How to sign in to OneDrive.com
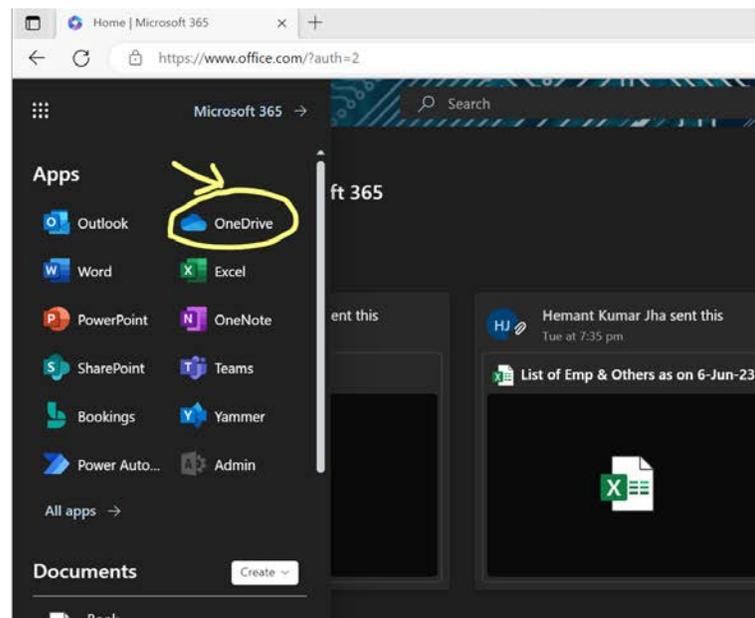
1. Navigate to OneDrive.com.

2. At the top of the page, click on **Sign In**.

3. Enter your Microsoft account email address and click **Next**.

4. Enter your password and click **Sign In**.

*Additionally, you can sign in to your OneDrive cloud account through www.office.com by clicking on the top-left grid icon and choosing OneDrive from the app menu.


OneDrive cloud vs local OneDrive

It is important to remember that when a connected device makes changes to a file, OneDrive will register the change when it syncs and make it available to <u>all</u> access points. Meaning that if you make a change within the cloud (a new file, editing, deleting, etc.) the changes will take effect on any other devices you access with your credentials.

The cloud version of OneDrive is a great way to access, modify, or remove your files even when you are not using a device with Windows 10 or Office 2016 installed on it. The OneDrive cloud gives you access to your files from anywhere anytime as long as you have internet access.

