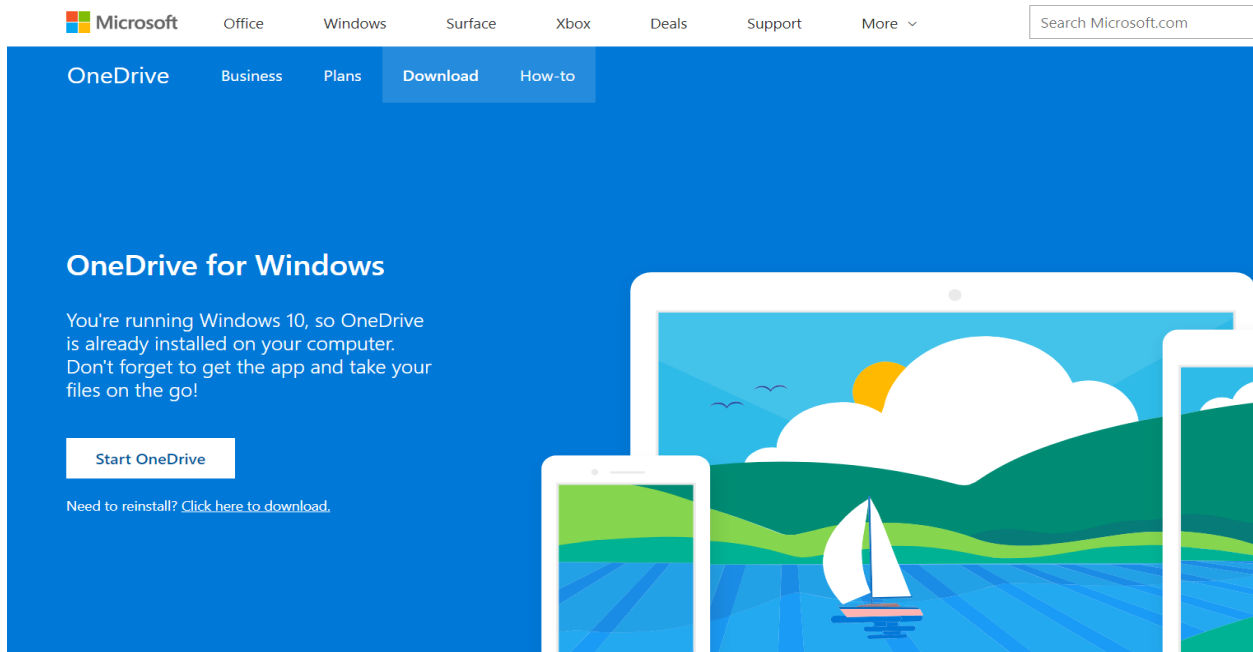


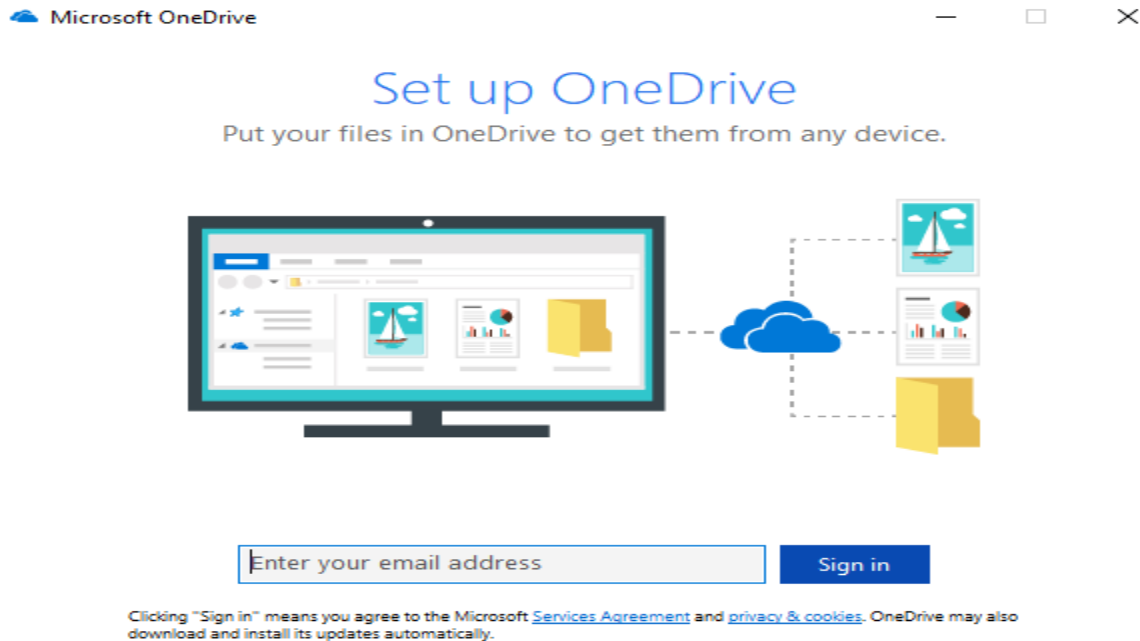
## How to install and setup One Drive

First you need to download OneDrive from below link. If you running Windows 10 it is already installed. If you are running Win 7 or Win 8 then you need to install.

<https://onedrive.live.com/about/en-ca/download/>



After installing open OneDrive and you will see this screen. Enter your email and click sign in.



# Set up OneDrive

Put your files in OneDrive to get them from any device.



ram@ramlan.ca

Sign in

Clicking "Sign in" means you agree to the Microsoft [Services Agreement](#) and [privacy & cookies](#). OneDrive may also download and install its updates automatically.

