



OneDrive: Microsoft Cloud Storage

August, 2023

What We'll Cover Today



What's a Cloud and Where is OneDrive?



Why would I use OneDrive?



Access from ALL my devices



Works seamlessly with Windows



Easy to share ANY of my files (pictures, documents, etc.)



Backing Up and Recovery using OneDrive



OneDrive Settings

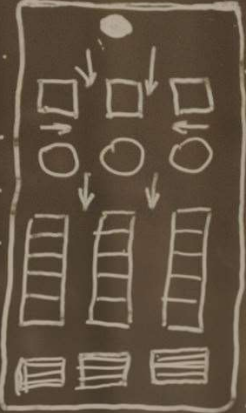
What's a Cloud and Where is One Drive?!?!??!

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 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.



NOTE!!! One Drive is not your only Cloud Storage option on Windows PC's

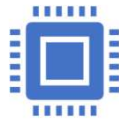
- iCloud; Google Docs; Drop Box
 - All work on a Windows PC
 - All have “free” space with a charge for additional space
 - “It Depends” in deciding which “one” or “ones” you choose to use

Why Would I Use OneDrive



Access Anywhere

OneDrive allows you to access your files from anywhere, at any time, using your different digital devices: Windows and Apple PC's, Android and Apple Phones, iPad. Plus anywhere you have secure browser access: Smart TV's, Chromebooks, etc....



Seamless Integration

OneDrive is seamlessly integrated into Windows and the Microsoft Office Suite.



Share and Collaborate

OneDrive simplifies collaboration by enabling easy file sharing and real-time co-authoring. You can share files and folders with colleagues, friends, or family members, granting them various levels of access, such as view-only or editing permissions.

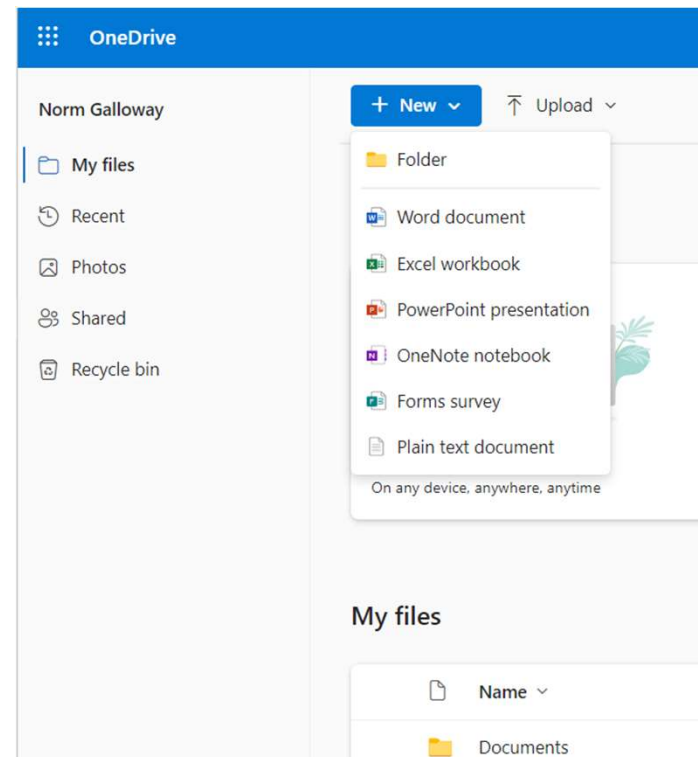


Plus

Advanced file security, file history and backup, space management on your PC HD,

OneDrive Is a Free Service With a Microsoft ID

- 5 GB of OneDrive Space
 - Purchase 100 GB for \$20 annually
 - One Terabyte with Office 365 (\$70 or \$100 annually)
- Your Microsoft ID is used to sign into your Windows PC and any of the Microsoft services (outlook email, MS Office, Notes, Teams, MS Store, etc.)
- Access online at <https://onedrive.live.com/>



Access From Your Devices

Windows : Comes with Windows, Integrated with File Explorer

Mac: Download from Apple Store, Go to OneDrive Finder Integration to enable Finder overlays. Finder then shows OneDrive

iPad, Apple Phone, Android phone or tablet, download Microsoft OneDrive from the app store. You can then see and modify OneDrive files in the App

On any device with a browser, go to <https://onedrive.live.com/> and you can view, edit and share your files “online”

