



OneDrive OVERVIEW

OneDrive Components



Sync Engine

- Device Application
- One User
- Any Device/Browser
- Portal to Shared Files



Communications

- Data for Workplace Teams
- Workflow-oriented
- Connect/Link in Chat and Video Conferences



Back-end

- "File-Share"
- Permissions
- Version
- DATA + Web Management



Web Portal - Hub

- User Identity
- Access From Office Apps
- Security

OneDrive Features





OneDrive Key Points

OneDrive & SharePoint together form a Mechanism for Hybrid File Access and Management

OneDrive is the User/Device Sync Agent – Users see Synced Files/Folders

SharePoint is the Organizational/management back end

SharePoint Sites can either be Synced or Linked in OneDrive/To Local devices

Teams is a Chat/Video Communications Application oriented around functional user groups

Team/SharePoint groups can be the same – Every Team has a SharePoint Site

SharePoint and Teams data/resources can be shared or restricted

Data/Resources can be limited/shared inside and outside a company



Considerations – Data Locations/Sharing

1. Evaluate Workflow by Intended Collaboration

2. Share via SharePoint/Teams if collaborating with regular group

3. Share via OneDrive if ad-hoc or limited/infrequent collaboration

4. Create new elements online for faster availability

5. Bulk upload items directly via browser

6. Share via Links, not emails/attachments



VS



Setup - OneDrive

Install/Verify OneDrive (1,2,3)

