



ONEDRIVE & CLOUD STORAGE ESSENTIALS

KEEP YOUR FILES SAFE, SYNCED & AVAILABLE EVERYWHERE



Understand the cloud without the confusion. Learn how OneDrive (and similar cloud services) protect your important files while making them available on all your devices.



RGE TIP: The cloud isn't a replacement for your computer—it's an extra layer of protection and convenience.
A little planning today can prevent a lot of frustration tomorrow.



MAC NOTE: The same concepts apply on a Mac using iCloud Drive instead of OneDrive.
The names differ, but the goals are the same: automatic syncing, backup, and easy access.



1. EVERYONE USES THESE (ESSENTIALS • Everyday Tasks)



Sign In

Use the same Microsoft account on all your Windows devices.



Sync Files

Changes made on one device automatically appear on your others.



OneDrive Folder

Save important files inside your OneDrive folder to keep them protected.



AutoSave

Microsoft Word, Excel and PowerPoint can automatically save your work while you edit.



Access Anywhere

View your files from another computer, tablet or smartphone.



Deleted Files

Deleted files usually remain in the OneDrive Recycle Bin for a limited time.



Share Files

Send a secure sharing link instead of emailing large attachments.



RGE TIP: If a file would upset you to lose, it belongs in OneDrive.



2. USEFUL SKILLS (GOOD TO KNOW • Do More)



Files On-Demand

See all your files without storing every file on your hard drive.



Pin Important Files

Keep frequently used files easy to find.



Organize Folders

Create folders for Taxes, Photos, Financial Records, Family, and Projects.



Search

Use Windows Search or OneDrive Search to quickly locate documents.



Version History

Restore an earlier version if you accidentally overwrite a document.



Sync Status

Learn the meaning of cloud icons:



Green Check = Available Offline



Blue Cloud = Online Only



Arrows = Syncing



RGE TIP: Organize your folders once. Let OneDrive keep everything synchronized automatically.



3. ADVANCED TOPICS (USE WITH CAUTION • Control)



Choose Sync Folders

Select which folders should automatically back up.



Stop Sync

Know how to pause syncing without deleting your files.



Shared Files

Understand the difference between Can View and Can Edit permissions.



Two-Factor Authentication

Protect your Microsoft account with an extra layer of security.



Local vs Cloud

Know whether a file exists:

- only on your PC
- only in the cloud
- or in both places



RGE TIP: Never delete a synced folder until you understand what happens to every connected device.

HOW TO GET STARTED



Sign into Windows



Open OneDrive



Save important files inside your OneDrive folder



Confirm the cloud icon shows syncing



You're protected!

IMPORTANT SAFETY REMINDERS

- ✓ Cloud storage is not a complete backup by itself.
- ✓ Keep important passwords in a secure location.
- ✓ Never ignore repeated sync error messages.
- ✓ Periodically verify your important files are actually syncing.



RGE GOLDEN RULE:

If it's important enough to keep, it's important enough to protect in more than one place.



RED GLEN ELECTRONICS
"A Boomer Helping Fellow Boomers."



RGE PHILOSOPHY:

Teacher first.
Technician second.
People always.

Learn. Explore. Don't fear Windows.

Practical Tech Solutions

Honest Advice

Simplifying Technology

● (ESSENTIALS) • Everyday Tasks

● (GOOD TO KNOW) • Do More

● (USE WITH CAUTION) • Control

🕒 Estimated Reading Time 5 minutes