Microsoft OneDrive On-line Storage

General Information

We have prepared for you a cloud storage tool called **OneDrive**, provided by Microsoft. Many of you know Dropbox, which is a similar service. In a nutshell: your files get stored on Microsoft servers, encrypted, and backed up against hardware failures. Each user has **1 TB of space** available.

Access

You can access your files in several ways:

1. **Via webpage** (https://onedrive.live.com, "Sign In" button in the top right corner). It is similar to webmail, accessible from anywhere via a web browser, with documents editable directly in the web browser using the online version of Microsoft Office (Word, Excel, PowerPoint…).

2. **By Windows synchronization client**, which will create a copy of your cloud storage on your local computer and keep it synchronized. Whenever you modify a document, it will be automatically stored in the cloud storage and also synchronized on your other computers where you have installed this client. It is possible to choose which folders or files should be synchronized with specific computer. Note: the OneDrive client is already integrated within Windows 10. There also exist a client for Mac OS, but not for Linux.

3. **By mobile device application**. All main platforms are supported (Android, iOS, Windows Phone…). In this case, files are not automatically downloaded into your mobile device, but you can remotely see the content of your OneDrive and download or edit a selected document.

All the mentioned applications are available at: https://onedrive.live.com/about/en-us/download/
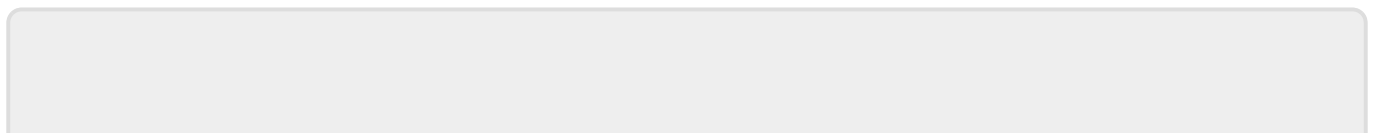
Another feature of this service is the possibility to download and install Office 365 on up to 5 of your personal devices, including home computers. If you would like to do this, you can click on "Office 365" button in the top left corner of your OneDrive web interface described in point 1, and then click on "Install now" button.

OneDrive Login Credentials

username:
password:

Please contact IT department at helpdesk@cerge-ei.cz in case of any questions.

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Last update: **2016-11-02 08:49**