

OneDrive

Saving Files Directly to the OneDrive Cloud

1. Open your web browser and navigate to “portal.office.com,” sign in with your account (if necessary), click the dots icon in the top-left, and select OneDrive.
2. In OneDrive on your browser, navigate to the folder where you wish to save your files.
3. Drag/drop or copy/paste the files you wish to upload to the OneDrive window.
4. These files will now be uploaded to the cloud without being stored on your laptop’s hard drive. The process may take awhile if you are uploading large files (e.g. videos).

Using OneDrive in File Explorer

Uploading files into OneDrive via File Explorer will automatically save them to both the OneDrive cloud and your laptop’s hard drive. Below are explanations of the status icons that appear next to each file:



File is uploaded to the cloud and downloaded to your laptop’s hard drive. This file can be accessed without an internet connection.



File is syncing with the cloud, either uploading or downloading.



File is stored in the cloud, but is not downloaded to your laptop’s hard drive. Opening this file will download it to your laptop; afterwards the icon should change to the green checkmark.

Right-clicking a file will give you the options to store files on your hard drive or remove files from your hard drive while keeping them in the cloud:

- “Always keep on this device”: This will store the file on your hard drive so you can access it even without an internet connection.
- “Free up space”: This will remove the file from your hard drive but keep it saved in the cloud.