

Saving Files to OneDrive

Overview

To help ensure Realtime files or raw notes are backed up, we can upload them to OneDrive. OneDrive is a cloud-based storage service, similar to Google Drive, Dropbox, etc. Court users have access to OneDrive as part of the Microsoft 365 (M365) service.

The process this document will detail includes:

1. Exporting Realtime files and/or raw notes from your court reporting software of choice. This can be StenoCAT, Case CATalyst, Eclipse, ProCAT, etc.
2. Use the M365 Portal to upload files to OneDrive

Exporting Realtime Files and Raw Notes

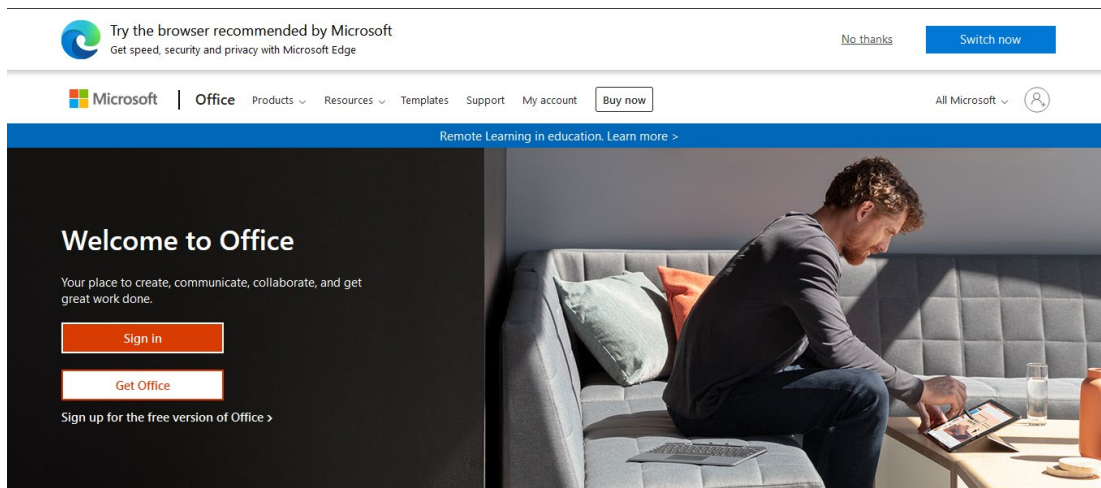
Follow your court reporting software manufacturer's instructions to export your Realtime files or raw notes to an accessible location, such as the *My Documents* folder. For example:

- StenoCAT – Files are typically saved in My Documents → StenoCAT32 → Jobs

Uploading Realtime Files and Raw Notes to OneDrive

Accessing the M365 Portal

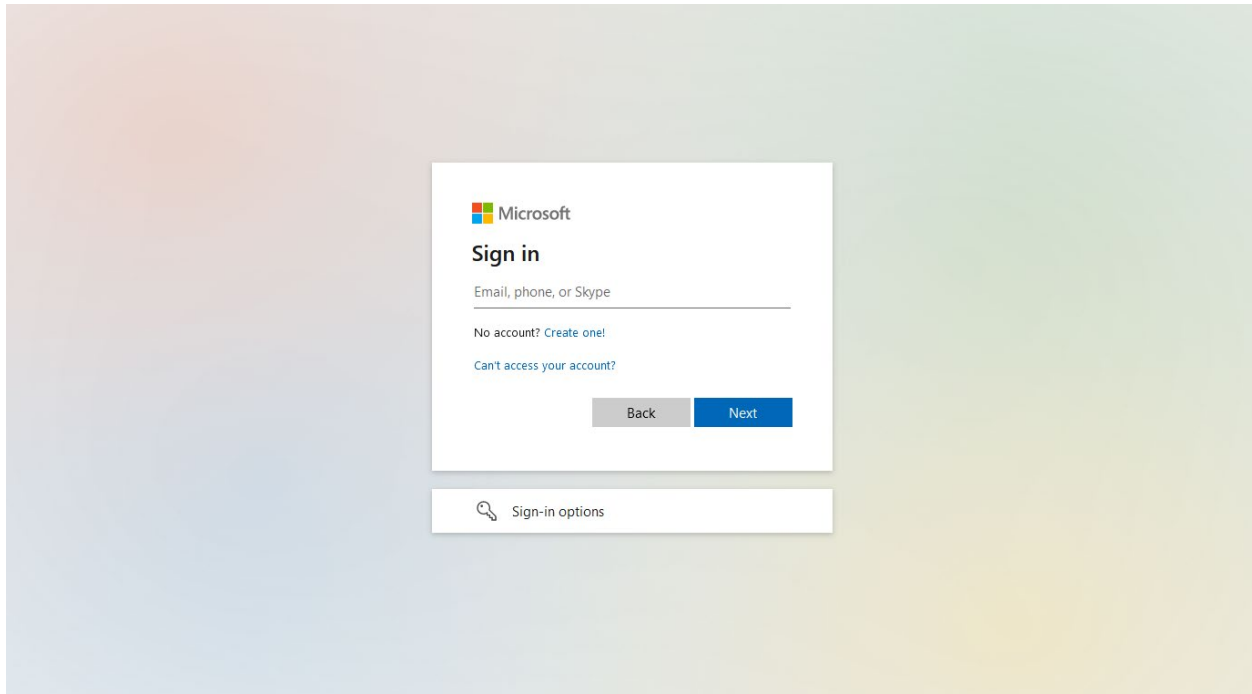
To upload Realtime files and/or raw notes from your personal laptop, use the Microsoft 365 (M365) portal. The M365 portal is located at <https://www.office.com/>.



