

ONE DRIVE: CHOOSE FOLDERS FOR SYNCING

By default, OneDrive syncs all the folders you place in the OneDrive folder. Moreover, OneDrive enables you to choose what folders you sync on your Windows 10 computer or device. You can choose to sync only a subset of your OneDrive folders so that you don't waste storage space on your existing Windows 10 device.

Here's how to select the folders that OneDrive syncs:

1. On the taskbar, click Show Hidden Icons.
2. Right-click the OneDrive shortcut.
3. In the menu that appears, click Settings. The Microsoft OneDrive window appears.
4. Click the Choose Folders tab and then the button with the same name. You're asked to choose the folders that you want to sync.
5. Select the folders that you want to sync.
6. Click OK twice to close the OneDrive settings.

UNINSTALL ONEDRIVE (IF YOU DON'T USE IT)

If you haven't set up OneDrive, you'll see a pop-up asking you to do so every time you sign in to your PC.

If you don't want to use OneDrive, you can either stop OneDrive from launching at boot or uninstall it from the Start menu. A OneDrive shortcut still appears in File Explorer's sidebar after you uninstall it, but you can remove that by editing your Registry (but it is not worth doing).

USE ONE DRIVE TO SEND LARGE FILES TO FRIENDS

OneDrive is Microsoft's cloud storage solution that comes with your Microsoft Account and is embedded in Windows. With OneDrive, you can synchronize your files and folders across all Windows devices as well as devices using Android or Apple.

The files you store in your OneDrive folder are automatically uploaded to Microsoft's servers and then synchronized across all your devices on which OneDrive is installed and set up.

OneDrive offers 5GB of free storage space for your Microsoft account. You can also purchase more storage or take advantage of offers like the 1TB of storage space available to Office 365 subscribers.

OneDrive is a great application to use for sending large quantities of your photos to another person via email without getting bogged down with limits on uploads and downloads placed on you by your Internet Service Provider.

Access OneDrive

You can start OneDrive and access your files in the cloud several ways. This one works on all Windows devices:

1. Click the Start button.
2. Scroll down the list of apps until you find OneDrive.
3. Click on OneDrive. This action will take you to your OneDrive folder in File Explorer.



Upload Files


Uploading your files to the OneDrive cloud is as easy as copying them to the OneDrive folder on your computer's File Explorer. Here's how:

1. Open File Explorer (Windows + E).
2. Browse to the file that you want to upload to OneDrive.
3. Right-click on the target file and select **copy** from the dropdown menu.
4. Move to the Navigation pane on the left side of the File Explorer window and right-click on OneDrive.
5. From the menu that opens, click on **paste**.
6. The folder or file that you paste to the OneDrive folder will automatically make its way to the OneDrive cloud storage (OneDrive.com) reserved for your Microsoft Account.

STAY IN SYNC

File Explorer icons show you the sync status of your offline folders and files.

-  This folder and its contents is in sync with online version.
-  This folder and its contents is in the process of getting in sync.

-  This folder and its contents is out of sync. To find out why, go to the right side of the taskbar, select the **Show hidden icons** arrow, and then right-click on the **OneDrive** cloud symbol and then select **View sync problems**.

VIEW A FILE OR FOLDER ON ONEDRIVE.COM

If you want to view the contents of a file or folder on the OneDrive **website** instead of viewing it locally, you can do so.

Follow these steps:

1. Open a browser.
2. Search for **onedrive.com**.
3. If you are not signed on to your Microsoft account, you will need to do so to access your OneDrive account. Note that others cannot access your OneDrive account without knowing both your personal Microsoft Account's username and password.

Share a Onedrive Link

To share a file or folder with someone, you can generate a sharing link on OneDrive. OneDrive automatically generates this link and stores it on the Clipboard. You can paste it anywhere you want; for example, in an email message. If you share a file, anyone who receives the link can edit that file; if you share a folder, anyone who receives the link can view the contents of that folder.

