

Using OneDrive

OneDrive is a cloud-based storage system for files on your computer. It is an integral part of Windows 10 and is available on all Windows 10 computers. To access it you need to have a Microsoft account. If you sign into your computer with a Microsoft account, you might find that you are automatically signed into OneDrive. Otherwise, you will need to sign into OneDrive separately.

Effectively the files are stored both on your computer and duplicated in the cloud. When you sign into OneDrive the two sources are synchronised with the latest change taking precedence.

Basic free OneDrive comes with 5Gb of storage. If you have Office 365 personal, then you get 1Tb of storage and Office 365 Home give 6 people 1Tb of storage each.

There are two main benefits from using OneDrive:

1. It lets you see any files stored there on any computer that you sign into with you Microsoft account.
2. It allows you to let other people see files but only if you want them to. Very good for distributing large files like photographs that are too large to email.

OneDrive is accessed through File Explorer. If you open File Explorer, you will see OneDrive in the left-hand column showing all your folders. You can create folder and sub folders in the main OneDrive folder as you would do elsewhere. If asked, do not allow OneDrive to backup your files.

OneDrive File status icons



A red circle with a white cross means that a file or folder cannot be synced. You'll see this in File Explorer or on the OneDrive notification area icons.



If you see a "people" icon next to your OneDrive files or folders, this indicates the file or folder has been shared with other people.



A blue cloud icon next to your OneDrive files or folders indicates that the file is only available online. Online-only files don't take up space on your computer. You can't open online-only files when your device isn't connected to the Internet



When you open an online-only file, it downloads to your device and becomes a *locally available* file. You can open a locally available file anytime, even without Internet access.

If you need more space, you can change the file back to online only. Just right-click the file and select "Free up space."



Files that you mark as "Always keep on this device" have the green circle with the white check mark.

These always available files download to your device and take up space, but they're always there for you even when you're offline.

Warning: OneDrive is part of your C: drive so if you drag any files into a OneDrive folder the they are moved and not copied. So, if you delete a file from a OneDrive folder it has gone from your computer. If you want to retain the file, but not in the OneDrive folder, drag it out of OneDrive to the folder you now want to store it in.

Allowing other to see files you choose

You can allow others to see all the files in a OneDrive folder (and subfolders of that folder). They cannot see the files in any folder at the same or a higher level in the folder hierarchy.

Follow the steps below:

1. In the left-hand column right click on the folder you want to share and select "Share".
2. A box will open with the title "Share Link".
3. In that box, at the bottom click on "Copy Link".
4. A new box opens with a lot on what looks to be nonsense letters highlighted in blue. Click on the word "Copy" in the box to the right of these letters.
5. Nothing appears to have happened, but you have copied the access link to your files to your computer clipboard. You can now paste this into another document like an email.
6. Open your email package, start a new email and paste in the link (try a right click and select paste while in the email message body). You might need to add a space after all the letters in the link.
7. Finish of the email by adding any message you wish, a title and any email addresses and send.
8. If anyone clicks on the link, their web browser will open, and they will be able to see your files. They can download any of these files that they wish.
9. Working example of pasting a link:

<https://1drv.ms/u/s!Avos7ko7UrgH-kfiWK7QDtmcc1bm?e=ePV030>