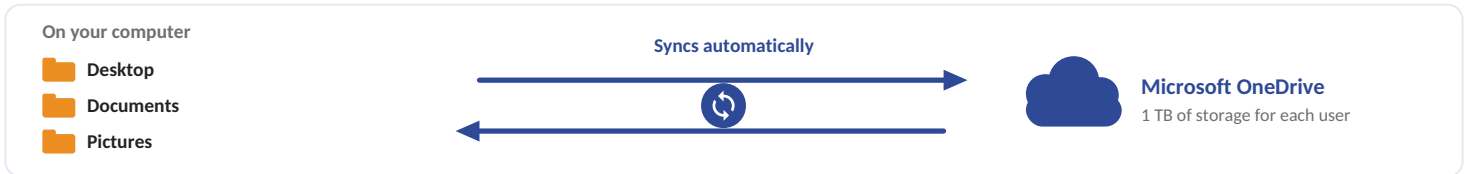


Microsoft OneDrive is the secure cloud storage included with your Microsoft 365 plan. It automatically keeps a copy of your Desktop, Documents, and Pictures in the cloud, so your files stay safe even if a computer is lost, stolen, or damaged.



What it is and how it works

- Included with your Microsoft 365 plan, with 1 TB of storage for each person.
- It keeps your Desktop, Documents, and Pictures synced to the Microsoft cloud.
- Save your files the way you always do. OneDrive copies them to the cloud in the background.
- Sign in on any computer, tablet, or phone to reach the very same files.

Your safety net: versions and the recycle bin

Deleted files are kept for 93 days. A deleted file goes to your OneDrive recycle bin, where you can restore it yourself. Your administrator can recover it within that window.

Roll back the last 30 days. You can restore your entire OneDrive to any point in the previous 30 days after a mistake or a ransomware event.

Earlier versions are saved. Right click any file and choose Version history to open or restore an earlier copy. Business accounts keep up to 500 versions.







How to check your backup is on

1. Find the OneDrive cloud near the clock, at the bottom right of your screen. A blue cloud means your work account is signed in.
2. Click the cloud, then the gear, then Settings.
3. Open the Sync and backup tab, then click Manage backup.
4. Make sure Desktop, Documents, and Pictures each show Backed up. If one says Not backed up, turn it on and click Save changes.

Tip: OneDrive can pause after a password change or about every three months. If the cloud shows a red X, click it and sign back in.

Manage backup	
Desktop	Backed up
Documents	Backed up
Pictures	Backed up

What the little OneDrive icons mean

 Online only Saved in OneDrive, not using space on your PC. It downloads when you open it.	 Saved on this device A copy is on your PC and is also safe in OneDrive.	 Always on this device Pinned so it stays available even offline.
 Syncing now Your latest changes are uploading. This clears on its own.	 Needs attention A file could not sync. Open OneDrive to see why.	 Shared This file or folder is shared with other people.

Good to know: a blue cloud and a green check both mean your file is safely stored in OneDrive. The only difference is whether a copy is also on your computer.

Questions? Your KeyStone Solutions team is happy to walk you and your staff through any of this.