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Microsoft OneDrive Tutorial

Jan 2018

What is OneDrive

OneDrive is a **cloud storage service** provided by Microsoft free of charge (to a point)

What is a Cloud Storage Service?

A number of tech businesses, most notably **DROPBOX**. Developed a way of safely storing your files and folders, **on their computers**, free of charge (almost). They also provide a way for you **to share those folders or files** with your friends. Pictures are a good example of this. Other examples are shared documents. If you are part of a team working on a project and you all need access to the same documents, it's easy to do.

One other thing, the same files and folders are also **stored on your computer and the Cloud Service keeps them synchronized**. i.e. They ensure that the contents of the OneDrive folders on your computer are mirrored with those on the cloud service computer. So, if you change a file or folder on your PC then their copy changes as well, automatically.

It's actually better than this.

If you have **two computers** running the same cloud service, then the files and folders are available on **both computers** as well as on the cloud service. Change any one and the other two will change automatically.

What is even better

If you are away from home, you can **access your files on the internet**.

Many companies offer a similar service

OneDrive

Dropbox

Google Drive

iCloud

Amazon

BT

Etc.....

If it's free what's the catch?

Well it's free for a certain amount of storage space. Go over the limit and there is a small charge.

How Much?

OneDrive allows 5GB much more if you are Office 365 registered, then £2/month for 50GB

Dropbox 2GB limit Then £10/m 1 TB aprox

Google Drive 15GB Limit Then £2/m 100 GB

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Microsoft OneDrive Tutorial

Jan 2018

Just remember that for best results you need a decent internet connection otherwise there may be a big synching lag. A WHAT.....??

Synching is the name given to the process that ensures that all of the OneDrive sources are updated to be identical. It can take time. We call any delay a lag.....

If the cloud copy has seen a **major** addition or change to its documents, when you first login to a computer that has been switched off, it will try to update its local copy of OneDrive. This can slow down the start up process.

SO How does it all work

We will concentrate on the Microsoft OneDrive as it is built into Windows. Its main advantages are its integration into Microsoft products And It's easy to open and edit files through Word, Excel etc. The image below is a snippet of our File Explorer Screen.

Down the right is a list of File and Folder names

The graphic on the right is a snippet of my File Explorer screen. You can see a list of the various files and folders

