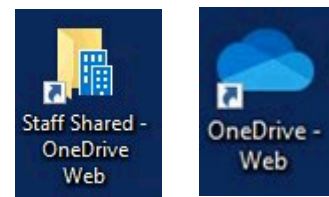
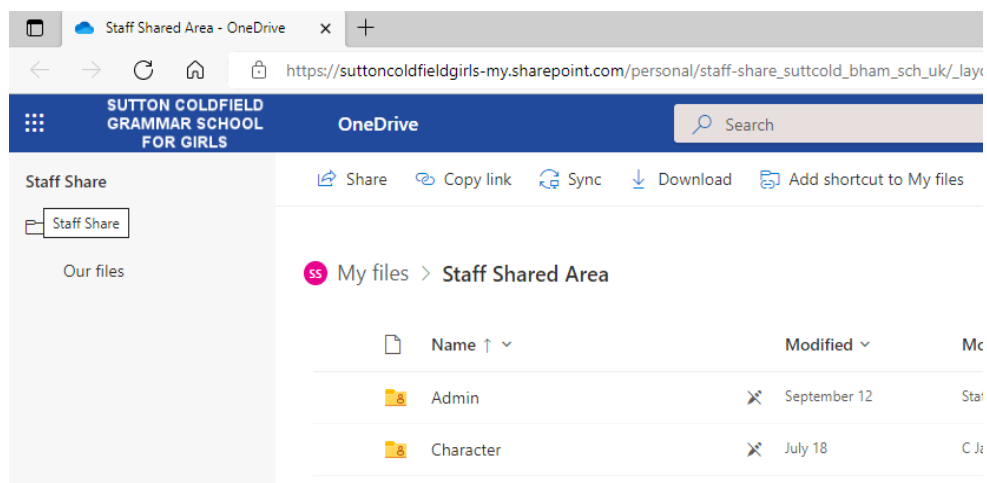


# OneDrive Web

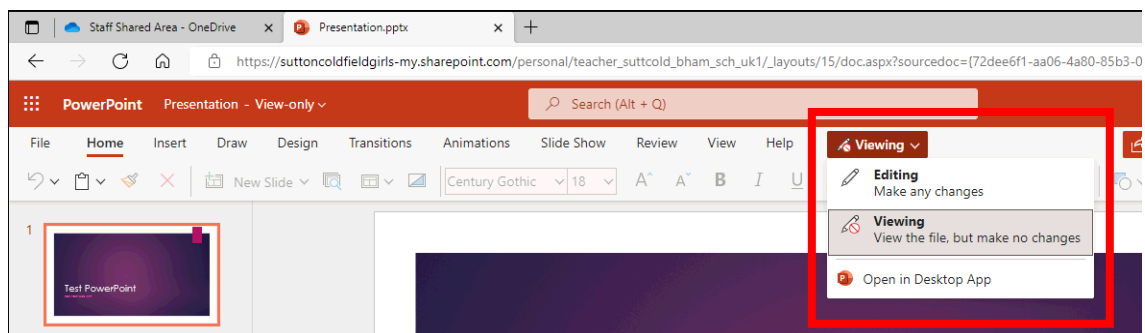
OneDrive Web can be accessed using two **shortcuts on your desktop**. Using the OneDrive Web can give you access to files and folders instantly rather than the Sync delay of the OneDrive Desktop App.



By clicking either of these shortcuts it will open an internet browser and give you access to all your files. Including those in the Staff Shared Area.



When you open certain files within the web, they may look different to the Desktop version. For example, PowerPoint. Some could be set to **Viewing**, this will need to be changed to **Editing** to make changes to the PowerPoint.



You can select **Open in Desktop App** if you wanted to view the document or PowerPoint in regular PowerPoint on your PC. Any changes that you make in the Desktop App will need to Sync before they are visible in the web.

