

## **USE ONEDRIVE FOR OFF-SITE STORAGE**

If you are looking for a way to store copies of your really important files away from your computer for safe keeping in the event that your hard drive crashes, Windows OneDrive offers 5 GB of free online storage that you can access from any computer in the world!

This is a very handy feature, because it eliminates the need to manually copy files from a local folder to your cloud storage service. And vice versa. Your OneDrive folder acts like any other folder on your computer. You can open and save files directly from any standard Windows file dialog.

Here's how to activate OneDrive and use it:

1. While in All Apps, find and click on the OneDrive tile.
2. OneDrive will open in File Explorer.
3. When you click on the OneDrive icon, you will be prompted to log in with your Microsoft account. (This will not be necessary if you are in your Microsoft account already.)
4. Once you are logged in, a OneDrive folder will appear as a standalone item near the top of the navigation pane.
5. Every file placed in that folder (via Copy and Paste) will be automatically uploaded to your OneDrive account in the cloud. (In fact, the "cloud" is actually several of Microsoft's large servers).
6. Install OneDrive on any other devices you may own, using the same username and password ID that you used on the initial installation. Now you can access all of your OneDrive files from whichever device you happen to be using. Changes made to a Onedrive file on one device will be replicated on all devices.