

Computer Bytes – April 2022 – Microsoft OneDrive

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Good day friends and associates. Is this local weather awesome or what?! Hope you're all taking a moment to enjoy this fantastic 'spring' weather!

I'm going to share this time about a very common Microsoft feature we all see quite often but truthfully, many users are not clear on. The feature; Microsoft OneDrive. This is an active part of "cloud" computing. For those of you asking right off; it's free. They do have costs for more space and enhanced versions but the basic level has no cost.

First off, I get questions routinely when clients are open and honest asking "what exactly is the cloud". While it can be detailed and extensive, it can be defined simply as a location on the Internet for storage and/or applications. When you keep your files on your local computer, i.e. documents, pictures, etc., they are LOCAL. If you save files out on the Internet, at a location provided by a vendor, i.e. Microsoft, Google, or other services, those are on the CLOUD. That is how OneDrive comes into play.

You can note when you open Windows Explorer (the yellow icon in your toolbar), all your folders. One will be called "OneDrive". Keep in mind I'm providing general feedback. Not ALL users will see this folder but many of you will as it's installed by default on many systems – even if not 'activated', it's loaded.

With normal routines, we save to our local folders. If you conscientiously save TO the OneDrive folder, you can also begin building folder/file structures there. Keep in mind; this is NOT the same location as the local folders, even though you see it in the Explorer list. In fact, I get some clients that get the folders/files mixed up and are confused where they're actually commonly working. Be aware of this if you decide to dig into OneDrive! With OneDrive, you must create a Microsoft Account and login to it to tie your OneDrive to it. Then, when you save files there, you can see on your local system AND they go to this cloud storage location. Some folks think of this as a "backup" but that's not what it really is. If you were to delete items there, they go bye-bye unless they are actually saved to an actual backup. The true advantage is the OneDrive provides a means for access to your data from multiple locations OR share with others if common account access. If you have your files in local documents, you must be logged into your local computer to see them. If you store in OneDrive, you can then go to a completely different computer that has Internet, log into your Microsoft Account, open OneDrive and there are your folders/files! This is extremely helpful for business users that may want to work on something at home then at work or vice versa. For those of you more savvy, you could even set up on your mobile devices to access.

I of course just provide general introduction and overview when sharing in these articles. The steps and details for use, setup, etc. are available out there or we can provide help for those interested. Hopefully this bit of info can at least provide a little more insight and familiarity on what you see and use in your daily computer Windows activities.

NOTE: Our sharing of information within articles includes suggestions and tips. USE AND/OR APPLY AT YOUR OWN RISK. If you have any questions or concerns, please contact our offices for professional service/guidance.

Until next time, don't forget your backups! For more information, contact Harv Oliver, HANDS-ON Consultations, (805) 524-5278, www.hocsupport.com