Created by: - Ravi Shankar   **Date: - 16-01-2023**
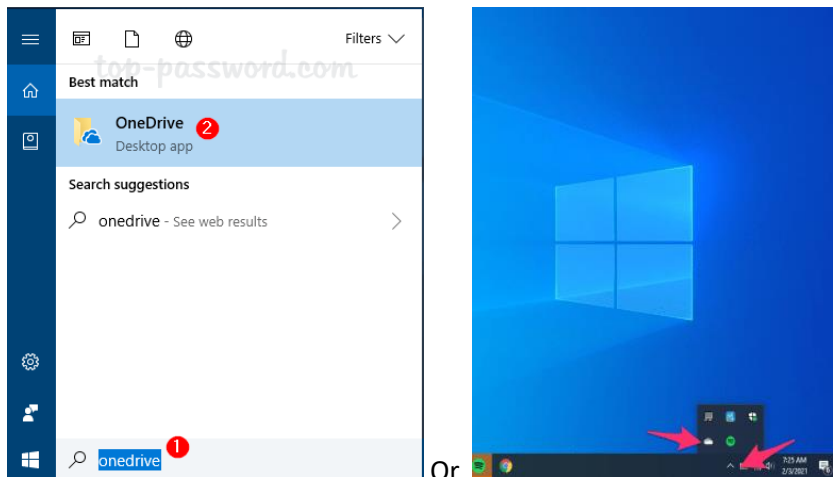
Title: Microsoft OneDrive on Windows 10 beginner's guide

How to login and upload data in one drive.

Microsoft OneDrive

Setting up OneDrive on your device is a straightforward process. Here's how:

1. Open Start.
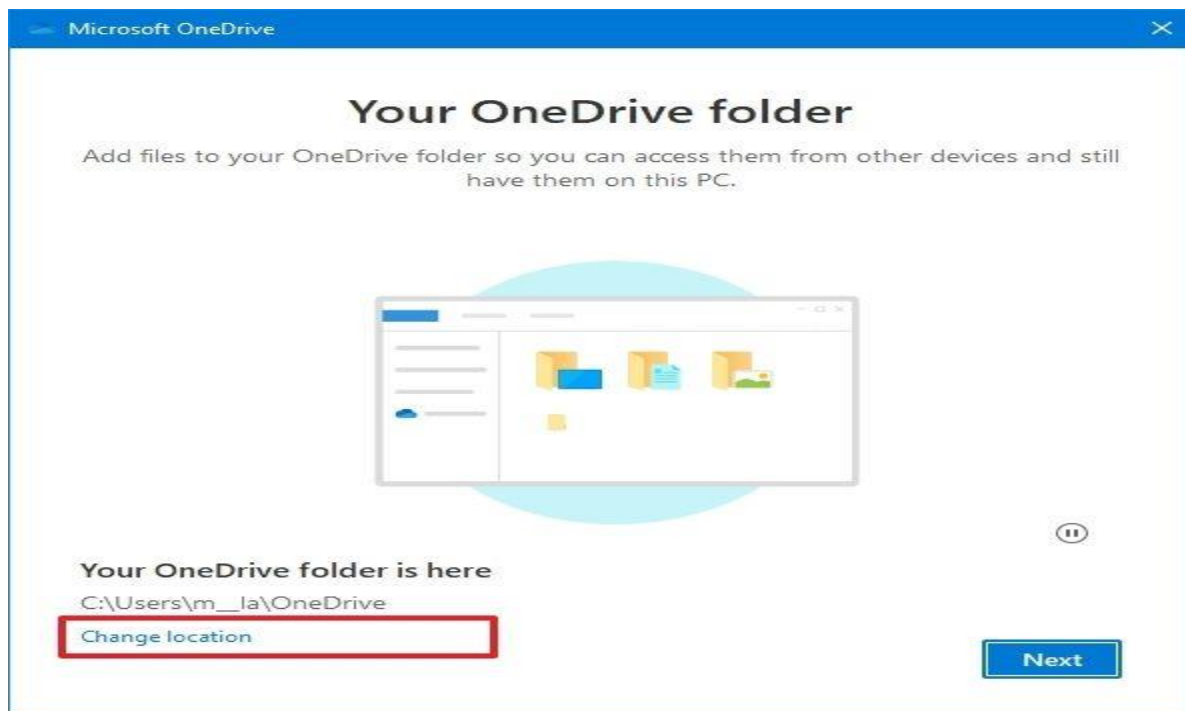2. Search OneDrive and click the top result to open the app.

 Or

3. Confirm the Microsoft account address.
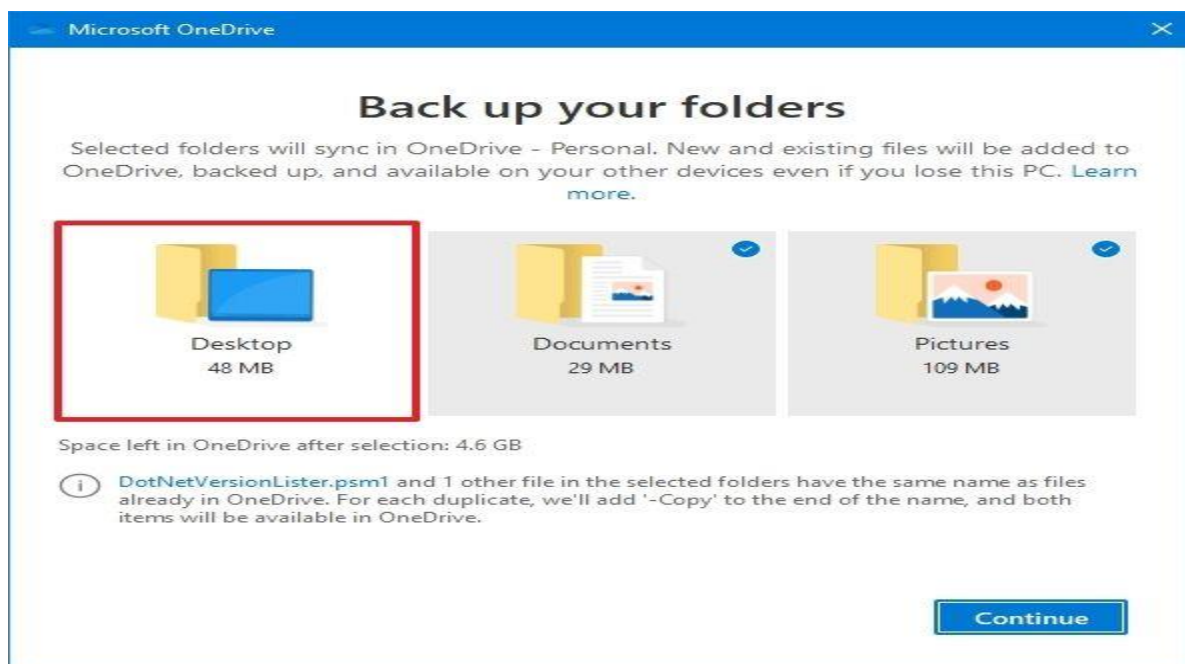4. Click the **Sign in** button.

5. Confirm your account password.
6. Click the **Sign in** button again.
7. (Optional) Click the Change location option to specify a different folder to store the cloud files. (Usually, the default location is recommended.)

Cont…

8. Click the **Next** button.
9. (Optional) Clear the **Desktop, Documents,** and **Pictures** selections

- **Quick note:** OneDrive can back up your system profile folders. Although it is recommended to use this option, you have **1 TB** space to upload all your files of the service.
10. Click the **Continue** button.
11. Click the **Skip** button.
12. Click the **Next** button.
13. Click the **Next** button again.
14. Click the **Next** button one more time.