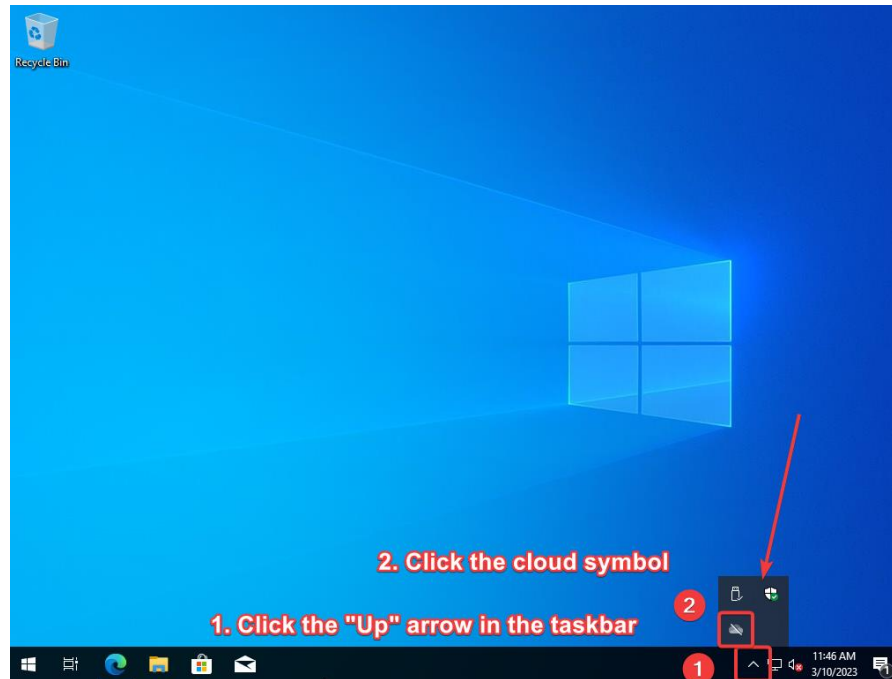
Sign-In with your EMAIL and Password

Select Local Data to Sync

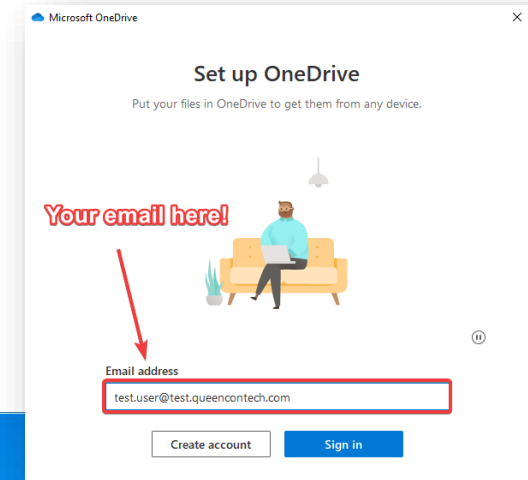
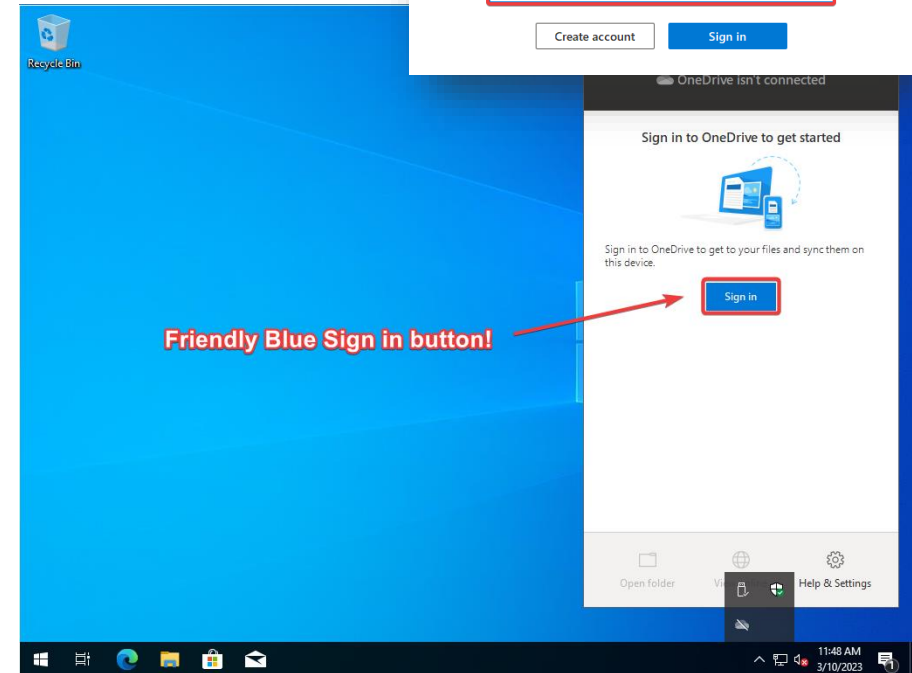
Sync SharePoint Folders

3.

1.

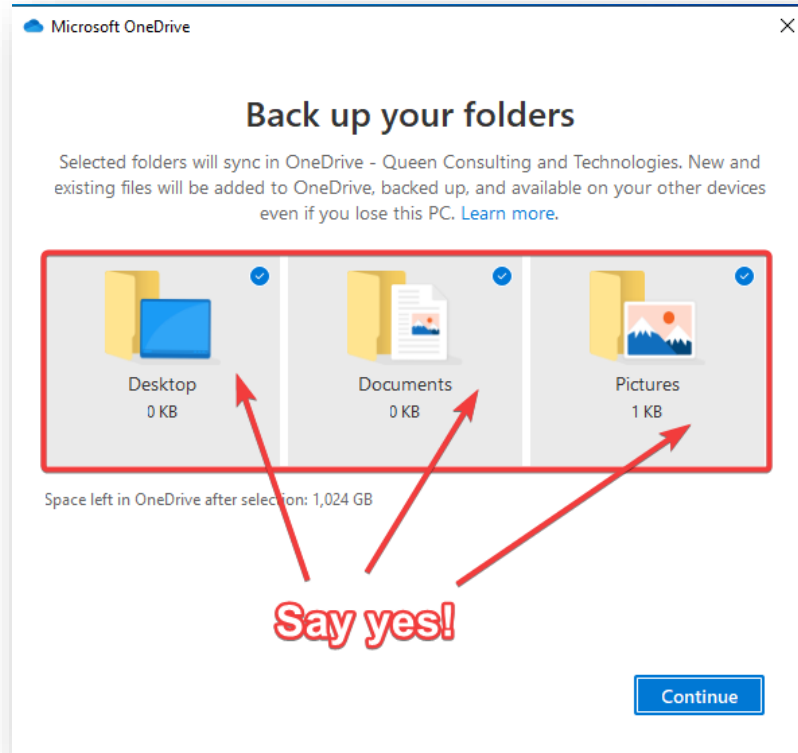


2.

