

Manual OneDrive

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1 Requirements

OneDrive users need an Internet connection and a free Microsoft account.

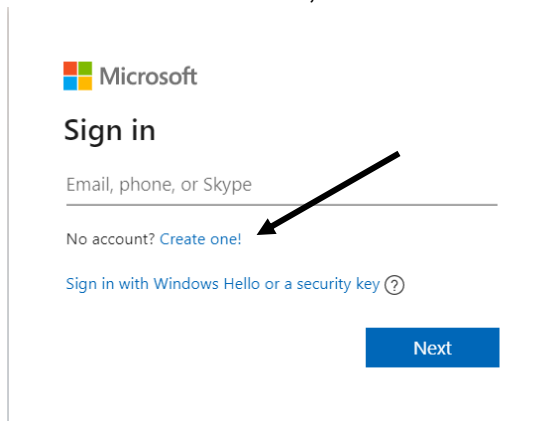
2 OneDrive in the webbrowser

2.1 Create a Microsoft Account

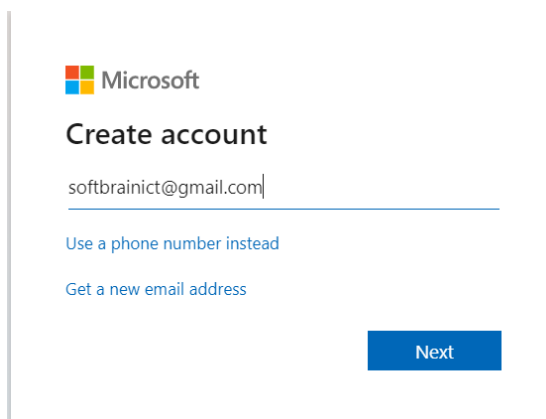
Anyone with a Microsoft account can use this to log in to all of Microsoft's public online services. These include OneDrive, Outlook.com, Office, Photos and Skype. Users of Windows 10 or 11 can also use this account to log in and download the app to their computer.

Anyone with an email address ending in @hotmail.com, @live.com or @outlook.com has automatically a Microsoft account.

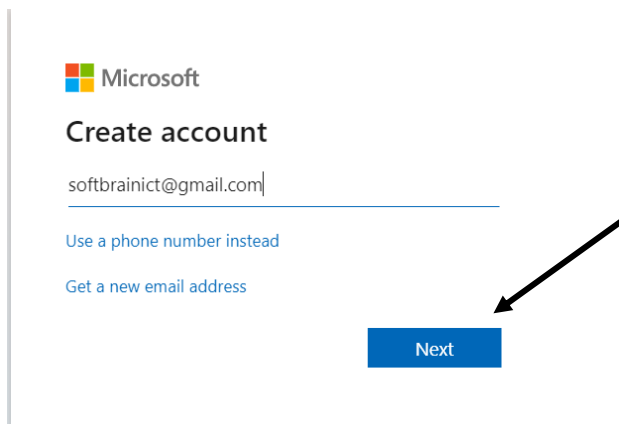
1. Go to login.live.com/
2. Behind 'No account?', click Create one.



3. Type the email address you want to associate with the Microsoft account. If you do not have an email address you can also use a mobile number. You can also create a new email address. I'll explain this later.

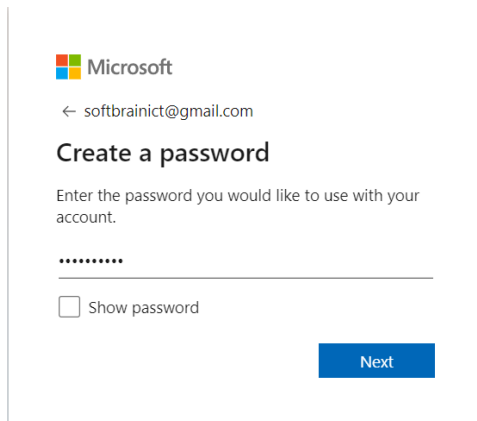


4. Click on “Next”



The screenshot shows the Microsoft account creation interface. At the top left is the Microsoft logo. Below it, the text 'Create account' is displayed. Underneath, the email address 'softbrainict@gmail.com' is entered in a text field. There are two links: 'Use a phone number instead' and 'Get a new email address'. At the bottom right, there is a blue button labeled 'Next'. A black arrow points from the top right towards the 'Next' button.

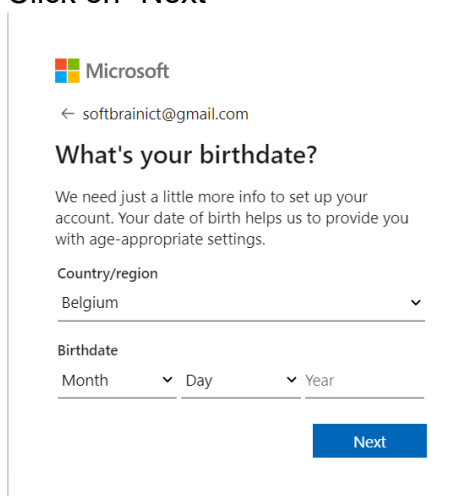
5. Think of a password and type the password. Click on “Next”



The screenshot shows the 'Create a password' step. It features the Microsoft logo and the email address 'softbrainict@gmail.com'. The heading is 'Create a password'. Below this, it says 'Enter the password you would like to use with your account.' There is a password input field with dots for characters. Below the field is a checkbox labeled 'Show password'. At the bottom right, there is a blue button labeled 'Next'.

6. Microsoft still wants to receive some information. Please type your first name and your last name. Click on “Next”

7. Select your country and your birthdate. Click on “Next”

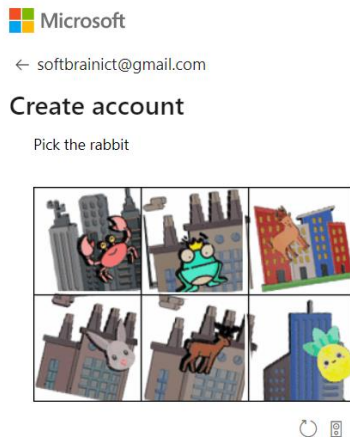


The screenshot shows the 'What's your birthdate?' step. It features the Microsoft logo and the email address 'softbrainict@gmail.com'. The heading is 'What's your birthdate?'. Below this, it says 'We need just a little more info to set up your account. Your date of birth helps us to provide you with age-appropriate settings.' There are two dropdown menus: 'Country/region' with 'Belgium' selected, and 'Birthdate' with 'Month', 'Day', and 'Year' options. At the bottom right, there is a blue button labeled 'Next'.

8. Microsoft will send a code to the email address associated with the account. Type the code from the email into the 'Enter code' field.

Click on "Next."

