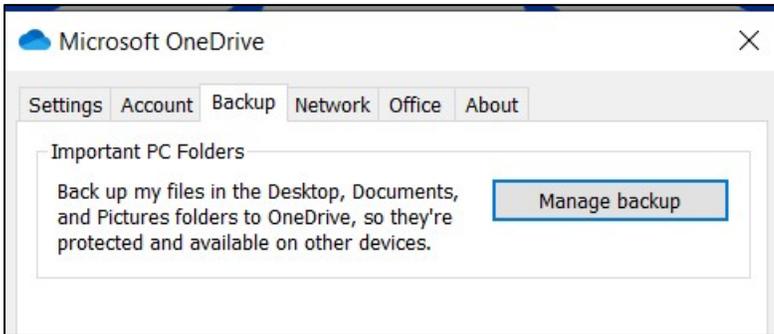
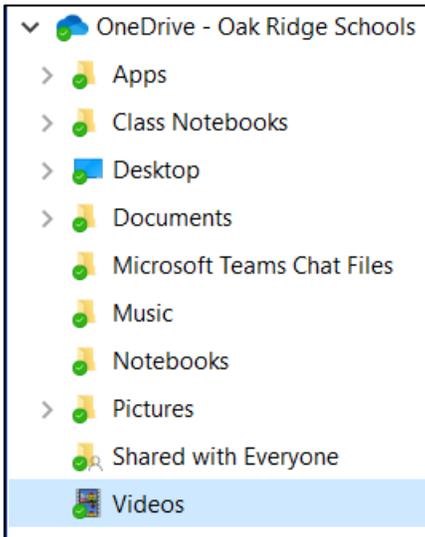


Checking your One Drive Sync Status

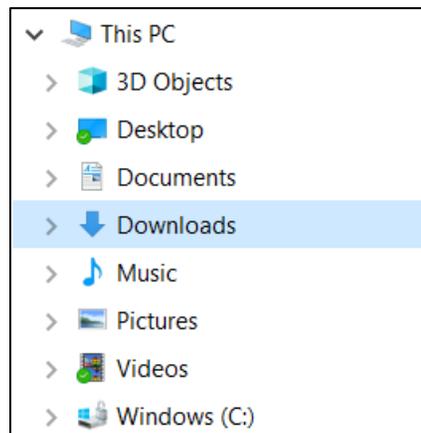
Oak Ridge Schools sets up every student and teacher device to automatically sync files to the cloud servers so everyone can access their files from any device with an internet connection. Also, if your device needs to be replaced, your files will show up on your new device! That being said, One Drive does not sync EVERY file on your laptop.



One Drive only syncs the files from your **DESKTOP, DOCUMENTS,** and **PICTURES** folder at a minimum. Depending on your status in the district, you may have more folders being synced to the cloud server. For example, here is what is currently being synced from my laptop to the cloud.



These folders are being synced.



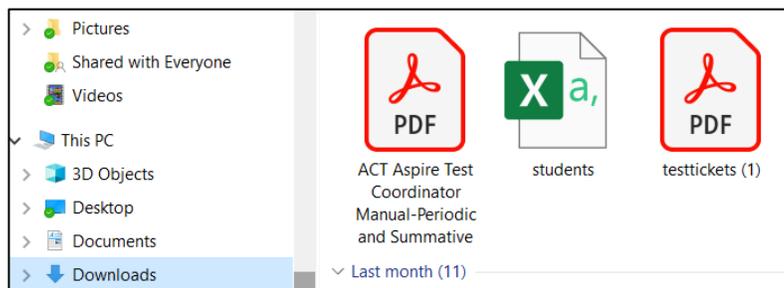
These folders are NOT being synced.

How do I know if my file is being synced?

Check the little icon in the bottom left corner. If it has a green circle with a white checkmark, it is being synced to the cloud.



This file is being synced.



These files, from my Download folder, are NOT being synced.

