



OneDrive Microsoft Cloud Storage

October 30, 2019

What We'll Cover



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



Sharing a File



Backing Up and Recovery using OneDrive



OneDrive Settings

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/phone 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

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

Exercise #1

- Open www.onedrive.com and sign in with your Microsoft username and password (on your own PC, you will already be signed in)
- View
 - 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

Exercise #2

- Create a new Folder – name it Class Folder
- Create a new Word Document
 - Type a line
 - Add a Header
 - Save As , select your class folder and save it

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

Exercise #3

- Open OneDrive in the System Tray, click on More (...) and select Settings
 - Review Your Settings
 - Files On Demand or not
 - Account (note the amount of storage available)
 - Back up options
- Open File Explorer
 - Click on One Drive and view folders
 - Go to My PC/Documents and select any document and copy it
 - Go to your One Drive Class Folder and save the document
- Sign Back into OneDrive.com and see the folder in the cloud

Sharing a OneDrive File

- Right click in File Explorer or in Browser Select Document and Share
- Select email and type of share
 - Allow Editing
 - Set Expiration
 - Set password
- Send

Norm Galloway shared "class document" with you.



Norm Galloway <outlook_E2A551DB9D108556@outlook.com> on behalf of Norm Galloway <norm@hhigalloway.com>
To ngalloway1@roadrunner.com

[Click here to download pictures.](#) To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

[Reply](#) [Reply All](#) [Forward](#)
Wed 10/30/2019

link

class document.docx

Open

Microsoft OneDrive

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Microsoft Corporation, One Microsoft Way, Redmond, WA 98052

Exercise #4

- In File Explorer, Right Click on the File you just copied
 - Share
 - Enter someone's email address
 - Set the expiration date
 - Send
- OK, we're done, let's clean up
 - Right click on the class folder in File Explorer
 - Delete
 - Sign in to Onedrive.com
 - View folder in Recycle Bin

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