Cont...
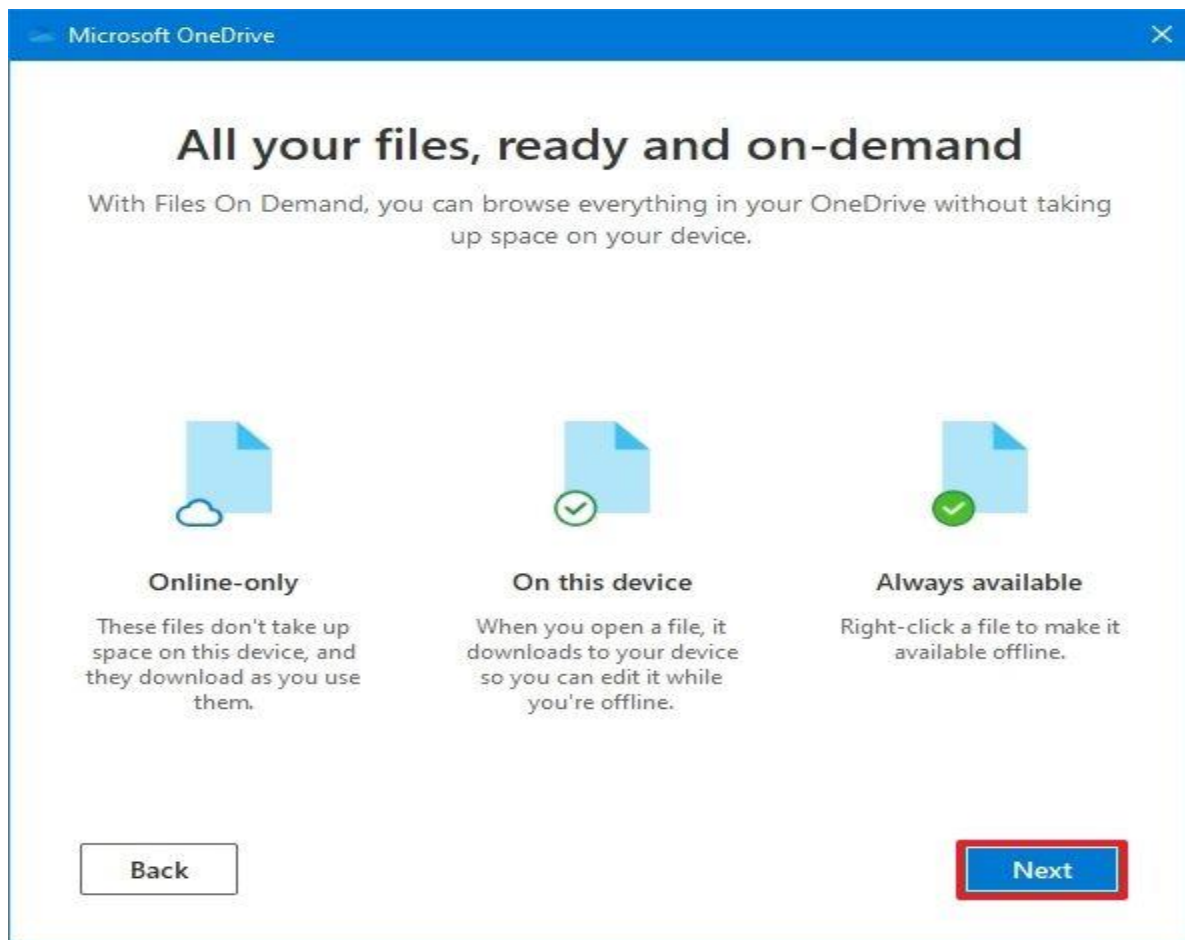
15. Click the **Later** button.
16. Click the **Close (X)** button.

After you complete the steps, OneDrive will be ready to start uploading files.
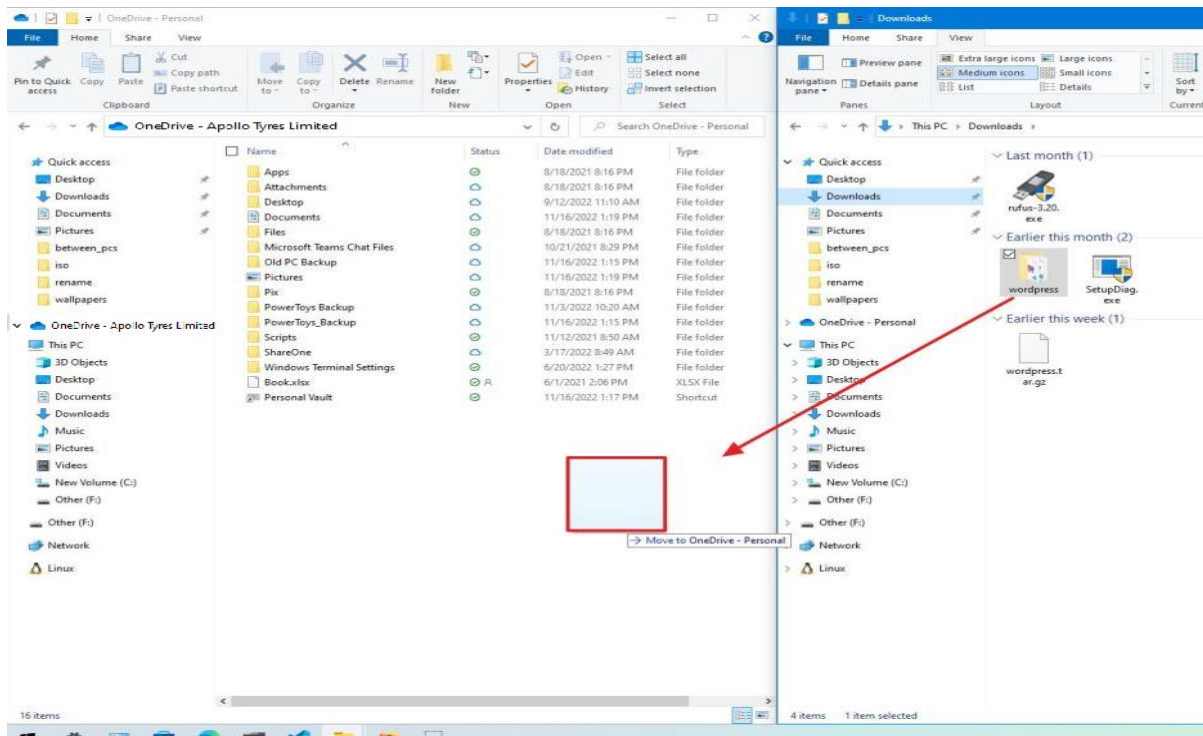
HOW TO UPLOAD FILES TO ONEDRIVE

