

# Using OneDrive

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## What is OneDrive?

OneDrive is Microsoft's service for hosting files in the "cloud" that's available for free to all the owners of a [Microsoft account](#). OneDrive offers users a simple way to store, sync and share all kind of files with other people and devices on the web. Xbox One, Windows 8, Windows 8.1 and Windows Phone also use OneDrive for synchronizing your system settings, visual customizations, themes, app settings and even Internet Explorer tabs, history and saved passwords.

The files that are hosted on OneDrive can be accessed directly from a web browser or, if you're using Windows 8 or 8.1, directly from the hard drive on your operating system. Other means of accessing your OneDrive files include apps for Windows, Windows Phone, Xbox and even Mac OS X, iOS or Android. These apps can be downloaded from the official OneDrive website: [Download OneDrive](#).

Until January 2014, OneDrive used to be named SkyDrive. Before that, just until the launch of Windows 8, it was named Windows Live SkyDrive. More information on the history of this service and its previous names, can be found on Wikipedia: [OneDrive History](#).

## What Does OneDrive Offer In Terms Of Storage Space and Cost?

OneDrive is relatively generous, offering 15 GB of free storage space to its users. Older users of the service were able to reclaim 25 GB of free space. There are several ways for adding more free space to

your OneDrive, like referring this service to your friends or uploading the pictures from your smartphone to OneDrive.

You can host any types of files on it, as long they are no bigger than 10 GB each. This file size restriction is true no matter the way you choose to upload your files.

Additional storage space can be purchased for a monthly fee: 100 GB for \$1.99/month, 200 GB for \$3.99/month and 1 TB for \$6.99/month. The latter, more expensive plan, also includes a full license for [Office 365](#). Also, each time you purchase an Office 365 subscription, you automatically get 1TB of storage space on your OneDrive.

Started recently, if you have an Office 365 subscription you have unlimited storage. My account currently has 10 TB and will be expanded over time.

## How to you get OneDrive?

Starting with Windows 8, OneDrive is built into the operating system, i.e., there is nothing to install. However, for mobile devices you have to install the App.

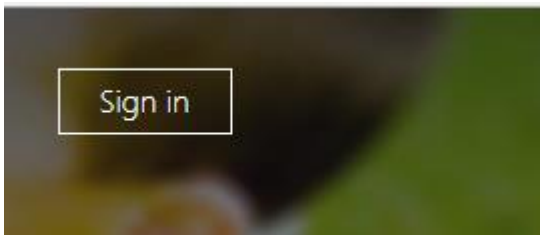
## Accessing OneDrive

- First of all you will need to sign up for an account. If you already use a Microsoft account with Windows 8 you can use the same credentials to sign in. In fact, you should be signed on already.
- If you don't have a Microsoft account, there is a workaround if you have a Local account explained at the link below. Bear in mind that you may not have all of the features so you'll have to try it for yourself.

<http://www.intowindows.com/how-to-access-skydrive-without-microsoft-account-in-windows-8-1/>

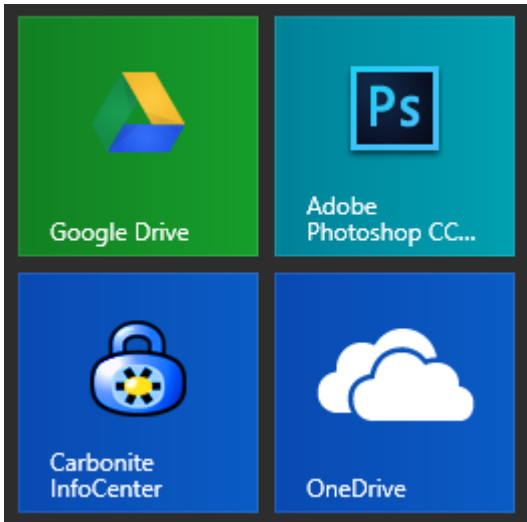
### *Accessing Via the Internet*

Just enter onedrive.com into any web browser and you'll be taken to onedrive.live.com. You will see a sign in link as shown below.



