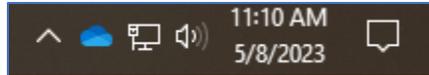


Contents

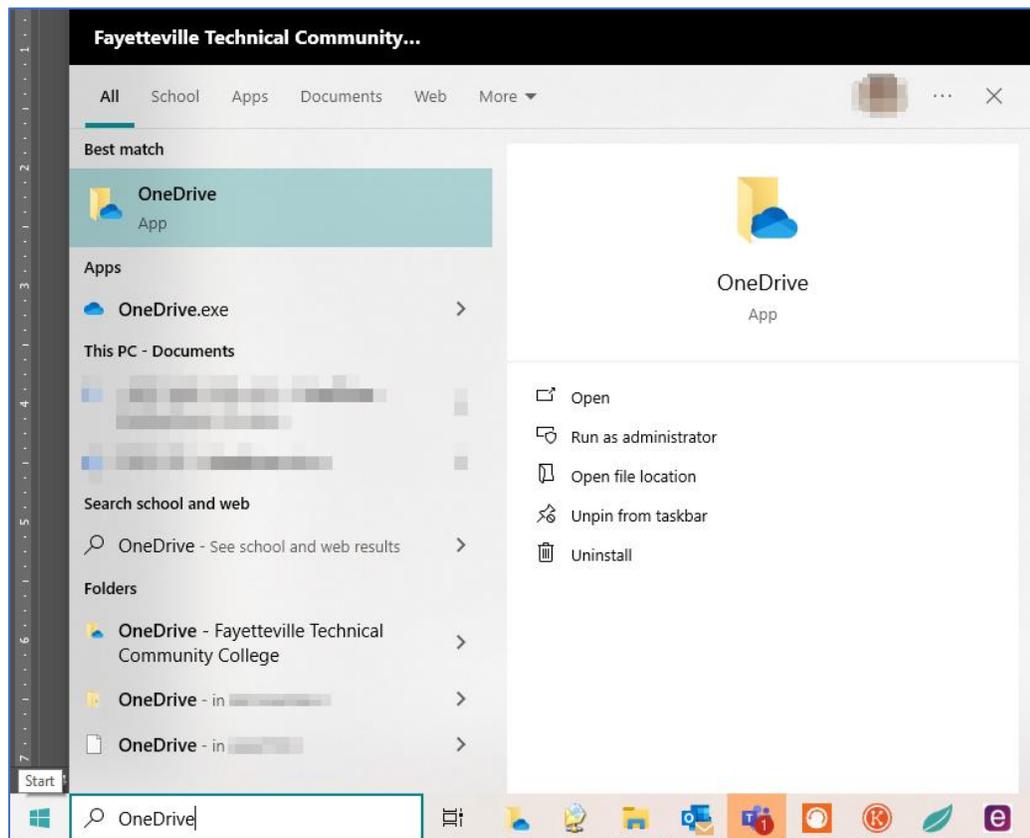
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1 Confirm OneDrive is installed on your device

- To confirm that the client is installed on your machine, you can:
 - Check to see if a blue cloud icon is present in your system tray (in the lower right-hand corner of your screen) or



- Click the Start button (in the lower left-hand corner of your screen) and start typing “OneDrive” to see if any application is displayed.

