

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.

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 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, 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. 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.