OneDrive connects seamlessly with File Explorer to make uploading files super easy.

To upload documents and other files to OneDrive on Windows 10, use these steps:

1. Open **File Explorer**.
2. Click on **OneDrive** from the left pane.
   - **Quick note:** The folders may be named differently on devices with multiple OneDrive accounts. For example: "OneDrive — Personal" for your regular account, and "OneDrive — Family" for business accounts.
3. Snap the **OneDrive** folder to the left side **(Windows key + left arrow)**.
4. Open another instance of File Explorer **(Windows key + E)**.
5. Navigate to the folder with the content you want to upload.
6. Snap the folder with the local files to the right side **(Windows key + right arrow)**.
7. Drag and drop each file and folder you want to upload to the OneDrive folder (left).

Once you complete the steps, the files and folder in the OneDrive location will automatically sync to the cloud.

Of course, this is only one way to upload files. You can always cut and paste the files into the OneDrive folder. Or you can select the files and use the "Move to" option available in the "Home" tab of File Explorer.
In the future, instead of continually making transfers manually, remember that within the application, you can always save files directly into the OneDrive folder.
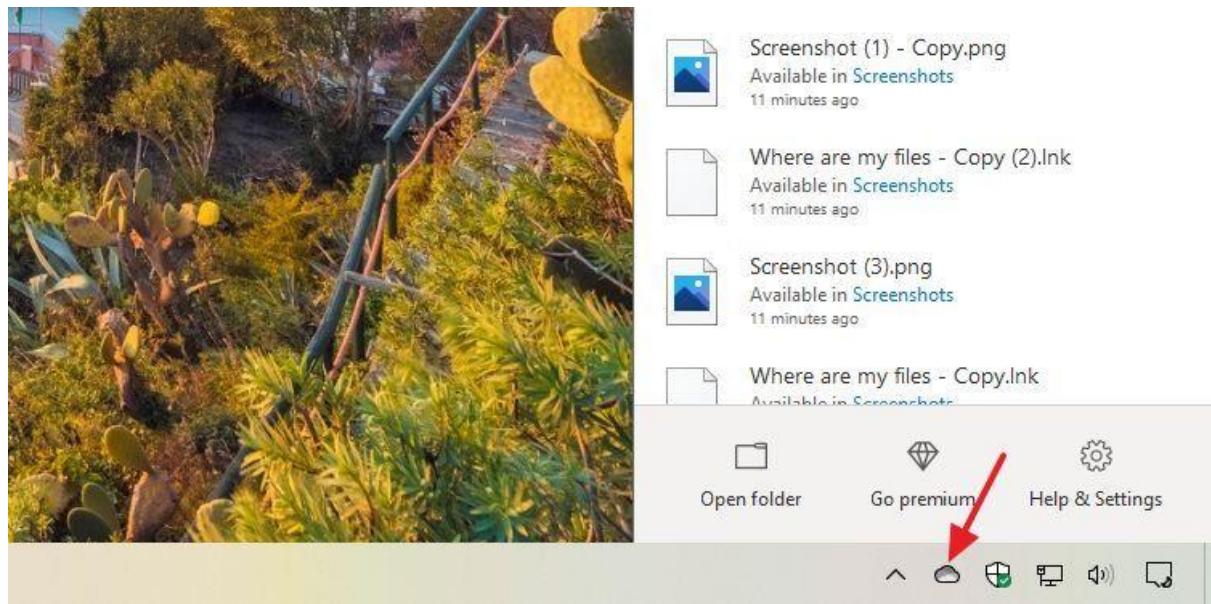
HOW TO DETERMINE SYNC STATUS BADGES IN ONEDRIVE

