

OneDrive

October 2023



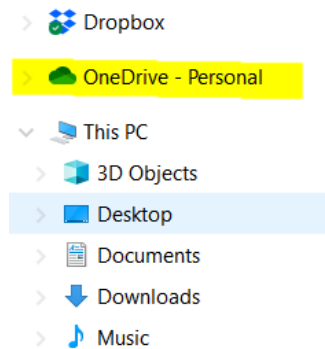
All your stuff safe in one place

- OneDrive is referred to as Cloud storage – it is of course simply remote storage.
- Remote storage is offered by most OS providers and third parties.
- Microsoft – OneDrive
- Apple – iCloud
- Most are now able to be installed on any platform, and can be accessed from the web.
- Dropbox; Google Cloud; there are many more.

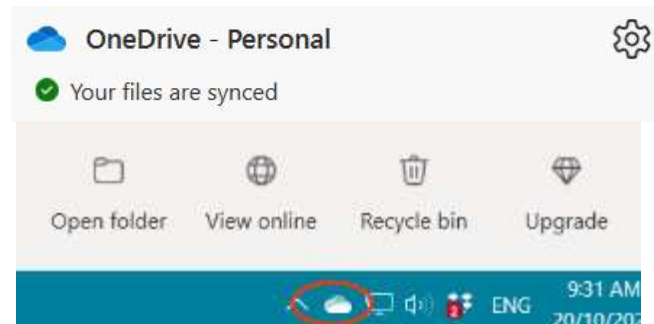
- Primary advantages:
 - Large storage of data, you choose and pay for it.
 - Management of the storage to save and locate data.
 - Back up of Backups.
- Disadvantages:
 - Privacy.
 - Security of data.
- Most OS cloud offerings offers full remote access from anywhere in the world; while you can do remote access, you need to have your network live all the time

- You can also set up Personal “cloud” Storage using a local network connected hard drive.
- This gives you control of the storage and its data security.
- But you will need to do the file management and save and open access to data.
- You will also need to do solid back up of the storage and cover failed hardware.
- Some equipment come with management but it raises the privacy issue as they work from an online relationship.

- Which one? Your choice depending on your OS and cost of storage.
- We will look at OneDrive as it is loaded with the install of Windows and is immediately available for use.
- It is also on all Windows computers so sharing with family and friends is likely to be easier as they already have it on their computers.
- It can be loaded on all mobile devices for direct file access or you can use the browser to access the data.
- One Drive comes with 5Gb of free storage. Dropbox has 2Gb.
- OneDrive can be upgraded to 100Gb for \$20.00 p.a.



OneDrive in the side bar of File manage screen.



Quick access from the task bar icon

Basic

\$19.99 /year

(Annual subscription–auto renews)

[Buy now](#)

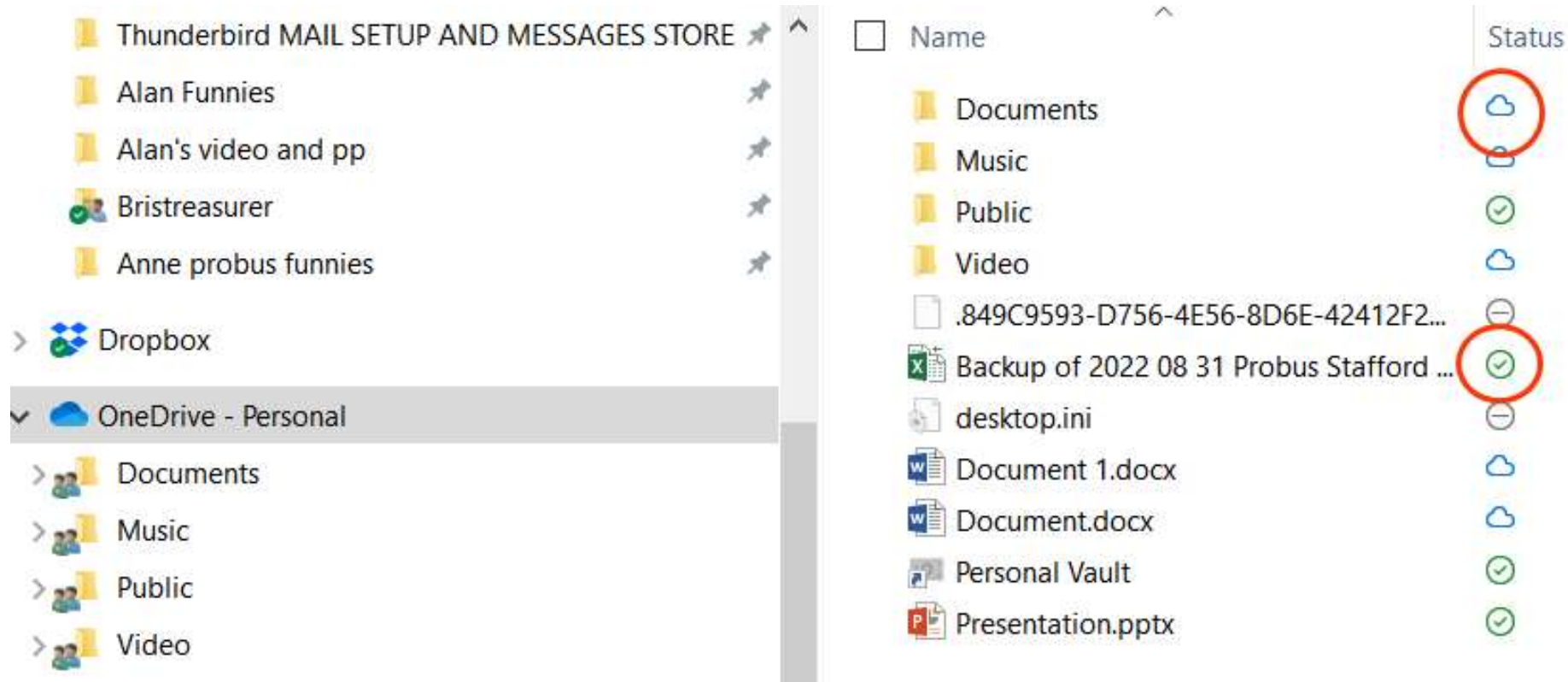
- ✓ For one person
- ✓ 100 GB cloud storage
- ✓ Works on Windows, macOS, iOS, and Android
- ✓ Web and mobile versions of Word, Excel, PowerPoint, OneNote, OneDrive, and more
- ✓ Ad-free Outlook and mobile email and calendar with advanced security features
- ✓ Access to Microsoft support experts

This give a reasonable storage for a lesser cost than other offerings. I feel the one off payment better than monthly costs.

Apple offers 50Gb for \$1.46 per Month.

Have a Office 365 subscription – you get 1Tb of storage free with the subscription.

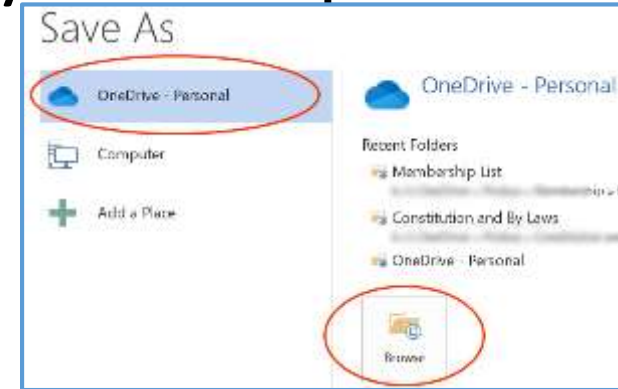
- This is the access from file manager screen.
- It shows the links in the drop down and the folders and file in OneDrive in the right screen.