Files from your local OneDrive folder will open just as they would from any location in the File Explorer. For [Home | Microsoft 365 (office.com)](#) (or OneDrive.com) it is just as easy.
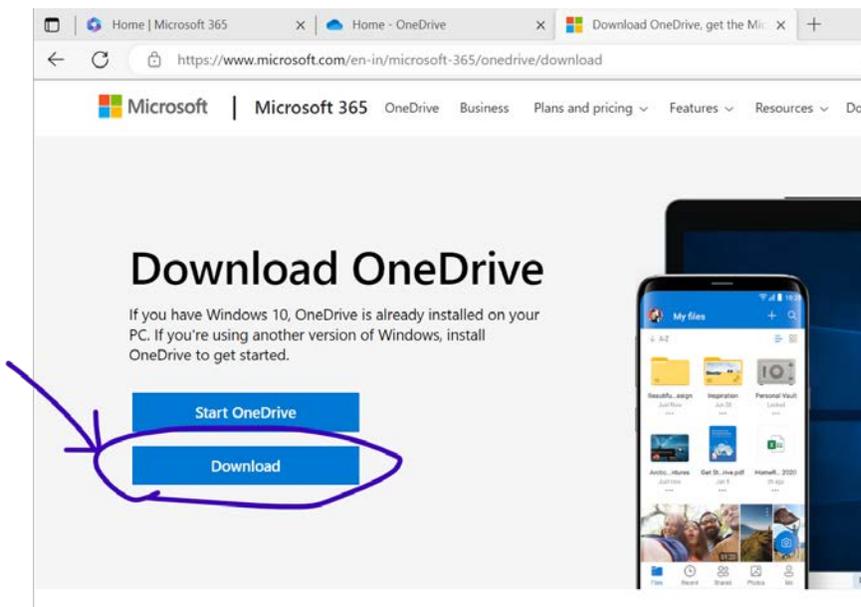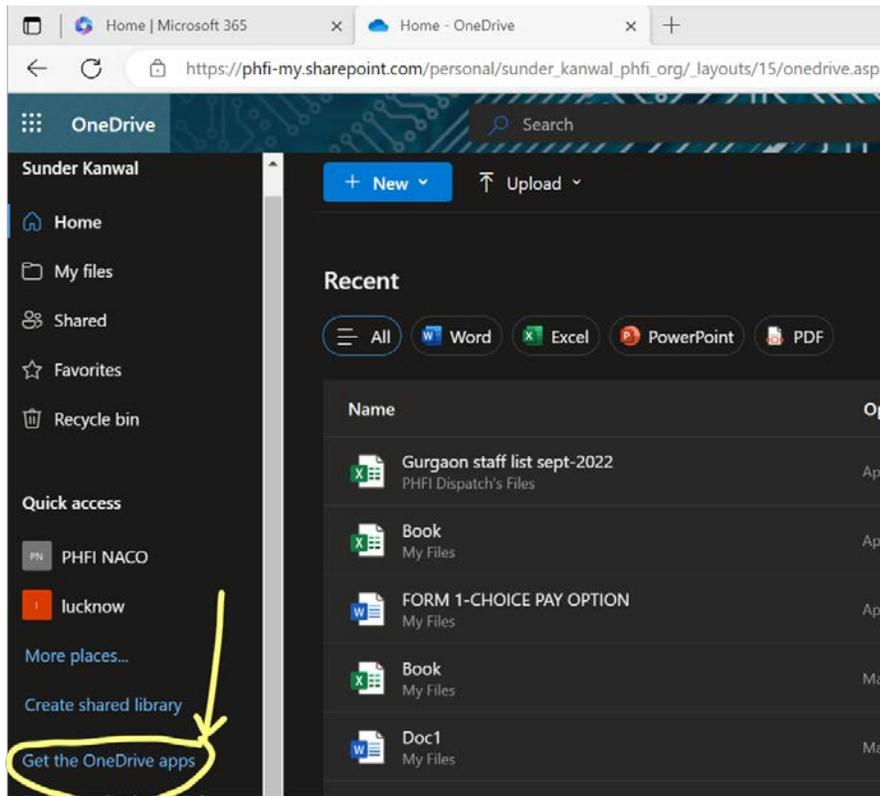
Setting up OneDrive on your device is a straightforward process. Here's how:
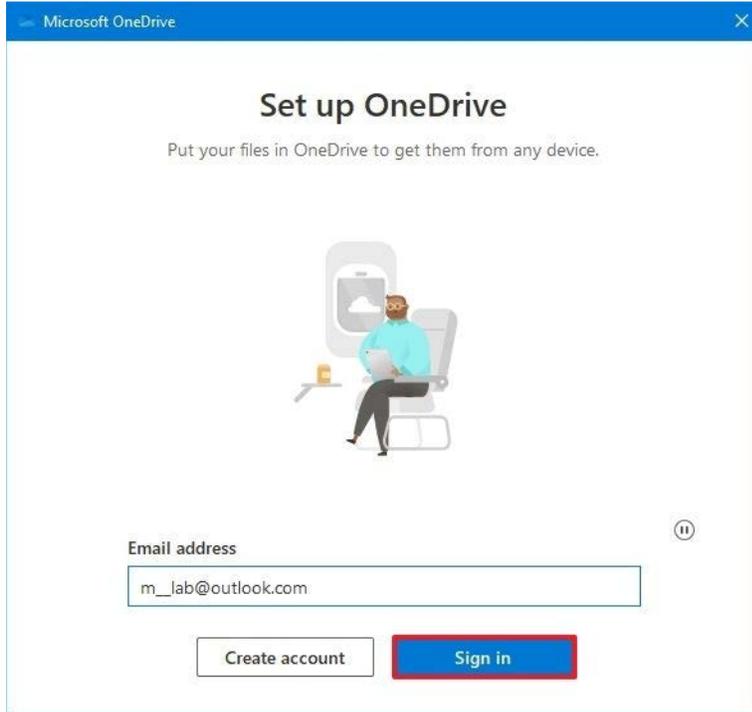

