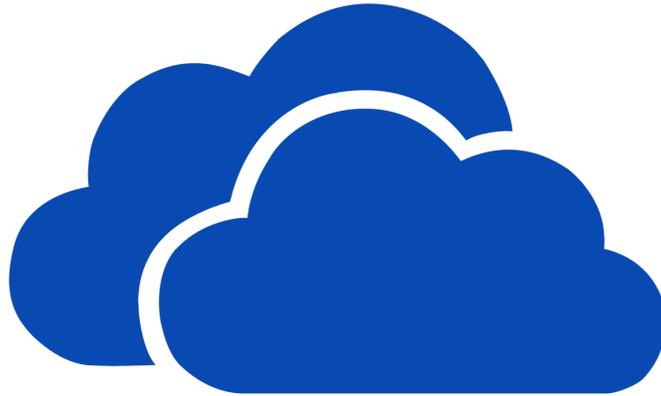


ONEDRIVE BASICS



OneDrive

OneDrive is Microsoft's **online cloud service**. It comes with a limited suite of Microsoft Office software including Word, Excel and PowerPoint.

OneDrive allows users to:

- store files online
- access your files from any device connected to the internet
- create and edit files in Word, Excel, PowerPoint, and OneNote
- share and collaborate with other users

ONEDRIVE BASICS

What is the “Cloud”?

The “Cloud” is a term used to describe files or services stored online through a providers network of servers. The files are stored on the internet instead of a physical device (computer, flash drive, etc.). Using OneDrive as an example, a person can upload their files to OneDrive, where their information will be stored on Microsoft’s servers. OneDrive also offers web-based apps (or programs) like Word, Excel, and PowerPoint, also available on the internet. OneDrive’s leading computer would be *Google Drive* and *Google Docs*.

Access OneDrive

In order to access OneDrive, you will need a Microsoft Account. To sign into your account, go to onedrive.com and type in your email and password.

- To create an account, click on “Create one” and then follow the prompts on the screen.

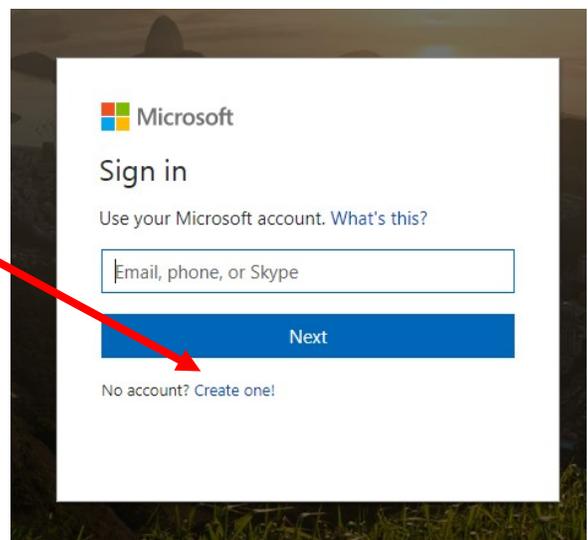
Access From Anywhere!

Not only can you access your files from another computer, but you can also access them through

apps that can be downloaded to your tablet or smart phone.

The account can be accessed from any device that is connected to the internet!

Visit your devices app store to download the OneDrive app!



Helpful Terminology

- ◆ Cloud—online storage or services
- ◆ Upload—storing files onto the cloud (the files are going “up” to the cloud)
- ◆ Download—saving files from the cloud onto a physical device (bringing files down from the cloud to the computer’s hard drive)

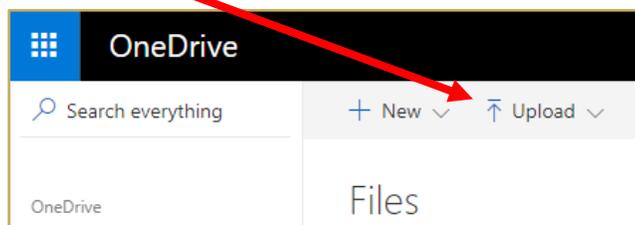
Office Online vs Office Suite

- ◆ Office Online is free, web-based versions of Microsoft Word, Excel, and PowerPoint. Offers mostly the basics with some editing limitations. Does not include Access or Publisher.
- ◆ Office Suite is a paid version that can be installed onto your device and used offline, with access to all editing functions. Different versions of the Office Suite, which can include Access or Publisher, and additional OneDrive storage.

