



You need to have a Microsoft account to sign in to OneDrive.



By default, you get 5GB of free OneDrive storage space with Windows 10 (the free allowance was reduced from 15GB in January 2016). This is an excellent way to back up your important documents, since they are stored away from your computer. For up-to-date information on plan allowances and pricing visit <https://onedrive.live.com/about/plans/>



You can log in to access OneDrive with any web browser. Go online to [onedrive.live.com](https://onedrive.live.com)

# Microsoft OneDrive

A very important function built-in to Windows 10 is its ability to utilize what is commonly known as “The Cloud”. Essentially, cloud computing is a technology that uses the internet and centralized remote servers to maintain data and applications. It allows consumers and businesses to use applications they don’t own, and to access their personal files on any computer that has internet access. The technology enables much more efficient computing by centralizing data storage, processing and bandwidth.

So how do you get into the Cloud? There are actually several ways: One is to open an account with a dedicated service such as DropBox. You will be given a free amount of storage space, typically up to 18GB in which you can store virtually anything you choose to. If you need more, you will be charged a fee depending on the amount required.

A second way is to buy a product from a major software manufacturer. A typical example is True Image from Acronis – a data backup program. Buy this, and you are given 250GB of online storage that enables you to create Cloud-based backups.

A third way is courtesy of Microsoft OneDrive, which can be accessed online. OneDrive is basically a portal that allows you to access 5GB of free online storage.