OneDrive uses at least ten different badges to indicate the status of the app and file syncing process.
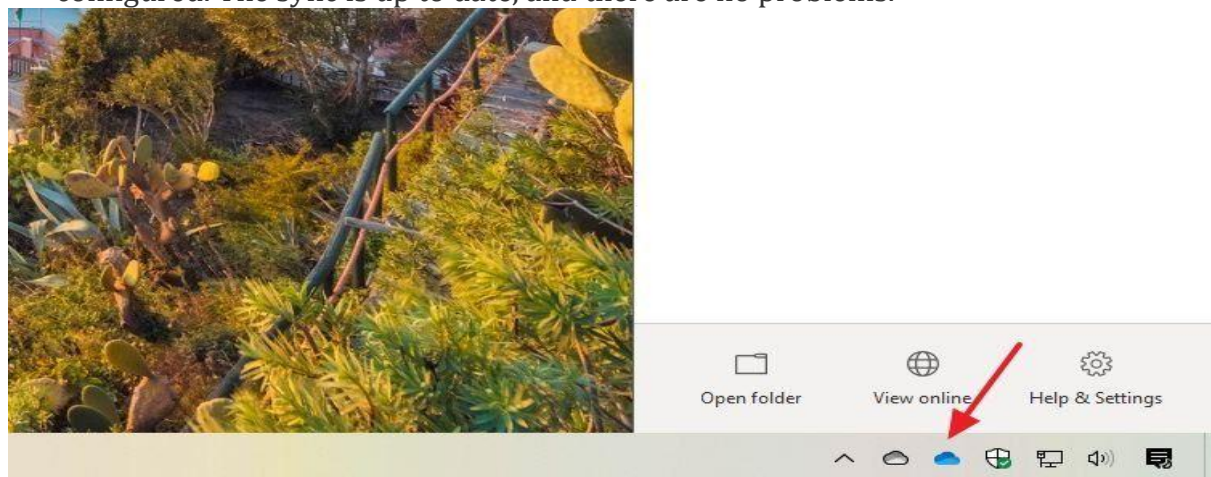
OneDrive icon status