The big arrow shows a OneDrive icon. It's actually a folder

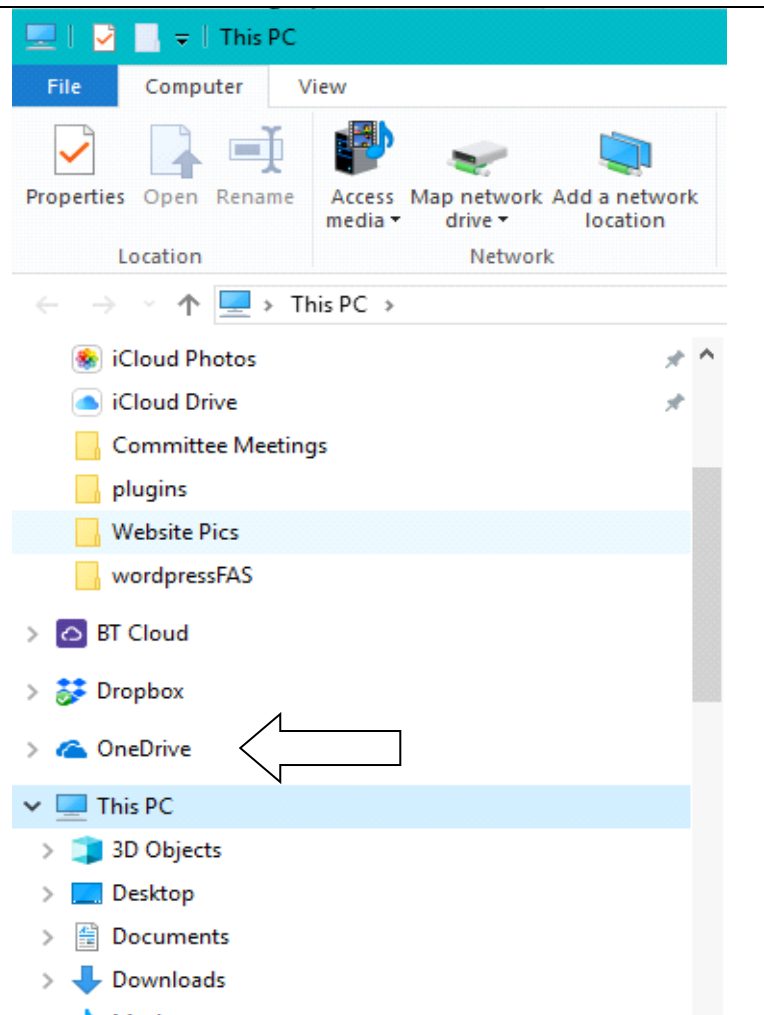
I can click on it to see other folders

Everything inside is also stored on the Microsoft Cloud Computer

I can create folders and save files into those folders just like any other folder The difference is that everything is copied to the cloud

Microsoft guarantee that they are secure and can't be lost or damaged by their system. They are encrypted in transit but not when stored on their systems.

Encouraging to know but you will be taking a risk if you don't backup your stuff.



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Microsoft OneDrive Tutorial

Jan 2018

In this example I have opened up the folder and you can see that I have many more folders inside.

The OneDrive folder is directly associated with my Microsoft account.

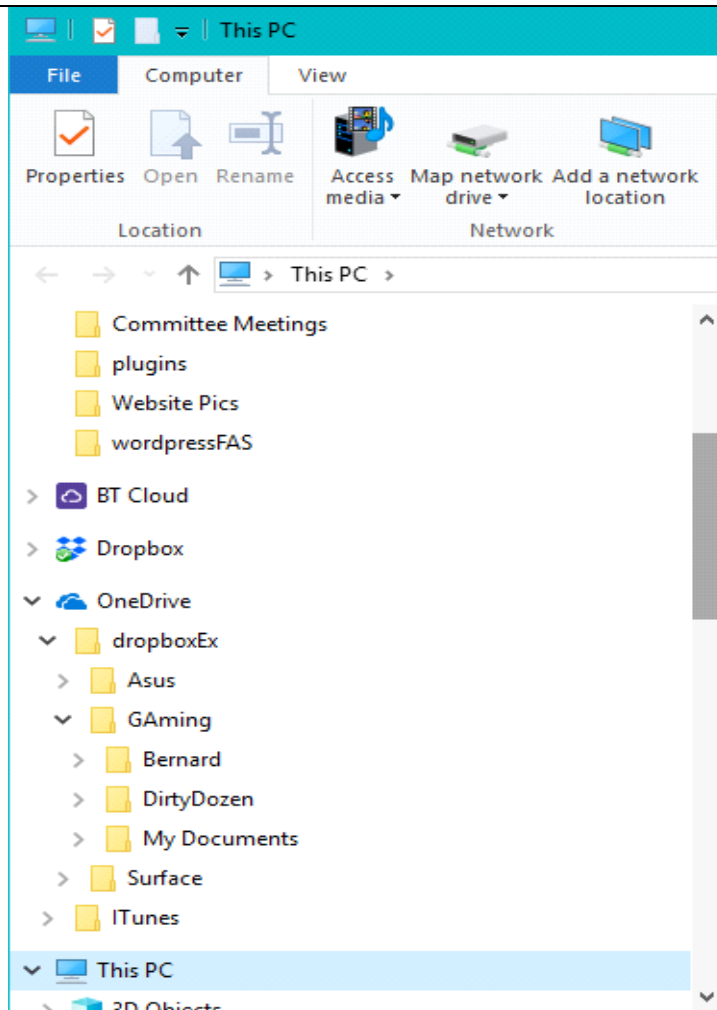
I have several computers

I have OneDrive on each of them

In each case it is associated with the single Microsoft Account

I can see the same folders on each of my computers, if I make a change in one, it will change the others. Android, iPad, Windows.