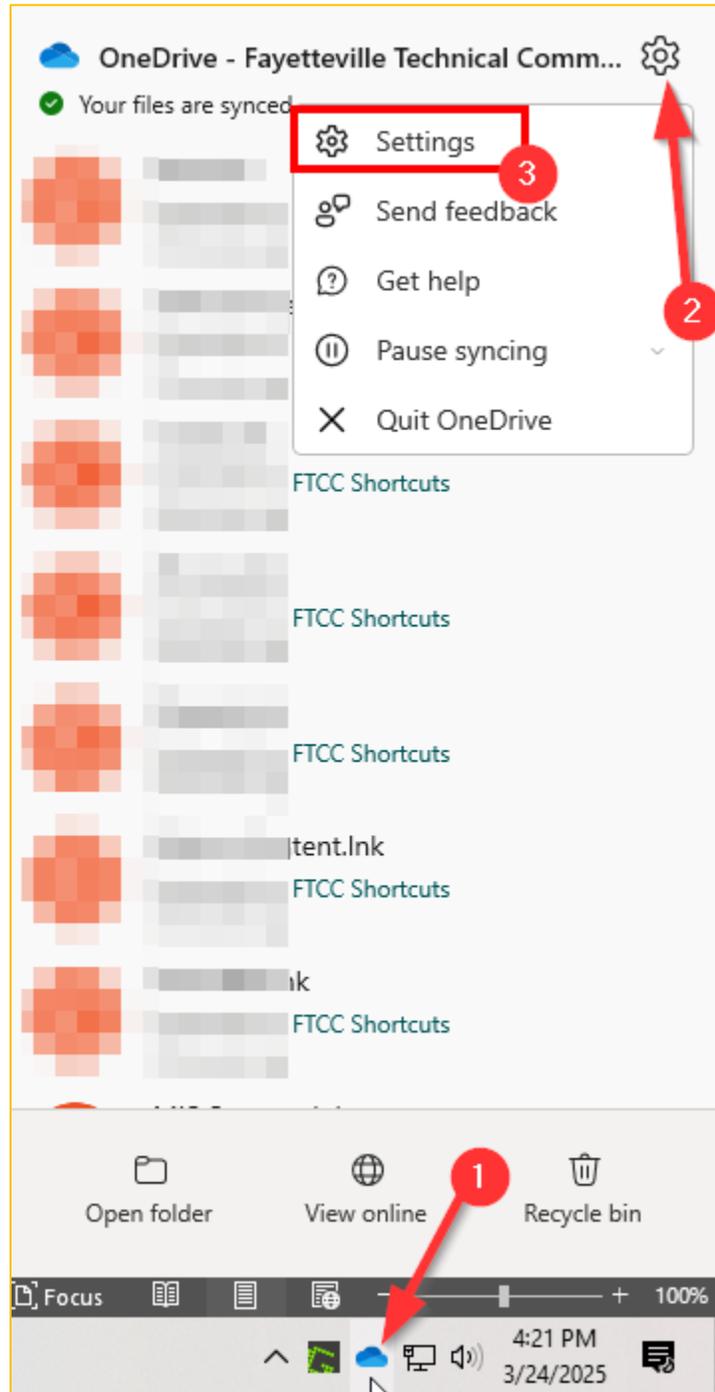


- If the client is not installed on your device, you should contact the Service Desk by phone or email to request an install

