



The original feature was called SkyDrive but was renamed OneDrive for copyright reasons.



In previous versions of Windows, you needed a Classic app to access OneDrive. In Windows 10 you can use File Explorer to transfer files to and from OneDrive.

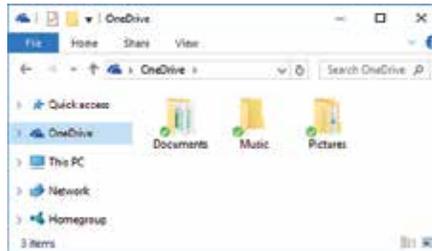


Only the folders you choose to sync will be shown in the local copy of OneDrive. Any changes you make are applied to the online OneDrive immediately, or the next time you connect to the internet.

OneDrive

OneDrive is Microsoft's cloud storage that comes with your Microsoft Account. You can have up to 5GB storage free, and access it from any device where you sign in with your Microsoft Account, or from any web browser. File Explorer gives local copies of folders kept in sync with your OneDrive:

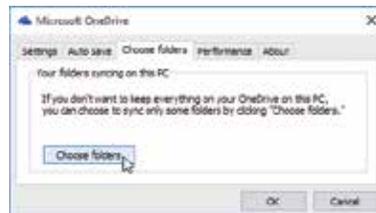
- 1 Open File Explorer and select OneDrive in the Navigation pane to see the OneDrive folders that are kept locally, e.g. Documents, Music, Pictures



- 2 You can also click the OneDrive icon in the Notification area to Open your OneDrive folder



- 3 To select the files to sync, right-click the OneDrive icon and select Settings, then Choose folders

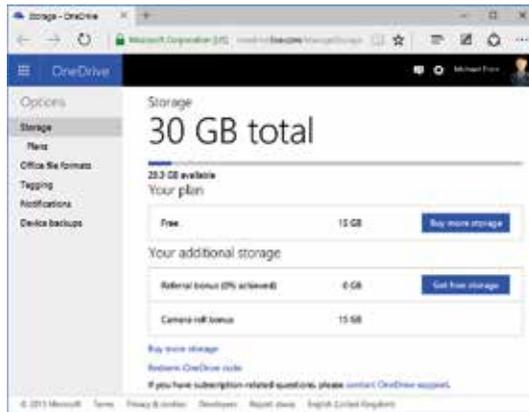


There may be other folders on your OneDrive that are not shown on your local copy. If you choose another folder, it will be added and its contents copied. If you deselect a folder, it and all its files are removed from the local copy.



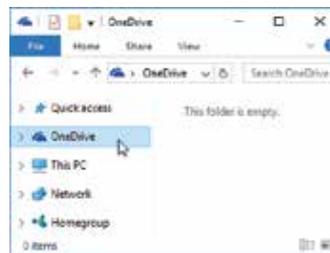
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- 4 Right-click the OneDrive icon and select Manage storage to see how much storage you have

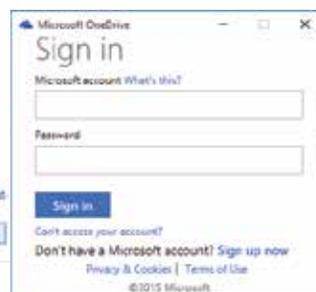


- 5 Microsoft gives you options to earn extra storage, or you can purchase additional blocks

If you are signed in with a Local Account, you may find OneDrive shown in File Explorer, but it will have no contents.



- 6 Select OneDrive from the Navigation pane and you are invited to set up OneDrive. You'll need a Microsoft Account to complete the procedure.



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/>



If you sign in with a Local Account, the OneDrive entry may appear in File Explorer, but you cannot access OneDrive folders unless you provide a Microsoft Account.