# Set up OneDrive

Put your files in OneDrive to get them from any device.



This email address is used for both OneDrive and OneDrive for Business. Which would you like to sign in to first?

Personal

Work or school

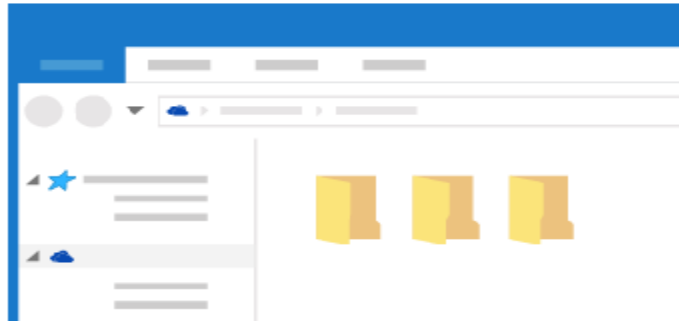
Clicking "Sign in" means you agree to the Microsoft [Services Agreement](#) and [privacy & cookies](#). OneDrive may also download and install its updates automatically.

Here is where you have to pay attention. If you leave it default it will select your Documents folder. In my case, I changed the folder to below location.

Microsoft OneDrive

## This is your OneDrive folder

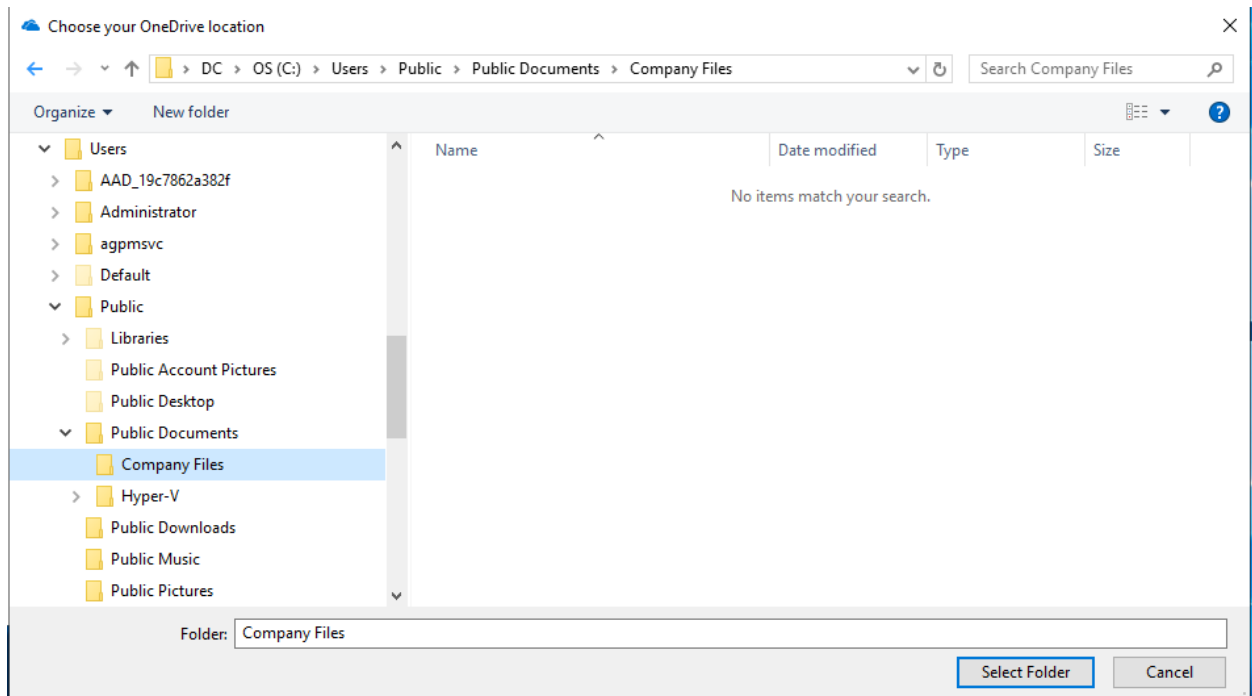
Add files here so you can access them from other devices and still have them on this PC.



