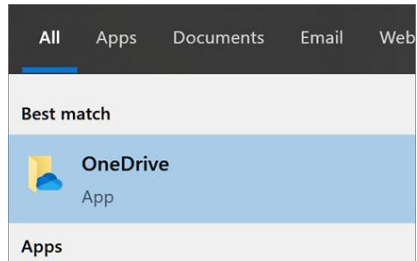


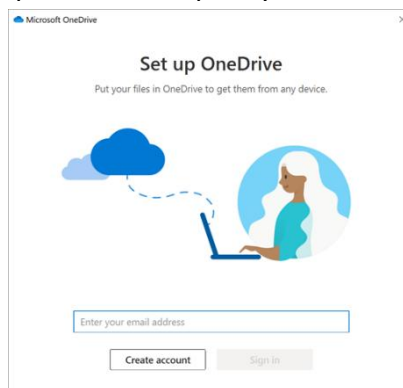
How to - OneDrive

OneDrive is an application that comes with your windows operating system. It's used to backup your desktop, documents and pictures to the cloud. They can be accessed from anywhere.

1. Look for the cloud icon on your taskbar. It might be blue, or grey. If you do not see it on the taskbar, search your computer for OneDrive and open the app.



2. If you are prompted to sign in, please enter your credentials, ie., 2002x@guestservices.com and your computer password.
3. If you are presented with the following screen, your OneDrive hasn't been set up. Follow the instructions on each screen to complete the setup. If you do not see this screen, jump to step 5.






4. Please take all defaults and make sure the Documents, Pictures, and Desktop Folders have the slider as soon below.

Back up folders on this PC

Files will be backed up, protected, and available anywhere in OneDrive - GSI - Guest Services, Inc, even if you lose this device.

[Learn more about folder backup](#)

	Documents	22.1 GB	Backed up	<input checked="" type="checkbox"/>
	Pictures	0 KB	Backed up	<input checked="" type="checkbox"/>
	Desktop	8.0 GB	Backed up	<input checked="" type="checkbox"/>

5. Please click on the gear icon and select settings.
6. Sync and backup – click on Manage Backup.

Sync and backup

Back up important PC folders to OneDrive

Back up your Desktop, Documents, and Pictures folders to OneDrive, so they're protected and available on other devices.




[Learn more](#)

Manage backup

7. Make sure all folders are selected

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	Documents	22.1 GB	Backed up	<input checked="" type="checkbox"/>
	Pictures	0 KB	Backed up	<input checked="" type="checkbox"/>
	Desktop	8.0 GB	Backed up	<input checked="" type="checkbox"/>




8. Save changes or close.

Helpful Hint: Below is what the symbols next to the files mean in one drive.

Microsoft OneDrive

All your files, ready and on-demand

With Files On Demand, you can browse everything in your OneDrive without taking up space on your PC.

-  **Available when online**
These files don't take up space on this PC, and will be downloaded as you use them.
-  **Available on this device**
When you open a file, it downloads to your device so you can edit it while you're offline.
-  **Mark your important files**
To ensure you can always access your important files even when you're offline, right-click the file (or press Shift F10) and select "Always keep on this device".