Here's how to quickly generate a sharing link on OneDrive and share it with others:

1. From within File Explorer, open OneDrive.
2. Browse to the OneDrive file or folder that you want to share.
3. Right-click the file or folder you want to share.
4. In the menu that appears, click Share a OneDrive link. A notification appears showing that the link is ready to paste.
5. Open the email app where you want to use this link.
6. Paste the link into that email and send the link to the intended person.

SHARE LARGE FILES WITH FRIENDS

OneDrive is Microsoft's cloud storage solution that comes with your Microsoft Account and is embedded in Windows 10. With OneDrive, you can synchronize your files and folders across all Windows devices as well as devices using Android or Apple.

The files you store in your OneDrive folder are automatically uploaded to Microsoft's servers and then synchronized across all your devices on which OneDrive is installed and set up.

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ACCESS ONEDRIVE

You can start OneDrive and access your files in the cloud several ways. This one works on all Windows 10 devices:

1. Click the Start button.
2. Scroll down the list of apps until you find those starting with the letter O.
3. Find and click on OneDrive. This action will take you to your OneDrive folder in File Explorer.

UPLOAD FILES

Uploading your files to the OneDrive cloud is as easy as copying them to the OneDrive folder on your computer's File Explorer. Here's how:

1. Open File Explorer (Windows + E).
2. Browse to the file that you want to upload to OneDrive.
3. Right-click on the target file and select **copy** from the dropdown menu.
4. Move to the Navigation pane on the left side of the File Explorer window and right-click on OneDrive.
5. From the menu that opens, click on **paste**.
6. The folder or file that you paste to the OneDrive folder will automatically make its way to the OneDrive cloud storage (OneDrive.com) reserved for your Microsoft Account.

VIEW A FILE OR FOLDER ON ONEDRIVE.COM

If you want to view the contents of a file or folder on the OneDrive **website** instead of viewing it locally, you can do so.

Follow these steps:

1. Open a browser.
2. Access your favorite search engine.
3. Search for **onedrive.com**.
4. If you are not signed on to your Microsoft account, you will need to do so to access your OneDrive account. Note that others cannot access your OneDrive account without knowing both your personal Microsoft Account's username and password.

SHARE A ONEDRIVE LINK

To share a file or folder with someone, you can generate a sharing link on OneDrive. OneDrive automatically generates this link and stores it on the Clipboard. You can paste it anywhere you want; for example, in an email message. If you share a file, anyone who receives the link can edit that file; if you share a folder, anyone who receives the link can view the contents of that folder.

Here's how to quickly generate a sharing link on OneDrive and share it with others:

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2. Browse to the OneDrive file or folder that you want to share.
3. Right-click the file or folder you want to share.
4. In the menu that appears, click Share a OneDrive link. A notification appears showing that the link is ready to paste.
5. Open the email app where you want to use this link.
6. Paste the link into that app and send the link to the intended person.

ADD A FILE TO ONEDRIVE

If you are using your Microsoft account, then as part of that account you get a free online storage area called OneDrive. You can use the special OneDrive folder on your PC to move or copy any of your files to your OneDrive. This is useful if you are going to be away from your computer but still require access to a file. Because the

OneDrive is accessible anywhere you have web access, you can view and work with your file without using your computer.

How to move a file to OneDrive

1. From File Explorer, open the folder that contains the file you want to move.
2. Drag the target file to the OneDrive folder.
3. As you drag, if you hover the file over OneDrive, File Explorer expands OneDrive to let you see your other OneDrive folders.
4. Drop the file on the OneDrive nested folder you want to use.
5. File Explorer moves the file to the OneDrive folder.

How to copy a file to OneDrive

1. From File Explorer, open the folder that contains the file you want to copy.
2. Press and hold and then drag the file to the OneDrive folder.
3. If needed, hover the file over OneDrive to see your nested OneDrive folders.
4. Drop the file on the OneDrive nested folder you want to use.
5. File Explorer copies the file to the OneDrive folder. The target file will appear at both locations.

HOW DO YOU ACCESS YOUR ONEDRIVE ONLINE?

You need to open Microsoft Edge and navigate to the OneDrive online site, <http://onedrive.live.com>. After you are logged in to your OneDrive, you can use it to create new folders, rename files, delete files, and more.

