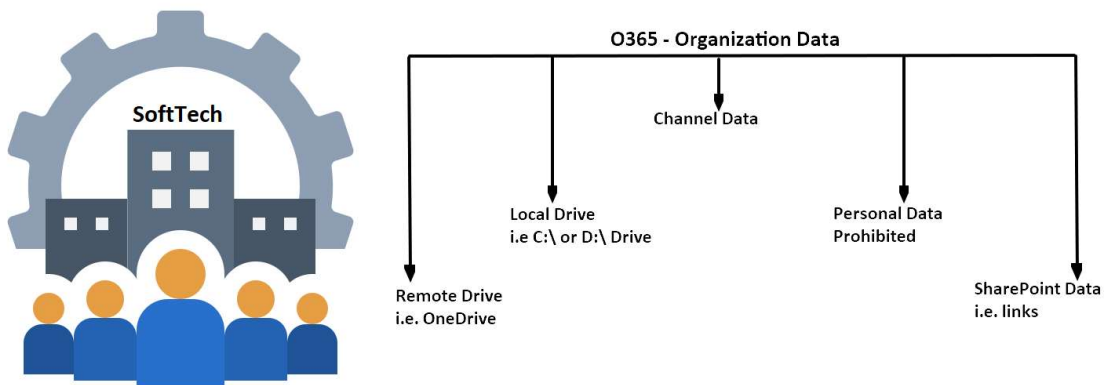

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Approvals	Title	Signature/Date
Prepared By: -	IT HELPDESK	19/02/2024
Reviewed By: -	IT Manager	19/02/2024
Approved By: -	VP	19/02/2024



**OneDrive**, Google Drive, DropBox, etc. all work in the same way. Below is brief that how OneDrive will work.

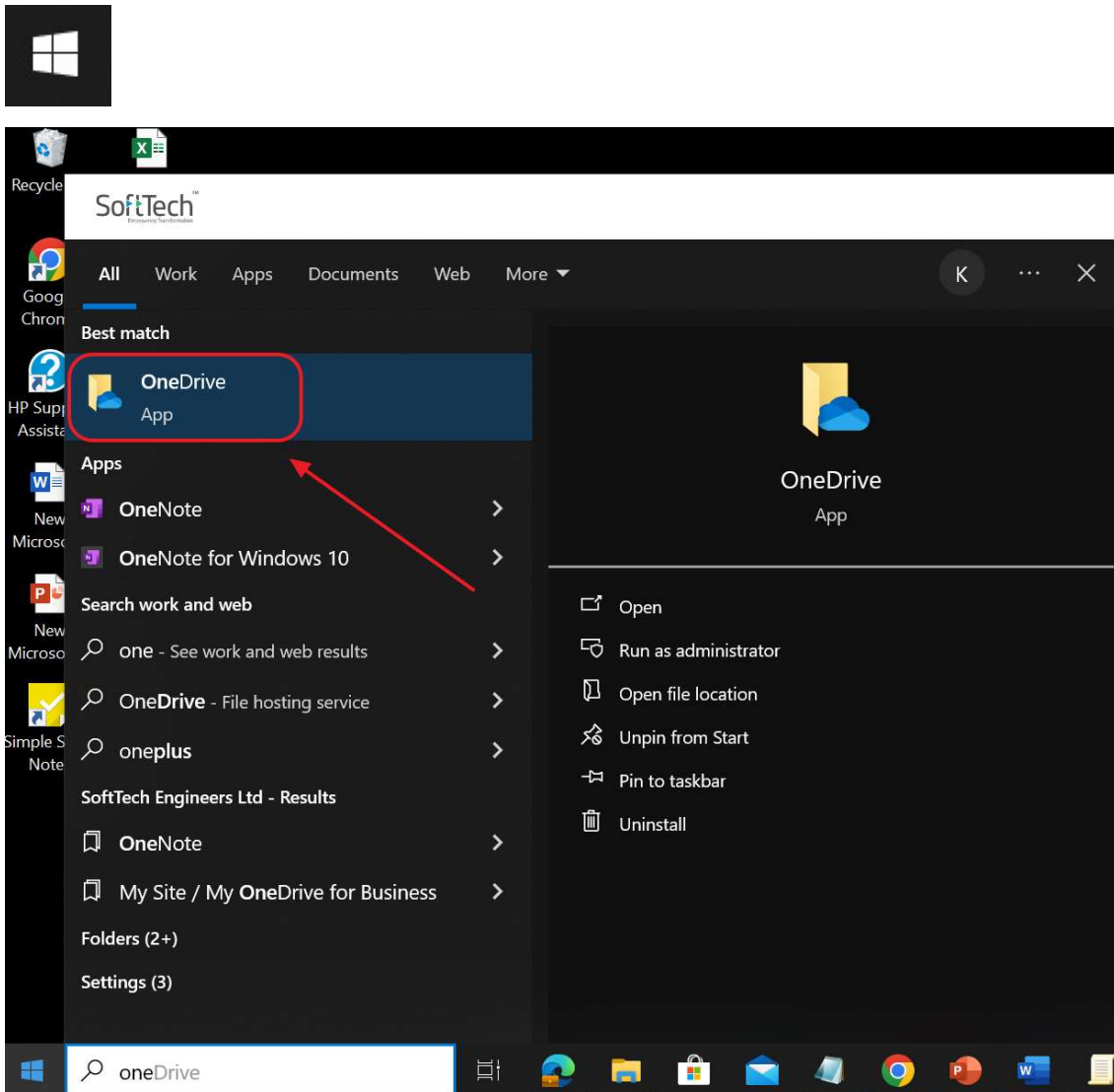
- 1) OneDrive will create a folder on your PC. Anything you save in that folder gets uploaded automatically in the background to the cloud storage on the internet. If you put files directly into the cloud storage, they will be automatically downloaded to the folder on your PC.
- 2) If you delete a file locally, OneDrive will delete the file in the cloud, as well as from any computers linked with that account. So, if you have two PCs with OneDrive, and you delete a file from either PC or the cloud, that file gets deleted everywhere.
- 3) Every action is time-stamped. Whichever action was the last will take precedence. OneDrive has some "smarts" built into it. If you modified a file offline, and another online, it will warn you the files are out of sync and will ask you which is the file to keep.

