



# Instructions for moving files & folders from H: Drive to OneDrive and how to use OneDrive.

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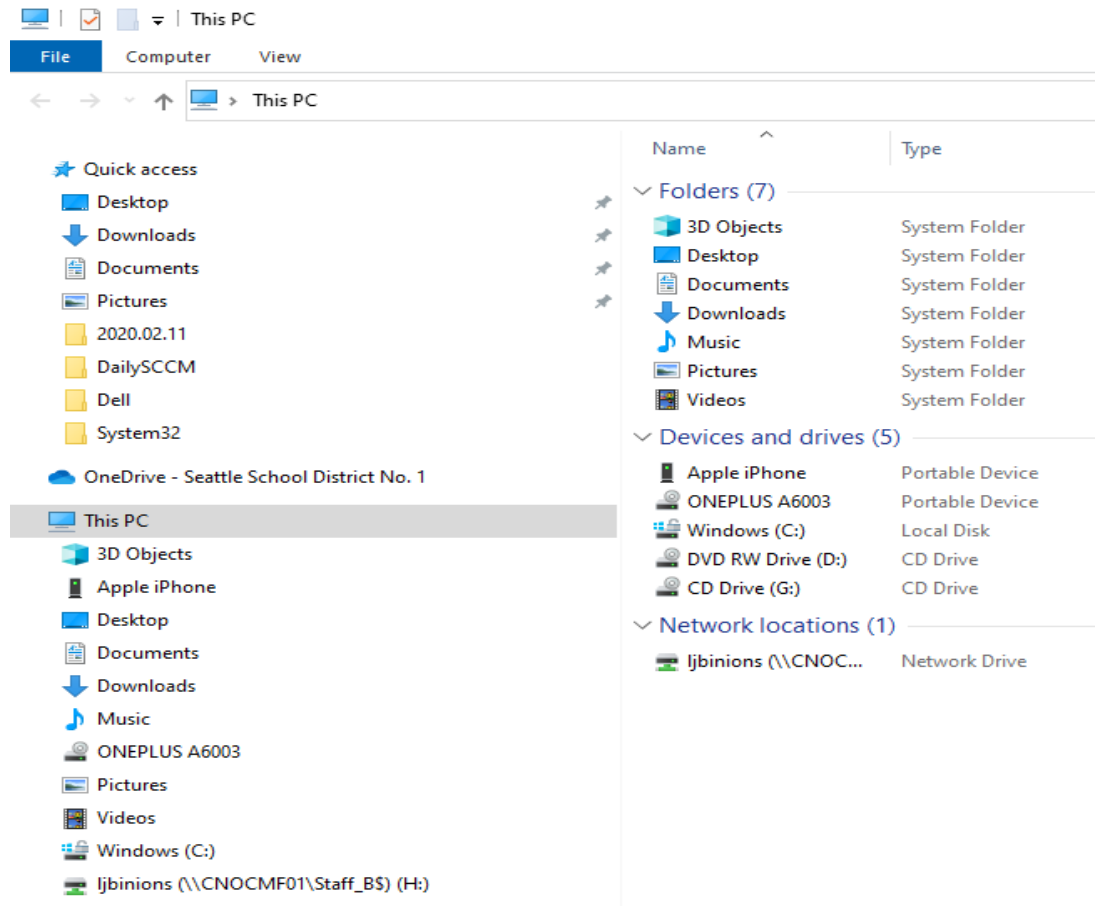
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## What is OneDrive?

OneDrive is Microsoft’s implementation of cloud storage (just like iCloud or Google Drive). On Windows computers, it is the default location for saving documents and files.

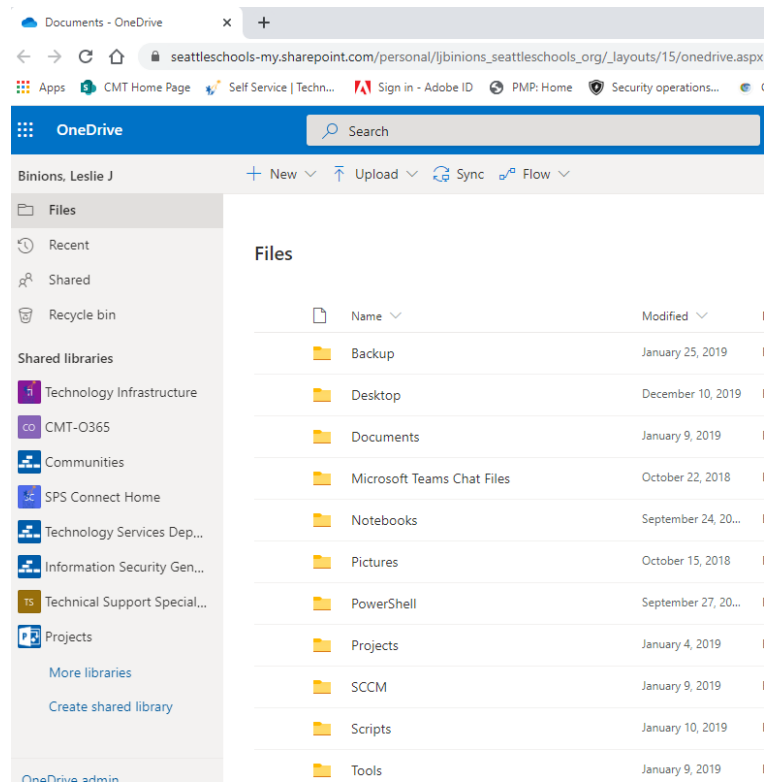
## How to access OneDrive (3 ways)

