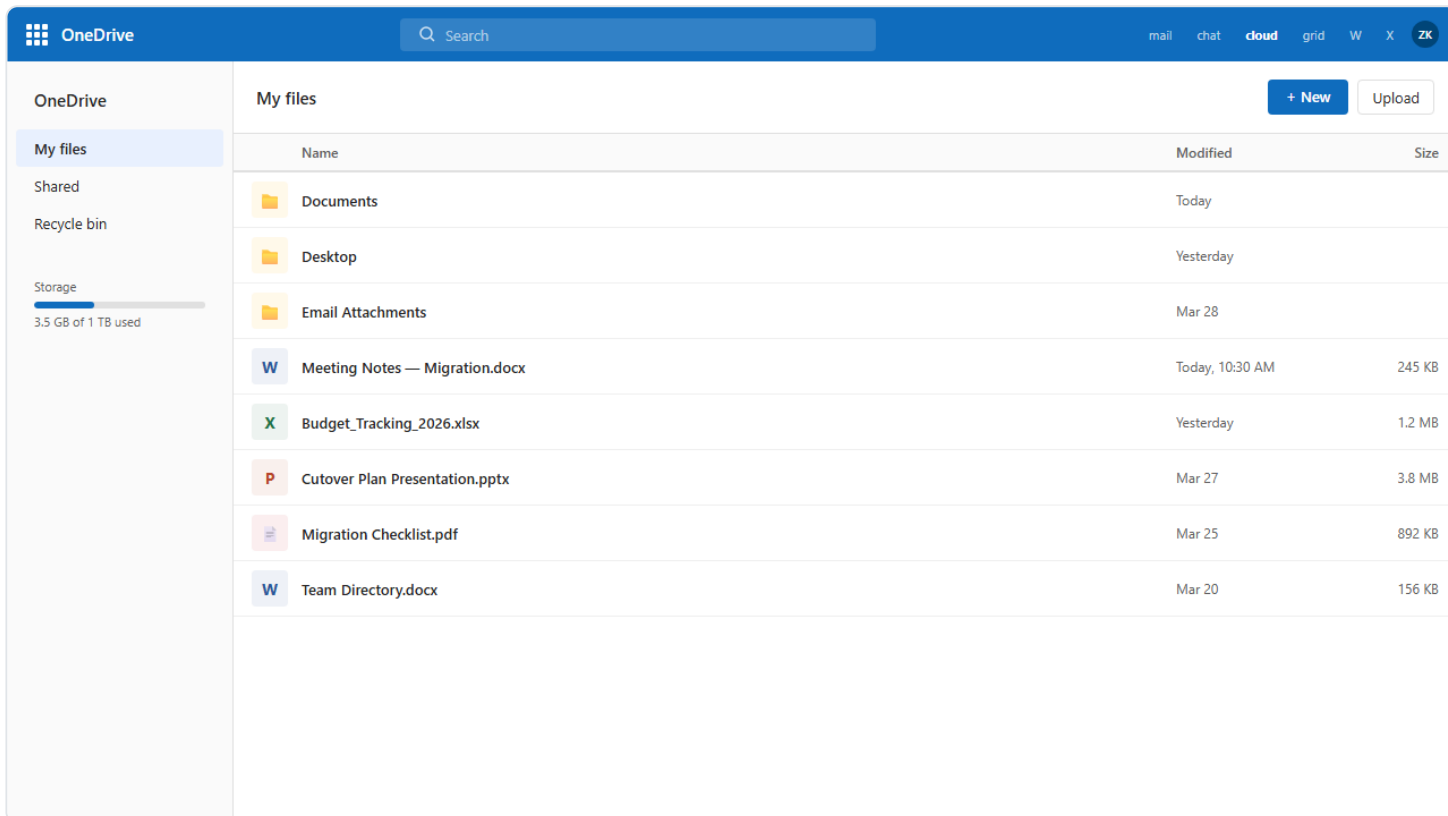


Where Are My Files?

After migration, your Google Drive files are in **OneDrive – Blue Ant Media**. Same folder structure, same files.



OneDrive file browser showing your migrated files

File Explorer (Desktop)

Open File Explorer → look in the left sidebar for **"OneDrive – Blue Ant Media"**. Your files and folders are there.

Web Browser

Go to **portal.office.com** → sign in → click **OneDrive**.

Mobile App

Download **OneDrive** from your app store. Sign in with your @blueantmedia.com account.

Sync Client Setup

Step 1

The OneDrive sync client is built into Windows. Look for the blue cloud icon in your system tray (bottom-right).

