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.

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Start OneDrive	k here to down	oad.						

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.



Clicking "Sign in" means you agree to the Microsoft <u>Services Agreement</u> and <u>privacy & cookies</u>. OneDrive may also download and install its updates automatically.

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.

Microsoft OneDrive

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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?



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

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This is your OneDrive folder

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



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Folder: Company Files			Select Folder	Cancel	

This is your OneDrive folder

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



Welcome to OneDrive

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To add items, drag them into the OneDrive folder.



📤 Microsoft OneDrive

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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



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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

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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

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



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.

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Microsoft OneDrive



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Microsoft OneDrive



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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 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.



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.





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



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 22nd Mar 2019