2 Setup OneDrive for backups

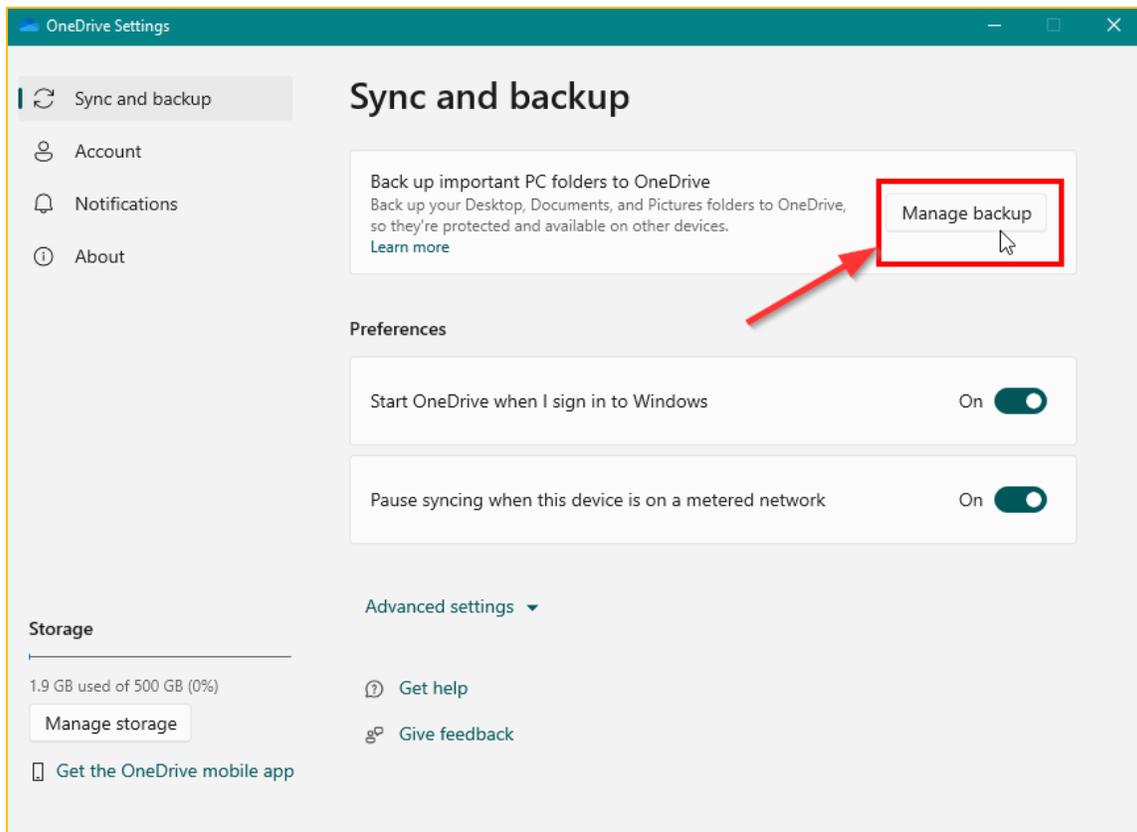
2.1 Open OneDrive Settings

- Right-click on the blue cloud icon in the system tray (right-hand corner of your desktop)
- Click on the settings icon in the top right-hand corner of the OneDrive access menu
- Click 'Settings'

