



OneDrive App for Windows

Center for Innovation in Teaching and Learning

This document outlines the steps for downloading the OneDrive desktop app for your Windows products, as well as saving files to your OneDrive after the app has been downloaded.

Using the OneDrive App

Tennessee Tech has purchased a campus-wide OneDrive license that allows all students, staff, and faculty to have access to OneDrive. The OneDrive desktop app allows you to use the cloud storage system on any device or on the web. The desktop app allows you to save files to your desktop, OneDrive cloud, or both, making it easier to access your files at any time, from any device. You can even work offline.

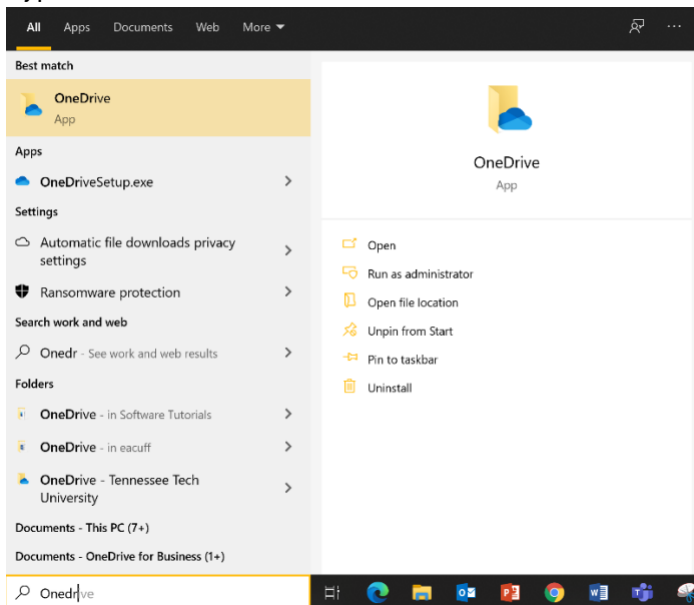
Downloading the OneDrive App on Your Personal Windows Device

Before you can use the OneDrive desktop app on your Windows device. You will need to download it from the Windows app store. You can search in the app store for “OneDrive” or [click here for the link to download](#). After you have downloaded the app, you can follow the steps below to install it.

NOTE: If you are using a Tennessee Tech campus computer, the OneDrive app has probably already been installed. To make sure, simply search “OneDrive” in the search bar on the bottom of your screen.

Installing the OneDrive App

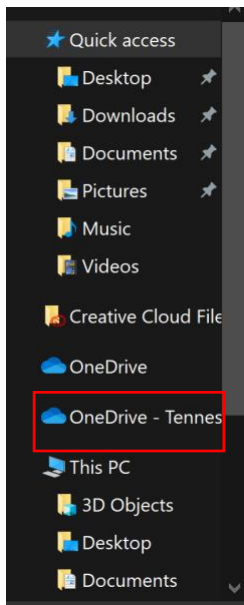
1. Type **OneDrive** into the search bar.



2. Select **OneDrive App**



3. Login using your TnTech credentials.
4. You will now be able to access and save files to your OneDrive cloud storage.



Storage Status

Within OneDrive, or even on various documents saved on your desktop, you may see different symbols that indicate the saved and uploaded status of your documents.

Within the OneDrive app/folder, you will see a section after the document, file, or folder title with a cloud. This is where you can find out if a document is uploaded to your cloud storage, saved locally on your current device, and more. [Here is a guide to what each of the symbols means.](#)

Name	Status	Date modified	Type	Size
CAFE	☁	5/6/2021 11:55 AM	File folder	
CITL Event Flyers	☁	5/6/2021 11:55 AM	File folder	
CITL Intensive Zoom Recordings	☁	5/6/2021 2:13 PM	File folder	
CITL Logos	☁	5/6/2021 11:55 AM	File folder	
CITL Staff Photos	☁	5/6/2021 11:55 AM	File folder	
CITL Survey Feedback	☁	5/6/2021 11:55 AM	File folder	
CITL Website Materials	☁ R	5/6/2021 11:55 AM	File folder	
Course Design	☁	5/6/2021 11:55 AM	File folder	
Desktop	☁	5/7/2021 3:51 PM	File folder	
Documents	☁	5/6/2021 11:55 AM	File folder	
Events 2020-2021	☁ R	5/6/2021 11:55 AM	File folder	
Instructional Design Website Documents	☁ R	5/6/2021 11:55 AM	File folder	
Microsoft Teams Chat Files	☁	5/6/2021 11:55 AM	File folder	