

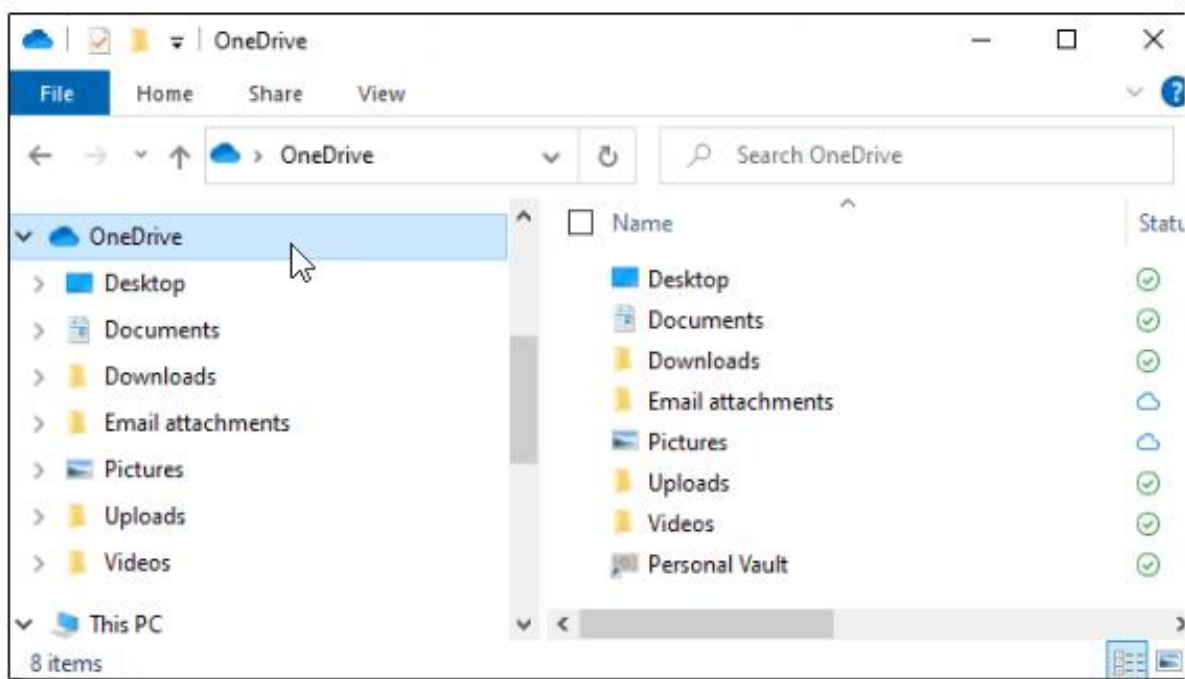
Microsoft OneDrive The basics

OneDrive is now a part of how Windows works to back up and synchronize your documents, photos and other files like Word and Excel. Newer machines come with OneDrive set up ready for use. If your computer does not have OneDrive on it, you can download and install it from the Microsoft Store.

Saving your data in OneDrive means it is automatically uploaded to the Cloud so you can recover files if you accidentally delete them. You can also access your files from your other devices such as iPhone, iPad or Android phone.

To use OneDrive you need a Microsoft account. If you open “Settings” on your computer, your user account email address will appear at the top left hand corner of the page.

With OneDrive installed, you can open File Explorer and go to your OneDrive folder which will look like this:




Any folders or files that you put into OneDrive will be uploaded automatically and synced.


The amount of storage available on your computer is an important consideration.

Microsoft gives 5GB of free cloud storage to account holders. If you have more than this, you can decide which files you want to keep in OneDrive and put less important files somewhere outside OneDrive.

Otherwise, if you purchase Microsoft 365, you get 1 terabyte of storage. That is 1000 GB. (You also get up-to-date versions of Word, Excel and other Microsoft applications, plus 60 free minutes on Skype calls to any phone number).

The other consideration is the size of your computer's drive. If you have many documents and photos you could run out of space on your computer. This will require individual exploration and guidance.

If OneDrive is active on your computer you will see the icon  on the right hand side of the task bar. If you hover your cursor over it, it should show "OneDrive-Personal Up to date". If you have put a lot of files into OneDrive it will take some time to upload them. Leave your computer on until it shows "Up to date" when hovering over the icon.

While synchronizing, the icon looks like this  .

When you save files to OneDrive, it saves the files into your space in the cloud and leaves a link to the files on your OneDrive folder on your computer. When you click on a folder in OneDrive to open it, your computer follows the link and instantly opens the file for you to look at/edit. This saves storage space on your computer.

If there are files you want to keep on your computer for times when you are not online, you can set them to keep a copy on your computer and they will synchronize with the cloud when online.



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You need to tell OneDrive which files you want to have copies available on your computer all the time.

To do this:

Right click on the task bar icon , click "Settings", then "Account", then "Choose folders", then tick the folder/s you want to keep on your computer, and then "OK".

If you have space, you can tick all the boxes. This will take some time. Just keep your computer on until it shows "Up to date".

This Guide just describes the basic idea of OneDrive.

There are other settings than can depend on individuals' personal set ups. As the considerations can be so various and problematical, it might be a good idea to bring your laptop to the U3A computer Help sessions, as advertised in the U3A WOW Bulletin, or send your query to computerhelp.iu3a@gmail.com.