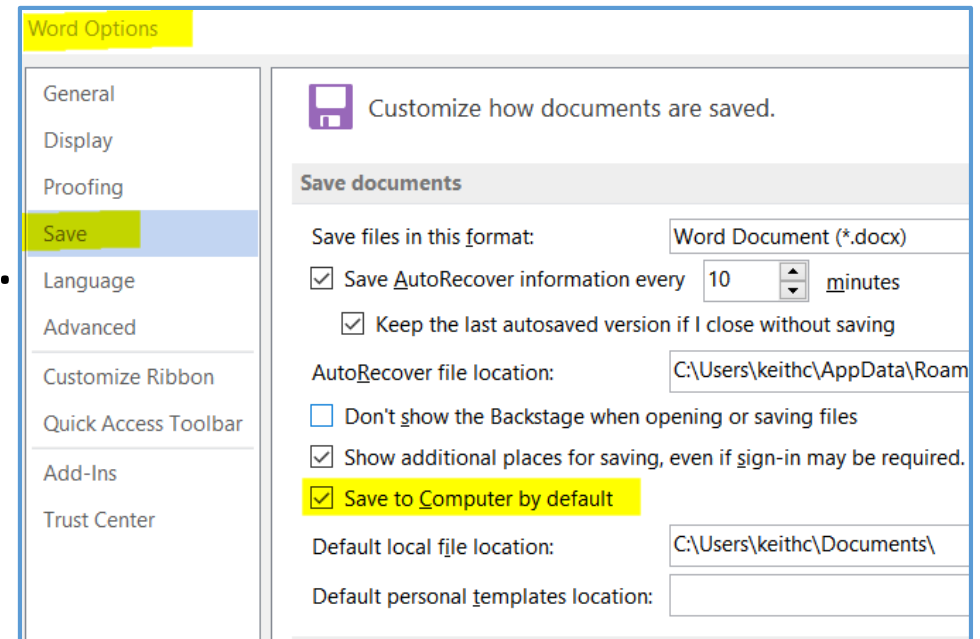
- The icons show if stored in the cloud or on the local storage

- If you are logged in to Windows using your Microsoft ID you will be automatically logged into OneDrive on your computer and online. (this

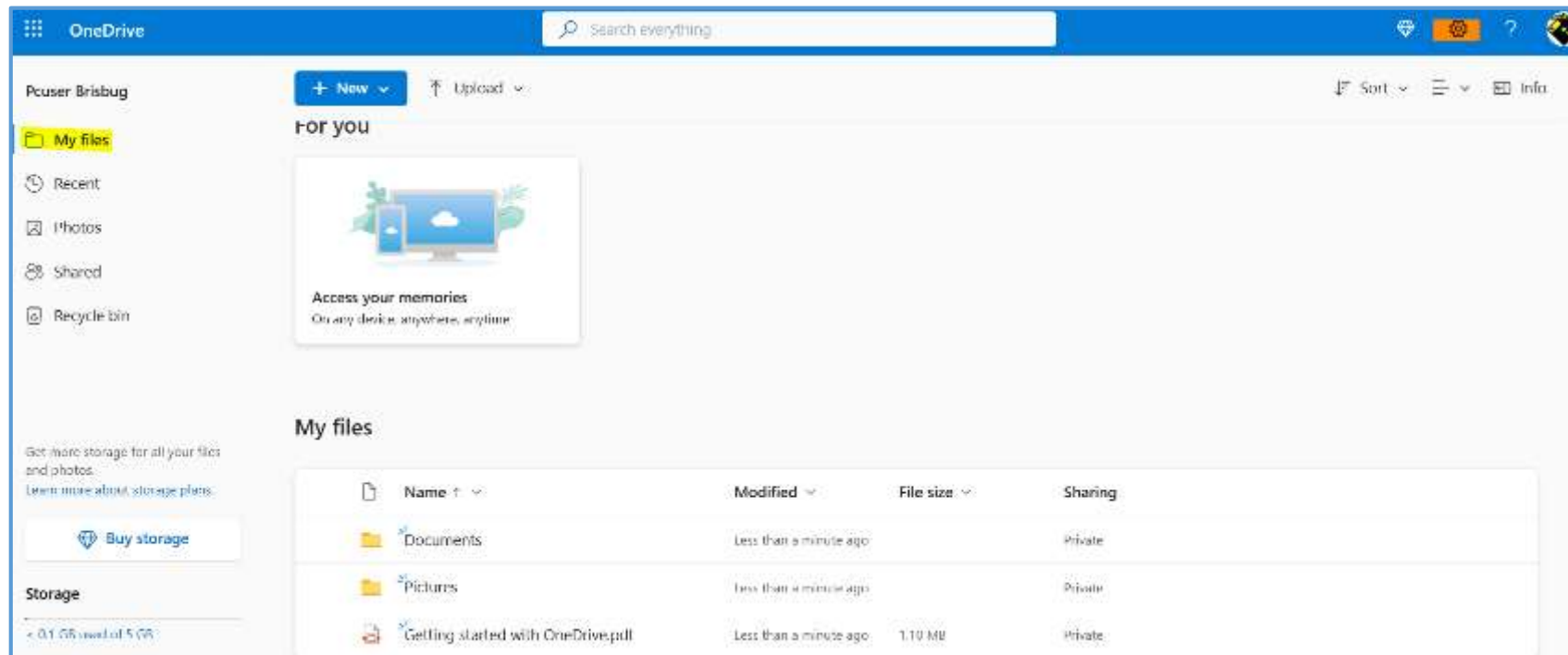
- Be aware that OneDrive will be offered as the “preferred” storage location when saving files.



- In Word you can change that by going to file> options> Save.
- Tick box for “save to Computer by default.
- This will change the setting for all MS Apps.



- You can save and open files from either the File manager on your computer or from online.
- File manage is my main method, online when needing to do some setup of storage or to create files directly using the office apps there.
- This is the online view.



Pcuser Brisbug

- My files
- Recent
- Photos
- Shared
- Recycle bin

Get more storage for all your files and photos.
[Learn more about storage plans.](#)

