

File Storage: Where to Save Your Files

This guide explains the different places you can store files at FVSD and when to use each one.

OneDrive (Recommended for Most Files)

OneDrive is your primary cloud storage, linked to your FVSD Microsoft 365 account.

- **What it's for:** Personal work files — documents, spreadsheets, presentations, etc.
- **How to access:** OneDrive is built into File Explorer on your computer (look for "OneDrive - FVSD" in the left sidebar), or go to <https://microsoft365.com> and click OneDrive
- **Benefits:**
 - Files are backed up to the cloud automatically
 - Access your files from any device
 - Easy to share with colleagues via a link or email
 - Version history — you can recover previous versions of a file

OneDrive Sync

FVSD computers use the OneDrive sync tool to automatically back up your **Desktop**, **Documents**, and **Photos** folders to the cloud. This means files you save to these locations are synced to OneDrive automatically — you don't need to do anything extra.

Make sure OneDrive is running:

- Look for the **OneDrive cloud icon** in your system tray (bottom-right corner, near the clock)
- If it's there, you're all set — your files are syncing
- If it's **not there**, search for "OneDrive" in the Start menu and open it. Sign in with your FVSD account if prompted.
- If the icon shows a **warning or error** (red X or yellow triangle), click it for details or contact IT

Important: Because Desktop, Documents, and Photos are synced, your files in these folders are backed up even though they appear to be on your local computer. However, the **Downloads** folder is **not synced** — avoid keeping important files there.

SharePoint

SharePoint is for shared team or school-level documents.

- **What it's for:** Files that a group of people need to access and collaborate on — school documents, shared templates, policies, etc.
- **How to access:** Through your web browser or links provided by your school/team
- **Note:** You may need to request access to specific SharePoint sites (see the [Requesting Access & Permissions](#) article)

Google Drive

Google Drive is linked to your FVSD Google Workspace account.

- **What it's for:** Google Classroom files, Google Docs/Sheets/Slides, and files used with Google tools
- **How to access:** Go to <https://drive.google.com> and sign in with your FVSD account

Your Computer's Local Storage (C: Drive)

Your **Desktop**, **Documents**, and **Photos** folders are synced to OneDrive and are backed up automatically. However, other locations on your computer are **not backed up**:

- The **Downloads** folder is not synced — move important files out of Downloads to Documents or your Desktop
- Files saved to other locations on the C: drive are not backed up
- If your computer breaks, is lost, or is replaced, only files synced to OneDrive will be recoverable

Quick Reference

| Where | Best For | Backed Up? | Accessible From Other Devices? |

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| **OneDrive** | Personal work files | Yes | Yes |

| **SharePoint** | Shared team/school files | Yes | Yes |

| **Google Drive** | Google Classroom and Google tool files | Yes | Yes |

| **Desktop / Documents / Photos** | Personal files (synced to OneDrive) | Yes | Yes |

| **Downloads / other local folders** | Temporary files only | No | No |

Common Questions

Q: My OneDrive isn't syncing.

A: Check the OneDrive icon in your system tray (bottom-right). If there's a warning or error, click it for details. Try restarting OneDrive. If it still won't sync, contact IT.

Q: I accidentally deleted a file.

A: Check the **Recycle Bin** on your desktop (for local files) or the **Trash/Recycle Bin** in OneDrive, SharePoint, or Google Drive. Deleted files are usually recoverable for 30-90 days.

Q: I'm running out of storage.

A: Delete files you no longer need and empty the recycle bin/trash. If you're still running low, contact IT.

Contact IT

- **Submit a ticket** through the IT helpdesk
- **Email:** helpdesk@fvds.ab.ca

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