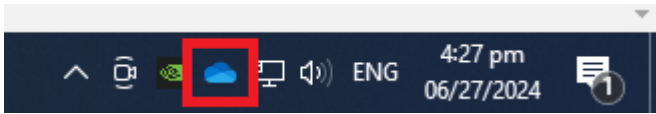


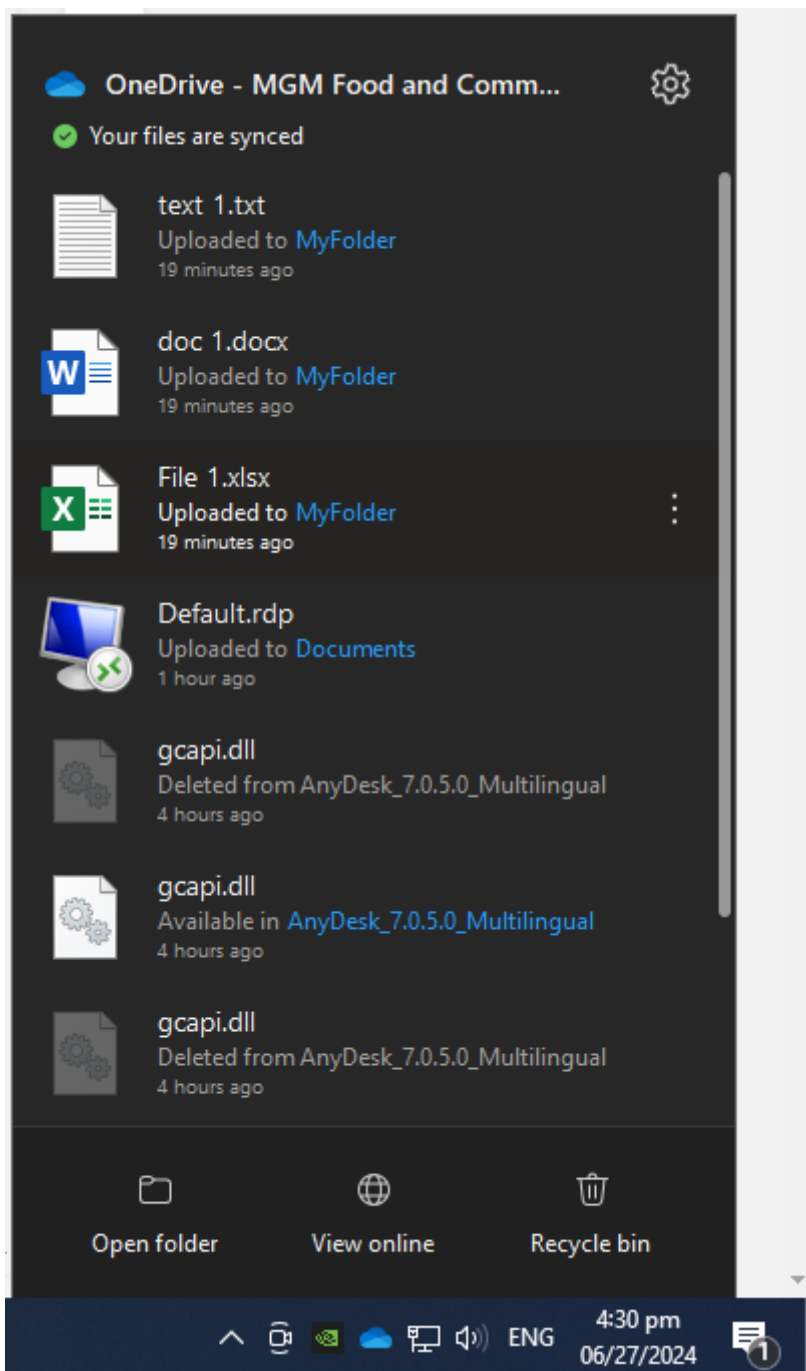
Checking if your file is saved on OneDrive Cloud

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

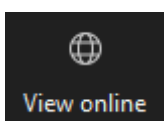


If your OneDrive icon is grey or you are not logged in, please proceed to the [How to Login to OneDrive](#) Section.

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

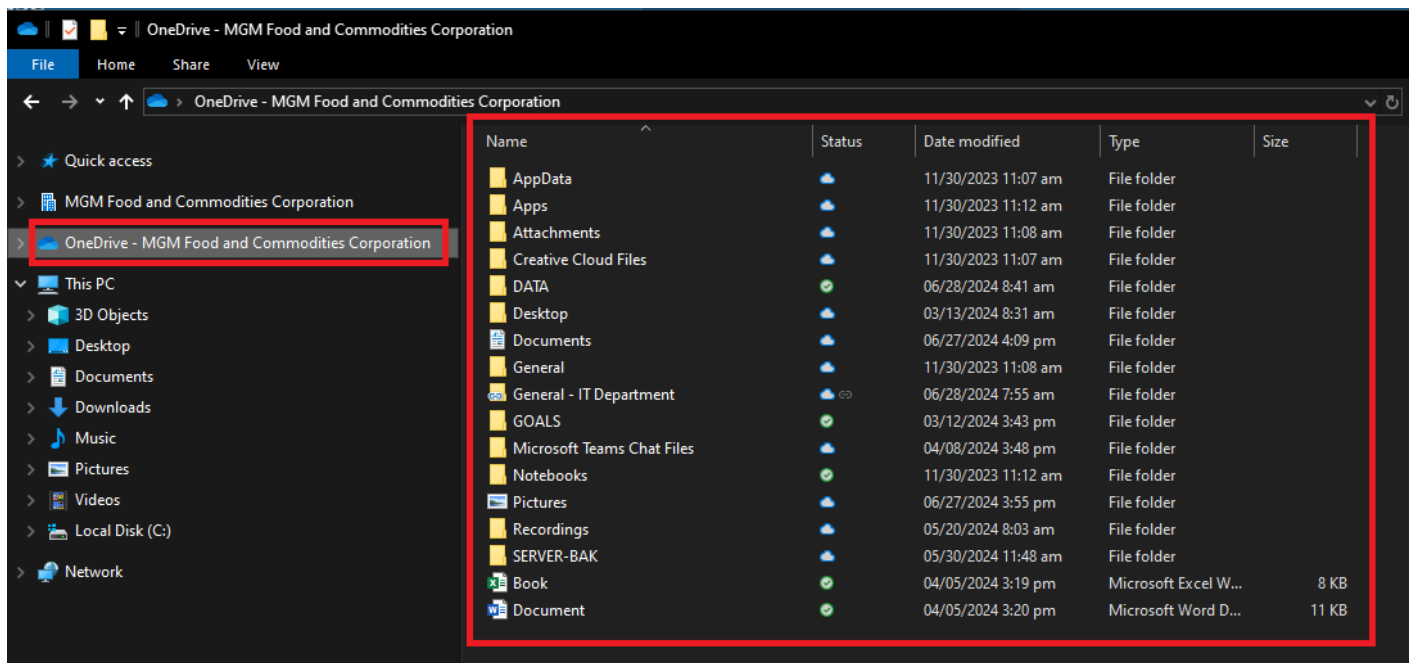
Cloud Version: The version stored online in the **OneDrive** cloud.

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 contains the following data:

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	
Document.docx	April 5	Jayson Velagio	10.3 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.



Revision #4

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