ONEDRIVE BASICS

Upload Files to Online Storage

- To add files to your OneDrive from your computer, select “**Upload**” on the OneDrive Web site.

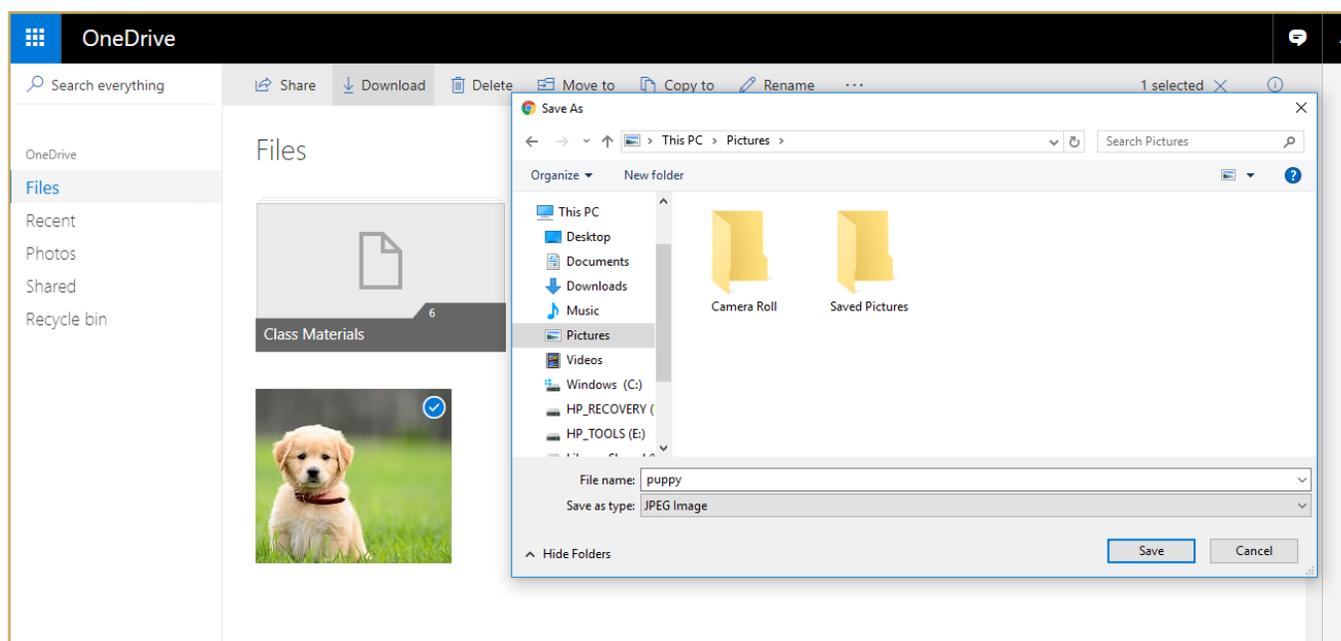


Storage Options:

- With a free account, you are allowed up to 5GB of online storage.
- Other storage plans are available for monthly or annual fees.

Uploading your files to online storage is a great alternative to carrying a flash drive around with you all the time!

Download to Your Computer



In order to save a file to your computer from your online OneDrive storage, you will need to **download** it. You can do this by clicking on the file, (a blue circle with a check mark will appear) selecting the **download** option, and choosing where you would like to save it on your computer.

