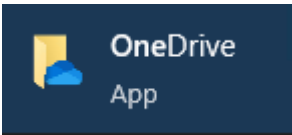


OneDrive

- [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?

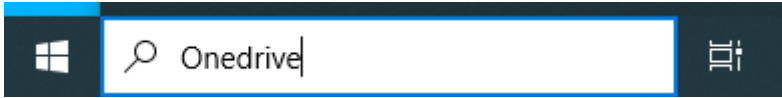
- **Upload Files:** You can drag and drop files from your computer to OneDrive, or use the upload button.
- **Sync:** If you install the OneDrive app on your devices, it can automatically sync files between your devices and OneDrive. This means any changes you make to a file on your computer will be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

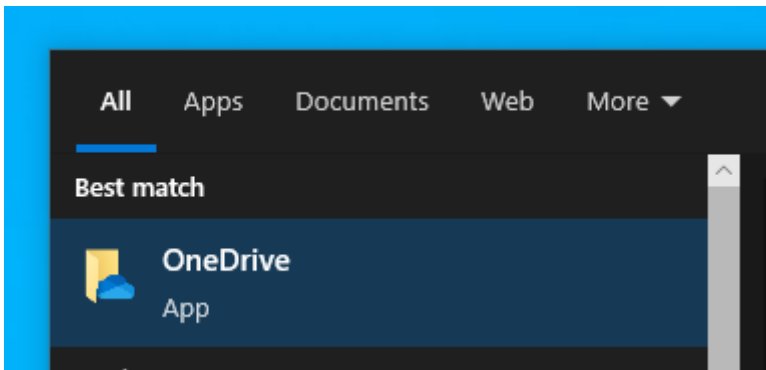
In summary, OneDrive helps you store your files securely online, access them from any device, share them easily, and ensure they are backed up. It's a convenient tool for managing your digital life!

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.