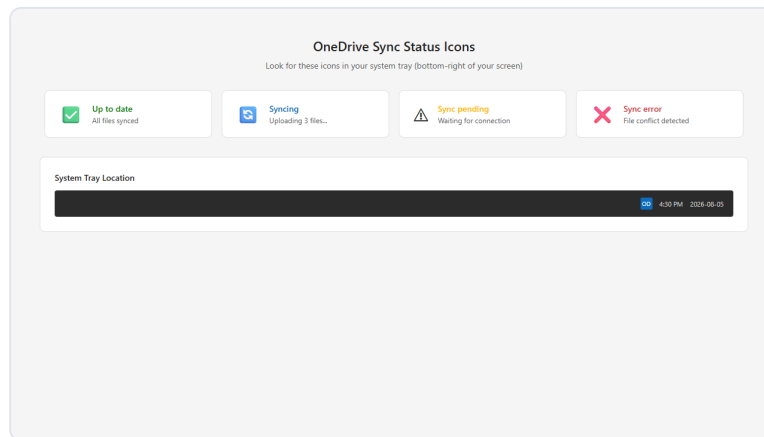
Step 2

If not signed in, click the icon → Sign in → enter your @blueantmedia.com email.

Step 3

Choose which folders to sync locally or use **Files On-Demand** (recommended) to save disk space.

Sync Icons



OneDrive sync status icons in the system tray

ICON	MEANING	WHAT TO KNOW
☁ Blue cloud	Online only	Saves disk space. Downloads when you open it.
✓ Green check	On this device	Available offline. Synced to cloud.
● Green circle	Always keep	You chose to always have this file locally.
↔ Sync arrows	Syncing	Changes uploading or downloading.
✗ Red X	Sync error	Click OneDrive icon in system tray for details.

Making Files Available Offline

1. Navigate to the file or folder in File Explorer under OneDrive
2. Right-click → **"Always keep on this device"**
3. The icon changes to a green circle with a white check
4. To revert: right-click → **"Free up space"**

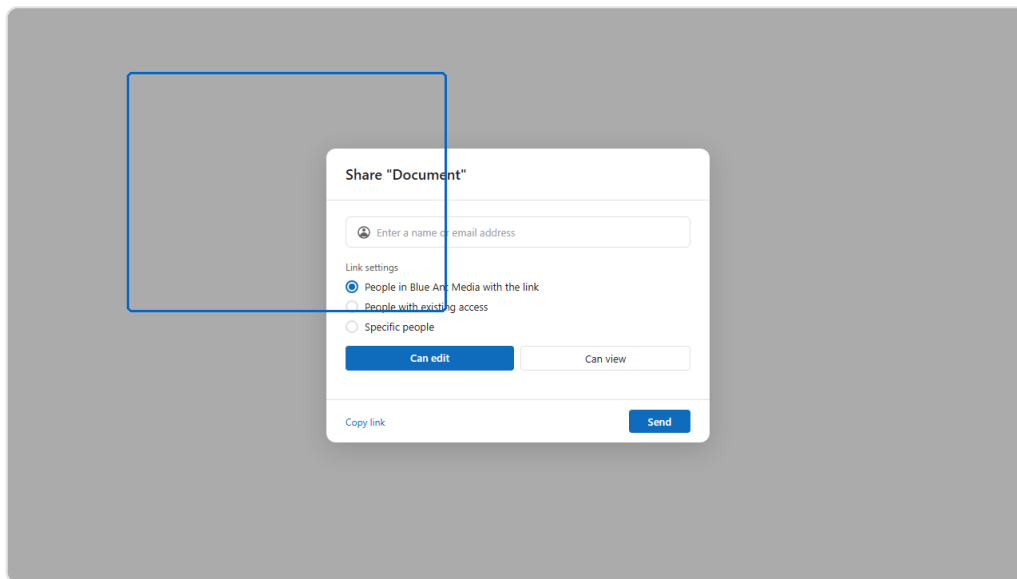
TIP

Make critical project folders "Always keep" before traveling. This ensures access even without internet.

Google Drive vs OneDrive

GOOGLE DRIVE	ONEDRIVE
Google Docs (web only)	Word (desktop + web + mobile)
Google Sheets	Excel
Google Slides	PowerPoint
Share via link	Share via link (same concept)
Shared Drives	SharePoint document libraries
Google Drive for Desktop	OneDrive sync client (built into Windows)

Sharing Permissions Matrix



Share a file or folder from OneDrive

PERMISSION	CAN DO	USE WHEN
Can edit	View, edit, delete, share	Collaborating on a document
Can view	View and download only	Sharing for reference
Can review	View and suggest changes (track changes)	Getting feedback

Version History

1. Right-click a file → **Version history** (desktop) or click "..." → Version history (web)
2. See all previous versions with timestamps and who made changes
3. Click any version to preview, or **Restore** to revert to it

Storage

You have **1TB** of OneDrive storage. Check usage: OneDrive web → Settings (gear) → OneDrive settings → More settings → Storage metrics.

Need help? Contact m365support@blueantmedia.com or visit the M365 Help channel in Microsoft Teams.