

OneDrive Overview



What is OneDrive?

OneDrive is Microsoft's cloud storage service that lets you store files across devices and access them from anywhere.

What gets stored in OneDrive?

This can vary based on settings, but typically OneDrive syncs/stores:

- **Desktop** – (Items you have stored on your computer's Desktop.)
- **Documents** – (Items you have stored in your Documents folder.)
- **Pictures** – (Items you have stored in your Pictures folder.)

*OneDrive will also autogenerate folders (for synchronization purposes) as you use other apps like Outlook, Teams, OneNote.

How can I access OneDrive?

On your computer, you'll find your OneDrive in the File Explorer (left column).

On a browser, you can find it by visiting: <https://myapps.microsoft.com>, then choosing OneDrive.

On a phone you can find it by opening the OneDrive app. (You'll need to install this app and sign in.)

What are the benefits of using OneDrive?

- **Cloud Storage** – Items stored here are automatically backed up.
- **Access** – View and edit OneDrive contents from computer, tablet, phone, and web.
- **Collaboration and Sharing** – Easy sharing and co-authoring of documents stored on OneDrive.
- **Security** – Files are encrypted and security is backed by Microsoft and the latest standards.
- **Integration with M365** – 'Save to' or 'share from' OneDrive from within other M365 apps.
- **Version History** – Restore to previous versions of files.

Additional OneDrive Topics of Interest (with links to Microsoft Support Resources)

[Understanding Sync Status Icons](#)

[Version History & File Recovery](#)

[OneDrive Settings Overview](#)

[Sharing & Permissions](#)

[Using OneDrive on Mobile Devices](#)