Activity sheet

Installing OneDrive

In this activity, you will install OneDrive on your device and start using it.

OneDrive is a tool that allows you to backup folders to cloud storage and share those files with colleagues. It also allows you to recover from virus / ransomware attacks on your computer.

1. **If you are using Microsoft Windows 10, OneDrive comes pre-installed.** You can verify that it's installed by clicking on Start, then typing "OneDrive". If the OneDrive application comes up as shown below, you have it installed. Go ahead and click on OneDrive.
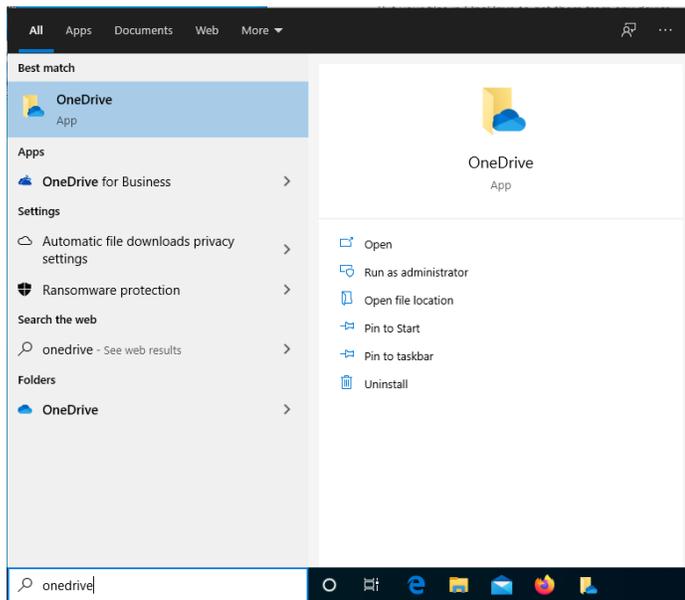