OneDrive Works Seamlessly on Your PC



Integrated with all Windows 10 and 11 Apps and Programs



Set UP and Configure

Click on OneDrive App from the Program List or System Tray

Log in with Your Microsoft Account

Configure Settings



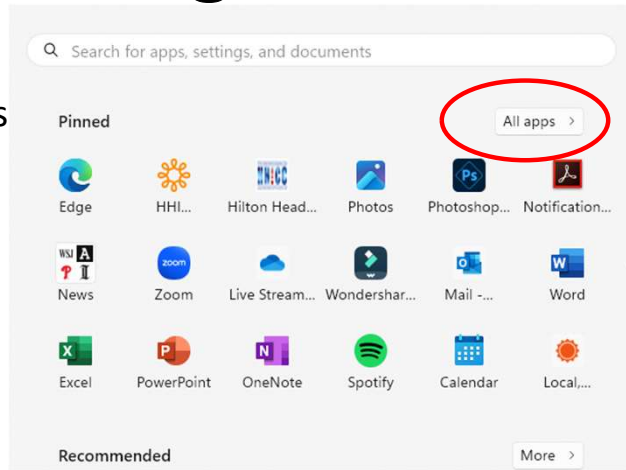
One Drive is now Shown in File Explorer

When you log into your PC account, it automatically starts

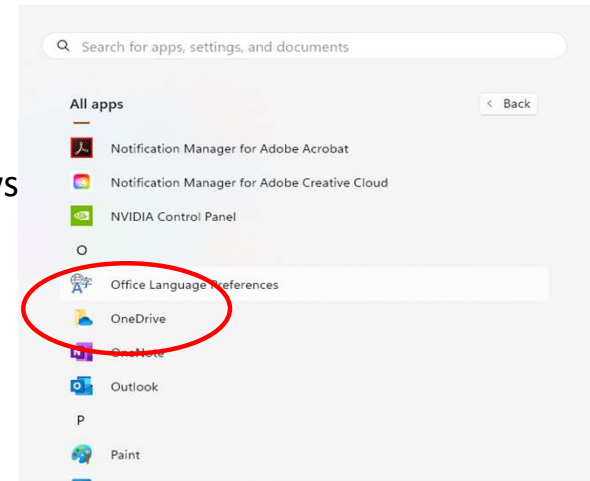
When you open in Edge browser it will automatically log in