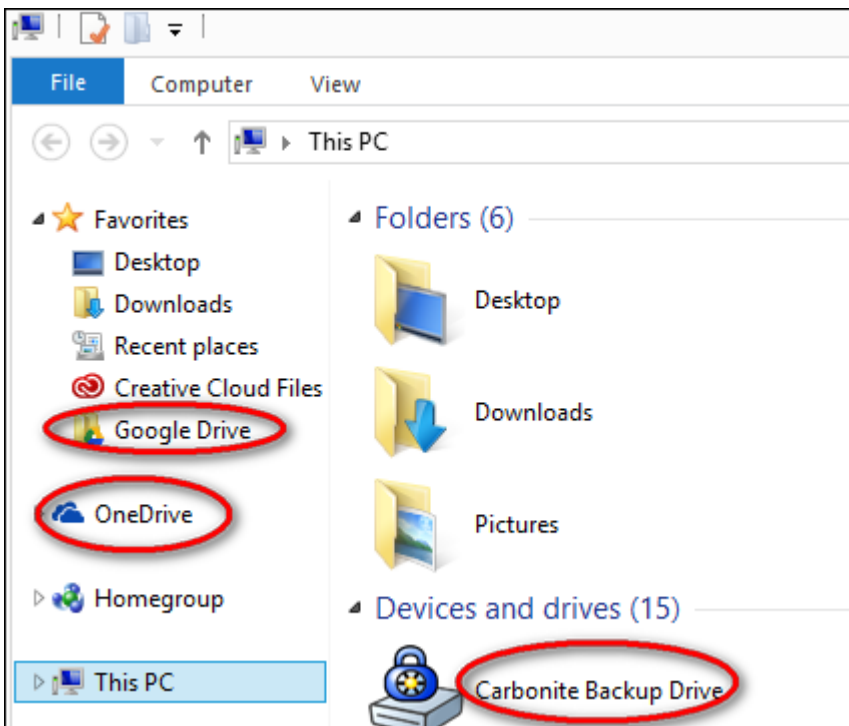
### *Accessing Via the Start screen*

Icons for OneDrive, etc., are located on the Start screen as shown below. Some of them may be on the All Apps screen and can be relocated.



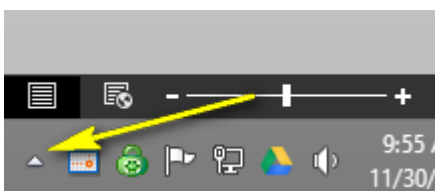
### Accessing Via the File Explorer

As you can see from the figure below icons are placed in the File Explorer for OneDrive, GoogleDrive, Dropbox and Carbonite if they are installed on your PC.

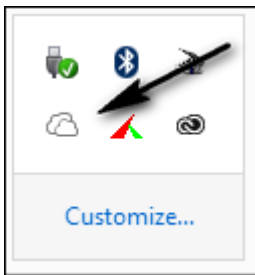


### Accessing Via the Taskbar

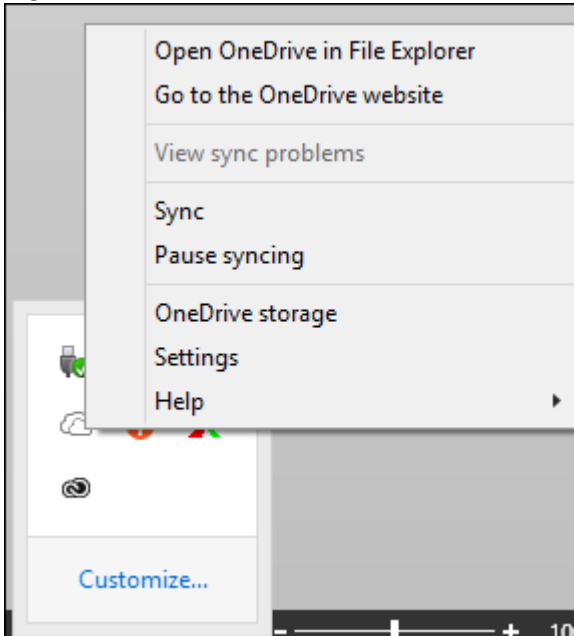
Click the up-facing arrow as shown below.



Next, you will see the Cloud icon as shown below.