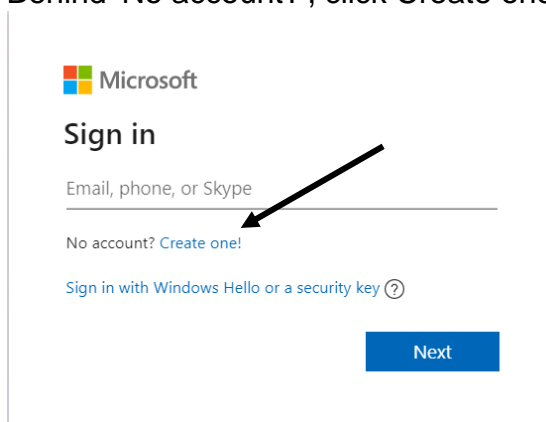
9. Microsoft wants to make sure that people, not bots, create accounts. So you have to type the code again. Click on 'Enter the characters you see' below. Images can consist of upper and lower case letters and numbers. Type the characters you see in the image. You may also need to indicate the correct images. Click next.



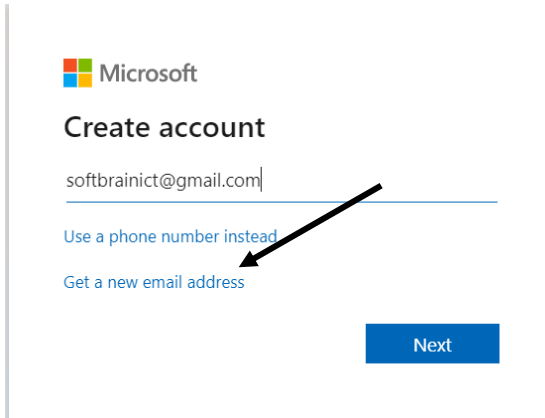
10. If you did not copy the characters correctly, a new image will appear and you can try again. It doesn't matter if you make a few mistakes. If you prefer to listen to spoken text and then type it, click Audio File. Make sure the speaker of the PC is on.
11. If the characters are typed correctly, or you have picked the right picture, you have a Microsoft account.

2.2 Create account with new mail address

1. Go to login.live.com/
2. Behind 'No account?', click Create one.



3. Click on "Get a new email address". And click "Next"



Microsoft

Create account

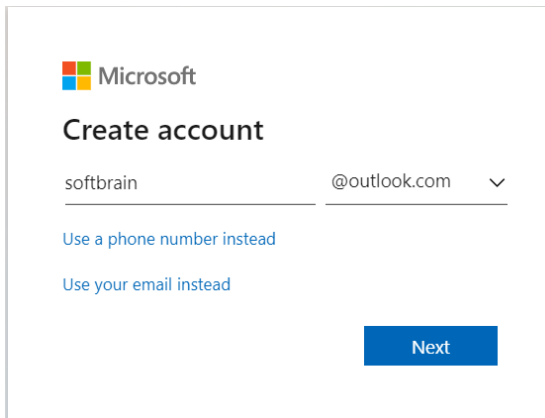
softbrainict@gmail.com

[Use a phone number instead](#)

[Get a new email address](#)

Next

4. Type the name you want to use for the new email address. The address ends in @outlook.com. This is already filled in. You can change this to @hotmail.com. Click on "Next"



Microsoft

Create account

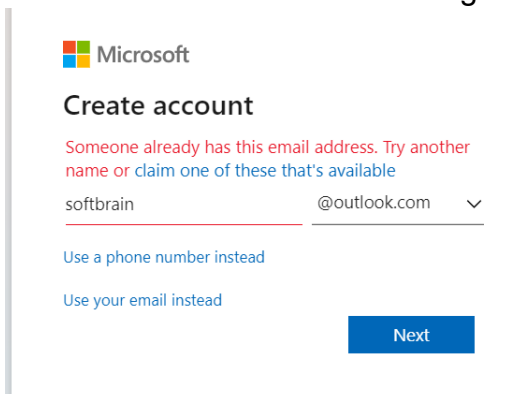
softbrain @outlook.com

[Use a phone number instead](#)

[Use your email instead](#)

Next

5. If the email address is already in use, a message will appear. Type in a new email address and click "Next" again.



Microsoft

Create account

Someone already has this email address. Try another name or claim one of these that's available

softbrain @outlook.com

[Use a phone number instead](#)

[Use your email instead](#)

Next

6. Think of a password and type the password. Click on "Next"
7. Microsoft still wants to receive some information. Please type your first name and your last name. Click on "Next"

8. Select your country and your birthdate.
Click on "Next"



The screenshot shows the Microsoft account creation interface. At the top, the Microsoft logo is displayed. Below it, the email address 'softbrainict@gmail.com' is shown with a back arrow. The main heading is 'What's your birthdate?'. A sub-heading explains: 'We need just a little more info to set up your account. Your date of birth helps us to provide you with age-appropriate settings.' There are two dropdown menus: 'Country/region' with 'Belgium' selected, and 'Birthdate' with 'Month', 'Day', and 'Year' dropdowns. A blue 'Next' button is at the bottom right.

9. Microsoft will send a code to the email address associated with the account. Type the code from the email into the 'Enter code' field. Click on "Next."
10. Microsoft wants to make sure that people, not bots, create accounts. So you have to type the code again. Click on 'Enter the characters you see' below. Images can consist of upper and lower case letters and numbers. Type the characters you see in the image. You may also need to indicate the correct images. Click next.

Create account

Pick the rabbit



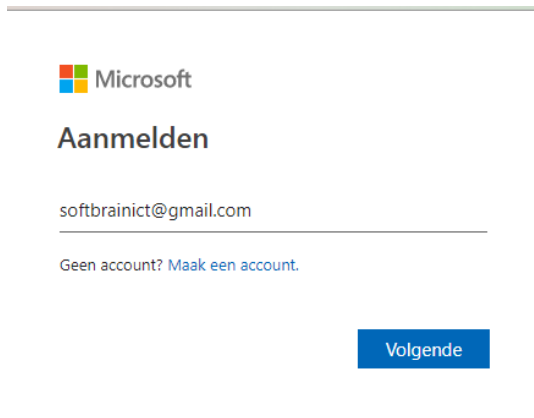
11. If you did not copy the characters correctly, a new image will appear and you can try again. It doesn't matter if you make a few mistakes. If you prefer to listen to spoken text and then type it, click Audio File. Make sure the speaker of the PC is on.
12. If the characters are typed correctly, or you have picked the right picture, you have a Microsoft account.

