

HOW MICROSOFT ONEDRIVE WORKS

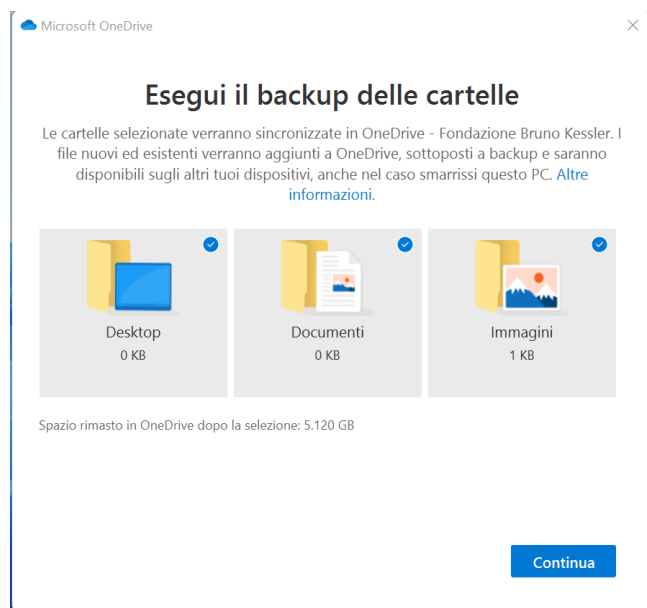
OneDrive is the Microsoft cloud service that allows you to store, share and protect your files and make them available on any device, just like Google "My Drive" and "Shared "Drive": via browser or through the use of the "OneDrive" client " to install on PCs, Macs, phones and tablets.

Microsoft OneDrive is equivalent to Google "My Drive" and Microsoft SharePoint Drive is equivalent to Google Share Drive.

One of the main advantages of using OneDrive is its total integration with Office365 applications. You can create, share and work on files in the suite with great ease.

Foundation users can access the service offered by OneDrive using their FBK credentials in the pre-installed app on their PC or via browser, selecting the institutional account type.

The first time you access the app, OneDrive offers to back up local folders.



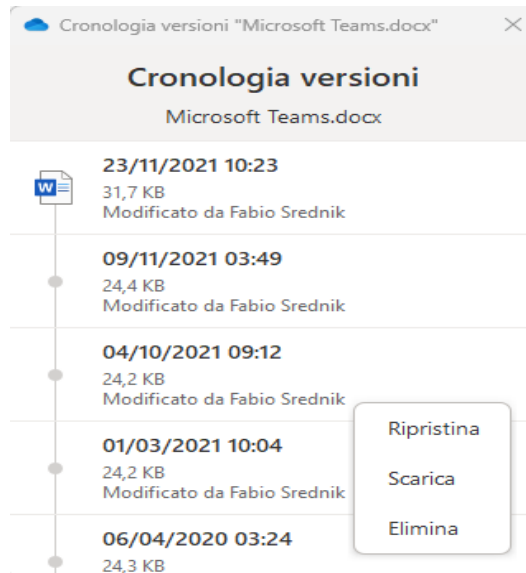
ATTENTION: OneDrive does not simply copy the selected folders, but moves their contents to the cloud, to make them available on other devices where OneDrive is configured. We therefore advise against activating this function on the folders proposed by default. To do this, it will be enough to uncheck the proposed folders.

You can add or remove folders for backup even later by accessing the program settings.

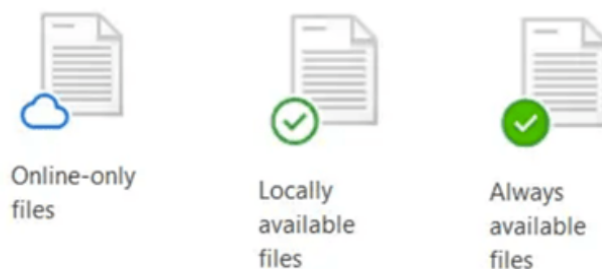
Once the configuration is complete, your OneDrive and the Sharepoint Drives to which you have access will be displayed in the "File Explorer" as a normal work folder (and not as a mapped disk G: as with Google Drive). By right-clicking on a file or directory contained within OneDrive, a context menu will

appear, in which it will be possible to share a file/directory, check existing versions of the same or view it in the browser.

Version history works in a similar way to Google Drive and allows you to delete, download or restore a previous version of the file.