Starting OneDrive on a PC

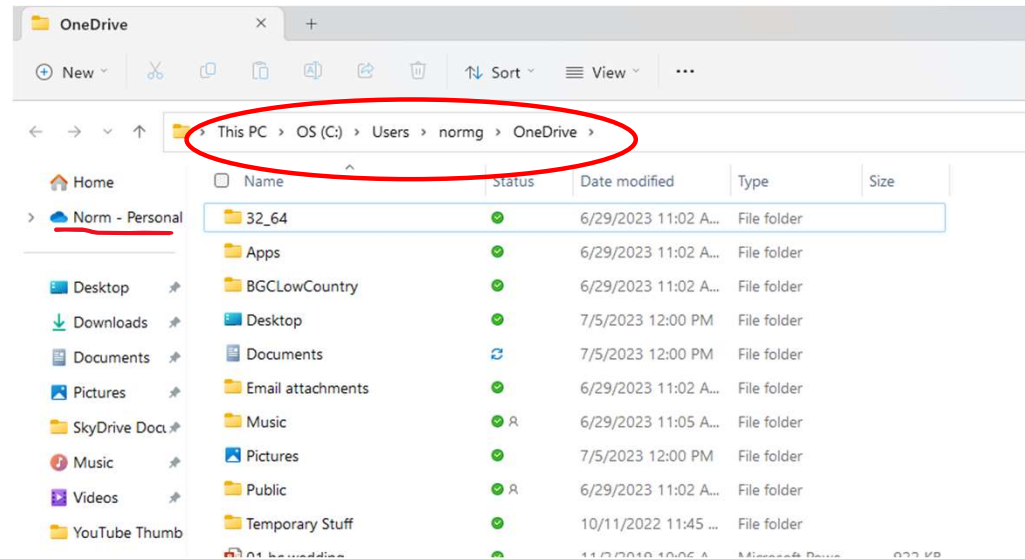
Windows
Start
Button



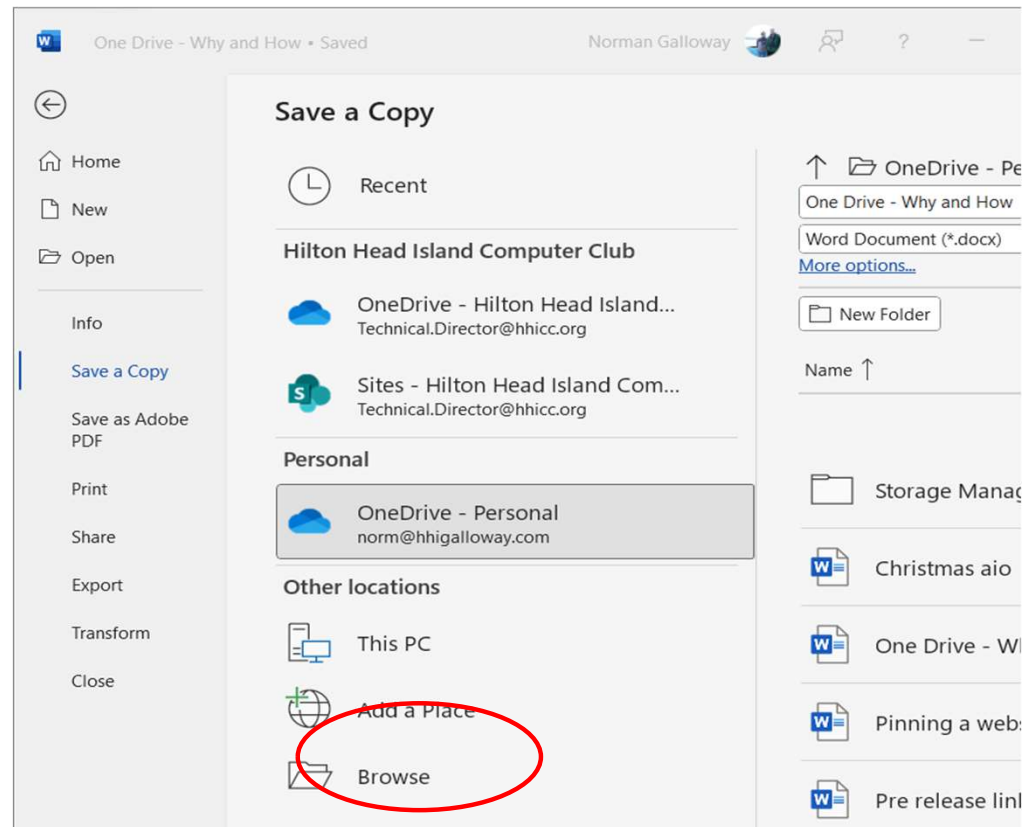
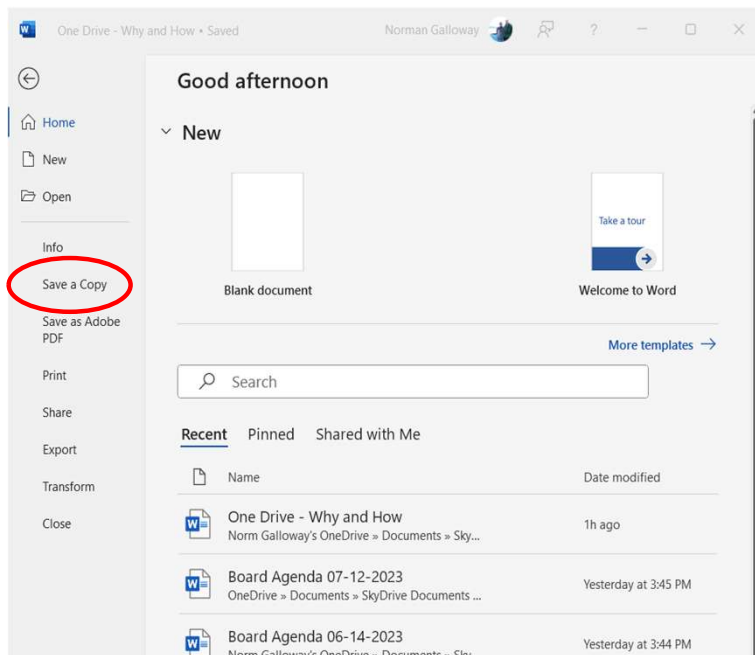
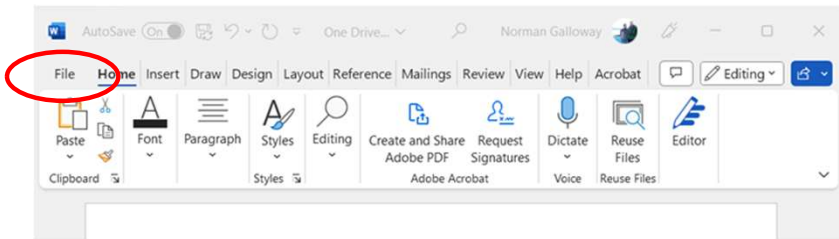
Windows
All apps
List



OneDrive is totally integrated into **File Explorer**. You can manage OneDrive files and folders exactly like you would manage the files and folders on your C: drive. You can move files and folders between your OneDrive and C: drive just like you would from one folder to another on your C: drive.