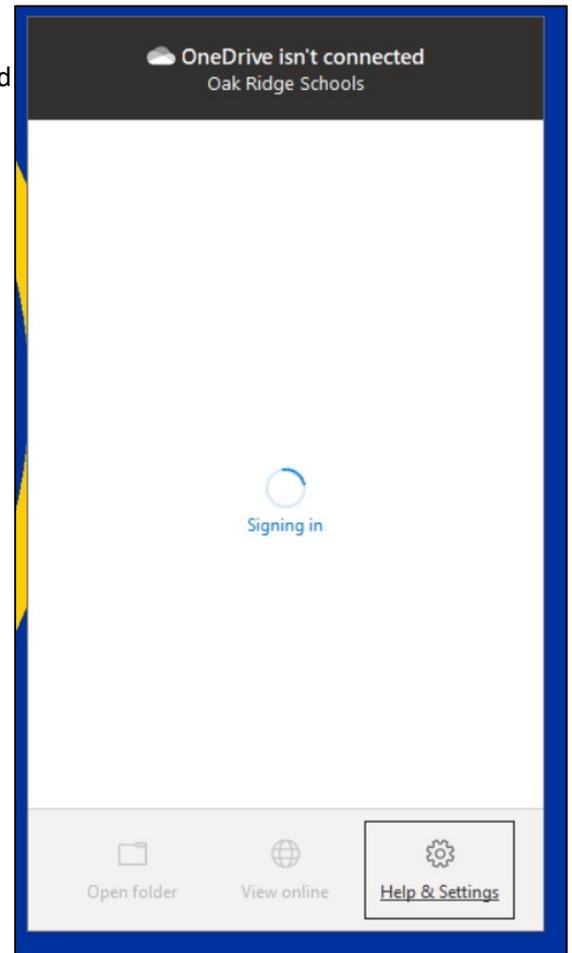
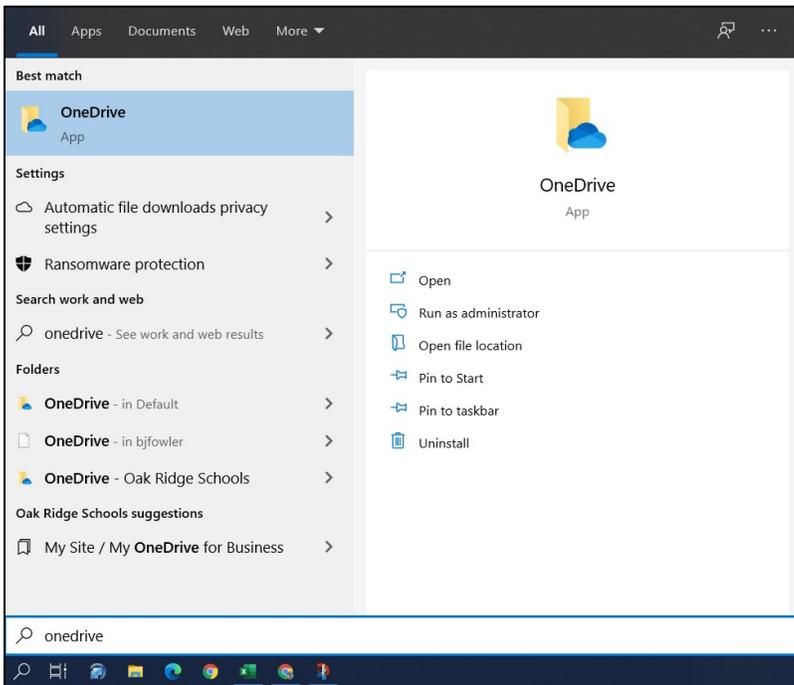
How do I know if my One Drive is syncing?

First, check your task bar. Do you see the One Drive cloud icon?



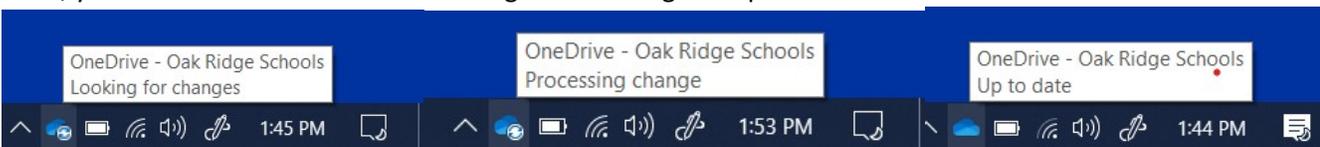
Here, we do not see the little blue cloud .

Press your Windows key or click on the start menu. Type in One Drive and click Open.



Once One Drive starts, you may have to sign in. When you do, you will see this screen.

Then, your One Drive will work in the background through this process.



When the icon says Up to date, your files have been synced to the cloud!

Accessing your files online.

Go to www.ortn.edu/onlineors and click on Office 365.

Sign in using your ORTN account, LASTNAFIR000@ortn.edu. When you do, you will see this:

The screenshot displays the Office 365 web interface. At the top, there is a search bar and a navigation menu. The main content area is titled "Good afternoon" and features a "Recommended" section with four document thumbnails. Below this is a "Recent" section with a list of files.

Recommended Documents:

- Checking OneDrive Sync Status (4m ago)
- ACT Aspire Training 2020 (Thu at 5:06 PM)
- Log of Practicum Hours (Thu at 5:06 PM)
- Reflection Sheet Blank (Tue at 9:54 PM)

Recent Files:

File Name	Location	Time	Access
Checking OneDrive Sync Status	BENJAMIN FOWLER's OneDrive for Business > ... > ...tional Videos	30m ago	Only you
ACT Aspire Training 2020	OneDrive for Business > ... > Documents > ITC > JMS 2020-2021	Thu at 11:54 AM	Only you
Staff Directory 2020	OneDrive for Business > ... > Documents > ITC > JMS 2020-2021	Wed at 1:23 PM	Only you

You have access to all of your synced files AND all the Office365 produces, like Outlook, Word, Excel, OneNote, PowerPoint and more.