



Knowledge for Change

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Guide 3: Syncing and One Drive

To complete this guide, you need to have activated your Microsoft account. **THIS WILL NOT WORK IF YOU HAVE NOT COMPLETED THIS!** If you haven't done this, please refer to **Guide 1 here**.

Note: You will need to be connected to Wi-Fi to complete this

1 Download OneDrive

OneDrive is an extension of Office365 and is another place you can access all your files. OneDrive is your **personal** database. This is where you can store files that just concern you, and that you want to be private. To use OneDrive follow the steps below.

1. Click [here](#) to download OneDrive.
2. This should begin an automatic download (it will look something like this):



3. Click on the file once it has fully downloaded and follow the set up steps.
4. Once this is completed you will be able to sync your files (this is explained in the next step). A small icon on the bottom of your screen will appear when you are syncing.



5. If you click on the icon you will be able to sign into your account, check syncing status (explained later) and check your OneDrive.

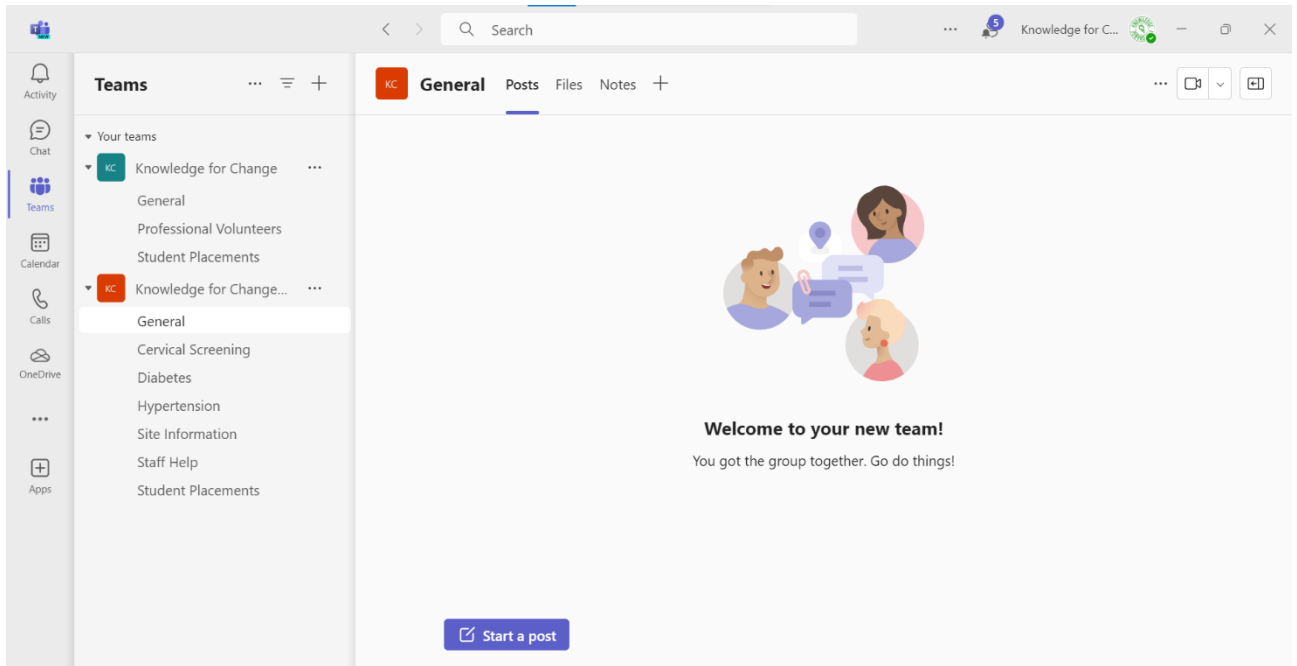
2 Syncing OneDrive and Teams

(You will need to download Teams – this is explained in “Guide 2” but if you haven't download it you can use this link [here](#))

1. Enter your teams app – you will able to access this from your apps or search it on your laptop. When you open teams, you should be greeted by a screen below. From this you should be able to log-in using your “@knowledge4change.org”.



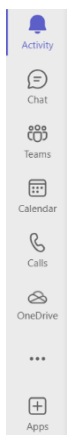
2. Once you log-in you will be greeted by the home page. It will look something like this. You can access everything from this home page!



