LittleGroup IT HelpDesk

OneDrive - information

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Onedrive - information

Microsoft’s cloud-based file storage and sharing solution.

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Logging into OneDrive

If you’re using a work PC you’re probably already signed into OneDrive with your Microsoft 365 account. You’ll notice a grey OneDrive cloud icon with a line through it if you wasn’t. You can double check this by clicking the Onedrive icon in your system tray (near the clock in the bottom right)

If you’re not signed in:

1. Click the OneDrive Icon in the system tray.
2. Click **Sign in**.
3. Use your work email address and password.
4. Follow the prompts to finish setup and choose folders to sync. (You won’t be able to sync shared folders like as your W: drive for example)

Sharing a Folder

To share a folder with someone make sure the folder is inside your OneDrive folder not your desktop so it syncs to the cloud properly:

1. Right click the folder you want to share.

2. Click **Share.**

3. In the popup window type the person’s email address.

4. Choose the permission level. (**View / Edit**)

5. Click **Send** or copy the link to share it manually.

Sharing a File

Sharing a single file works exactly like a folder but you can also share directly from Office applications such as Word or Excel. Simply click the Share button in the top right corner and follow it’s intrusions.

Sync Issues

If files aren’t syncing correctly, try these steps:

1. Hover over the OneDrive icon in the system tray. It will usually tell you what’s wrong. (Sign in required, File too large or Conflicts detected)

2. Right-click the icon and select **View Sync Problems** if available.

3. Restart OneDrive by right clicking the icon and choosing **Close OneDrive**, then reopen it from the Start menu.

4. Check for updates: Make sure OneDrive is up to date via Windows Updates or by downloading the latest version from Microsoft.

You can find what each icon means by checking out this Microsoft help page

Other:

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