

**Summer VTC Q&A**  
**Essentials of Microsoft 365**  
**Rob Truman, Webmaster**  
**Computer Booters of Sun Lakes**

**Question:** I have more than one 365 subscription. How can I make sure all of my information is uploaded to OneDrive?

**Answer:** I have found a couple of articles dealing with this. My understanding is that one account is corporate and the other is personal.

*Add multiple Onedrive accounts to Windows*

10: <https://www.guidingtech.com/add-multiple-onedrive-accounts-windows-10/>

*Syncing multiple Onedrive accounts in*

*Windows:* <https://www.tenforums.com/tutorials/40537-onedrive-sync-multiple-accounts-windows.html>

**Question:** I have Office 2019 Pro. Does that mean that I also have access to Microsoft 365?

**Answer:** Office Professional 2019 is a one-time purchase installed on 1 PC. Having a Microsoft account will get you access to Office Online and OneDrive. Here is the information for Office Pro 2019: <https://www.microsoft.com/en-us/microsoft-365/p/office-professional-2019/CFQ7TTC0K7C5/?activetab=pivot%3aoverviewtab>

**Question:** If you're online and do your work I assume files are backed up automatically. So, what happens if you do work offline, how does it get backed up to your one drive?

**Answer:** If you have saved your files to the OneDrive folder, they will sync the next time you are online.

**Question:** How is the security when you use Money and Excel?

**Answer:** You are using your financial institution's security protocols when syncing information, other than that your information is maintained on your machine. Here is a link for more information: <https://www.microsoft.com/en-us/microsoft-365/blog/2020/06/15/introducing-money-excel-easier-manage-finances/>

**Question:** Does "one drive" conflict with Carbonite?

**Answer:** No, two separate applications that will work and run side by side. Carbonite is a cloud back-up service where OneDrive is a cloud storage service, not the same thing, though close.

Here is an article that talks about both: <https://www.techradar.com/news/getting-to-the-bottom-of-the-difference-between-cloud-sync-backup-and-storage>