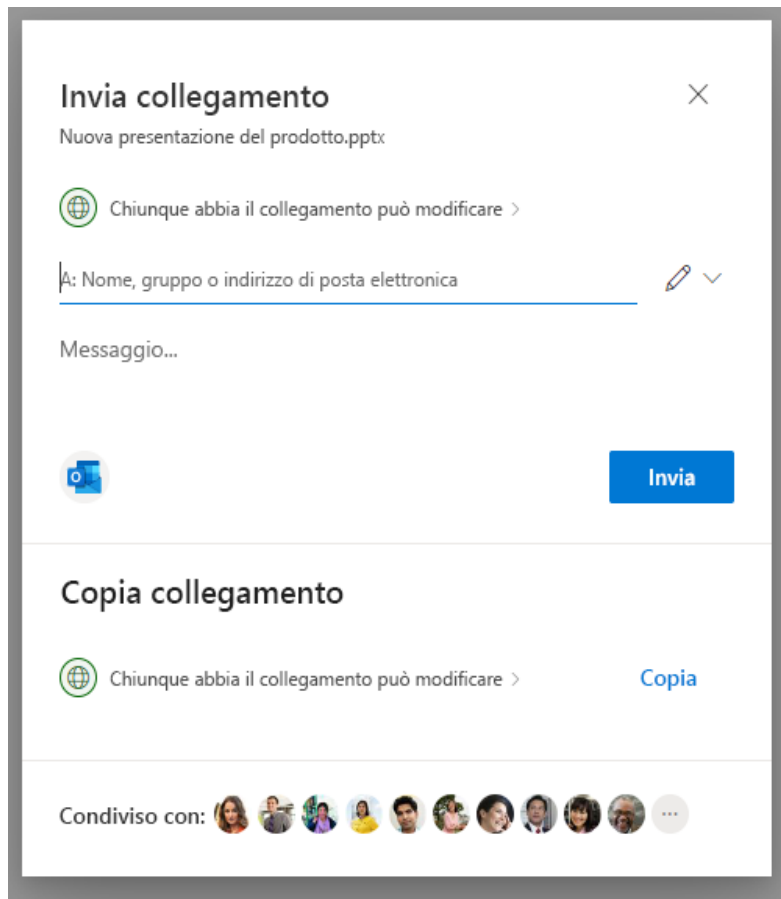
OneDrive has a feature called "files on demand" which is enabled by default. This option allows you to save disk space, synchronizing locally only the files that have already been opened once or those created directly in the cloud.



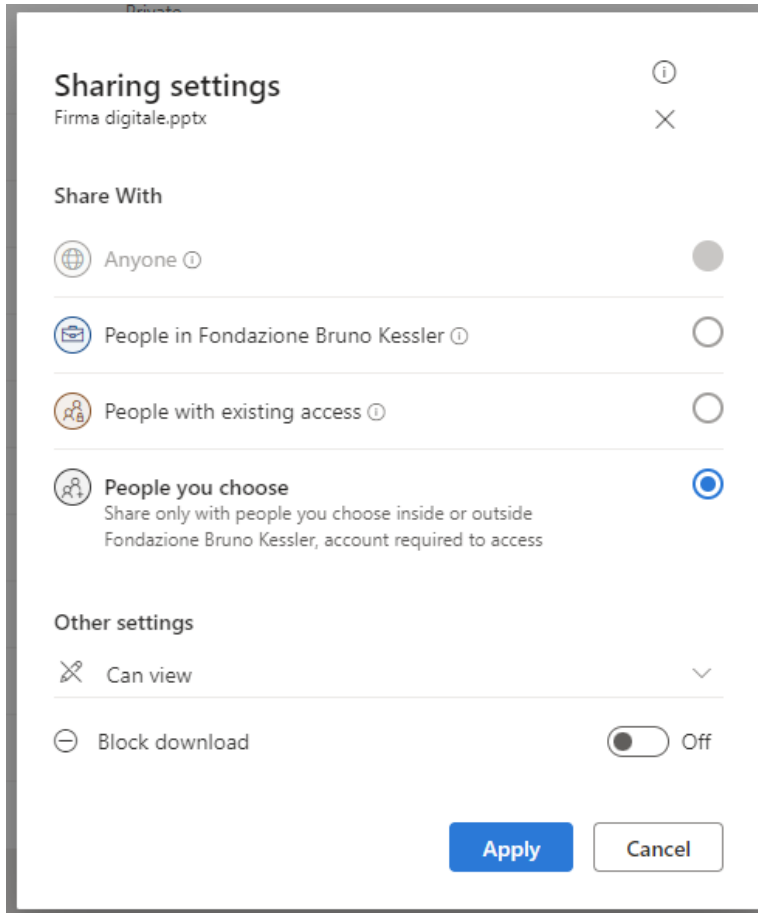
You can disable Files on Demand in OneDrive by opening the client and clicking Settings, then deselecting the Files on Demand checkbox.

FILE SHARING

It is possible to personalize any sharing settings of a file or folder directly from the file explorer or from the web. Just right-click and select Share to bring up the dedicated menu.



By clicking on "Anyone with the link can edit", you can specify additional sharing parameters, such as the ability to share the file to all people within the organization, or specify individual users.



- **Everyone** allows access to anyone who receives this link, either directly or forwarded by another user. People outside your organization can also be included.
- **People from <Your organization>** with the link allows anyone in your organization with the link to access the file, whether they received it directly from you or forwarded by another user.
- **People with Existing Access** can be used by people who already have access to the document or folder. Does not change permissions. Use this option if you want to send a link to a user who is already logged in.
- **Specific people** allows access only to the people you specify, although other people may already have access as well. If someone forwards the sharing invitation, only people who already have access to the item will be able to use the link.

In "Other settings" it is possible to change other parameters:

- **Allow editing** allows people signed in with a Microsoft account to edit the files or folders they have access to. If you share a folder, users with edit permissions can copy, move, edit, rename, share, and delete anything in the folder they have access to.
- **Block Downloads** prevents users from downloading the file or folders they have access to. By unchecking this box, users can download files to their devices.