Sign in to use your favorite productivity apps from any device

Official Court Reporters

Follow the prompts to log into the M365 portal with your court-assigned email address and password



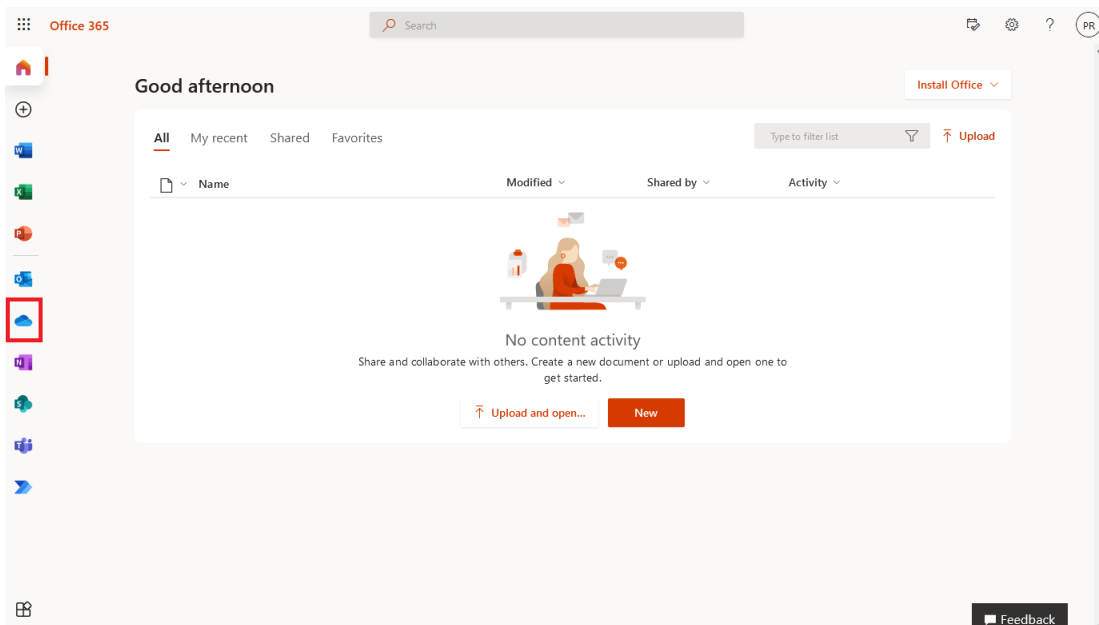
Pro Tem Reporters

Follow the prompts to log into the M365 portal with the following credentials:

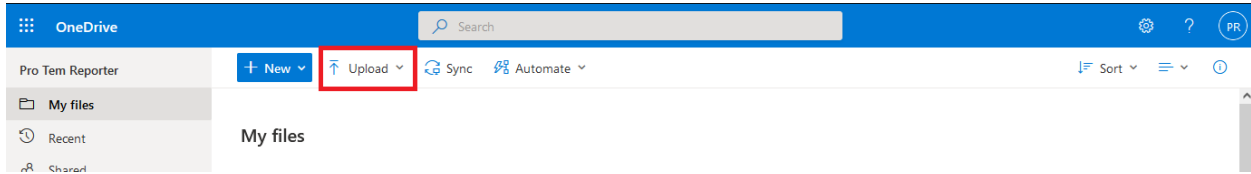
- Email: protemreporter@solano.courts.ca.gov
- Password: Rptr@600

Uploading Documents to OneDrive

- Select the OneDrive icon (a blue cloud icon) from the left-hand navigation menu



- To upload to your personal OneDrive repository, click *Upload*
 - **Pro Tems:** Navigate to your individual folder to upload your files separately from other pro tems. If you do not see your individual folder, you can create one.
 - NOTE: You may decide to back up audio files. However, audio files typically are large in size, hence they will take longer to upload than Realtime files and raw notes.



- Alternatively, you can drag and drop a file directly into OneDrive. The OneDrive window will provide a dotted blue outline to show it is ready to receive your file.