Your OneDrive folder is here: C:\Users\Administrator\OneDrive

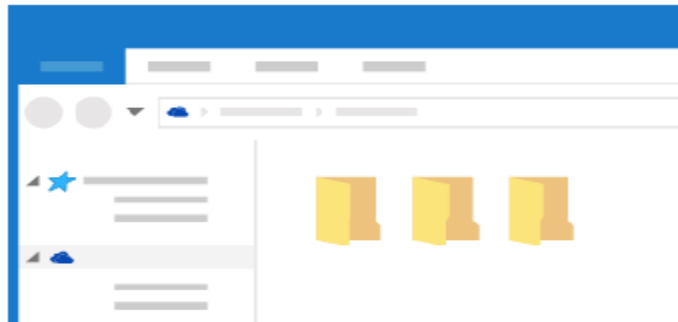
[Change location](#)

Next



# This is your OneDrive folder

Add files here so you can access them from other devices and still have them on this PC.



Your OneDrive folder is here: C:\Users\Public\Documents\Company ...\OneDrive  
[Change location](#)

Next

## Office 365 Personal



### Premium OneDrive Features

- ✓ 1 TB total (1000 GB)
- ✓ Advanced security
- ✓ Productivity tools

### Newest Office apps for PC & Mac

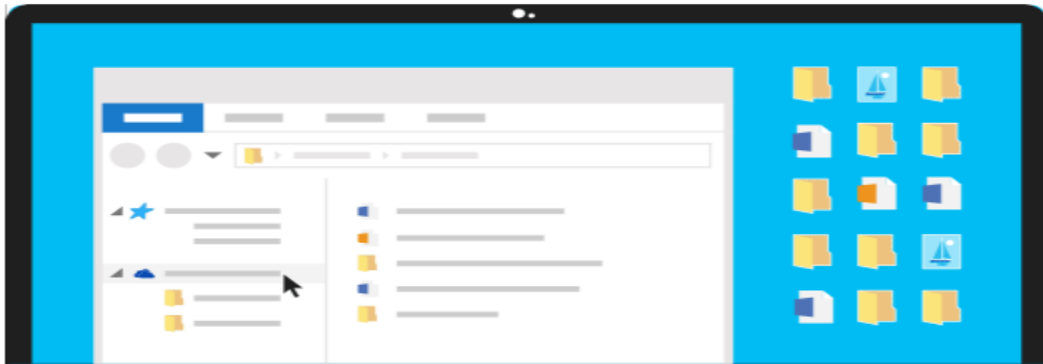


\$8/month

Go premium

Not now

# Welcome to OneDrive



To add items, drag them into the OneDrive folder.



## All your files, ready, and on-demand.

With Files On-Demand, you can browse everything in your OneDrive without taking up space on your PC. [Learn more](#)



### Online-only

Online-only files don't take up space on this PC, and are downloaded as you use them.



### Available on this device

Files with the green check mark are files that you already have downloaded and can be edited while you are offline.



