



CHARLOTTE MECKLENBURG

LIBRARY

Getting Started with Cloud Storage: OneDrive Basics



Getting Started Guide



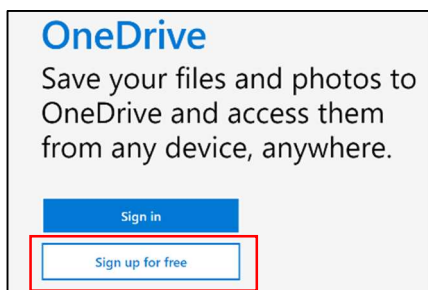
What is Cloud Storage?

Cloud Storage is an online storage where you can save and edit files. Files saved in the cloud can be accessed from any device with an internet connection. When you edit files in the cloud, changes are automatically saved. **OneDrive** is a free online storage provided by Microsoft Office Online.

Accessing OneDrive

To access OneDrive, you need a Microsoft account. You can create a free Microsoft account and access 5GB of free storage with OneDrive. To create a new Microsoft account, follow the steps below:

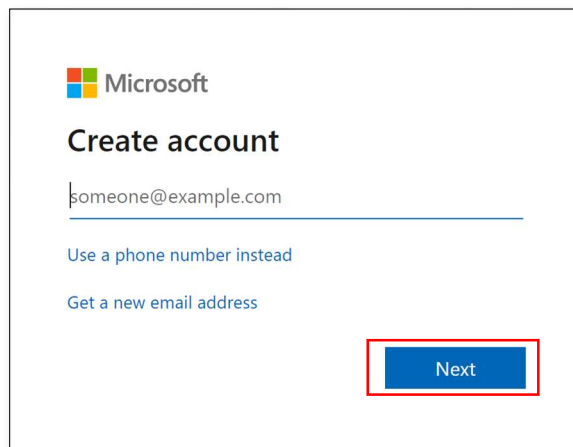
Go to onedrive.live.com and click on 'Sign up for Free'. Enter an email address to use for your account and click 'next'. Fill in the required information to create your new account.



OneDrive
Save your files and photos to OneDrive and access them from any device, anywhere.

Sign in

Sign up for free



Microsoft

Create account

someone@example.com

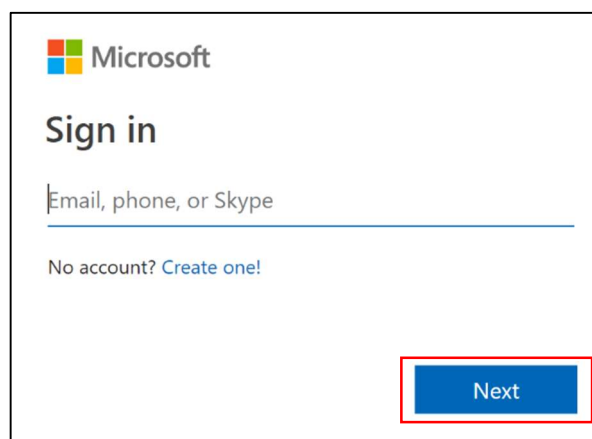
Use a phone number instead

Get a new email address

Next

Logging in to OneDrive

Go to onedrive.live.com and click 'sign in'. Enter your Microsoft account email and click 'next'. Enter your password to sign in.



