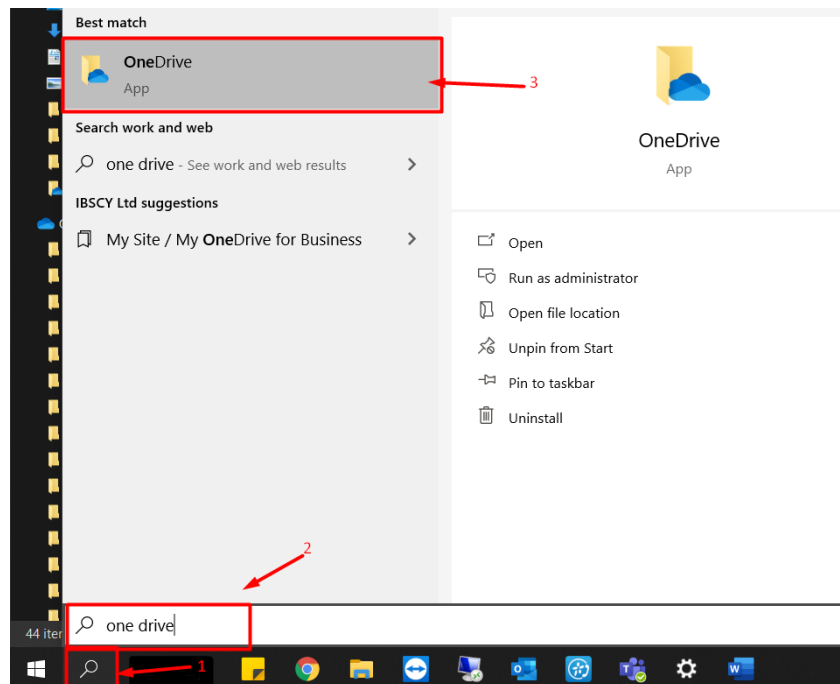
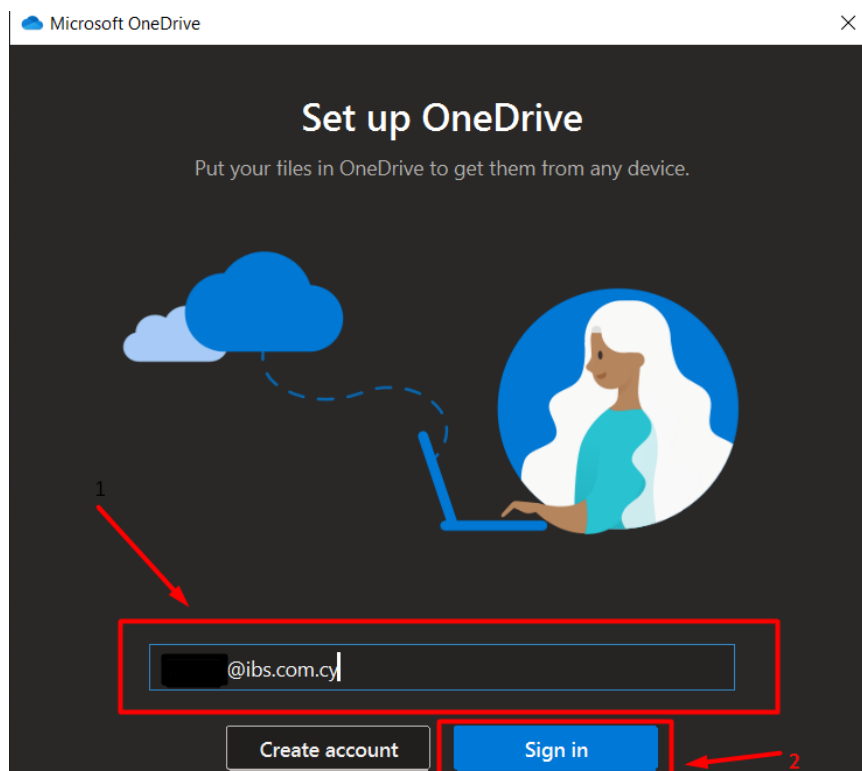


How to set up OneDrive on your Windows.

