

Computer Bytes – September 2023 – Microsoft OneDrive Revisited

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Greetings friends and associates! Summer's almost over, gearing up for the "Holiday Season" – hooray!

As usual I was thinking of trying to share with this writing some info that could help out home and business users. Just trying to share something fresh as honestly, most of the critical issues that keep arising are about protection and security which we've been beating the heck out of lately. Those tips are still important, but let's get something fresh going. I'm going to revisit a tool I talked about some time back, "Microsoft OneDrive", then at our next visit, I'm going to take you to the advanced business level of "Microsoft SharePoint".

The Microsoft OneDrive feature is an active part of "cloud" computing. And as previously shared, the price is right - it's free! They do have costs for additional space and enhanced versions but the basic level OneDrive has no cost.

Again, let's visit for those of you unclear and 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 all current Windows systems – even if not 'activated', it's loaded.

With normal routines, we save to our local folders. IF you SIGN UP and 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 in in the Explorer list. This point is IMPORTANT as once again, I routinely get 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 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 it 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. Keep in mind this is for a SINGLE Microsoft account/login.

Next time, we'll talk about SharePoint, the "big brother" tool that provides many more features, allows multiple logins/users, can be shared across mobile devices, synchronized, etc. This is super valuable tool for business use. Keep an eye out for our next article!

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