|  |  |
| --- | --- |
| All your files – wherever you are | |
| OneDrive is here!  We are happy to inform you that the OneDrive for Business deployment, targeting the IT Personnel, has been successful. The next step in the OneDrive roadmap is promoting this solution to a personal storage and backup utility.   * Access to your files at any time, from anywhere, on your favorite devices * Open, save, and share Office files to and from OneDrive directly from Office apps * Easy co-authoring without the hassle of versioning * Trusted security features you can rely on | |
| Please consider moving your important data from the **H:\** drive and **user profile folders** (*My Documents*, *My Pictures* and *Desktop*) to your **OneDrive**. The 30 days grace period starts today, allowing you enough time to sort and move your data.  As soon as the aforementioned period will expire, the **H:\** drive will be disconnected from your *User Profile* and permissions to it will be revoked, followed by deletion within 15 days. After this point the **Know Folder Migration** process will be enforced on your Profile, automatically migrating all files to **OneDrive**.  Again, we kindly ask of you to make sure you have transferred all your important data from **H:\** and you are no longer using it as a personal storage space.  Also, please find below some basic information about this solution but, keep in mind, should you have any queries, do not hesitate to contact us back.  Start using OneDrive today for access anytime, anywhere to your files and to power-up your work. | |
|  | [Find out more about OneDrive](https://products.office.com/onedrive-for-business/online-cloud-storage) »  [Explore training resources](https://support.office.com/en-us/article/OneDrive-training-1f608184-b7e6-43ca-8753-2ff679203132?ui=en-US&rs=en-US&ad=US) »  [Learn from OneDrive experts](https://answers.microsoft.com/en-us/onedrive?auth=1) »  [See scenarios using OneDrive](https://productivitylibrary.fasttrack.microsoft.com/en-us/office/envision/productivitylibrary?Products=OneDrive) » |
|  | |
| A close up of a logo  Description automatically generated | |

|  |  |
| --- | --- |
| Announcing OneDrive | |
| OneDrive is here!  Your new tool will make it easy to collaborate, manage, and share your documents from anywhere and any device. Use OneDrive as the primary place for secure file storage, syncing, and sharing. It’s easy to use and flexible enough so different groups can organize OneDrive to suit their needs.  [Learn more](https://products.office.com/onedrive-for-business/top-features) » | Title: Person using a tablet device to access files using OneDrive - Description: Person using a tablet device to access files using OneDrive |
| Features focused on the way you work | |
| OneDrive gives you:   * Access to your files at any time, from anywhere, on your favorite devices * Ability to share internally and externally your organization * Easy co-authoring without the hassle of versioning * Seamless integration with your favorite Office apps * Trusted security features you can rely on * Quickly find files with intelligent recommendations based on what you are working on and who you are working with. * A fast, intuitive browser ,mobile , PC and Mac experience   It is the smarter online storage system that makes it simple to create, upload, share and edit files from your desktop, favorite browser, or your mobile devices. | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| All your files – wherever you are | | | | | |
| OneDrive provides a simple, secure, and intelligent way to store, sync, and share files.  It’s easy to use and flexible enough so different groups can organize OneDrive to suit their needs.  [Learn more »](https://support.office.com/en-us/article/video-anywhere-access-and-file-sharing-with-onedrive-for-business-376db1bc-1721-447b-be5d-ebd74238a87c?ui=en-US&rs=en-US&ad=US) | | | Title: Tablet device showing files being accessed using OneDrive - Description: Tablet device showing files being accessed using OneDrive | | |
| Two mobile devices showing easy file access on the go | | Do more on the go  The OneDrive mobile apps let you work with your files easily when you’re on the go.Access and share your documents, photos, and other files from your favorite Android™, iOS™, or Windows™ mobile devices. View and edit your files using the Office mobile apps to stay productive and co-author documents.  [Learn more »](https://support.office.com/en-us/article/video-use-the-onedrive-mobile-app-69666bf0-dca9-4fa2-b7f5-8b4dc7b3d019?ui=en-US&rs=en-US&ad=US)  [Get the app »](https://support.office.com/en-us/article/video-use-the-onedrive-mobile-app-d26c1b0d-8047-42bf-9104-f6e9a3576e62?ui=en-US&rs=en-US&ad=US) | | | |
| Web access – anytime  The intuitive OneDrive browser experience lets you manage, upload, and share files from anywhere, anytime. Through your favorite browser, you can access all your stored files, SharePoint document libraries, and manage sharing.  [Learn more »](https://support.office.com/en-us/article/video-onedrive-basics-work-or-school-110ca7b0-ae3d-4e51-a14c-9d583e2d630c?ui=en-US&rs=en-US&ad=US) | | | | | A tablet device accessing files using OneDrive |
| A tablet and a mobile device accessing files offline and online using OneDrive | | The right file – online or offline  With OneDrive, sync files to your PC or Mac, so you always have the latest version of your files. You can sync OneDrive and SharePoint files or folders, so you can view and edit files anytime, whether you're connected or offline on your Mac or PC.  [Sync files and folders »](https://support.office.com/en-us/article/video-sync-onedrive-files-and-folders-3b8246e0-cc3c-4ae7-b4e1-4b4b37d27f68?ui=en-US&rs=en-US&ad=US)  [OneDrive files on Demand »](https://support.office.com/en-us/article/video-sync-files-with-onedrive-files-on-demand-62e8d748-7877-420f-b600-24b56562aa70?ui=en-US&rs=en-US&ad=US) | | | |
| Quickly find files  Use built-in search and discover tools to find  the most relevant files that matter to you so you can spend more time getting things done rather than recreating work. Quickly get back to your recent or shared files from any device and let others find your work. All your files are private unless shared by you.  [Learn more »](https://support.office.com/en-us/article/Are-my-documents-safe-in-the-Discover-view-in-OneDrive-for-Business-98cbb291-71e7-4355-b130-ac5f2cfe3d35) | | | | Laptop device showing the built-in Discover tool found in OneDrive | |
| Tips to access and find files | | | | | |
| * Access shared files from Microsoft Teams, SharePoint, or Outlook all from OneDrive.​​ * Access and share files from File Explorer in Windows or Finder.​ * You can access OneDrive on your laptop, tablet, and phone to easily view, edit, and share files from anywhere.​ * Select and sync files to your device and check their status in the Activity Center. * Recent view, Shared by me/ Shared With me view help you to get back to your most accessed files quickly. * Use “Discover View” to find the most relevant content based on who you work with and what you’re working on. The information in the Discover view is tailored to each user and doesn't change permissions. You will only see what you already have access to. * Hover your mouse over a file to see file details including access stats (number of views, who viewed and who modified). * Use your mobile device to scan paper docs into digital docs, including receipts, business cards, and even whiteboard notes.​ * You can search your photos and images by the things in them.​ For example, find a business card by searching for the individual’s name or  an unnamed receipt/whiteboard capture by searching the words “receipt”/ “whiteboard” * “Me tab” in your OneDrive mobile app helps you see the trends and views on your files.​ * ​View more than 320 different file formats right in OneDrive, including Office documents, PDFs, Adobe Photoshop, Adobe Illustrator, DICOM and 3D files.​ * If you suspect your files have been compromised, restore them from any point in time during the last 30 days using File Restore in Settings. | | | | | |
|  | | | | | |
|  |  | | | | |

****