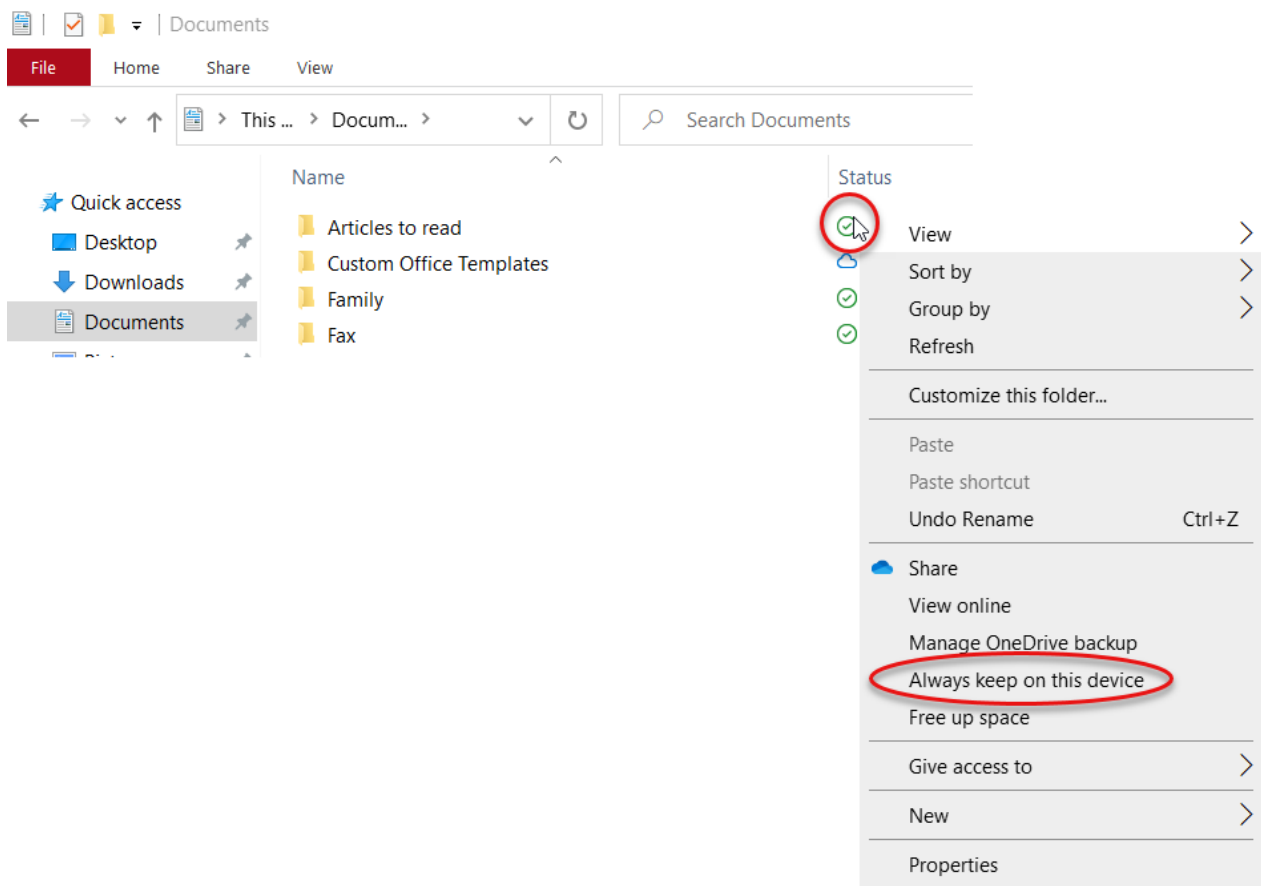


The most important feature the OneDrive app offers for computers is automatic syncing. Once you install it and designate a folder in your drive, it will automatically sync. If you're online, everything inside the OneDrive folder gets uploaded to the cloud.