Microsoft

Sign in

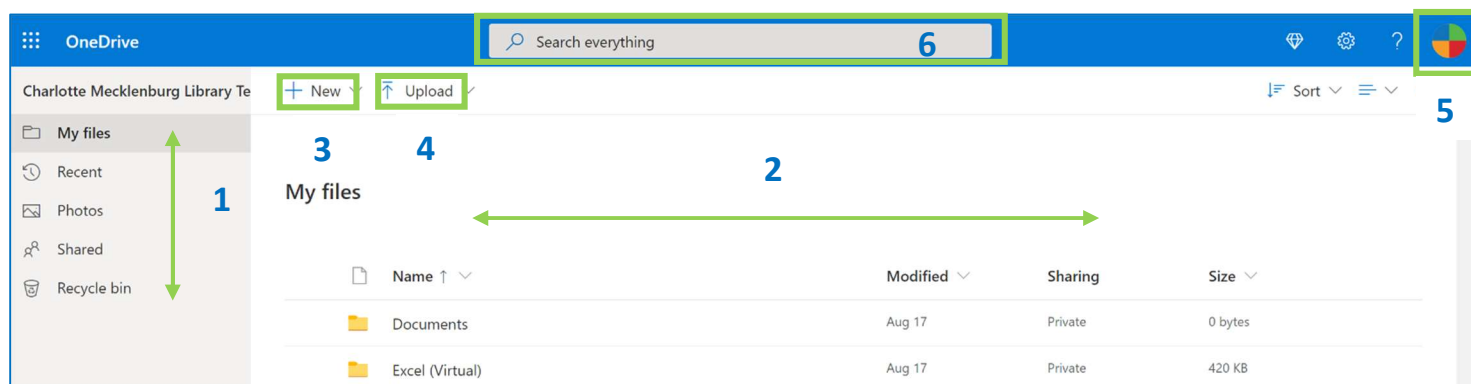
Email, phone, or Skype

No account? [Create one!](#)

Next

Navigating the OneDrive Interface

OneDrive is a free cloud storage service offered by Microsoft. The OneDrive layout allows you to organize your files in folders, upload files, add links, and create new documents.



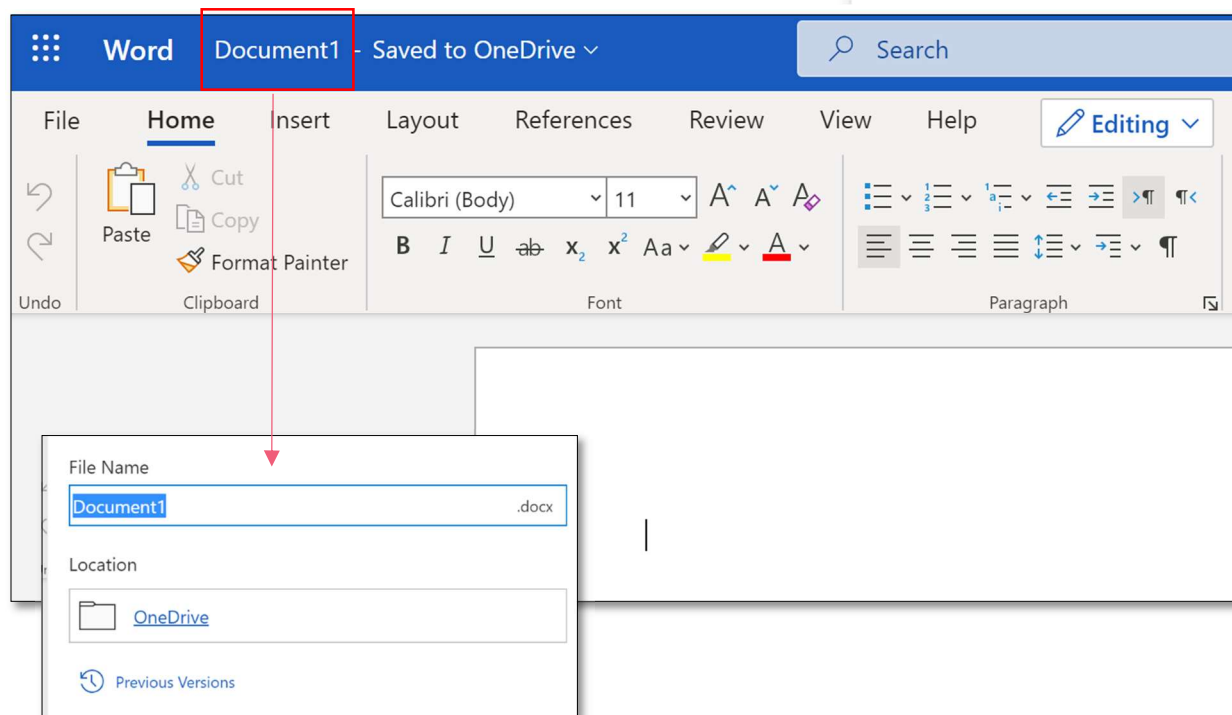
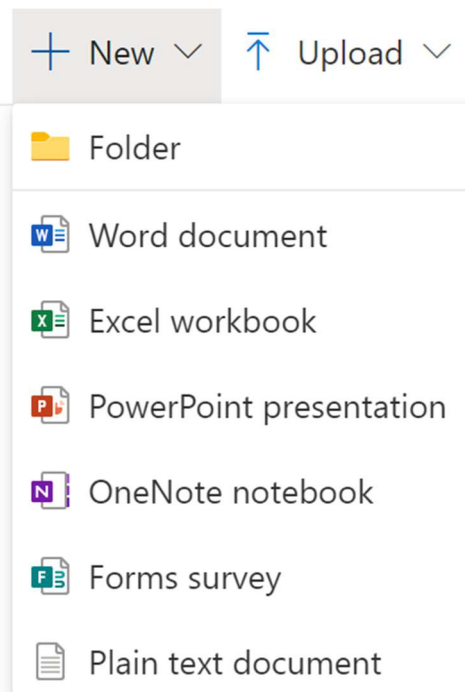
- 1. File Menu:** This menu allows you to navigate between your files, recent files, photos, files shared with you by others, and deleted files (Recycle Bin).
- 2. File Pane:** The file pane is where you can select and view your folders and files. The folder/file name, date modified, sharing access, and size are also listed.
- 3. New:** Create new folders, create new Microsoft documents (Word, Excel, PowerPoint, OneNote), and add links.
- 4. Upload:** Upload files and folders from your computer to OneDrive.
- 5. Outlook Account:** Log in/out of your Microsoft account.
- 6. Search Bar:** Search documents and folders by keyword.

