



OneDrive Microsoft Cloud Storage

September 14, 2020

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Windows 10 at Home Series








Mondays at 2 PM with Zoom

1. Start Menu /Tiles /Taskbar/ Desktop
2. Settings
3. User Accounts
4. Personalization/ Ease of Access
5. Devices/Network
6. System
7. Privacy/Update & Security
8. Apps/Time & Language
9. Search/Cortana ~ Phone/Gaming
10. The New Edge Browser
11. Microsoft (Office) 365
12. File Management
13. One Drive

**Windows Q&A monthly starting in
October**

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What We'll Cover Today

-  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

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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**

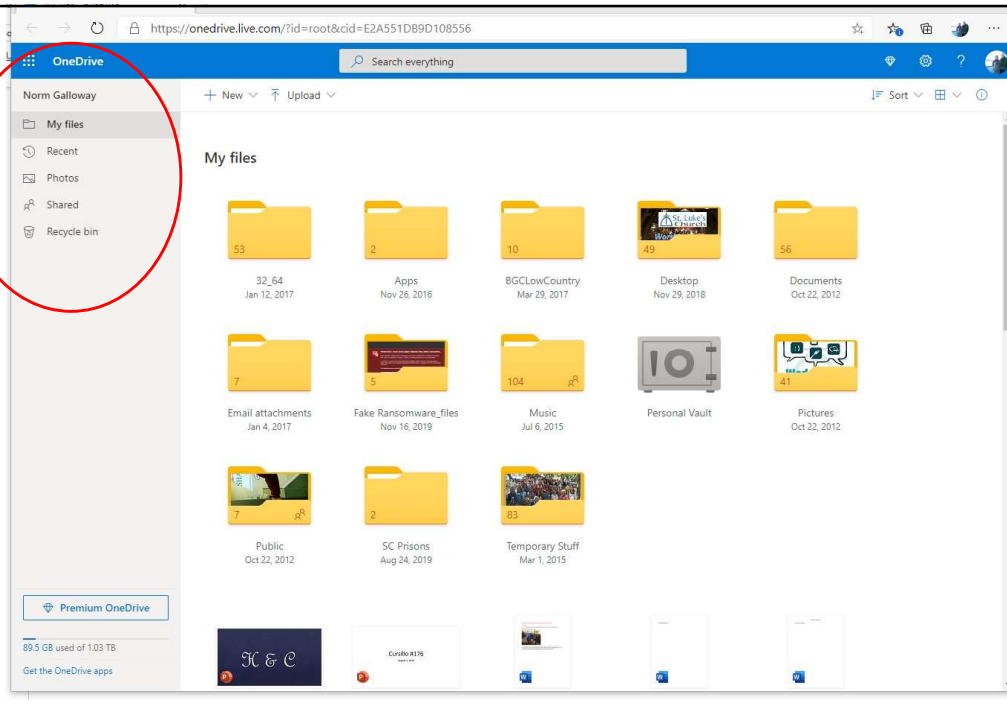
OneDrive is Cloud Storage located in one of the Microsoft Data Centers

- It is managed by your Microsoft Account
 - Microsoft **Username** and **Password**
- Guests can access "shared files" using a web link that the file owner can share with them.