2.3 Login to OneDrive

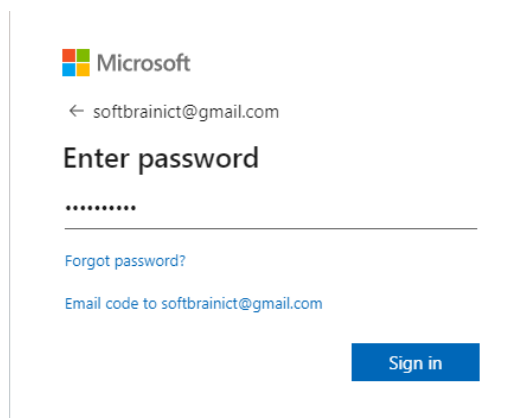
1. Go to <https://www.microsoft.com/nl-be/microsoft-365/onedrive/online-cloud-storage> and choose “aanmelden”



2. Typ your Microsoft email address

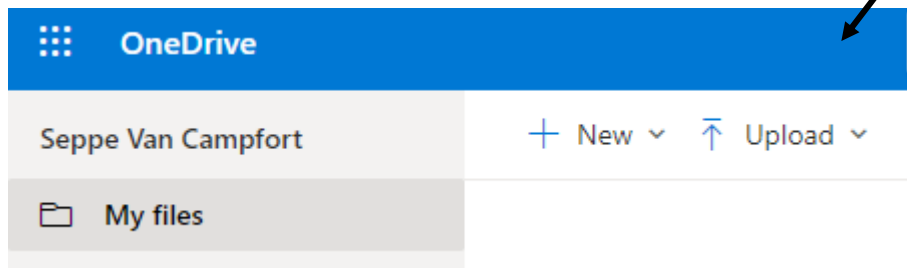


3. Typ your password and choose “Sign in”

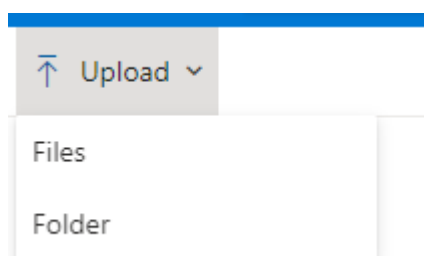


2.4 Upload a file or a folder

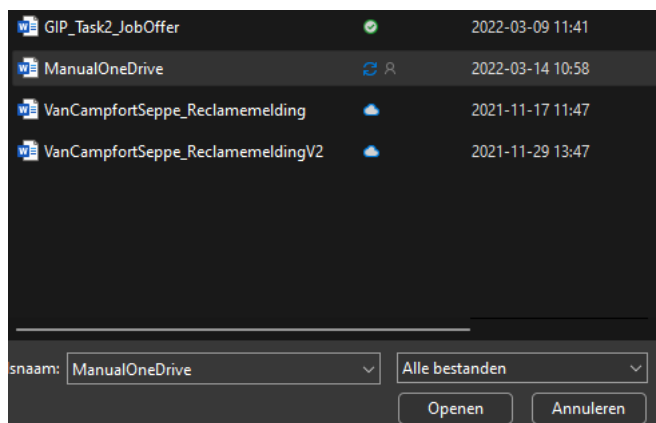
1. Click on "Upload"



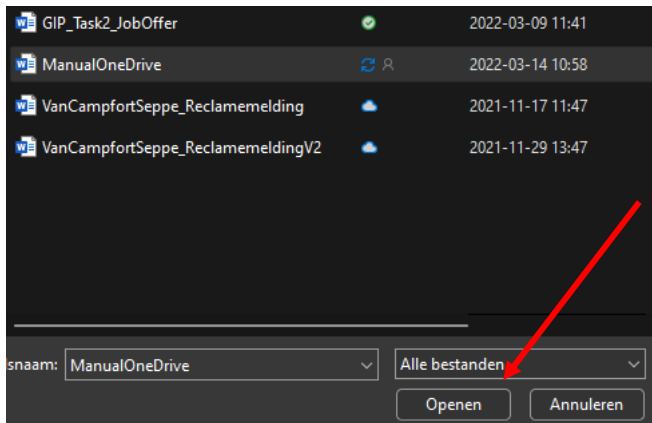
2. Choose Files or Folder



3. Navigate to the desired file and click on it



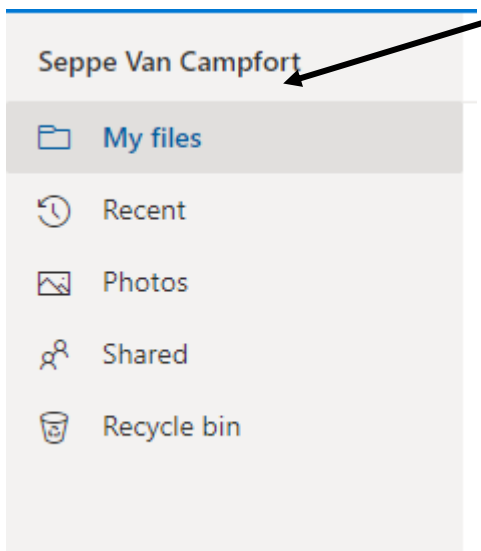
4. Click on “Open”



5. The file or folder is now on OneDrive

2.5 Viewing a file

1. Click on My files first in the left-hand menu.

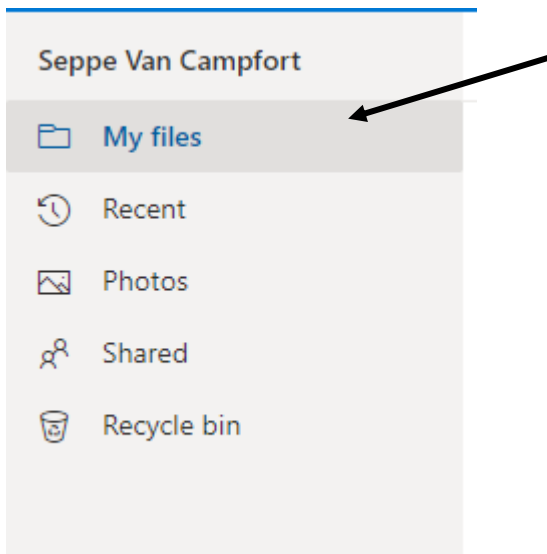


2. Click on a file to open it

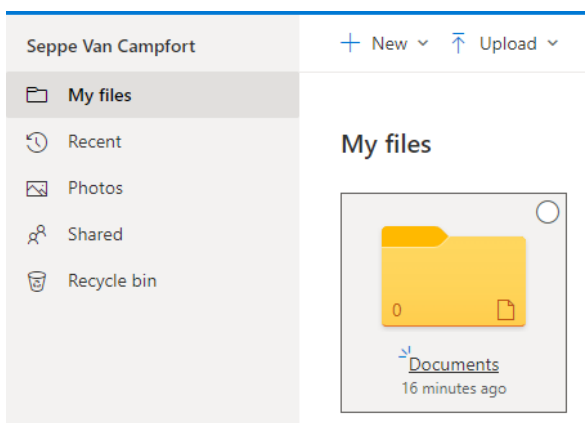
3. The file can be opened in a new tab. If the file is finished, close it via the cross on the tab or file