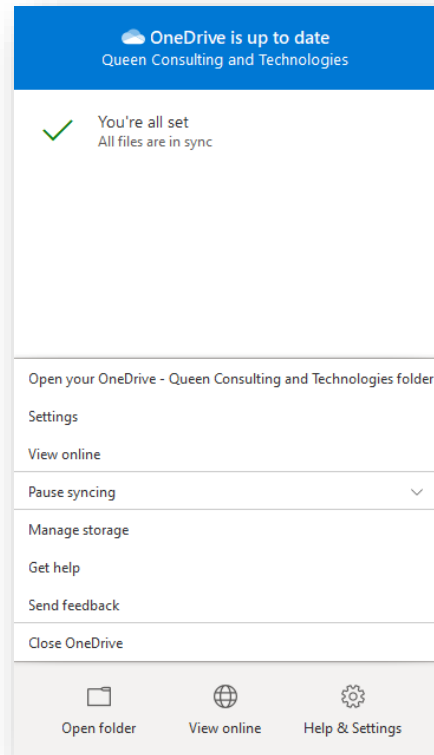


Setup – OneDrive

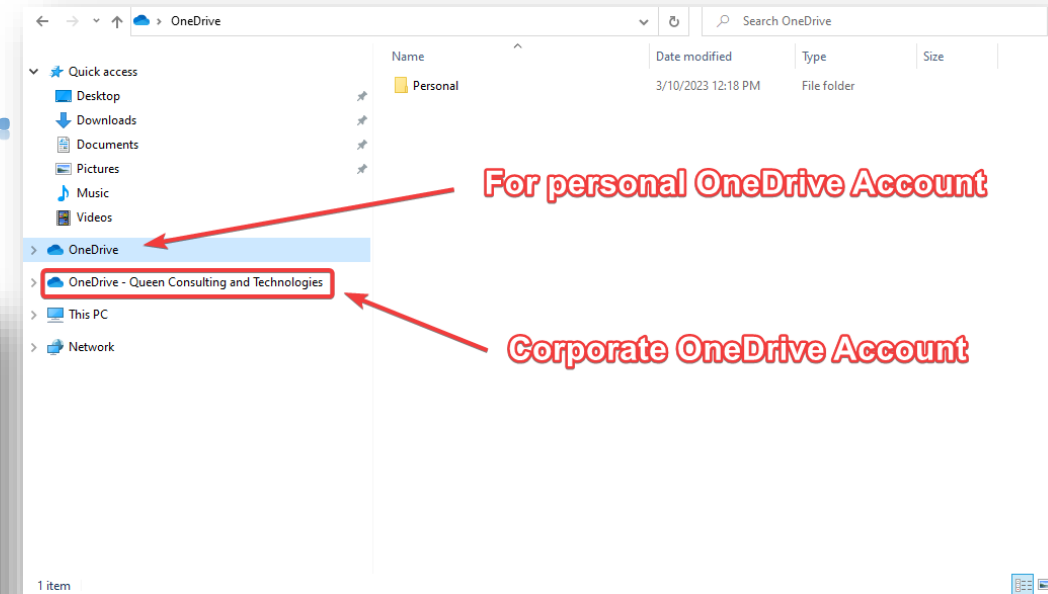
1.



2. Click “Next” Many Times until this:



3.