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Please follow the below procedure to install/configure your OneDrive on your system.

Please perform below steps step by step ->

**Step 1:** -> Please go to your computer and press window icon button and type “OneDrive”.




Please click on “OneDrive” and open it.

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**Step 2:** -> After successfully opening “OneDrive” app in your system below option we need to be filled and click on “**Sign In**” button and wait few minutes.

- 1) **Email Address** **(Please type your SoftTech Email ID)**

 Microsoft OneDrive



## Set up OneDrive

Put your files in OneDrive to get them from any device.




Email address

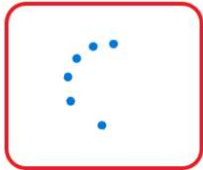
XXXX.XXXXXX@softtech-engr.com


Create account

Sign in

Please wait.

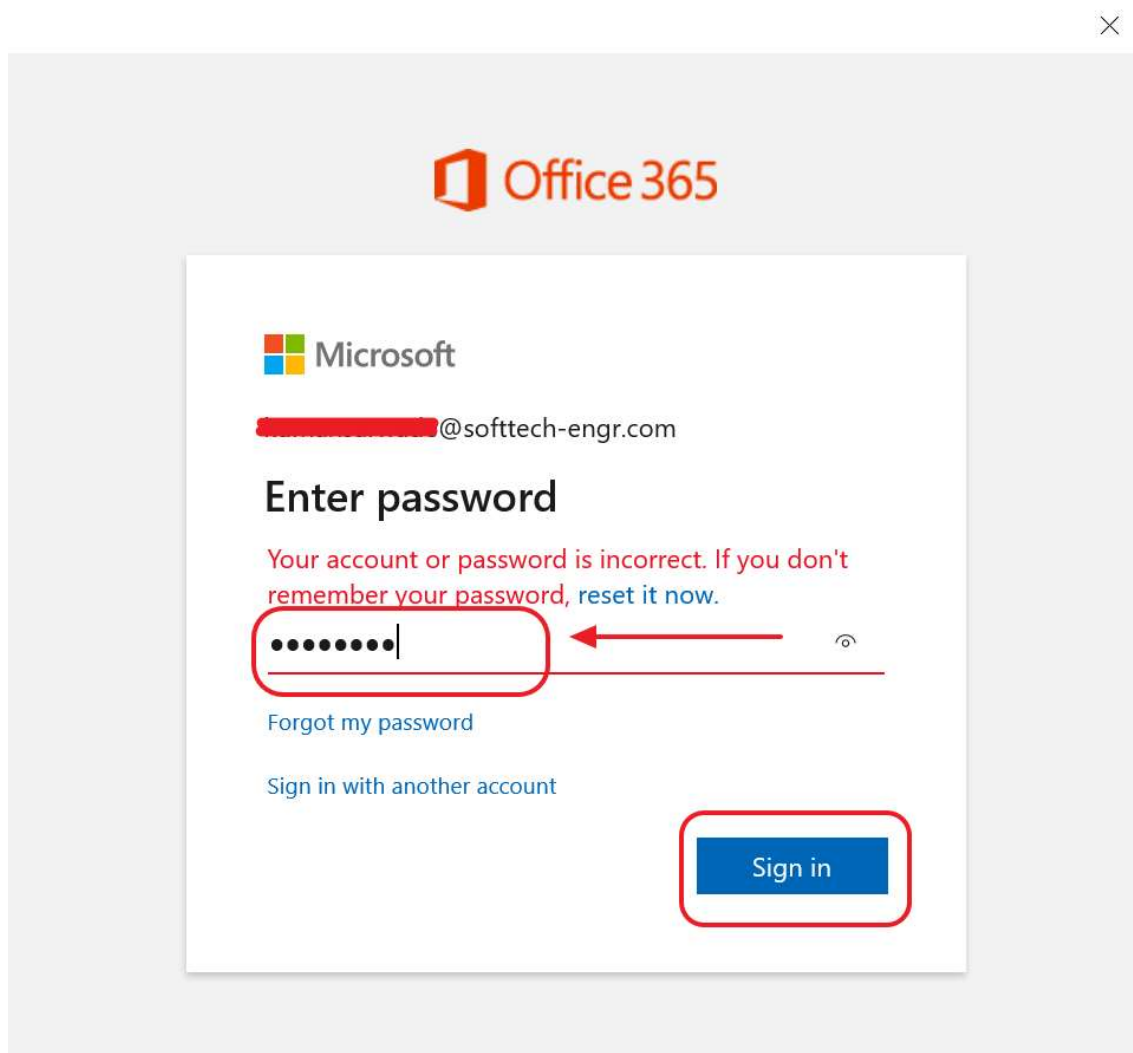
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**Step 3:** -> Please type your SoftTech O365 email password in your password window as shown in below screen.

- 1) You have received the password in your personal email inbox time of joining (i.e. Yahoo/Gmail). If you are not able to find the password, please contact **SoftTech IT Helpdesk** Team and reset your password.
- 2) New password you will receive on your SoftTech Email inbox.



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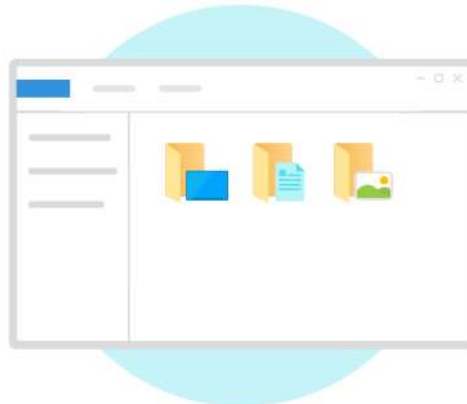
**Step 4:** -> Please click on “**Change location**” as shown in below screen.

 Microsoft OneDrive



## Your OneDrive folder

Add files to your OneDrive folder so you can access them from other devices and still have them on this PC.




