

Using OneDrive

Introduction

- To understand OneDrive, you must first understand "Cloud" storage.
- "Cloud" storage has become quite popular and plentiful.
- However, the term "Cloud" has been confusing to most.
- The cloud merely refers to the Internet.
- **The Internet is the cloud.**
- However, you need to know exactly what the Internet truly is.
- **Our personal PC** is a device designed to store and run programs and hold content.
 - Our content consists of programs, documents, music, videos, pictures, and anything else we want to create or save in digital form.
- A **server** is just a specialized PC designed to hold programs and content.
- Companies often use servers to be the main PC and hold the programs and content their employees use.
 - So, they don't have to purchase all the same programs for every other PC.
 - Also, this way all employees access and view the same content.
 - This makes collaboration easier.
- The Internet is really a huge worldwide series (network) of interconnected servers.
 - But these servers hold web pages and programs used online.
 - These servers each contain multiple enormous hard drive capacity.
- As hard drive storage size has gotten bigger and less expensive,
 - The amount of available storage on those Internet servers has also grown.
 - The Internet no longer needed to reserve itself only to web page content.
 - With more space, **they could offer to store individuals' content as well.**
 - And at progressively less cost to the consumer.
- To promote the new Internet "online" use, they called this storage space available to all **the Cloud**.
- When this Cloud storage started, companies with strong Internet presence began giving their company's offered storage space a name.
 - Dropbox was one of the first to offer online storage.
 - Google developed Google drive.
 - Apple designated their storage iCloud.
 - Microsoft called theirs SkyDrive.
 - But because of name infringements, they renamed theirs **OneDrive**.
- With Windows 10, Microsoft fully integrated and encouraged use of OneDrive.
 - Prior to that you needed to download and install OneDrive for integration.

Using OneDrive

Cost

- OneDrive offers 5 GB storage free.
 - Personal Vault allows 3 files.
- \$1.99 per month provides 100 GB additional storage.
 - But still only 3 files in the Personal Vault.
- \$3.99 per month for 200 GB, with same Personal Vault content.
- \$5.99 per month for 300 GB.
- An Office 365 subscription provides 1 TB (1,000 GB) storage per license.
 - Which translates to 1 TB for \$6.99 per month or \$69.99 per year.
 - Or 6 TB (1 TB per license x 6 licenses) for \$9.99 per month or \$99.99 per year.
 - As well as many other additional file services.
 - One of which is old file or version recovery for 30 days.
- Upgrade storage space on the OneDrive Taskbar icon Settings under Account.
 - See more about accessing Settings below.

Other Cloud storage services comparison

- Dropbox 2 GB free
- Google Drive 15 GB free
- iCloud 5 GB free

Using OneDrive

Using OneDrive

- Obviously, OneDrive requires establishing a Microsoft account.
 - If you do not already have one, use Windows 10 Settings | Accounts.
 - Or go to OneDrive.com and sign up. If you don't want to have Windows 10 use it for everything.
 - Set up the OneDrive account by opening the OneDrive app.
 - If you do not find a OneDrive app, get it via the Microsoft Store.
- With integration, Windows 10 treats OneDrive as any other folder on the PC.
 - The difference, when you **place or save** a document in a OneDrive folder,
 - It is immediately placed into the same secure online OneDrive folder.
 - OneDrive syncs these files in the background.
 - Opening File Explorer displays the OneDrive folder in the **left Folder pane**.
- An obvious advantage of online "Cloud" storage is **safety against loss**.
 - The data is stored off-site and regularly backed up.
 - Personal device failure doesn't lose the data.
- Other advantages are:
 - Data is available from any device.
 - Data can be easily shared.
 - Document or project Collaboration is less cumbersome.
- The obvious disadvantage is concern for privacy and security.
 - All files are encrypted both at rest and during transit (send and receive).
 - OneDrive also now offers free the OneDrive Personal Vault.
 - Access requires additional two-step verification security measures.
 - Use of fingerprint, PIN, text or phone call to grant access.
- Placing files in OneDrive.
 - A simple drag into the desired OneDrive folder copies the file or folder.
 - Right-drag the file or folder to choose to Copy or Move the object.
- Remove files from OneDrive using File Explorer.
 - If you no longer want the file Right-click and **Delete**.
 - This removes the file from both OneDrive and your PC.
 - Remove from OneDrive but keep on your PC.
 - Move the file or folder out of the OneDrive folder.
 - Into a folder specifically on your PC.
 - This file will no longer sync or be in the OneDrive.