Buy storage

Storage

< 0.1 GB used of 5 GB

+ New Upload Sort Menu Info

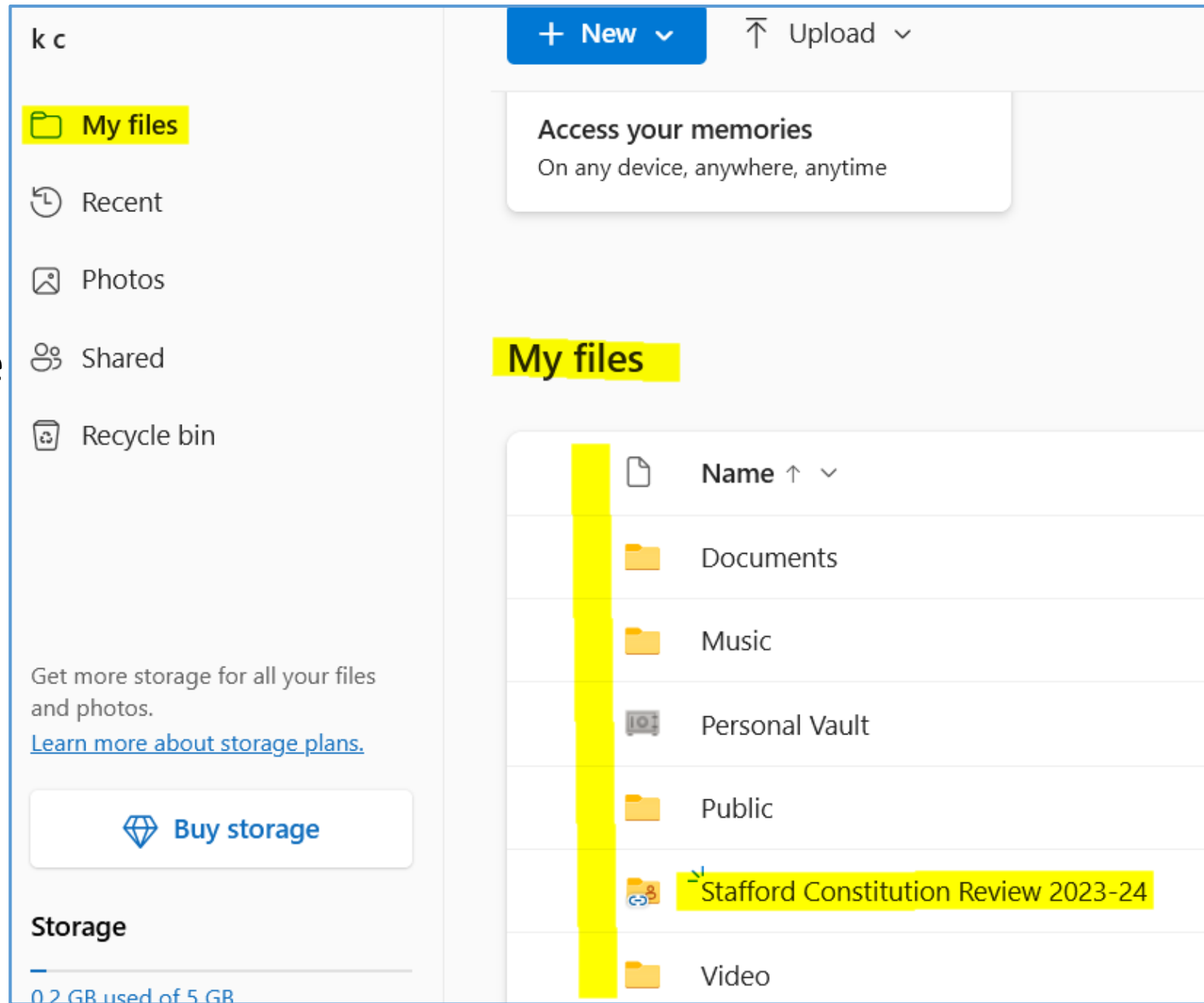
For you

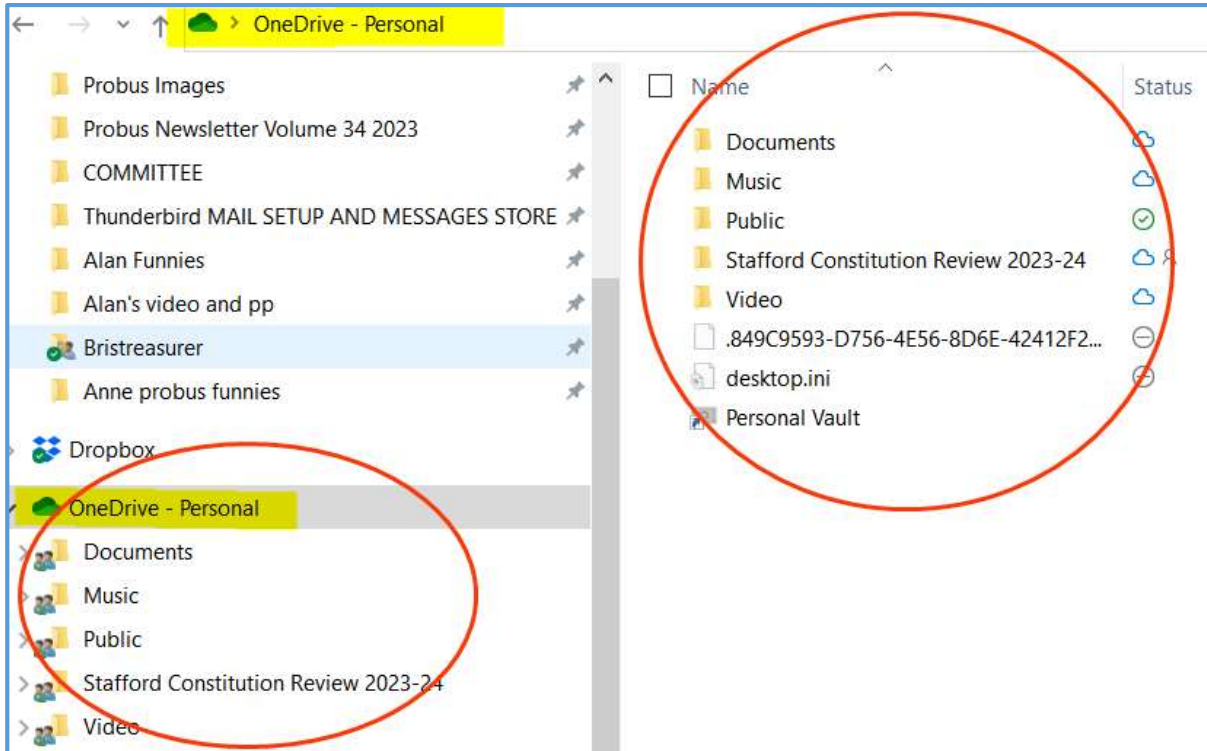
Access your memories
 On any device, anywhere, anytime

My files

Name ↑	Modified	File size	Sharing
Documents	Less than a minute ago		Private
Pictures	Less than a minute ago		Private
Getting started with OneDrive.pdf	Less than a minute ago	1.10 MB	Private