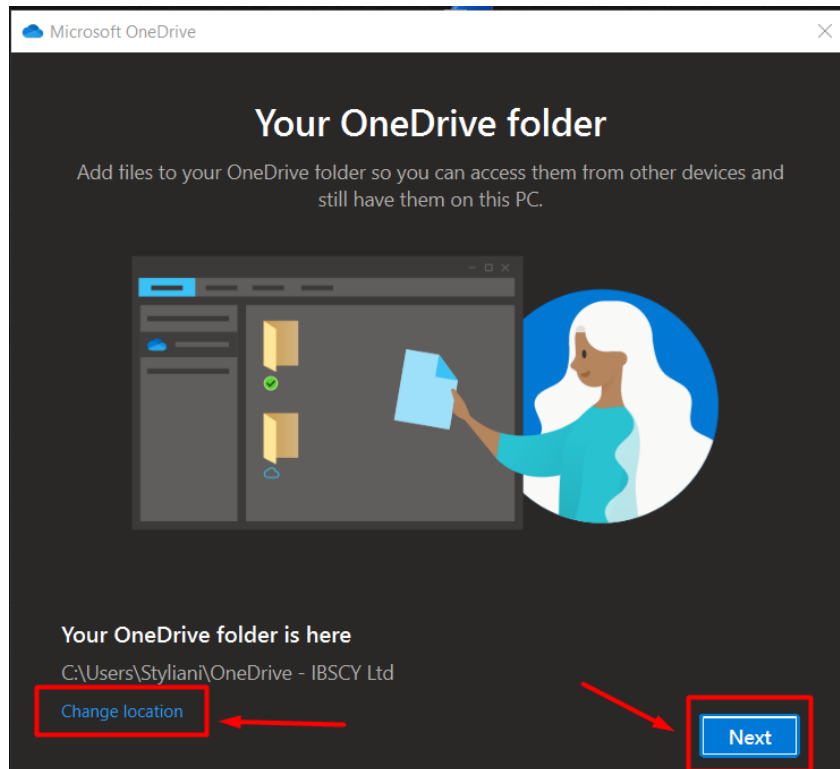
- 1) Click on the search icon, type “OneDrive” and select it.



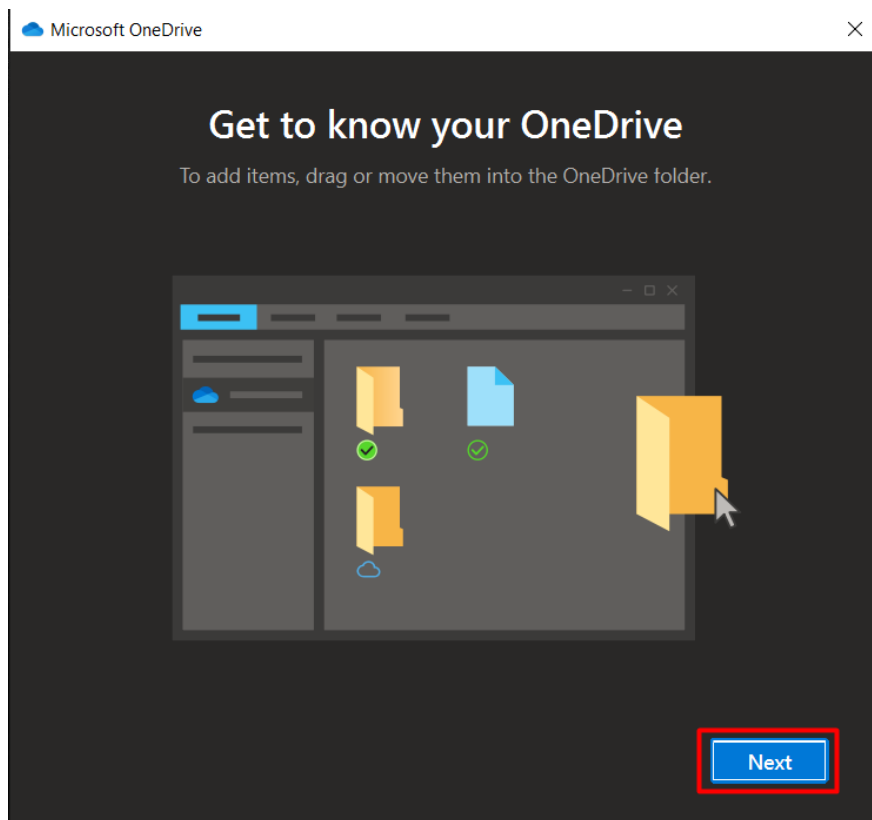
- 2) Type your email and select “sign in”, then it will ask for your password.