2.6 Create a folder

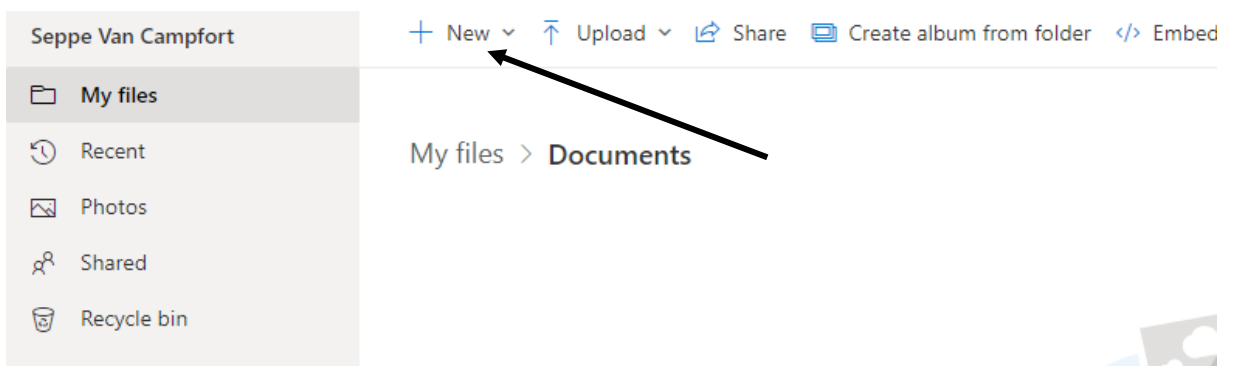
1. If necessary, click on Files first in the left menu



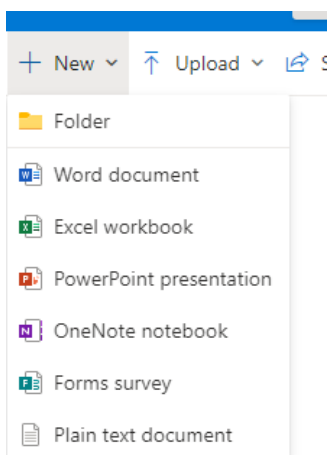
2. If necessary, first click on a folder where you want to create the new folder



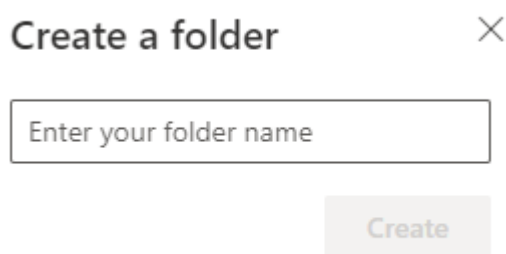
3. Click on New at the top



4. Choose “Folder”

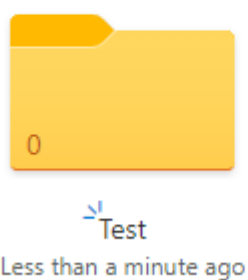


5. Give your folder a name. And click on “Create”



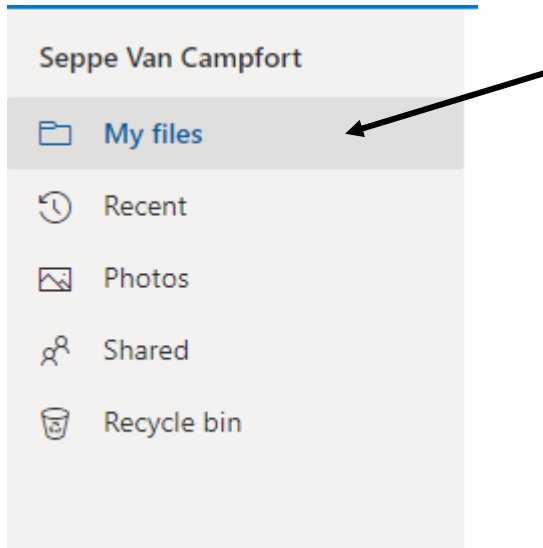
6. Your new folder is created

My files > Documents

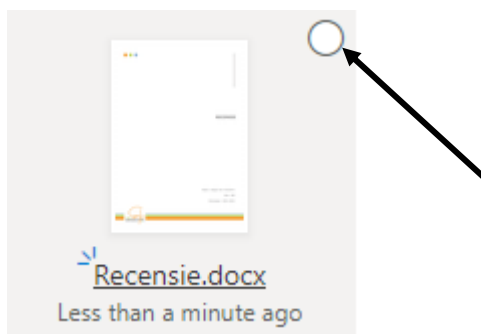


2.7 Moving a file

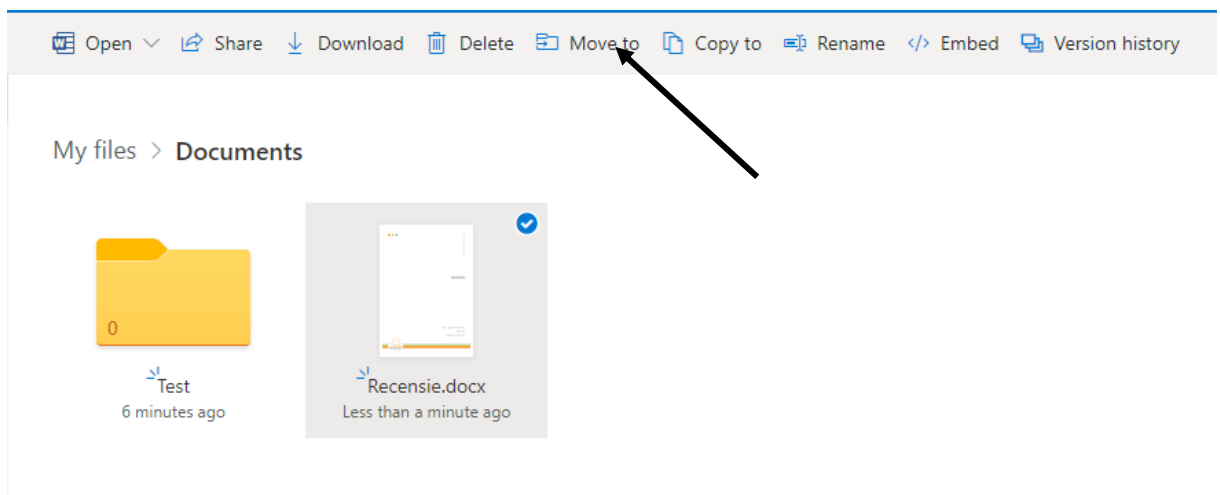
1. If necessary, click on Files first in the left menu



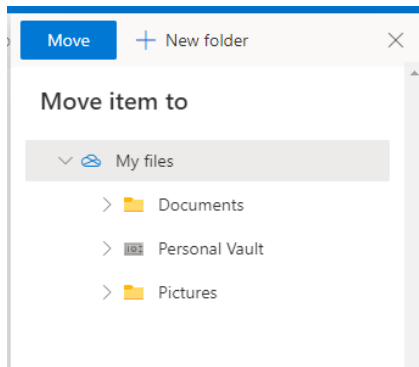
2. Move your mouse over the file
3. A circle will appear next to the file. Click on it