- The main default is My files.
- There are set default items as you see.
- In the right panel are the file you see from File Explorer in Windows.
- The folder Stafford... is a shared folder from another OneDrive.
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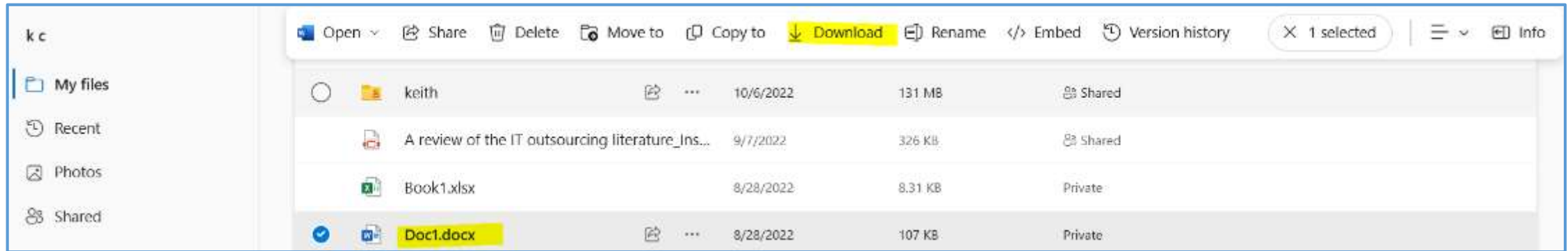
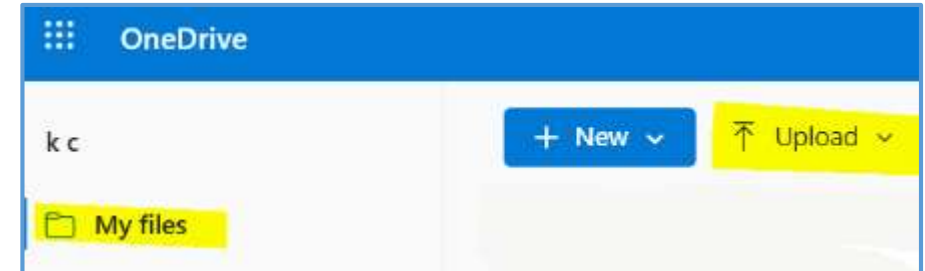
View in File Manager.

Name	Status	Date r
Documents	☁ Online storage	
Music	☁	28/08,
Public	✓ Computer storage	
Stafford Constitution R...	☁ 👤 Shared online	
Video	☁	28/08,
.849C9593-D756-4E56-...	⊖	28/10,
desktop.ini	⊖	3/08/2
Personal Vault		28/10,

Status shows if it is a file /folder stored online or on the computer.

- In this example I have created on the other OneDrive a folder outside My Files to keep the information separate from my personal files.
- That way to share the other data group you would just share that folder.
- Sharing can be a bit tricky but we do that later.
- But it looks like in the later version of One Drive to get the share on to the Windows File Explore you need to use a “add shortcut” option, this will then place a shortcut into My Files and then it will be viewable in File Explorer.
- But this is the tricky bit and I don’t know why Microsoft makes it so “unusable”???

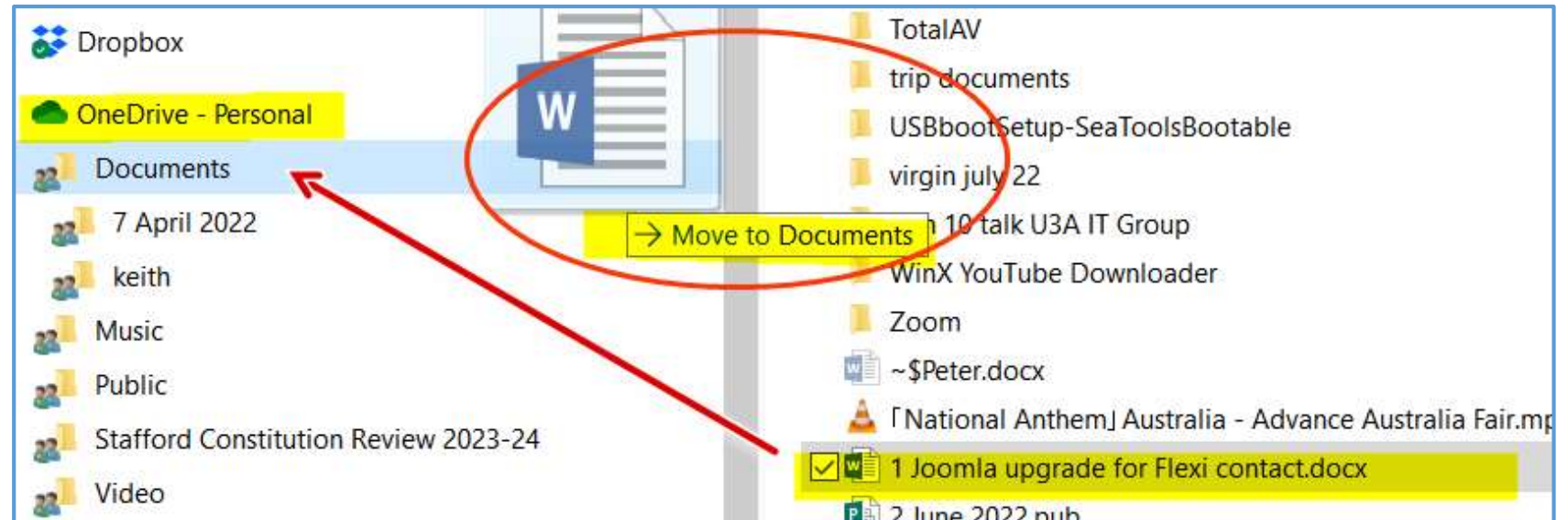
- Putting Data into OneDrive.
- If you allow the default install of OneDrive data will be saved to OneDrive.
- From the online screen you use the upload option to find a file on you computer and bring it online.
- All data saved to online or Synced, will be accessed only online and if you want access offline you will need to download it to your computer.



- Note the option bar it will show as you work, changing depending on what you access.

- Having said that on the previous slide, you can see all the files that are online from File Explorer on your computer, as they sync between the computer and the online storage.
- So, you can store online and work with the files directly from your computer.
- Just be aware that if you delete files online they will be lost.
- If you are to delete files from the online storage and want to keep them you must download them to your computer, first.
- You will get a warning to do it so don't ignore it.
- You will also find that OneDrive will hold the files for a time (30 days) so if you change your mind you can restore them.

- With OneDrive linked to File Manager you can add or change data online from there directly.
- It is simply a copy and past exercise
- Drag and drop the file to be added.
- Change from move to copy using the ctrl key.



- You can also delete files and you can share files and Folders from File Explorer.
- Look for the message that allows you to remove a share from all connected shares. OR you chose to just stop a individual share.

- Manage your storage
- > Options

The screenshot shows the OneDrive 'Options' page. The left sidebar contains the following menu items: Options (highlighted), Manage storage, Plans and upgrades, Office File Formats, Personal Vault, Photos, Notifications, Device backups, Restore your OneDrive, and Search. The main content area is titled 'Storage summary' and displays 'Total used < 0.1 GB / 5 GB' with a 'Get more storage' button. A progress bar shows '1% used' with a legend for 'OneDrive' (blue) and 'Outlook (Attachments)' (yellow). Below the progress bar, it says 'Free up space: Empty recycle bin OneDrive Outlook (Attachments)'. The 'Your current plan(s)' section shows a 'Free' plan with '5 GB' of storage and an 'Upgrade' button.

