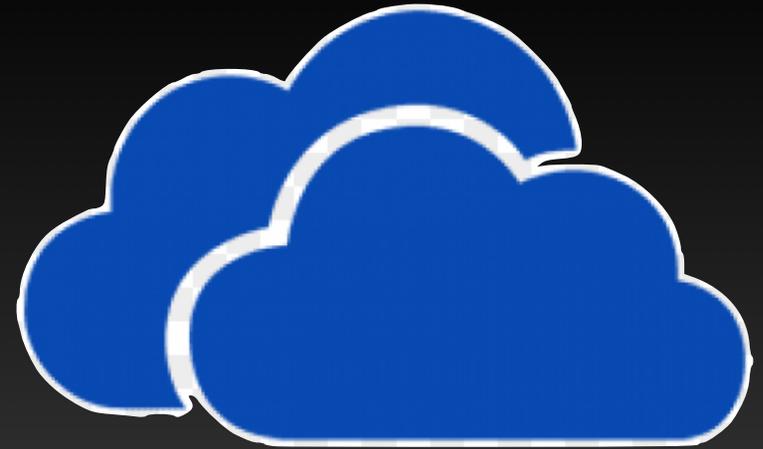


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# Working with Microsoft OneDrive

Computer Club Technology Center

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# What We Will Cover

**What OneDrive **IS****

**What OneDrive **IS NOT****

**Do you already have OneDrive? How to check**

**How to get (or activate) OneDrive**

**Advantages & disadvantages of using OneDrive**

**Recommendation**

# What is OneDrive?

## What it **IS**...

- Cloud storage
  - Synchronizes changes to files among user's devices
  - Makes selected files and folders available on many devices, and from remote devices, e.g., a public library computer
  - Collaboration tool for Microsoft Office apps

# What is OneDrive?

## What it **IS NOT**...

- Complete backup solution for your devices
  - Does not backup up operating system, application programs, some system settings and, possibly, some of your documents
- Collaboration tool for other apps, e.g., Adobe Photoshop, Google Docs, etc.

# OneDrive History

- **2007** – Microsoft first launches cloud storage (*Win 7*)
- **2008** – Upgrade for photo and video storage
- **2011-2012** – Mobile apps released (iOS then Android)
- **2016** – Secure collaboration and productivity tools (*Win 10*)
- **2017-2018** – Files On-Demand & Known Folder move

# Do You Already Have OneDrive?

## Installed **automatically** but **not activated** on...

- Windows 10
- Requires sign-in with Microsoft account to begin using it

## Installed **automatically** and **activated** on...

- Windows 11
- Do you have a Microsoft account?
  - You may very likely have one...

# Do You Already Have OneDrive?

## **Ways you might have gotten a Microsoft account**

- Windows 11 activation – *upgrade, re-install or new PC*
- Microsoft email addresses – *outlook.com, hotmail.com*
- Microsoft 365 (paid or unpaid) – *Word, Excel, etc.*
- Windows device sign-in – *e.g., Surface laptop*
- Xbox Live account – *gaming*

# Advantages of Using OneDrive

## Deep integration with...

- Windows 10 & 11
  - Substitutes its own file organization methods for the usual locations for Documents, Pictures, Music, etc., with automatic backups
- Microsoft (Office) 365 apps
  - Changes default Save and Auto-Save locations for Word, Excel, etc.
  - Allows real-time or off-line collaboration in Office documents

# Do You Currently Have OneDrive?

**If you have a subscription to Microsoft 365, your computer is almost certainly using OneDrive**

- Installed by default, but sign-in required
- Appears in “Recents” and “Quick Access” using the traditional folder names – *i.e., Documents, etc.*
- Synchronizes files to the cloud in the background