File Access - SharePoint

1. Access Files from Cloud/Browser

2. Access Files from Teams if Linked to team

3. Link with OneDrive *OR*

4. Sync with One Drive

5. Manage via SITES (SITE=Web interface for Shared Data)



Access via Link vs Sync



Linked

- Sync once to all Locations/Devices
- Hard to Distinguish from Personal Files



Sync

- Sync once, to one device
- Slower updates

Syncing Sharepoint via - OneDrive

Sign in to Sharepoint:
https://fourincorp.sharepoint.com/_layouts/15/sharepoint.aspx

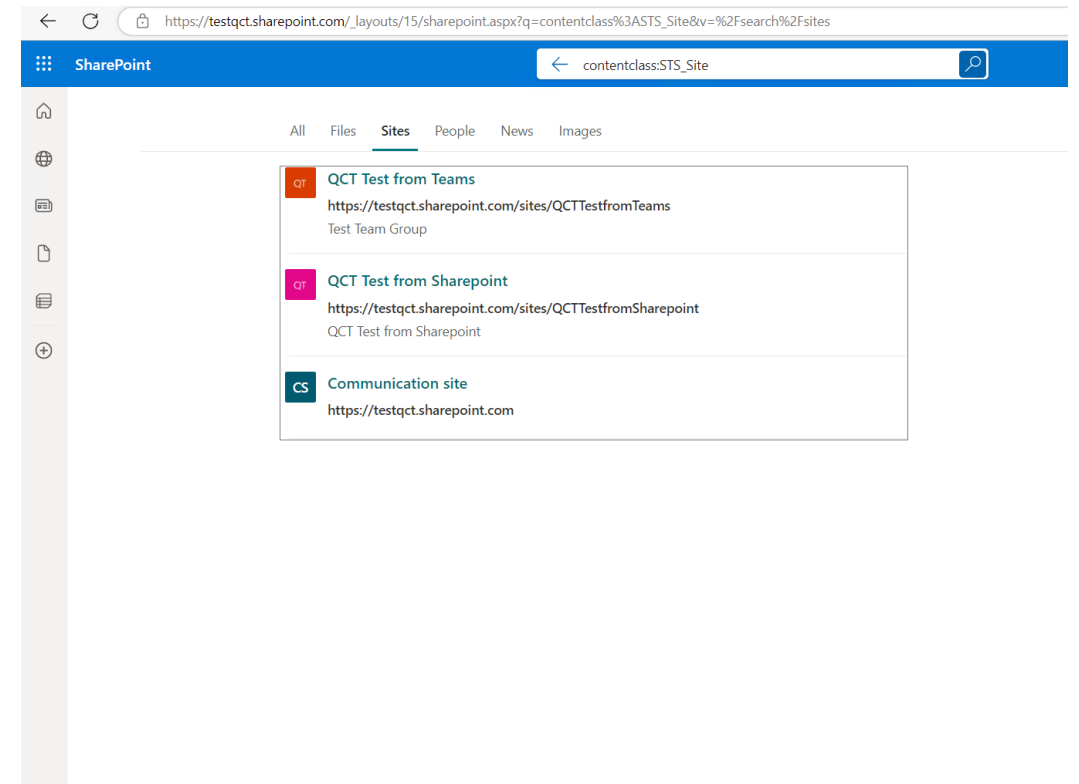
You may see some/all of your assigned sites

Go to EACH SITE to Sync/Link

Use the SECOND link to view all sites:

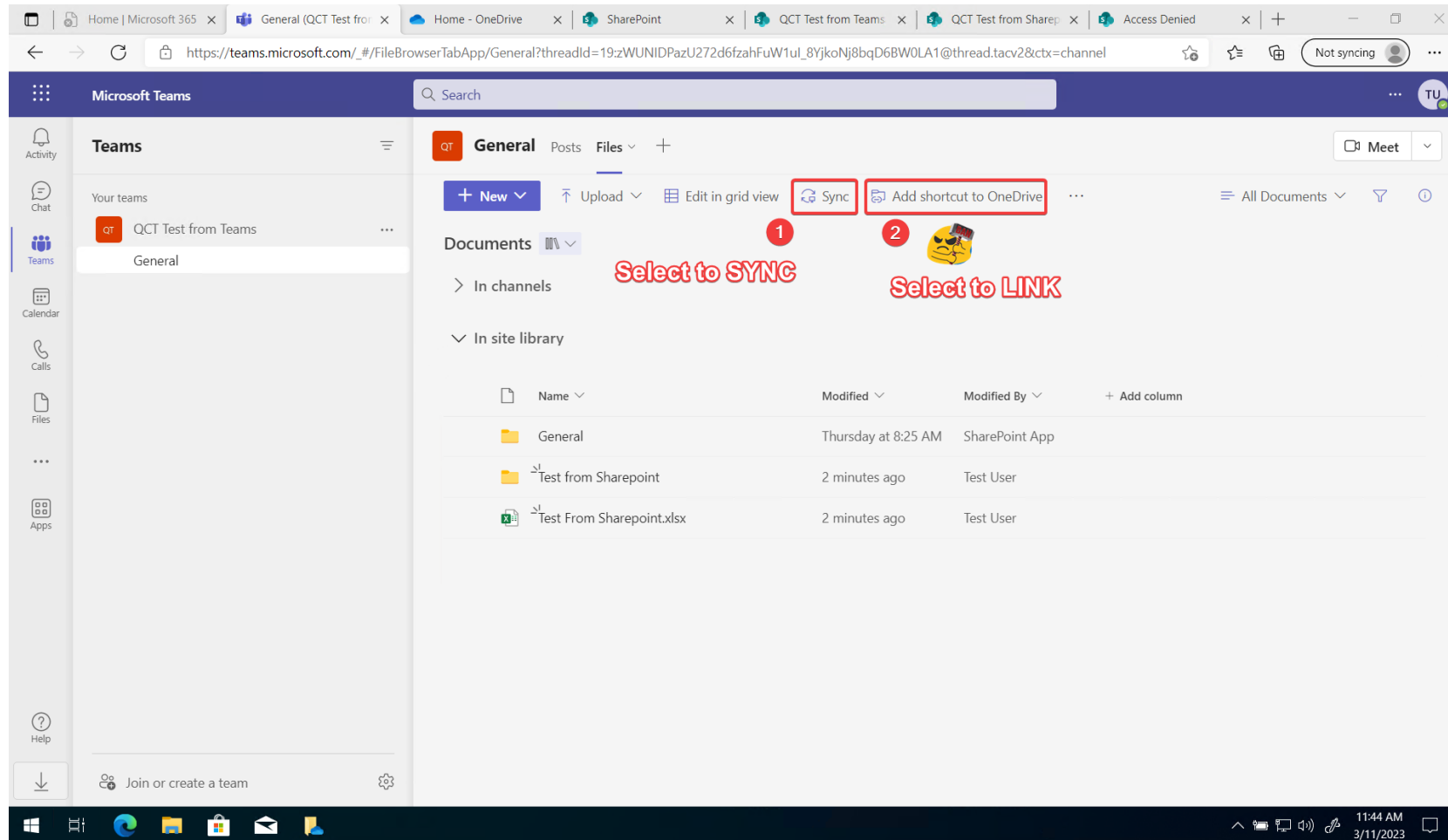
https://fourincorp.sharepoint.com/_layouts/15/sharepoint.aspx

https://fourincorp.sharepoint.com/_layouts/15/sharepoint.aspx?q=contentclass%3ASTS_Site&v=%2Fsearch%2Fsites



Syncing Sharepoint via - OneDrive

1. FOR EACH SITE



Microsoft Teams interface showing the 'General' channel of a team. The 'Files' tab is selected, and the 'Sync' button is highlighted with a red box and a red circle with the number 1. The 'Add shortcut to OneDrive' button is also highlighted with a red box and a red circle with the number 2. Red text labels 'Select to SYNC' and 'Select to LINK' are placed below the buttons. The 'Documents' section shows a list of files and folders, including 'General', 'Test from Sharepoint', and 'Test From Sharepoint.xlsx'.

