

Setting up and using OneDrive

OneDrive is one of a range of cloud-based file storage tools, in this case offered by Microsoft. Essentially it offers a web-based space into which you can deposit files and folders, which you can then access from anywhere. You can also share certain files and folders with others, if you wish to do so. OneDrive is free to use for up to 7GB of storage space. You can access OneDrive through the website, a desktop application for Windows, or mobile apps for iOS, Android and Windows phones.

Setting up a Microsoft account

To use OneDrive, you will need a Microsoft account. If you use Hotmail or Xbox Live you can use this account to sign into OneDrive; otherwise you can register to create a new account. To do this, go to the [OneDrive website](#). On the home page, click the link that says 'Sign up now' (figure 1).

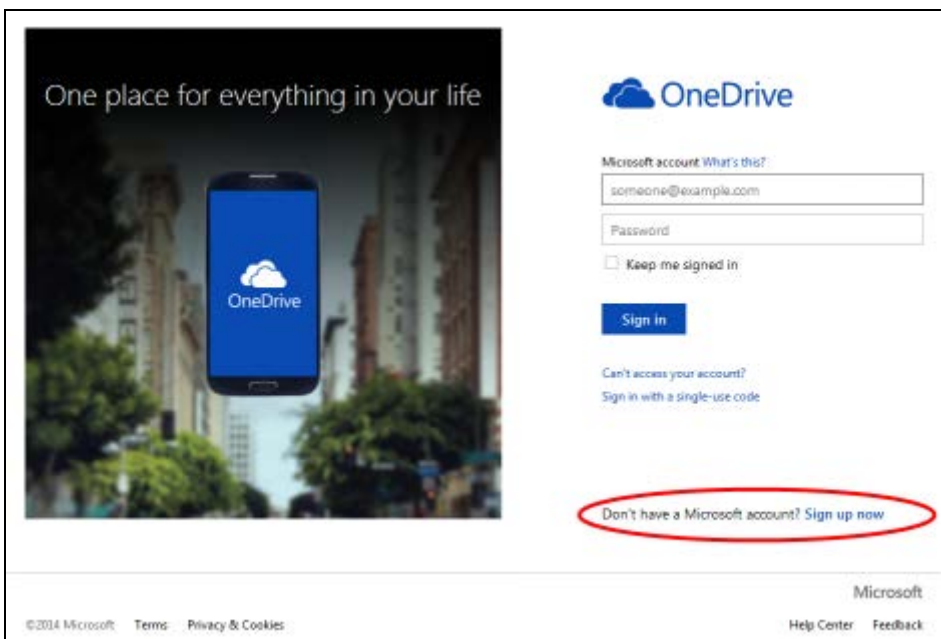


Figure 1 - Sign up link on the OneDrive website

Complete the fields to register for your account.

Uploading files to OneDrive

Using the website

To upload files, click the Upload link in the top left of the screen (figure 2).

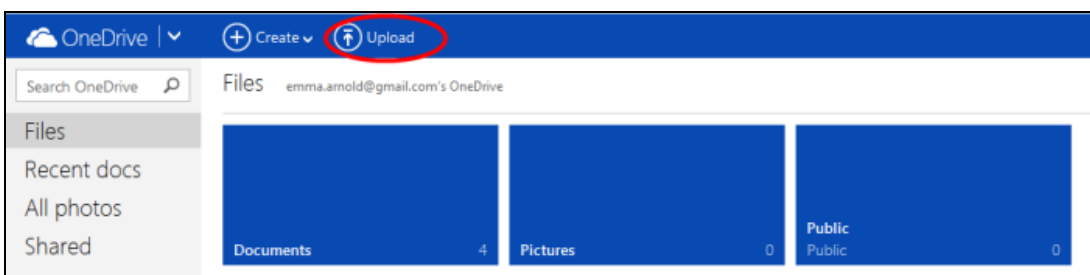


Figure 2 - Upload link on the OneDrive website

Browse to the file you wish to upload and click Open.

Using the Windows desktop application

When the OneDrive desktop application is installed, it appears in your folder list. When you start OneDrive for the first time you can set it to automatically synchronise certain folders, so any files saved in them will be uploaded to OneDrive. Alternatively, browse to the OneDrive folder (figure 3) and drag and drop a file in, or open the file, go to Save As and browse to the OneDrive folder to save it there.

