

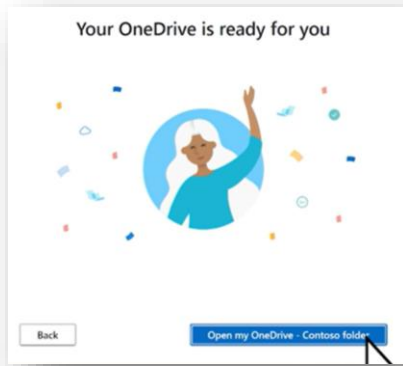


I want to know how to access OneDrive from my File Explorer:

Select **'Start'** in the bottom left of your desktop screen and type in **'OneDrive'**:



If it is your first-time accessing OneDrive on your desktop, sign in with your CHANEL e-mail and password:



Now, you can access and move files directly to your OneDrive folder!

1

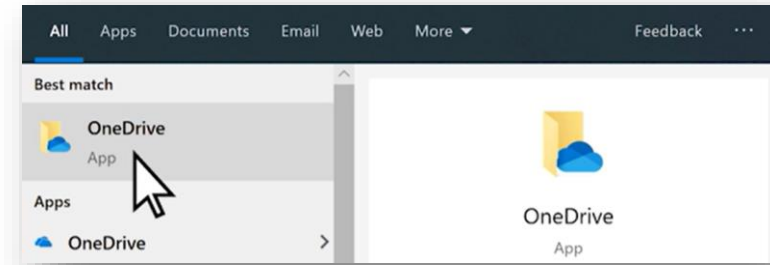



3

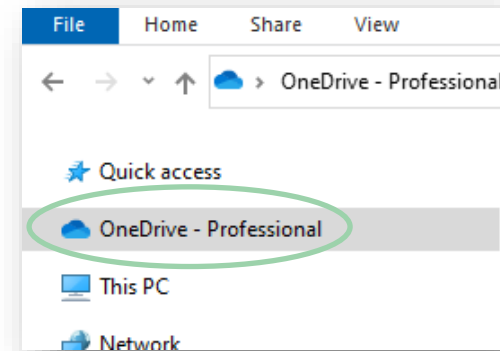


5

Select and launch **'OneDrive'**:



Open **File Explorer**  to see and access your OneDrive folder:





HOW DO I KNOW...

...If my files have all been synced onto OneDrive?

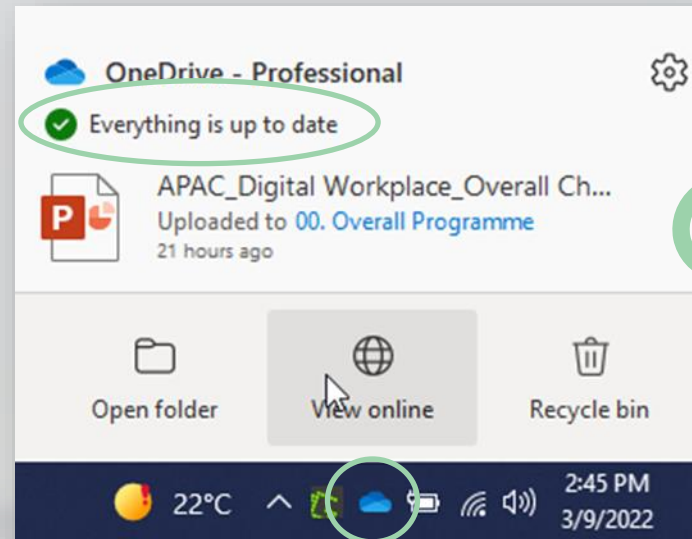
Click on the 'OneDrive' icon on the bottom of your screen to check status on your files. At the top of the file list, there should be a status that 'Everything is up to date' with a green tick on the left.







...the status of my shared folders?

When you open OneDrive in File Explorer, you would be able to see the status of the files.

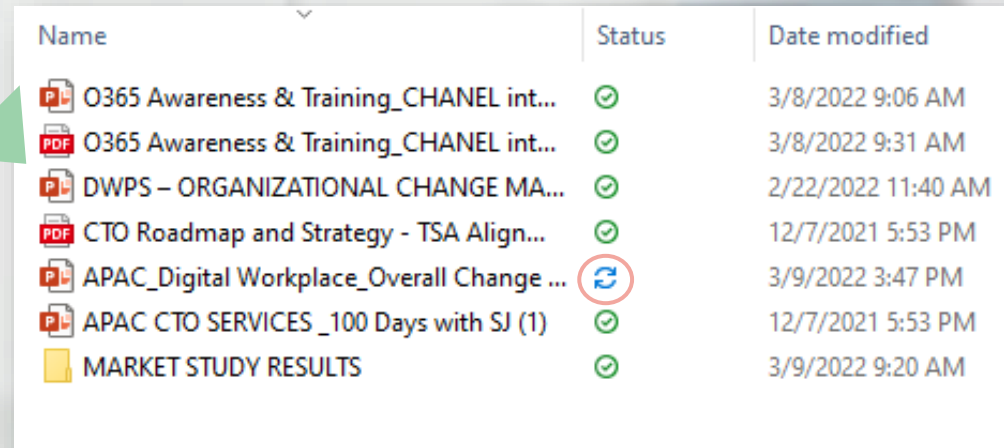
The **blue cloud icon** indicates that all files under the folder can be accessed when online.

The **green tick icon** indicates files available on your device and online, whereas the **tick icon with a human icon on the side** means that the files have been shared and are accessible by other accounts.



Name	Status	Date modified
Desktop		3/8/2022 9:18 AM
Documents		3/8/2022 9:18 AM
Microsoft Teams Chat Files		1/24/2022 9:58 PM
Internal		3/9/2022 1:39 AM
Pictures		3/8/2022 9:18 AM
CV Template.pptx		3/1/2022 8:19 PM

Finally, the **double blue arrow** shows files for which the sync is pending. It means that the file is opened somewhere. To end the sync, you just need to close the file.



Name	Status	Date modified
O365 Awareness & Training_CHANEL int...	✓	3/8/2022 9:06 AM
O365 Awareness & Training_CHANEL int...	✓	3/8/2022 9:31 AM
DWPS – ORGANIZATIONAL CHANGE MA...	✓	2/22/2022 11:40 AM
CTO Roadmap and Strategy - TSA Align...	✓	12/7/2021 5:53 PM
APAC_Digital Workplace_Overall Change ...		3/9/2022 3:47 PM
APAC CTO SERVICES _100 Days with SJ (1)	✓	12/7/2021 5:53 PM
MARKET STUDY RESULTS	✓	3/9/2022 9:20 AM

How do I upload local files onto my OneDrive cloud?

Files can be **dragged and dropped** directly into your “OneDrive – Professional” folders through the File Explorer, which syncs automatically into your cloud.