When I turn on a second PC for example, OneDrive starts up as well, the first thing that it does is compare the files and folders on this PC with the stuff on the Cloud Computer. If there have been changes, these will be updated on my PC. It can take a while if the files are large.



The Online View

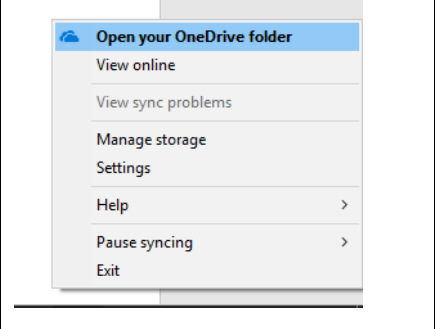
Until now we have confined ourselves to our local file system on the PC but it's also possible to look at our files on the remote OneDrive server on the internet. This is very useful if you are away from home using someone else's computer, but it also gives access to some very useful extra features.

I normally open the online view by right clicking the OneDrive icon on the system tray

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Jan 2018

	<p>This pops up the adjacent menu. 'View online' is the option we want</p> <p>Otherwise we could open a browser and search for OneDrive sign in</p> <p>Microsoft OneDrive - Sign In https://onedrive.live.com/about/en-gb/ ▼ Access your files and photos from anywhere, on any device. Share and work together with anyone your work and in your personal life. OneDrive for Business · OneDrive app · Download · Plans</p>
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You may be prompted to login, so use your Microsoft account details. See earlier email about creating the Microsoft Account which could be AOL GMail etc. But it must have been set up as a Microsoft account in the manner specified.

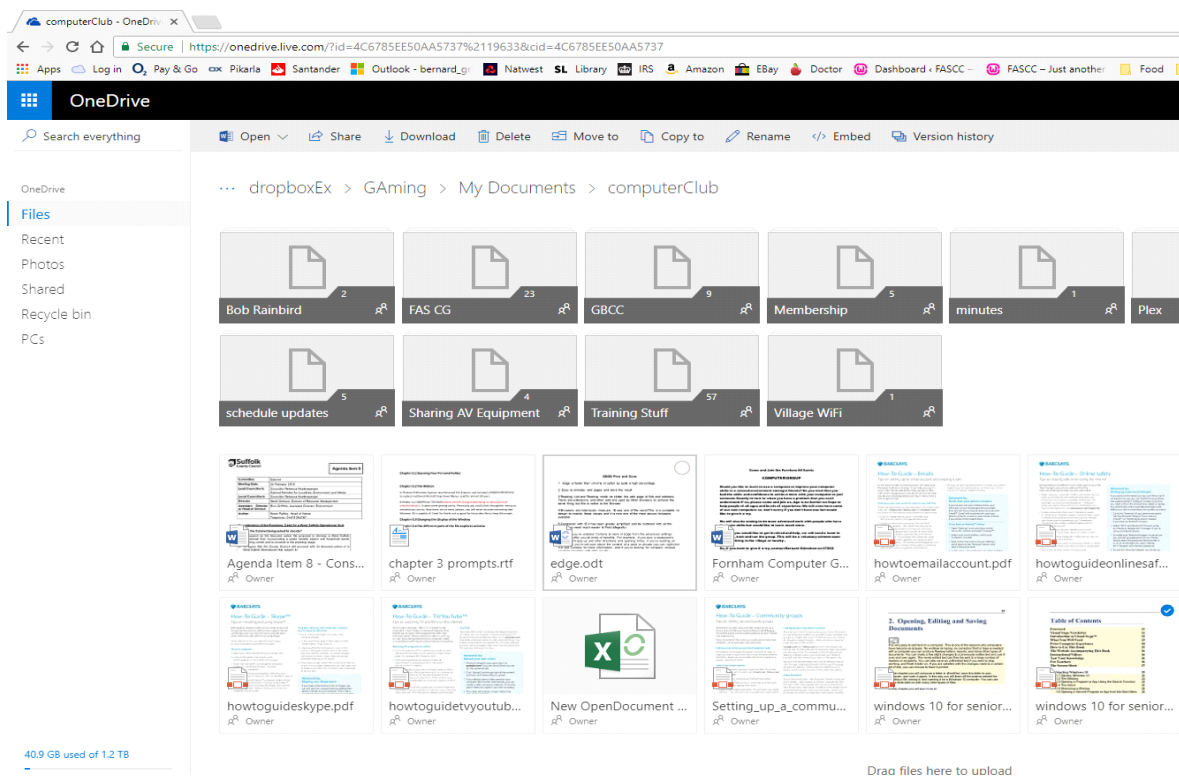
You will land at a screen like the one below