3 Navigating Teams

The main benefit of Teams is that it is **collaborative**. There for you can add files to folders, and as long as someone has access, they can view and work on the same document as you. Alternatively, **OneDrive** is your personal database – this can be accessed Online or through the teams app directly.

3.1 Taskbar



The taskbar is located on the left-hand side of the team's homepage (as shown below).

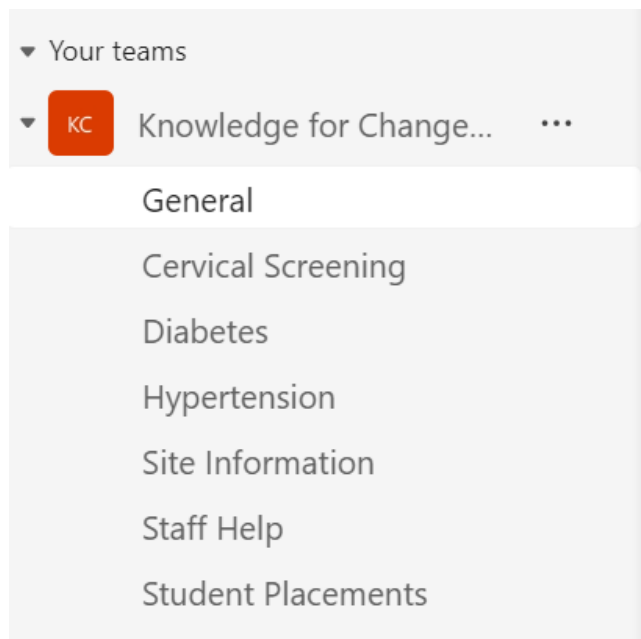
1. **Activity:** This shows your notifications and if anyone has tagged you
2. **Chat:** You can have conversations with people here
3. **Teams:** This is where the teams you are part of are stored (See ~ for more detail)
4. **Calendar:** This is where you can see any events that you have hosted or are invited too. (See ~ for more detail)
5. **Calls:** This is where you can call people
6. **OneDrive:** This is where you can access your OneDrive, and see all your **personal** and shared folders

3.2 Teams Tab

This is where you can access any Team you are a part of. Select the Teams Tab (shown above). When you login you should see you a part of the Knowledge for Change Team. Shown below. You can access any team by clicking on the individual channel.