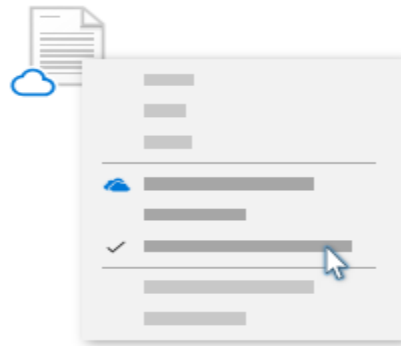
### Mark your important files

Ensure your important files are accessible by right clicking and choosing **Always keep on this device**



# All your files, ready, and on-demand.

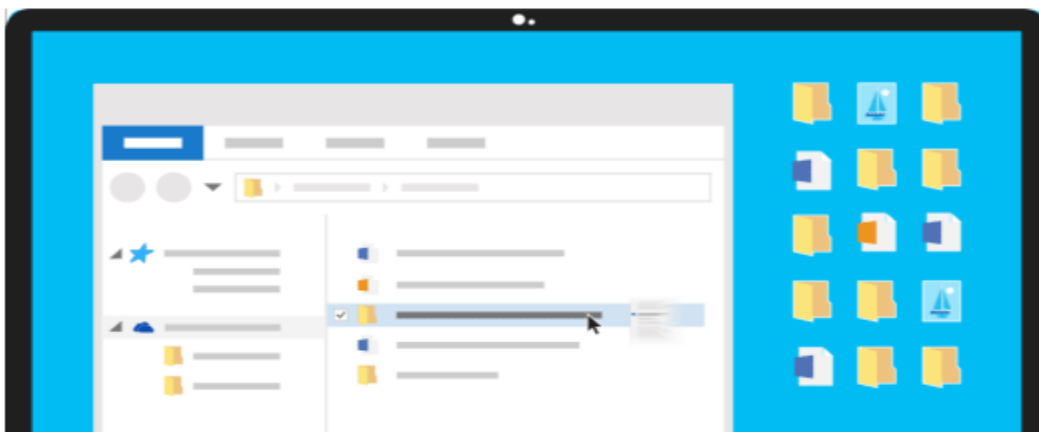
Ensure your important files are available offline.



Right click in File Explorer and select **Always keep on this device**.



# Share files and folders



To let other people view or edit your files, you can share them. You can also work on folders shared with you.



## Get the mobile app



To work on your files on the go, use OneDrive on your phone or tablet.  
Available for iOS, Android, and Windows Phone.



[Get OneDrive for your phone](#)