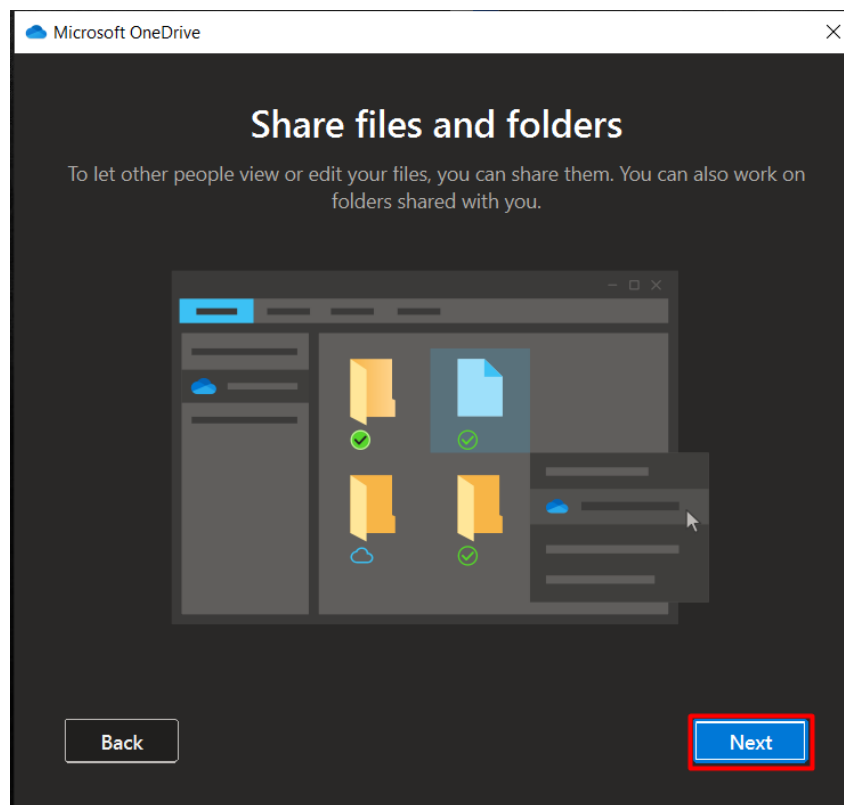
- 3) Once you are log in with your credentials, you can change the location of the OneDrive Folder by clicking on “*Change Location*”, if you want to keep the default location click “*Next*”.



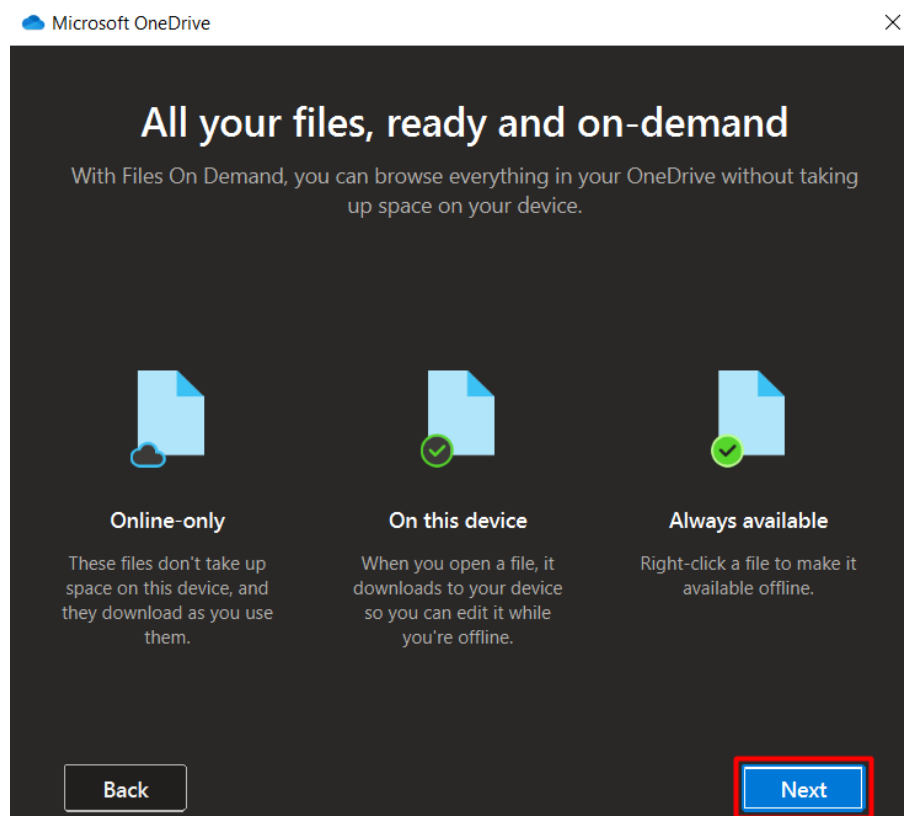
- 4) Click “*Next*”.



