USE ONEDRIVE TO STORE OR CREATE FILES ONLINE

If you are using Windows under a 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

From File Explorer, open the folder that contains the file you want to move.

Drag the file to the OneDrive folder.

As you drag, if you hover the file over OneDrive, File Explorer expands OneDrive to let you see your other OneDrive folders.

Drop the file on the OneDrive nested folder you want to use.

File Explorer moves the file to the OneDrive folder.

How to copy a file to OneDrive

From File Explorer, open the folder that contains the file you want to copy.

Press and hold and then drag the file to the OneDrive folder.

If needed, hover the file over OneDrive to see your nested OneDrive folders.

Drop the file on the OneDrive nested folder you want to use.

File Explorer copies the file to the OneDrive folder.

How do you access your OneDrive online?

You need to open Microsoft Edge and navigate to the OneDrive 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.