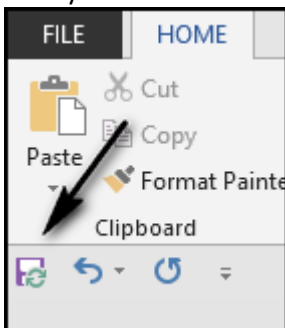


Right-click the Cloud icon to reveal the menu shown below.



## Editing Files

When you edit a document that is located in your OneDrive folder with an application such as Microsoft Office you will notice a bluish colored circle superimposed on the Save icon as shown below. This means that each time you save the file it will be backed up to your OneDrive online account.



## Deleting files

You can delete files from OneDrive in the same way you delete files from any other folder. Deleted files are stored in the Recycle Bin as discussed below. Here's what happens:

- Files deleted from a mobile device show up in the online Recycle Bin

- Files deleted via the Start screen, Desktop or Online show up in the Desktop Recycle Bin as well as the in the online recycle Bin

## Restoring files

All deleted files are sent to the Recycle Bin in accordance with the above paragraph. See <http://windows.microsoft.com/en-us/onedrive/delete-files-restore>.

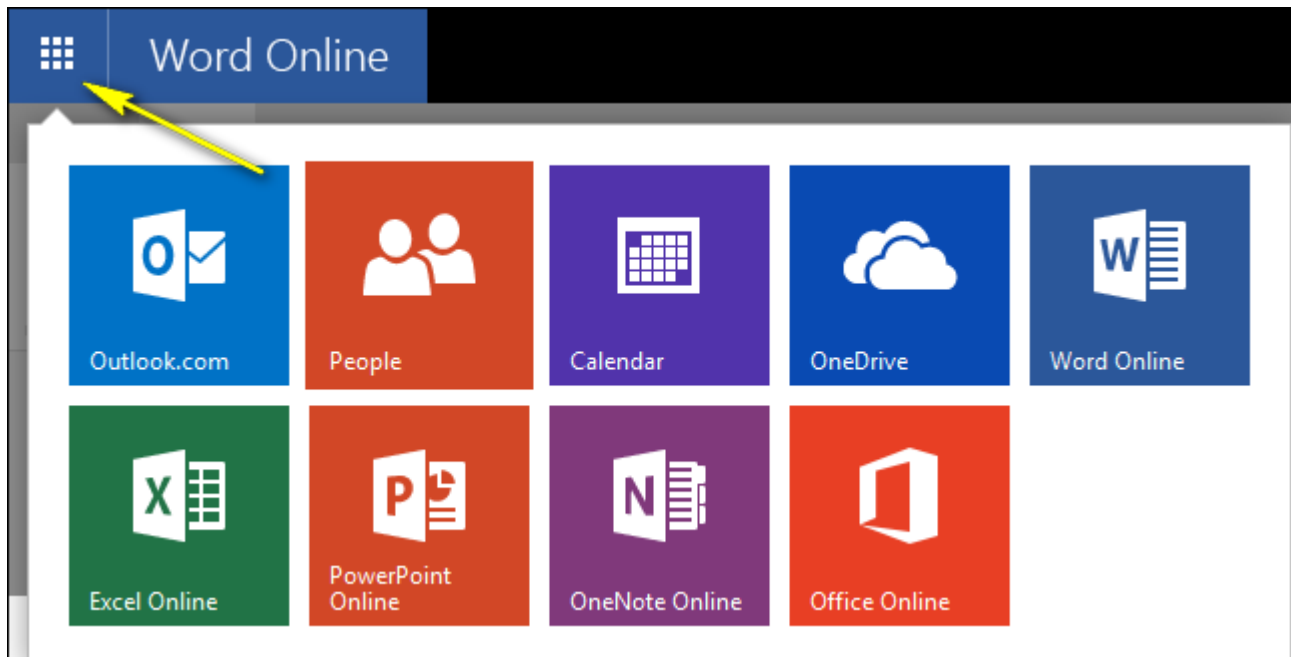
## Changing the OneDrive default folder location

I personally keep my OneDrive folder on a 2<sup>nd</sup> hard drive. This make my backup images smaller. Remember, there is no need to back up your OneDrive folder unless you are extra cautious.

See <http://www.hongkiat.com/blog/change-skydrive-default-folder/> for instructions for relocating your OneDrive folder. If you change the default location by moving your OneDrive folder, the previous folder will be deleted and will not appear in the Recycle Bin.