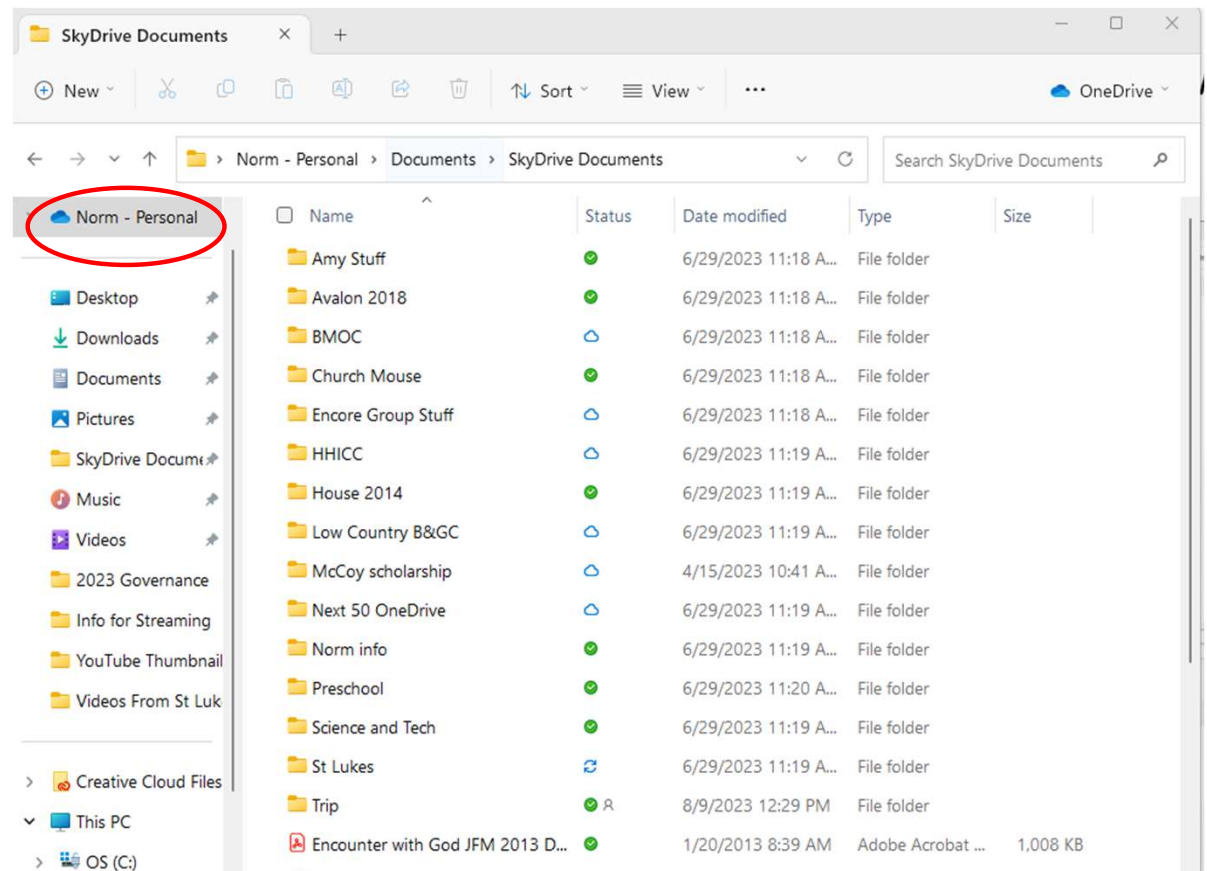


Seamless Integration in Windows



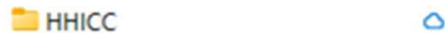
Seamless Integration in Windows

Saving a Copy in any Windows App uses the standard File Explorer menus. You can select a folder in OneDrive or the C: drive to save the copy to.



Seamless Integration in Windows

Status indicates where the folder or file is physically located:

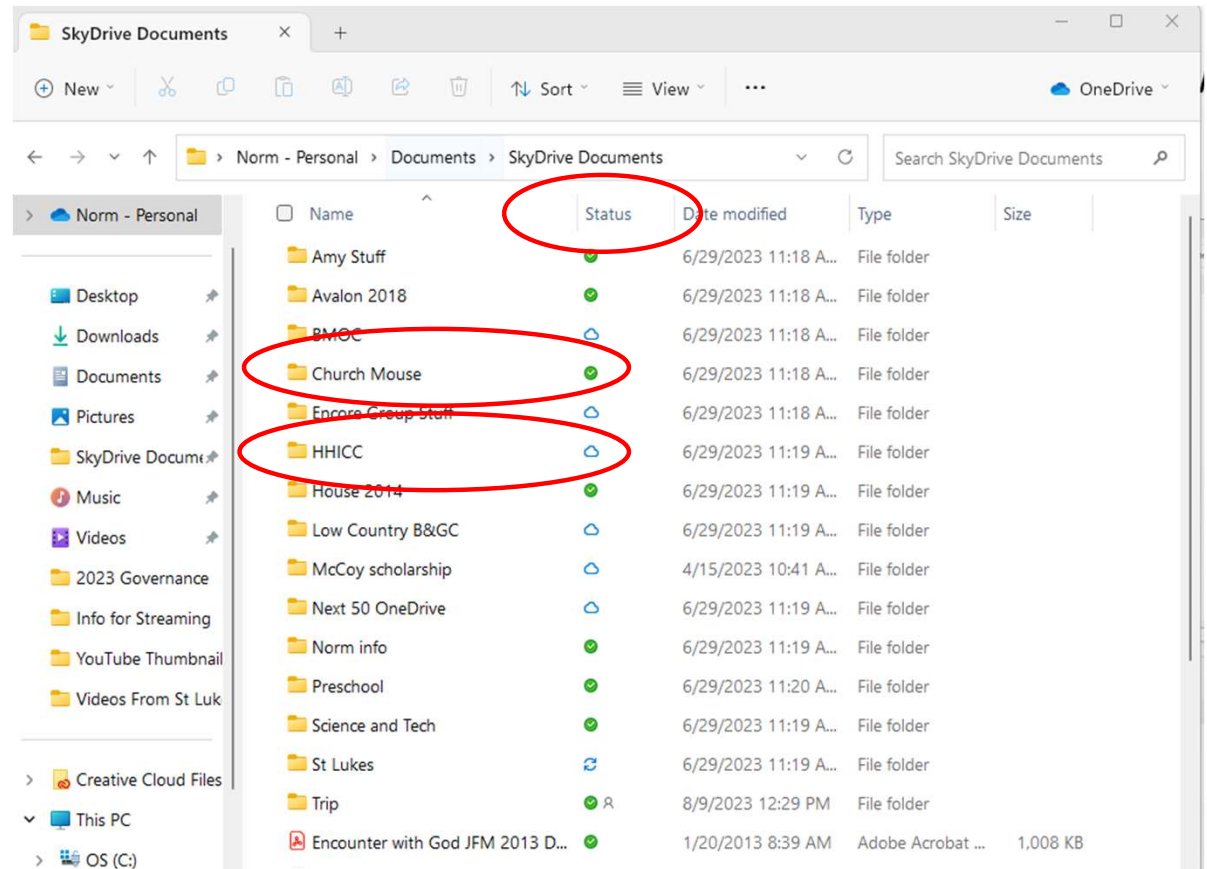


Located in the cloud



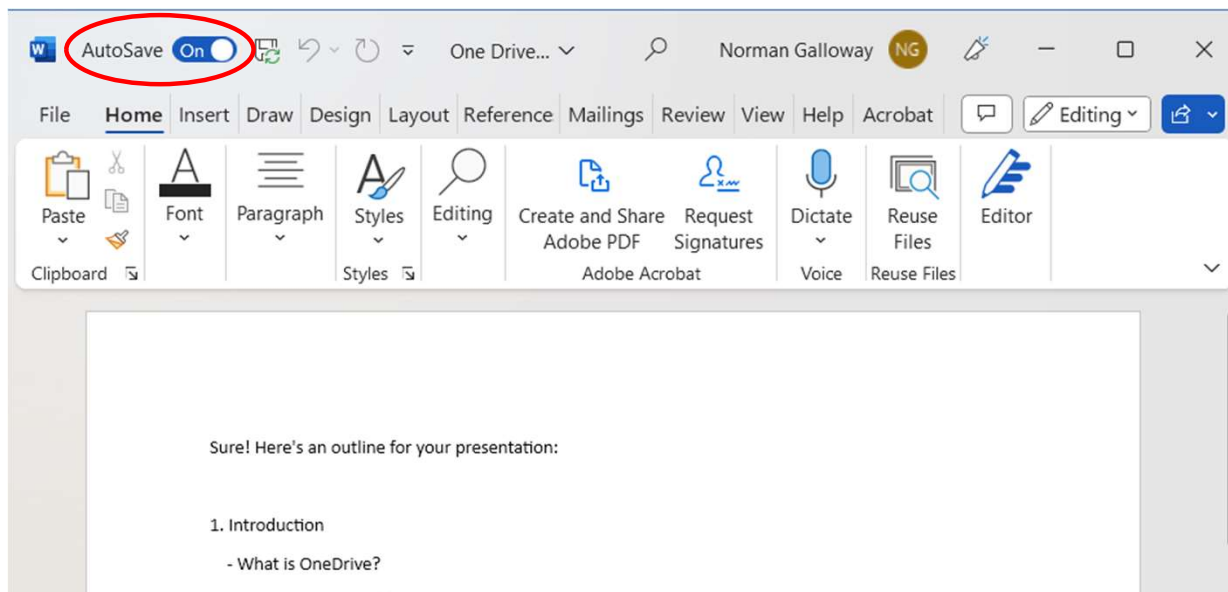
Located on this PC and the Cloud

Location makes no difference to using it, just click on it and it will be there.



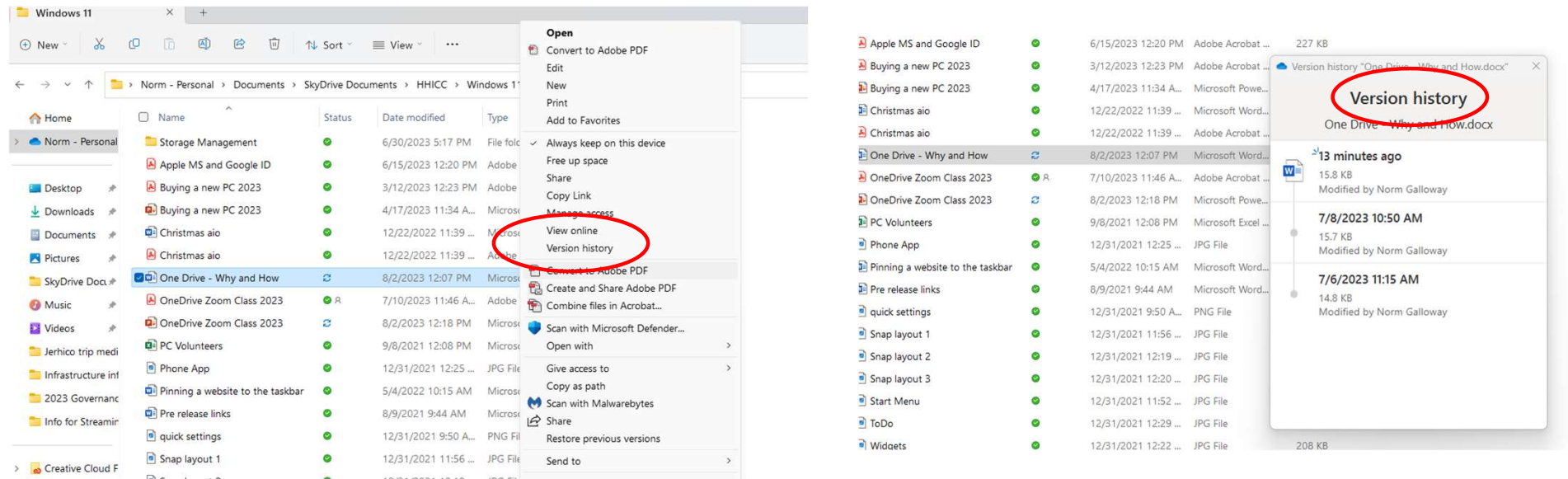
Really Strong Backup and Recovery Feature!

- When an Office 365 document (Excel, Word, PowerPoint, Publisher) is saved on OneDrive, it is “Automatically” Saved, so each keystroke or major blunder can be recovered from!