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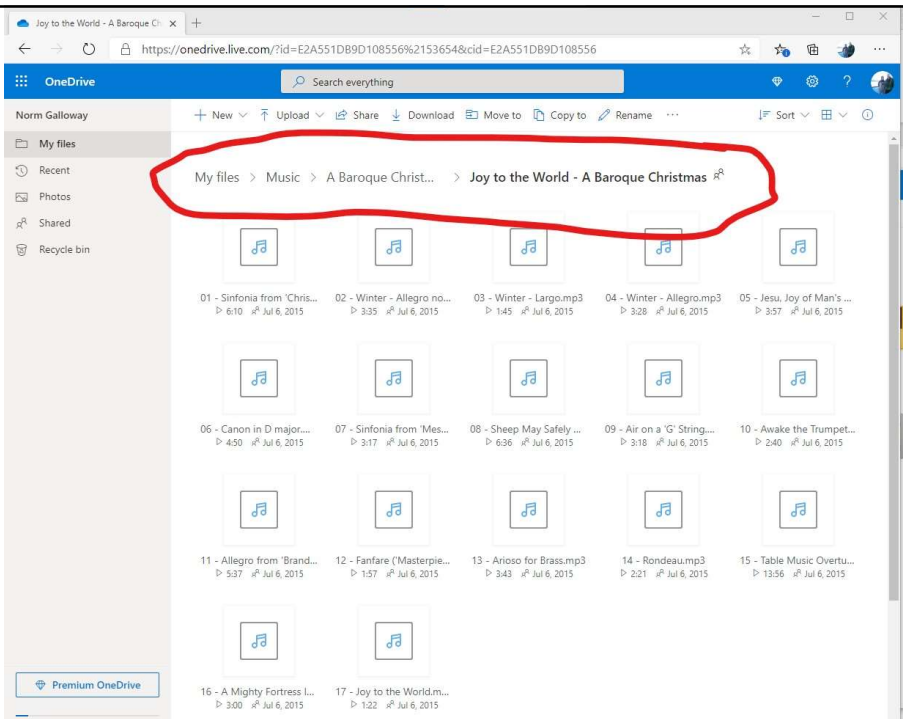
Accessing One Drive Through Your Browser