- **Solid white cloud icon** — Confirms that OneDrive is running without problems and sync is up to date.
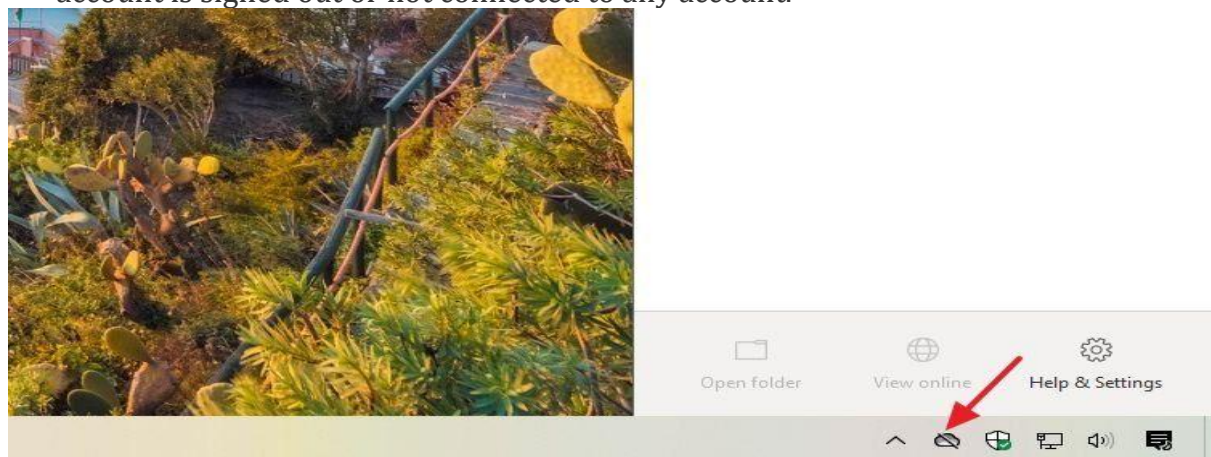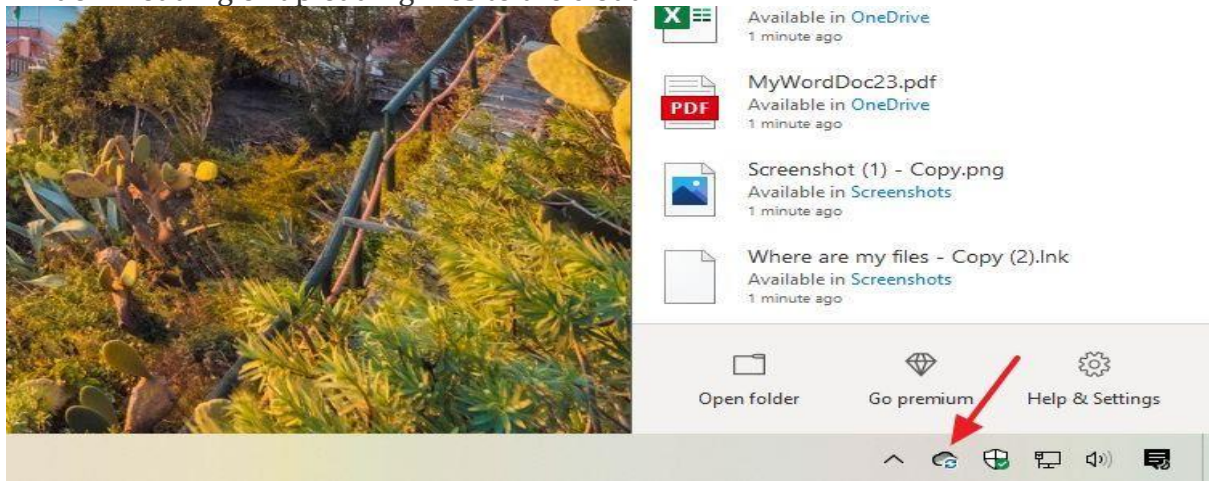
- **Solid blue cloud icon —** Indicates a "OneDrive for Business" account is configured. The sync is up to date, and there are no problems.
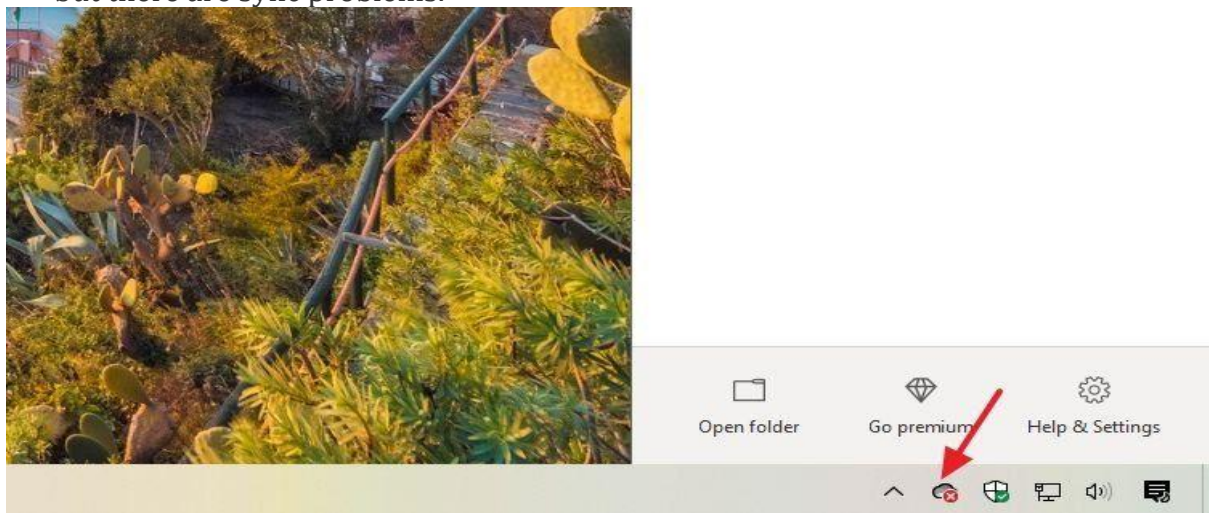

- **Solid gray cloud icon —** Lets you know that OneDrive is running, but the account is signed out or not connected to any account.