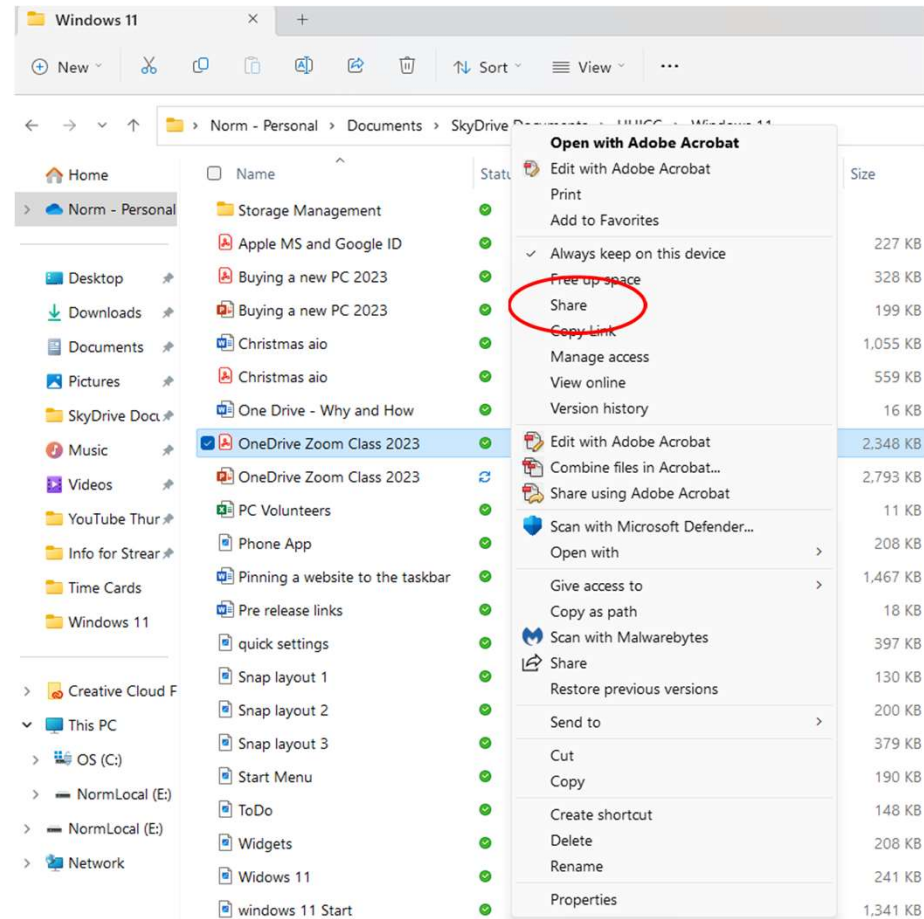
Restoring a Version of a file in OneDrive

Right Click on the file in File Explorer: Select More Options then Version History: Then select the version you want.



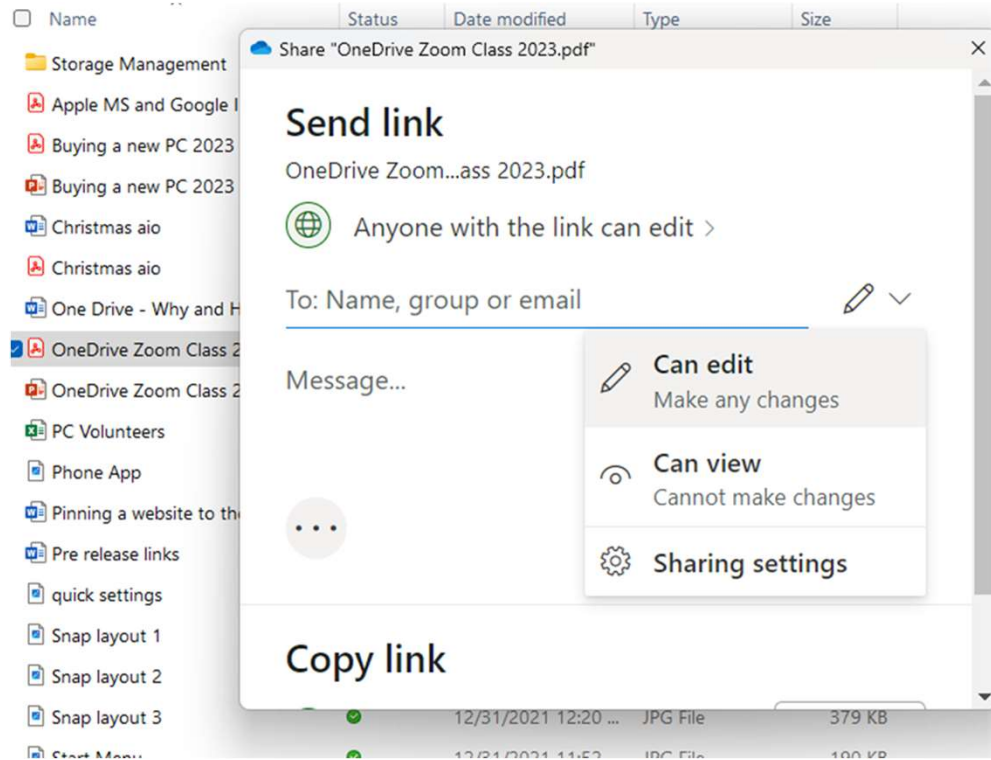
Sharing a OneDrive file or folder with File Explorer