Select the **@outlook.com** option.
Click the **Next** button.
Continue with the on-screen directions to complete the process.
Once you complete the steps, connect the account to Windows 10 and start using OneDrive.

1. Open **Start**.
2. Search **OneDrive** and click the top result to open the app.
- **Quick tip:** The client is probably not installed if you do not find OneDrive on the Start menu. You can download the OneDrive client offline installer from Microsoft and double-click the file to install it. Also, if the setup process does not appear, right-click the cloud icon from the notification area and select the **Sign in** button.
3. Confirm the Microsoft account address.
4. Click the **Sign in** button.
5. Confirm your account password.
6. Click the **Sign in** button again.
7. (Optional) Click the **Change location** option to specify a different folder to store the cloud files. (Usually, the default location is recommended.)
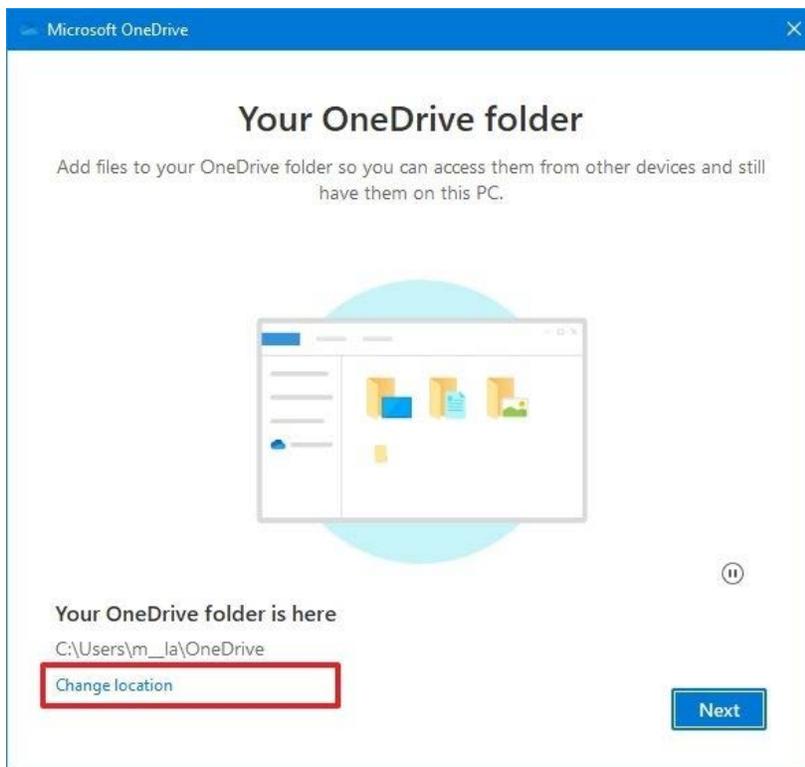
8. Click the **Next** button.
9. (Optional) Clear the **Desktop**, **Documents**, and **Pictures** selections.
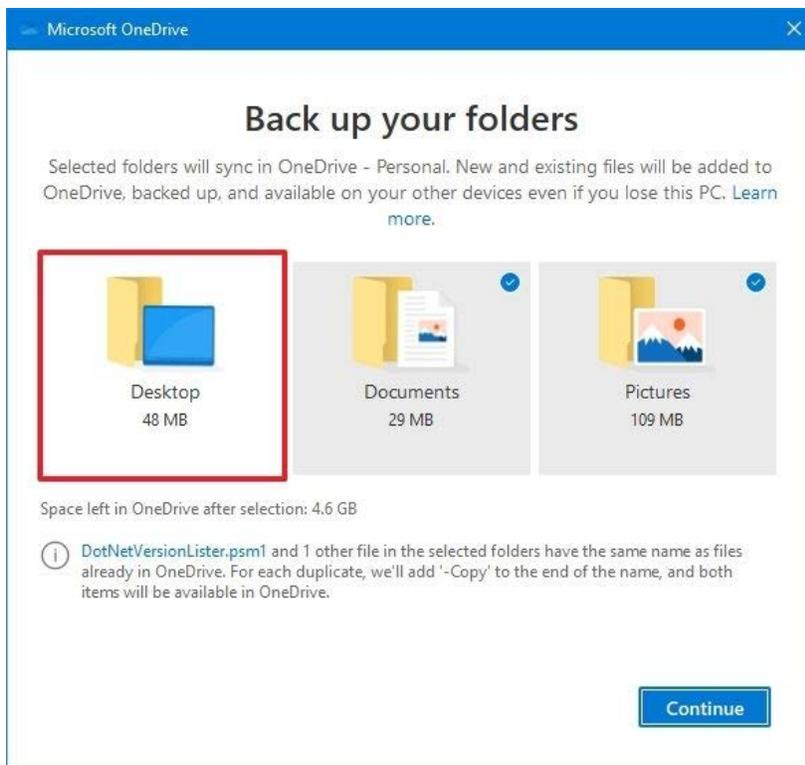
- **Quick note:** OneDrive can back up your system profile folders. Although it is recommended to use this option, you may not have enough space to upload all your