## Accessing other online features

Click the icon as shown below to access the features shown. From here you can use several components of Microsoft Office without having the programs installed on your desktop PC. Documents created with these applications are saved to a folder named Documents in your OneDrive folder.



## OneDrive versus Carbonite

Below is a list of files I asked both Carbonite and OneDrive to backup. Note the variety of file types.

Name	Ext	S
↑...		
_DSC1930.JPG		
_DSC1930.tif	1	
_DSC1931.psd	1	
ccsetup500.exe		
DSC_1783.zip		
Install.bat		
Notes.txt		
P1000229.MP4		
Using 7-zip.pdf		

Notice that Carbonite, shown on the left, below did not backup .exe files, .PDF files nor videos (.mp4). However, OneDrive, shown below, backed up all of the files. Carbonite usually backs up .PDF files but did not in this instance???

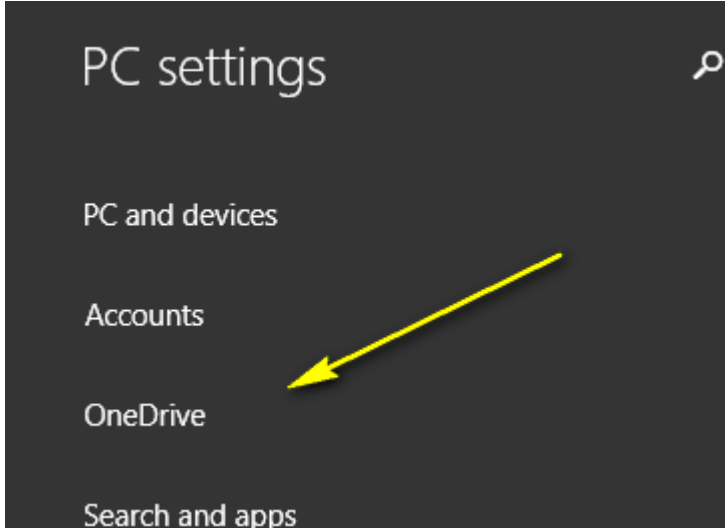
Name	Ext	S
<input type="checkbox"/> Name		
<input type="checkbox"/> _DSC1931		
<input type="checkbox"/> Notes.txt		
<input type="checkbox"/> Using 7-zip		
<input type="checkbox"/> _DSC1930		
<input type="checkbox"/> P1000229		
<input type="checkbox"/> _DSC1930		
<input type="checkbox"/> DSC_1783		
<input type="checkbox"/> ccsetup500		
<input type="checkbox"/> Install.bat		

## Settings and Options

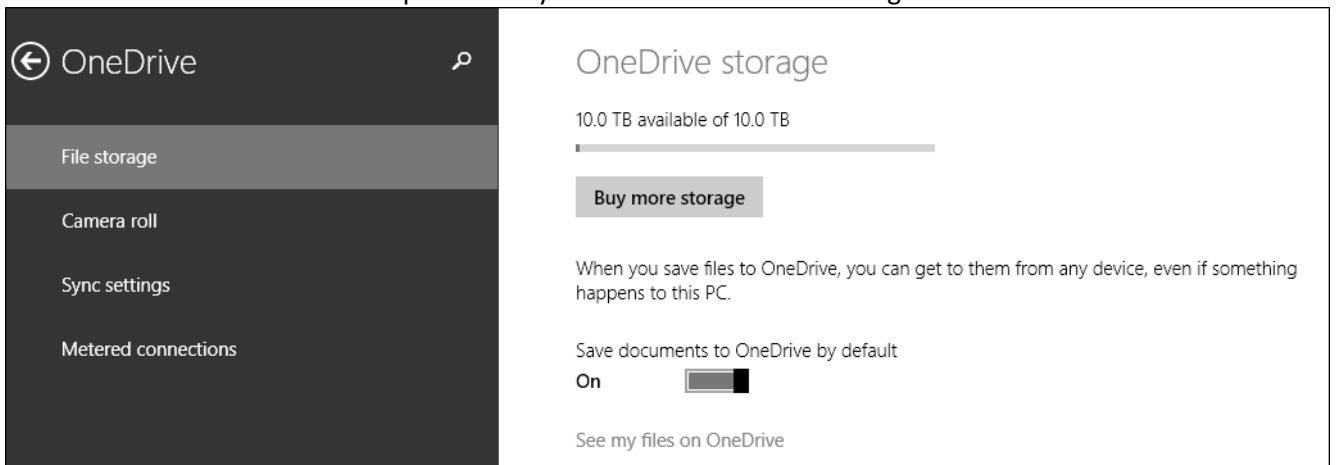
### *Accessing the settings*

- Use Windows key + C to open the Charms Bar
- Click Settings then Change PC Settings

