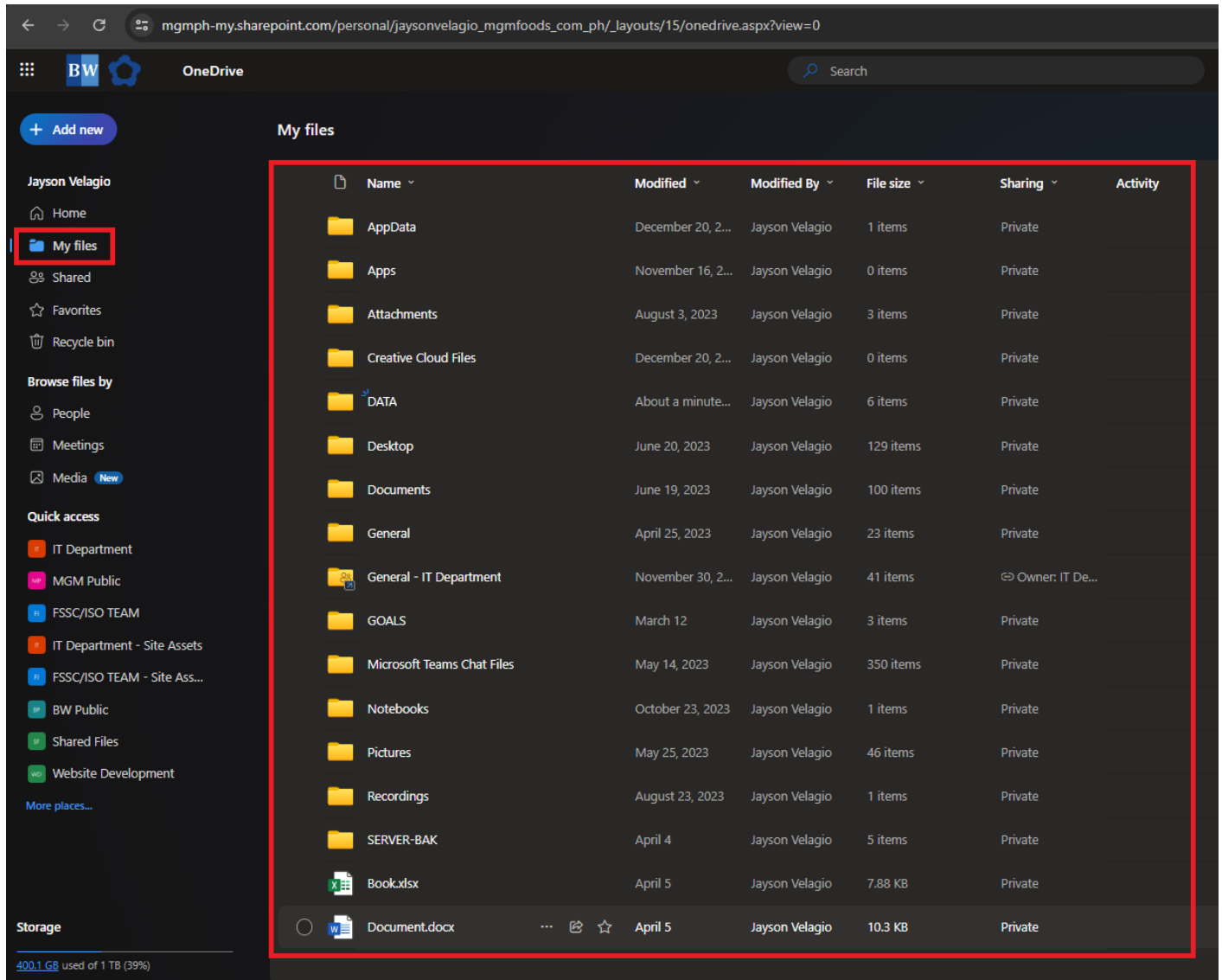
To View your files online copy or back up. Simply click on the View Online icon



and it will automatically opens up your browser and redirect you to your portal account where you can access and view your files online

Your **OneDrive** Online file copies will be look like or similar to this

**Cloud Version:** The version stored online in the **OneDrive** cloud.



You can compare it to your local **OneDrive** folder if your files are on the cloud versus your local copies.

**Local Version:** The version stored on your computer's hard drive.

OneDrive - MGM Food and Commodities Corporation

File Home Share View

OneDrive - MGM Food and Commodities Corporation

Quick access

- MGM Food and Commodities Corporation
- OneDrive - MGM Food and Commodities Corporation

This PC

- 3D Objects
- Desktop
- Documents
- Downloads
- Music
- Pictures
- Videos
- Local Disk (C:)
- Network

Name	Status	Date modified	Type	Size
AppData	☁	11/30/2023 11:07 am	File folder	
Apps	☁	11/30/2023 11:12 am	File folder	
Attachments	☁	11/30/2023 11:08 am	File folder	
Creative Cloud Files	☁	11/30/2023 11:07 am	File folder	
DATA	✓	06/28/2024 8:41 am	File folder	
Desktop	☁	03/13/2024 8:31 am	File folder	
Documents	☁	06/27/2024 4:09 pm	File folder	
General	☁	11/30/2023 11:08 am	File folder	
General - IT Department	☁ ☺	06/28/2024 7:55 am	File folder	
GOALS	✓	03/12/2024 3:43 pm	File folder	
Microsoft Teams Chat Files	☁	04/08/2024 3:48 pm	File folder	
Notebooks	✓	11/30/2023 11:12 am	File folder	
Pictures	☁	06/27/2024 3:55 pm	File folder	
Recordings	☁	05/20/2024 8:03 am	File folder	
SERVER-BAK	☁	05/30/2024 11:48 am	File folder	
Book	✓	04/05/2024 3:19 pm	Microsoft Excel W...	8 KB
Document	✓	04/05/2024 3:20 pm	Microsoft Word D...	11 KB