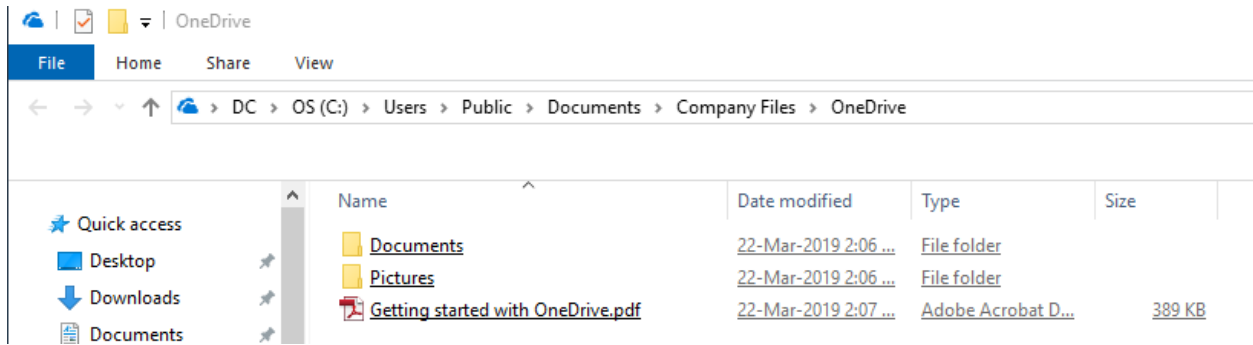


## You're good to go!

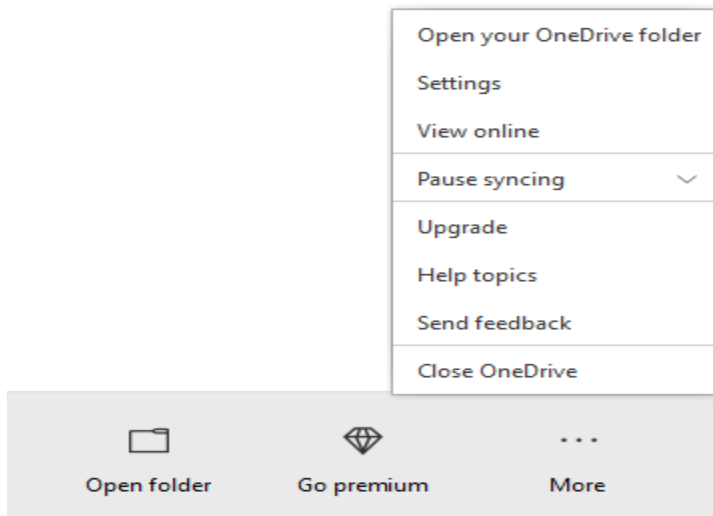
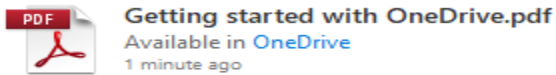
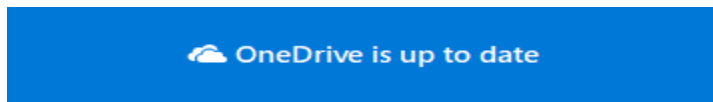
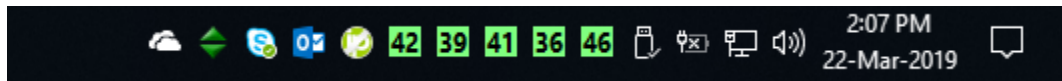


[Open my OneDrive folder](#)

When you open the folder location you will see the following depending on which location you choose during the install steps.



You will see OneDrive icon on the task bar from where you can control the settings.





Settings Account Auto Save Network Office About

General

- Start OneDrive automatically when I sign in to Windows
- Automatically pause sync when this device is on a metered network
- Let me use OneDrive to fetch any of my files on this PC [More info](#)

Notifications

- Display notifications when people share with me or edit my shared files
- Notify me when many files are deleted in the cloud
- Warn me before removing files from the cloud

Files On-Demand

- Save space and download files as you use them [More info](#)

OK Cancel

Settings Account Auto Save Network Office About

OneDrive (ram@ramlan.ca)

389 KB of 5.0 GB cloud storage used [Add an account](#)

[Get more storage](#) [Unlink this PC](#)

Choose folders

Folders you choose will be available on this PC. [Choose folders](#)

OK Cancel

Settings Account Auto Save Network Office About

Protect your important folders

Sync your Documents, Desktop, and Pictures folders from this PC to access them anywhere from other devices, even if you lose this PC.

Update folders

Photos and videos

Automatically save photos and videos to OneDrive whenever I connect a camera, phone, or other device to my PC

Screenshots

Automatically save screenshots I capture to OneDrive

OK

Cancel

Settings Account Auto Save Network Office About

Upload rate

- Adjust automatically
- Don't limit
- Limit to:  KB/s

Download rate

- Don't limit
- Limit to:  KB/s

OK

Cancel

Settings Account Auto Save Network Office About

File collaboration

Work on Office files with other people at the same time by syncing the files with Office.

- Use Office applications to sync Office files that I open  
[More info](#)

Sync conflicts

- Let me choose to merge changes or keep both copies
- Always keep both copies (rename the copy on this computer)

OK

Cancel

Settings Account Auto Save Network Office About

More info

- [Get help with OneDrive](#)
- [Terms of use](#)
- [Privacy & Cookies](#)
- [Third party notices](#)