- This will bring up the next screen as shown below where you can select OneDrive

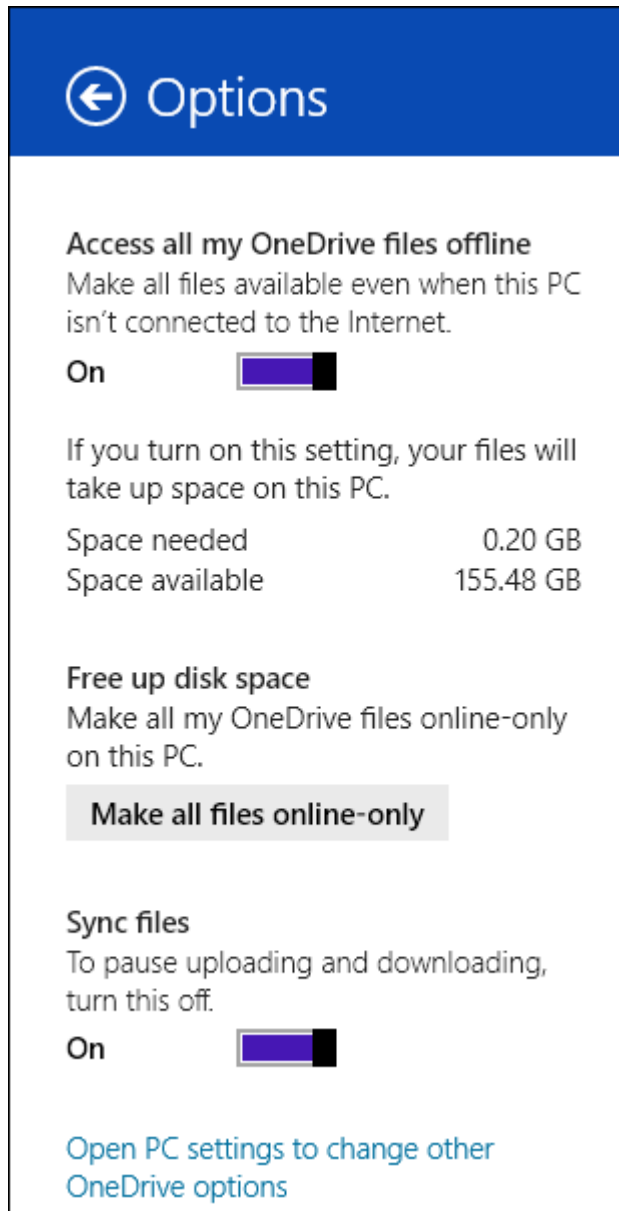


- The screen as shown below will open where you can access various settings



- Also, you can access various Options by launching OneDrive from the Start screen and using the Windows key + I where you will see the Options link. This will open the Options screen as shown

below.



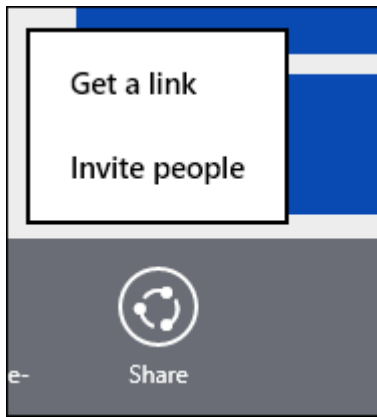
### *Offline versus Online access*

OneDrive may be set to store all of your files online only. This makes sense for mobile devices since their storage is limited. For PCs, it makes the most sense to have your files available offline.