4. Choose the option "Move to"



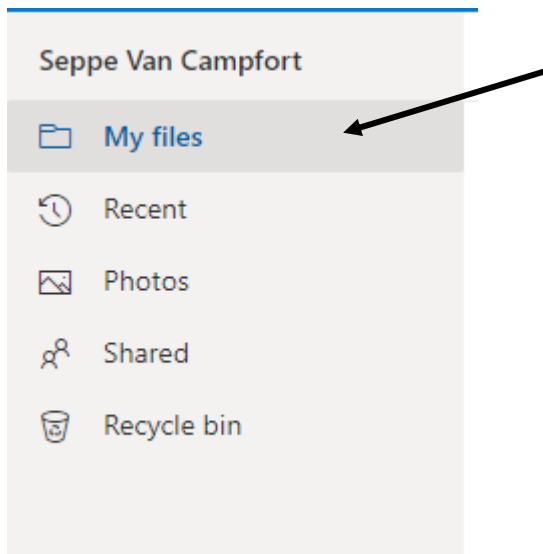
5. Your folders appear on the right-hand side of the screen. Select the correct folder and choose “Move”



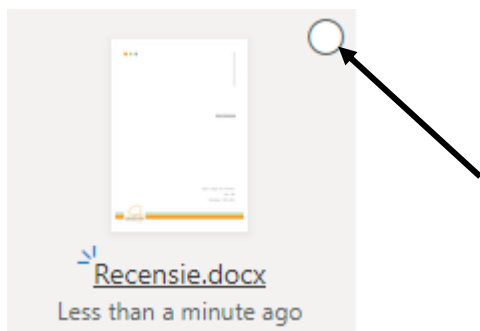
6. Your file is now in the selected folder

2.8 Delete a file

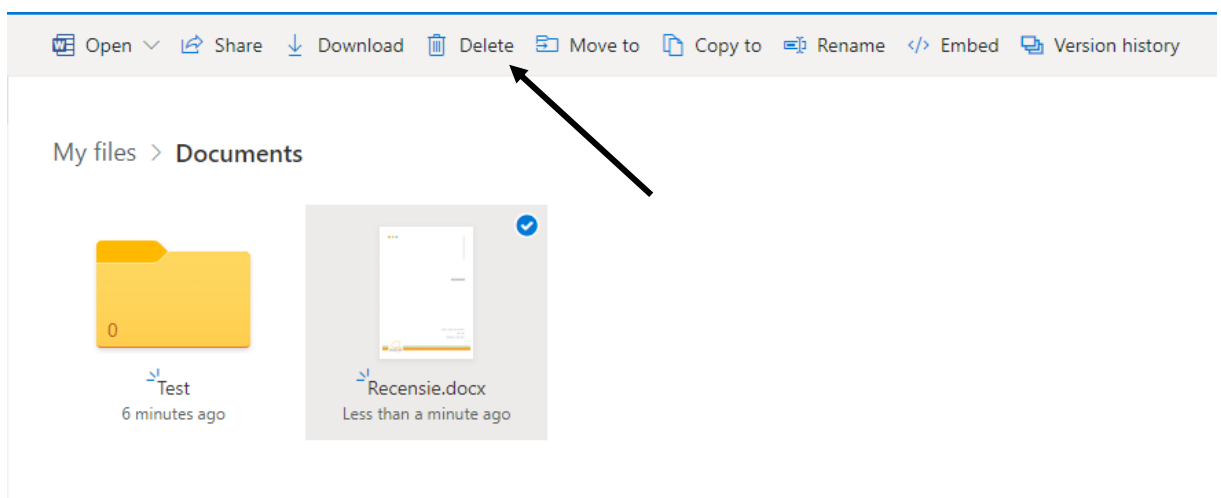
1. If necessary, click on Files first in the left menu



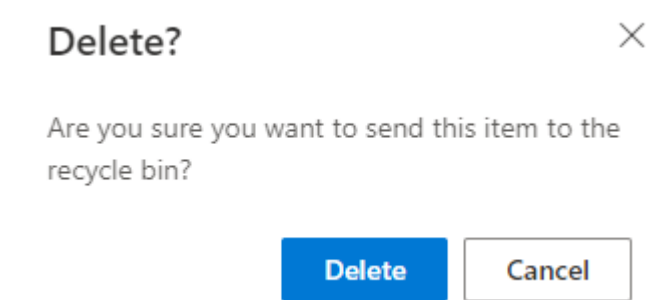
2. Move your mouse over the file
3. A circle will appear next to the file. Click on it



4. Choose the option "Delete"



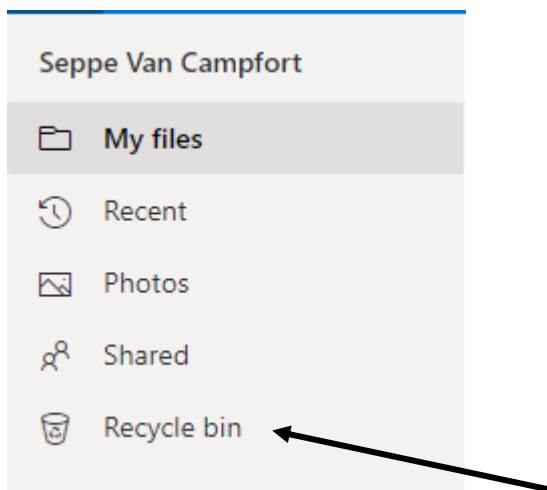
5. A pop-up will appear. Choose “Delete”



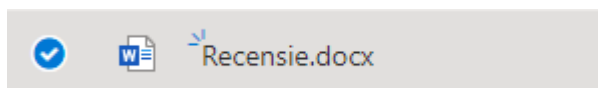
6. Your file is now deleted from Onedrive

2.9 Recover a deleted file

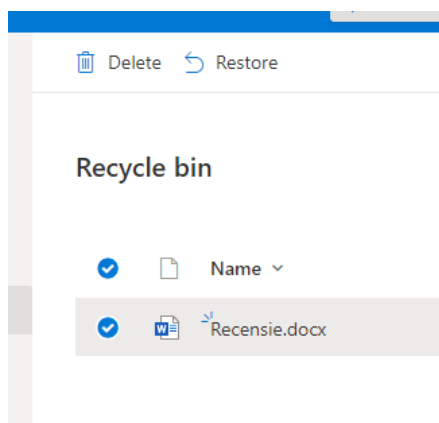
1. Click on “Recycle bin” first in the left menu