- 1 From Windows File Explorer by clicking on the yellow Folder icon on the task bar.

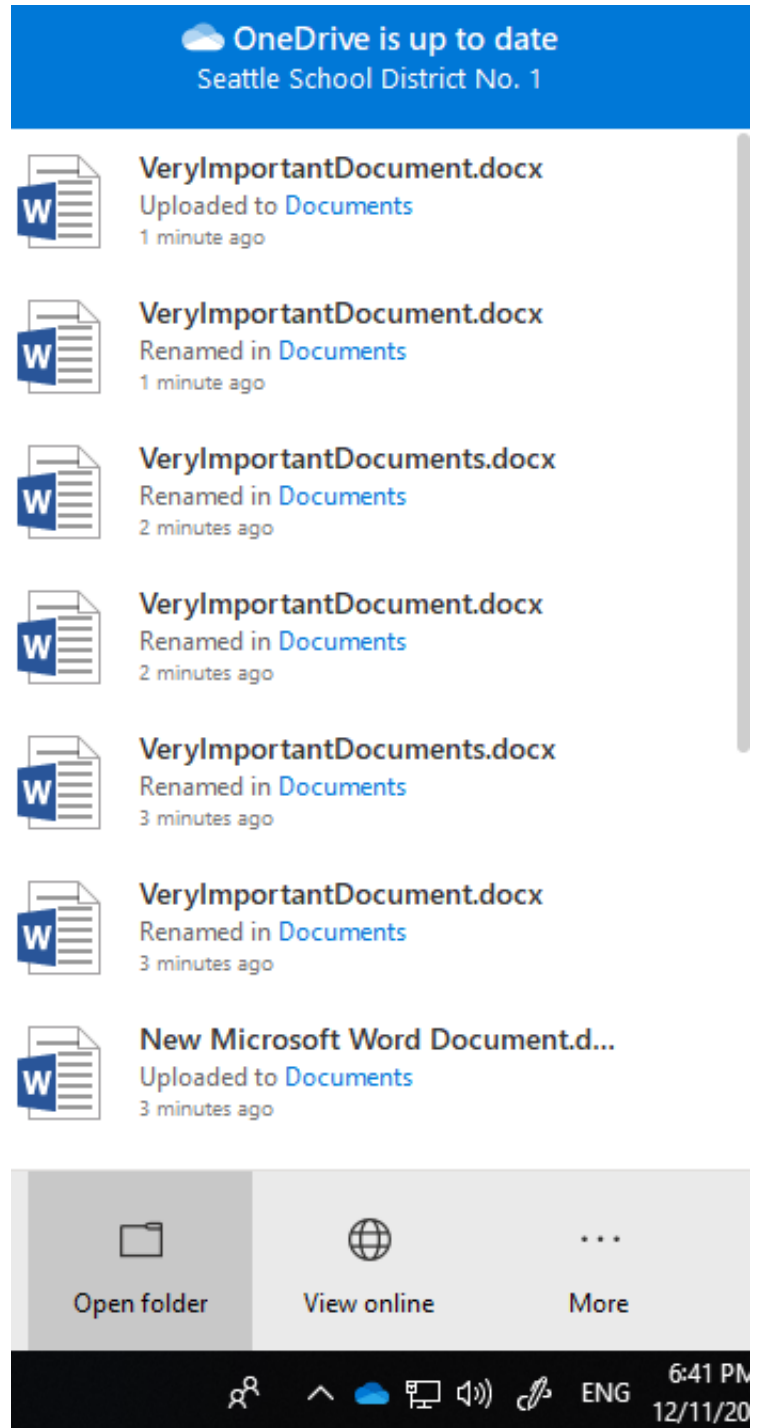




- 2 From a web browser, go to <https://onedrive.seattleschools.org>



- 3 From the System Tray. Click on the blue cloud at the bottom right of your screen on the task bar.