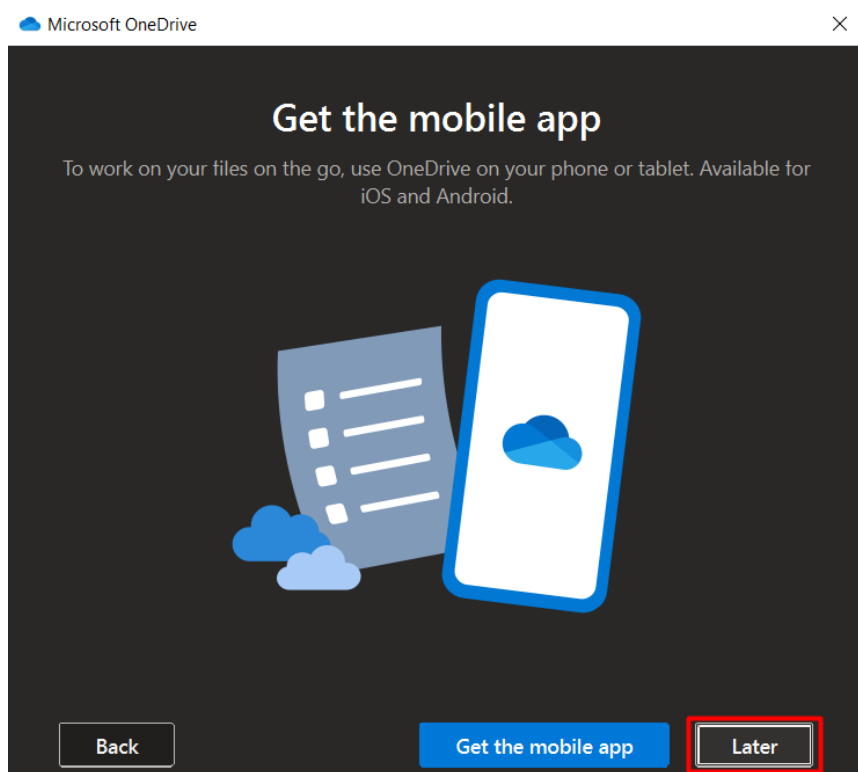
5) Click “Next”.



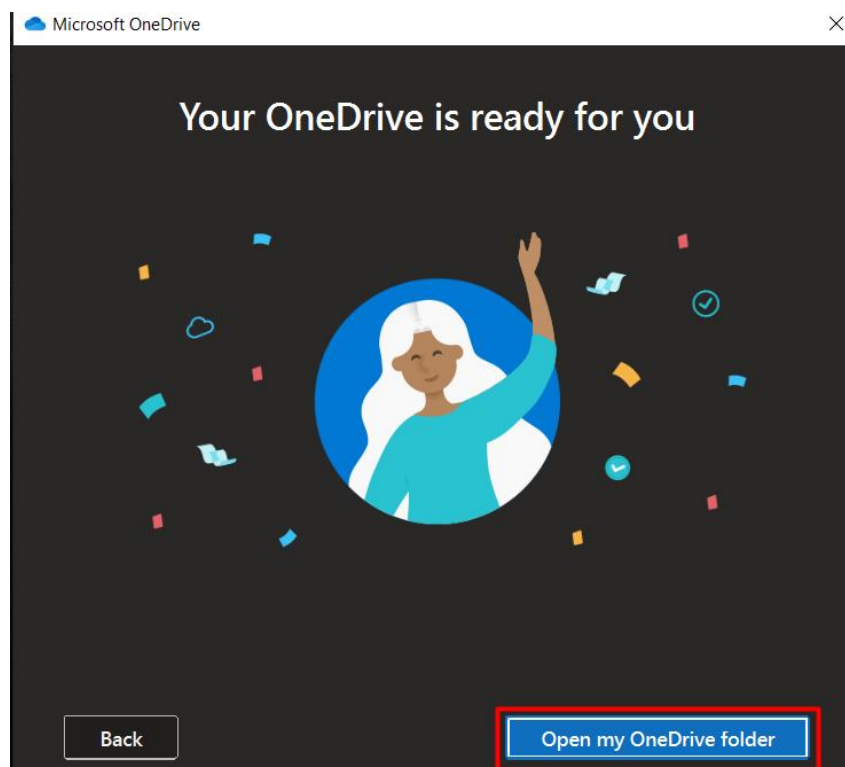
6) Click “Next”.



