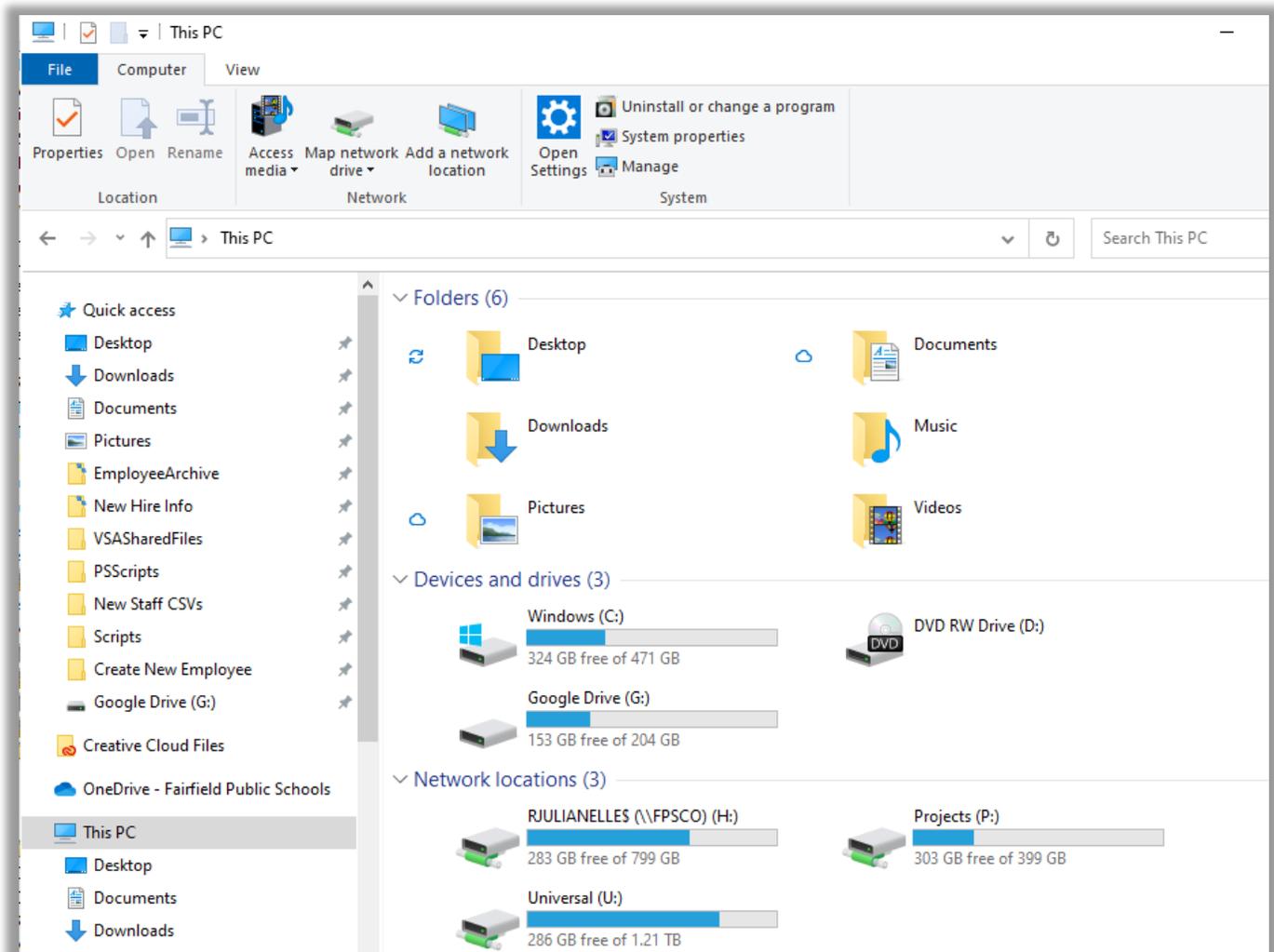


# ONEDRIVE REFERENCE

With the **OneDrive**, your Desktop, Documents and Picture folders are backed up to your **OneDrive** Cloud storage automatically. This means your files are synchronized between your computer and the cloud. You can work with your synced files directly in File/Windows Explorer, where your drives and folders are located (*pictured below*), to access your files even when you are offline. Whenever you are online, any changes that you or others make will synchronize automatically, while online, and if offline syncing will resume once back on.