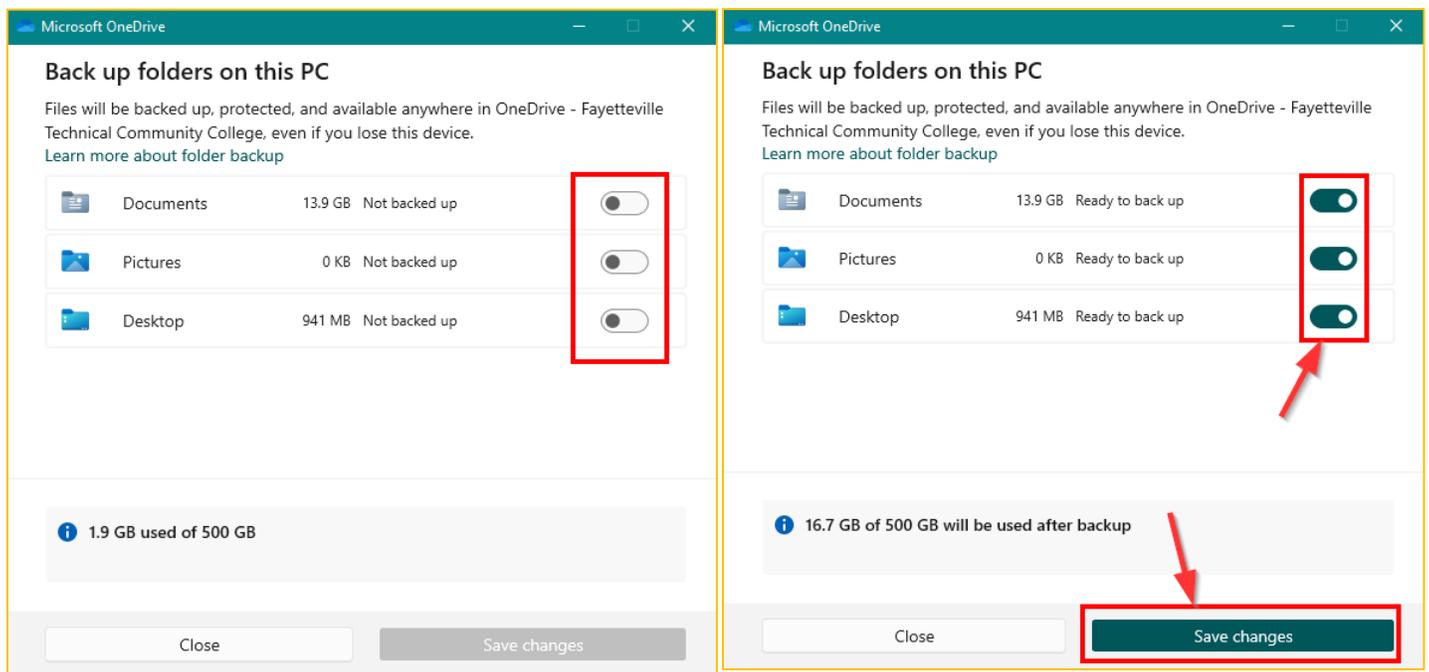


2.2 Sync and Backup OneDrive

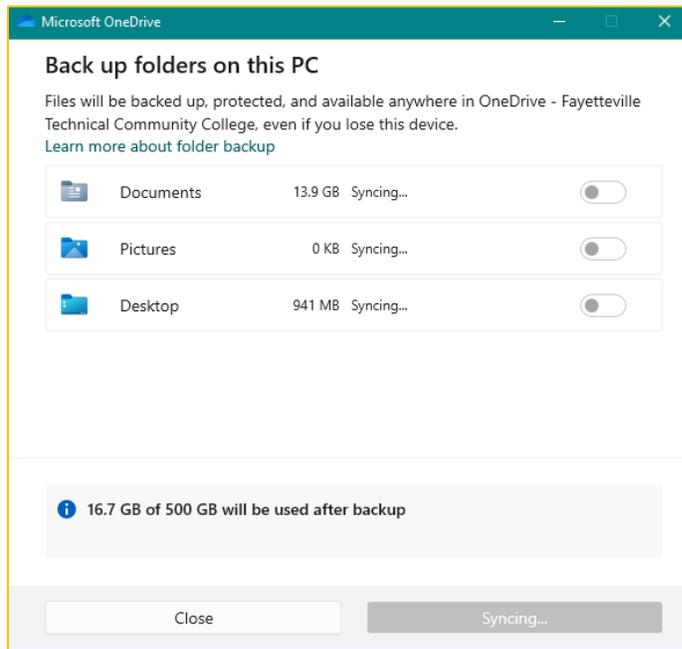
- Click on 'Manage Backup'



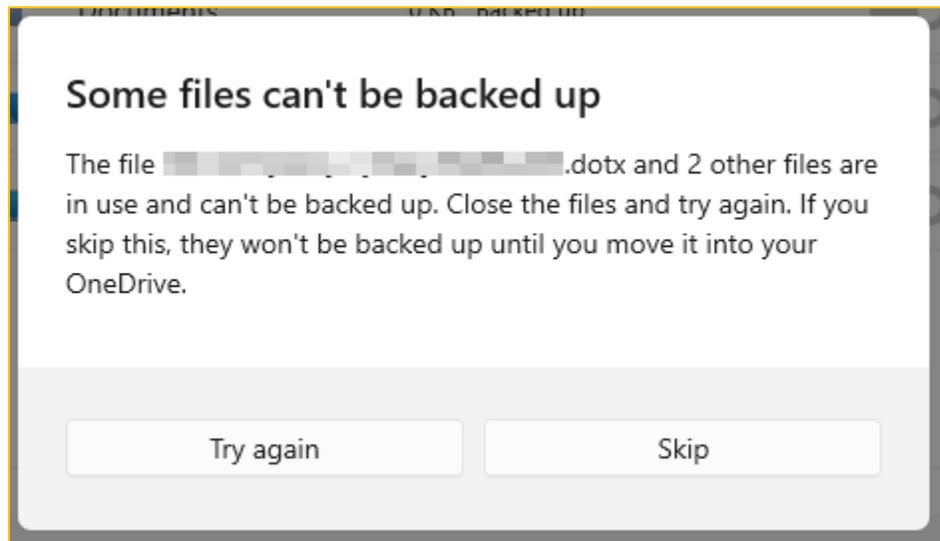
- Ensure that your local files are selected to backup to OneDrive and then select 'Save Changes'



