ONEDRIVE: TO 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.

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 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.

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. 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:

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 app and send the link to the intended person.