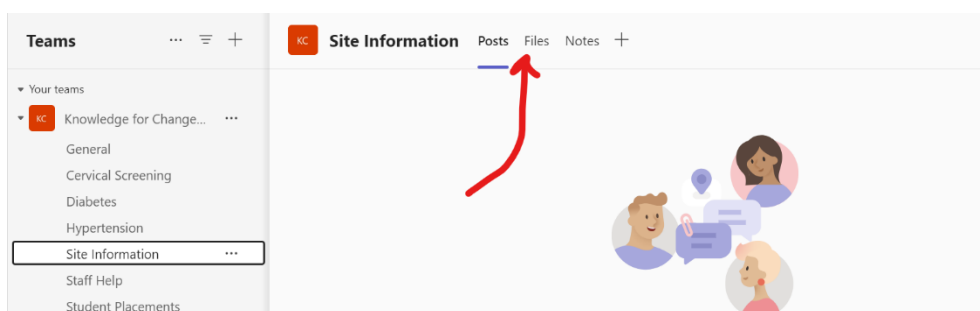
4 Syncing to Desktop

1. Access the team you want to sync by clicking on the tab.

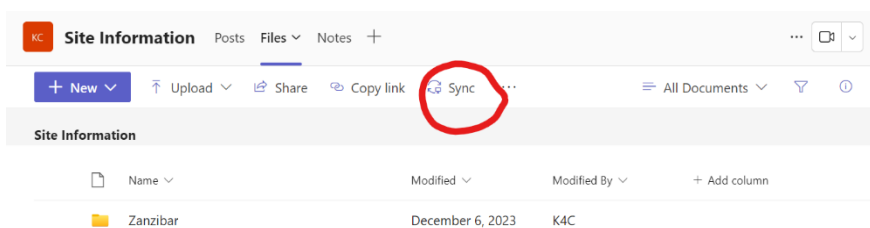


2. Click on the folder you want to access (for this example select Site Information)

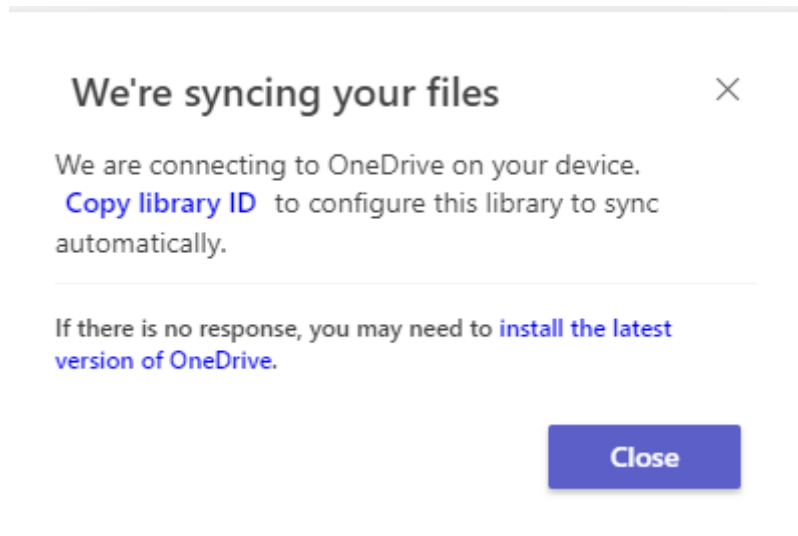
3. Click on the “Files” tab shown by the Red Arrow



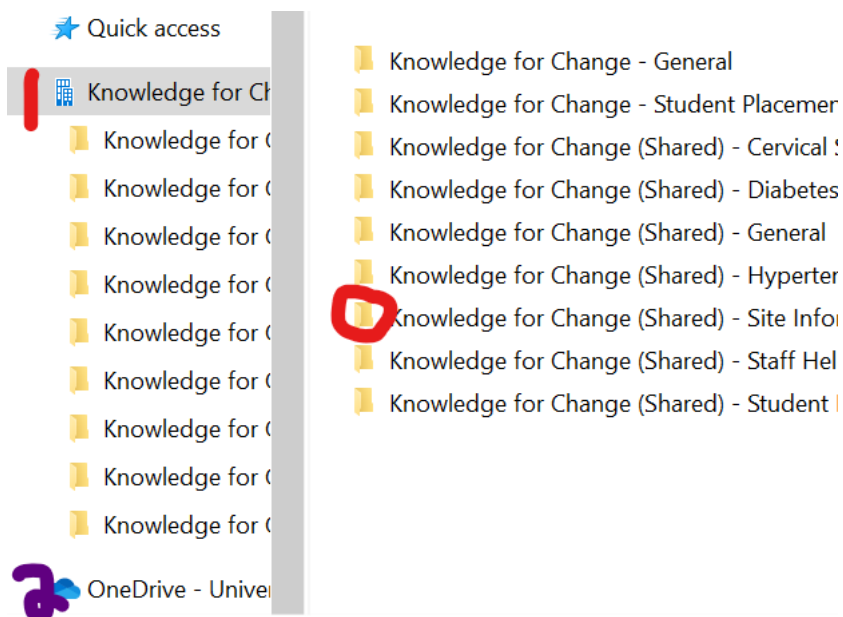
4. Select the “Sync” button.



5. This will then start syncing the teams site synced to your **Laptop**.



6. Select your File Explorer on your laptop. Here you can see your Synced Teams folders (here you can see the Site Information) and your **personal** OneDrive folder. You will need to repeat this process for each folder, to get them all synced into your Teams.



5 Using Synced Files

The main use of syncing your files is Autosaving and automatically updating the Teams.

For this example, we are going to save some data given from an email.