### **Sharing OneDrive files or folders**

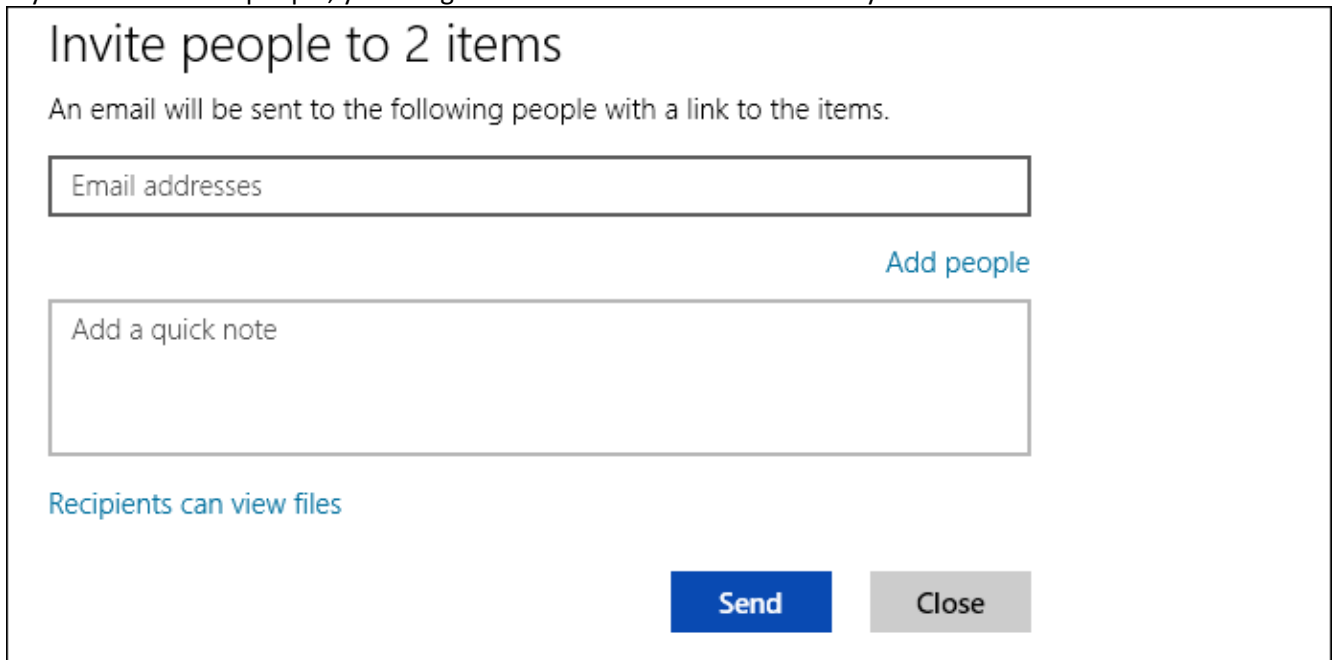
You can share files by accessing your OneDrive files from a PC or from your online OneDrive account. Using the OneDrive App as an example, just right-click any file or folder to bring up a menu at the bottom. Click the Share icon to bring up the choices as shown below.





If you use the Get a link option, you can copy the link and paste it into an email to grant access to the shared item(s).

If you choose Invite people, you will get the screen shown below where you can enter email addresses.



After sharing an item, it will indicate as much by displaying the word Shared as shown below.