1. Keeping Files Always Available

OneDrive also has a **Always keep on this device** feature for files you need to have on your computer all the time. This is especially useful if you have spotty internet or are using two devices to edit it.

To make sure that your file or folder is available, **right-click** its icon and click on **Always keep on this device**. A checkmark should appear beside it. The status icon on File Explorer would also update to show a green circle with a white checkmark.

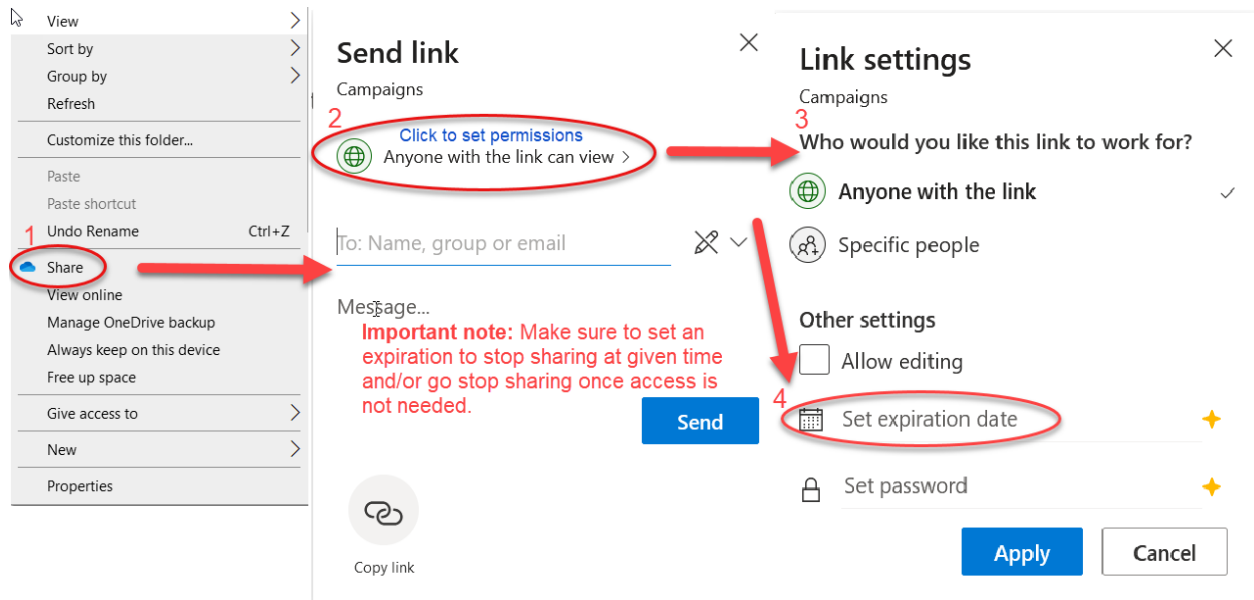


2. Make Files Available Offline on Mobile Devices

You can also do this on your mobile devices by selecting the **three-button menu** under (iPhone – to the right) the file or folder you want to set. Click on the **toggle switch** beside the **Make available offline** option.

3. Sharing Files and Folders to Others

To share files from your computer, **right-click** the file or folder > choose **Share** > enter recipient(s) or copy link below > click “Anyone with the link can view” to set permissions.



4. Version History

OneDrive takes a snapshot of a file every time it changes. So, if you made an unintentional change, you could restore it.

To do this, **right-click** on the file you want to restore, then choose **Version history**. A new window will appear showing all the versions saved in OneDrive, the file size, and the profile that made the changes.

5. Keeping Your Files Secured

An extra benefit that **Version History** brings is additional security. Because OneDrive keeps versions of your file whenever a change is made, it can detect if you're the target of a ransomware attack.

If that happens, OneDrive will send an email notifying of the attack. They will then walk you through the process of recovering your files. This includes attack confirmation, cleaning your devices, and restoring your OneDrive files.