How can you create new documents while online to your OneDrive account?

As part of your on-line OneDrive account, Microsoft gives you access to the Office Web Apps, which are scaled-down, online versions of the Microsoft Office applications.

To create a file using one of these programs, navigate to your online OneDrive, click New, and then click Word document, Excel workbook, PowerPoint presentation, OneNote notebook, Excel survey, or Plain text document.

ONEDRIVE: MICROSOFT'S CLOUD STORAGE SOLUTION

Computer users have been limited in the way in which they can access files on separate systems. Traditionally, users store their files on a local hard drive (such as the C: drive). To use those files on a different computer, that computer must have a network connection to the user's network drive, or the user must transfer files using a removable drive such as a flash drive.

OneDrive is Microsoft's cloud storage solution. It's similar to products like Google Drive or Dropbox and is embedded in Windows 10. With OneDrive, you can synchronize your files and folders across all Windows devices as well as devices using Android or iOS. The files you store in your OneDrive folder are automatically uploaded to Microsoft's servers and then synchronized across all your devices on which OneDrive is installed and set up.

OneDrive offers 5GB of free storage space for every Microsoft account. You can also purchase more storage or take advantage of offers like the 1TB of storage space available to Office 365 subscribers.

In this chapter, you will find out how to use the OneDrive app that's bundled with Windows 10, which includes tasks such as uploading files, choosing which folders to synchronize, sharing files and folders with others, and obtaining your files remotely.

ACCESS ONEDRIVE

You can start OneDrive and access your files in the cloud several ways. This one works on all Windows 10 devices:

1. Click the Start button.
2. Scroll down the list of apps until you find those starting with the letter O.
3. Find and click on OneDrive.

ADDING FILES TO ONEDRIVE

Uploading your files to OneDrive is as easy as copying/pasting them to the OneDrive folder. Here's how:

1. Open File Explorer (Windows + E).
2. Browse to the file that you want to upload to OneDrive.
3. Right-click on the target file and select **copy** from the dropdown menu.
4. Move to the Navigation pane on the left side of the File Explorer window and right-click on OneDrive.

5. From the menu that opens, click on **paste**.

VIEW A FILE OR FOLDER ON ONEDRIVE.COM (THE CLOUD)

If you want to view the contents of a file or folder on the OneDrive website instead of viewing it locally, you can do so.

Follow these steps:

1. Open a browser. (It does not have to be Microsoft Edge or Internet Explorer.)
2. Access your favorite search engine.
3. Search for **onedrive.com**.
4. If you are not signed on to your Microsoft account, you will need to do so to access your OneDrive account.

SHARE A ONEDRIVE LINK

To share a file or folder with someone, you can generate a sharing link on OneDrive. OneDrive automatically generates this link and stores it on the Clipboard. You can paste it anywhere you want; for example, in an email message. If you share a file, anyone who receives the link can edit that file; if you share a folder, anyone who receives the link can view that folder.

Here's how to quickly generate a sharing link on OneDrive and share it with others:

1. Open OneDrive.
2. Browse to the OneDrive file or folder that you want to share.
3. Right-click the file or folder you want to share.
4. In the menu that appears, click Share a OneDrive link. A notification appears showing that the link is ready to paste.
5. Open the email app where you want to use this link.
6. Paste the link into that app and send the link to the intended person.

UNDERSTANDING THE CLOUD

With cloud technology, the user only needs access to the Internet in order to work on files. Microsoft OneDrive is Microsoft's cloud-based technology that provides access to users' files from any location at any time. The advantage with cloud technologies

is that you aren't limited to a removable drive strategy. Storing files in the cloud also provides a more flexible way for users to share files with other users.

As with most systems, cloud-based systems have some disadvantages. First, you must have an Internet connection to access files. Also, your files may be subject to terms and conditions imposed by the cloud company that gives it rights to read and access your files. Currently, Microsoft OneDrive does not indicate that it has those rights, but you should be aware of that possibility as you decide to store your photos, documents, videos, and other items in the cloud.