<https://onedrive.com>

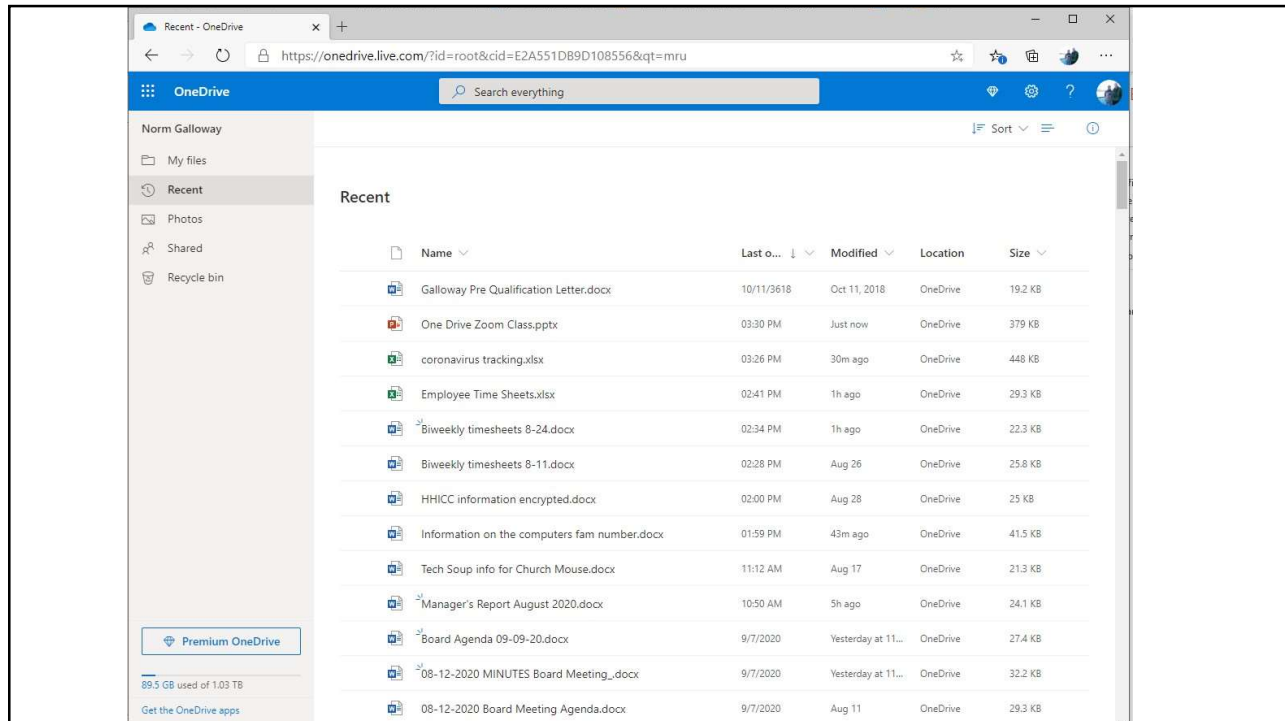


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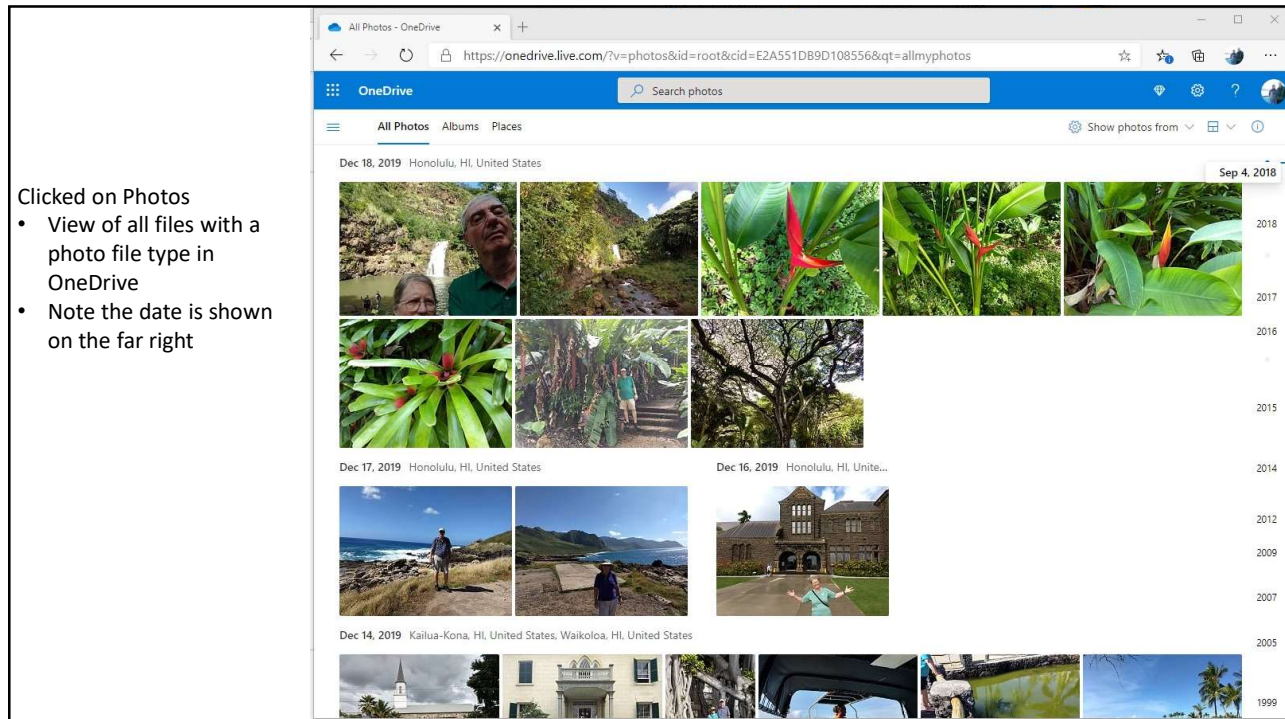
Navigate on this screen just like you were in File Explorer
 I have clicked on
 Music
 A Baroque Christmas
 Joy to the World
 I may play any of these tracks by clicking on them.