files if you have the free version of the service. If this is the case, skip this option until you sign up for a subscription. You can always access the backup settings from the **Sync and Backup** tab in the OneDrive settings.

10. Click the **Continue** button.
11. Click the **Skip** button.
12. Click the **Next** button.
13. Click the **Next** button again.
14. Click the **Next** button one more time.
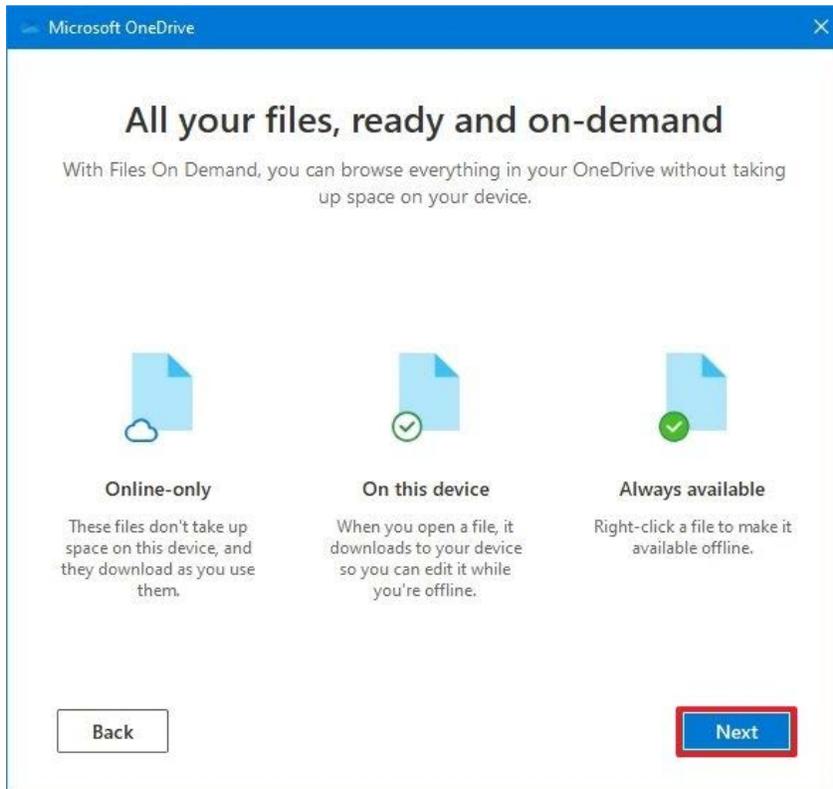
15. Click the **Later** button.
16. Click the **Close (X)** button.