# Do You Currently Have OneDrive?

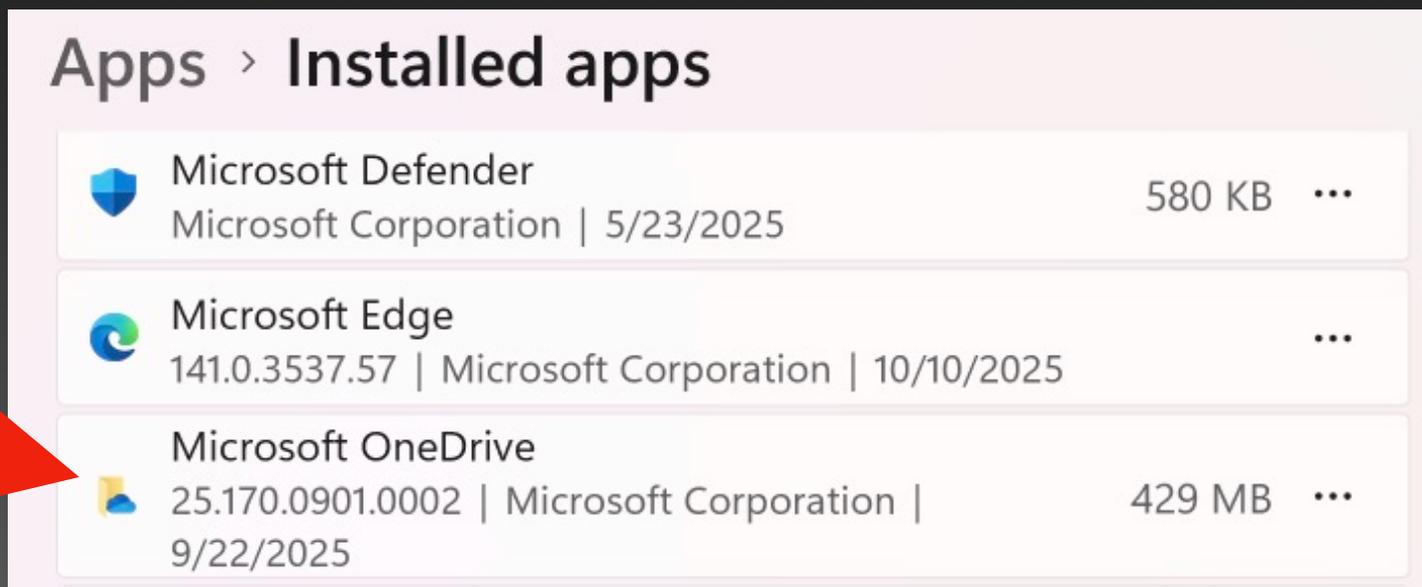
**If you don't have a subscription to Microsoft 365, OneDrive may not be active**

- Must be activated manually on Windows 10
- You chose not to use it when installing Windows 11
- **MAY** be installed if you accepted Microsoft's offer to use its Windows Backup process

# Is OneDrive Already on Your PC?

## How to check

- Settings ->



The screenshot shows the 'Apps > Installed apps' section of Windows Settings. It lists three installed applications:

App Name	Developer	Version	Size	More Options
Microsoft Defender	Microsoft Corporation	5/23/2025	580 KB	...
Microsoft Edge	Microsoft Corporation	10/10/2025	141.0.3537.57	...
Microsoft OneDrive	Microsoft Corporation	9/22/2025	429 MB	...

A red arrow points to the 'Microsoft OneDrive' entry, indicating that it is already installed on the PC.

# Do You Currently Have OneDrive?

## How to check

- Settings -> Apps -> Installed Apps
- If it's not there, you can download it and install it, *if you choose*
  - Go to [onedrive.live.com](https://onedrive.live.com) → Download OneDrive

# How to Get OneDrive



The screenshot shows the Microsoft OneDrive website. At the top, there is a navigation bar with the Microsoft logo, 'Microsoft 365', 'OneDrive', 'Business', 'Plans and pricing', 'Features', 'Resources', and 'Download'. The main heading is 'Download OneDrive'. Below it, a paragraph states: 'If you have Windows 11, OneDrive is already installed on your PC. If you're using another version of Windows, install OneDrive to get started.' There are three buttons: a dark blue 'Download OneDrive' button, a white 'Sign in' button with a black border, and a dark blue button with a white right-pointing arrow and the text 'See plans and pricing'. On the right side of the page, there is a visual representation of a smartphone displaying the OneDrive mobile app interface, which includes a navigation menu with options like 'My files', 'Recycle bin', 'Share', 'Photo', 'Video', 'Favorites', and 'Recycle bin'. The phone is resting on a blue OneDrive branded object.

Microsoft | Microsoft 365 OneDrive Business Plans and pricing ▾ Features ▾ Resources ▾ Download

## Download OneDrive

If you have Windows 11, OneDrive is already installed on your PC. If you're using another version of Windows, install OneDrive to get started.

[Download OneDrive](#) [Sign in](#)

[> See plans and pricing](#)

# OneDrive Versions

**All versions of OneDrive are available for Windows & Apple Macintosh computers, and iOS and Android devices**

# How to Get OneDrive

Microsoft 365

## Free

[Sign up for free](#) [Sign in to your account](#)

- ✓ For one person
- ✓ 5 GB of cloud storage
- ✓ 15 GB of mailbox storage ⓘ
- ✓ Works on Windows, macOS, iOS, and Android™
- ✓ OneDrive photo and file backup across your devices
- ✓ Outlook.com email and calendar
- ✓ Web and mobile versions of Word, Excel, PowerPoint, OneNote, OneDrive, and other apps

**Sounds good!**

**But...**

- Limited cloud storage
- Internet access *required* to use Word, Excel, etc.