Using OneDrive

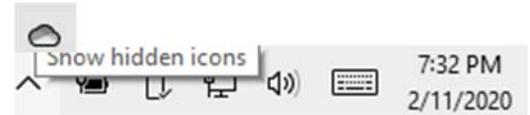
Using OneDrive (cont'd)

- Files on Demand
 - Keeps your files on OneDrive only and downloads them to your computer only when you open one.
 - The purpose is to free up space on your personal hard drive.
 - Activate it by opening OneDrive Settings.
 - On the Settings tab, place a check in **Save space and download files as you use them**.
 - Now right-click on a file or folder you wish transferred exclusively to the OneDrive and choose **Free up space**.
 - The sync icon will appear and it will change to a cloud icon under the Status column.
- When you activate **Files on Demand**, a OneDrive File Explorer file **status column** appears to the right of the Name column.
 - OneDrive denotes the status of each file or folder using different icons.
 - A red X seen on File Explorer, this means this file or folder cannot be synced. 
 - A blue-outlined cloud icon Indicates the file or folder is available only online. 
 - You must use the browser to go to OneDrive.com to see it.
 - When you open that file or folder it downloads to your computer.
 - And the icon will change to a green-outlined circle around a green check mark. 
 - The people icon next to the  status icon signifies this file or folder is shared. 
 - A file or folder can be shared with specific people or public. 
 - A green-outlined circle around a green check mark means the file or folder is **both** on your computer as well as online. 
 - A solid green circle surrounding a white check mark means the file is always on this computer. 
 - You have marked it as Always keep on this device.
 - This is done by right-clicking a file and using the right-click menu.
 - A padlock icon means a file or folder is prevented from syncing. 
 - The blue circling arrows indicate the file is currently being synced. 
 - The blue glimmer marks mean a file is online and new.  Book.xlsx

Using OneDrive

Using OneDrive (cont'd)

- OneDrive Notification area icons are usually hidden and are accessed with the Taskbar up arrow.



- These icons are all of a cloud with superimposed markings.
- The cloud icon covered by a red X signifies a problem.
 - Click on the icon to learn more about the problem.
- An entirely gray cloud icon in the Notification area means you are not signed in.
 - OneDrive may not have been set up. If so:
 - Open the OneDrive app from the App menu to sign in.
 - Or create an account.



- A pause sign over the OneDrive indicates syncing is paused.
 - To resume syncing, click on the Notification icon, select More and Resume syncing.



then

- The blue circling arrows indicate OneDrive is currently in the process of syncing.



- The cloud icon without any superimposed icon indicates OneDrive syncing is Up to date.



- A red circle surrounding a minus sign indicates your OneDrive account is frozen. Possible reasons include:



- If you have not used your OneDrive account for over a year.
- Your account subscription has expired.
- You are over your storage limit.

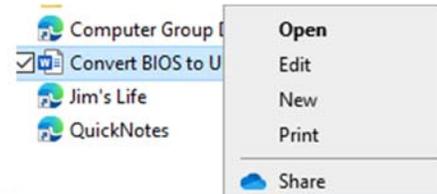
- A yellow caution triangle indicates the account needs attention.
 - Click on the icon to get to obtain a warning message.