OneDrive

Search everything

Options

Manage storage

Plans and upgrades

Office File Formats

Personal Vault

Photos

Notifications

Device backups

Restore your OneDrive

Search

Storage summary

Total used

< 0.1 GB / 5 GB

Get more storage

1% used

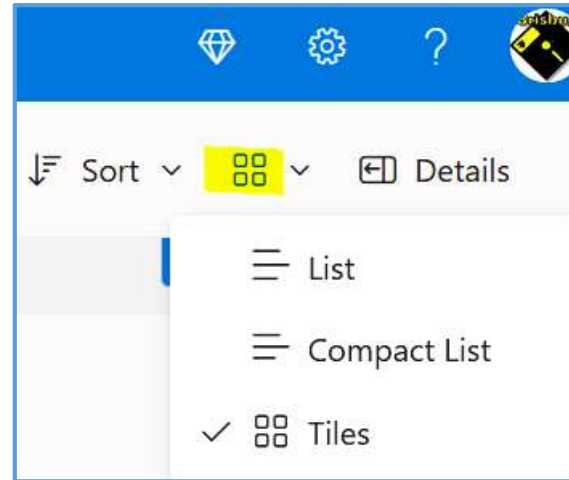
OneDrive Outlook (Attachments)

Free up space: Empty recycle bin OneDrive Outlook (Attachments)

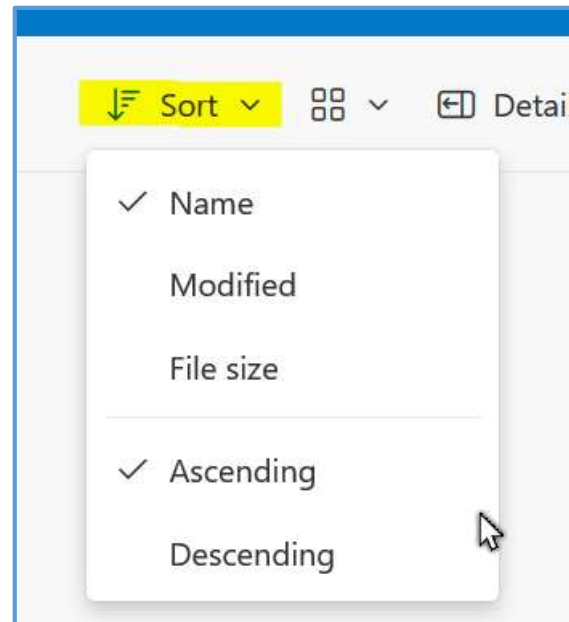
Your current plan(s)

Free	5 GB	Upgrade
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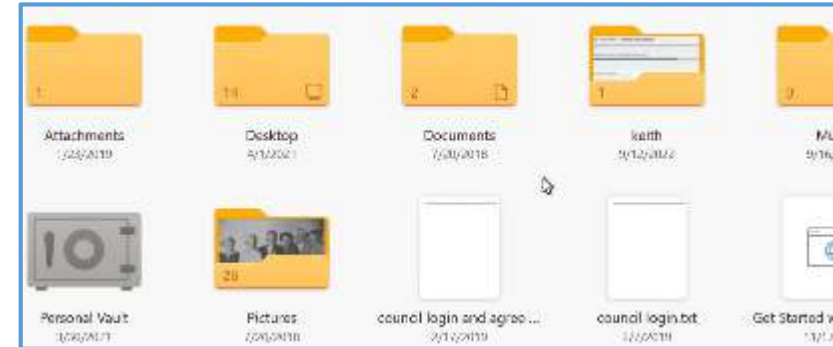
- Chose how your files are viewed and sorted.
- View as a list details or Tiles.



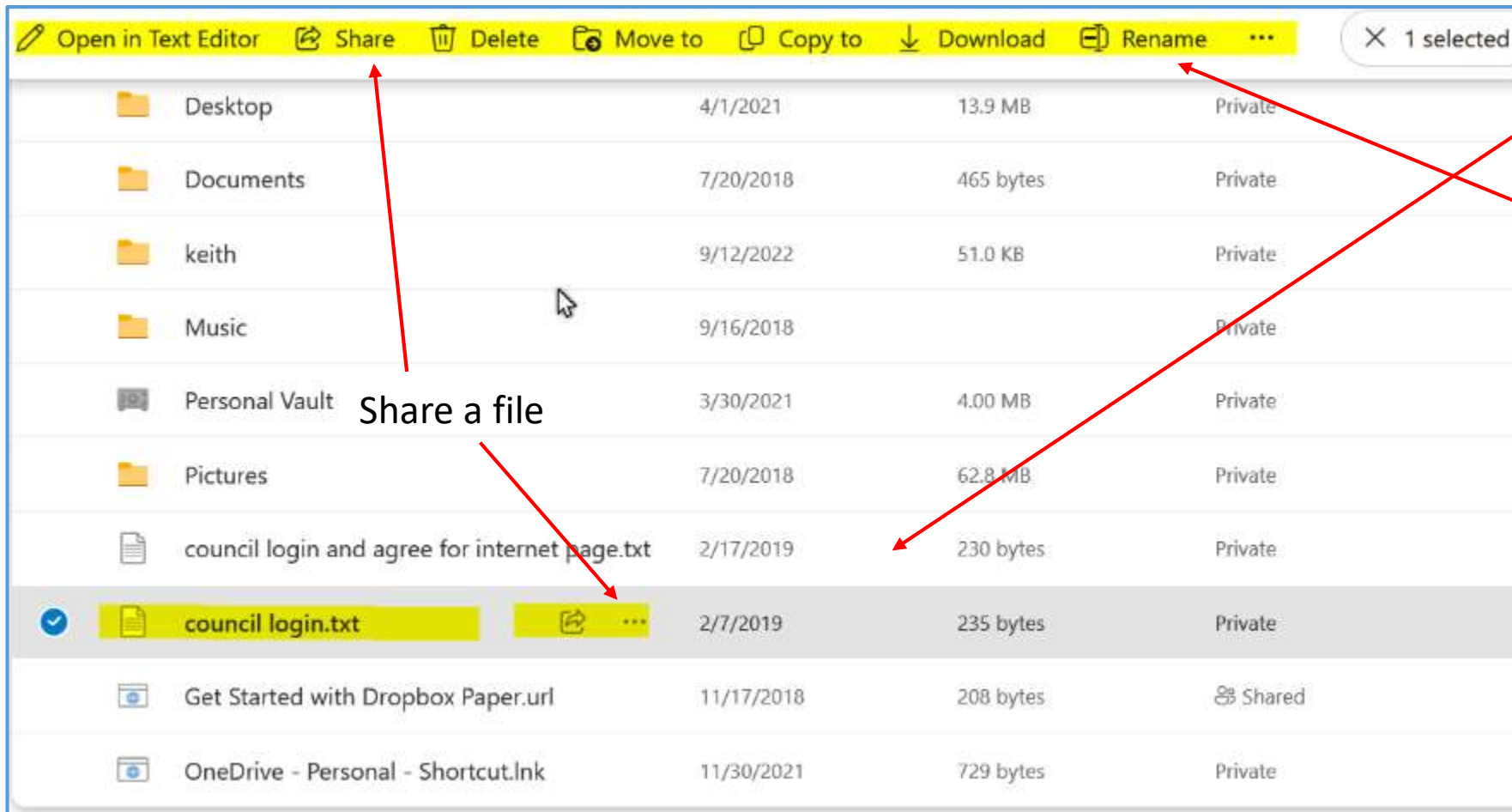
- Sort by name and in ascending or descending order.