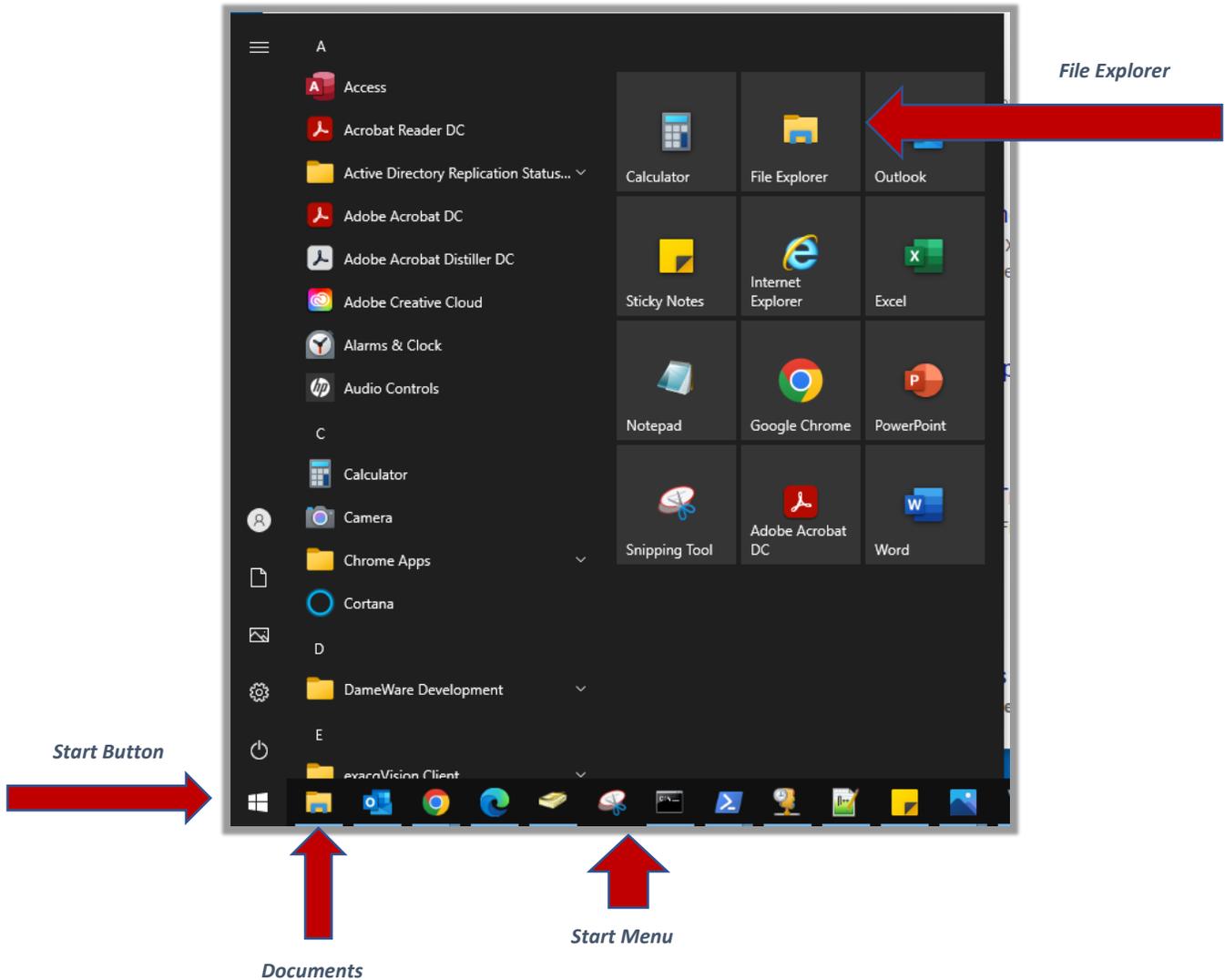


File/Windows Explorer

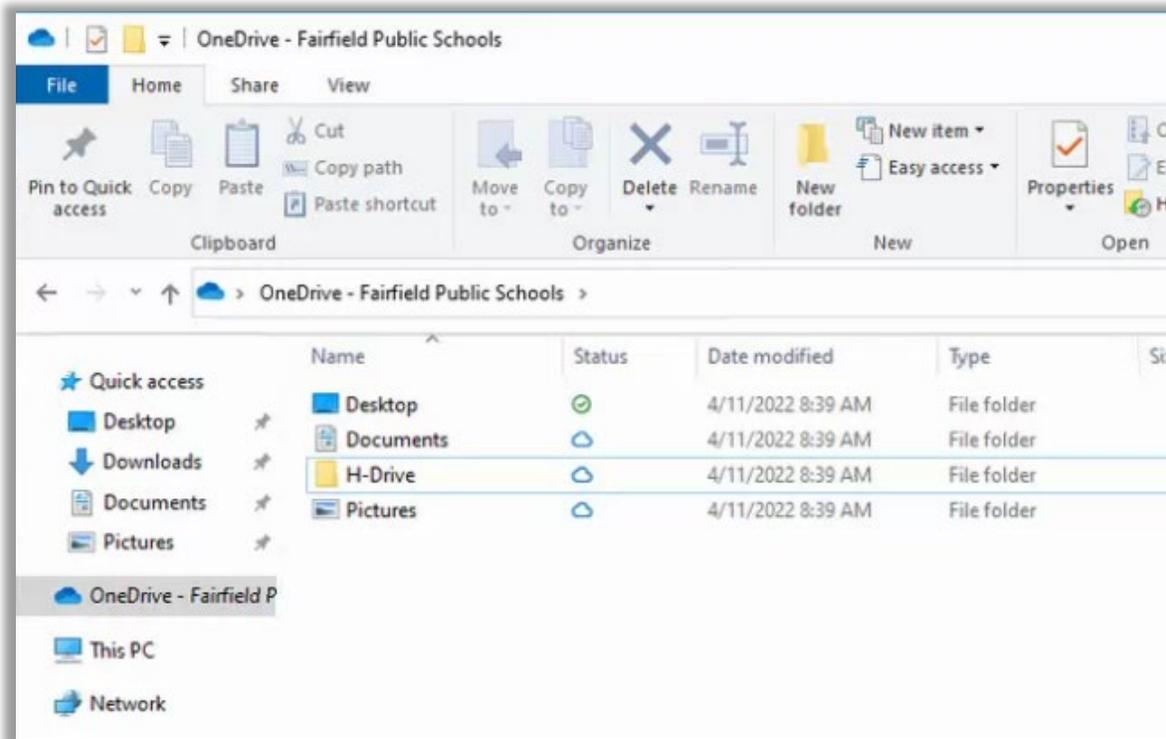
## ACCESS AND MANAGE YOUR ONEDRIVE FILES

Your **OneDrive** files will appear in File/Windows Explorer in the **OneDrive - Fairfield Public Schools** folder.

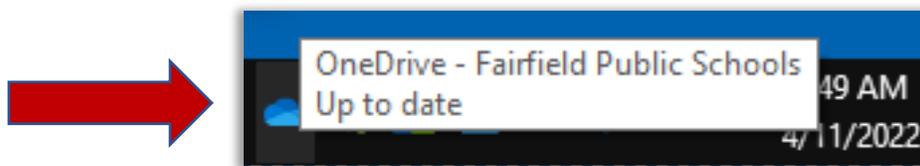
You can get to File/Windows Explorer through the start menu folder icon on your taskbar, and the navigation bar on the left of the window that opens. Simply clicking the start button on the bottom left of your screen:



Once within File/Windows Explorer you can choose **OneDrive – Fairfield Public Schools**. You will see everything contained within