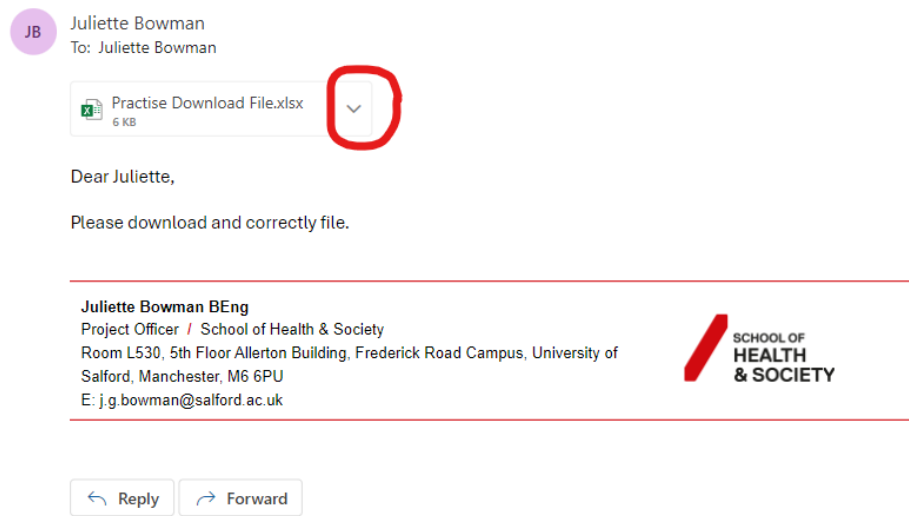
EXERCISE: For Practise, Each Member of Staff MUST Download and Correctly File the sent workbook

You will receive an email with the file.

There are a couple ways to do this, which will be explained below.

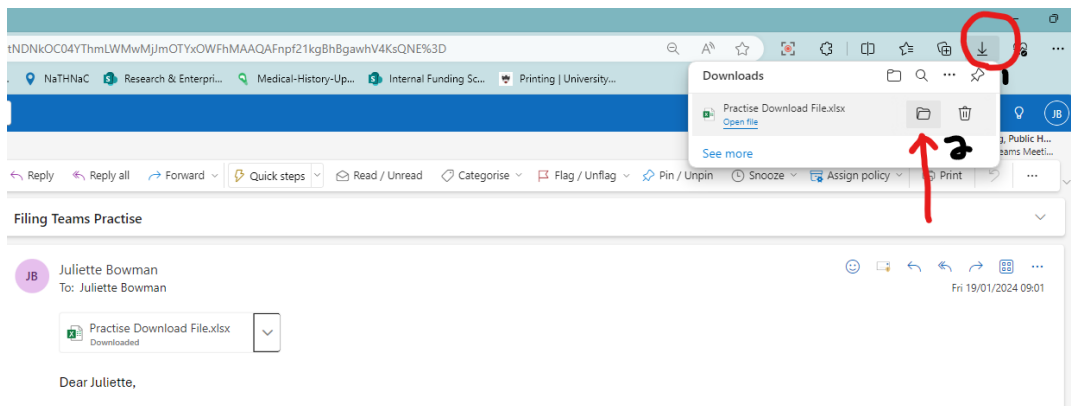
5.1 Download & Filing

You will receive an email like the one below and download the attached file.

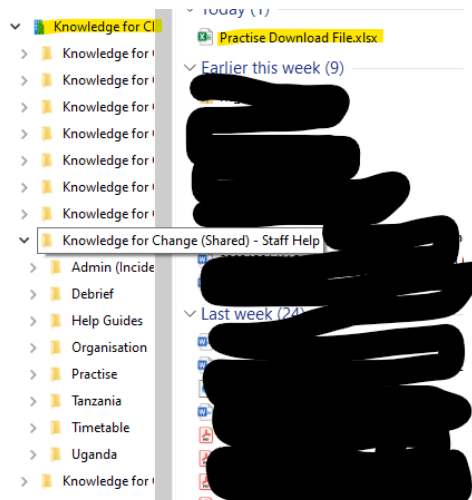


5.1.1 Option 1: Drag & Drop

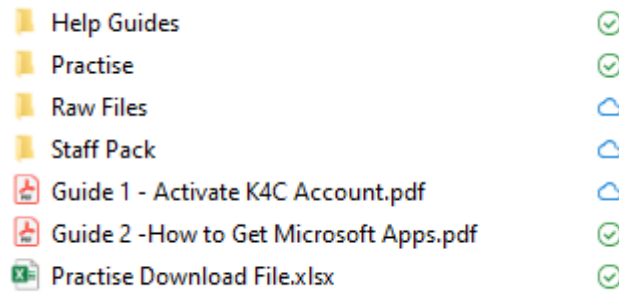
1. You should then download the file and open the folder icon.