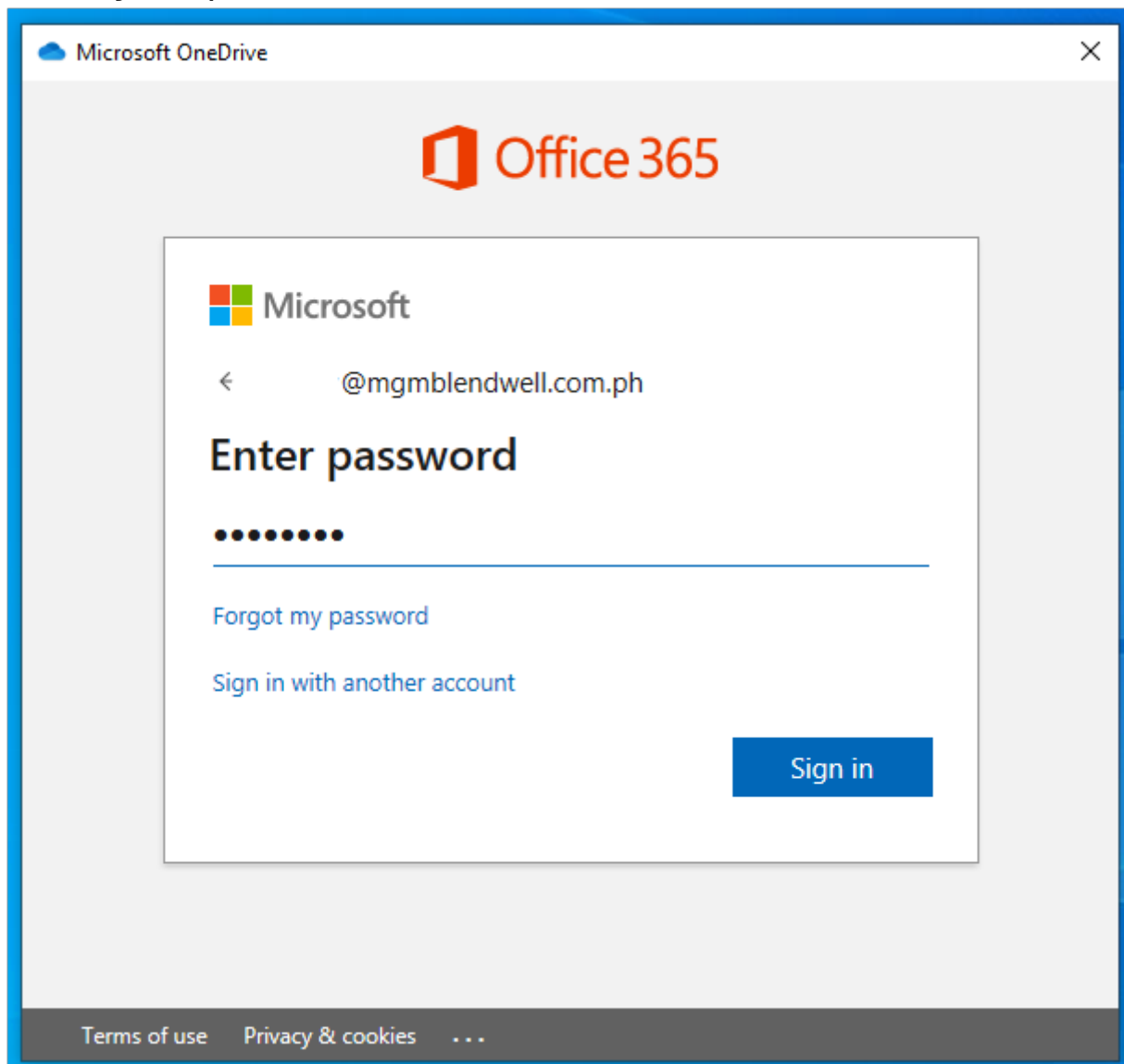


Email address

Create account

Sign in

Enter your password



A screenshot of a Microsoft OneDrive login window. The window has a blue title bar with the text "Microsoft OneDrive" and a close button. The main content area is light gray and features the "Office 365" logo at the top. Below the logo is a white rectangular box containing the Microsoft logo, the email address "@mgmblendwell.com.ph", and the text "Enter password". There is a password input field with ten dots, a "Forgot my password" link, and a "Sign in with another account" link. A blue "Sign in" button is located at the bottom right of the white box. At the bottom of the window, there is a dark gray bar with links for "Terms of use", "Privacy & cookies", and a three-dot menu.

Microsoft OneDrive

Office 365

Microsoft

< @mgmblendwell.com.ph

Enter password

.....

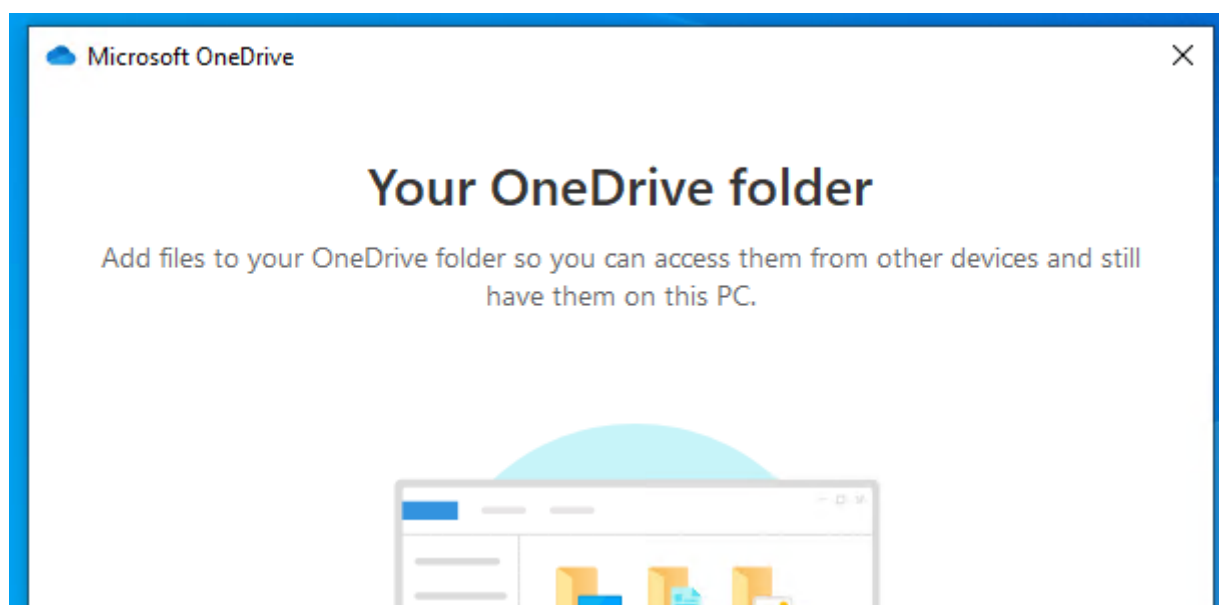
[Forgot my password](#)