1. Navigate to the File or Folder
2. Right Click on it
3. Chose “More Options”
4. Then select Share



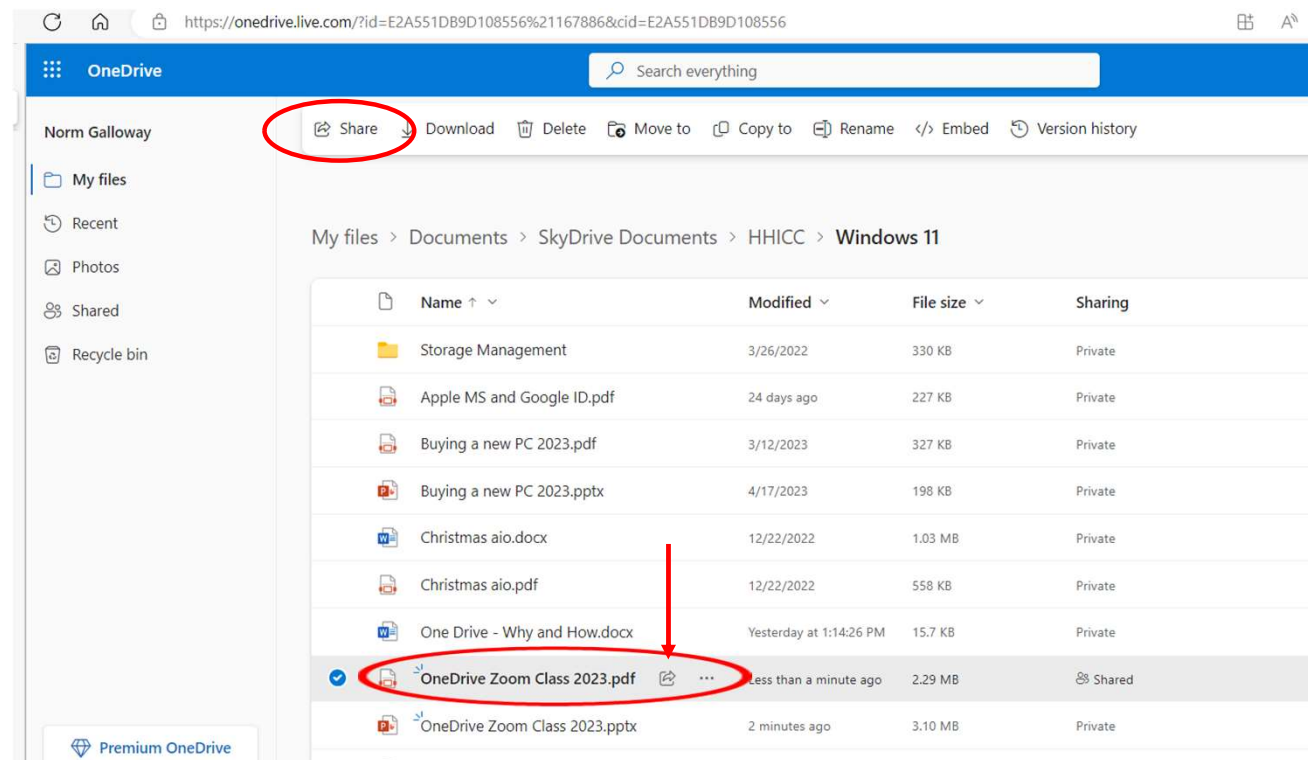
Share Options

- You can Email a link or Copy the link and paste it into an email
 - In order to automatically email the link, you need to be using an MS mail program – either Outlook desktop or the Windows Mail program
 - If you copy the link, you can paste it in an email you send from your preferred email process
- Types of Sharing
 - Can Edit – allows direct editing through a browser
 - Can View – can see in browser but not modify. Download is possible.



Sharing a OneDrive file or folder from your Browser

- In your browser, navigate to onedrive.live.com
- Navigate to the file and select the Share button
- The choices are the same as in File Explorer



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

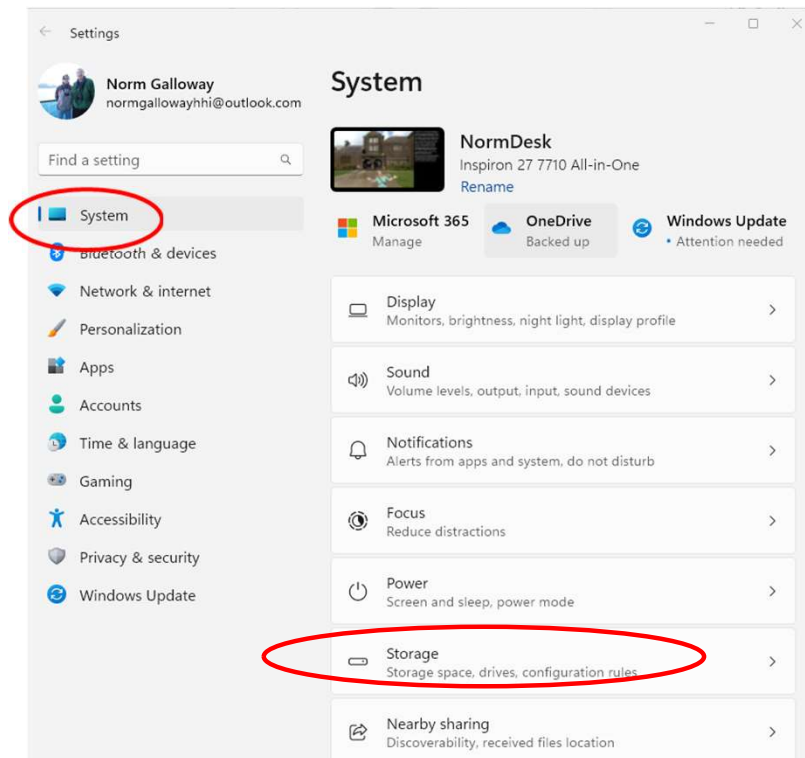
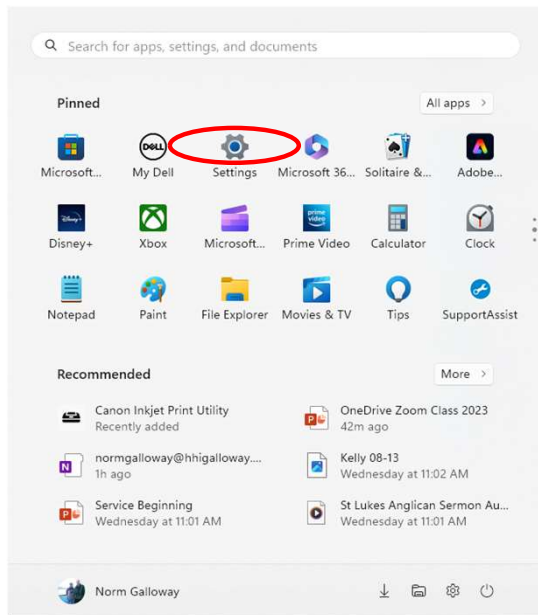
Restore your OneDrive

