

Ministry of Central Services

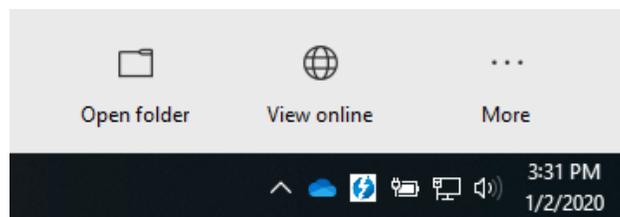
This document answers questions about accessing your files in OneDrive, using different views, accessing other types of files and folders, security, downloading and printing.

1. How do I access my files in OneDrive?

There are three easy ways to connect to OneDrive:

Access files when connected to a Government of Saskatchewan computer with network or VPN

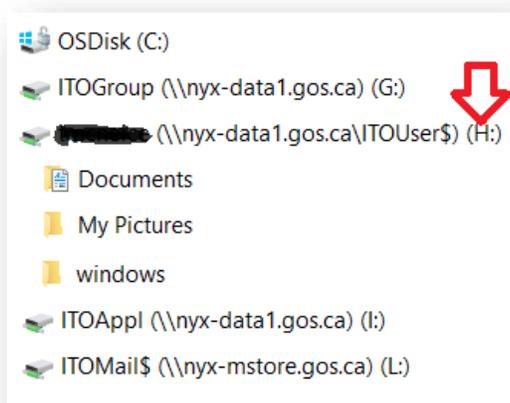
Select the blue cloud icon on the bottom right of your system tray screen, and then select the option you prefer – “open folder” or “view online”



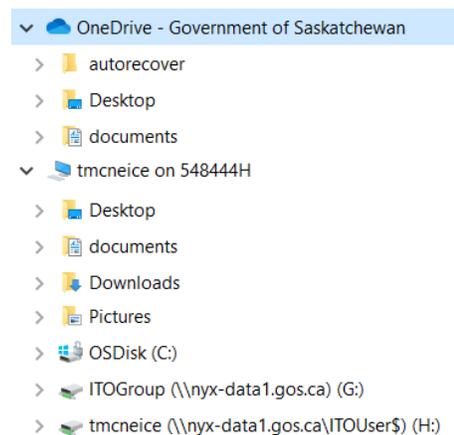
Access files through FILE EXPLORER folder view

How you access and work with your files is not changing, except for where you will find them. View all of your files through Windows File Explorer by pressing  +E (windows key and E key at the same time).

PREVIOUSLY
(STANDARD FILE EXPLORER)



AS A ONEDRIVE USER
(FILE EXPLORER REDIRECT)



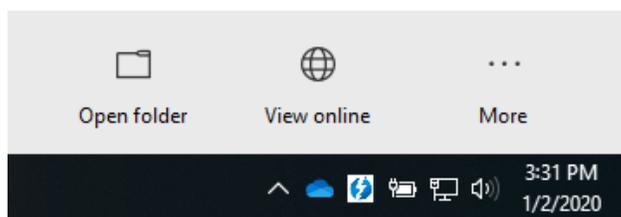
Access files through WEB BROWSER

From any computer with internet access, enter the following in your browser: office.com and access/edit all OneDrive documents using your Government of Saskatchewan credentials.

2. What is the difference between the OneDrive folder view and online view options?

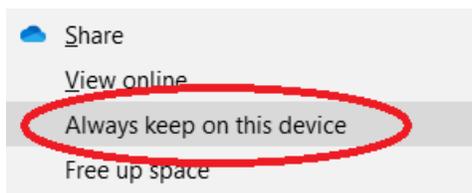
OneDrive gives you two ways to view and work in your files, to choose the option that feels most comfortable to you.

- The OneDrive “File Explorer” folder view looks and works just like the H: Drive does today, so you won’t notice much change.
- By choosing to work online through a web browser like Internet Explorer or Chrome, your view will be similar to how all government network folders and files will function in the future. Becoming familiar with accessing, sharing and editing in OneDrive today, will make your transition to upcoming Office 365 launches (that will impact other network drives) easier for you in the future.



3. Since OneDrive is in the cloud, will I still have local access to my files on my computer?

Yes, the OneDrive Sync Client (little blue cloud) syncs thumbnails of all files saved in your OneDrive. This means that when connected to the GoS network, accessing them will function as if they are saved to your local drive. However, if you want any documents available when you are not connected to the GoS network, you will have to identify this manually by right-clicking on the document and choosing “Always keep on this device”.



For more information, please see the support document [OneDrive Document Syncing](#) to learn more about why and how to use Files on-Demand.

4. Why am I being prompted to enter a code, to access OneDrive?

Multi-factor authentication prompts you to submit a code that has been sent to one of your devices, confirming your identity for greater security of yours and government's data.

If you only ever plan to use OneDrive on a government device, connected to the government network, you do not need to set up Multi-Factor Authentication.

You will, however, need to have multi-factor authentication set up if you intend to access OneDrive on:

- a personal mobile device app or browser;
- a government mobile device app or browser;
- a government device not connected to the government network; or
- a non-government device.

It is possible you may have already registered for multi-factor authentication when Exchange Online launched in your ministry. Instructions were offered so users could access their government emails and calendars on any web-enabled device, or on their government mobile device.

5. Is OneDrive secure?

Microsoft automatically updates the software for OneDrive, so you can be confident your information is always secure, and you have the most up-to-date software available.

6. Can I download OneDrive files to a non-Government of Saskatchewan device?

To further protect Government of Saskatchewan information you can download files to any device but will not be able to access the content of these files without current GoS login credentials.

7. Can I print files offsite using OneDrive?

Your OneDrive files can be accessed from any internet connected device, however, these files can only be printed on a Government of Saskatchewan printer to ensure security.