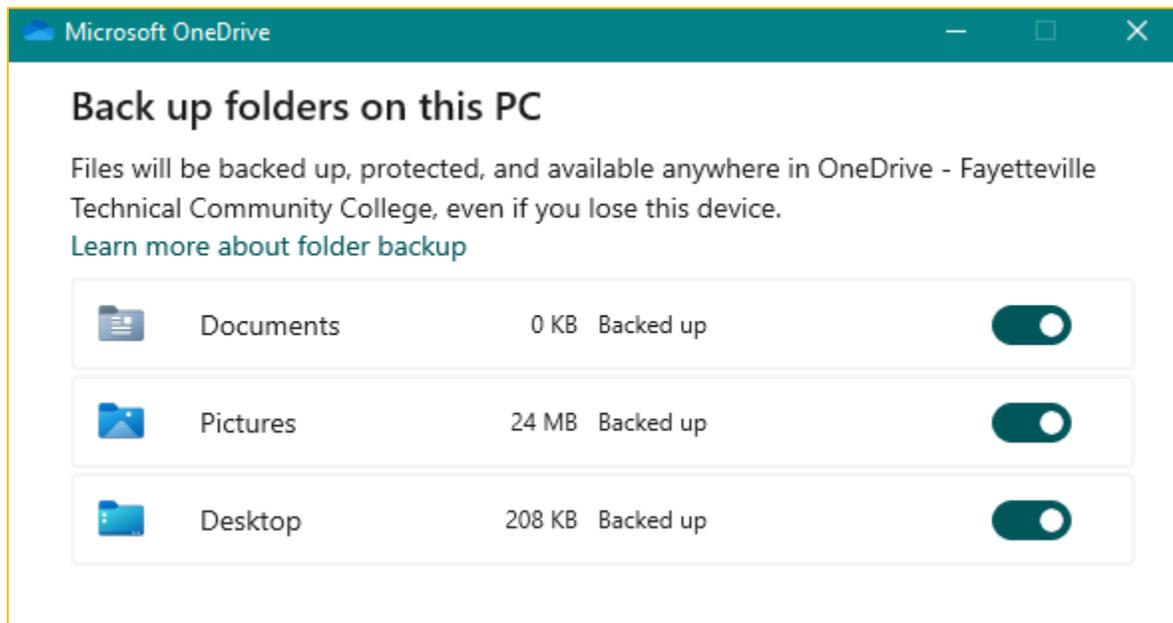
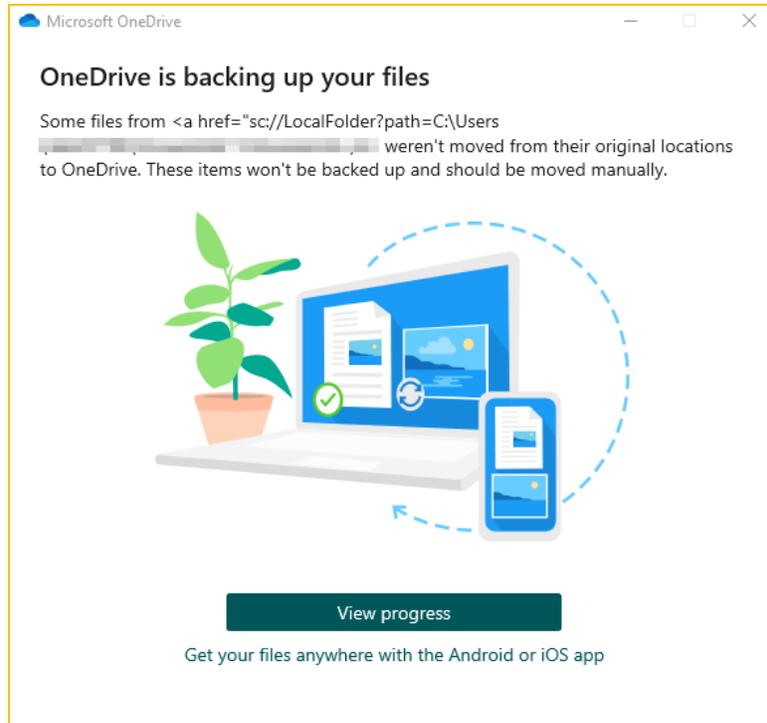
- These folders will immediately begin syncing to OneDrive



- If you have not closed out any files/folders during the syncing process, it will notify you that “Some files can’t be backed up” with details of which files and folders failed during the sync
- If you are notified that these files/folders are currently open, please close them out and select ‘*Try again*’
- If you are unable to close out currently opened files/folders, please press ‘*Skip*’