**Your OneDrive folder is here**

E:\OneDrive - SoftTech Engineers Ltd

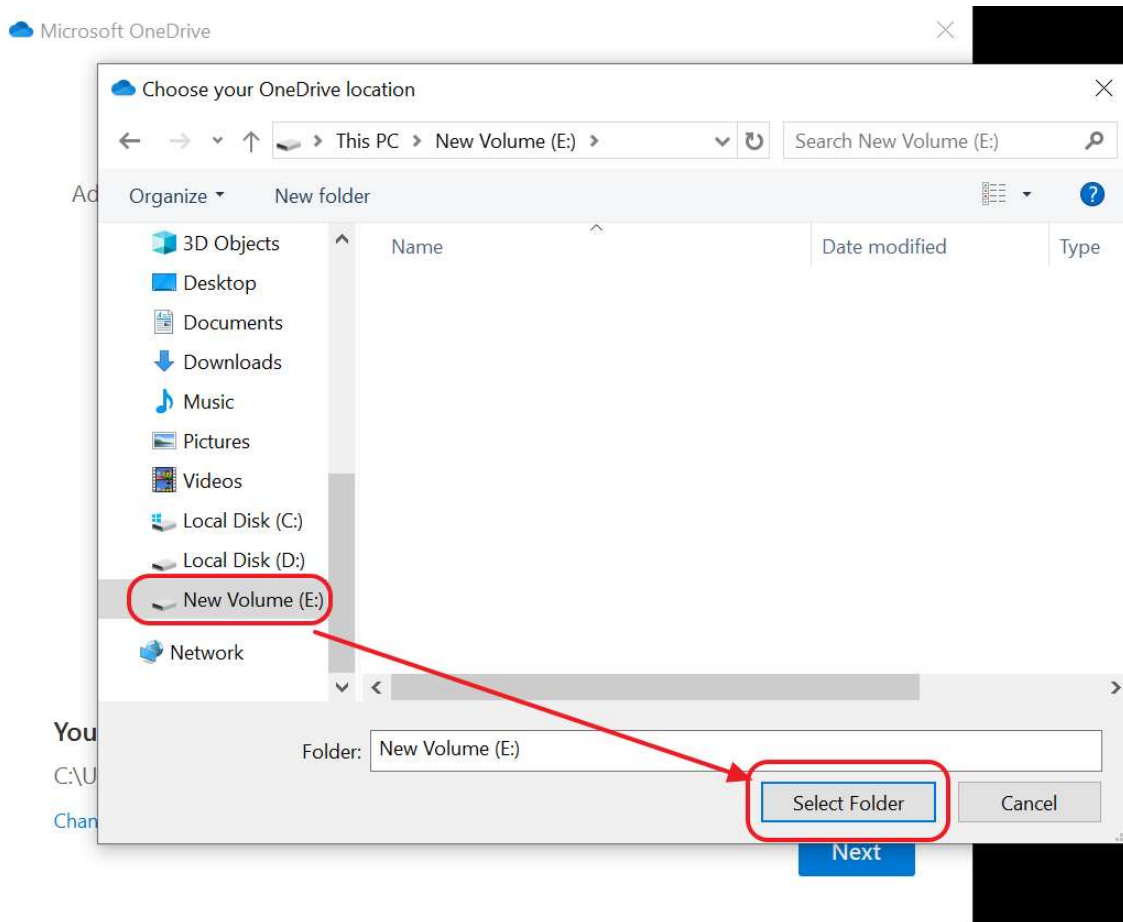
[Change location](#) 


**Next**

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**Step 5:** -> Please select your system drive and click on “**Select Folder**”.

- 1) Please select your system drive which is the most usable and free space. i.e. **E drive**
- 2) Avoid selecting your system “**C drive**”.



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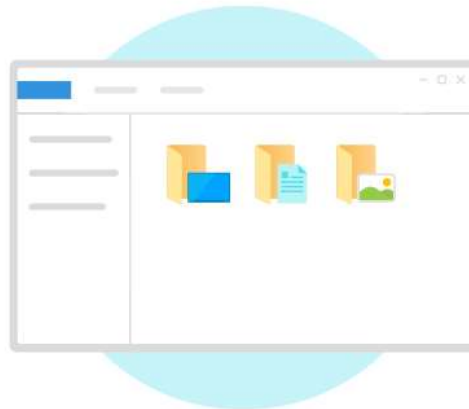
**Step 6:** -> Please verify your system drive as shown in below screen and click on “**Next**” button.

 Microsoft OneDrive



## Your OneDrive folder

Add files to your OneDrive folder so you can access them from other devices and still have them on this PC.




**Your OneDrive folder is here**

E:\OneDrive - SoftTech Engineers Ltd


[Change location](#)


**Next**



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**Step 7:** -> Please verify your folders and click on “**Start Backup**” button.