[Sign in with another account](#)

Sign in

[Terms of use](#) [Privacy & cookies](#) ...

Then "CLICK" Next



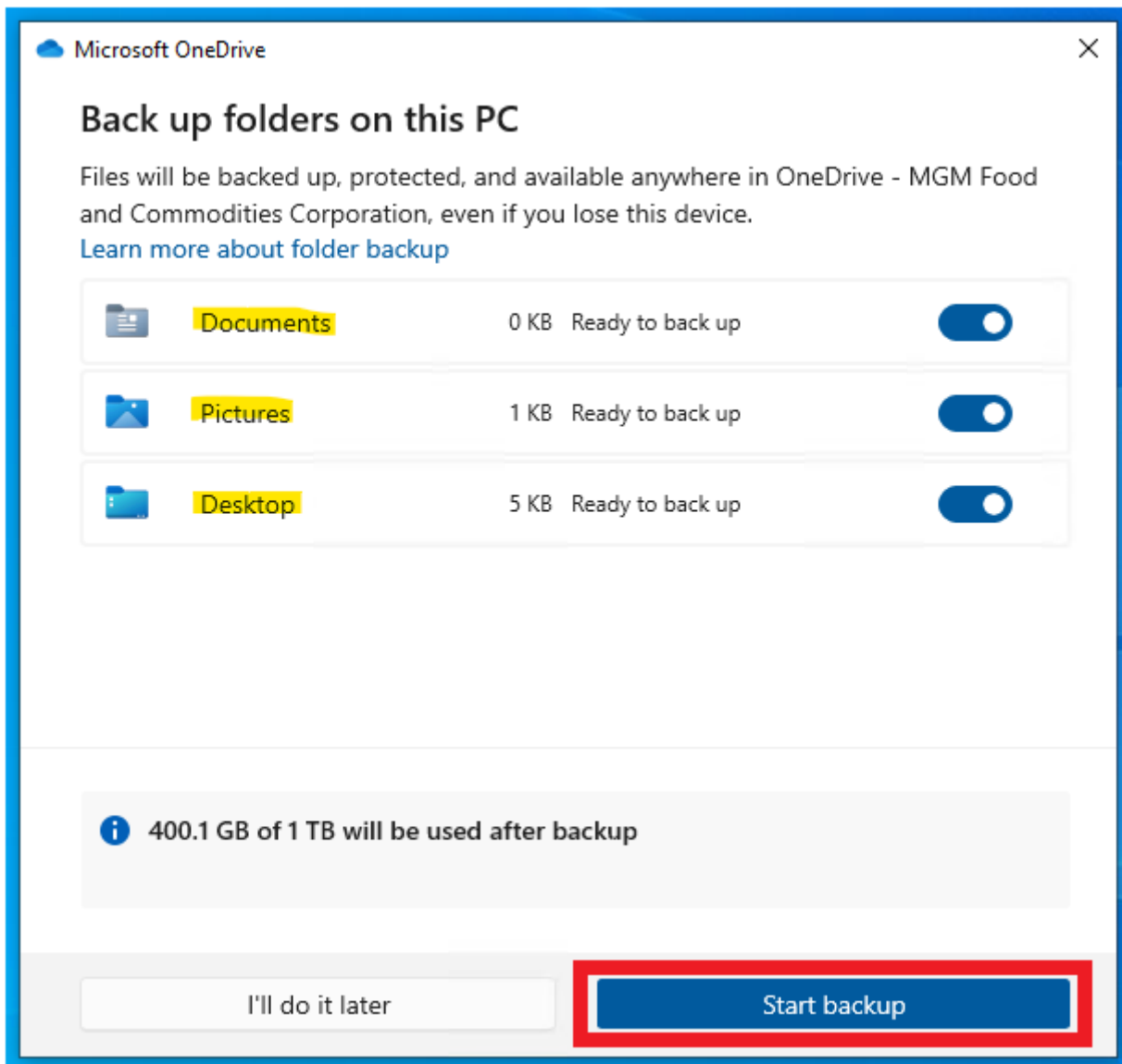
A screenshot of a Microsoft OneDrive window showing the "Your OneDrive folder" screen. The window has a blue title bar with the text "Microsoft OneDrive" and a close button. The main content area is white and features the heading "Your OneDrive folder" in bold. Below the heading is a paragraph of text: "Add files to your OneDrive folder so you can access them from other devices and still have them on this PC." At the bottom of the window, there is a graphic of a computer monitor displaying a file explorer window with several folders and files.