Tiles



- Work with files

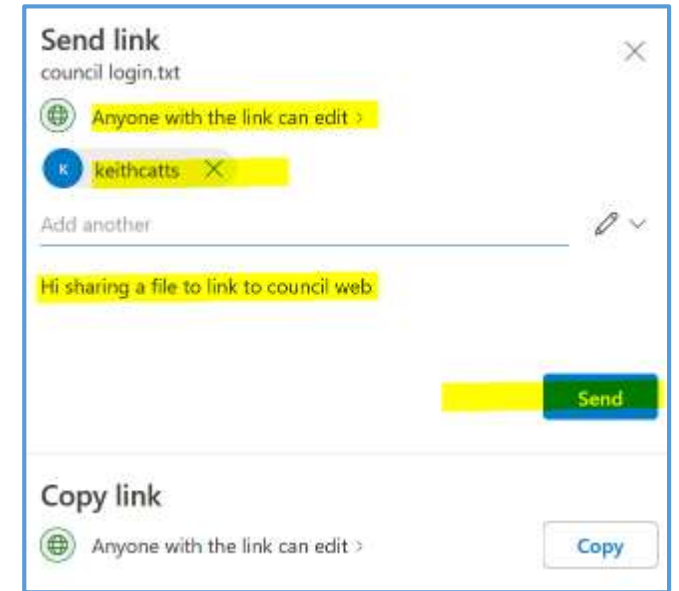


Share a file

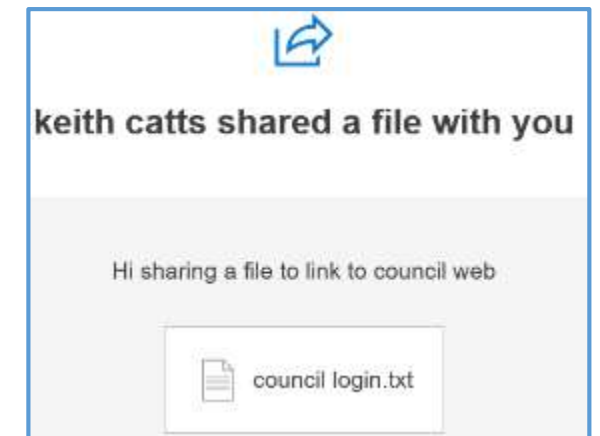
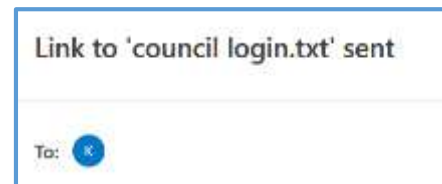
Select a file

A menu opens showing options you can apply.

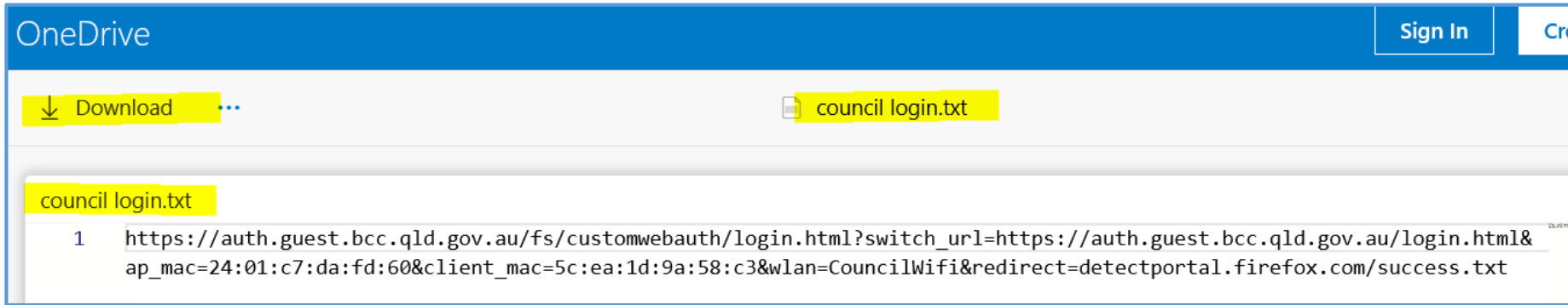
- Sharing a file or folder.
- Click to share
- In the box enter a email to the person to share.
 - It is a link to another OneDrive Account or
 - A link to someone without an account but allowing them to view or down load the file.



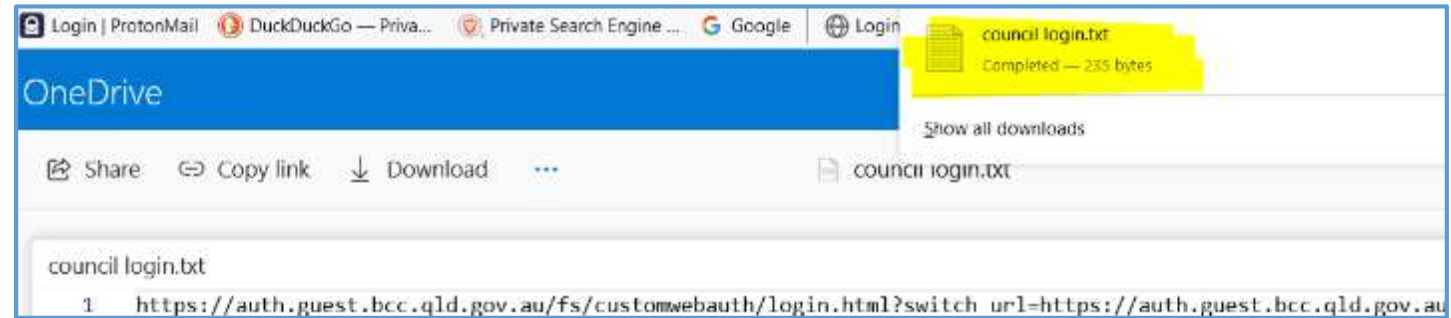
- You can click on anyone can edit to change to read only access.
- Copy link to email the link to someone. An alternate way to advise a share.
- Click Send to share the file.
- Email link.



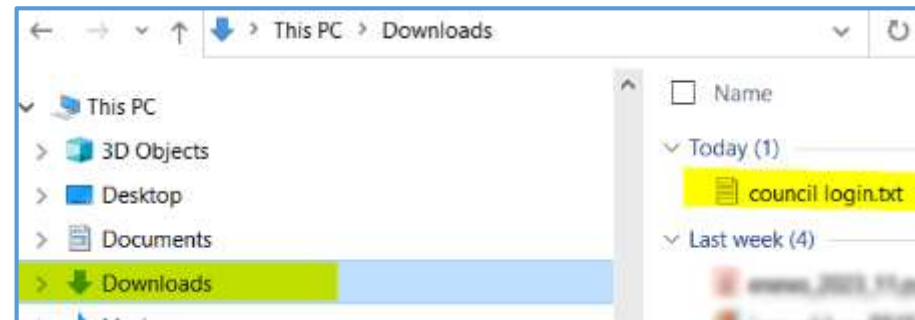
- Click the link and it takes you to OneDrive.
- This shows the file Click the download button.



