

Windows 10 – OneDrive - 2020

Files save to OneDrive by default in Windows 10

While you can always choose where to save files that you create, your PC settings include default save locations for your Desktop, Documents, and Pictures files.

During Windows 10 setup, you should have seen a “Back up your files with OneDrive” screen telling you about the benefits of saving your files to OneDrive. (Before July 2019, the screen said, "Protect your files with OneDrive.") If you clicked Next, you set up OneDrive as your default save location. If you clicked the “Only save files to this PC” option, you set up your PC as the default save location. You can change this default save location any time.

Whether you save by default to your PC or to OneDrive, all your files are available on your PC. The OneDrive app built into Windows 10 synchronizes your files between OneDrive and your computer, so they're backed up, protected, and available on any device. You can use Files On-Demand to free up space or to make sure files or folders are always available on your device, even when you're offline.

How to save your files directly to OneDrive

To set OneDrive as your default location to save your documents and files, follow these steps:

1. Click the OneDrive icon in the taskbar notification area.
2. Click More (three-dots) in the lower right corner.
3. Select the Settings option.
4. Click the Backup tab, then click Manage backup.
5. Select/deselect the "Desktop," "Documents," and "Pictures" folders.
6. Click OK.

Once you completed these steps, any files you place on the Desktop will automatically save to OneDrive, and when saving files you'll be offered to save them to the Documents or Pictures folders inside OneDrive by default.

Just remember that using this option won't redirect the content inside default Documents and Pictures folders. If you want these files to sync to the cloud, you'll need to move them manually to the Documents and Pictures folders inside OneDrive. However, it's possible to move your default user folders to OneDrive to keep all your files in the cloud using this workaround.

Note - *No matter which default settings you choose, you still can select the save location (OneDrive or My PC) you want each time you save a file. When you click Save or Save As navigate to the OneDrive or This PC folder where you want to save your file.*

Set up OneDrive

1. Check if OneDrive is already set up on your PC – 3 options
 - a. Open File Explorer, look for OneDrive folder in left navigation pane
 - b. Start menu > look for OneDrive app
 - c. **OneDrive icon appears in lower right of taskbar**
2. Create MS Account if you don't have one
 - a. Enter email address & password
 - b. Shows default location of OneDrive folder on your computer
 - c. Decline upgrade offers
3. Look for the OneDrive folder in File Explorer

OneDrive on your PC

1. Click OneDrive taskbar icon > click More > click Settings
2. **Settings tab**
 - a. **General**
 - i. Check Start OneDrive automatically...
 - ii. Check Automatically pause sync...battery saver mode
 - iii. Check Automatically pause sync...metered network
 - iv. Check "Let me use OneDrive to fetch any of my files on this PC" to access all your files on your PC from another computer by going to your OneDrive website
 - b. **Notifications** – check all boxes
 - c. **Files on Demand** - Check this box to save PC hard drive space and download files only when you need them
3. **Account tab**
 - a. **Choose Folders** – select the OneDrive folders you want stored locally on your PC as well as in the cloud
4. **Backup tab**
 - a. Important PC Folders - Manage Backup
 - i. Follow the instructions to back up your Documents, Pictures, and Desktop folders with OneDrive.
 - ii. **WARNING:** *This could take more OneDrive space than you have available. You can unselect any of the 3 folders.*
 - b. Photos and videos – check to automatically save photos and videos from devices when they are attached to your PC (phones, USB devices, etc.)
 - c. Screenshots – Check to automatically save your screenshots
5. **Work with Files and Folders on your PC**
 - a. Copy/Move files/folders from your My PC to OneDrive
 - i. Using File Explorer, navigate and select file/folder
 - ii. Right click, select Move to OneDrive

- iii. The selected file is now in OneDrive
- b. Create/Update files/folders and save to OneDrive on your PC
- c. Delete files/folders from OneDrive on your PC

OneDrive Online

Sign in and access OneDrive online – 3 options

1. Access OneDrive via File Explorer on your computer (open File Explorer > right click OneDrive > select View Online)
2. Access via a web browser at www.onedrive.com
3. Sign-in using your Microsoft account email address and password.

Navigate the web interface

1. **Settings - Gear** – OneDrive Options
 - a. Manage Storage – what’s taking up my online space?
2. **Files**
 - a. Search – type keywords to locate files
 - b. Create & Upload – click to see options for each
 - c. Sort & Grid – change how folders & files are displayed
 - d. Details – shows recent activity
3. **Recent**
 - a. Click circle to left of file name to see options across the top or
 - b. Right click the file name to see list with same options or
 - c. Click the 3 vertical dots to right of the file name to see the same list of options
4. **Working with Files and Folders on OneDrive**
 - a. New > Files or Folders
 - i. New File – Opens Word Online in a new browser tab
 - ii. To save your work click File > Save As, select the location.
 - iii. New Folder (only option in Chrome and Edge), enter name and Save
 - b. Upload > Files or Folders **not in OneDrive on PC**
 - i. Locate & select a file, click Open
 - ii. Locate & select a folder, click Upload, confirm the upload
 - iii. File/folder not in OneDrive Documents is not synced to PC
 - iv. Move file/folder to OneDrive Documents folder to sync to PC
 - c. File & Folder options - right click any file or folder to see options
5. **Photos** – access the photos in your OneDrive
 - a. **All Photos – 2 sections**
 - i. Explore your photos – grouped by suggested, tags, locations
 - ii. Photos grouped by date

- b. **Albums** – create a new album, albums made for you, your albums
 - c. **Tags** – photos grouped by top tags, all tags, tags you created
 - d. **Places** – photos grouped by Geo locations
- 6. Shared**
- a. Folders and Files you have shared (given others access permission)
 - b. Folders and Files OneDrive has shared with you
- 7. Recycle bin**
- a. **Deleted** OneDrive folders and files
 - b. Items are automatically deleted 30 days after they're put there. If your recycle bin is full, the oldest items will be automatically be deleted after three days.
 - c. **Restore** - select the files or folders you want to recover, then right-click them and select **Restore**
- 8. PC**
- a. If you have a PC with the OneDrive desktop app installed, you can access (fetch) all the folders and files on it from another device.
 - b. See “One Drive Setting on Your PC” below.
 - c. **Available One Drive space** - Click to go to Manage Storage
- 9. Personal Vault Folder**
- a. A protected area in OneDrive that you can only access with a strong authentication method or a second step of identity verification, such as your fingerprint, face, PIN, or a code sent to you via email or text.
 - b. Only 3 files can be stored here unless you have Office 365 subscription.
 - c. Accessible on your PC, OneDrive.com, and the OneDrive mobile app.