If the OneDrive icon is missing in the system tray.....

To show the icon for OneDrive on your system tray, you'll have to go to the **Taskbar and Navigation** area in **Control Panel**. To do that, you can follow the steps below:

1. Go to **Control Panel**.
2. Select **Taskbar and Navigation**.
3. Click **Select which icons appear on the taskbar** under the **Notification area** section.
4. Scroll down and turn on the option for **Microsoft OneDrive**.

Pay attention to the OneDrive Menu at the top of the screen. The three that we are interested in are Share, Download and Version history. The rest are obvious with the exception of embed. Embed is used to incorporate a document into a Website or a Blog and I will not be exploring this today.



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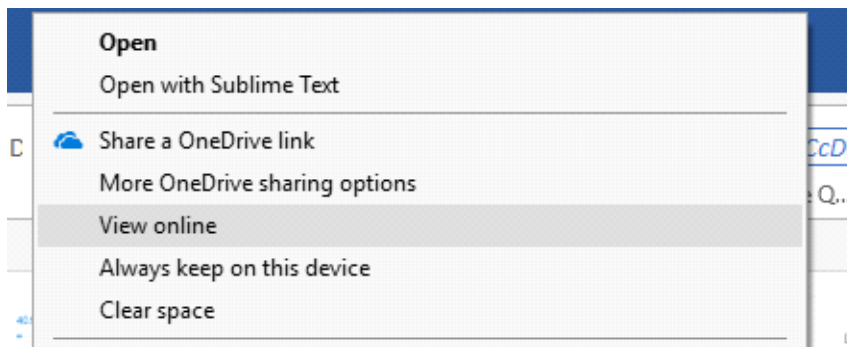
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Jan 2018

Sharing Documents or Folders

One useful feature of Cloud based storage is the ability to share files and folders. This could be for photo sharing or collaborating on a shared document, or granting access to a group schedule to a wide range of people, there are many possibilities.

As usual this can be done in a number of ways. Perhaps the easiest is from your computer. Just open the OneDrive folders and right-click on the folder that you want to share. This will bring up a menu (called a context menu) part of which is shown in the image below



OneDrive Context menu

The OneDrive options are all grouped together under the Blue Cloud Logo

Click on the View online option

This will take you to the Online version of OneDrive, you will probably need to re-enter your password

The webpage that you see will display your folders, navigate to the file or folder that you want to share

Decide whether you want the people that you are sharing with to have the ability to EDIT the contents. There is a tick box for this option as shown below.

An alternative is to choose 'more OneDrive sharing options'

The first option is to get a link.

This means that you will be given a text code to copy

There is a button for you to press that will copy the text to the clipboard

All you then need to do is send an email and paste the text into the email.

