Installing and setting up OneDrive for Windows Vista / 7 / 8

What is OneDrive?

OneDrive is a cloud-based storage service where you can view, browse, upload, and share files online at OneDrive.com (http://onedrive.live.com/). Store any file on OneDrive and it's automatically available to access or share from almost any device.

When you install and setup the OneDrive desktop app on a Windows PC, a copy of your OneDrive is downloaded to your PC and put in the "OneDrive" folder. This folder is kept in sync with your online OneDrive. If you add, change, or delete a file or folder on OneDrive.com, the file or folder is added, changed, or deleted in your OneDrive folder on your PC and vice versa. You could also fetch files (if turned on) on your PC from any computer on OneDrive.com.

To upload files to OneDrive automatically, just copy or move the files to your OneDrive folder using File Explorer, or save them in your OneDrive folder from a program. Files you upload this way can be up to 2 GB in size. If you installed the OneDrive app on other computers, the files will automatically be added to the OneDrive folders on them, too.

You can also use File Explorer to rename and delete files, create new folders, and move files around in your OneDrive folder. The changes will automatically be made on OneDrive and your other computers that have the OneDrive app installed.

1) Go to the link below at Microsoft. Download and run the OneDriveSetup.exe file from your desktop. https://onedrive.live.com/about/en-us/download/

2) Click/tap on Get started.
3) If prompted, enter your **Microsoft account** credentials, and click/tap on **Sign in**.

**Note:** If you are currently **signed in to Windows 8** with a Microsoft account, then you will automatically be signed in to OneDrive with the same Microsoft account, and will not see this.

If you do not have a Microsoft account, then you could click/tap on **Sign up now** to create one before continuing.

4) If prompted, verify your Microsoft account on this PC. If you would like to add this PC as a trusted PC, then check the **I sign in frequently on this device. Don’t ask me for a code** box.
5) Click/tap on **Next**.

6) Click/tap on **Use this location**.
7) Select what files and folders on your OneDrive that you want to sync with this PC, and click/tap on OK.

   **Note:** You are able to choose folders for these OneDrive sync settings anytime you like afterwards from the OneDrive taskbar notification area icon.

8) Check (allow) or uncheck (prevent) to fetch files on this PC from OneDrive.com on any computer, and click/tap on Done.

   **Note:** You must be signed in as an administrator to be able to have the Let me use OneDrive to fetch any of my files on this PC box checked and click/tap on Done. However, all users will be still be able to set the fetch files setting to allow or prevent after they setup the OneDrive desktop app in their account.
9) You will now have a OneDrive folder on your PC and in the cloud.