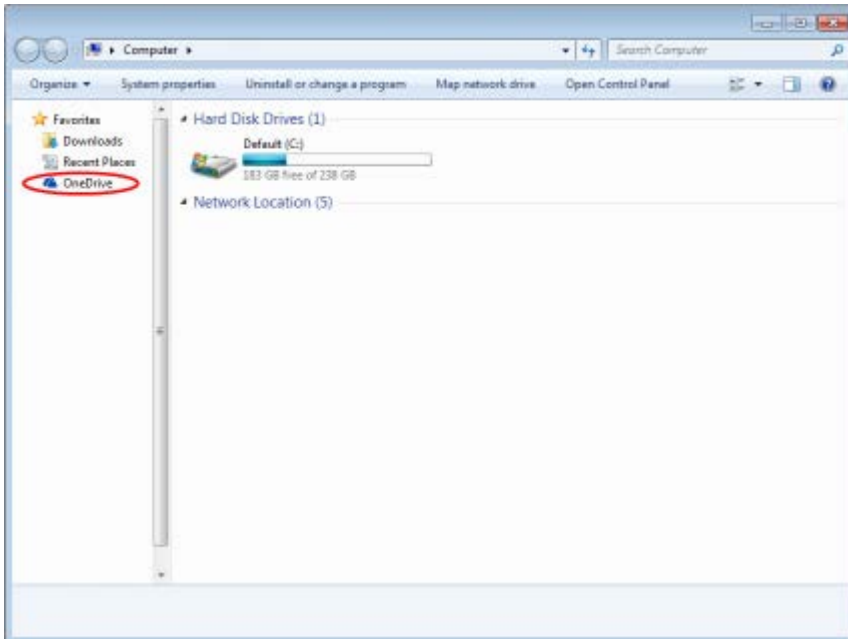


Figure 3 - OneDrive folder on your PC

Using the iOS app

You can upload photos or videos using the iOS app. To do this, tap the icon in the top right of the screen (figure 4).



Figure 4 - Action icon in iOS - tap this to upload files to OneDrive

From the menu, tap Add Items and choose whether to take a photo or video within the app, or upload one that is already on your phone. To upload an existing file tap Choose Existing and browse to the file you need. Tap to highlight it (a tick will appear in the thumbnail, see figure 5) and tap Upload.



Figure 5 - File highlighted and ready to upload in the OneDrive iOS app

Using the Android app

Tap the upload icon at the bottom of the screen (figure 6) – placement of the icon may vary depending on the device you are using. A pop-up menu will offer the choice of uploading photos or videos, or uploading other files. Tap to choose the option you need.

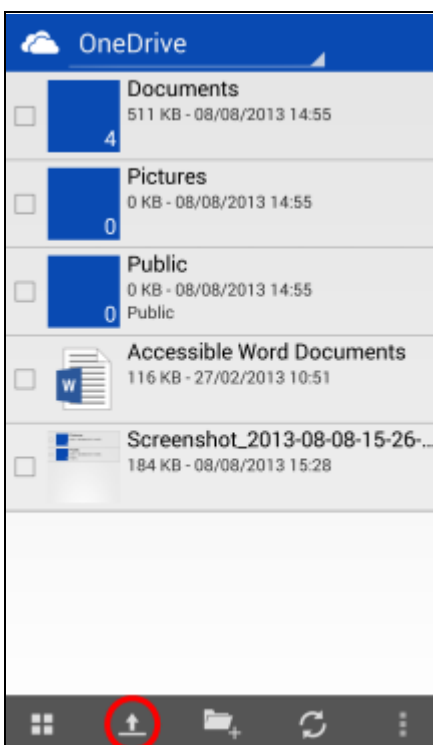


Figure 6 - Upload icon in the OneDrive Android app

Browse to the file you want to upload and tap to select it – the file will be highlighted. Tap Upload in the bottom right of the screen.

Sharing files with OneDrive

Using the website

Select the file you wish to share by checking the tick box – in the list view this is to the left of the file name; in the thumbnail view it is in the top right of the thumbnail. Click on the Sharing link at the top of the screen (figure 7).