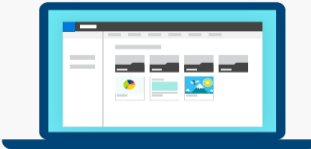
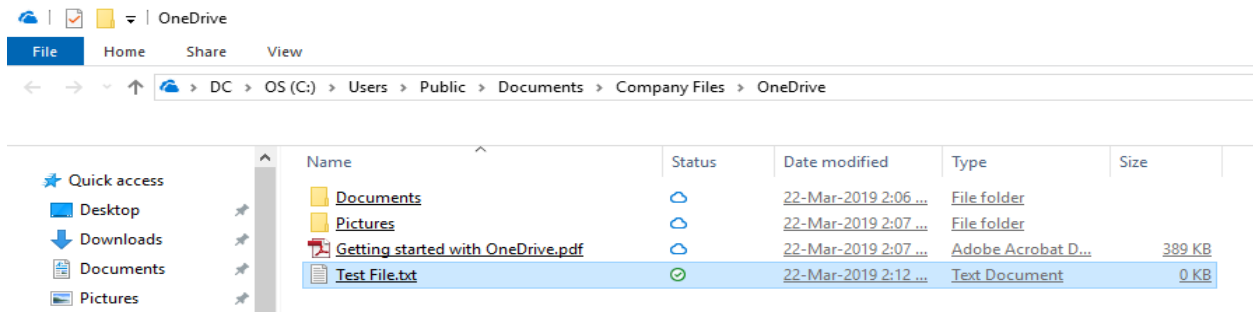
About Microsoft OneDrive

- [Version 2019 \(Build 19.012.0121.0011\)](#)
- © 2019 Microsoft Corporation. All rights reserved.

OK

Cancel

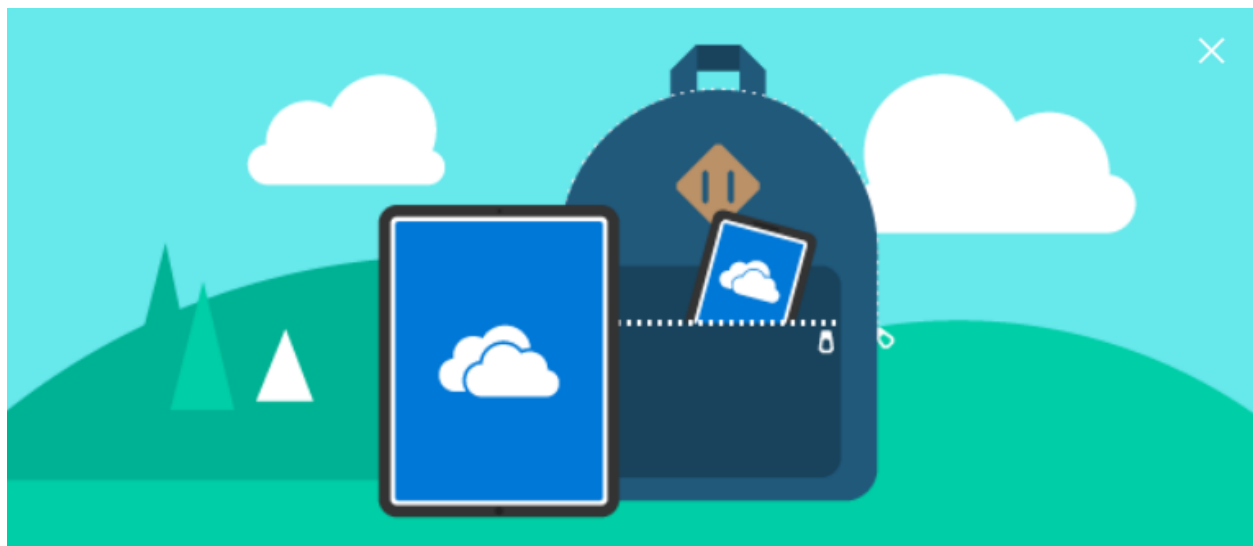
Now, I created a test file to make sure, I can see this file in the cloud from OneDrive web site.



## OneDrive.com

Access your files anywhere you have internet access. Log in at [OneDrive.com](https://OneDrive.com) to view and share any file or create Office documents right from your browser.

Click OneDrive.com to sign in to see the files on the web.



## Let's get you started

Welcome to your OneDrive account. When you put your files and photos in OneDrive, they are always at your finger tips, no matter where you are or which device you're looking at.

FINISH LATER

NEXT



## OneDrive + Photos = ❤️

Relive your best moments with albums that organize themselves, object tagging, and the "on this day" view. Now all your favorite pictures and videos easy to find.

PREVIOUS

NEXT



## Work together

Your files are private until you decide to collaborate. Share your Office documents and presentations with your team and edit together in real time.