Creating New Documents and Folder

Click on **+ New** and select a document type from the drop-down menu.

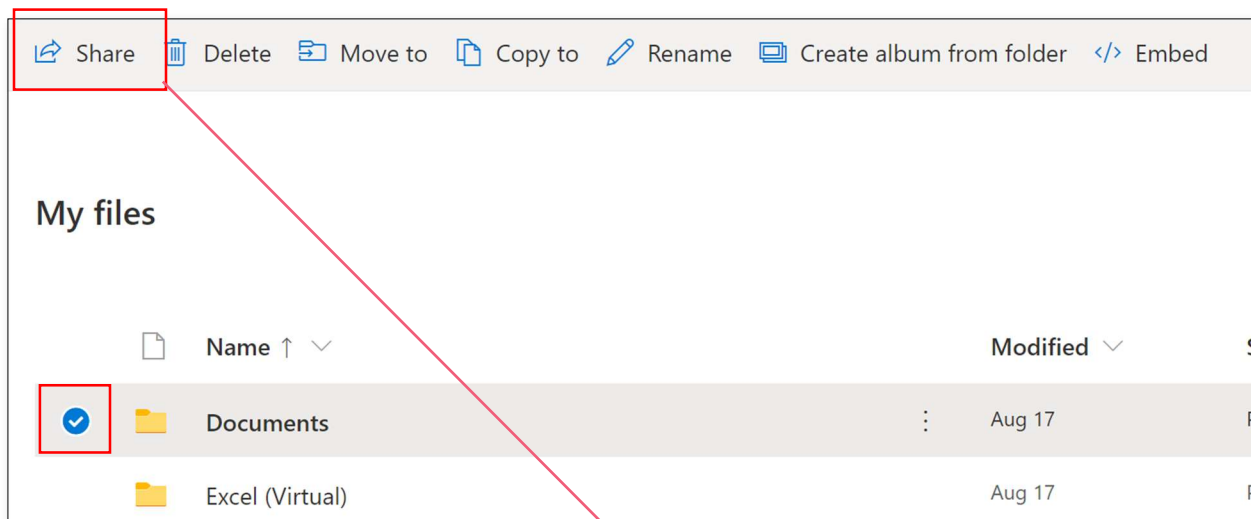
The first option allows you to create a new folder. The document types include common Microsoft file types like Word, Excel, and PowerPoint. You can also create a new Microsoft Form or a Plain Text document.