If you have a Microsoft 365 subscription, go to your OneDrive website, at the top of the page, select Settings > Options, and then select Restore your OneDrive from the left navigation. Use the activity chart and activity feed to review the recent activities that you want to undo. When you're ready to restore your OneDrive, select Restore.

The screenshot shows the OneDrive website interface. The browser address bar displays <https://onedrive.live.com/?v=restore>. The OneDrive logo and search bar are at the top. The left navigation pane includes the following items: Options, Manage storage, Plans and upgrades, Office File Formats, Personal Vault, Photos, Notifications, Device backups, **Restore your OneDrive** (circled in red), and Search. The main content area is titled "Restore your OneDrive" and contains the following text: "If something went wrong, you can restore your OneDrive to a previous time. Select a date preset or use the slider to find a date with unusual activity in the chart. Then select the changes that you want to undo." Below this text is a "Select a date" section with a dropdown menu. The dropdown menu is open, showing the following options: "Select a date", "Yesterday", "One week ago", "Three weeks ago", and "Custom date and time".

One Drive Can help manage C: Drive Space

Go to your **Settings**, select **System** and then Select **Storage**



Managing Your HD Storage with Storage Sense

System > Storage

OS (C:) - 932 GB

357 GB used 575 GB free

Category	Used Space
Temporary files	79.8 GB / 357 GB used
OneDrive	60.5 GB / 357 GB used
Installed apps	53.3 GB / 357 GB used
Documents	52.6 GB / 357 GB used
Pictures	19.0 GB / 357 GB used

Show more categories

Storage management

- Storage Sense** (highlighted with a red circle)
Automatically free up space, delete temporary files, and manage locally available cloud content. On
- Cleanup recommendations
Over 5.00 GB of storage available.
- Advanced storage settings
Backup options, Storage Spaces, other disks and volumes

Related support

Settings

Norm Galloway
normgallowayhhi@outlook.com

System > Storage > Storage Sense

Cleanup of temporary files

Keep Windows running smoothly by automatically cleaning up temporary system and app files

Automatic User content cleanup

On

Storage Sense runs based on the frequency you choose here. We cleaned up 109 GB of space in the past month. Last run: 8/4/2023 2:01 PM.

Configure cleanup schedules (highlighted with a red circle)

Run Storage Sense

Every month

Delete files in my recycle bin if they have been there for over:

60 days

Delete files in my Downloads folder if they haven't been opened for more than:

60 days

Locally available cloud content (highlighted with a red circle)

Storage Sense can free up space by removing unused cloud-backed content from your device. Content flagged as "Always keep on this device" will not be affected.

[Click here for more information](#)

Norm - Personal

Content will become online-only if not opened for more than:

60 days

One Drive Settings

Click on the “Cloud” in your System Tray, then the Settings Button Synch and Backup –

Select Folders you want automatically backed up

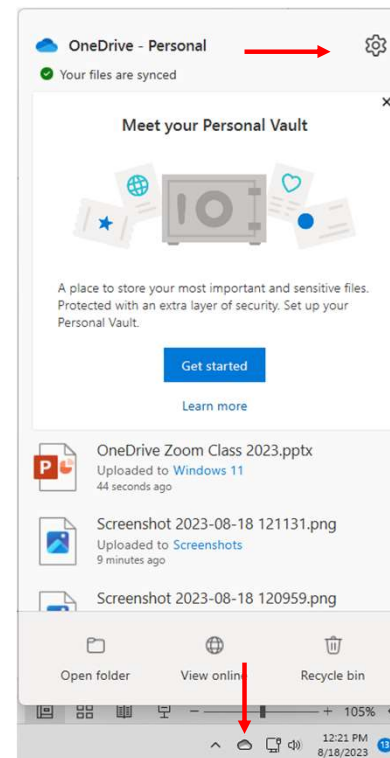
Choose to save photos and videos from your phone
Under “Advanced” you can select to mark all folders to keep on device or download only when needed.
(Note: don’t use this setting, let Storage Sense manage this)

Account

Choose folders to keep on this device
Personal Vault – a place for ultra secure information

Notifications

OK to allow them all



Questions?