Microsoft has a vision that every user should have access to his or her files anytime and anywhere he or she wants them (with Internet connectivity, of course). In addition, the device you use to access your files should be irrelevant. For example, users should be able to access files using a personal computer, a tablet, a smartphone, or a laptop.

To effectively use the OneDrive app, you must be signed in to your Microsoft account. Signing into your computer with a local account will only let you use the OneDrive app to browse your PC. You won't be able to access your files unless you also log in to **OneDrive.com** (using your Microsoft account, of course).

If you have an Apple iPad or iPod Touch, consider downloading the free OneDrive app from the Apple iTunes Store. The OneDrive app enables you to view your OneDrive files, delete them, move them to different folders, add folders, send photos or videos to OneDrive, and open files (if you have a support app for that file type).

ADDING FILES TO ONEDRIVE

One of the tasks that you can perform with OneDrive in File Explorer is to add files to your OneDrive folders. You can add files from your computer to OneDrive by using the following steps:

1. In File Explorer, navigate to your folders and select a file or a collection of files. Right-click the files and choose Copy.
2. Click the OneDrive folder icon in the left pane of the File Explorer window.
3. Right-click and choose Paste to paste the files into your OneDrive.

UPLOADING THE FILES BEYOND THE DESKTOP TO THE CLOUD

OneDrive uploads the files to your OneDrive account online and displays those files in your OneDrive folder on the Internet.

WORKING IN THE CLOUD

One of the most powerful uses of OneDrive is the capability to share files with other users. For example, you can choose to share files from OneDrive to other OneDrive account users or with those who do not have a OneDrive account. The following steps show you how to share files using OneDrive:

1. Open OneDrive in File Explorer to the file you want to share.
2. Right-click the target file to display its shortcut menu.
3. Click Share a OneDrive Link. A message appears above the taskbar indicating that a new link to the OneDrive file has been sent to your Windows Clipboard.
4. Open your e-mail application. You will use e-mail to share the new link to other people who you want to access your shared OneDrive file.
5. Enter the e-mail address of the recipient of the file.
6. Right-click and choose Paste in the body of the e-mail message to paste the shared OneDrive link in the e-mail message.
7. Click the Send button. Upon receipt of the message, the recipient simply clicks the link and has access to your shared file.

ONEDRIVE: MICROSOFT'S CLOUD STORAGE SOLUTION

OneDrive is Microsoft's cloud storage solution. It's similar to products like Google Drive or Dropbox and is embedded in Windows 10. With OneDrive, you can synchronize your files and folders across all Windows devices as well as devices using Android or iOS. The files you store in your OneDrive folder are automatically uploaded to Microsoft's servers and then synchronized across all your devices on which OneDrive is installed and set up.

OneDrive offers 5GB of free storage space for every Microsoft account. You can also purchase more storage or take advantage of offers like the 1TB of storage space available to Office 365 subscribers.

The OneDrive app is bundled with Windows 10, which includes tasks such as uploading files, choosing which folders to synchronize, sharing files and folders with others, and accessing your files remotely.

Access Onedrive

You can start OneDrive and access your files in the cloud several ways. This one works on all Windows 10 devices:

1. Click the Start button to open the Start Menu.
2. Click All Apps.
3. Scroll down the list of apps until you find those starting with the letter O.
4. Find and click the OneDrive shortcut.

Upload Files

Uploading your files to OneDrive is as easy as copying them to the OneDrive folder. Here's what you do:

1. Click the File Explorer icon on the taskbar.
2. Browse to the file that you want to upload to OneDrive.
3. Select the file and then click the Home tab on the Ribbon.
4. In the Clipboard section, click the Copy button.
5. In the Navigation pane on the left side of the File Explorer window, click the OneDrive shortcut.
6. Navigate to the folder where you want to upload the selected file to OneDrive.
7. Click the Home tab and then click the Paste button in the Clipboard section.

Choose Folders for Syncing

By default, OneDrive syncs all the folders you place in the OneDrive folder. Moreover, OneDrive enables you to choose what folders you sync on your Windows 10 computer or device. You can choose to sync only a subset of your OneDrive folders so that you don't waste storage space on your existing Windows 10 device.