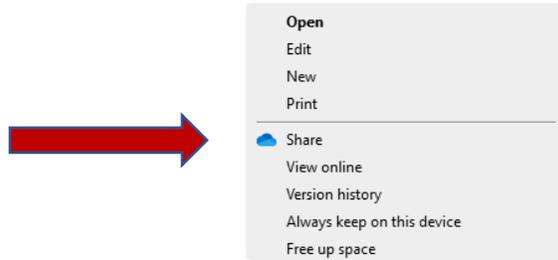


Keep in mind, when signed into OneDrive, you will have a blue cloud icon in your notification area and your files are synchronized to your computer. Your blue cloud icon will appear as '**OneDrive – Fairfield Public Schools**' when you hover over the icon.

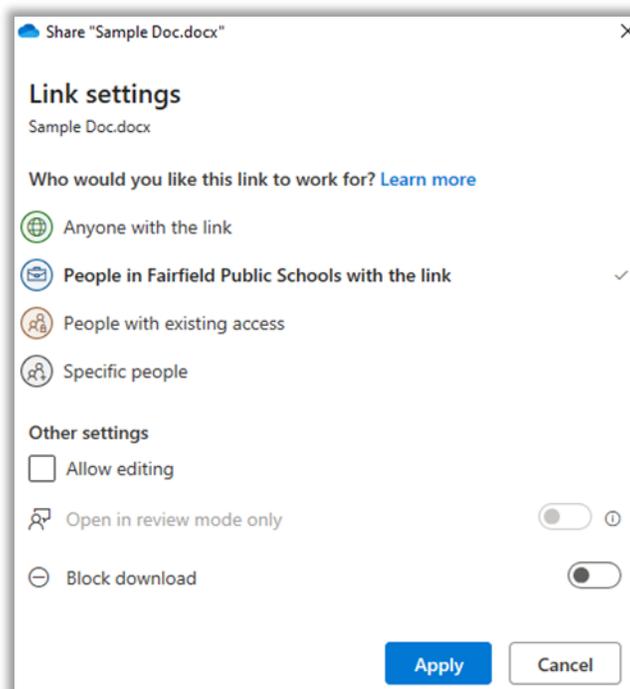
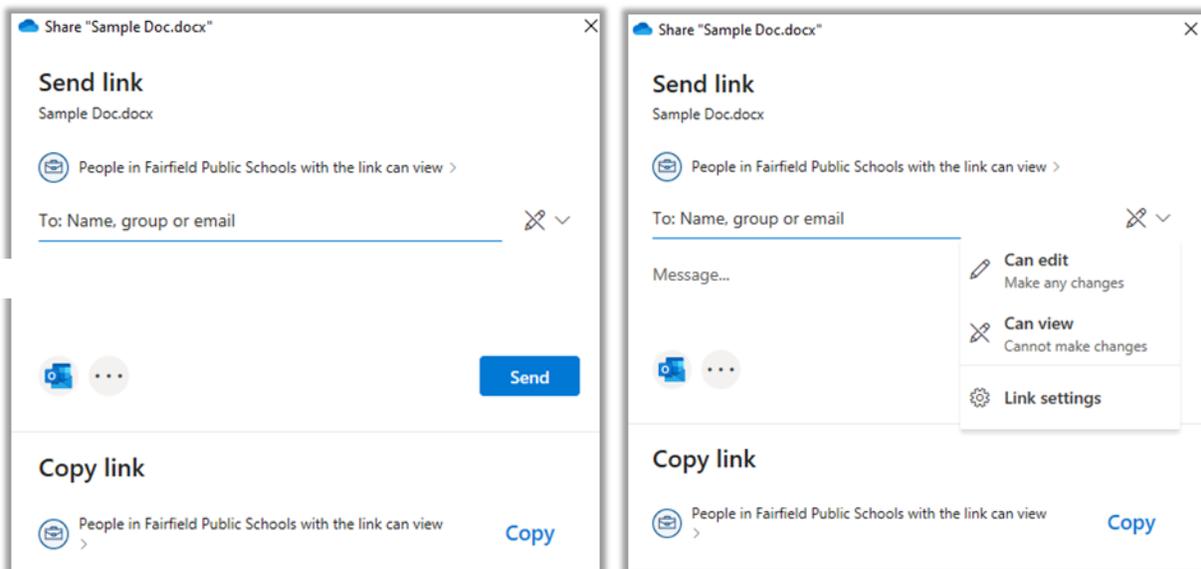


# Sharing files from OneDrive Client

Once the file you wish to share is located, share a file/folder - Right Click on it and select Share.