 Microsoft OneDrive




## Back up folders on this PC

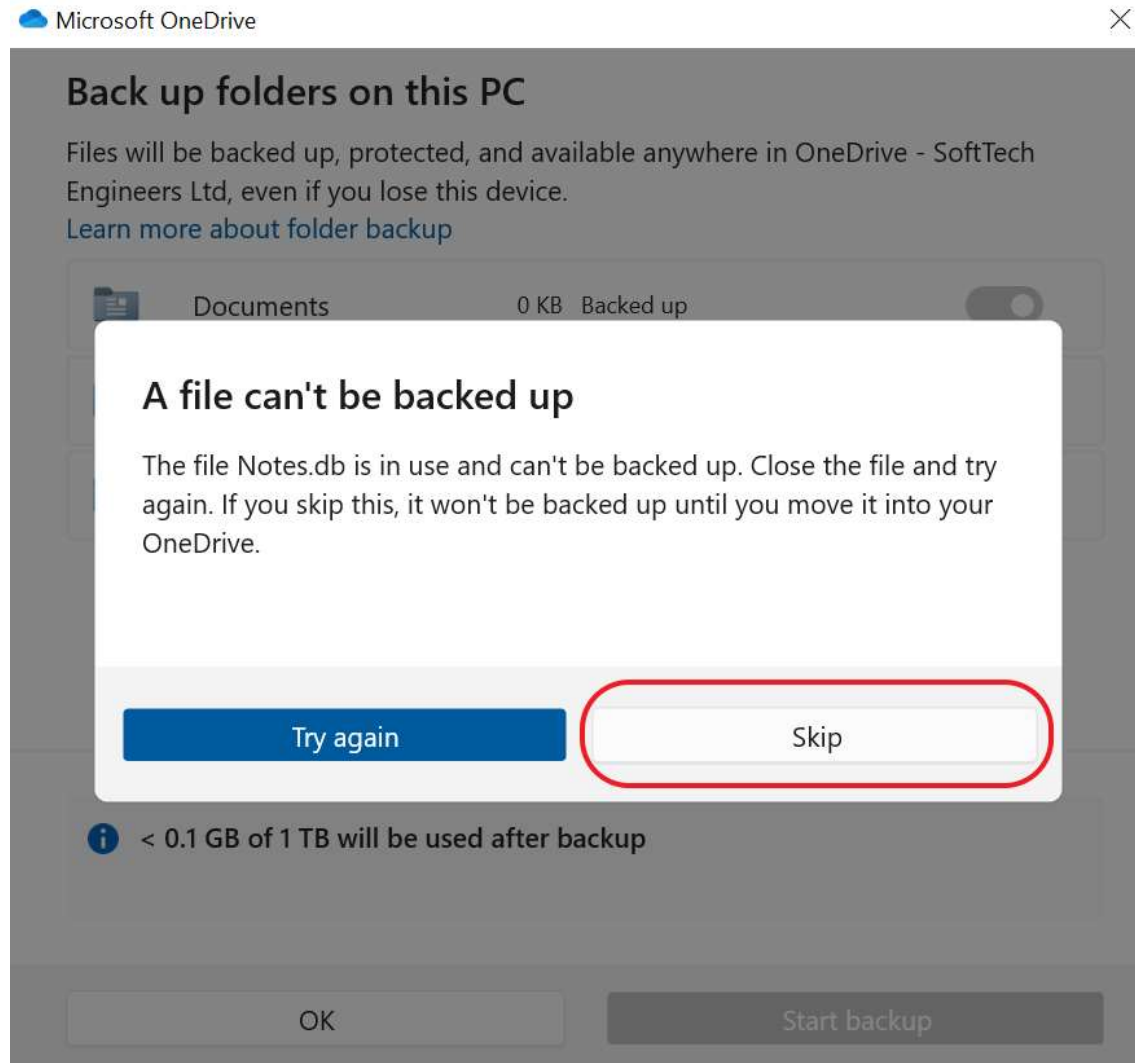
Files will be backed up, protected, and available anywhere in OneDrive - SoftTech Engineers Ltd, even if you lose this device.  
[Learn more about folder backup](#)


	Documents	12 KB	Ready to back up	<input checked="" type="checkbox"/>
	Pictures	1 KB	Ready to back up	<input checked="" type="checkbox"/>
	Desktop	9 KB	Ready to back up	<input checked="" type="checkbox"/>