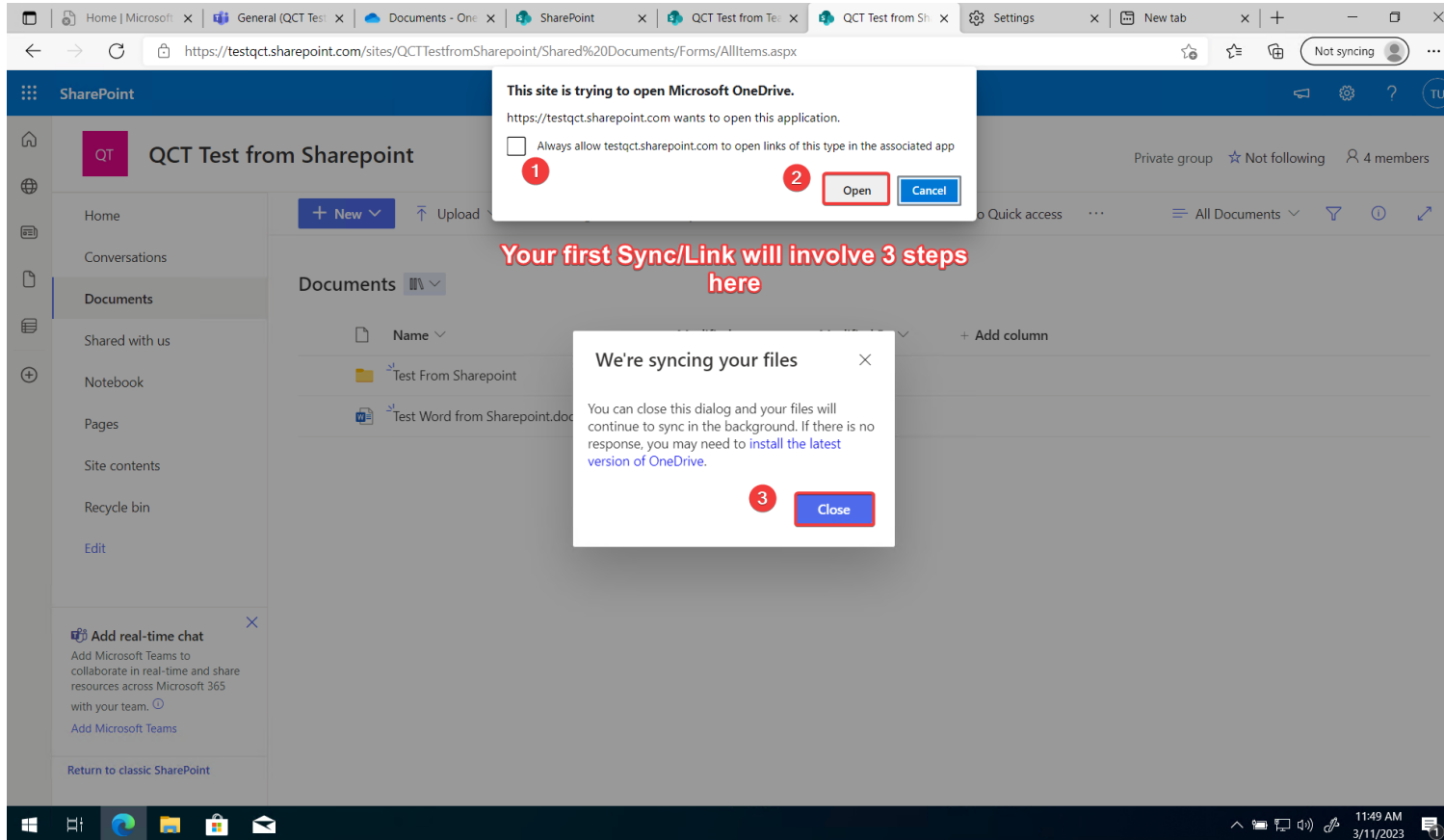
Name	Modified	Modified By
General	Thursday at 8:25 AM	SharePoint App
Test from Sharepoint	2 minutes ago	Test User
Test From Sharepoint.xlsx	2 minutes ago	Test User

2. Select SYNC

3. Accept Prompts

Syncing Sharepoint via - OneDrive

3. Accept Prompts



https://testqct.sharepoint.com/sites/QCTTestfromSharepoint/Shared%20Documents/Forms/AllItems.aspx

SharePoint

QCT Test from Sharepoint

Home

Conversations

Documents

Shared with us

Notebook

Pages

Site contents

Recycle bin

Edit

Documents

Name

Test From Sharepoint

Test Word from Sharepoint.docx

Quick access

All Documents

Private group

Not following

4 members

Not syncing

This site is trying to open Microsoft OneDrive.

https://testqct.sharepoint.com wants to open this application.