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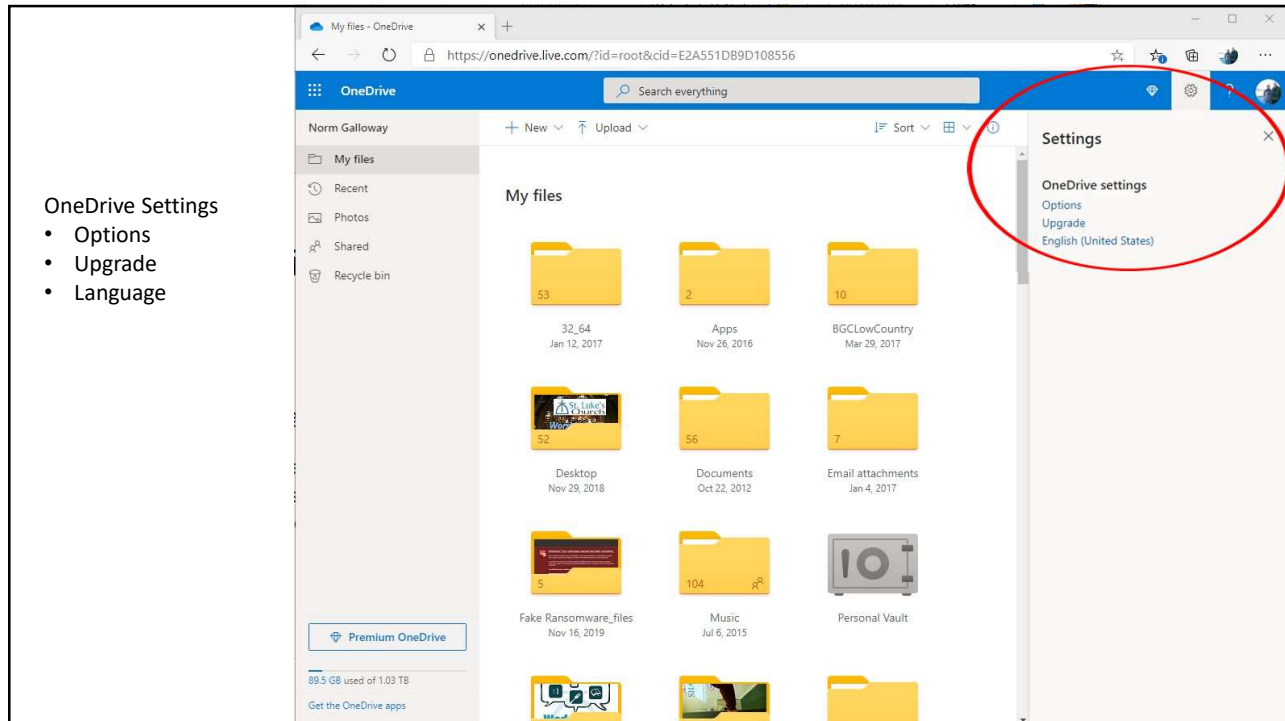


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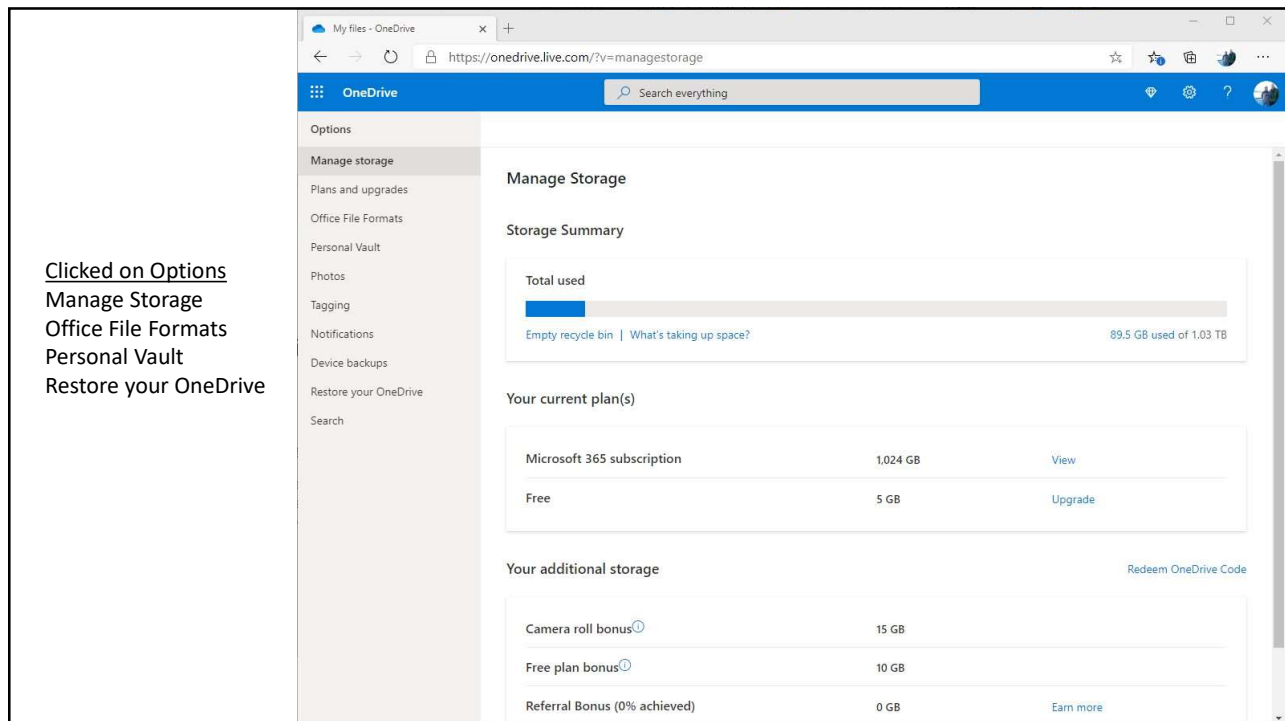