There are three graphics shown below

The first shows the popup screen when you click on share

The second is the popup when Get a Link is selected

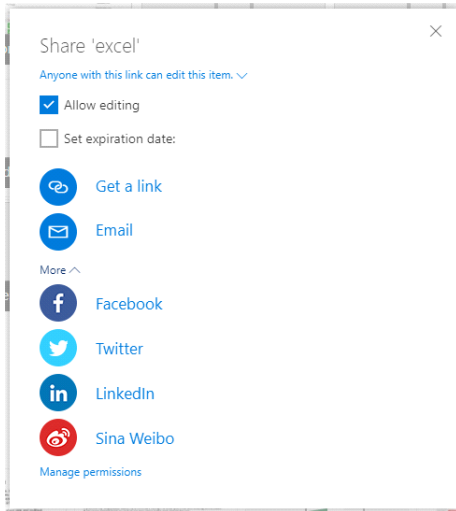
The third shows the link in an email

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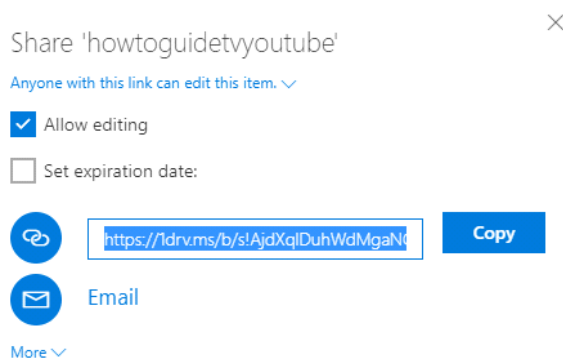
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Jan 2018

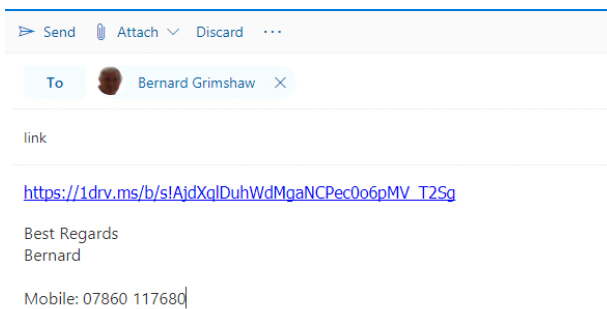
Just think about this though. When you send a link, that email can be passed on to anyone and anyone clicking the link can access your files or folder



POPUP Screen when Share is selected



Popup when get a link is selected



Having copied the link paste it into an email

Perhaps better though to be shared with a named person

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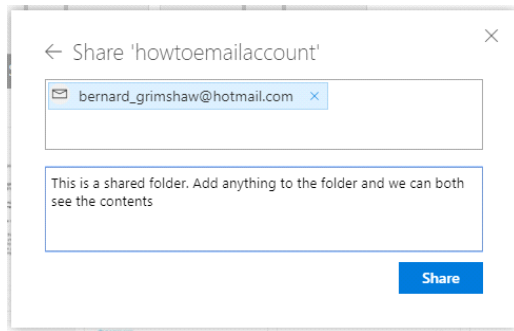
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This is just as easy. Repeat the steps above to open the online view and navigate to files or folders and make the sharing selection

This time rather than get a link, choose Email

Now you will receive the popup shown below prompting for an email address and giving you a chance to add a message.