The screenshot shows a Windows OneDrive notification in the system tray. At the top, a blue bar reads "OneDrive is up to date" and "Seattle School District No. 1". Below this, a list of files is shown, each with a Word document icon, a title, and a status message. The files are:

- VeryImportantDocument.docx**: Uploaded to [Documents](#) 1 minute ago
- VeryImportantDocument.docx**: Renamed in [Documents](#) 1 minute ago
- VeryImportantDocuments.docx**: Renamed in [Documents](#) 2 minutes ago
- VeryImportantDocument.docx**: Renamed in [Documents](#) 2 minutes ago
- VeryImportantDocuments.docx**: Renamed in [Documents](#) 3 minutes ago
- VeryImportantDocument.docx**: Renamed in [Documents](#) 3 minutes ago
- New Microsoft Word Document.d...**: Uploaded to [Documents](#) 3 minutes ago

At the bottom of the notification, there are three buttons: "Open folder" (with a folder icon), "View online" (with a globe icon), and "More" (with three dots). Below the notification is the Windows taskbar, showing the system tray with icons for network, volume, and power, along with the language "ENG" and the time "6:41 PM 12/11/20".

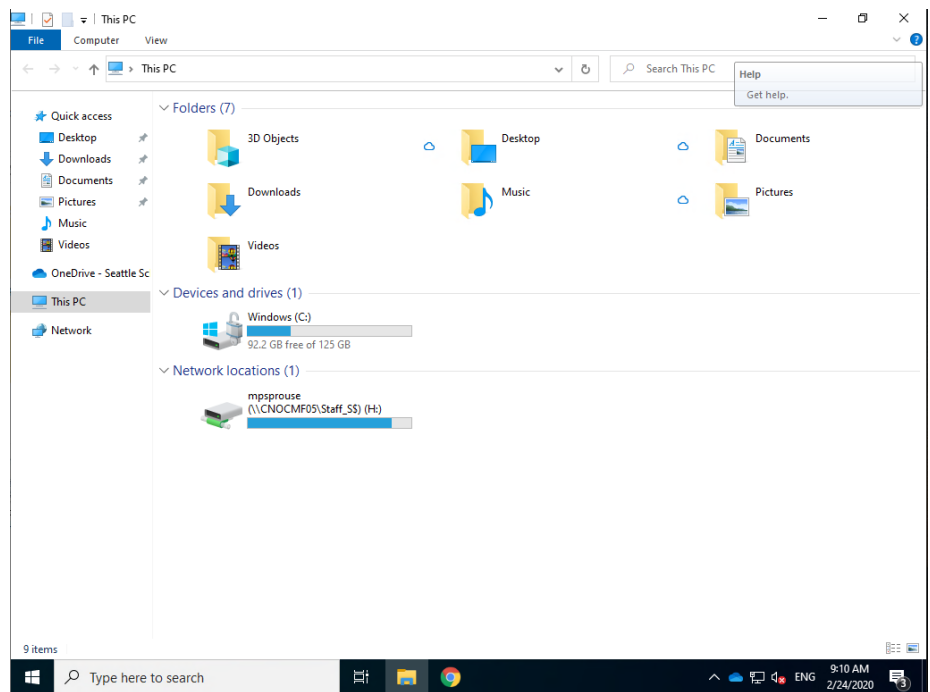
## How to move files and folders from H: Drive to OneDrive

The files and folders that you place in **Documents**, **Pictures** or on the **Desktop** are the only files that will be automatically synced with OneDrive.