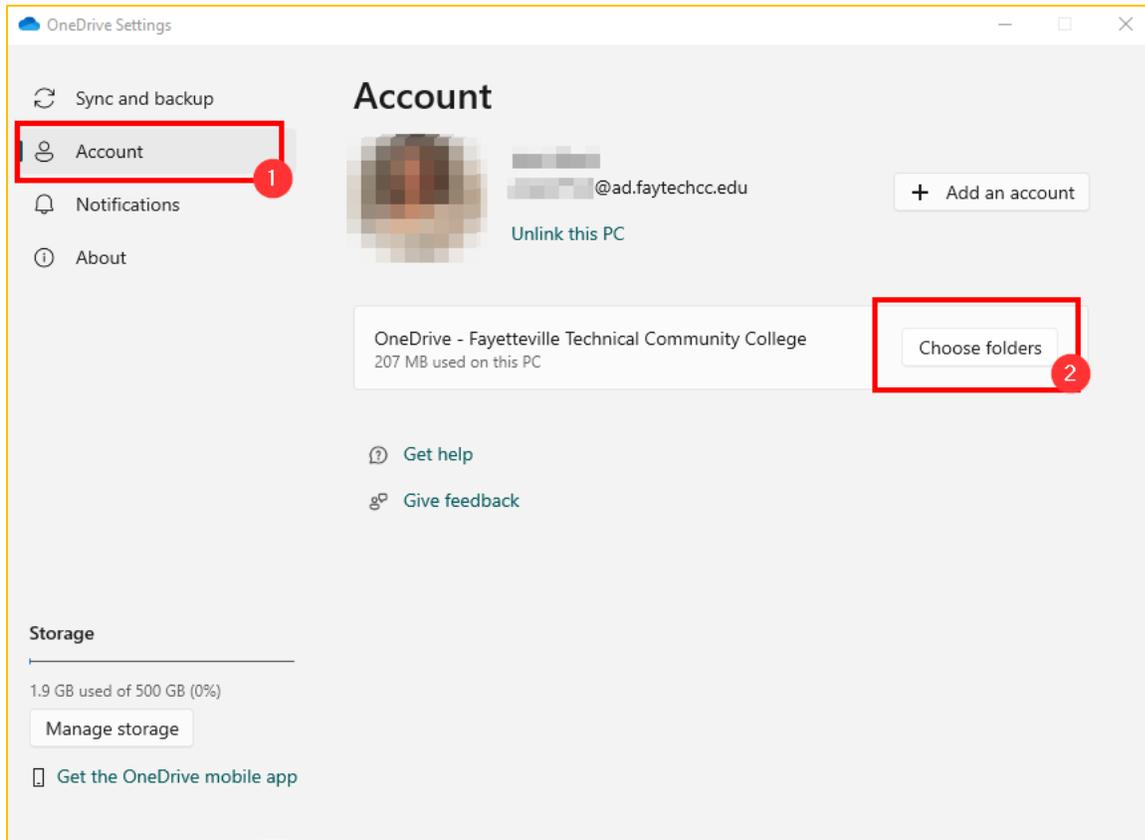


- You can view the progress of the sync by clicking ‘*View Progress*’ until all files/folders are listed as ‘*Backed up*’