**< 0.1 GB of 1 TB will be used after backup**

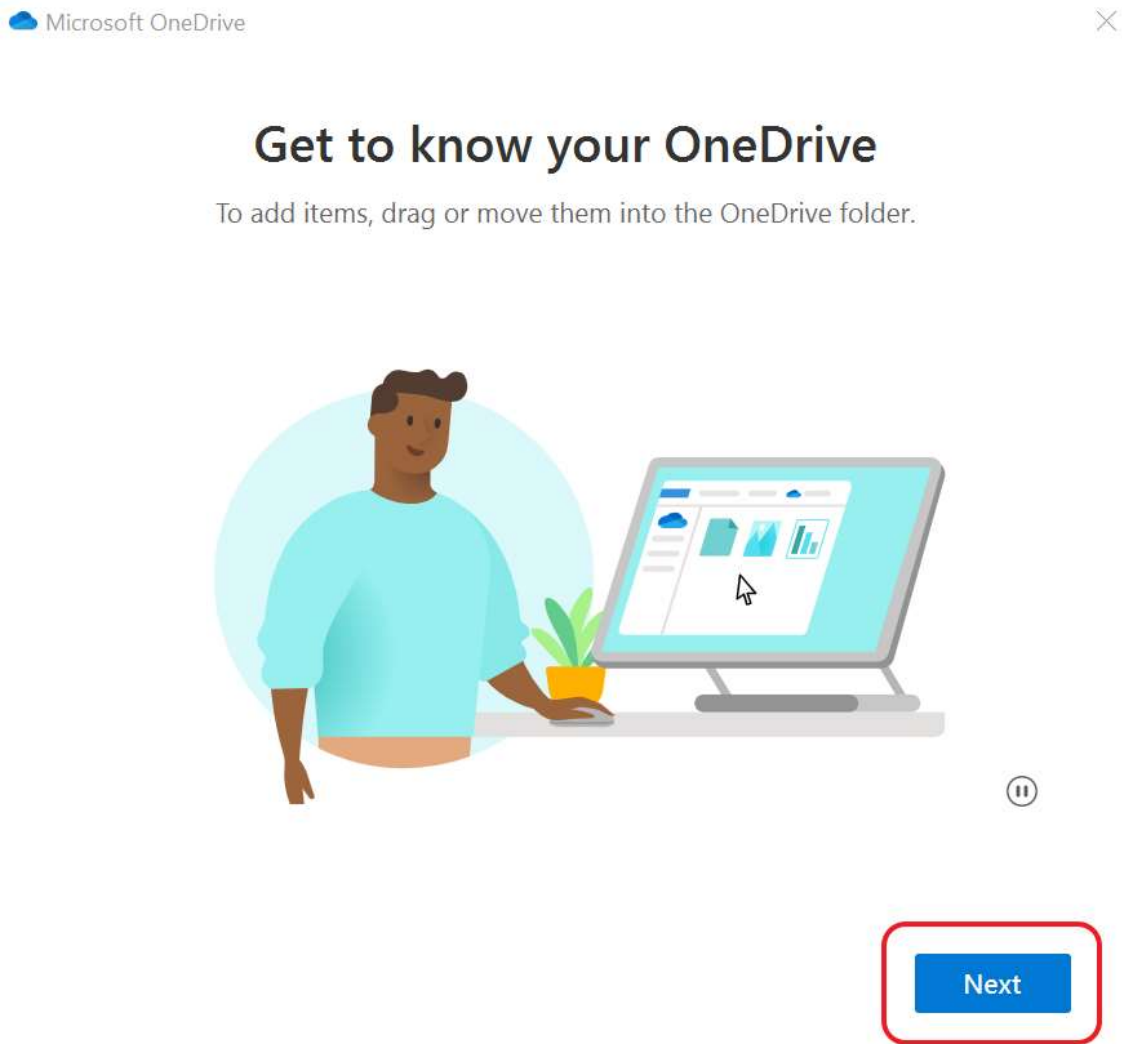
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**Step 8:** -> If your system showing below screen. Please check on “**Skip**” button.



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**Step 9:** -> Please click on “**Next**” as shown in below screen.



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**Step 10:** -> Please click on “**Next**” as shown in below screen.

 Microsoft OneDrive




## Share files and folders

To let other people view or edit your files, you can share them. You can also work on folders shared with you.




Back

Next


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**Step 11:** -> Please click on “**Next**” as shown in below screen.

 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 device.




**Online-only**

These files don't take up space on this device, and they download as you use them.



**On this device**

When you open a file, it downloads to your device so you can edit it while you're offline.




**Always available**

Right-click a file to make it available offline.

Back

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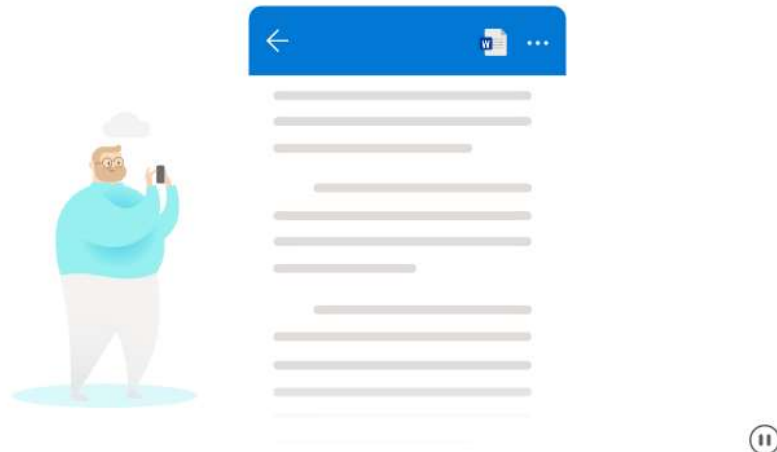
**Step 12:** -> Please click on “**Later**” as shown in below screen.

