



# OneDrive Microsoft Cloud Storage

February 18, 2019

# What We'll Cover



Very Basic Files and Folders



File Explorer Basics



What's a Cloud and Where is OneDrive?



Looking at OneDrive with a Browser



Looking at OneDrive with File Explorer



Managing Files and Folders in OneDrive



Backing Up and Recovery using OneDrive



OneDrive Settings

# What's a file?



**A single piece of information that is stored on a computer**

A Word Document (no matter how long)

A picture

A song

A program



**A file has a name and a type**

The name can be anything you call it

The file type depends on the program(s) that created or will change or view it.



**View File Types in File Explorer**

View tab

View File Name Extensions

# What is a Folder



A FOLDER CONTAINS  
FILES OR FOLDERS



A FOLDER CAN HOLD ANY  
TYPE OF FILES, BUT MAY BE  
SET TO OPTIMIZE CERTAIN  
TYPES OF FILES – SUCH AS  
VIDEO FILES



LET'S WATCH  
THE VIDEO

# What's a Cloud and Where is One Drive?!?!?!?

## Cloud Storage Is Somewhere On the Internet

- It can only be accessed with an internet connection
- Normally accessed through a Browser (Edge, Chrome, Safari, etc.....)
- Can be accessed through special computer Apps
- Requires log in with a user name and password

## OneDrive is Cloud Storage located in one of the Microsoft Data Centers

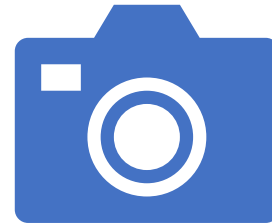
- It can be managed by your Microsoft Account
  - Microsoft Username and Password
- Guests can access “shared files” through a special link

# Accessing One Drive Through Your Browser



[www.onedrive.com](https://www.onedrive.com)

**Log in with your Microsoft Account**



## **Using the OneDrive Menu**

Files – Main view, like the C: Drive on your PC

Recent – Most Recently Accessed Files

Photos – All Photos Shown with Dates/Tags

Recycle Bin – Any Deleted Files/Folders 30 days

Shared – Files or Folders Shared With You

PC's – PC's that are being backed up

# OneDrive Settings

- Options
  - Manage Storage – Available Space and Largest files
  - Plans and Upgrades – Services and Price
  - Photos – Allow tagging and sorting
  - Restore Your One Drive – **Data Protection**



# Document Management



**Office Online – Comes Free  
With OneDrive Account**

Word

Excel

Power Point



**Create**



**Open/Read/Update/Save**



# OneDrive on Your PC



**Integrated with all Windows 10 Apps and Programs**



**Set UP and Configure**

Click on App from Program List or System Tray

Log in with Your Microsoft Account

Configure Settings



**One Drive is now Shown in File Explorer**

When you log into your PC account, it automatically starts

When you open in browser it will automatically log in

# Important Settings



## **Files On Demand**

Only save frequently used files on C: Drive



## **Chose Folders**

Select the One Drive Folders to be managed by File Explorer on this PC



## **Auto Save**

Use OneDrive as a back up for all the data on your PC

# Data Protection

1

Restore Previous  
Version of a File

- File Explorer (File History)  
or Browser

2

Restore Previous  
Version of Entire  
OneDrive

- Browser

3

Restore Deleted File

- File Explorer (Recycle Bin)  
or Browser

# Finding a File

Keep Organized and Have it in an Appropriate Folder 😊

OR

- Rely on the Program that Created it or Last Opened it
- Search
  - Universal Search
  - File Explorer
  - OneDrive Browser