- **Cloud icon with arrows forming a circle —** The sync client is actively downloading or uploading files to the cloud.

- **Solid red with white X icon —** Lets you know that OneDrive is running, but there are sync problems.

Files and folders statuses

- **White cloud with blue borders icon —** Indicates the file is available only with an internet connection and does not use space on the local storage. You will need to double-click the file to finish the download and open it with an app.
- **White icon with green borders and checkmark icon —** File is available offline. You can open it without an internet connection, and it uses local storage space.
- **Solid green with white checkmark icon —** Indicates that you are using the "Always keep on this device" option to ensure important files are available offline.
- **Solid red with white X icon —** Indicates a problem trying to sync a particular folder or file.

Cont…

- **Cloud icon with arrows forming a circle —** Indicates a file is currently syncing to the cloud service.
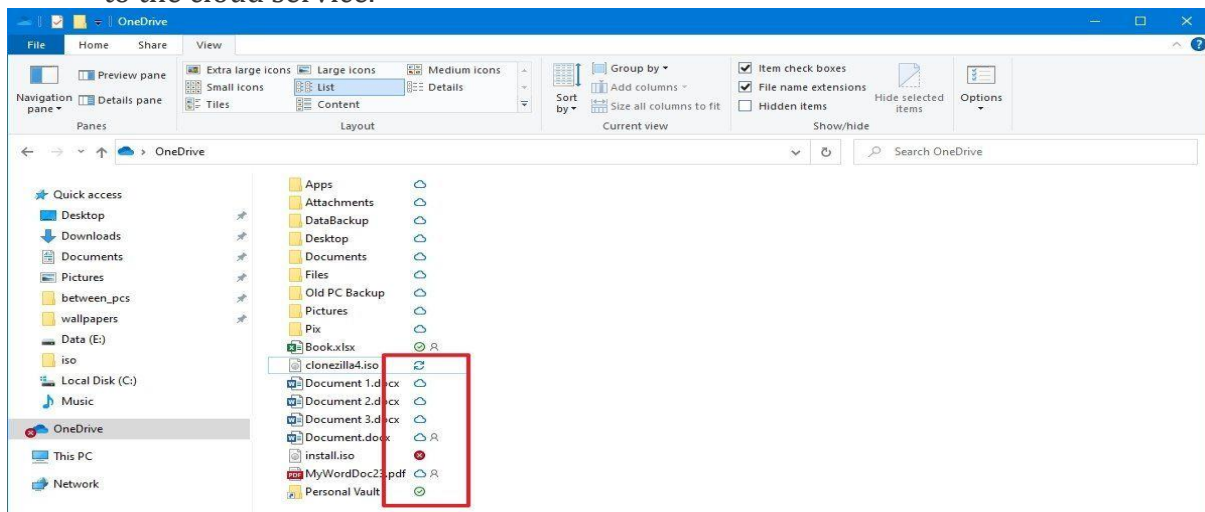
# HOW TO USE FILES ON-DEMAND WITH ONEDRIVE

OneDrive Files On-Demand is a feature that enables you to access your entire collection of files using File Explorer without having to download them to your device.

When the feature is enabled, OneDrive will only download small pieces of information to make the content visible on the computer, allowing you to sync hundreds of gigabytes without utilizing the local space quickly. However, you will need an internet connection to open files that you do not explicitly make available offline or did not already open.
**Files On-Demand should be enabled by default, but you can change the settings with these steps:**