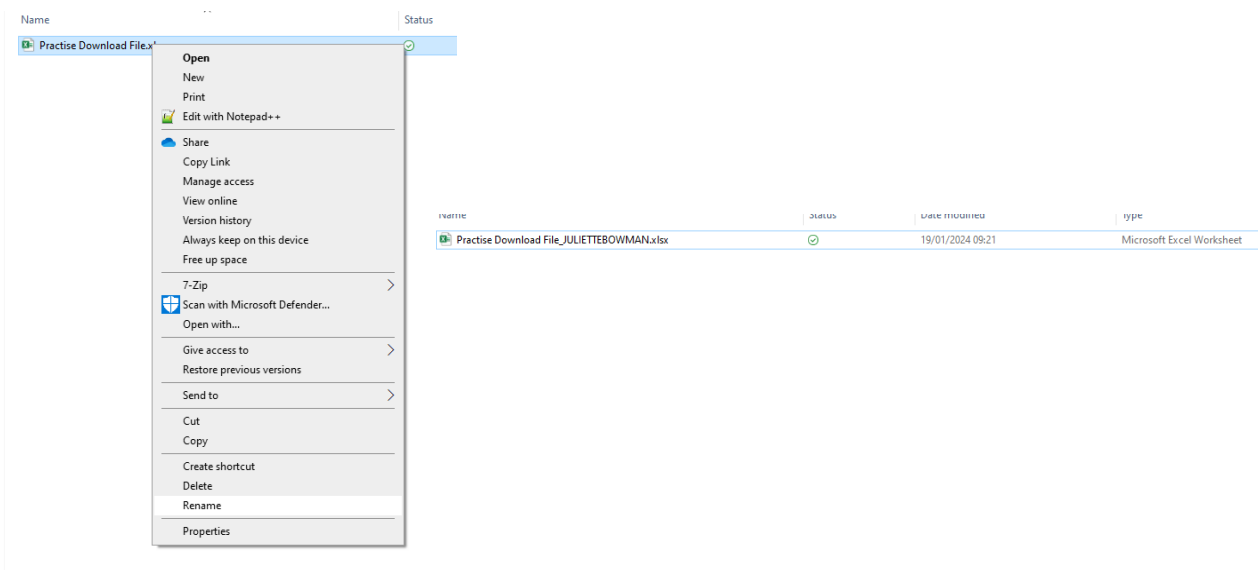
2. This will open your file explorer, where you can see the downloaded files, as well as your Teams Synced. You can then click and drag the file into the "Help Guides".