Here's how to select the folders that OneDrive syncs:

1. On the taskbar, click Show Hidden Icons.
2. Right-click the OneDrive shortcut.
3. In the menu that appears, click Settings. The Microsoft OneDrive window appears.

4. Click the Choose Folders tab and then the button with the same name. You're asked to choose the folders that you want to sync.
5. Select the folders that you want to sync.
6. Click OK twice to close the OneDrive settings.

View a File or Folder on Onedrive.Com

If you want to view the contents of a file or folder on the OneDrive website instead of viewing it locally, you can do so.

Follow these steps:

1. Open OneDrive.
2. Browse to the OneDrive file or folder that you want to view on the OneDrive website.
3. Right-click the file or folder you want. The right-click menu appears.
4. Click *View on OneDrive.com*. The item loads into your default web browser. The options available on OneDrive.com for the selected item depend on whether it's a file or folder.

Share a Onedrive Link

To share a file or folder with someone, you generate a sharing link on OneDrive. OneDrive automatically generates this link and stores it on the Clipboard. You can paste it anywhere you want; for example, in an email message, in a chat window on Skype, or on your favorite web browser. If you share a file, anyone who receives the link can edit that file; if you share a folder, anyone who receives the link can view that folder.

Here's how to quickly generate a sharing link on OneDrive and share it with others:

1. Open OneDrive.
2. Browse to the OneDrive file or folder that you want to share.
3. Right-click the file or folder you want to share. The right-click menu appears.
4. In the menu that appears, click Share a OneDrive link. A notification appears showing that the link is ready to paste.
5. Open the app where you want to use this link.
6. Paste the link into that app and send the link to the intended person.

Share Files and Folders and Customize Permissions

If you want more control over how you share a file or folder via OneDrive, you can use the OneDrive website to invite one or more people to the shared item. In addition, you can set their permissions (view or edit) and select whether they need to sign in with a Microsoft account before accessing your shared item.

Here's how to use OneDrive's more advanced sharing options:

1. Open OneDrive.
2. Browse to the OneDrive file or folder that you want to share.
3. Right-click the file or folder that you want to share. The right-click menu appears.
4. In the menu that appears, click More OneDrive Sharing Options. The OneDrive website is loaded into your favorite web browser.
5. Type the email address of the intended person and then type your message.
6. Click Recipients Can Edit.
7. Click Share. The selected item is shared.
8. Click Close.

Manually Force Your Files to Sync

You can force OneDrive to synchronize your files right away without waiting for it to discover your new files. To force OneDrive to manually sync your files, follow these steps:

1. On the taskbar, near the right side, click Show Hidden Icons.
2. Right-click the OneDrive shortcut. The right-click menu appears.
3. In the menu that appears, click Exit. Microsoft OneDrive is now closed.
4. Start OneDrive. When OneDrive starts, it automatically checks for newly added files and uploads them.

Enable Fetch

OneDrive's remote Fetch files feature allows you to remotely access any file from your Windows 10 computer, as long as the file is synced with OneDrive and this feature is enabled.

Here's how to enable Fetch in OneDrive on Windows 10:

1. On the taskbar, click Show Hidden Icons.
2. Right-click the OneDrive shortcut. The right-click menu appears.
3. In the menu that appears, click Settings. The Microsoft OneDrive window appears.
4. Click the Settings tab and find the General section.
5. In that section, select Let Me Use OneDrive to Fetch Any of My Files on This PC
6. Click OK.

Fetch Your Files Remotely

If you want to Fetch your files remotely when you don't have access to one of your Windows 10 computers, you can use OneDrive to access them. In order to remotely Fetch files from another computer, you must have enabled Fetch on the Windows computer whose files you want to access remotely.