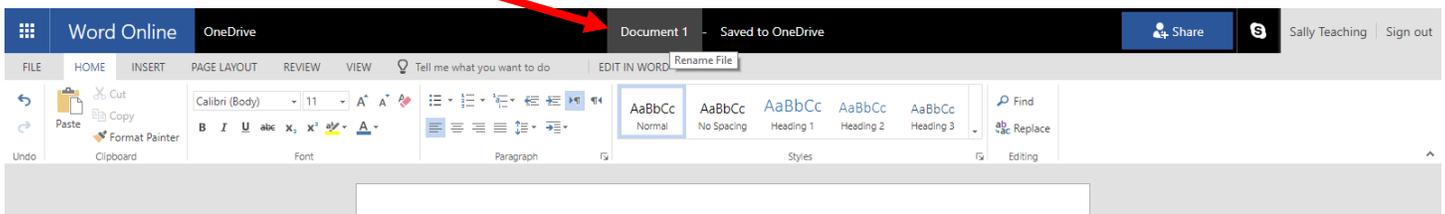
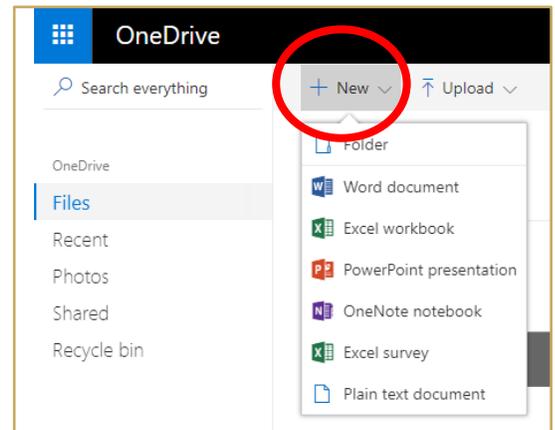
Syncing to Windows 10

Most Windows 10 computers have a **OneDrive Folder** available through **File Explorer**. Click on the OneDrive folder to sign into your account. Once signed in, you will be able to access your OneDrive files without downloading. You can also save a file directly to your OneDrive account for automatic uploads.

ONEDRIVE BASICS

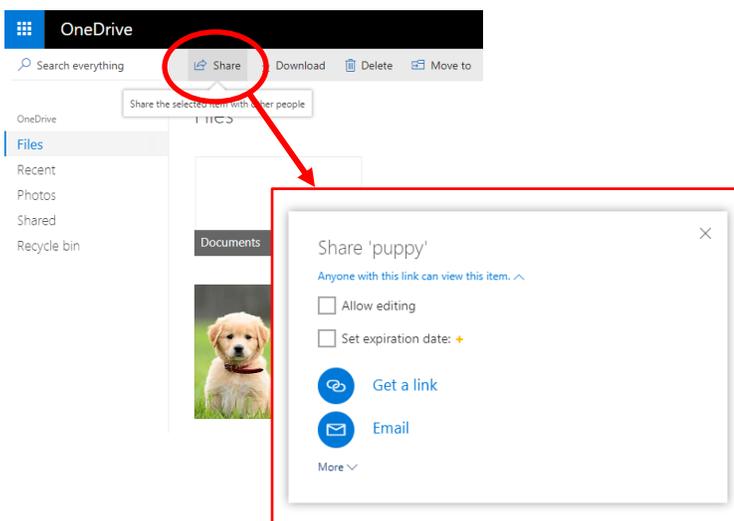
Creating a New Document

- To create a new document, click on the “New” dropdown menu, and select an app from the list.
- The OneDrive version of Word works almost exactly like the installed version of Word does. All of the most common functions are available to you in the free version.
- To name your document, click in the top center of your page where it says “Document 1,” and enter the new title.



Sharing and Collaborating

One of the benefits of using OneDrive is the ability to share and simultaneously edit documents with other users. To share a file, click on the file you wish to share, and then select the “Share” button. This will open up a window with different sharing options.



Additional Resources

Past technology handouts, including Word Basics, PowerPoint Basics, and Excel Basics, can be found at elmhurstpubliclibrary.org/past-programs/technology-program-materials/

Drop In Tech Help

Second Floor Info Desk

Thursdays 5-8:30 PM

Saturdays 1-4:30 PM



lynda.com