2. **Set up OneDrive**

If you have already created a Microsoft / Microsoft 365 account, you can use the email associated with that account here. **If not**, you can create a new account by clicking on the "Create account" button. *Microsoft will give you 5GB of free cloud*
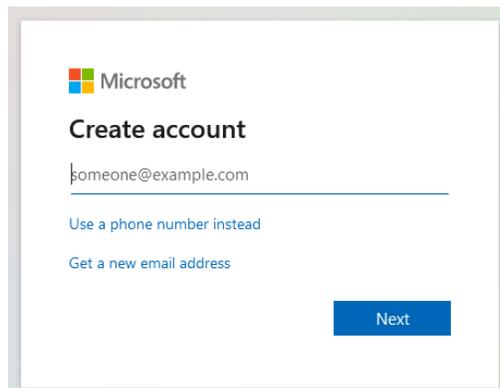
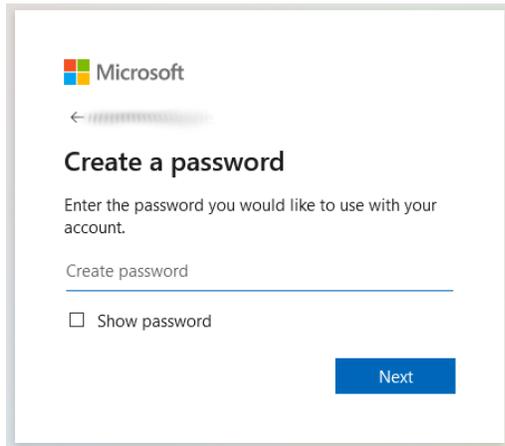*storage without any other limitations. A credit card is not necessary, just an email address.*
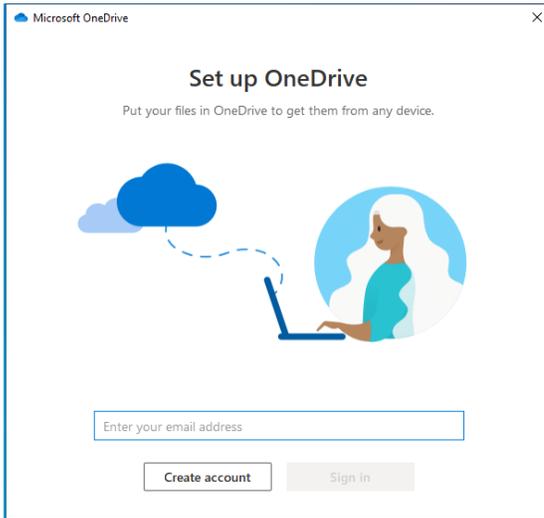
a. **To create a new Microsoft365 account -** After clicking on "Create account" you'll be taken to a Microsoft website. Go ahead and click on "Sign up for free". Otherwise, just login with your account and you can skip to #3.
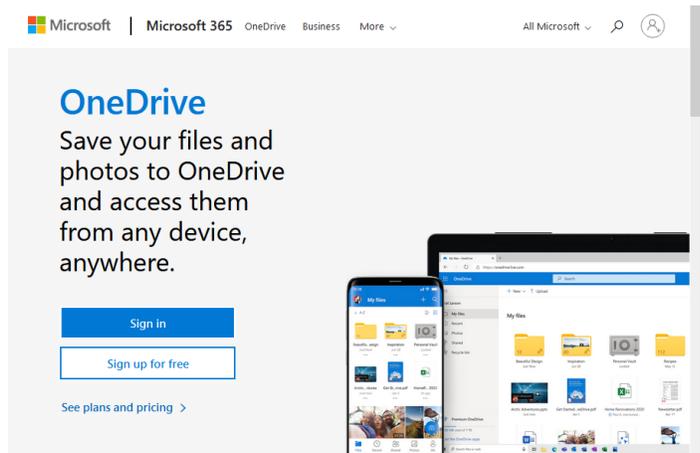
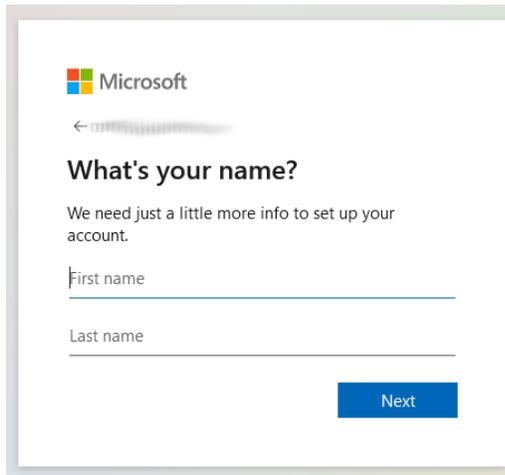b. **Put in an email address that only you control** - then click next

c. **Create a password** - be sure that is complicated and store it in your password wallet. Enter it, then click Next.
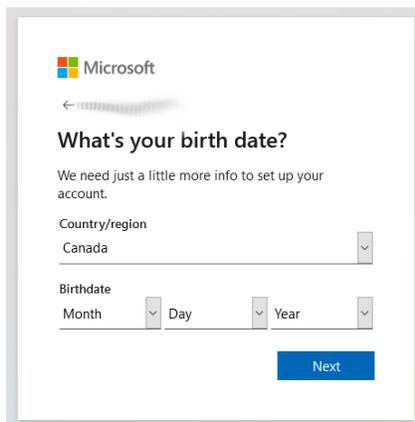

d. **Enter your name** - Using an initial is fine, then click Next.

e. **Enter your birthday** - This is used in case you need to recover your account. Once you've entered it, click Next.