Follow these steps to Fetch your files:

1. Open a web browser.
2. Navigate to the *<https://onedrive.live.com>* website.
3. Sign in with your Microsoft account.
4. Click the burger button (three stacked lines, like a burger on a bun), at the top-left corner of OneDrive website.
5. In the PCs section, click the computer that you want to access remotely. Its files and folders are shown in a separate browser tab.
6. Navigate to where the file that you want is located.
7. Select the file that you want to download remotely.
8. Click Download. The Save As window appears.
9. In the Save As window, select the folder where you want to download the file.
10. Click Save. The file is now downloaded to your computer and you can use it once the download is finished.
11. Sign out from the OneDrive website.

Increase Your Onedrive Storage

If you don't have enough storage space left on OneDrive and want to increase the space, you can purchase an extension plan. Purchasing an extension plan requires

adding your payment details to your Microsoft account. You can use a credit card, a debit card, or a PayPal account.

Follow these steps to increase OneDrive storage:

1. On the taskbar, click Show Hidden Icons.
2. Right-click the OneDrive shortcut. The right-click menu appears.
3. In the right-click menu, click Manage Storage. The OneDrive website is loaded into your main web browser. Several storage related options are shown.
4. Click Buy More Storage.
5. Select the plan that you want to buy.
6. Click Confirm to verify that you want to purchase the selected plan.
7. Once the purchase of the new plan is confirmed, close your web browser.

Accelerate Uploads

If you aren't satisfied with OneDrive's uploading speed, you can set it so that it uploads faster. Here's how:

1. On the taskbar, click Show Hidden Icons.
2. Right-click the OneDrive shortcut. The right-click menu appears.
3. In the right-click menu, click Settings. The Microsoft OneDrive window appears.
4. Click the Performance tab.
5. Under this tab, select Improve Upload Speed by Uploading Files in Batches.
6. Click OK. If you still aren't satisfied with the speed of your OneDrive uploads, you may also want to try closing some of the programs that use your Internet connection, and free up some of your bandwidth that way.

Stop Onedrive from Starting Automatically

If you don't plan to use OneDrive regularly, you can stop it from running automatically each time you start and sign into Windows 10.

Follow these steps:

1. On the taskbar, (located near the right side) click Show Hidden Icons.
2. Right-click the OneDrive shortcut. The right-click menu appears.
3. In the right-click menu, click Settings. The Microsoft OneDrive window appears.

4. In the Settings tab, find the General section.
5. Select Start OneDrive Automatically When I Sign In To Windows
6. Click OK.

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1. Click the Start button to open the Start Menu.
2. Click All Apps.
3. Scroll down the list of apps until you find those starting with the letter O.
4. Find and click the OneDrive shortcut.

Upload Files

Uploading your files to OneDrive is as easy as copying them to the OneDrive folder. Here's what you do:

1. Click the File Explorer icon on the taskbar (Windows + E).
2. Browse to the target file that you want to upload to OneDrive.
3. Right-click on the target file and select **copy**.

4. In the Navigation pane on the left side of the File Explorer window, right-click on the OneDrive shortcut and select **paste**.

Choose Folders for Syncing

By default, OneDrive syncs all the folders you place in the OneDrive folder. Moreover, OneDrive enables you to choose what folders you sync on your computer or device. You can choose to sync only a subset of your OneDrive folders so that you don't waste storage space on your existing Windows device.

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5. Select the folders that you want to sync.
6. Click OK twice to close the OneDrive settings.

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3. Right-click the file or folder you want. The right-click menu appears.
4. Click View on OneDrive.com. The item loads into your default web browser. The options available on OneDrive.com for the selected item depend on whether it's a file or folder.

Share A Onedrive Link

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paste it anywhere you want; for example, in an email message, in a chat window on Skype, or on your favorite web browser. If you share a file, anyone who receives the link can edit that file; if you share a folder, anyone who receives the link can view that folder.

Here's how to quickly generate a sharing link on OneDrive and share it with others:

1. Open OneDrive.
2. Browse to the OneDrive file or folder that you want to share.
3. Right-click the file or folder you want to share. The right-click menu appears.
4. In the menu that appears, click Share a OneDrive link. A notification appears showing that the link is ready to paste.
5. Open the app where you want to use this link.
6. Paste the link into that app and send the link to the intended person.

