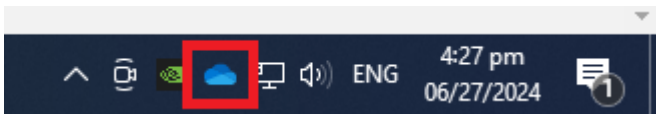


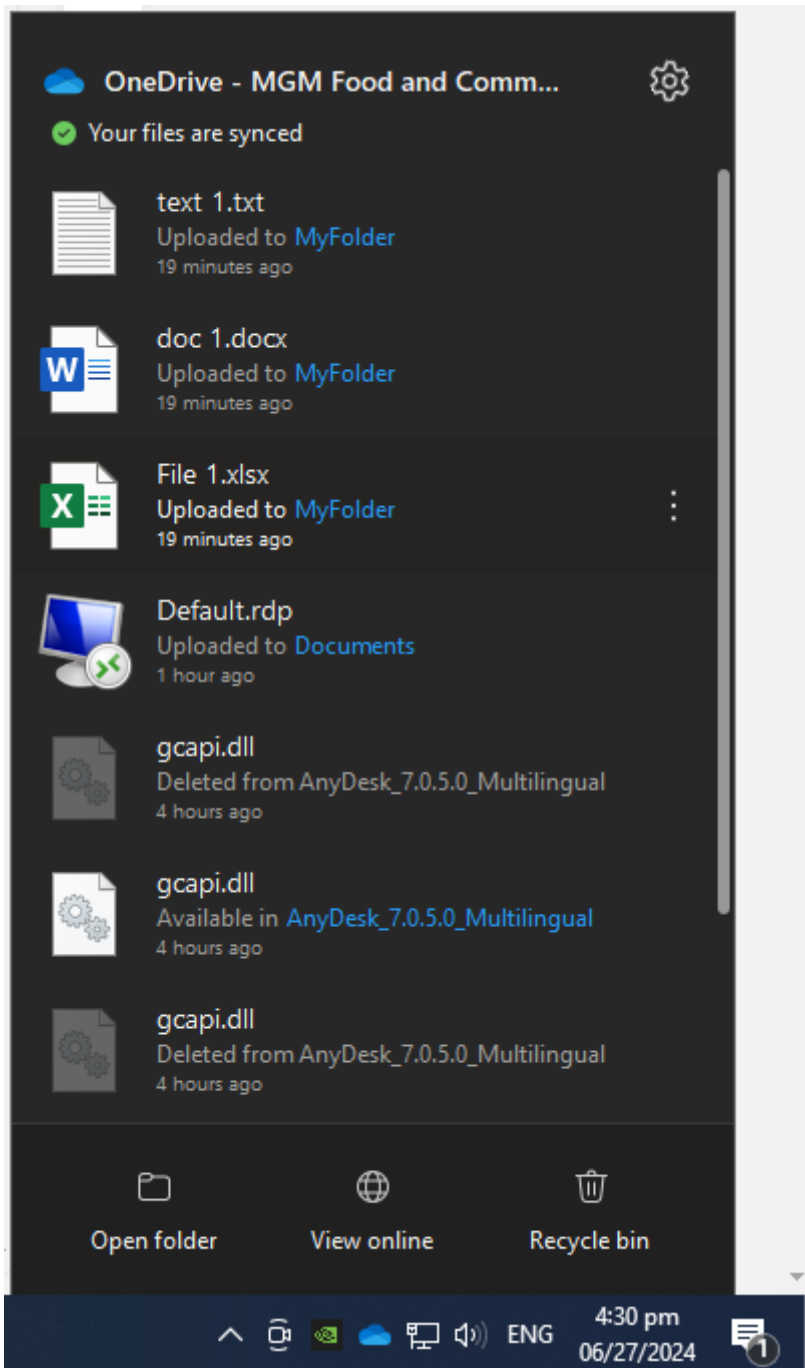
Checking if your file is saved on OneDrive Cloud

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

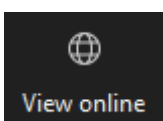


If your OneDrive icon is grey or you are not logged in, please proceed to the [How to Login to OneDrive](#) Section.