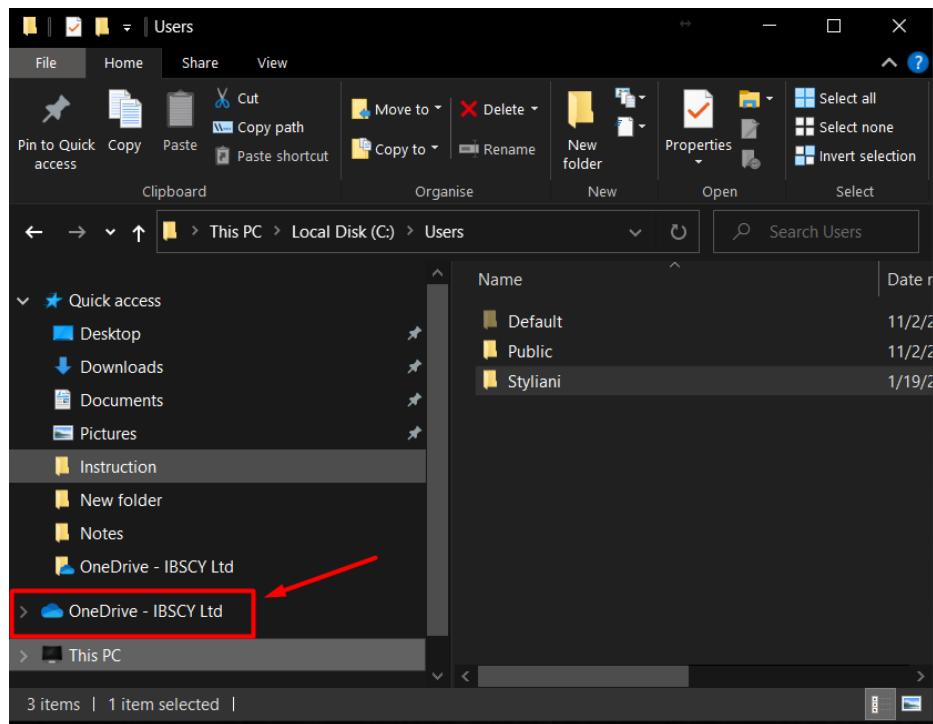
- 7) You can get the mobile app if you wish to install OneDrive on your mobile device or you can choose “*Later*” to continue.







- 8) Select “*Open my OneDrive Folder*”.



9) Once you click “Open my OneDrive Folder”, it will pop up the location of the folder.



- What do the OneDrive icons mean?

-  **Red circle with white cross:** A red circle with a white cross means that a file or folder cannot be synced. You'll see this in File Explorer or in the OneDrive notification area icons.
-  **OneDrive paused icon:** The paused symbol over the OneDrive icon means your files are not currently syncing.
-  **OneDrive icon with sync pending arrows:** The circular arrows over the OneDrive notification icons signify that sync is in progress. This occurs when you are uploading files, or when OneDrive is syncing new files from the cloud to your PC.
-  **Red with white bar OneDrive icon:** If you see a red "no entry" icon over your OneDrive icon, it means your account is blocked.

If you have any questions, follow the procedure on how to contact us.

<http://helpdesk.ibs.com.cy/support/solutions/articles/6000093707-ibs-support-document>