Microsoft OneDrive

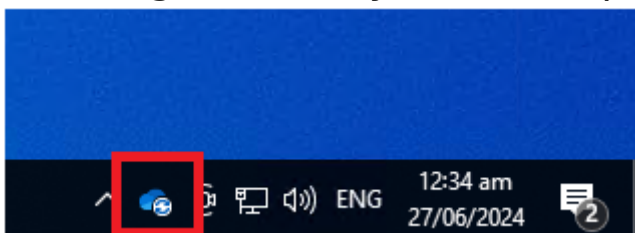
Your OneDrive folder

Add files to your OneDrive folder so you can access them from other devices and still have them on this PC.

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.

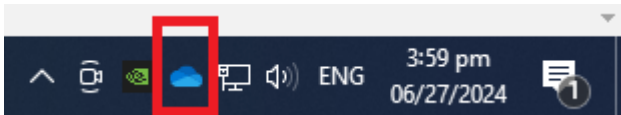


5. Your **OneDrive** is now active. You will see its **blue** icon in the lower right side of your desktop, and it will begin **syncing**.



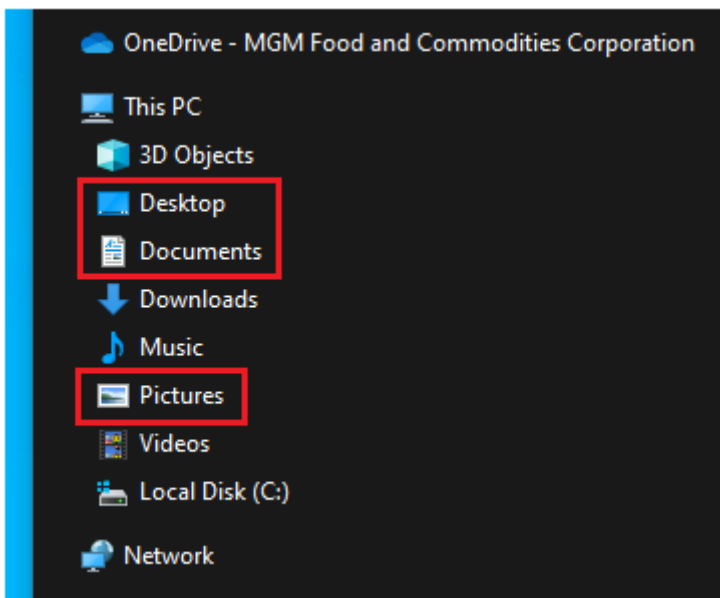
Back up your files to OneDrive

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](#).