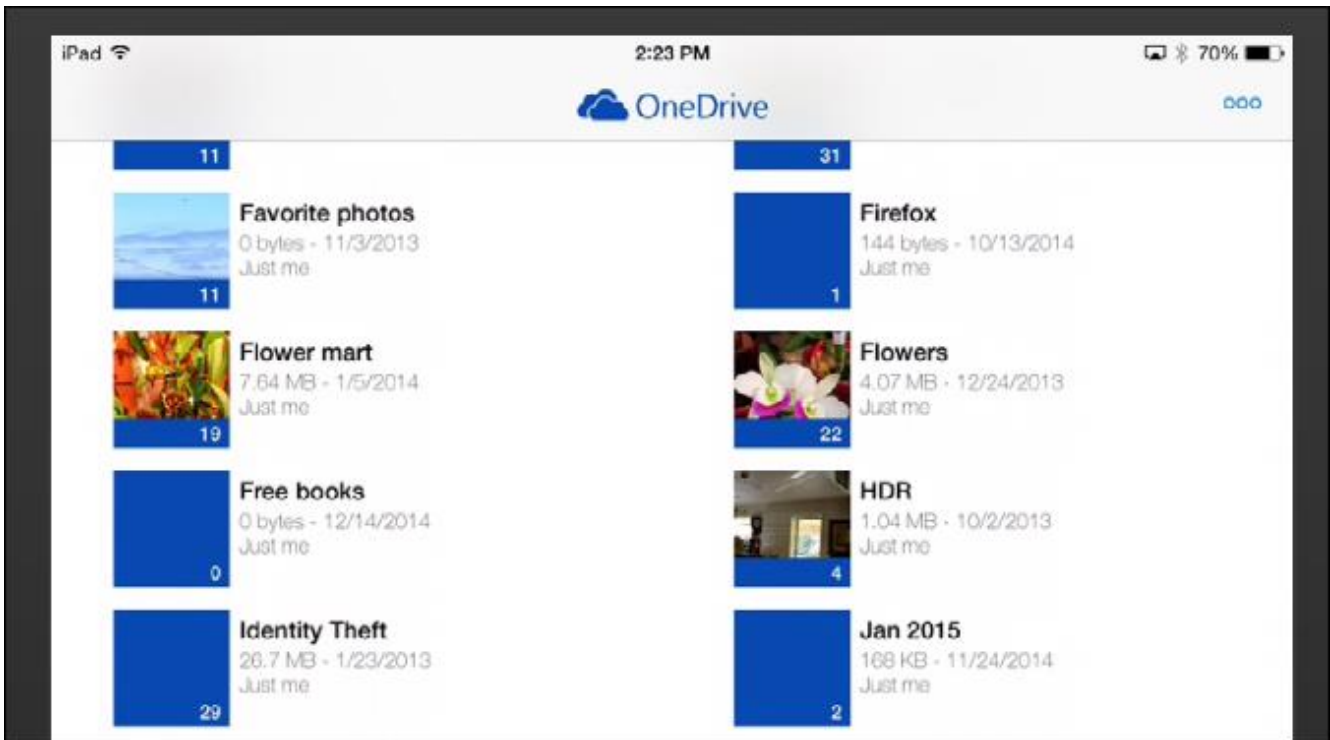
To un-share an item log into your online OneDrive account, right-click a shared item and click Share. Next, click the icon representing a link as shown below. You will now be able to click Remove link on the right.



## Using OneDrive on a mobile device

I will be using an iPad as an example in class since I am using one with the OneDrive App. Using OneDrive on a mobile device starts with installing the App and signing on with your OneDrive credentials.

Here's what OneDrive looks like on my iPad. Let's assume you want to access a file on the folder named Jan 2015



Just tap the folder and it opens. Next, tap the file you want to open and it will download – but – here's where it gets tricky. If you have Microsoft Office installed on your iPad it will open in Word and drive you crazy when you try to save it. Here's what I recommend:

1. Install an App called Documents 5 by Readdle for free. Its icon looks like the one below.



2. Or – install PDF Expert 5 by Readdle for \$9.99. It's my main App for communicating with cloud Apps including OneDrive, Google Drive, Dropbox etc. This is a great app but I'd start with the free one above.

If you use Documents 5, for example, you can connect it to your OneDrive account and download and open any document. Now, you know where the document is located. Next, you can use Open with to open the document in any app you choose.

## Here's what Microsoft says about its OneDrive application

Go to <https://mail.google.com/mail/u/0/?shva=1#inbox/149f18e4ffbf4895>

## Preparing to travel

For this exercise we will assume that you traveling with an iPad. Since all documents are normally stored online you need to make sure that any documents that you need while away from Wi-Fi will be available. Use Documents 5 to connect to your OneDrive account and download the documents you will need while traveling.

## Accessing OneDrive online

I will demonstrate this in class.

## Resources

<http://www.howtogeek.com/183667/how-to-use-onedrive-as-your-default-save-location-on-windows-8.1/>

<http://windows.microsoft.com/en-us/windows-8/getting-started-onedrive-tutorial>

<http://www.pcadvisor.co.uk/how-to/software/3542044/how-use-onedrive-like-pro/>

<http://www.hongkiat.com/blog/change-skydrive-default-folder/>

<http://windows.microsoft.com/en-us/onedrive/share-file-folder>