2. Click on the file

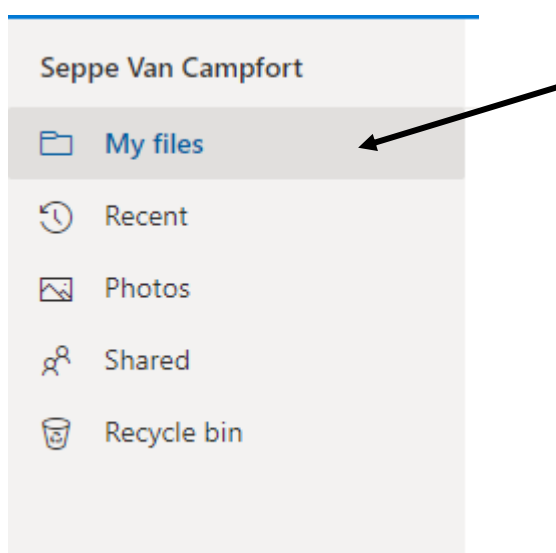


3. Click on "Restore"



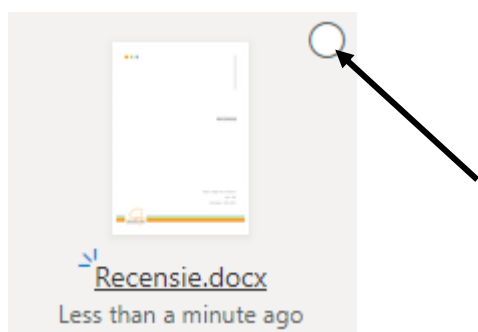
2.10 File sharing via email

1. Click on Files first in the left menu

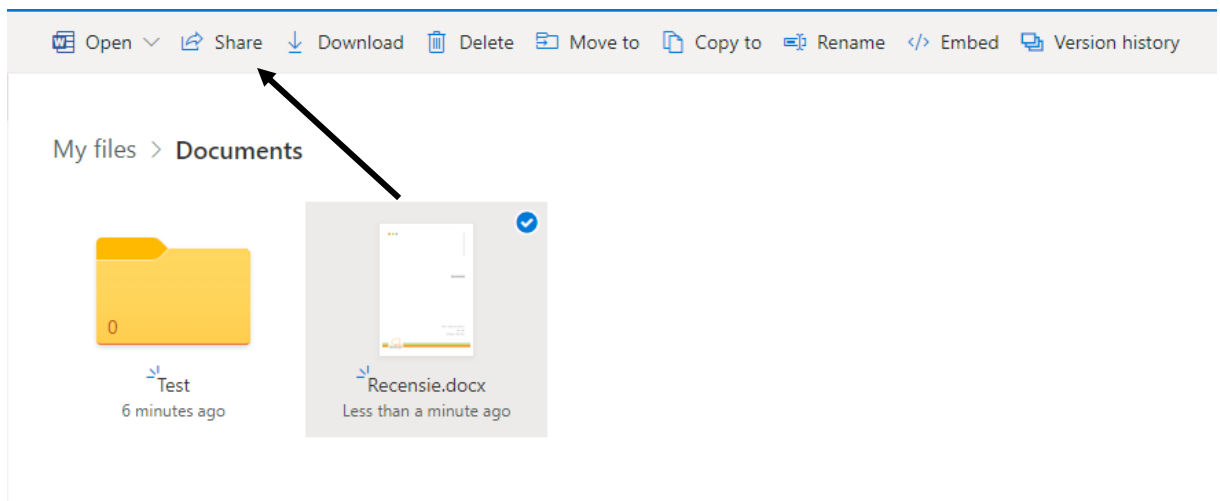


2. Move your mouse over the file

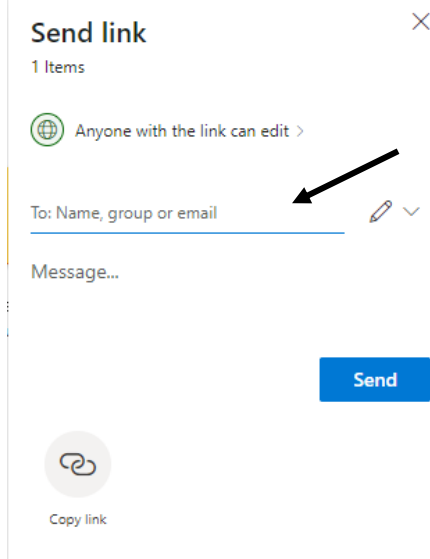
3. A circle will appear next to the file. Click on it



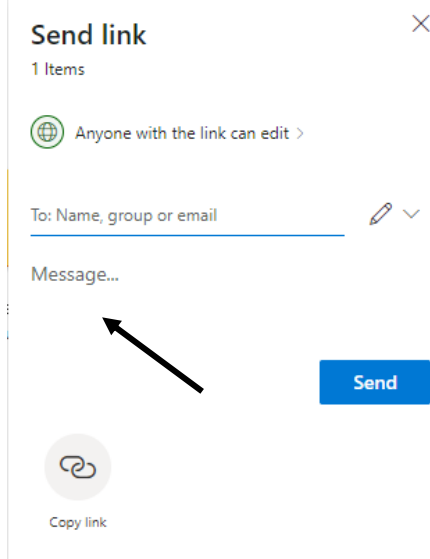
4. Choose the option “Share”



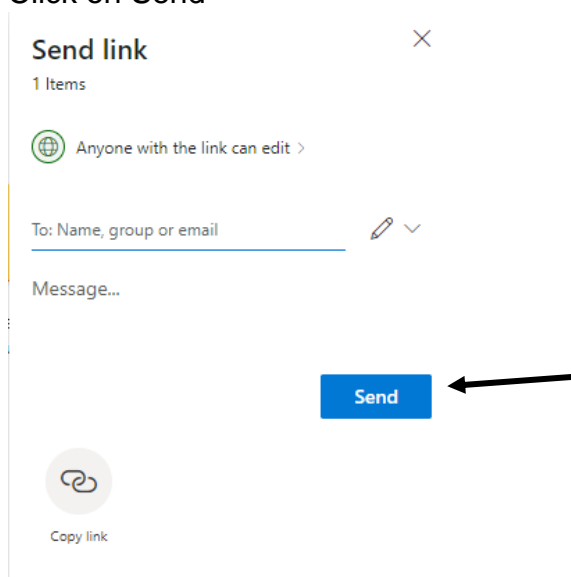
5. Share file directly via email. Type a name or email address in the 'To' field