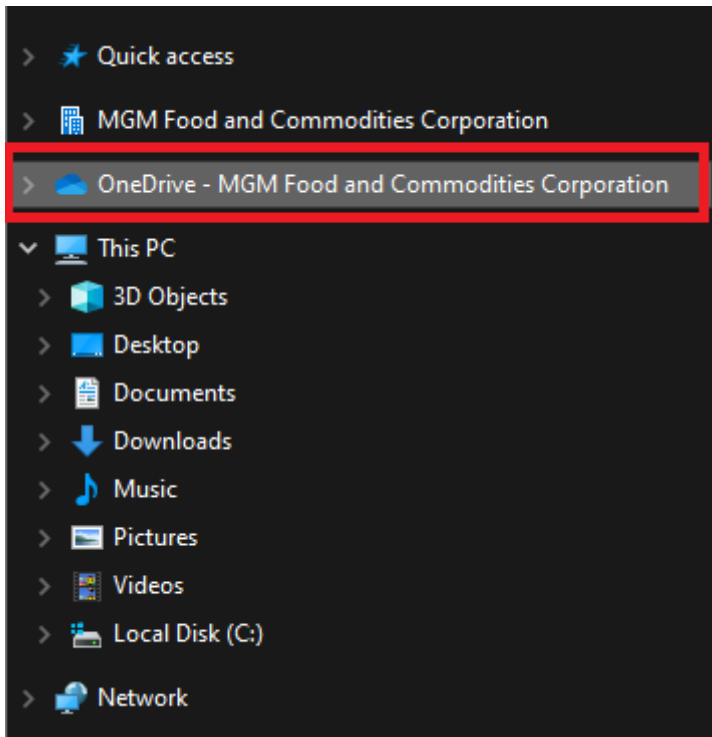


If your OneDrive icon is grey or you are [not logged in](#), please proceed to the [How to Login to OneDrive](#) Section.