☐ Always allow testqct.sharepoint.com to open links of this type in the associated app

1

2

Open

Cancel

Your first Sync/Link will involve 3 steps here

We're syncing your files

You can close this dialog and your files will continue to sync in the background. If there is no response, you may need to [install the latest version of OneDrive](#).

3

Close

Add real-time chat

Add Microsoft Teams to collaborate in real-time and share resources across Microsoft 365 with your team.

Add Microsoft Teams

Return to classic SharePoint

11:49 AM 3/11/2023

4. Repeat at each site



Sync Statuses - OneDrive

OneDrive File/Folder Status



Synced

- Open in OneDrive
- Available Offline



Sync In Progress

- Only OneDrive/SharePoint Files



Available in the Cloud

- You must open the file to sync to your device



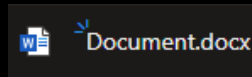
Unable to Sync

- Possible Conflict OneDrive
- Possibly Incompatible

Online-Only

New!

- OneDrive Only
- Any New File



Taskbar Statuses



Not Signed In

- Open OneDrive
- Sign In



Sync Errors

- Open OneDrive
- Review Failed Folders/Files



Account Blocked



Sync Paused

- Open OneDrive
- Review Settings for Throttling/other



Troubleshooting - OneDrive

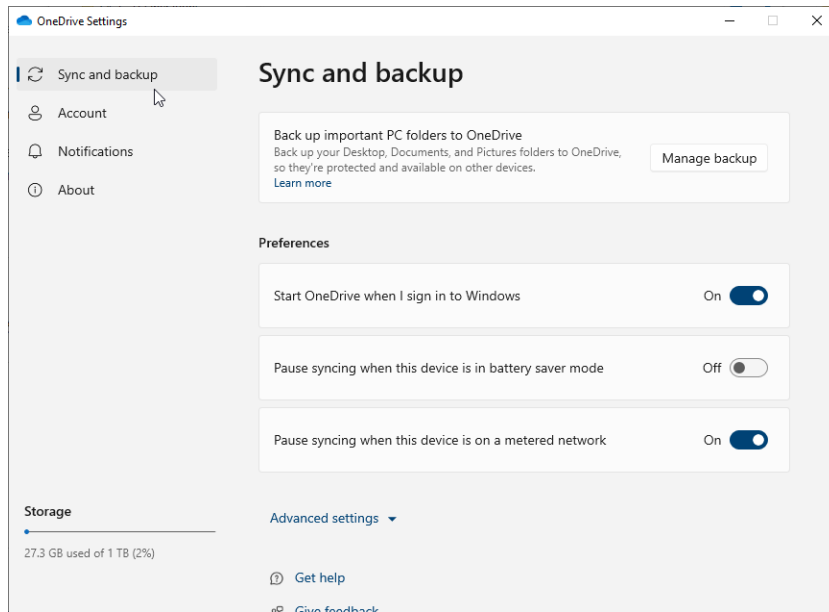
1.

1. Select OneDrive Icon
in Taskbar

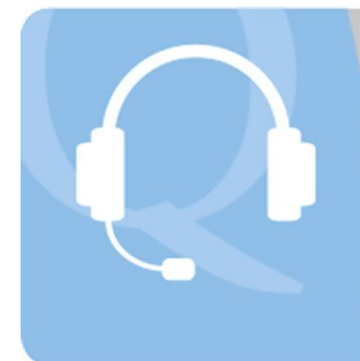
2. Right-Click Icon

3. Select Gear/Settings

4. Adjust
Account/Sync/Backup



2.



NEED HELP?
CALL THE HELP DESK
540.999.4357
(HELP)
Queencontech.com/Help
support@queencontech.com