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# OneDrive Versions

## Free version

- Requires manual sign-up or agreeing to use Windows Backup to OneDrive
  - **Limited to 5GB of cloud storage**
  - Upgradeable to 100GB for \$2 per month

# How Much Does a Useful OneDrive Cost?

Microsoft 365

Free

Sign up for free

Sign in to your account

- ✓ For one person
- ✓ 5 GB of cloud storage
- ✓ 15 GB of mailbox storage ⓘ
- ✓ Works on Windows, macOS, iOS, and Android™
- ✓ OneDrive photo and file backup across your devices
- ✓ Outlook.com email and calendar
- ✓ Web and mobile versions of Word, Excel, PowerPoint, OneNote, OneDrive, and other apps

Microsoft 365 Personal

\$99.99

/year

Subscription automatically renews unless canceled in Microsoft account. [See terms.](#)

Buy now

- ✓ For 1 person
- ✓ Use on up to five devices simultaneously
- ✓ Works on PC, Mac, iPhone, iPad, and Android phones and tablets
- ✓ 1 TB (1000 GB) of secure cloud storage
- ✓ Word, Excel, ⓘ PowerPoint, Outlook, ⓘ and OneNote desktop apps with Microsoft Copilot ⓘ
- ✓ Higher usage limits than free for select Copilot features ⓘ
- ✓ Microsoft Designer AI-powered image creator and editor ⓘ

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# How Much Does a Useful OneDrive Cost?

## Is there something in between?

### Microsoft 365 Basic

Microsoft Corporation

For web, iOS, and Android **100 GB of cloud storage** For one person

A subscription for one person that includes 100 GB of cloud storage with ransomware protection for photos and files, ad-free secure email, and ongoing customer support.

- For one person
- Use on multiple devices at the same time
- Works on web, iOS, and Android
- 100 GB of secure cloud storage
- Ransomware protection for photos and files in OneDrive
- Ad-free secure Outlook web and mobile email and calendars
- Contact support experts to get help when you need it

**\$19.99/year**

Choose your configuration

- Monthly Billing
- Yearly Billing

Add to cart

Subscription continues to be charged unless cancelled in Microsoft account.

# OneDrive Versions

## **Individual Microsoft 365 Account – \$100/year**

- OneDrive installs by default on sign-up
  - One computer; desktop Word, Excel, etc.; 1TB of cloud storage

## **Family Microsoft 365 Account – \$130/year**

- OneDrive installs by default on sign-up
  - Up to six users; desktop Word, Excel, etc., on each computer; 1TB storage for each user (with different Microsoft IDs)

# Disadvantages of Using OneDrive

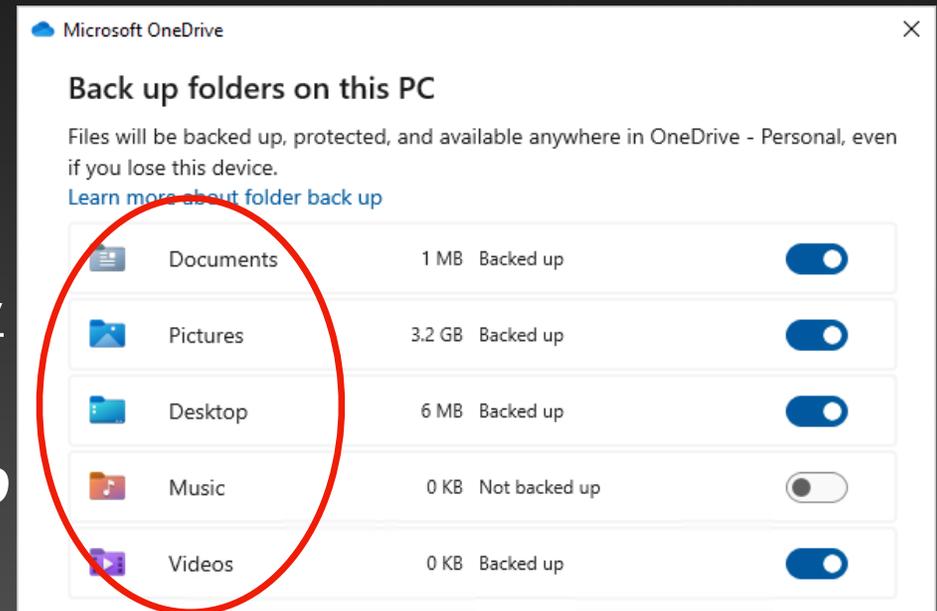
## Substitutes its own file organization methods