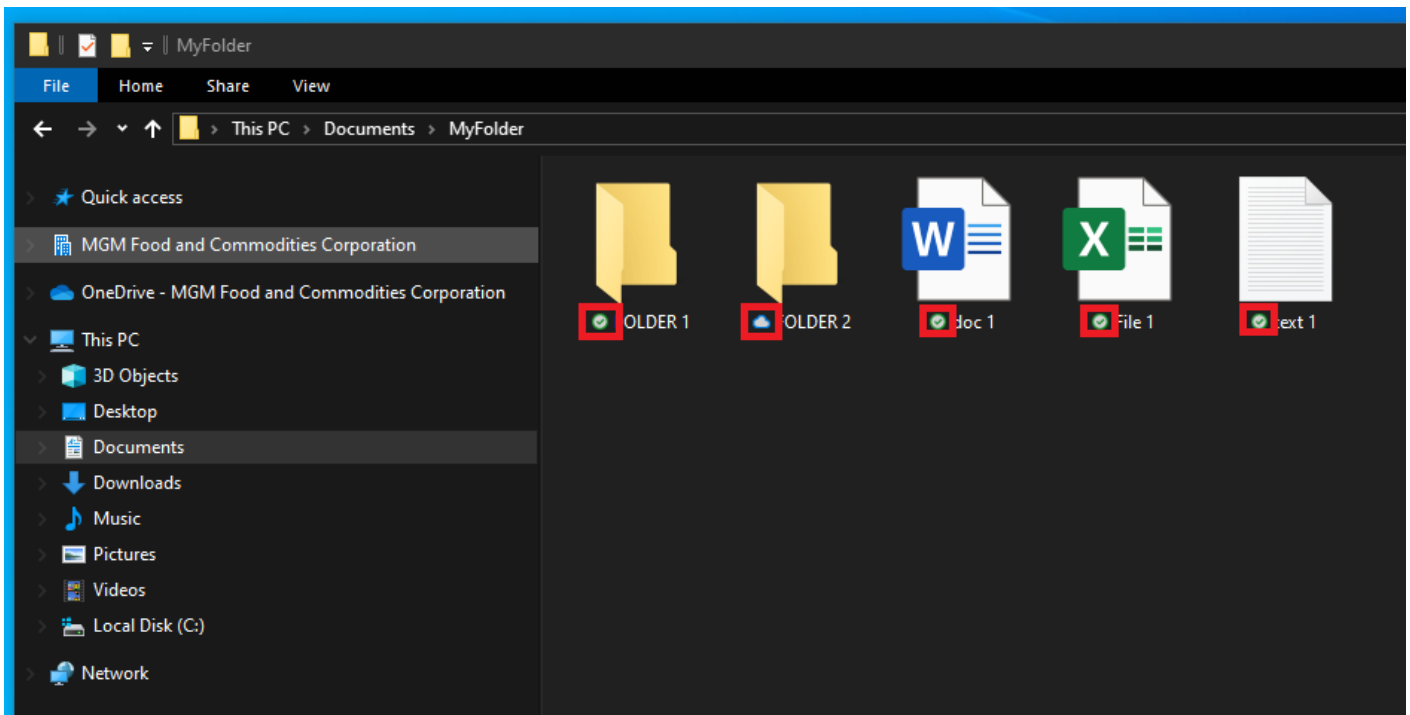
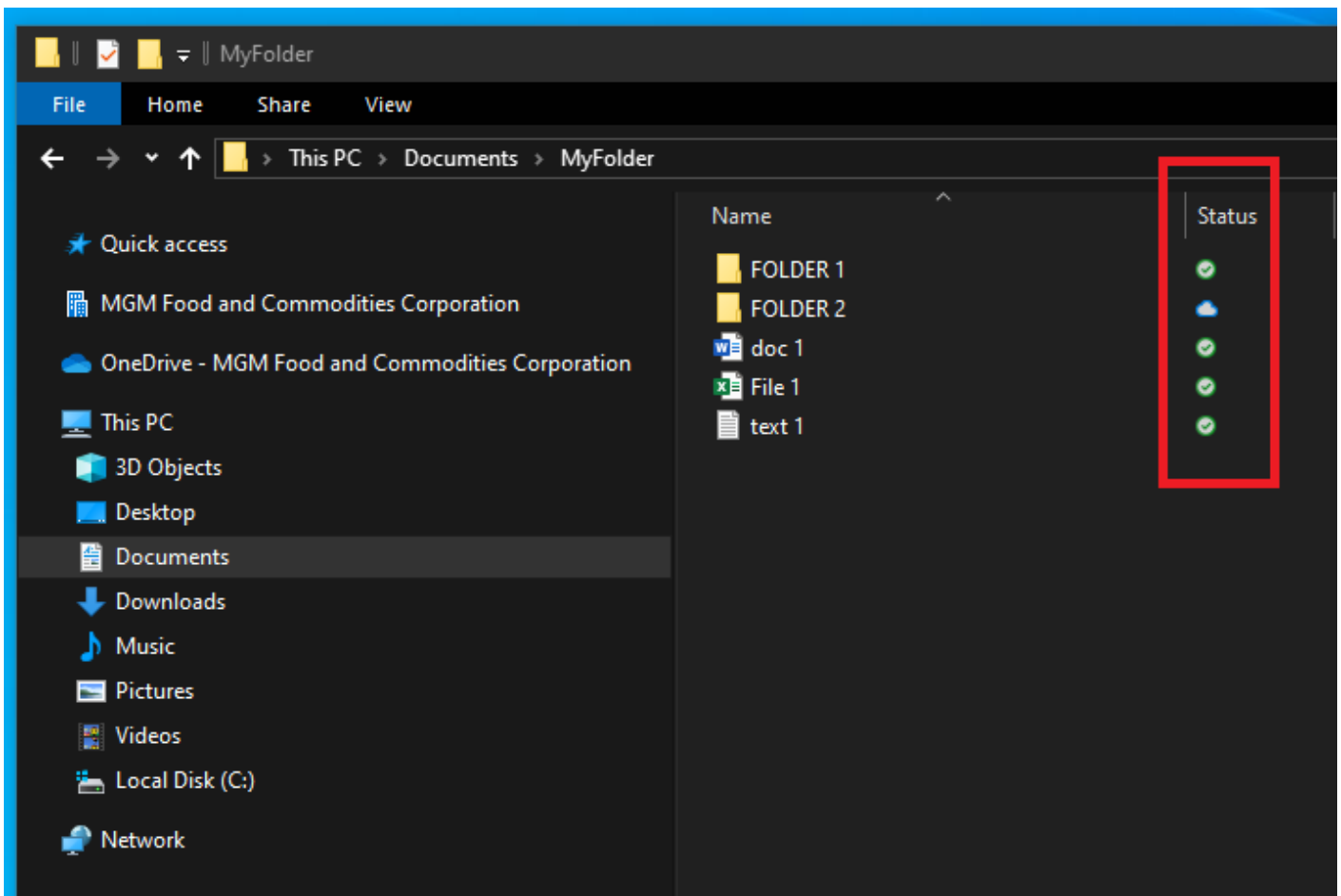
Your files will be automatically backed up if you save them in the following locations: [Desktop](#), [Documents](#) and [Picture](#) folder.