6. In the 'Message' field, type a supporting tekst



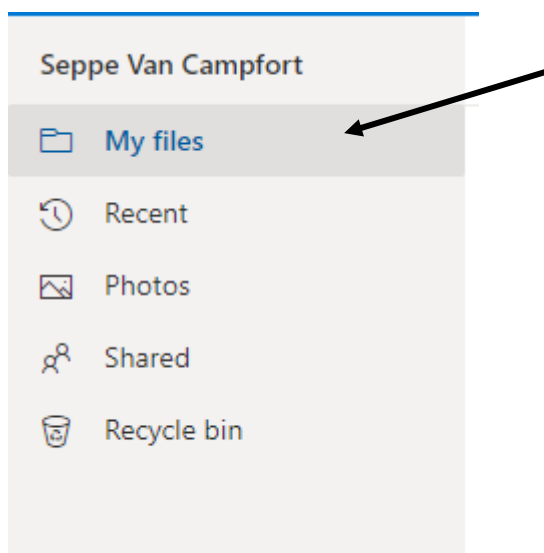
7. Click on Send



8. Click on the cross

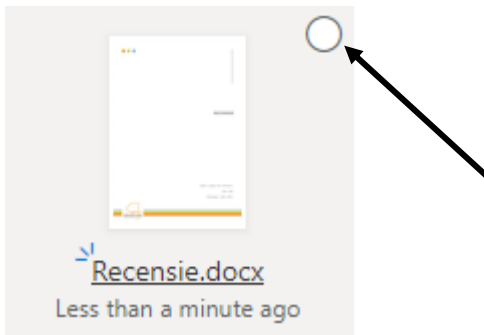
2.11 Share file via link

1. Click on Files first in the left menu

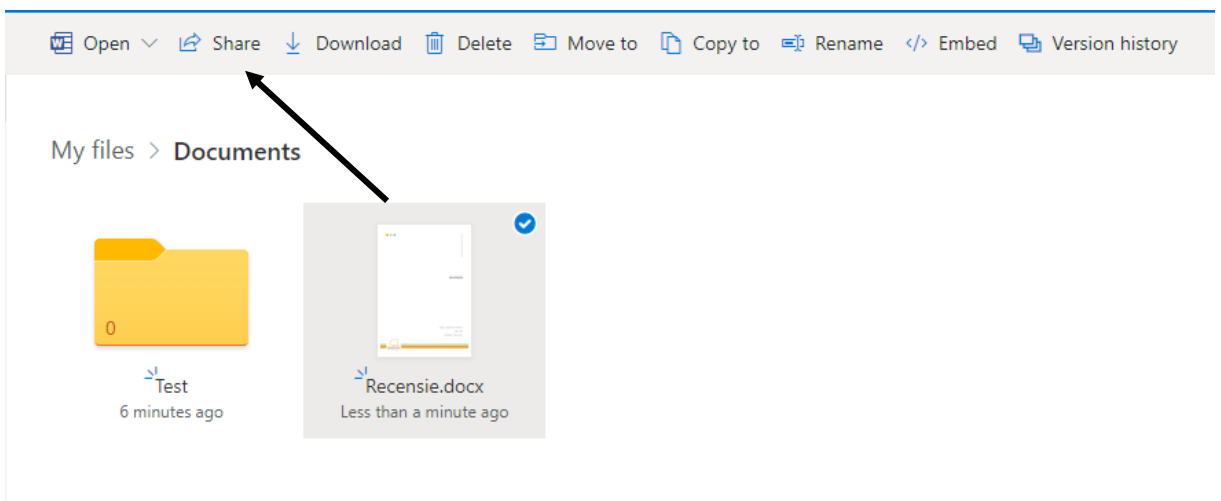


2. Move your mouse over the file

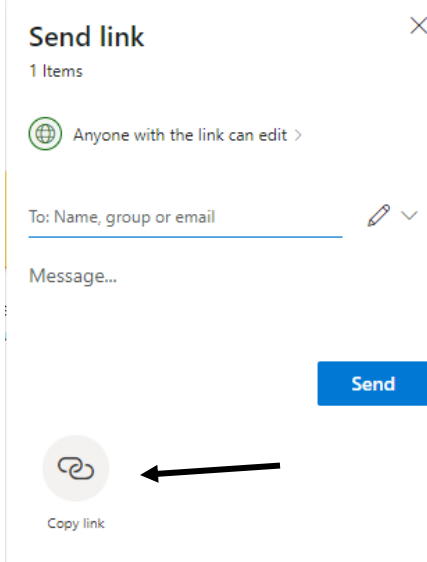
3. A circle will appear next to the file. Click on it



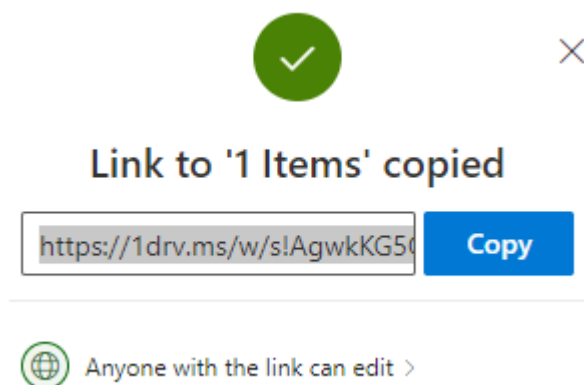
4. Choose the option "Share"



5. Click on "Copy link"



6. Click on “Copy” and share it with the people who are allowed to view and edit your file



3 Link OneDrive with explorer

3.1 Install and configure

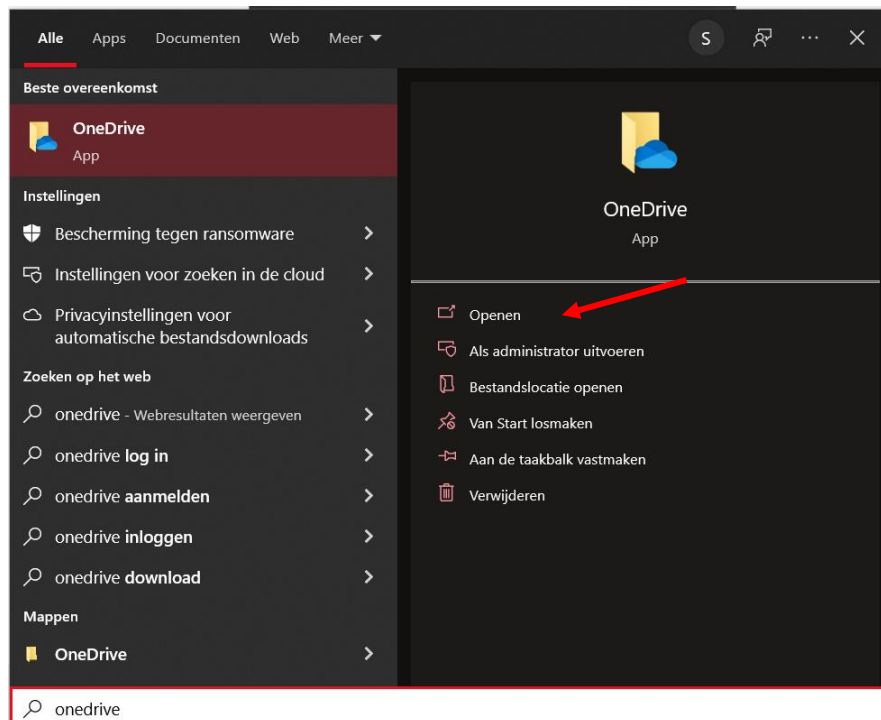
1. If you are using Windows 10, the OneDrive app is already installed on your computer and proceed to step 2.