 Microsoft OneDrive



## Get the mobile app


To work on your files on the go, use OneDrive on your phone or tablet. Available for iOS and Android.



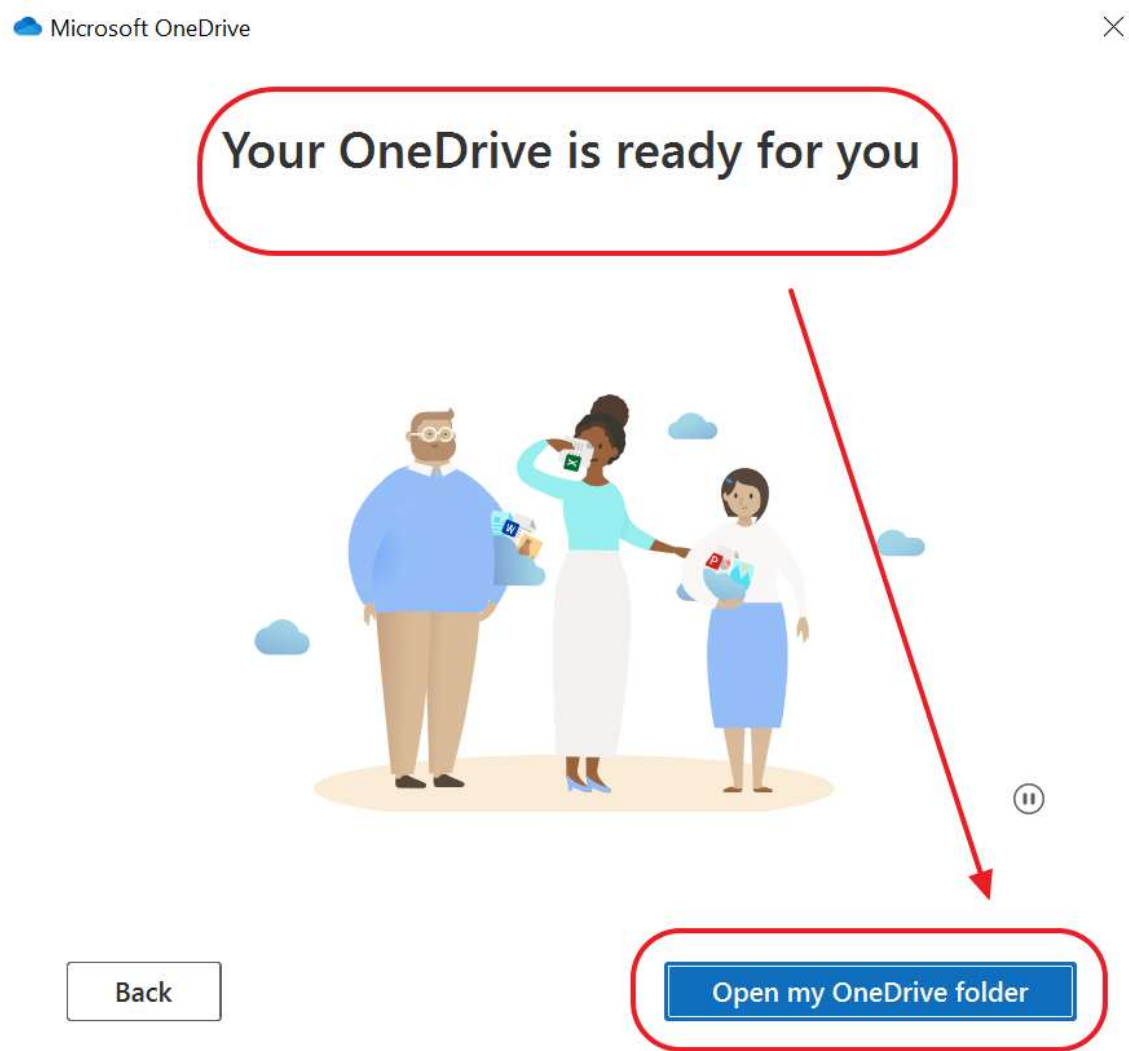
Back


Get the mobile app

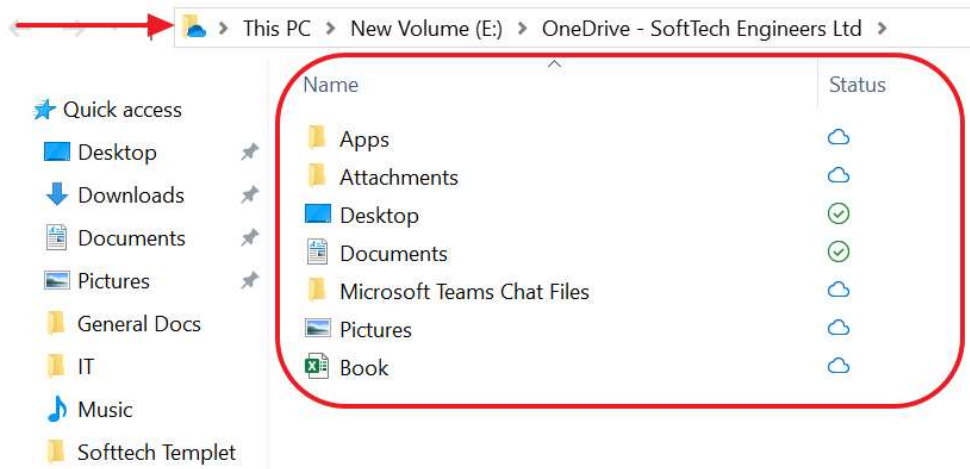
Later

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**Step 13:** -> Please click on “**Open my OneDrive folder**” as shown in below screen and verify your folders.



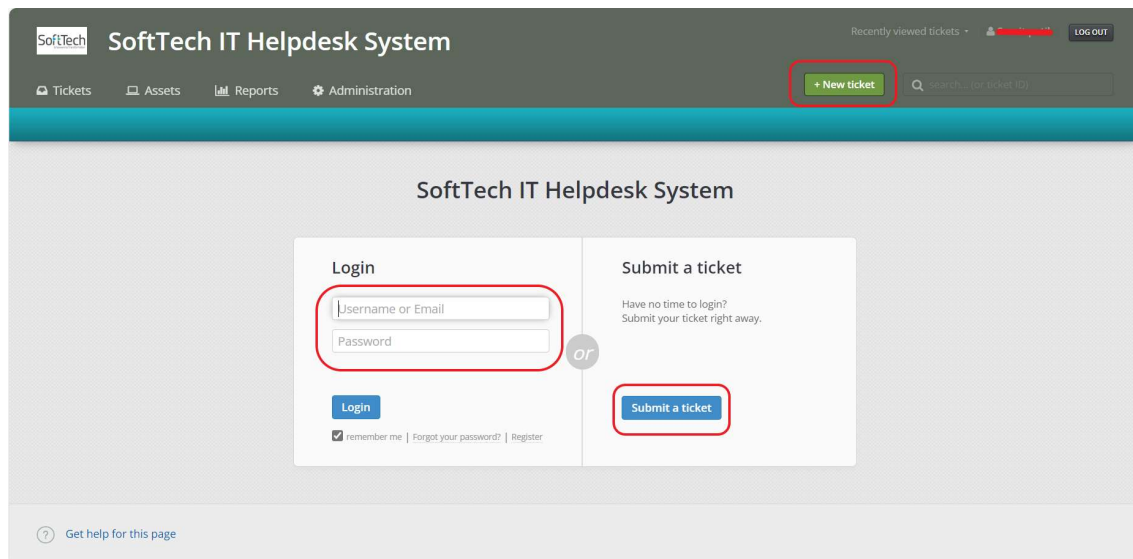
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**Step 14:** -> If you are finding any difficulty, and not able to complete the above shared steps. Please do not hesitate to contact the Softech IT Helpdesk Team with your service request or incident number along with your error logs/screenshot.

- 1) Please use the URL below to create your service request and incident.

<http://103.13.97.245:9092/User/Login?ReturnUrl=%2f>



**Note: -**

When a user's license (OneDrive account) is removed, all data that is associated with that user account is held for 30 days. After the 30-day grace period, the data is deleted and can't be recovered.