

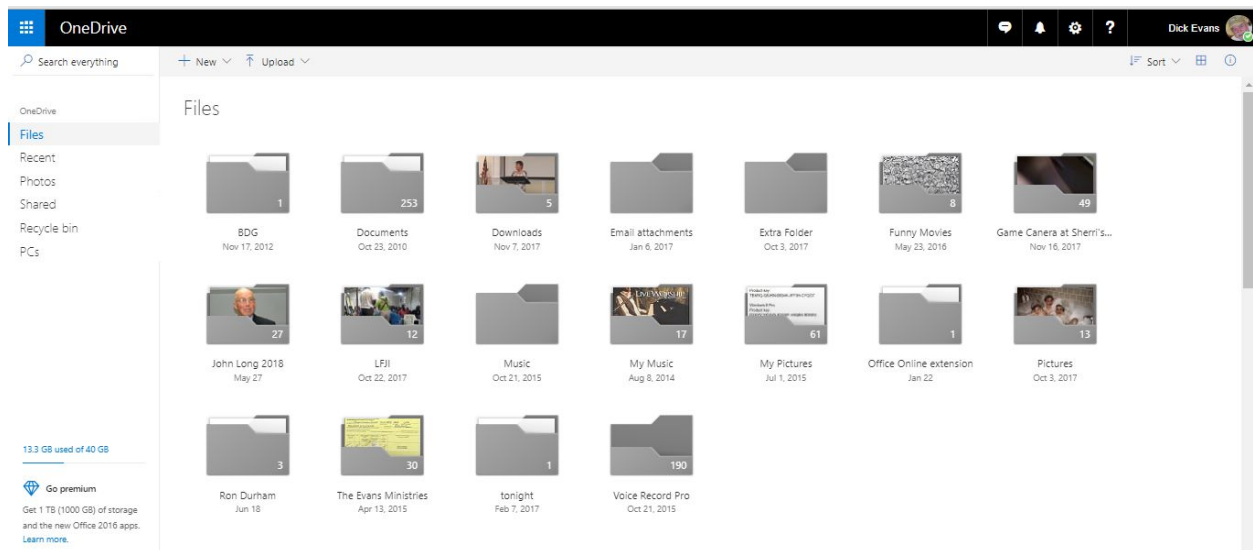
OneDrive

By Dick Evans 10-2-2018 rwevans.com

It was first established as SkyDrive a free 7gb cloud storage from Microsoft. When SkyDrive was replaced by OneDrive your data was transferred. If you have an older OS you can download and install it from ninite.com. If you have Windows 10, you have OneDrive.

To open your OneDrive you only need a free Microsoft account. On your computer, open File Explorer (Win+E) and double-click the OneDrive folder. If you signed in with your Microsoft account, your OneDrive will open. If you are not signed in, you will be given a screen to sign in or establish a new account. You can also open onedrive.com and sign in that way. The former opens the folders on your computer; the later opens them from the cloud.

If you are currently signing in to your computer using a PIN, you cannot sign on to OneDrive using the PIN. You will need your actual Microsoft credentials. Write them down and keep them handy, even taping a note under your keyboard or laptop.



Simply stated it is file storage space on Microsoft's servers. By storing files in OneDrive, you can access them anywhere, from almost any device with an internet connection.

Windows 10 has a folder called OneDrive. This folder contains a copy of all the files you have stored in OneDrive. And it keeps that folder in sync with what's stored in the cloud.

When you add or change a file or folder within your PC's OneDrive folder, it's automatically uploaded to the OneDrive cloud servers. Similarly, if you upload a file (or folder) to the OneDrive cloud servers — perhaps using the OneDrive web site to do so — that file or folder is automatically downloaded to your PC running the OneDrive app.

That very simple concept — automatically keeping your PC's OneDrive folder in sync with the files stored online — enables some incredibly powerful features.

Here are some ways I use my OneDrive





1: Off-site backup

Whatever files I save on my computer within the OneDrive folder will be copied to the cloud. And whatever I may have added to the cloud while not on my computer using OneDrive.com will be sent to my computer the next time use my computer.

2: Automatic backup

Using OneDrive is easy, but you have to remember to move the files you want “backed up” to your OneDrive folder. Instead of saving my files in Documents, I save them in OneDrive/Documents. Then I have them on my computer and backed up in the cloud.

I do not use my OneDrive for pictures as the free space is limited to 5gb unless you are grandfathered in (I have 40gb) or pay for more storage monthly.

Office 365 Home	Office 365 Personal	OneDrive 50 GB	OneDrive Basic 5 GB
			
Premium OneDrive Features	Premium OneDrive Features	Storage only	Storage only
\$99.99/year	\$69.99/year		Free
Go Premium	Go Premium	Buy for \$1.99/mo	Sign up
Try for free	Or buy for \$6.99/mo		
Or buy for \$9.99/mo			
5 TB total (1000 GB each for 5 users)	1 TB (1000 GB)	50 GB	5 GB

See <https://onedrive.live.com/about/en-US/plans/>

[Google Photos](#) allows you to store an unlimited number of pictures free.

3: Synchronize machines

Install the OneDrive app on both machines and configure it to use the same Microsoft account on both. Both machines will automatically synchronize with the OneDrive servers.

Much easier than using a flash drive. And the computers can be across the country or even in another country. And you are not limited to 2 computers.

4: Sharing files with others

You can create a link to any file or folder you have stored in OneDrive. Then you can share the link with anyone you wish to be able to access the file or folder. Great for allowing others to access files you would have attached to an email.

Here's a link to an image I have stored within my OneDrive.

<https://1drv.ms/u/s!AmTcL1rSwlt0gYIZg1i2GS53LjuD9Q>

Anyone can click on it to see the picture — They do not need OneDrive or a Microsoft account i

There are even links to “download the original”, so whoever has the link can download the actual image file to their computer. Great for sharing files. Send them the link instead of attaching large files.

There are other features we could talk about but these four are my most used ones:

- Manual backup
- Automatic backup
- Synchronized files available on all my computers
- Sharing files with others

Take advantage of this feature in Windows 10 today.