f. **Check your email** - You should see that Microsoft has sent you a code to enter in. Once you have done so, go ahead and **uncheck** the offer for "information, tips, and offers" unless you actually want that. Then click Next.
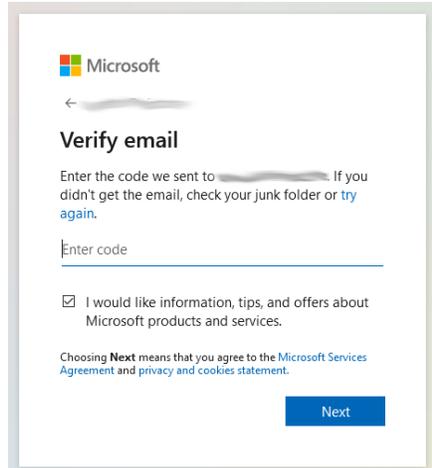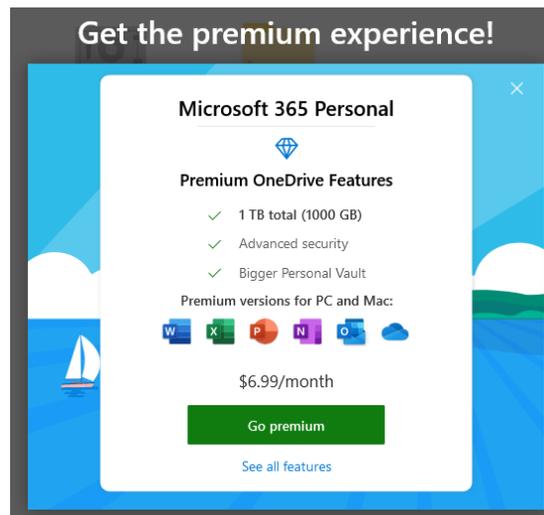
g. Answer the puzzle question if prompted - This is to make sure that you are a real person and not a "bot". If it doesn't show the screen shown below, this is absolutely fine. Carry on with the tutorial.
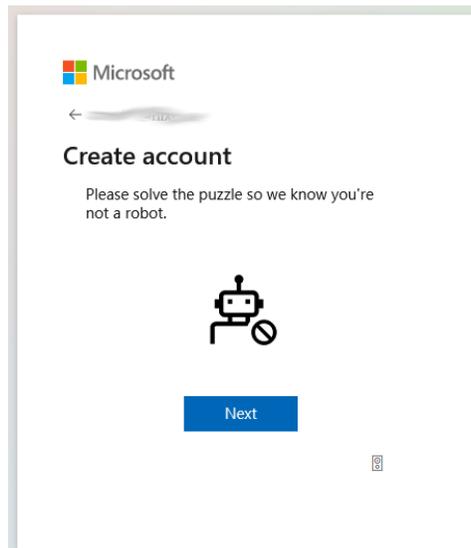
h. Close out of the getting started screen - Click on the X in the top right.
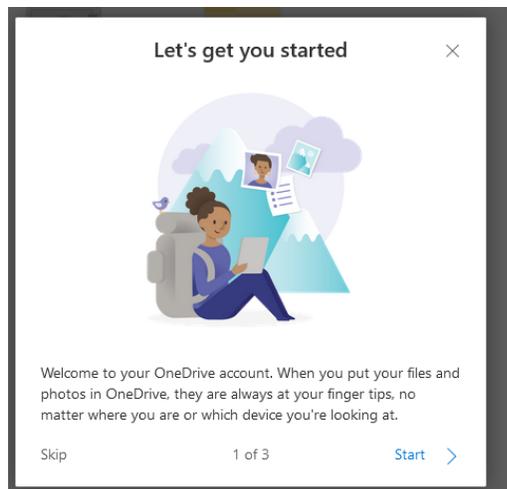
i. Close out of the premium experience offer - If this appears, it's fine to just X out of the window as well.

3. **You are now set up on OneDrive!** - By default, you will have your Documents and Desktop backed up to the Microsoft cloud. You can add additional folders if you so choose.