Using OneDrive

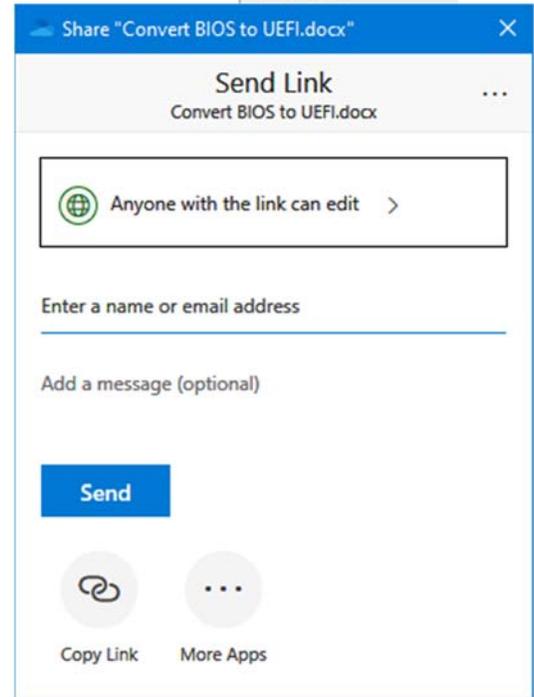
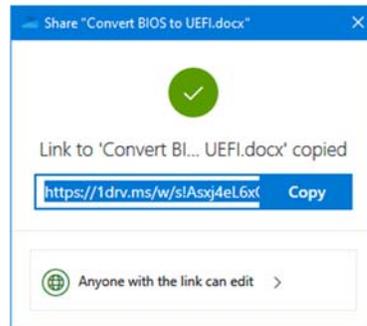
Using OneDrive (cont'd)

- Make larger files or folders too large for email available; add to OneDrive and share it.
 - And email instead a link.
- Share a file or folder online.
 - Right-click on the file or folder you wish to share.
 - On the right-click menu, choose **Share**.
 - The Send Link window opens.



- Choose Anyone with link can edit.
 - Before clicking, here you can add email addresses you wish to send a link and click the Send button.
 - Or click on Copy Link and paste into emails or documents.

- A new window opens with the link and a Copy button.

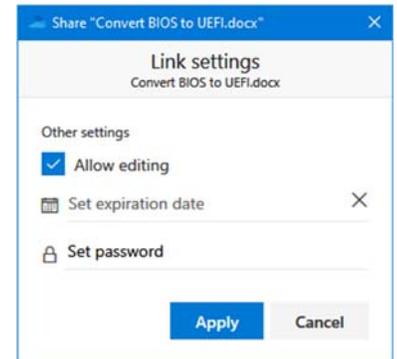


- Also, can remove the check from Edit so document is read-only.
- Click on the Anyone with Link...

- More apps ellipsis menu allows sharing via other installed Apps.

- Stop sharing a file or folder.

- This cannot be accomplished in the Windows 10 OneDrive folder on the PC.
- This can only be done by going to the OneDrive online.
 - Unless you have a business Office account.



- Fetch files on this PC

- The PC must have the OneDrive App installed.
- If **Let me use OneDrive to fetch any of my files on this PC** is checked on the OneDrive Settings of that PC by:
 - Clicking the OneDrive notification area icon and More in the lower right.
- You can use the Fetch files feature to access all your files on that PC from another computer by going to the OneDrive website.

Using OneDrive

Using OneDrive (cont'd)

- The Settings Backup tab
 - Allows setup to always load any photos or videos to OneDrive if I connect a camera, phone or other device to my PC.
 - Automatically save screenshots to OneDrive.
 - Manage Backup button **Be Careful!**
 - Opens with checks in Desktop, Documents, and Pictures.
 - If you click **Start backup**, all files will be immediately transferred to the OneDrive online storage folder.
 - And This PC Desktop, Documents, and Pictures folder locations will be changed to the OneDrive.
 - Rather than your Personal User folder.
 - Keep a copy always available by opening the **Account tab** and clicking the **Choose Folders** button.
 - Place a check in **Make all files available**.
 - If you want them duplicated in OneDrive and on the PC.
 - If you only need certain folders, remove the check from all files.
 - And check only the items you wish available all the time.
 - Remember any file you open on the PC from OneDrive is immediately downloaded to the PC and remains available offline.
 - Until you right-click and choose **Free up space**.
 - It goes back to only available online.