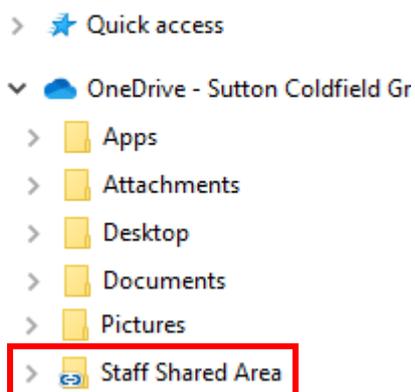
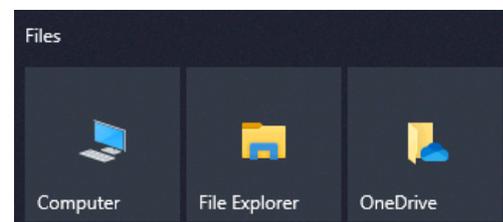


OneDrive Desktop App

The **Desktop App** can be accessed using the **This PC** shortcut on your desktop, the **OneDrive – Desktop** icon or the **File Explorer** icon on your Start Menu or the OneDrive icon on your **Start Menu**.



The **Staff Shared Area** should now be linked to your OneDrive. If it isn't come and see us in IT and we can attach it for you. The Shared Area should be in the drop-down menu on the left side of **File Explorer**.

The Desktop App does require documents to Sync on a frequent basis. So, some changes to documents may not be visible instantly. If you wanted to access instant changes it is suggested that you use OneDrive Web.

The cloud icon in the bottom right of your screen indicates the sync progress. Clicking the cloud will give you an update on your files.

For example, if the cloud has a rotating circle, this indicates that Syncing is in progress. When the sync is in progress some new items and/or folders may be empty until the sync is complete.

If it is a solo Blue Cloud this means that the sync is complete, and all changes have been uploaded.