- Clicked on Photos
- View of all files with a photo file type in OneDrive
- Note the date is shown on the far right

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Clicked on Options
Manage Storage
Office File Formats
Personal Vault
Restore your OneDrive

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Document Management



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

Word
Excel
Power Point



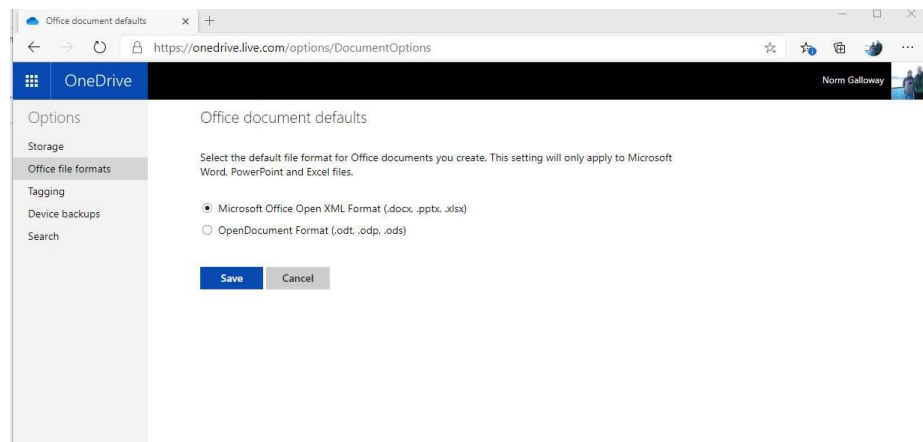
Create



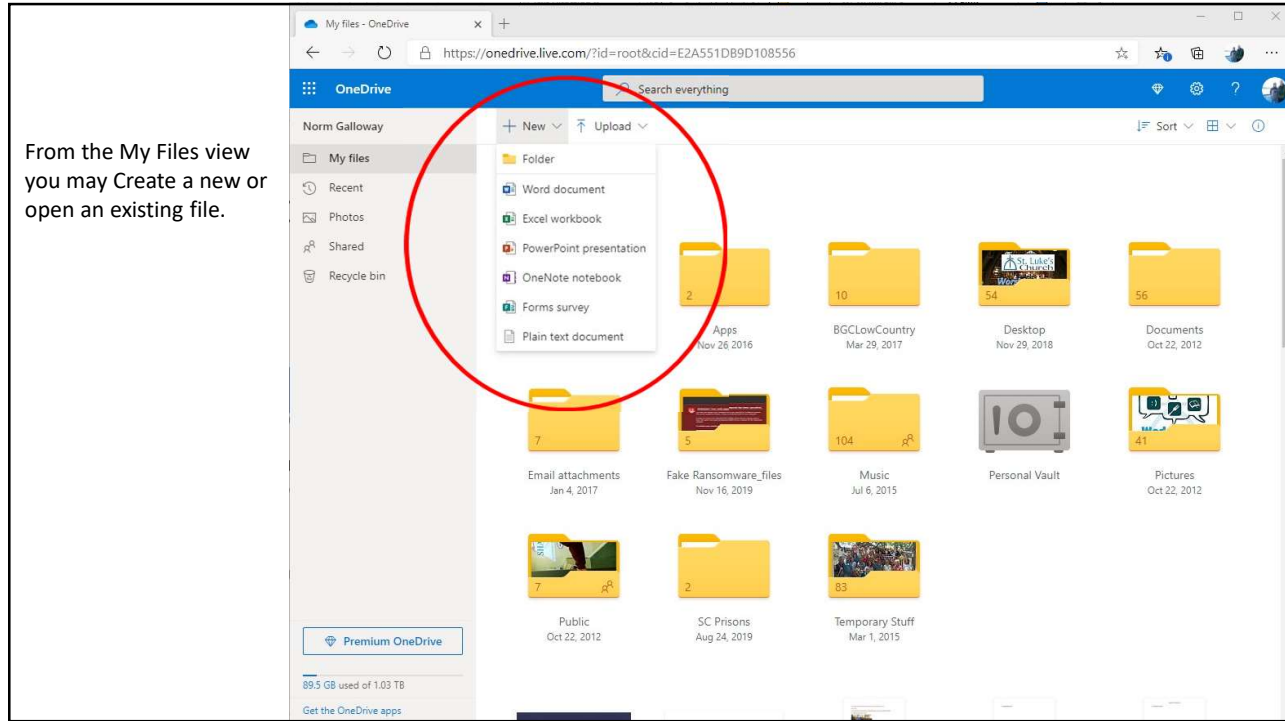
Open/Read/Update/Save

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Office File Formats
MS Office
Open Office

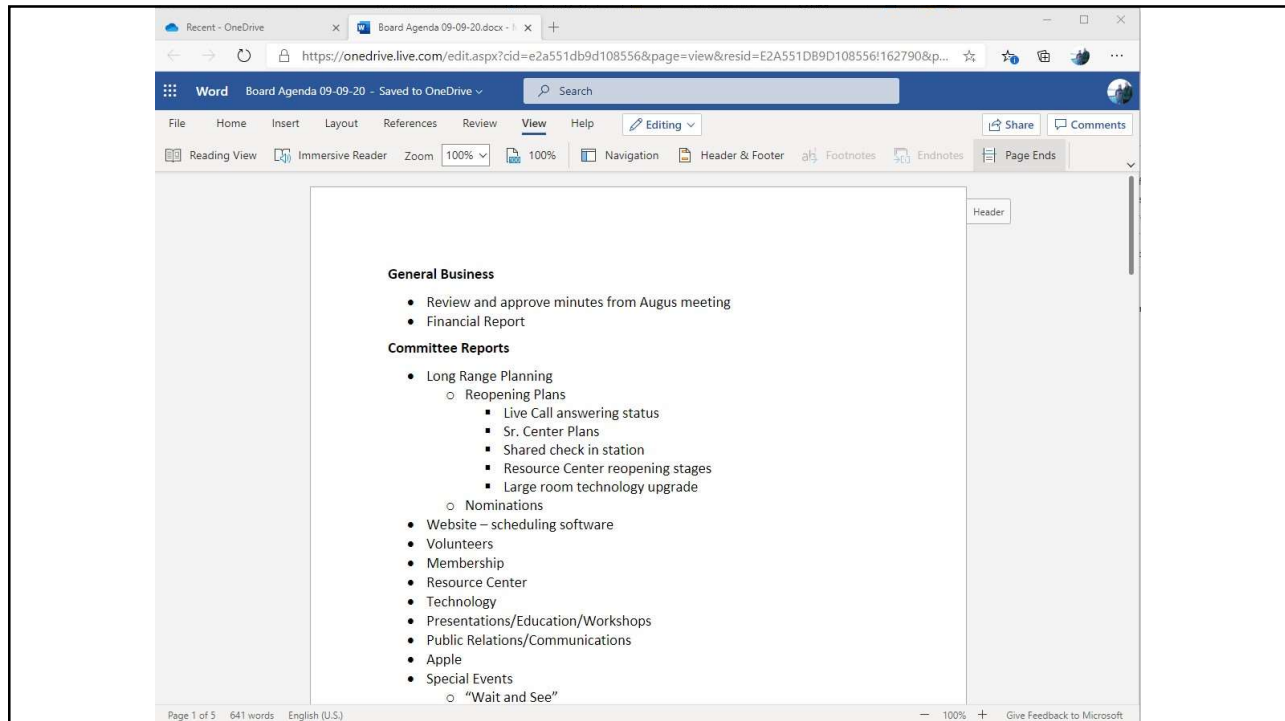


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From the My Files view you may Create a new or open an existing file.

