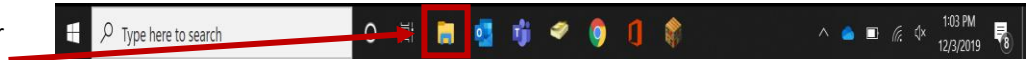


OneDrive - Accessing Files Online and Offline

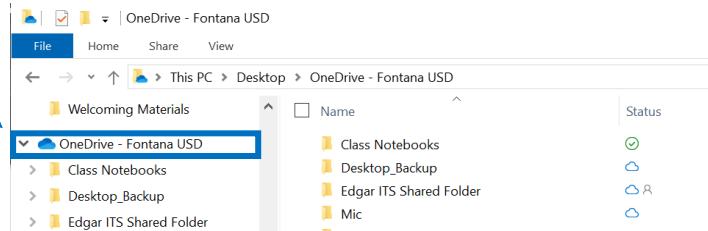
How to Access your OneDrive

OneDrive Folder for Students

1) Click on the File Explorer in your task bar.



2) Click on the OneDrive -Fontana USD access bar on the left-hand side.

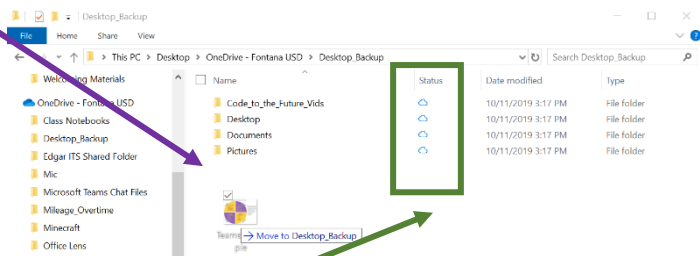


3) Once the folder opens, you will see all the files and folders you currently have.





4) Feel free to create new folders or drag and drop files into this area to save into the OneDrive cloud.

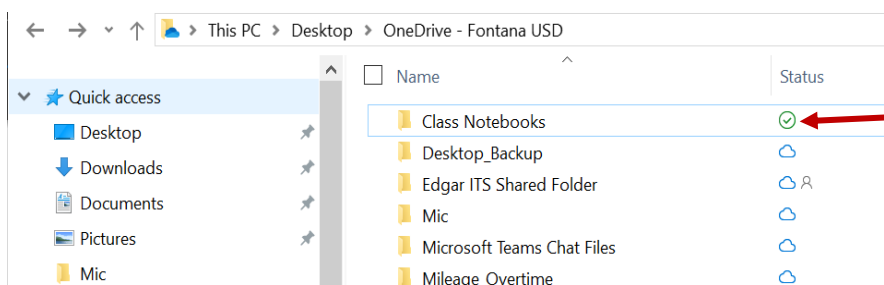
5) To have access to your files anywhere with an internet connection, begin saving your files into OneDrive.

6) Pay close attention to the status bar as this status will tell you if a file is accessible only online or offline as well. More details to follow below.



What does the Status Mean?

<u>Status</u>	<u>Meaning</u>
	The green check mark means that the file is not only saved to your OneDrive cloud storage, but that is also available locally on your device to <u>access offline</u> .
	The blue cloud means that the file lives in the cloud and you will NOT be able to access that file offline. Once you open a file at school, the cloud icon will become a green checkmark which means you will have access to that file offline. At that point a green che  ark will appear as the status of the file.
	The rotating arrows means that the file is being uploaded to the cloud.



Files you open are downloaded to your device and available offline.