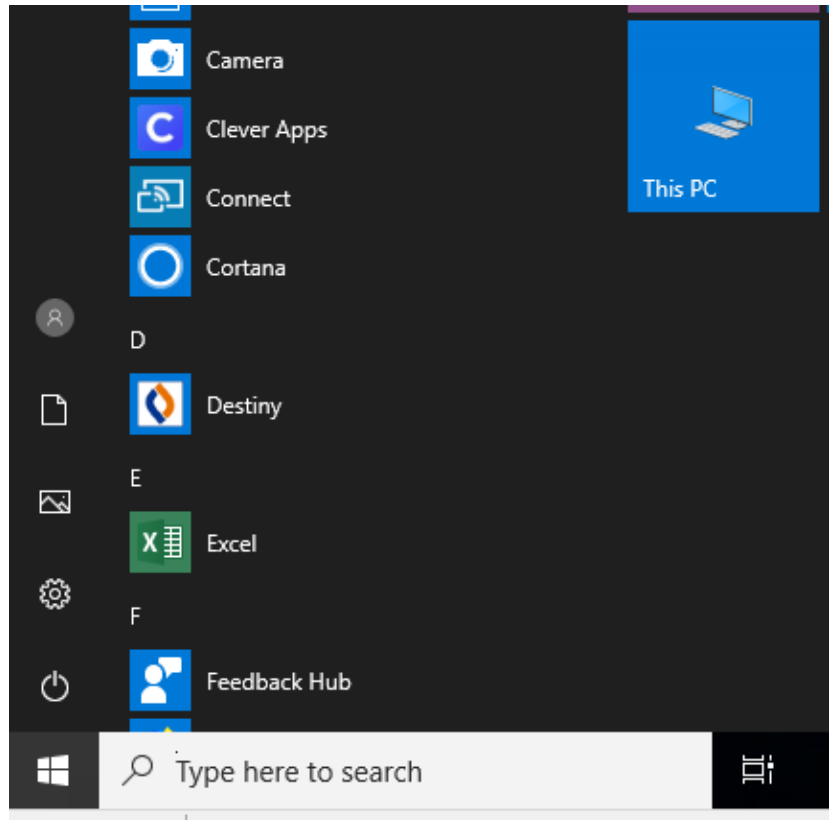
As you move to OneDrive, files placed in the *OneDrive – Seattle School District No.1* folders on your computer will be synced to OneDrive in the cloud.

Access your H: Drive

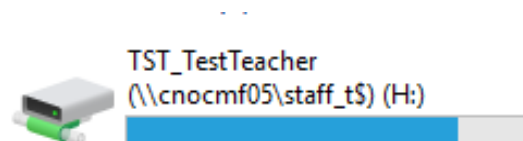
1. Click the folder icon on the task bar at the bottom of your screen.



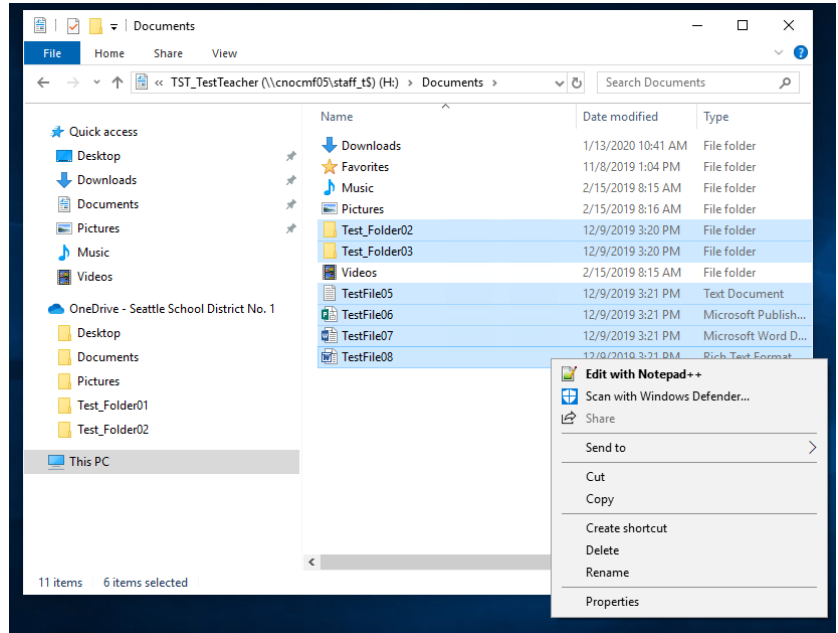
2. Select "This PC" if it is not already selected.
3. Or select "This PC" using the Tile on the Start Menu. (Click on the Windows icon in the lower left corner of your screen).



