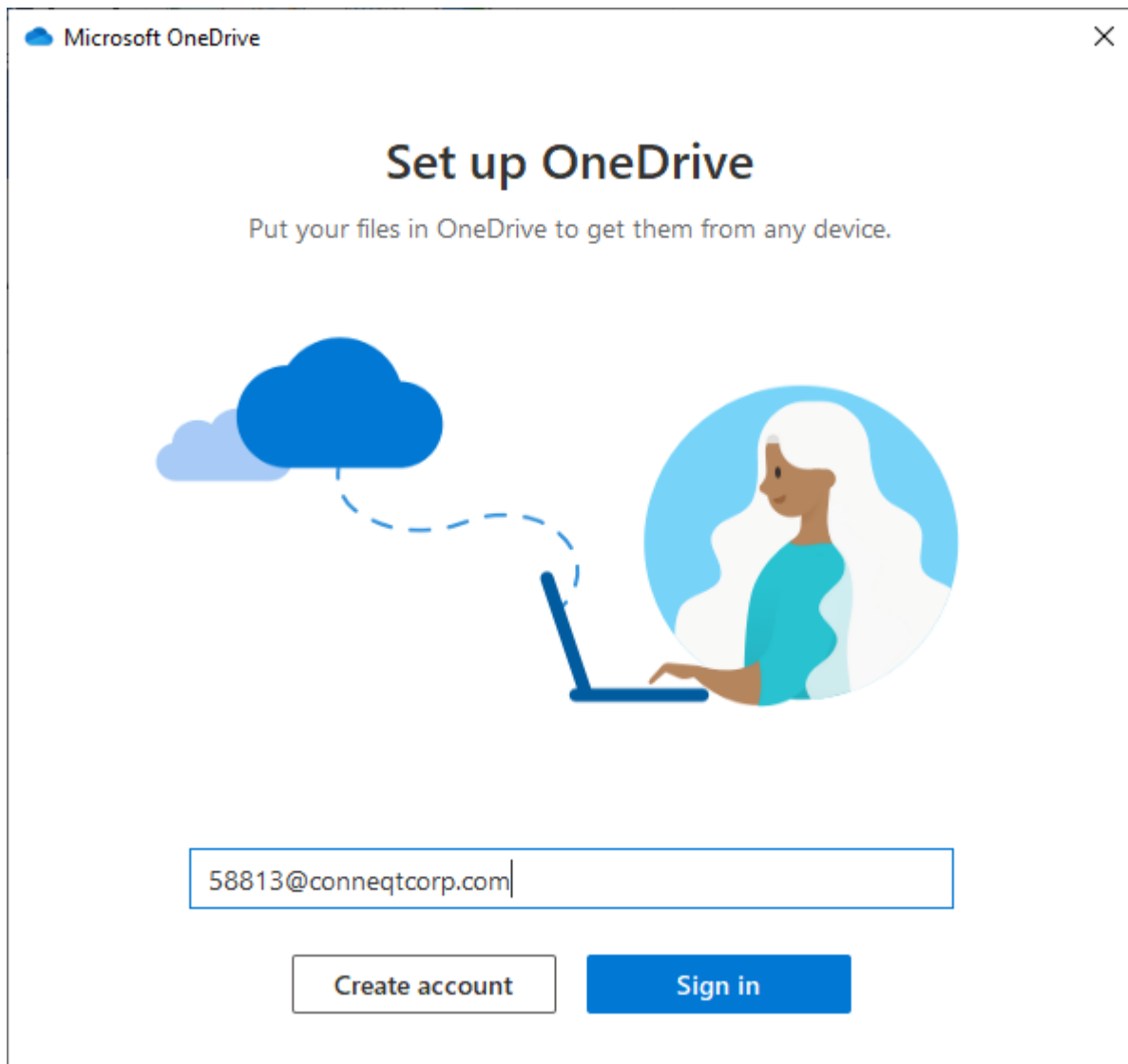


Open OneDrive by searching from Start/Windows Menu



# Conneqt Business Solutions Limited

Sign in with your organizational account

Sign in

## 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

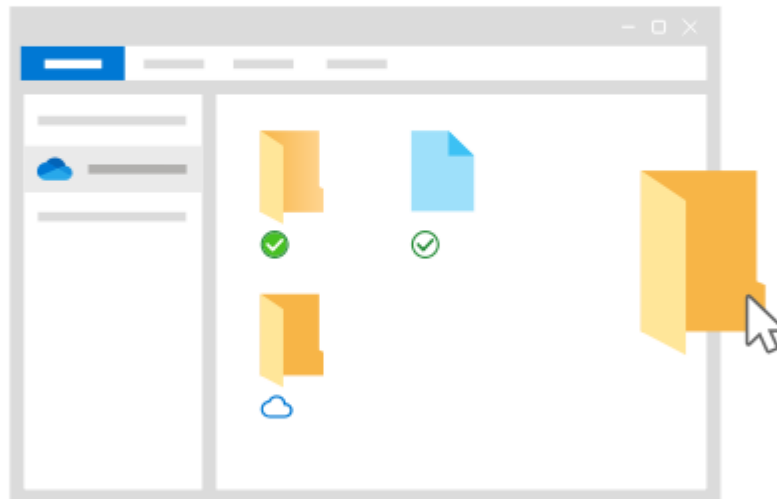
C:\Users\58813\OneDrive - CBSL

[Change location](#)

Next

## Get to know your OneDrive

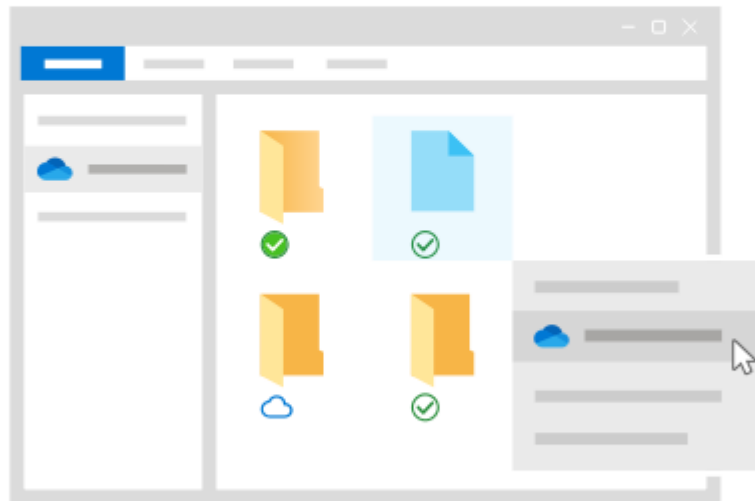
To add items, drag or move them into the OneDrive folder.



Next

## 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.



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## 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.



### Available when online

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



### Available on this device

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



### Mark your important files

To ensure you can always access your important files even when you're offline, right-click the file and select "Always keep on this device."

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## Get the mobile app

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



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Get the mobile app

Later