After you complete the steps, OneDrive will be ready to start uploading files.
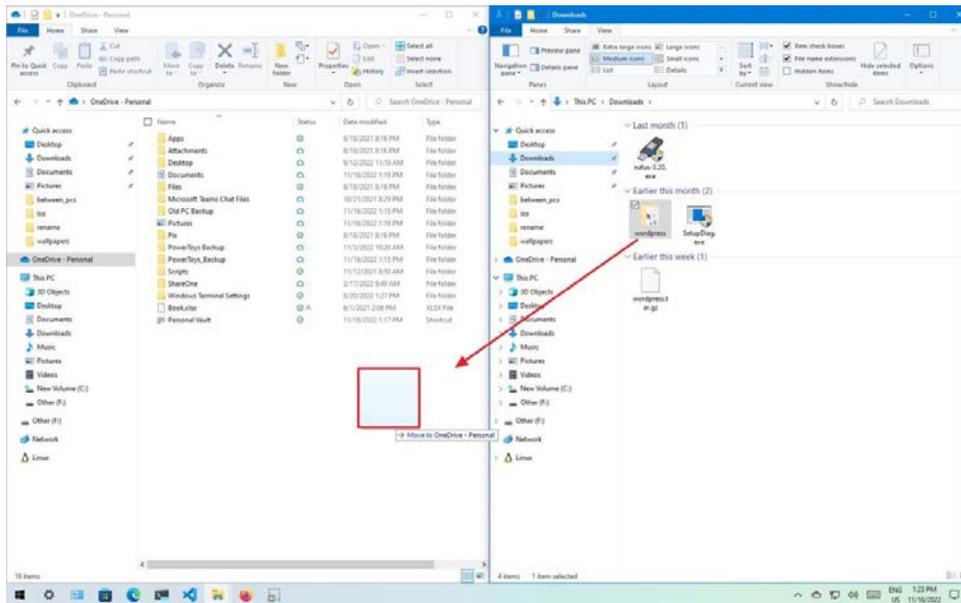

HOW TO UPLOAD FILES TO ONEDRIVE

OneDrive connects seamlessly with File Explorer to make uploading files super easy.

To upload documents and other files to OneDrive on Windows 10, use these steps:

1. Open **File Explorer**.
2. Click on **OneDrive** from the left pane.

- **Quick note:** The folders may be named differently on devices with multiple OneDrive accounts. For example: "OneDrive — Personal" for your regular account, and "OneDrive — Family" for business accounts.
3. Snap the **OneDrive** folder to the left side (**Windows key + left arrow**).
4. Open another instance of File Explorer (**Windows key + E**).
5. Navigate to the folder with the content you want to upload.
6. Snap the folder with the local files to the right side (**Windows key + right arrow**).
7. Drag and drop each file and folder you want to upload to the OneDrive folder (left).

Once you complete the steps, the files and folder in the OneDrive location will automatically sync to the cloud.

Of course, this is only one way to upload files. You can always **cut** and **paste** the files into the OneDrive folder. Or you can select the files and use the "Move to" option available in the "Home" tab of File Explorer.
In the future, instead of continually making transfers manually, remember that within the application, you can always save files directly into the OneDrive folder.

If you have many files, 5GB of storage may not be enough with the free account. As a result, we recommend opting into one of the Microsoft 365 plans, as it comes with 1,000GB of OneDrive storage and additional perks. For instance, with the subscription, you get access to the Office apps, Microsoft Family Safety, Microsoft Teams (consumer), and other features like Microsoft Editor, PowerPoint Presenter Coach, and more.