The popup on the below left will appear, select the options for the file link, by clicking the edit icon . Be careful to only share with desired groups and users, by default 'Allow Editing' is set to off for all shared files.



## Link settings options reference

**Anyone** gives access to anyone who receives this link. This may include people outside of your organization.

**People in FPS with the link** will give anyone in your organization who has the link access to the file.

**People with existing access** can be used by people who already have access to the document or folder. It does not change any permissions.

**Specific people** give access only to the people you specify. If people forward the sharing invitation, only people who already have access to the item will be able to use the link.

## ONEDRIVE ICON REFERENCE

### ONEDRIVE GRAY ICON:



A grayed-out **OneDrive** icon in the taskbar means you are not signed in, or **OneDrive** setup has not completed. Press , search for **OneDrive** and then open the **OneDrive desktop app**, a sign on window should appear where you can sign in with your fairfieldschools.org email

### ONEDRIVE RED CIRCLE, WHITE CROSS ICON:



A red circle with a white cross means that a file or folder cannot be synchronized. You will see this in File\Windows Explorer or on the **OneDrive** notification area icons. Click the blue icon in the notification area to learn more about the problem. Common issues could be internet access dropped, a file has incompatible names, or size.

### ONEDRIVE ICON WITH SYNC ARROWS:



The circular arrows over the **OneDrive** icons signify that sync is in progress. This includes when you are uploading files, or **OneDrive** is synchronizing new files from the cloud to your PC.

### ONEDRIVE ICON WITH YELLOW EXCLAMATION MARK:



If you see a yellow warning triangle over your **OneDrive** icon, it means your account needs attention. Select the icon to see the warning message displayed in the activity center.

# ONEDRIVE FILE/FOLDER ICON REFERENCE

## PEOPLE ICON NEXT TO FILE OR FOLDER:



If you see a "people" icon next to your **OneDrive** files or folders, this indicates the file or folder has been shared with other people.

## BLUE CLOUD ICON NEXT TO FILE OR FOLDER:



A blue cloud icon next to your **OneDrive** files or folders indicates that the file is only available online. Online-only files do not take up space on your computer.

## GREEN CHECK ICON NEXT TO FILE OR FOLDER:



When you open an online-only file, it downloads to your device and becomes a *locally available* file. You can open a locally available file anytime, even without Internet access. Keep in mind changes will only sync to the cloud if or when an internet connection is available.

## SOLID GREEN CIRCLE WITH WHITE CHECK ICON NEXT TO FILE OR FOLDER:



Files that you mark as "Always keep on this device" have a green circle with the white check mark. These files are always available on your device and take up space, but they are always there for you even when you are offline.

## GRAY X ON DESKTOP ICONS:



This is not a **OneDrive** icon, but a corrupted Windows shortcut icon (points to a file/folder located elsewhere.) If you see a gray X over your Windows Desktop shortcuts, try this tip: Right-click on your Desktop and select **Refresh**.

## PADLOCK ICON:



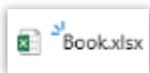
**OneDrive** will show a padlock icon next to the sync status if the file or folder has settings which prevent it from syncing. Reason could be invalid characters in file name or clicking the OneDrive icon  in the taskbar should provide reasons.

#### CHAIN/LINK ICON ON FOLDER:



A chain or link icon over a folder means it's a shortcut to another folder that has been shared.

#### THREE LITTLE BLUE LINES:



The glimmer marks (three little blue lines) seen next to a file or folder indicate that the file is new. You will see this only when using **OneDrive.com** online.