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



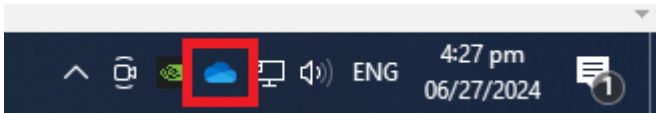
This File is already in the cloud



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

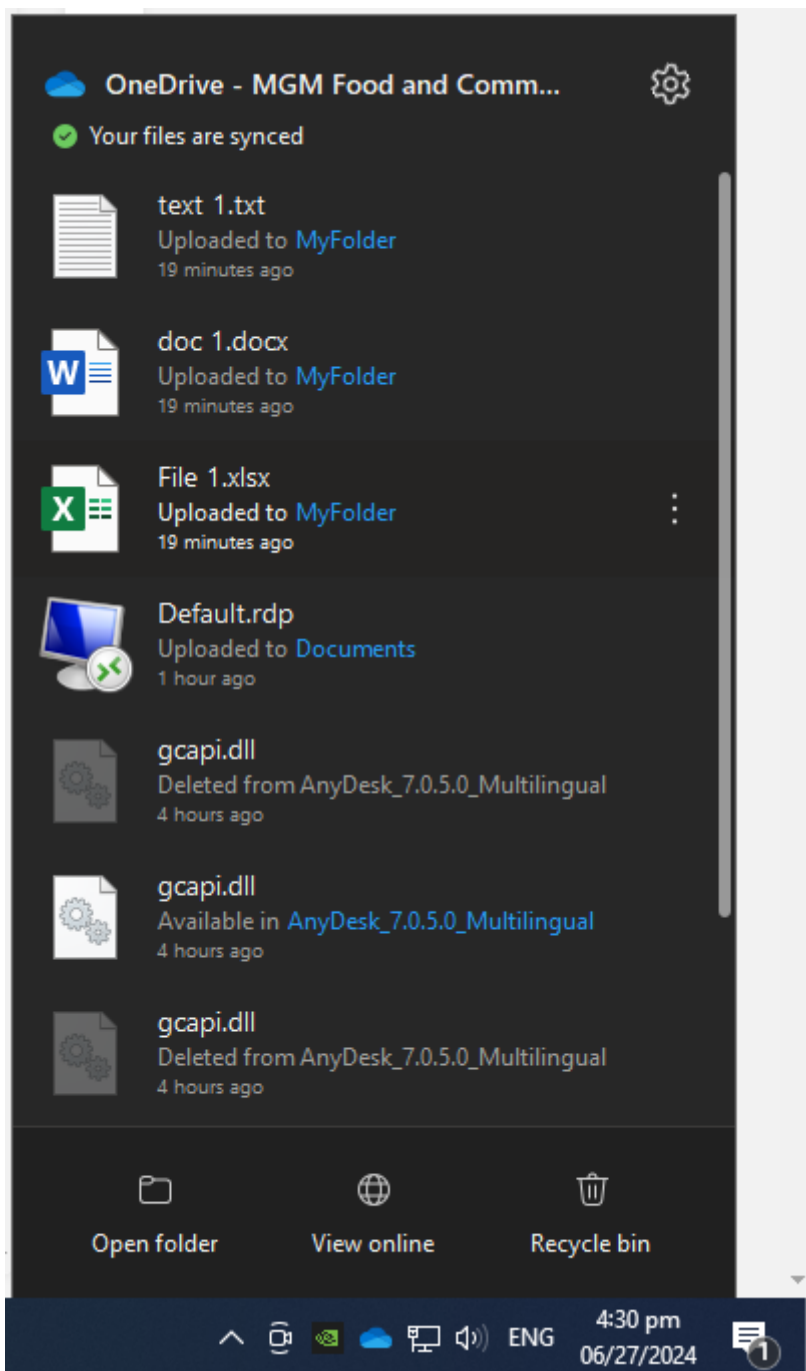
Checking if your file is saved on OneDrive Cloud