**Get started**

PREVIOUS

LET'S GET STARTED



**Office 365 Personal**



**Premium OneDrive Features**

- ✓ 1 TB total (1000 GB)
- ✓ Advanced security
- ✓ Productivity tools

Newest Office apps for PC & Mac

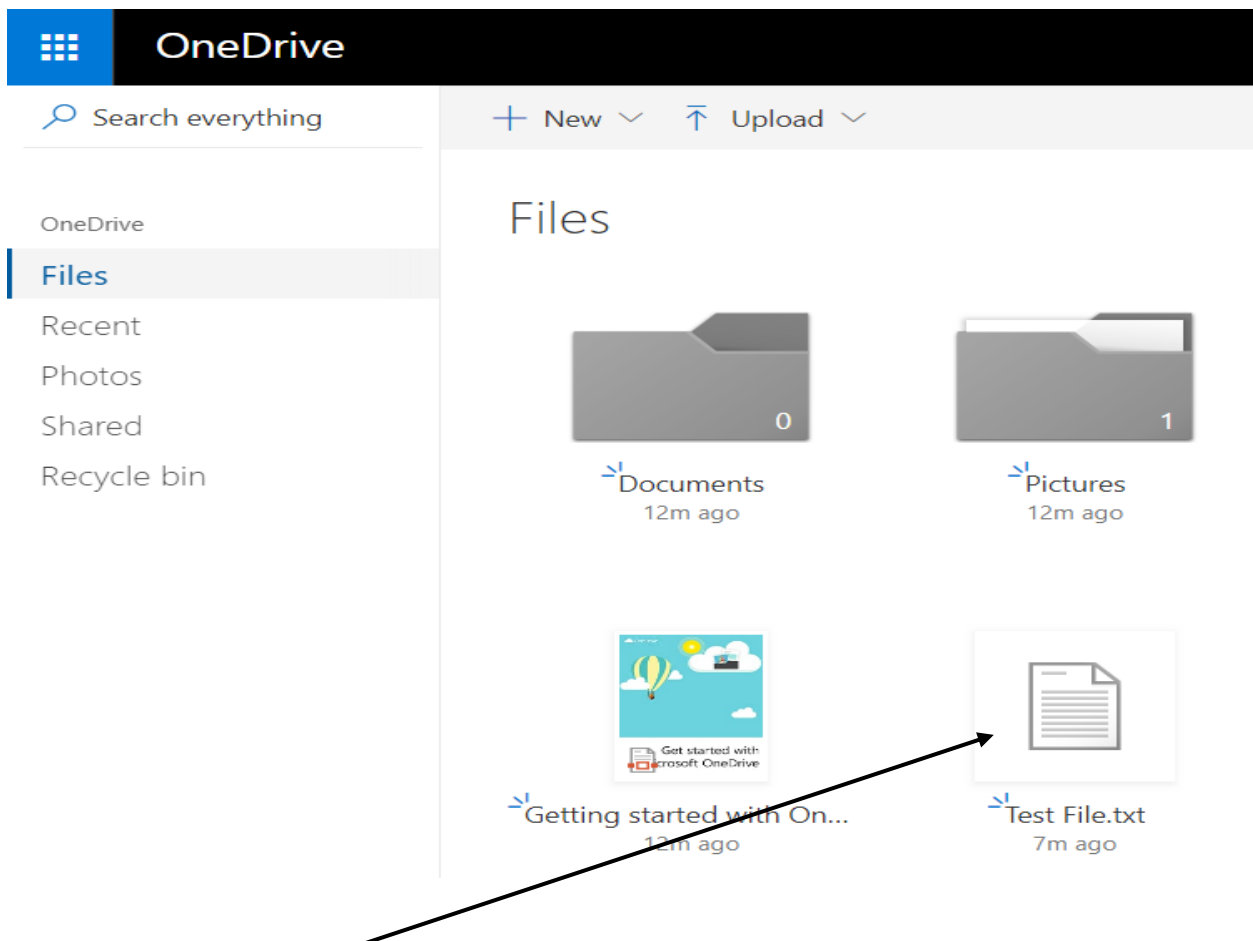
    

\$8/month

**Go premium**

[See all features](#)

Now, I can see the test file, I created on the PC within OneDrive website.