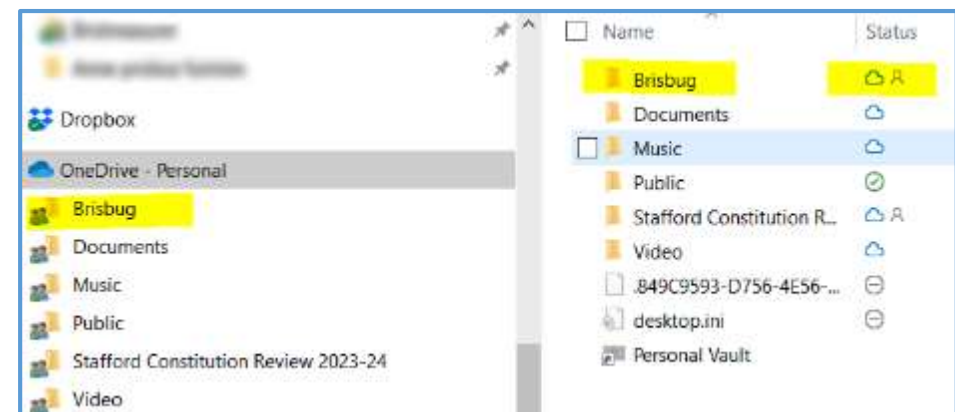
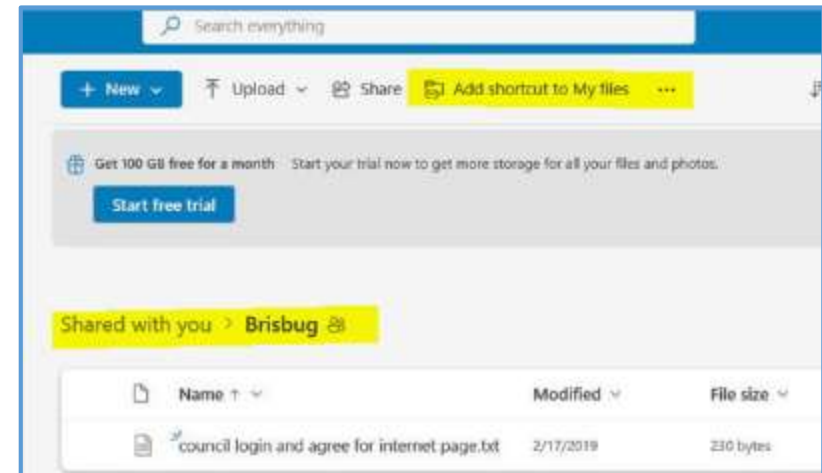
- The file is downloaded to the shared computer.



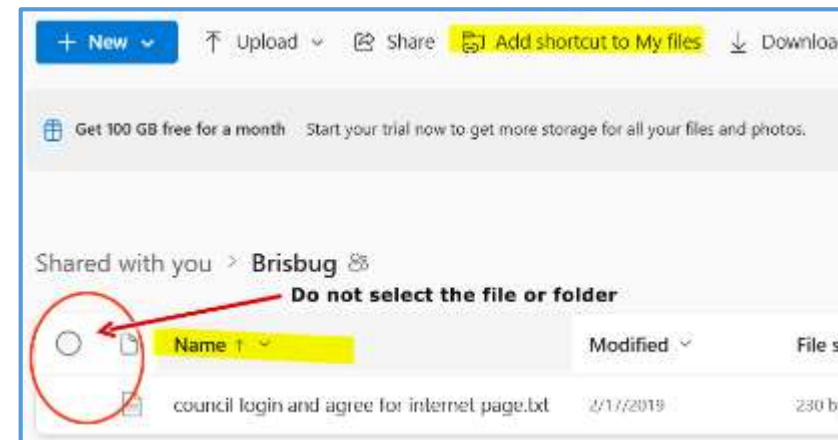
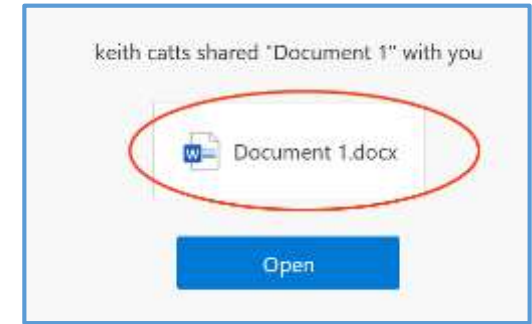
- The downloaded file in the computers downloads folder.



- Share to a OneDrive folder under the OneDrive folder in File Explorer.
- Syncing a folder is not clear.
- Open and log into OneDrive on both computers.
- Do the share from the computer sharing.
- When you receive the link email.
- Click the link in the email.
- Look to the top bar and click on Add shortcut to My files.
- The folder is now showing in the file explorer of the share computer.
- It is now synced so all changes will be shown.



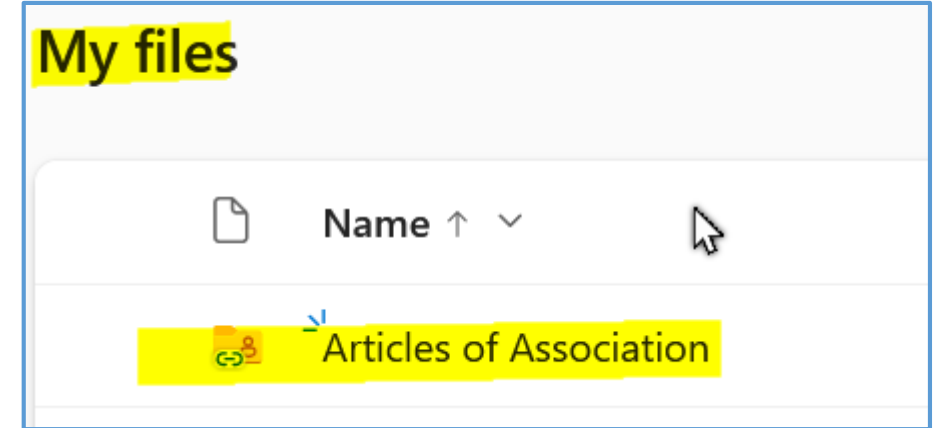
- When sharing to sync folders or files the trick is to :
- Have both computers signed with ID.
- On the computer to accept a share
 - Click the email share item.
 - This will open OneDrive.
 - Do not select the file.
- It will show a screen and on the top line it will have “Add Short to My files”.
- Do not select the shared folder or file, you will lose the add option.
- Click on the “add shortcut to My files”.



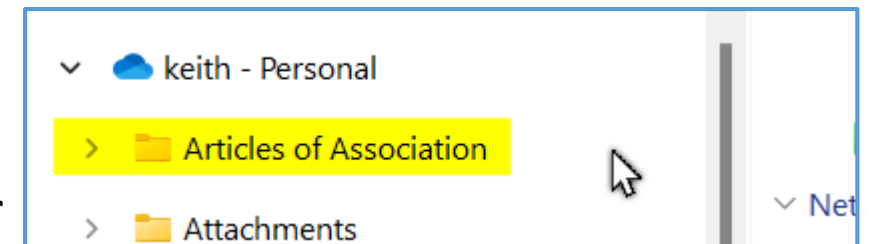
- A pop up will advise 1 file added to My files.
- This is all on the computer be shared to.



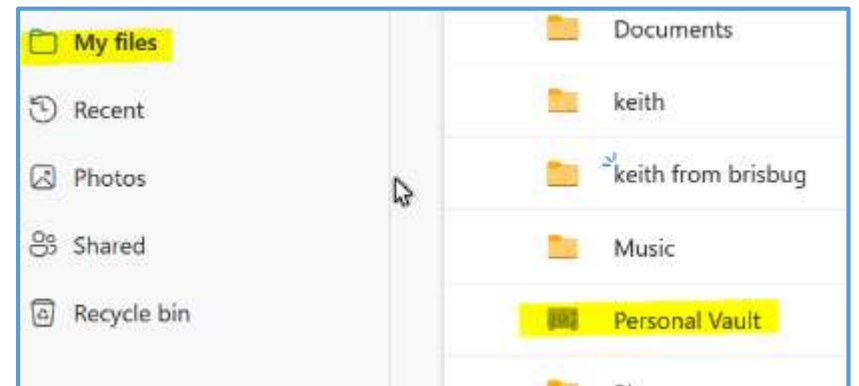
- This adds the file to the My files on the OneDrive of the shared to computer.