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

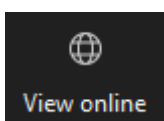


If your OneDrive icon is grey or you are not logged in, please proceed to the [How to Login to OneDrive](#) Section.

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.

The screenshot shows the OneDrive web interface. The left sidebar has a 'My files' tab highlighted with a red box. The main area displays a table of files and folders. The table has the following columns: Name, Modified, Modified By, File size, Sharing, and Activity. The table lists various folders and files, including AppData, Apps, Attachments, Creative Cloud Files, DATA, Desktop, Documents, General, General - IT Department, GOALS, Microsoft Teams Chat Files, Notebooks, Pictures, Recordings, SERVER-BAK, and Book.xlsx. The 'General - IT Department' folder is highlighted with a red box. The 'Book.xlsx' file is also highlighted with a red box.

Name	Modified	Modified By	File size	Sharing	Activity
AppData	December 20, 2...	Jayson Velagio	1 items	Private	
Apps	November 16, 2...	Jayson Velagio	0 items	Private	
Attachments	August 3, 2023	Jayson Velagio	3 items	Private	
Creative Cloud Files	December 20, 2...	Jayson Velagio	0 items	Private	
DATA	About a minute...	Jayson Velagio	6 items	Private	
Desktop	June 20, 2023	Jayson Velagio	129 items	Private	
Documents	June 19, 2023	Jayson Velagio	100 items	Private	
General	April 25, 2023	Jayson Velagio	23 items	Private	
General - IT Department	November 30, 2...	Jayson Velagio	41 items	Owner: IT De...	
GOALS	March 12	Jayson Velagio	3 items	Private	
Microsoft Teams Chat Files	May 14, 2023	Jayson Velagio	350 items	Private	
Notebooks	October 23, 2023	Jayson Velagio	1 items	Private	
Pictures	May 25, 2023	Jayson Velagio	46 items	Private	
Recordings	August 23, 2023	Jayson Velagio	1 items	Private	
SERVER-BAK	April 4	Jayson Velagio	5 items	Private	
Book.xlsx	April 5	Jayson Velagio	7.88 KB	Private	

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

FileHomeShareView

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