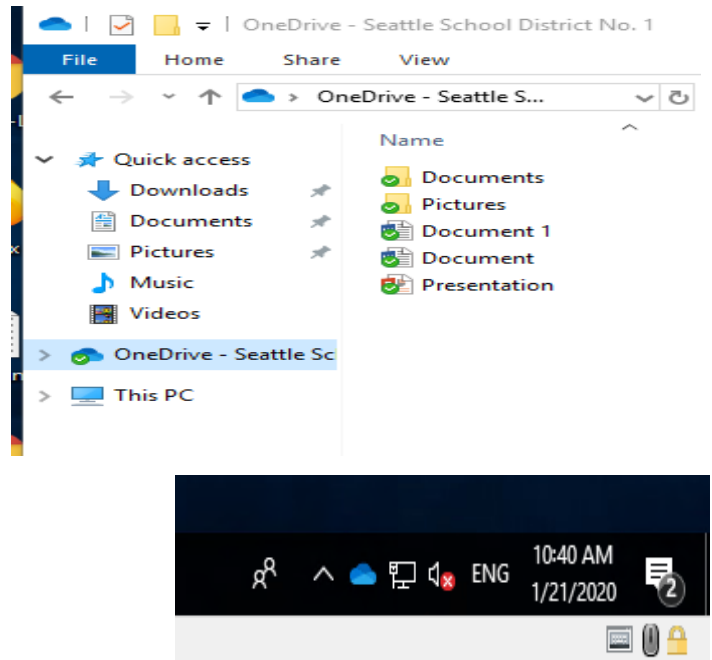
4. The H: drive is listed under the Network Locations
  - a. i.e. "username" (\\ServerName\Location)
5. Double click your H:



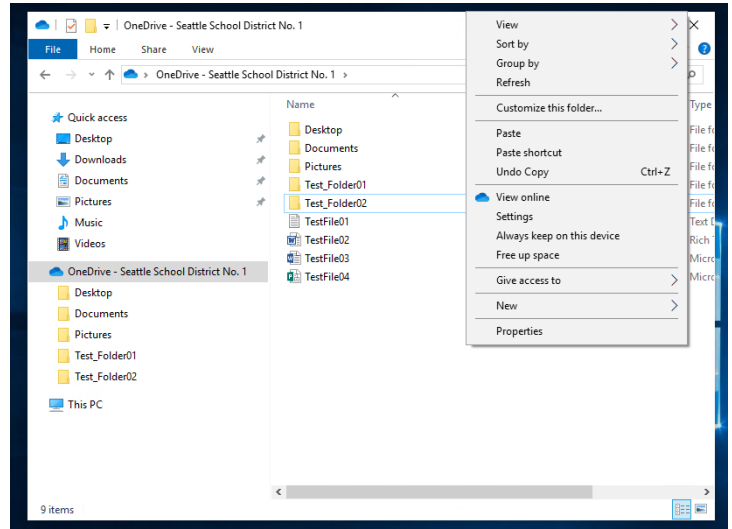
6. Select the files and/or folders that you would like to move to OneDrive
7. Right click on the selected files/folders
8. Click copy



9. Open the "OneDrive – Seattle School District No.1" icon (blue cloud in "My PC" or the System Tray) and paste your files to OneDrive.



10. Repeat the process until all the files and folders you need are transferred to OneDrive and sorted into your preferred folders



## What do the Cloud icons mean

### Blue cloud icon



A blue cloud icon next to your OneDrive files or folders indicates that the file is only available online. Online-only files don't take up space on your computer. You can't open online-only files when your device isn't connected to the Internet.

### Green tick icons



When you open an online-only file, it downloads to your device and becomes a *locally available* file. You can open a locally available file anytime, even without Internet access. If you need more space, you can change the file back to online only. Just right-click the file and select "Free up space."



Green circle with the white check mark



Files that you mark as "Always keep on this device" have the green circle with the white check mark.

These always available files download to your device and take up space, but they're always there for you even when you're offline.

## Learn more about OneDrive Icons

<https://support.office.com/en-us/article/what-do-the-onedrive-icons-mean-11143026-8000-44f8-aaa9-67c985aa49b3>

## What if my device is not connected to the internet?

Don't worry, files in your OneDrive folders are always synced to your computer.

Look for the green checkmark before closing your laptop or leaving a location with internet access.

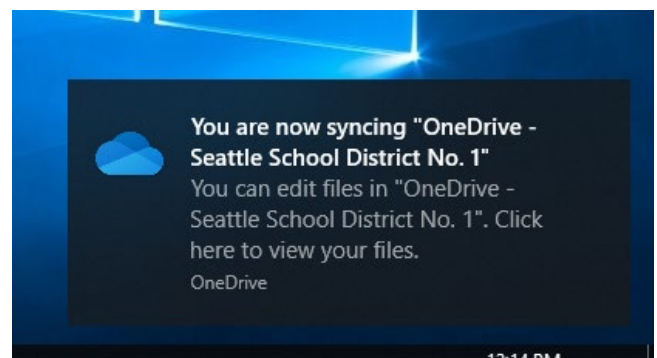


Pictures

## How does it work for me?

When you first log on, you will see this notification in the lower right corner. Don't worry if you miss it; it's fast.

OneDrive is being automatically configured for you.



Once configuration is complete, you will see several folders inside of OneDrive. The files and folders with a green checkbox have been successfully synced.