**OneDrive**

Search everything

+ New    ↑ Upload

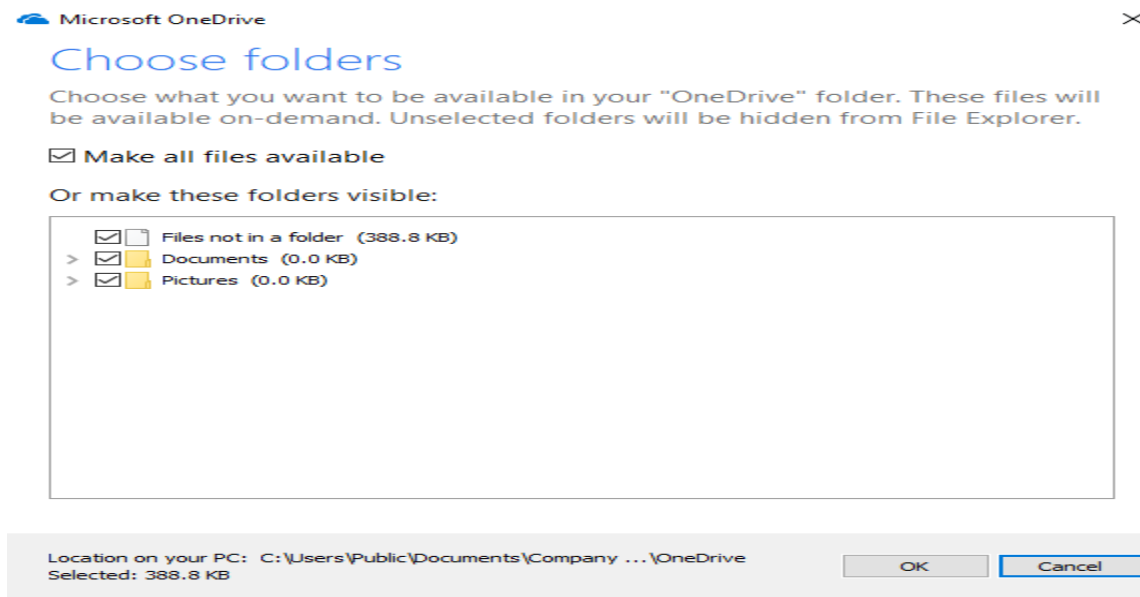
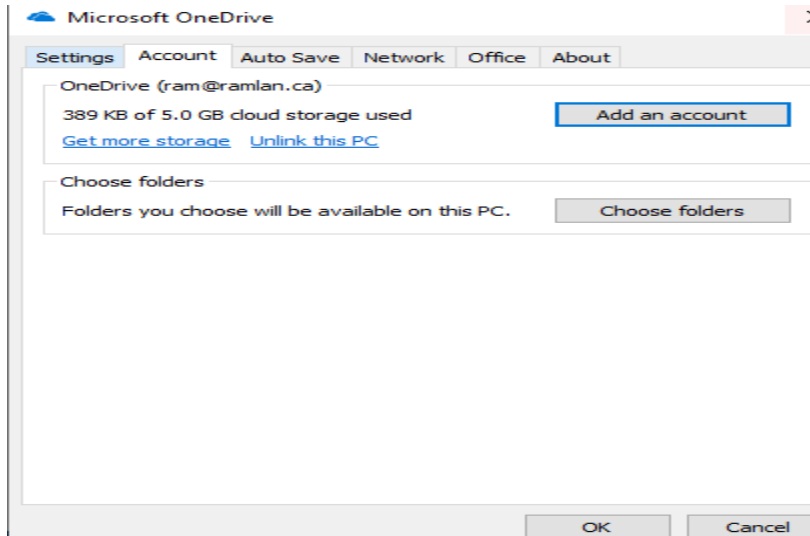
**Files**

- Documents (0) 12m ago
- Pictures (1) 12m ago
- Getting started with On... (12m ago)
- Test File.txt** (7m ago)

*Note: An arrow points to the 'Test File.txt' file icon.*

Now we have completed the whole process of OneDrive setup and configuration. Any files you put at the folder location on the PC will be automatically synced to OneDrive web site and will be available for use from anywhere as long as you have internet access.

If you ever wanted to change or unselect any folder or files – click OneDrive icon from the task bar and click settings. Click choose folders and select/deselect. This way you have control what is made available in the CLOUD.



Thanks

Ram Lan  
22<sup>nd</sup> Mar 2019