Share Files And Folders And Customize Permissions

If you want more control over how you share a file or folder via OneDrive, you can use the OneDrive website to invite one or more people to the shared item. In addition, you can set their permissions (view or edit) and select whether they need to sign in with a Microsoft account before accessing your shared item.

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1. Open OneDrive.
2. Browse to the OneDrive file or folder that you want to share.
3. Right-click the file or folder that you want to share. The right-click menu appears.
4. In the menu that appears, click More OneDrive Sharing Options. The OneDrive website is loaded into your favorite web browser.
5. Type the email address of the intended person and then type your message.
6. Click Recipients Can Edit.
7. Click Share. The selected item is shared.
8. Click Close.

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2. Right-click the OneDrive shortcut. The right-click menu appears.
3. In the menu that appears, click Exit. Microsoft OneDrive is now closed.
4. Start OneDrive. When OneDrive starts, it automatically checks for newly added files and uploads them.

Enable Fetch

OneDrive's remote Fetch files feature allows you to remotely access any file from your Windows 10 computer, as long as the file is synced with OneDrive and this feature is enabled. Microsoft removed this feature from Windows 8. But it's back in Windows 10.

Here's how to enable Fetch in OneDrive on Windows 10:

1. On the taskbar, click Show Hidden Icons.
2. Right-click the OneDrive shortcut. The right-click menu appears.
3. In the menu that appears, click Settings. The Microsoft OneDrive window appears.
4. Click the Settings tab and find the General section.
5. In that section, select Let Me Use OneDrive to Fetch Any of My Files on This PC
6. Click OK.

Fetch Your Files Remotely

If you want to Fetch your files remotely when you don't have access to one of your Windows 10 computers, you can use OneDrive to access them. In order to remotely Fetch files from another computer, you must have enabled Fetch on the Windows computer whose files you want to access remotely.

Follow these steps to Fetch your files:

1. Open a web browser.
2. Navigate to the <https://onedrive.live.com> website.
3. Sign in with your Microsoft account.

4. Click the burger button (three stacked lines, like a burger on a bun), at the top-left corner of OneDrive website.
5. In the PCs section, click the computer that you want to access remotely. Its files and folders are shown in a separate browser tab.
6. Navigate to where the file that you want is located.
7. Select the file that you want to download remotely.
8. Click Download. The Save As window appears.
9. In the Save As window, select the folder where you want to download the file.
10. Click Save. The file is now downloaded to your computer and you can use it once the download is finished.
11. Sign out from the OneDrive website.

Increase Your Onedrive Storage

If you don't have enough storage space left on OneDrive and want to increase the space, you can purchase an extension plan. Purchasing an extension plan requires adding your payment details to your Microsoft account. You can use a credit card, a debit card, or a PayPal account.

Follow these steps to increase OneDrive storage:

1. On the taskbar, click Show Hidden Icons.
2. Right-click the OneDrive shortcut. The right-click menu appears.
3. In the right-click menu, click Manage Storage. The OneDrive website is loaded into your main web browser. Several storage related options are shown.
4. Click Buy More Storage.
5. Select the plan that you want to buy.
6. Click Confirm to verify that you want to purchase the selected plan.
7. Once the purchase of the new plan is confirmed, close your web browser.

Accelerate Uploads

If you aren't satisfied with OneDrive's uploading speed, you can set it so that it uploads faster. Here's how:

1. On the taskbar, click Show Hidden Icons.
2. Right-click the OneDrive shortcut. The right-click menu appears.
3. In the right-click menu, click Settings. The Microsoft OneDrive window appears.

4. Click the Performance tab.
5. Under this tab, select Improve Upload Speed by Uploading Files in Batches.
6. Click OK. If you still aren't satisfied with the speed of your OneDrive uploads, you may also want to try closing some of the programs that use your Internet connection, and free up some of your bandwidth that way.

Stop Onedrive From Starting Automatically

If you don't plan to use OneDrive regularly, you can stop it from running automatically each time you start and sign into Windows 10.