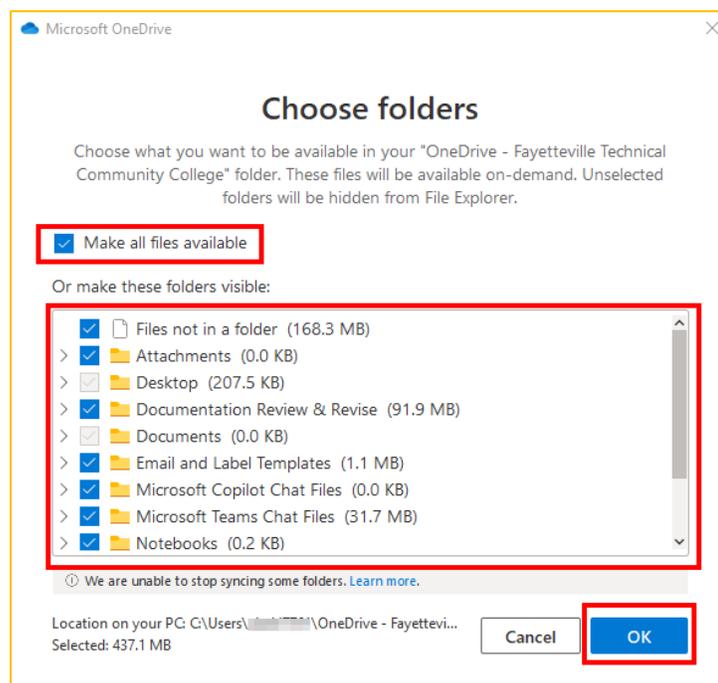


2.3 Choose other folders for OneDrive

- With the OneDrive settings window still open, select 'Account' and 'Choose Folders'

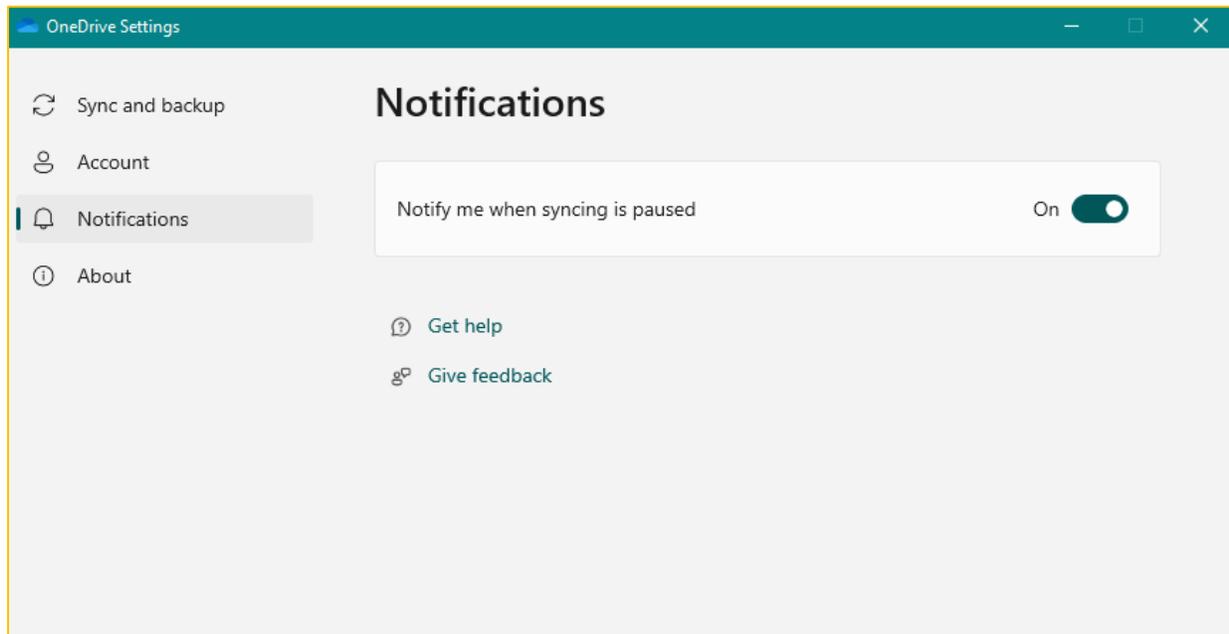


- Choose 'Make all files available' or select the folders you want available in OneDrive and select 'OK.'



3 Change OneDrive syncing notification

- You can choose to be notified when your OneDrive syncing is paused by going to the OneDrive settings, selecting 'Notifications' and then ensuring that 'Notify me when syncing is paused' is turned on
 - This will ensure that anytime a file or folder is not synced or syncing has been paused due to the file being opened, you will receive a desktop notification in your system tray



4 View your synced OneDrive folders

- You can view your OneDrive sync status, files, folders, and other related account and backup settings anytime by clicking the blue cloud icon in the system tray located in the bottom right-hand corner of your desktop
 - You can click 'Open folder' which will open File Explorer on your desktop application or you can select 'View online' which will bring you to the Web interface for OneDrive