1. Click the **OneDrive** (cloud) button from the notification area.
2. Click the **Help & Settings** menu.
3. Select the **Settings** option
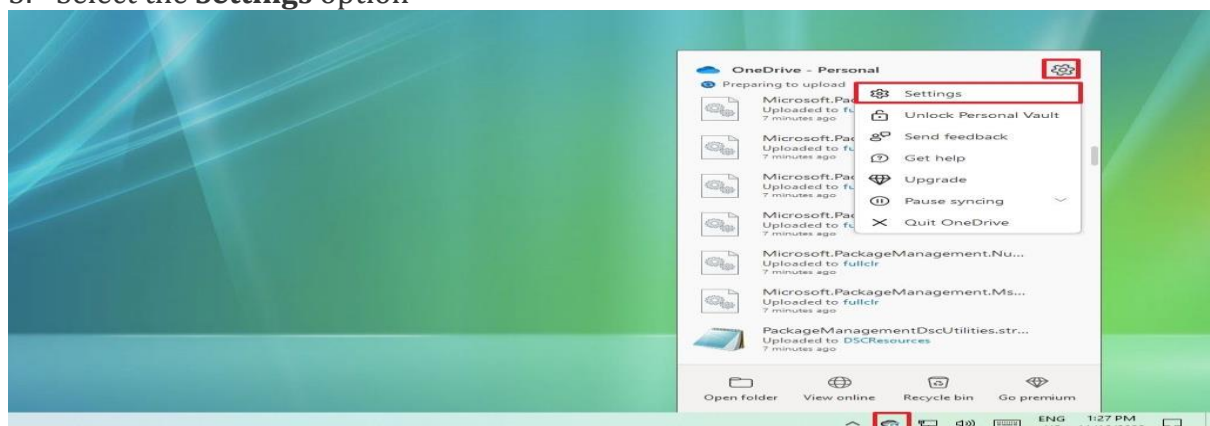
4. Click on **Sync and backup**.
5. Click on **Advanced settings**.
6. Under the "Files On-Demand" section, check the **"Download files as you use them"** option.
7. (Optional) Click the **"Download all OneDrive files now"** button to keep the file in the cloud and on the computer. (This option requires more storage space.)
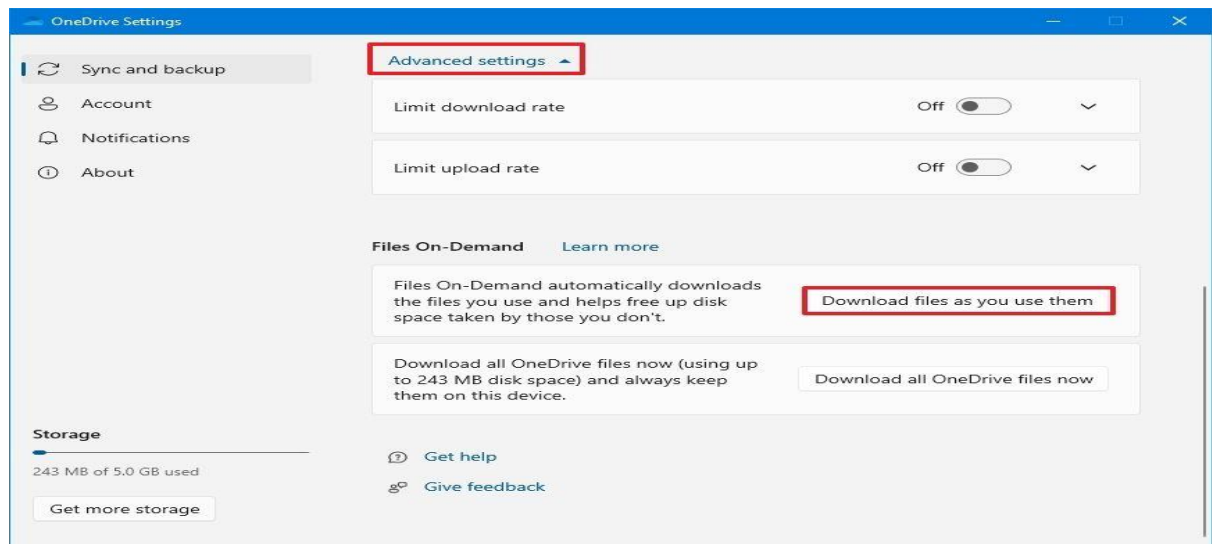
8. Click the **Continue** button.
Once you complete the steps, OneDrive Files On-Demand will be enabled on the device.
Manage Files On-Demand
You can also manage your files in different ways. Here's how:
1. Open **OneDrive** folder.
2. Right-click the file or folder and choose one of the options:

• **Free up space:** Makes a file available only with an internet connection while saving hard drive space.

• **Always keep on this device:** Ensures the content is always available offline, but it'll use hard drive space.

Cont...