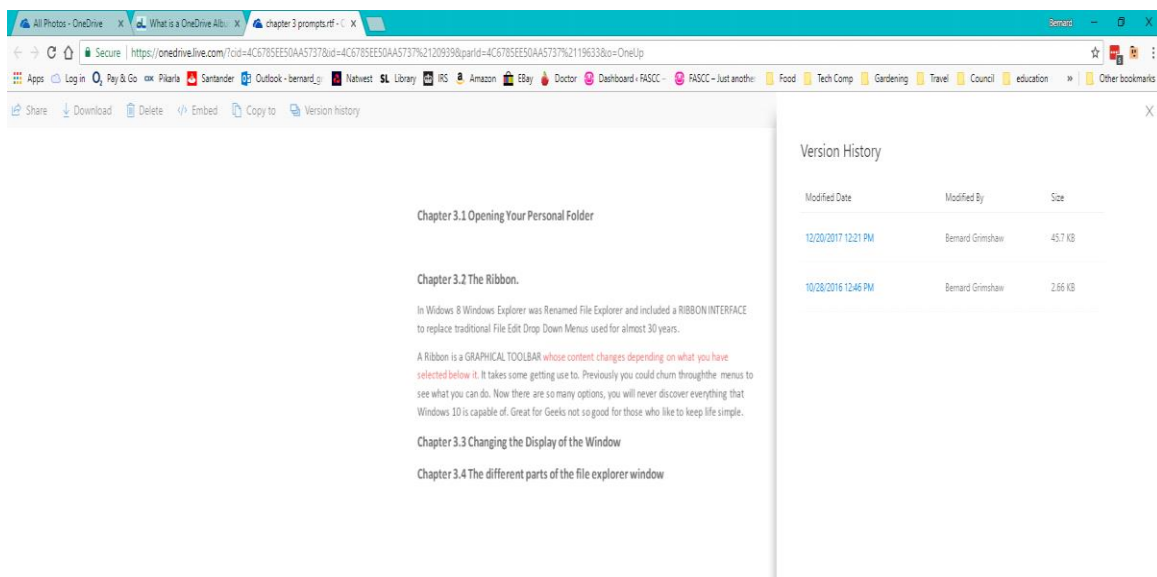
Now only the named people will have access



If you share a folder, they will see that folder in their OneDrive area. Anything that you or they put in the folder can be seen by both parties. If you allow editing, both can edit.

Version History

One excellent new feature of OneDrive is its ability to keep track of changes to documents. As an example, you may be working on a fairly long or complex document. You may access it several times making changes each time. If you select the document in the online view of OneDrive and choose Version History from the Menu you will be offered a list of dated versions of the document that you can choose from. This can be seen below



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Microsoft OneDrive Tutorial

Jan 2018

Storage Options

On the face of it, it seems quite inefficient maintaining two copies of files and folder, or more if using multiple computers. Space costs money. Why is it necessary to have a complete copy of all files and folders in your OneDrive account on every computer, especially if it is stored on the Cloud.

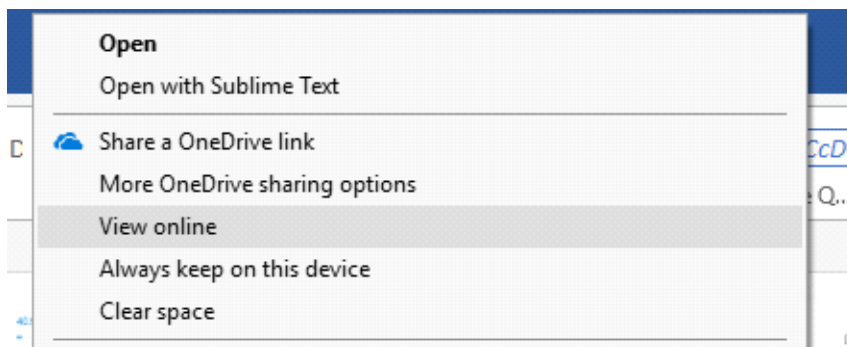
Since the Fall Creators Update it isn't.

You now have the choice of what to store locally on your PC. Each PC can be set differently.

It's very simple to do. Every file or folder has an option as follows.

Select a folder on your PC in OneDrive

Right Click to bring up the context menu



You will see two options:

'Always keep on this device'

'Clear Space'

Choose the first option to maintain a local copy at all times,

OR Clear Space

If you choose to Clear Space, the file is no longer stored on your computer, but you will still see it listed in OneDrive. If you want to access the file that is remotely stored, you will now need an internet connection.