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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

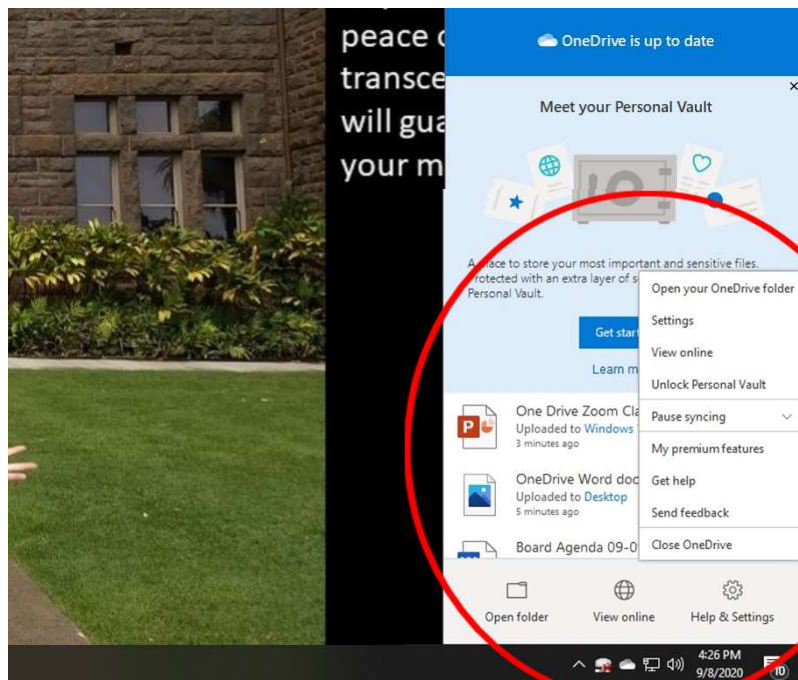
When you log into your PC account, it automatically starts

When you open in browser it will automatically log in

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The Cloud in your system tray is the OneDrive Program

- Click to view status
- Right Click to view other options



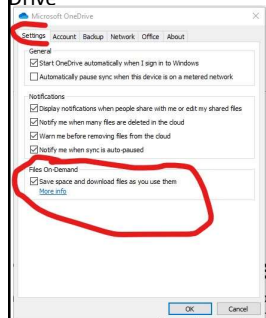
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Important Settings