Follow these steps:

1. On the taskbar, click Show Hidden Icons.
2. Right-click the OneDrive shortcut. The right-click menu appears.
3. In the right-click menu, click Settings. The Microsoft OneDrive window appears.
4. In the Settings tab, find the General section.
5. Select Start OneDrive Automatically When I Sign In To Windows
6. Click OK.

Use Onedrive For Off-Site Storage

If you are looking for a way to store copies of your really important files away from your computer for safe keeping in the event that your hard drive crashes, Windows OneDrive offers 5 GB of free online storage that you can access from any computer in the world!

This is a very handy feature, because it eliminates the need to manually copy files from a local folder to your cloud storage service. And vice versa. Your OneDrive folder acts like any other folder on your computer. You can open and save files directly from any standard Windows file dialog.

Here's how to activate OneDrive and use it:

1. While in All Apps, find and click on the OneDrive tile.
2. OneDrive will open in File Explorer.
3. When you click on the OneDrive icon, you will be prompted to log in with your Microsoft account. (This will not be necessary if you are in your Microsoft account already.)

4. Once you are logged in, a OneDrive folder will appear as a standalone item near the top of the navigation pane.
5. Every file placed in that folder (via Copy and Paste) will be automatically uploaded to your OneDrive account in the cloud. (In fact, the “cloud” is actually several of Microsoft’s large servers).
6. Install OneDrive on any other devices you may own, using the same username and password ID that you used on the initial installation. Now you can access all of your OneDrive files from whichever device you happen to be using. Changes made to a Onedrive file on one device will be replicated on all devices.

WHAT YOU WILL WANT TO KNOW ABOUT ONEDRIVE’S CLOUD STORAGE

OneDrive is Microsoft’s cloud storage solution. It’s similar to products like Google Drive or Dropbox and is embedded in Windows 10. With OneDrive, you can synchronize your files and folders across all Windows devices as well as devices using Android or iOS. The files you store in your OneDrive folder are automatically uploaded to Microsoft’s servers and then synchronized across all your devices on which OneDrive is installed and set up.

OneDrive offers 5GB of free storage space for every Microsoft account. You can also purchase more storage or take advantage of offers like the 1TB of storage space available to Office 365 subscribers.

In this chapter, you will find out how to use the OneDrive app that’s bundled with Windows 10, which includes tasks such as uploading files, choosing which folders to synchronize, sharing files and folders with others, and fetching your files remotely.

Access Onedrive

You can start OneDrive and access your files in the cloud several ways. This one works on all Windows 10 devices:

1. Click the Start button.
2. Click All Apps.
3. Scroll down the list of apps until you find those starting with the letter O.
4. Find and click on OneDrive.

Upload Files

Uploading your files to OneDrive is as easy as copying them to the OneDrive folder. Here's how:

1. Open File Explorer (Windows + E).
2. Browse to the file that you want to upload to OneDrive.
3. Right-click on the target file and select **copy** from the dropdown menu.
4. Move to the Navigation pane on the left side of the File Explorer window and right-click on OneDrive.
5. From the menu that opens, click on **paste**.

View A File Or Folder On Onedrive.Com

If you want to view the contents of a file or folder on the OneDrive website instead of viewing it locally, you can do so.

Follow these steps:

1. Open a browser.
2. Access your favorite search engine.
3. Search for **onedrive.com**.
4. If you are not signed on to your Microsoft account, you will need to do so to access your OneDrive account.

Share A Onedrive Link

To share a file or folder with someone, you can generate a sharing link on OneDrive. OneDrive automatically generates this link and stores it on the Clipboard. You can paste it anywhere you want; for example, in an email message. If you share a file, anyone who receives the link can edit that file; if you share a folder, anyone who receives the link can view that folder.

Here's how to quickly generate a sharing link on OneDrive and share it with others:

1. Open OneDrive.
2. Browse to the OneDrive file or folder that you want to share.
3. Right-click the file or folder you want to share.
4. In the menu that appears, click Share a OneDrive link. A notification appears showing that the link is ready to paste.
5. Open the email app where you want to use this link.
6. Paste the link into that app and send the link to the intended person.