

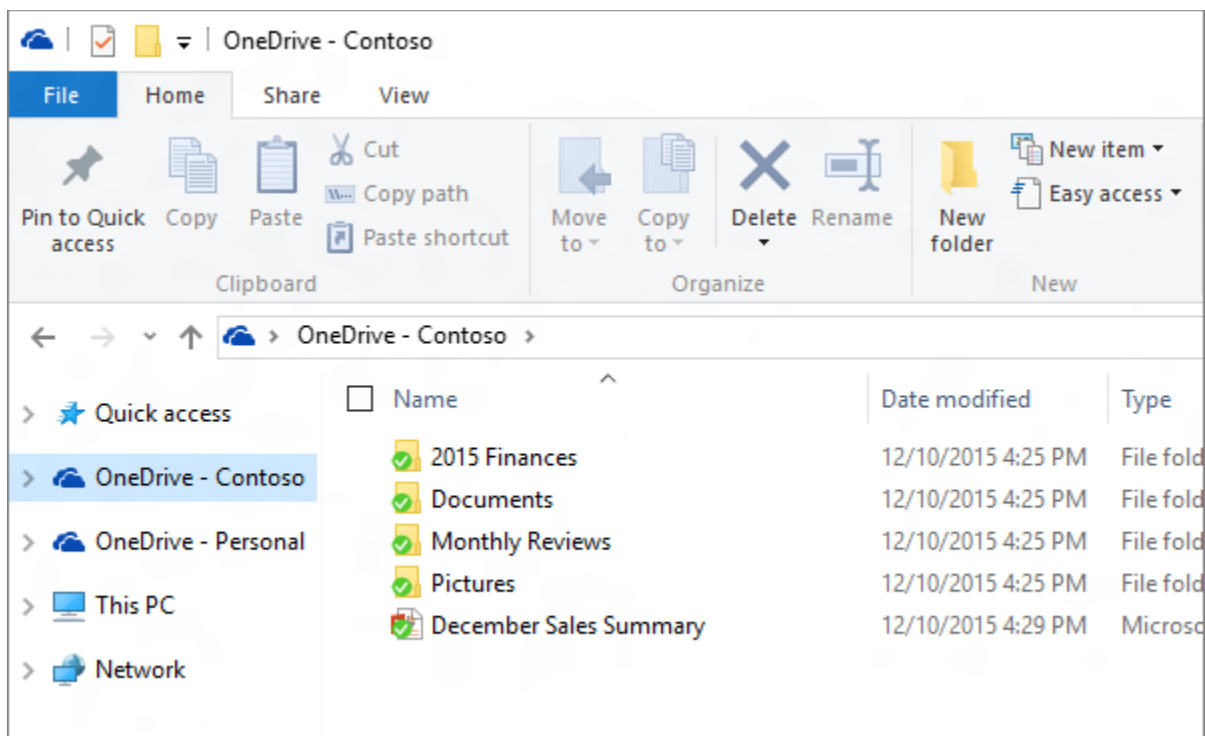
# ONEDRIVE SYNC CLIENT REFERENCE

For more information please visit [www.utoledo.edu/it/office365](http://www.utoledo.edu/it/office365)

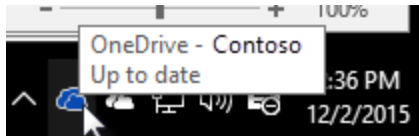
With the OneDrive Sync Client, your **Desktop**, **Documents** and **Picture** folders are backed up to your OneDrive Cloud storage automatically. You can work with your synced files directly in File Explorer and access your files even when you're offline. Whenever you're online, any changes that you or others make will sync automatically.

## SEE AND MANAGE YOUR ONEDRIVE FILES

Your OneDrive files will appear in File Explorer in the OneDrive folder. You can save files to your Desktop, Documents and Picture folders as usual and they will automatically backup to OneDrive.



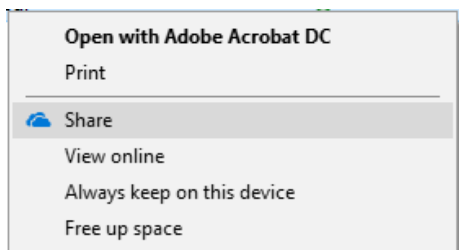
You now have a new white or blue cloud icon (or both) in your notification area and your files are synced to your computer. Your blue cloud icon will appear as OneDrive - [University of Toledo] when you hover over the icon.



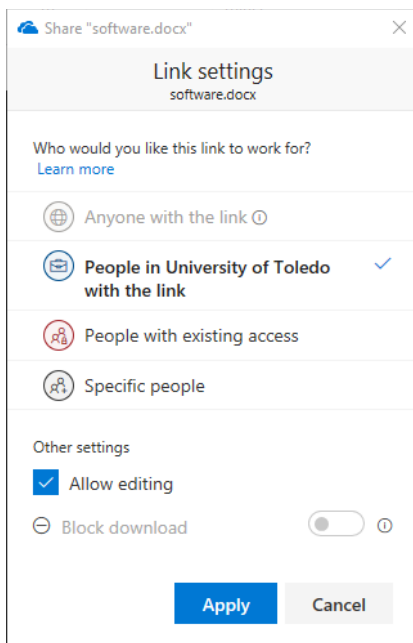
Any time you want to change the folders you sync on your computer, right-click that cloud icon in the taskbar notification area, select Settings > Account > Choose folders. Find other information about your account and change other OneDrive settings from here.

## Share files from OneDrive Client

In File Explorer, select the file you would like to share. Right Click and select Share.



Select the desired options for the file link.



# ONEDRIVE ICON REFERENCE

OneDrive icons in the notification area and File Explorer tell you the sync state of the file or folder.

## RED CIRCLE WITH WHITE CROSS



A red circle with a white cross means that a file or folder cannot be synced. You'll see this in File Explorer or on the OneDrive notification area icons.



Click the blue or white OneDrive icon in the notification area to learn more about the problem.



## GRAY ONEDRIVE ICON



A grayed-out OneDrive icon in the taskbar means you're not signed in, or OneDrive setup hasn't completed.

## ONEDRIVE PAUSED ICON



The paused symbol over the OneDrive or OneDrive for Business icon means your files are not currently syncing.



To resume syncing, open the activity center, select More and then Resume syncing.

## ONEDRIVE ICON WITH SYNC ARROWS



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



Sync icons may also be seen online in OneDrive.com.



OneDrive will also check for other file or folder changes and may show "Processing changes". If OneDrive shows "Processing changes" for a long

time, it could be because you have an online file open, a very large file syncing, a lot of files stuck in a queue.

#### PEOPLE ICON NEXT TO A 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



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

You can't open online-only files when your device isn't connected to the Internet.

#### GREEN TICK ICONS



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.

If you need more space, you can change the file back to online only. Just right-click the file and select "Free up space."

#### GREEN CIRCLE WITH THE WHITE CHECK MARK



Files that you mark as "Always keep on this device" have the green circle with the white check mark.

These always available files download to your device and take up space, but they're always there for you even when you're offline.

#### 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.