- Now check the File explorer on the shared computer.
 - The file / folder is now added.
 - You can now add to the folder from File manager and it will sync with the other sharing computer.

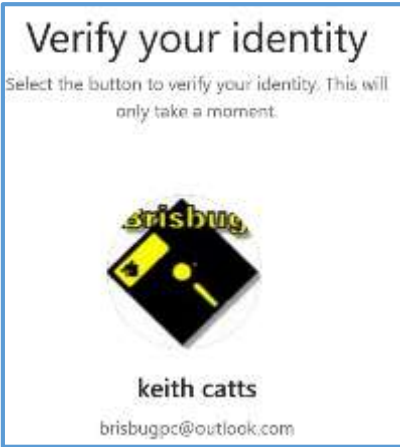
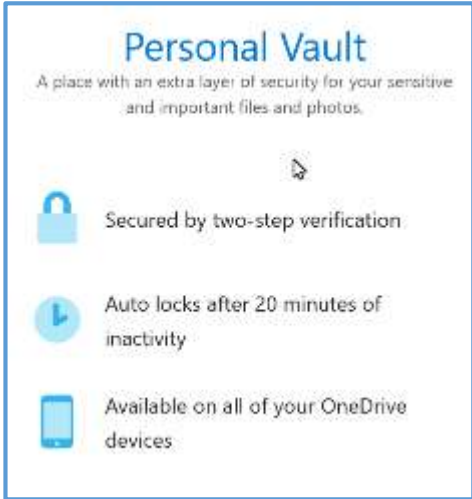
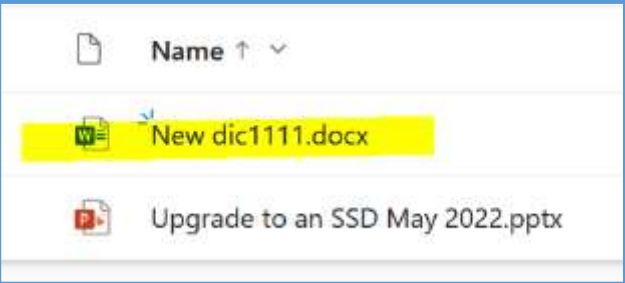


- OneDrive, (all cloud storage do), offers up a secure online storage for the important data you want to secure.
- This is your Personal Vault or “safe” it is encrypted (256 Bit) so offers you a high level of protection.
- With encryption uses a 2F verification to access your Vault.
- You will find the vault in the All Files folder in OneDrive and in File Explorer.
- Access may take longer as the save the data as it is encrypted and then unencrypted when you want to read it.
- You need to determine is online the place to store such data.
- For the personal free it only allows storage for THREE files. Need more you will have to pay.

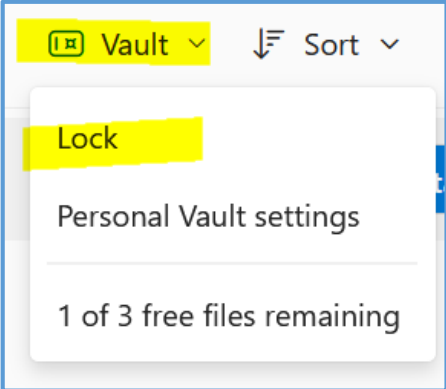


- Click on the vault icon to open it.
- You will need to Verify you identity. Generally a code is sent to you, enter the code to verify.
- Now click the Vault. This is a new file placed in the vault.
- Click the Vault and click select.
- New file in the Vault.

Verification needed.
Verify your identity in the pop up window to continue. Click 'Show pop-up' if you don't see the pop-up.



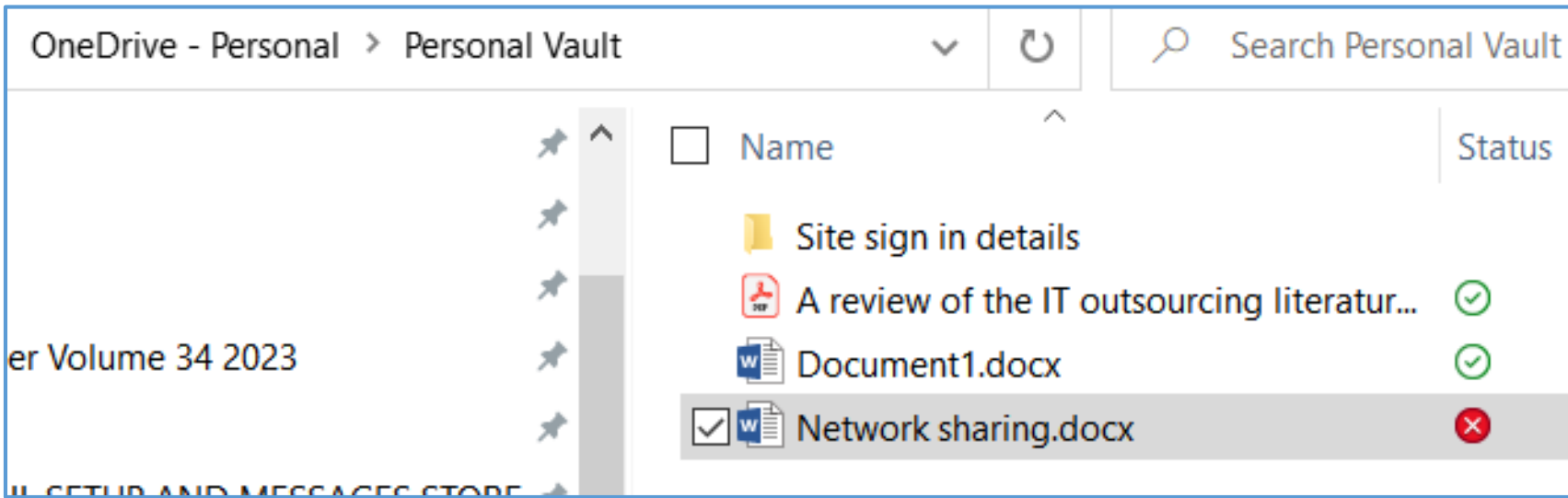
Verification needed.
Verify your identity in the pop up window to continue. Click 'Show pop-up' if you don't see the pop-up.



- Microsoft 365 Family or Personal, you can only add up to three files in your Personal Vault.
- Close the Vault from the menu bar.

- Disabling Personal Vault permanently deletes any files that are in your Personal Vault at the time you disable it. You won't be able to recover these files later.
- In your OneDrive, select Settings: update your profile, install software and connect it to the cloud > Options, and then select Personal Vault from the left navigation.
- Select the **Disable Personal Vault** slider to disable Personal Vault.
- If you're sure you want to disable Personal Vault and delete all files and folders inside Personal Vault, select **Disable**.
- Because disabling Personal Vault deletes your files and you won't be able to restore them, we ask you one more time. If you're sure, select **Disable** again.

- This show the limit of three file has been reached.



- This makes it almost of no use.