- Documents, Pictures, Music, etc., **APPEAR** to be in their usual locations, but are not!
- By default, OneDrive stores and syncs most documents to the cloud, including the Desktop
- Microsoft (Office) 365 apps do work off-line, but...
  - Default Save & Auto-Save locations are semi-hidden

# Disadvantages of Using OneDrive

## Windows Backup to OneDrive is not a true backup utility

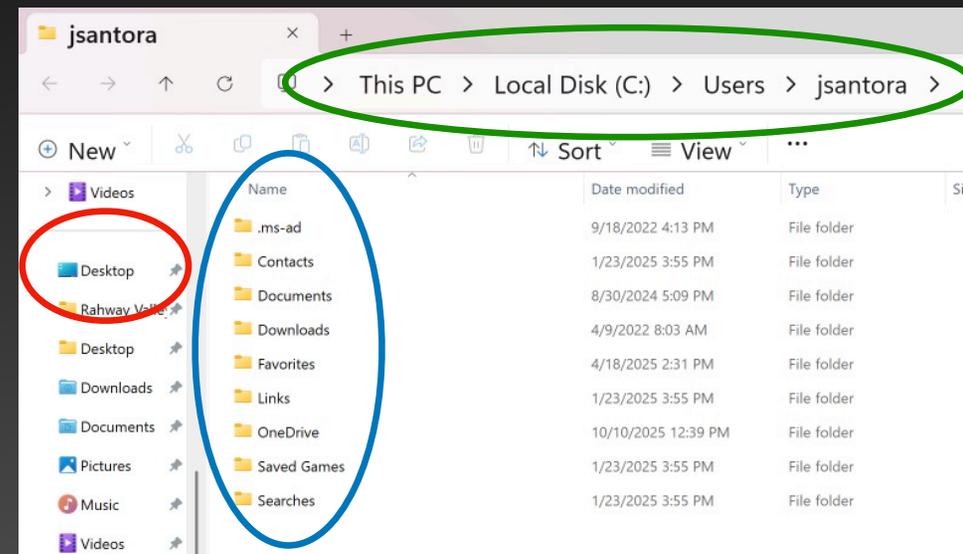
- What if you store files in locations other than these five?
- Won't be backed up automatically to the cloud!!
- ***Does NOT seamlessly backup some settings or apps***



# Disadvantages of Using OneDrive

## Substitutes its own file organization methods

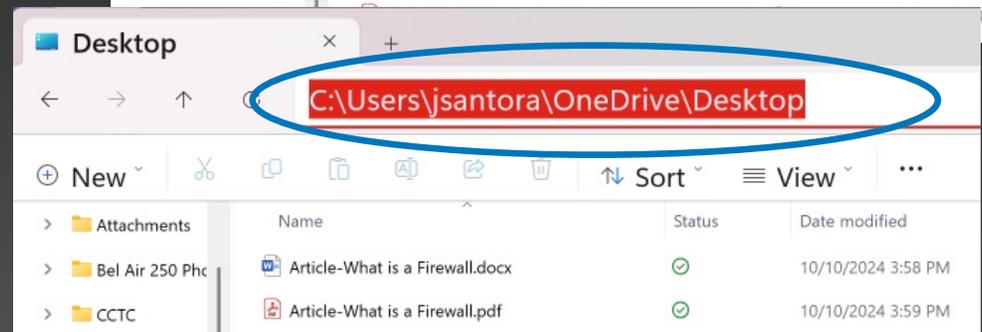
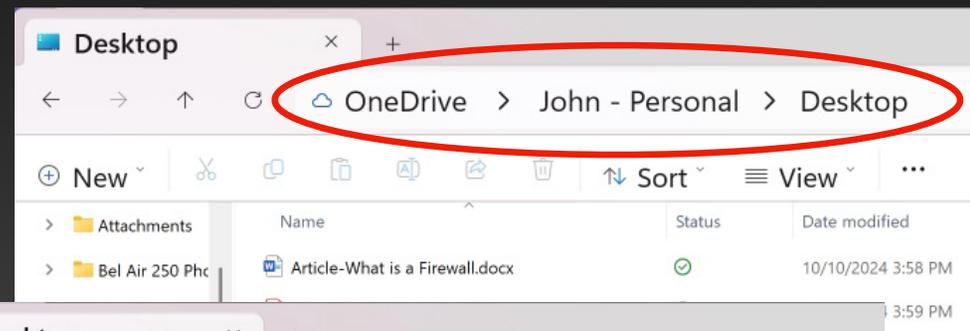
- Documents, Pictures, Music, etc., APPEAR to be in their usual locations, but are not!



