

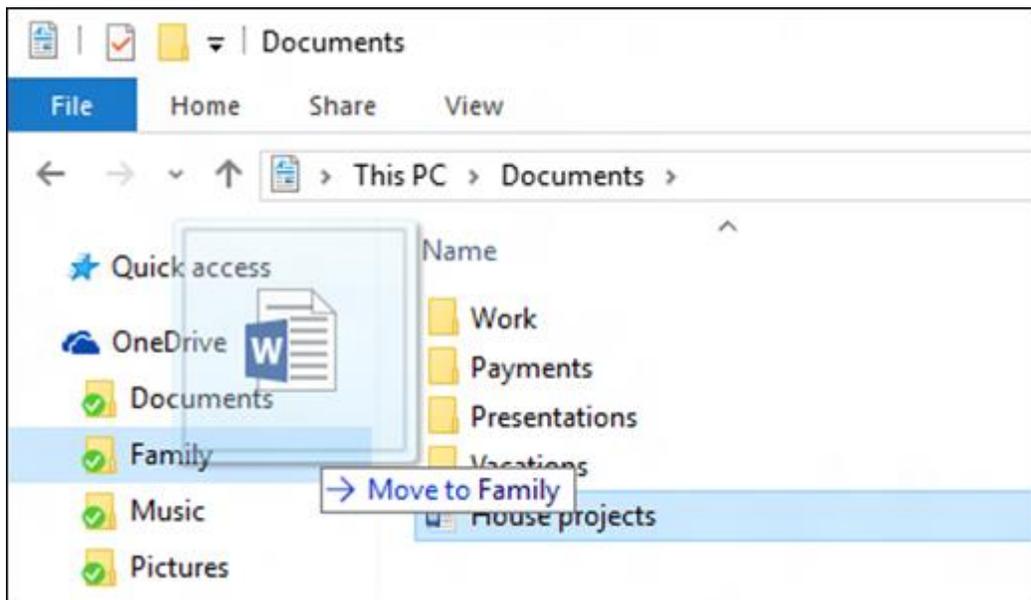
OneDrive on Your PC

Windows 10

OneDrive is free online storage that comes with your [FCNet account](#). Save your files in OneDrive folders and you'll be able to get to them from any PC, tablet, or phone.

To access files in OneDrive, open File Explorer. Click on a OneDrive folder (it will have a cloud icon) and you'll see the files in that folder. If you want to view a OneDrive folder or file online, right-click it and select **View online**.

To save a document you're working on to OneDrive, select a OneDrive folder from the list of save locations. To move files to OneDrive, open File Explorer and then drag the files into a OneDrive folder.



Want to see OneDrive in action? Watch the videos available in these articles:

- [What is OneDrive?](#)
- [Upload photos and files](#)
- [Sync files with the OneDrive sync client in Windows](#)

You'll find more training videos in the [OneDrive Help center](#).

No internet? No problem.

Files you save to OneDrive are available online at OneDrive.com and offline on your PC. That means you can open and change them anytime, even when you're not connected to the internet. When you reconnect, OneDrive updates the online versions with any changes you made offline.

Offline files come in handy when you're without an internet connection, but they also take up space on your PC. If you turn on Files On-Demand, you can choose which files are always available locally on your device and which files are only available when you're online. For more info about how to mark files or folders for offline use or as online-only, go to [Learn about OneDrive Files On-Demand](#).

Stay in sync

File Explorer icons show you the sync status of your offline folders and files.



It's in sync with online version.



It's getting in sync.



The version on your PC is out of sync. To find out why, go to the right side of the taskbar, select the **Show hidden icons** arrow, press and hold (or right-click) **OneDrive**, and then select **View sync problems**. For more tips, see [Fix OneDrive sync problems](#).