If you do not have Windows 10 or Office 2016, install the Windows version of the [New OneDrive synchronisation app](#)

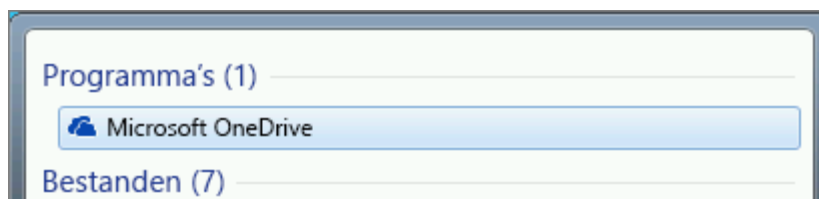
2. Start OneDrive Setup.

3.2 If you are not signed in to OneDrive with an account

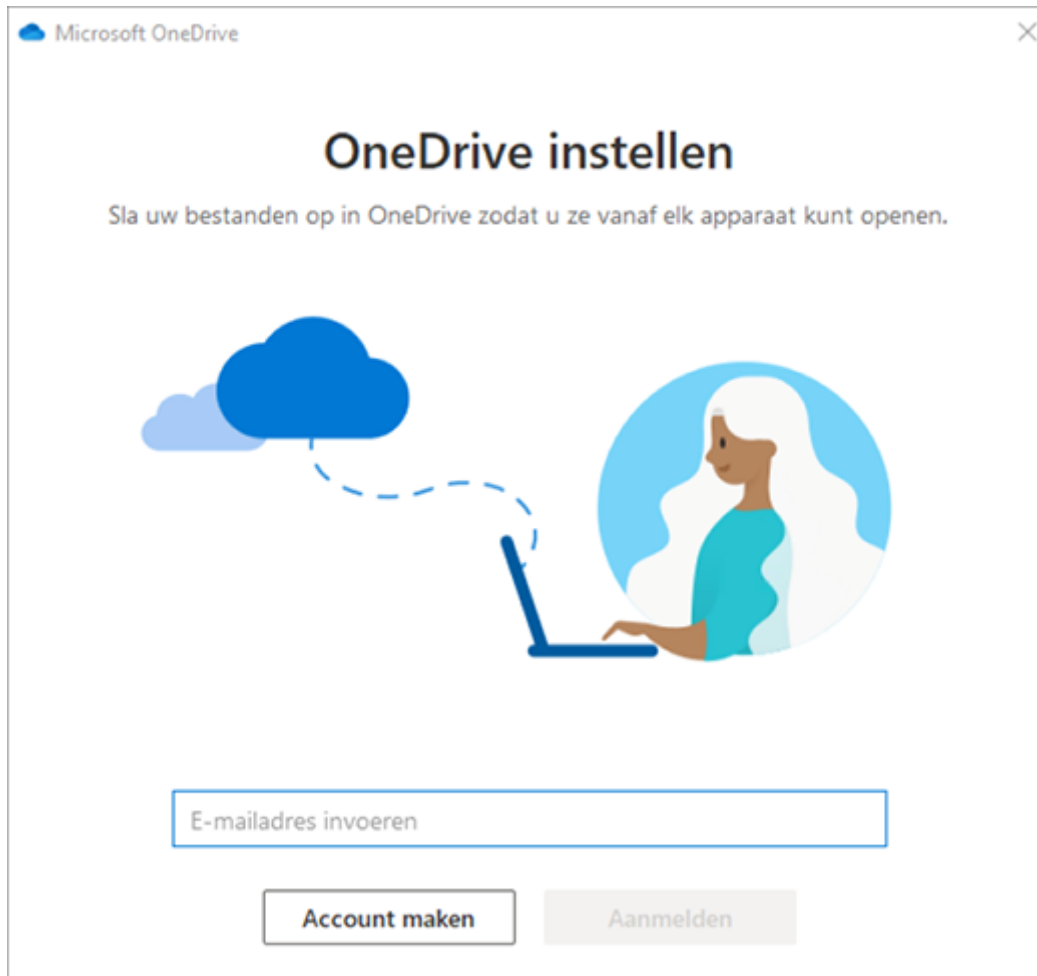
1. Select the Start button, search for "OneDrive" and then open it:
 - In Windows 10, select OneDrive.



- In Windows 7, under Programs, select Microsoft OneDrive.

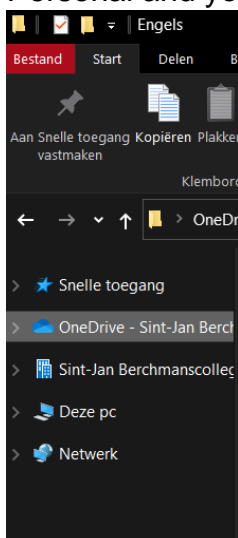


2. When the OneDrive installer launches, enter your personal, work or school account and select Sign In.

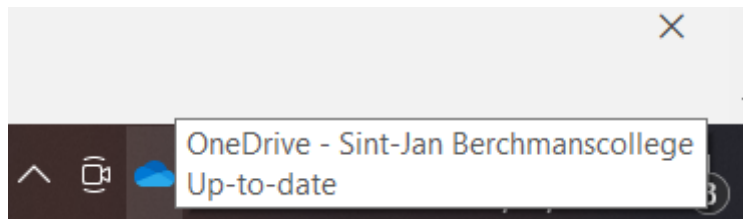


3.3 View and manage your OneDrive files

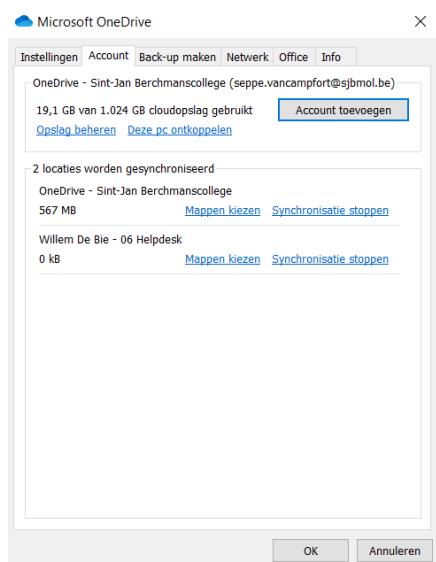
Everything is now ready. Your OneDrive files appear in Explorer in the OneDrive folder. If you use multiple accounts, your personal files appear under OneDrive - Personal and your work or school files under OneDrive - Organisation.



A new white or blue cloud icon (or both) now appears in the system tray and your work files are synchronised with your computer. When you move the mouse pointer over the icon, the blue cloud icon reads OneDrive - [Name].



To change the synced folders on your computer, right-click on the cloud icon in the taskbar's system tray and select Settings > Accounts > Select Folders. Here you can search for more information about your account and make more changes to the OneDrive settings.



3.4 File Sharing

Select a file, go to the **Share** tab, and select **Share**. Choose how you want to send the file, then follow the process for that option.