# Disadvantages of Using OneDrive

## Substitutes its own file organization methods

- Documents, Pictures, Music, etc., APPEAR to be in their usual locations, but are not!
- What does this mean?
- **CONFUSION!!**



# Disadvantages of Using OneDrive

## If you decide to stop using OneDrive...

- Reverting to “normal” file storage locations is not easy, and may result in loss of data

## ***And... even if you do stop using OneDrive...***

- Every new Word, Excel or PowerPoint file will be AUTOMATICALLY saved to the OneDrive folder on your PC, even if it has to create that folder.

**This can be disabled**

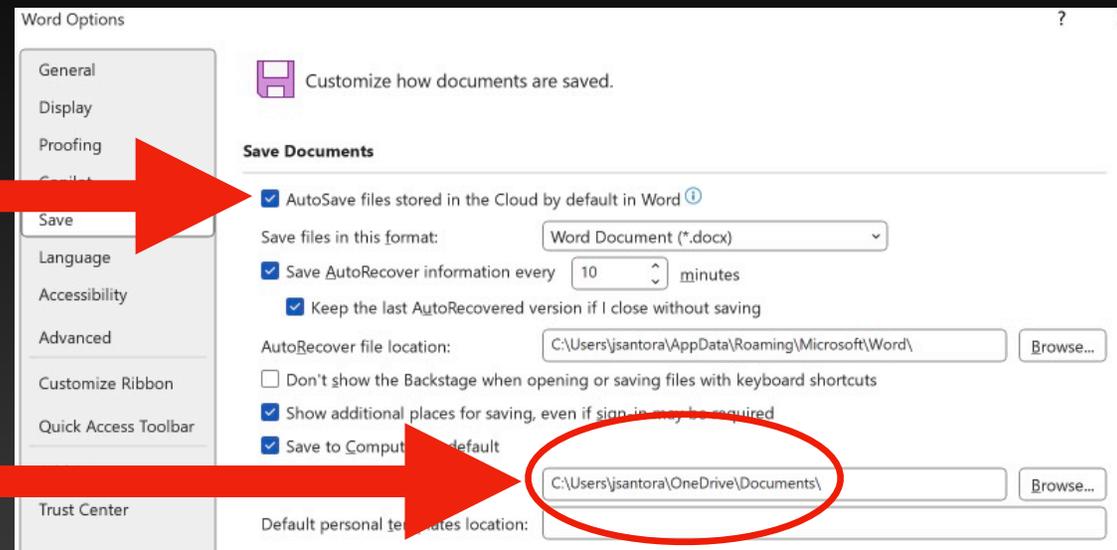
# Disadvantages of Using OneDrive

**To avoid this default behavior...**

- Change these selections as indicated
- Must be done in each Office app – Word, Excel, etc.

Uncheck this box

Specify a new default location here



# Computer Club Recommendation

**If you are comfortable remaining in the Microsoft ecosystem (Word, Excel, etc.) indefinitely...**

- OneDrive is a relatively cost-effective and easy-to-use cloud storage and synchronization tool
  - As long as you continue using OneDrive, it really doesn't matter

***However...***

- If you decide to **STOP** using OneDrive, reverting to the "classic" file locations can be a major headache

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# Cloud Storage Alternatives

Service	Free Capacity	Paid Capacity Annual Upgrades	File Versioning
OneDrive	5GB	<b>100GB - 1TB (per user)</b> \$2-\$20-\$100-\$130 <i>(incl desktop Office apps)</i>	<b>Only for Office apps</b>
Google Drive	<b>15GB</b>	<b>2TB</b> \$120	<b>Yes</b> <i>30 days for non-Google files</i>
Apple iCloud	5GB	<b>Up to 12TB</b> 200GB: \$36 - 2TB: \$120	<b>Some</b>
Proton Drive	5GB	<b>500GB+</b> 1TB: \$180	<b>Some</b>
Box	10GB	<b>100GB</b> \$120	<b>Some</b>
Dropbox	<b>2GB</b>	<b>3TB+</b> 2TB: \$120	<b>Up to 30 days</b>

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*We are here  
to help!*

gethelp@wvcomputerclub.org

717-464-6330

*Questions?*

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