You can easily see the status of each File and Folder, it now has a new icon against it telling you the status of the file regarding how it is accessed.

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Microsoft OneDrive Tutorial

Jan 2018

Name	Status
5s	✓
Addresses	☁️ 👤
Barrie	✓
BG Project Plans	✓
Canada Insurance	✓
Candle Images	✓
Chess	✓
computerClub	☁️ 👤
DirtyDozen	✓ 👤
Documents	✓

Date created: 15/12/2015 16:19
Availability status: Available on this device
Size: 17.7 MB
Folders: Development
Files: Jump-to-a-Cell-Reference - f

A Cloud icon indicates that it is only available on the Cloud,

A file with a person icon against it shows that it is being shared.

If it's a circle with a tick, then it is always available locally on your PC

If you like this feature and want to use it, then you need to turn it on.

Right Click OneDrive Icon on Task bar

Choose settings

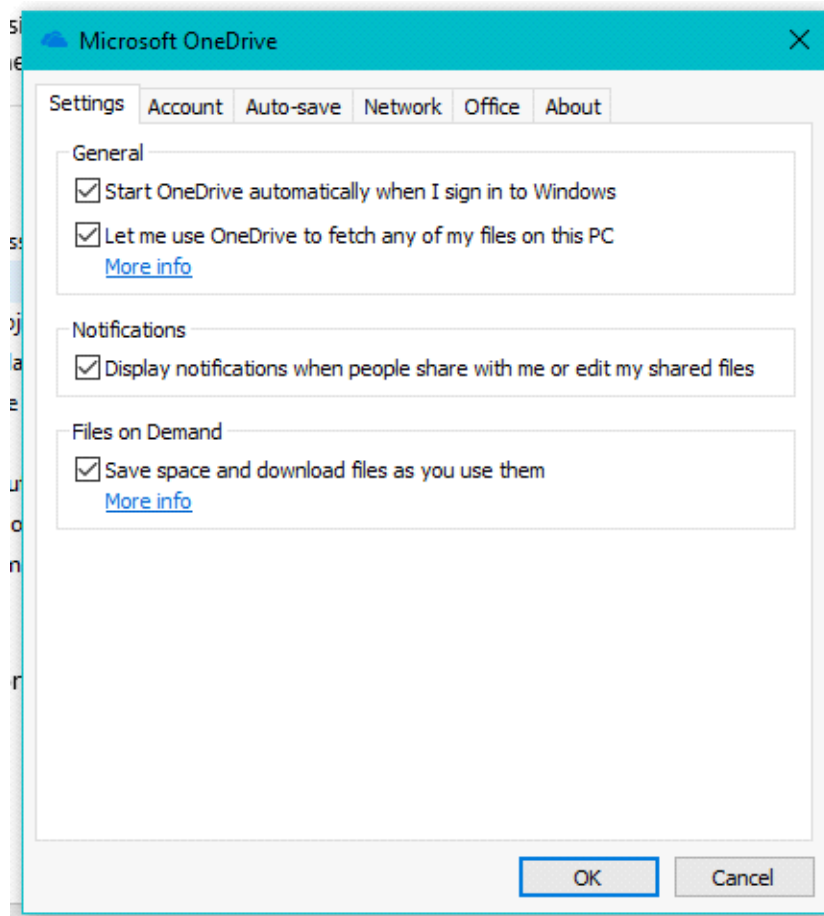
Switch to the Settings Tab

Put a tick in Files on Demand box

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Microsoft OneDrive Tutorial

Jan 2018



Microsoft Online and OneDrive

As you may know, the Microsoft Office suite of products offer a FREE OF CHARGE online only version of their software. Get the App free of charge from the Microsoft App Store or the Chrome App Store if you want to incorporate it into Chrome. These versions are great, but they do not offer the full features of the paid for version.

When it comes to saving and opening documents, this is all done online using online storage, such as OneDrive.

It's a great system, the only drawback is that you must have an internet connection to make use of it.