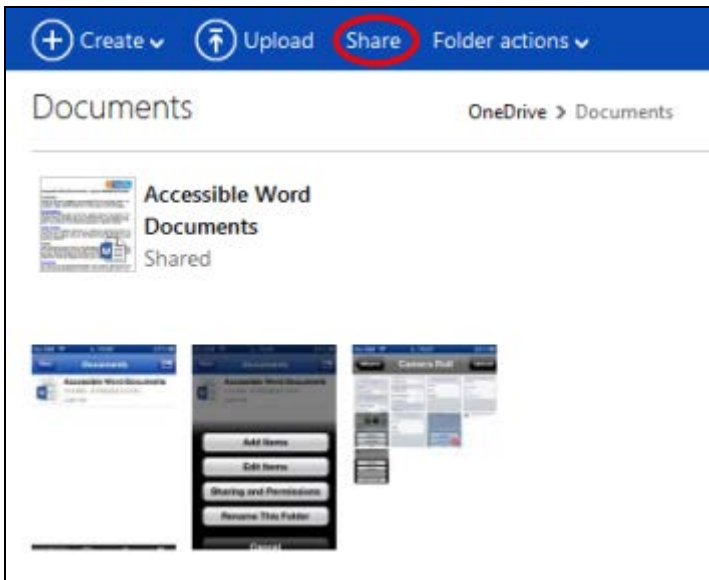


Figure 7- Sharing link on the OneDrive website

Choose how you want to share the file. You can:

- Send a message through the OneDrive site containing a link to the file.
- Share it on Facebook, Twitter or LinkedIn.
- Get a link which you can share in the most convenient way for you.

Using the Windows desktop application

Browse to the file you wish to share. Right click on it and go to OneDrive > Share in the context menu (figure 8) – clicking on Share opens the sharing option pane in the OneDrive website.

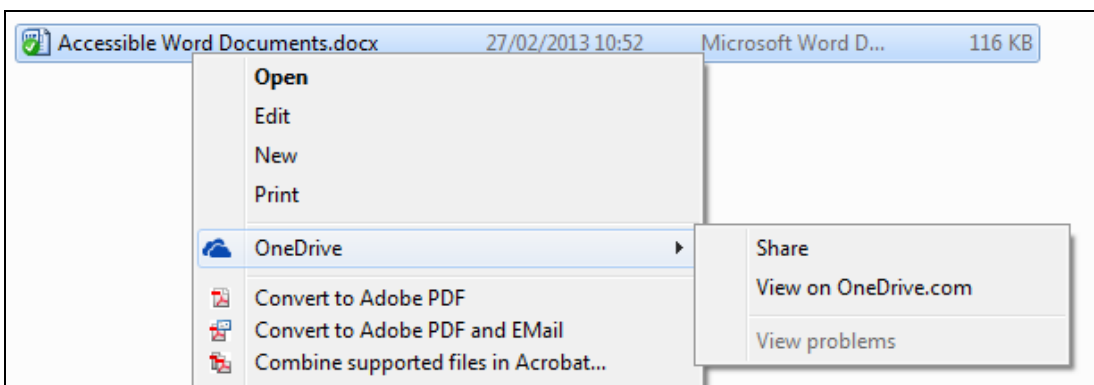


Figure 8 - Share option in the OneDrive context menu

Using the iOS app

Open the file you wish to share and tap the sharing icon in the bottom left of the screen (figure 9).

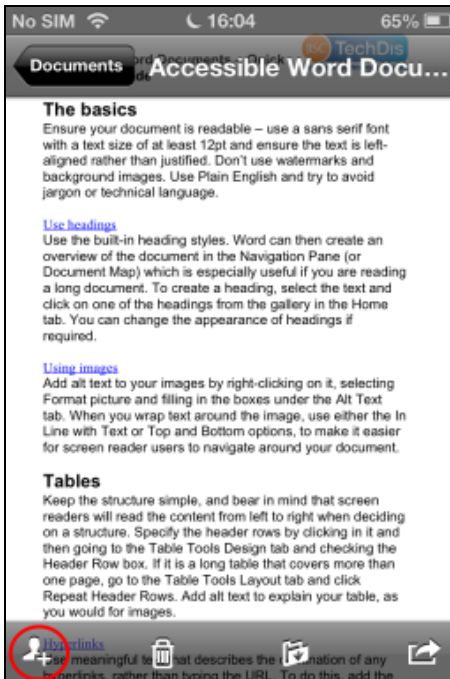


Figure 9 -Sharing icon in the OneDrive iOS app

Choose how you want to share the file:

- Send Link in Email opens your email application with a link to the file.
- Copy Link to Clipboard generates a link which you can paste into any application.
- Permissions takes you to a screen that allows you to set editing permissions and send a message through the app (figure 10).



Figure 10 - Add People screen in the OneDrive iOS app

Using the Android app

Select the file you wish to share by tapping the checkbox, then tap the Share icon (figure 11).



Figure 11 - Sharing icon in the OneDrive Android app

Choose how you wish to share the file – the options you have will depend on the apps you have installed on your device. Alternatively, tap the link icon (figure 12).



Figure 12 - Link icon in the OneDrive Android app

Choose whether you want people to be able to view and edit the file or view only, then choose how you wish to share the link.