

SharePoint, OneDrive and Follow-Me-Canon Printing

Presented Oct. 2, 2024 by Walker MacBeath

SharePoint is where organizational information is structure.

- Shouldn't need to learn much about unless planning to create an intranet site for department.

OneDrive is the file system for City and employee.

- <https://support.microsoft.com/en-us/onedrive>
- Reminder to sync at highest level possible.
- Easiest place to control file access, find older versions, other file manipulation.

Follow-Me-Canon Printing

- Menu button > Printers & Scanners > Follow-Me-Canon > Printing Preferences
 - Everything below can be added/changed in profile
 - Basic Settings Tab – Summary
 - Page Setup – Size and number of pages per side
 - Finishing – 2-sided, finishing (staple), hole punch
 - Paper Source – can pull from different sources for a single document
 - Quality – color mode and if printing graphics for important presentation

Sync Symbols



Blue cloud icon

A blue cloud icon next to your OneDrive files or folders indicates that the file is only available online. Online-only files don't take up space on your computer.

You can't open online-only files when your device isn't connected to the Internet. Learn more about OneDrive Files On-Demand



Green tick icon

OneDrive locally available file

When you open an online-only file, it downloads to your device and becomes a locally available file. You can open a locally available file anytime, even without Internet access.

If you need more space, you can change the file back to online only. Just right-click the file and select "Free up space."



Solid green circle with the white check mark

OneDrive always available file icon

Files that you mark as "Always keep on this device" have the green circle with the white check mark.

These always available files download to your device and take up space, but they're always there for you even when you're offline.