3. Drag into Practise (there may be more files – but this doesn't affect the task)

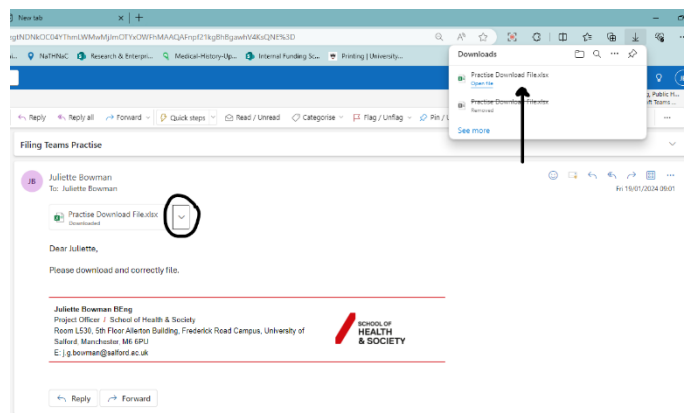


4. Right-Click and rename to your FIRSTNAMELASTNAME.

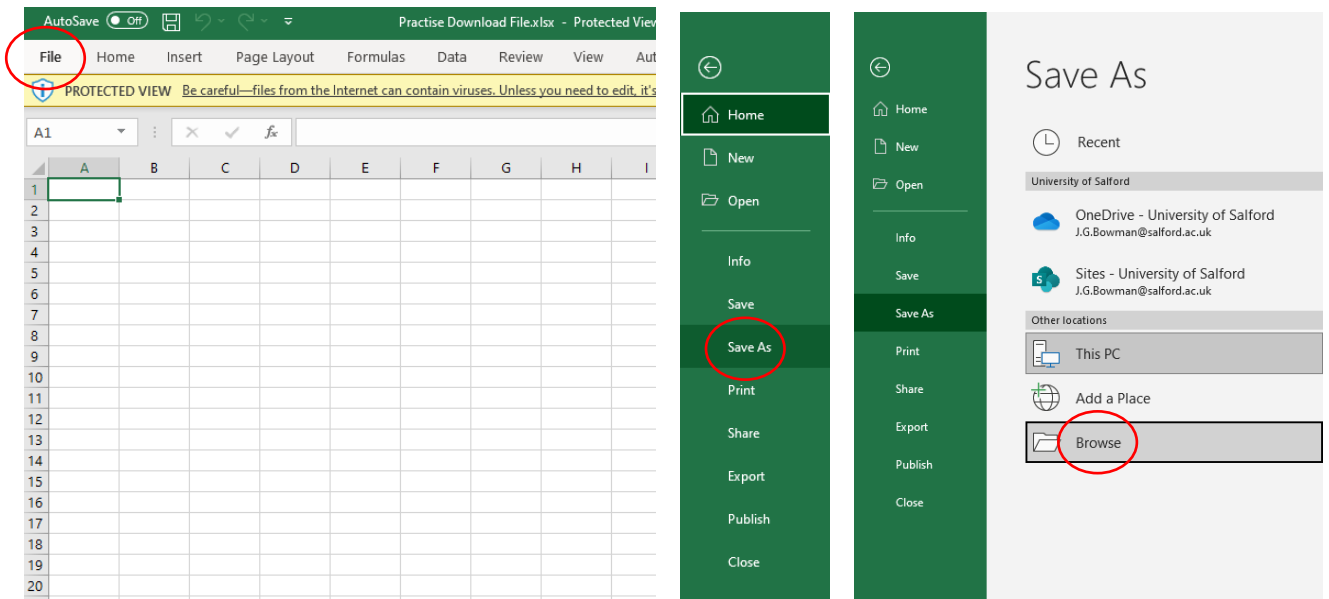


5.1.2 Option 2: Save In-Situ

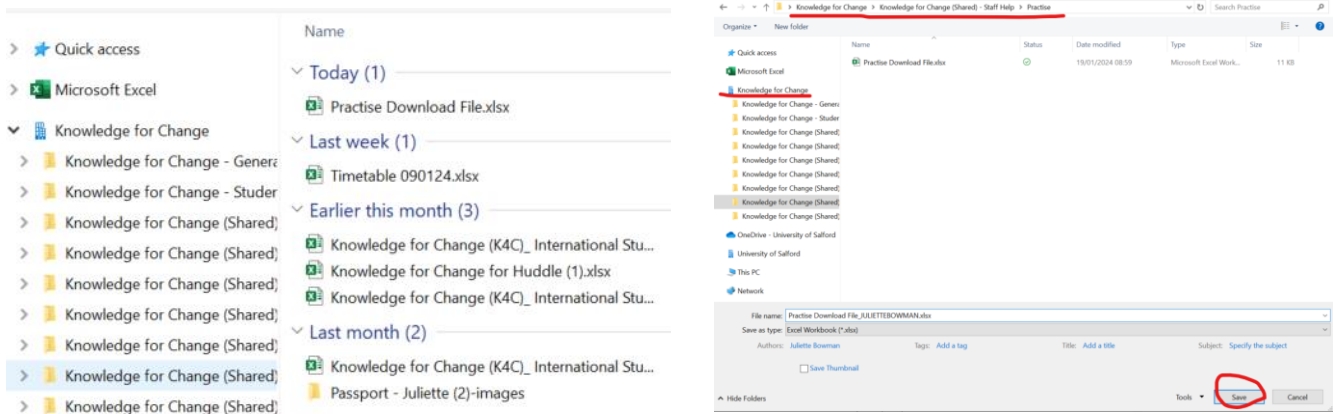
1. Download the file and double click to open the file.



2. This will take you to the application. You should then go “File > Save > Browse”.



3. Follow the same file path through “Clicking” as described above to save the file, and rename in the “File Name” section.



Also note that this same process can be followed to save into your own personal OneDrive