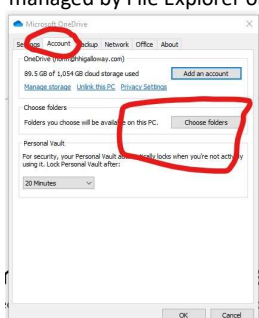
Files On Demand

Only save frequently used files on C: Drive



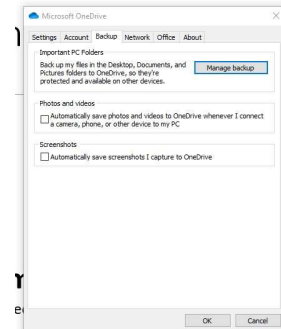
Chose Folders

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

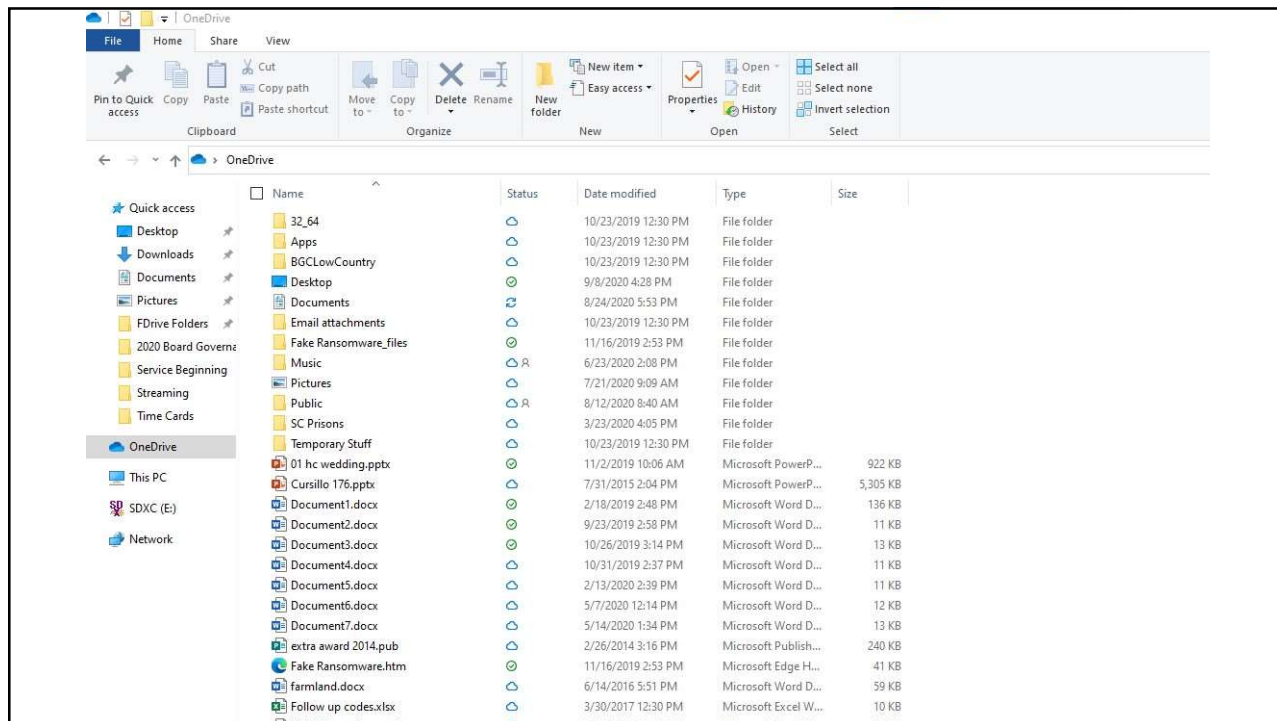


Auto Save

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



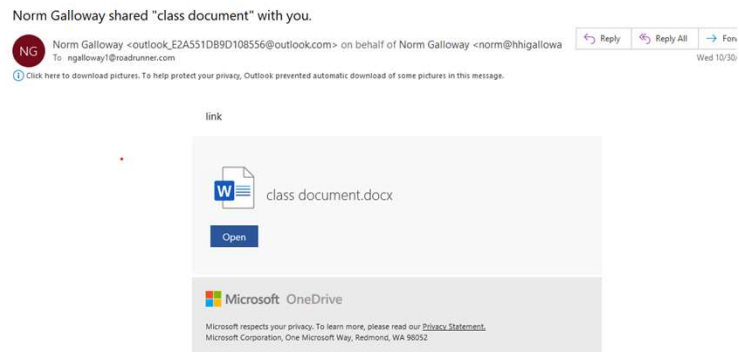
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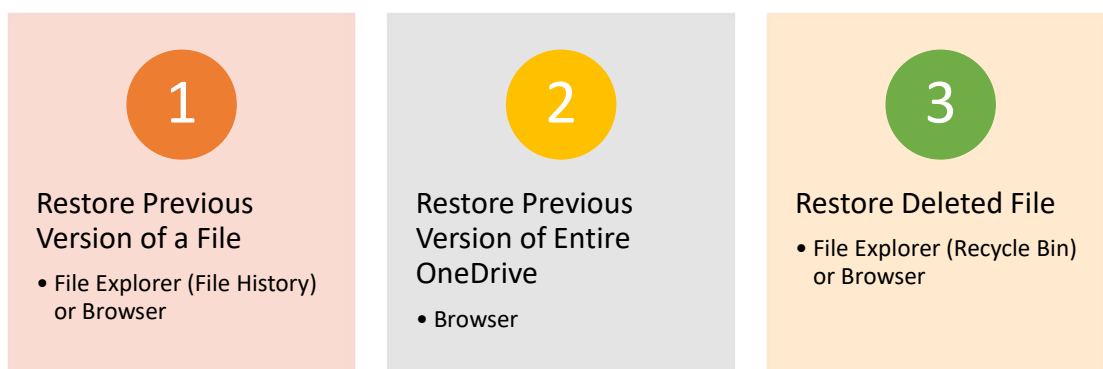
Sharing a OneDrive File

- 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



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Data Protection



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