The new file will open, and you can begin adding content immediately. **Files in OneDrive save automatically** as you make changes. You can name your new file by clicking on the title. Type a new title in the file name box.



Sharing Documents and Folders

Move your cursor over the file or folder you would like to share. A circle will appear. Check the circle and a new menu will appear at the top of the screen. The first option is the 'Share' button. Click this button to share the file or folder.

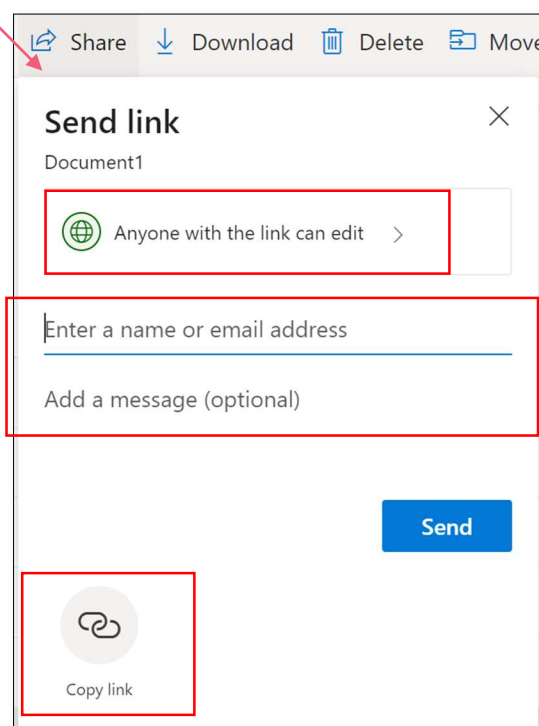


A new dialog box will appear

1. Enter the name (if they are a saved contact) or email address of the person you are sharing the file/folder with and add a message (optional).
2. Edit the permissions you give this person by clicking on the box above the name/email address field (view only, edit).
3. Click send to share.

OR

You can also copy a link to share with anyone. Adjust the permissions for the link prior to copying.



Resources

The following resources can be accessed from the library's resource page:

<https://www.cmlibrary.org/resources>

GCF Learn Free

Find many Microsoft Office, Google Suite, and basic-to-advanced digital literacy lessons for free on www.gcflearnfree.org. They have both text-based and video tutorials on a wide variety of topics.

LinkedIn Learning

Access a library of video tutorials from beginner to advanced level on a variety of technology topics on LinkedIn Learning (formerly Lynda.com). LinkedIn Learning allows you to track your progress and download resources from tutorials. You can view lessons at home or in the library using your library card.

Northstar Digital Literacy

This resource provides interactive online assessments and practice exercises to help individuals master computer and software skills such as using email, navigating the internet, and using Microsoft Word, Excel, and PowerPoint. Learn to navigate technology in your daily life with assessments on topics such as Social Media, Google Documents, Supporting K-12 Distance Learning, and Career Search Skills. Receive certification in one or more topics by completing an assessment (score 85% or higher) during a virtual Library proctored session.

1-on-1 Technology Tutoring

Charlotte Mecklenburg Library offers 1-on-1 tutoring with a library staff member or volunteer. You can call your library branch to check availability or check out our online calendar at www.cmlibrary.org/calendar.



DigiLit

DigiLit is a digital literacy program provided by Charlotte Mecklenburg Library. To find out more information about this program, download class handouts, and access additional resources, visit: www.cmlibrary.org/digilit