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



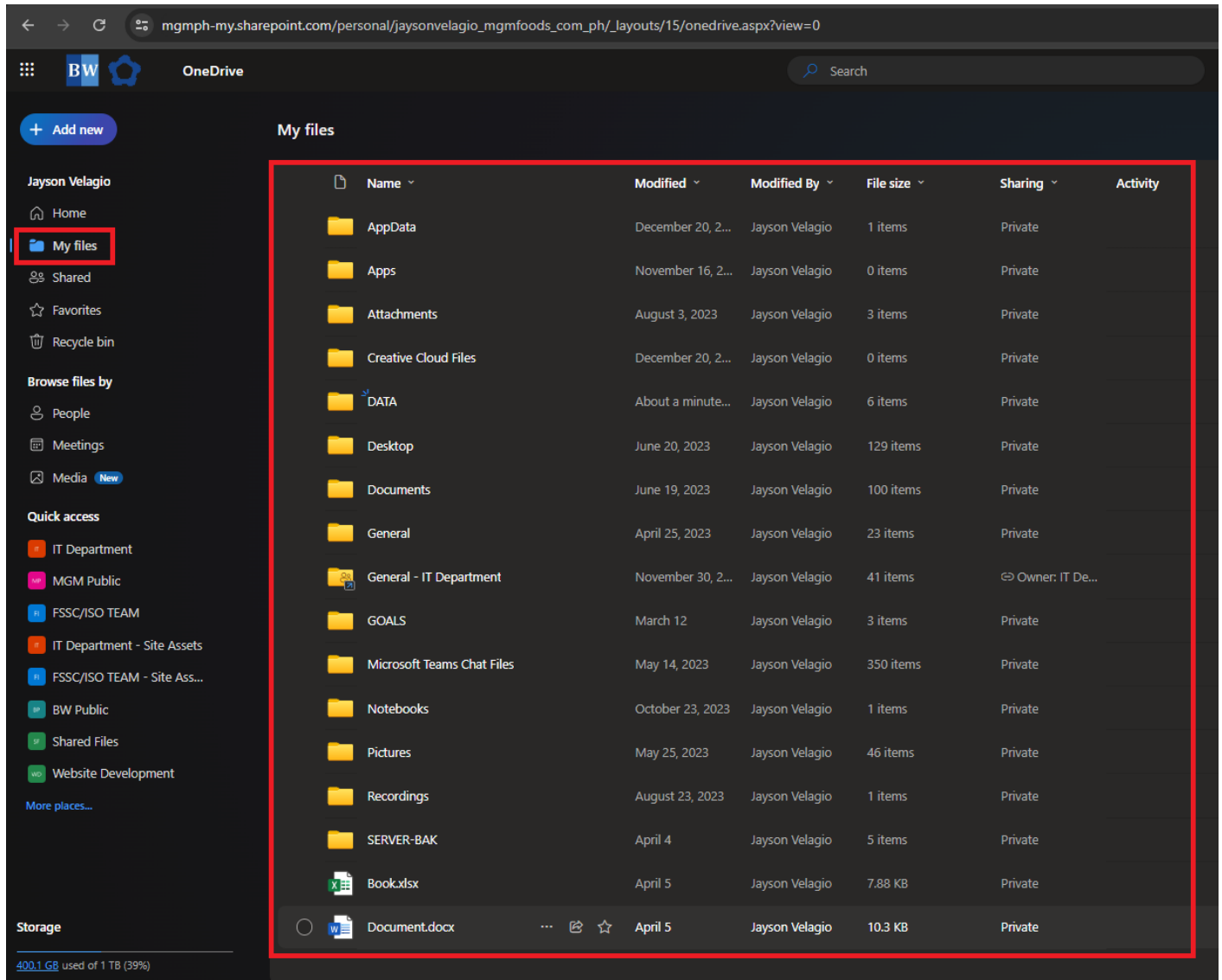
To View your files online copy or back up. Simply click on the View Online icon



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

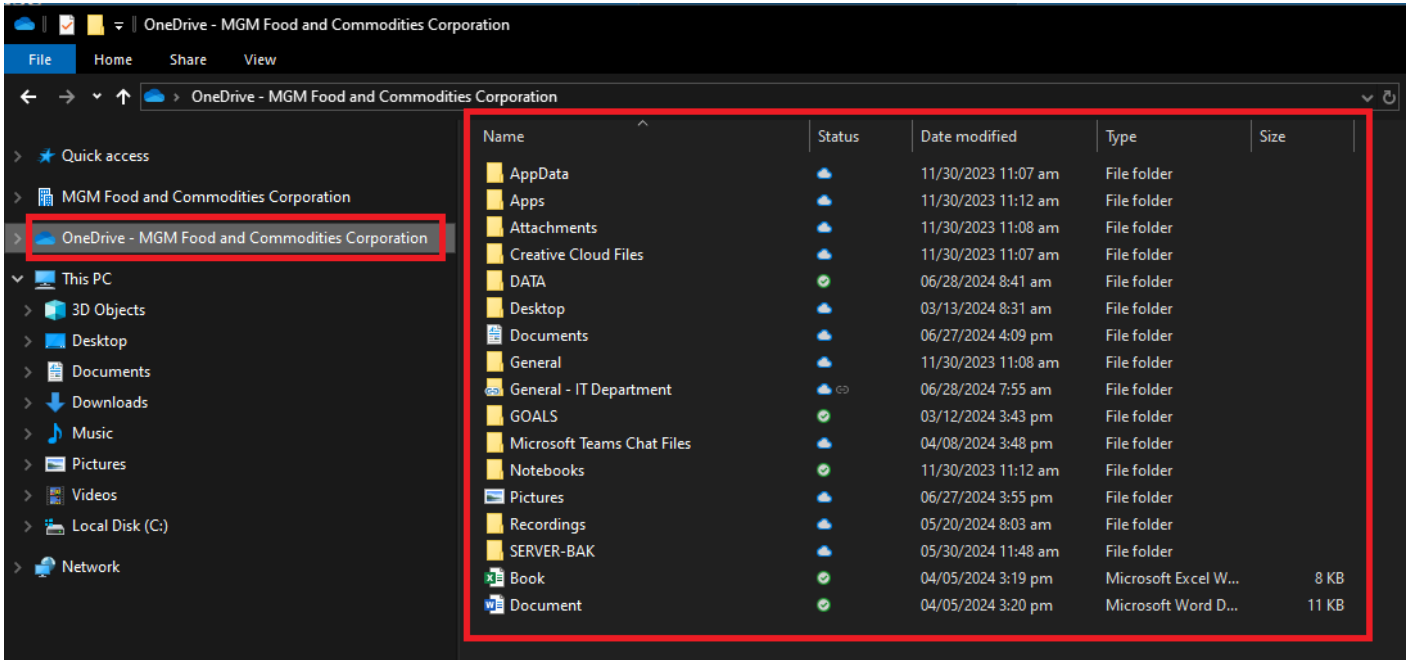
Your **OneDrive** Online file copies will be look like or similar to this

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.



Revision #4

Created 27 June 2024 16:26:54 by IT Admin

Updated 28 June 2024 09:02:49 by IT Admin