# OneDrive

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Time required: 30 minutes

**How to Create Screenshots:** Please use the Windows Snip and Sketch Tool or the Snipping Tool. Paste a screenshot of just the program you are working on. If you are snipping a virtual machine, make sure your focus is outside the virtual machine before you snip.

1. Press and hold down the **Windows key** & **Shift**, then type **S.** This brings up the on-screen snipping tool.
2. Click and Drag your mouse around whatever you want to snip.
3. Release the mouse button. This places the snip into the Windows Clipboard.
4. Go into Word or wherever you want to paste the snip. Hold down **CTRL**, then type **V** to paste the snip.

# Lab Description

There are many free cloud file storage and synchronization sites, DropBox, Google Drive, Box, just to name a few. OneDrive is a free cloud storage service from Microsoft that integrates with Windows and Office. You can easily synchronize documents between your computer and OneDrive. It can serve as a backup or a way to access your files remotely.

You can use your WNCC email address (which is a business account) to access the OneDrive through the college or use a personal OneDrive/Microsoft account.

# OneDrive on the Web

1. Open a web browser and go to [www.onedrive.com](http://www.onedrive.com). If you don’t want to use your WNCC account, you can create a personal OneDrive account for free.
2. Paste a screenshot showing files in your OneDrive.

Click or tap here to enter text.

1. Which version of OneDrive are you using? (WNCC or Personal?)

Click or tap here to enter text.

1. Upload this Word document to your OneDrive.
2. Paste a screenshot showing this document.

Click or tap here to enter text.

1. Open this Word document in your OneDrive, also show the file in OneDrive.
2. Paste a screenshot.

Click or tap here to enter text.

1. Save this file on your local computer.
2. Paste a screenshot.

Click or tap here to enter text.

1. Save this file to your OneDrive.
2. Paste a screenshot of your Save As dialog box showing that you are saving to OneDrive.

Click or tap here to enter text.

1. Right Click any of your files in OneDrive. This should be a file that you have worked on and saved in OneDrive more than once.
2. Click Version history.
3. You should see several versions of the file.

Click or tap here to enter text.

# OneDrive App

The OneDrive application allows transparent synchronization of documents between your computer and the cloud. This gives you a backup with two copies of your files.

1. Go to **Start** 🡪 type in **OneDrive**. The OneDrive App is automatically installed with Windows.
2. Fill in your account information.
3. Paste a screenshot of the OneDrive folder on your computer showing this file synchronized to your computer and OneDrive. (Please show that you have setup the OneDrive app on your computer and show the OneDrive folder.)

Click or tap here to enter text.

1. **Do you think you will start using OneDrive or a similar solution?**

Click or tap here to enter text.

1. **How might you start using it?**

Click or tap here to enter text.

## Assignment Submission

Attach and submit the Word document to the assignment in Blackboard.