



Makers SIG Intro to OneDrive

What we will cover today

- Overview of OneDrive for SIG use
 - Contact computer club for general use
- Online View
 - Creating a shortcut
- Windows File Manager
- macOS Finder



What is OneDrive?

OneDrive is 'cloud' storage that allows the SIG to share files with the members.

OneDrive can provide file versioning and the ability to recover deleted files for a limited time, in case you make a mistake.

An additional use of OneDrive within the Makers SIG allows sharing of files between your home PC/Mac where your designs come alive for a Laser or CNC project, with the actual Laser or CNC. (Instead of using USB sticks)



There are many ways to work with OneDrive

- On the web
- On your Windows PC or Mac
 - This only works if:
 - You have OneDrive running on your machine and an active internet connection
- On your phone/tablet (not supported)

This presentation is focused on the setting up Windows/Mac access



You'll need an account that Microsoft recognizes

You will need to use an email account that you inform Microsoft about. It can be a google account... but Microsoft must know about it for OneDrive to work.

To create an account, go to <https://onedrive.live.com> or <https://outlook.live.com>

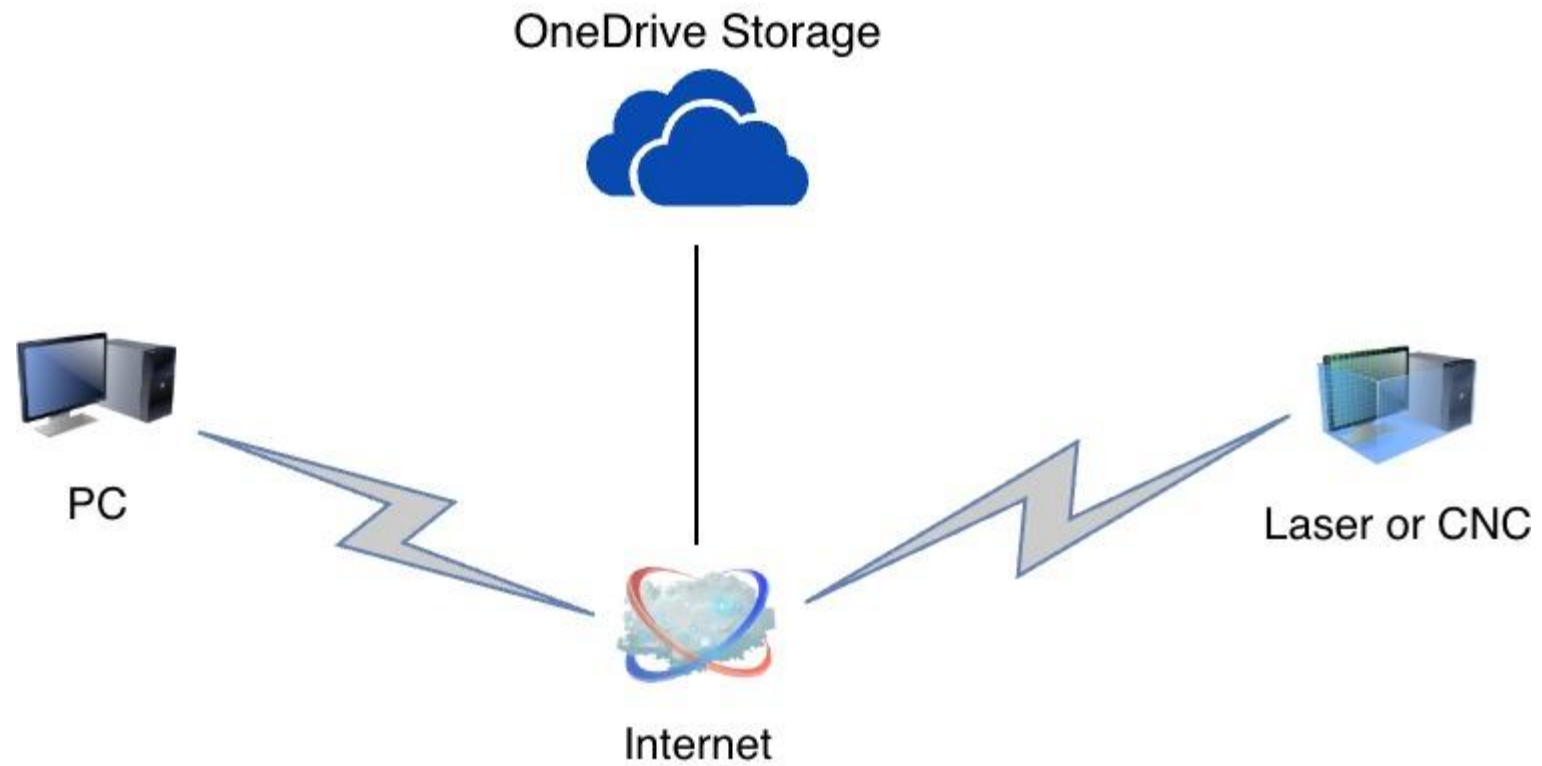
You provide this to Mike Thomas, who works with Mitch to define a “SIG Projects” folder that you are granted edit access, as well as “TS-Shared Data” to which you are granted view access.

Edit access – You can read and write files

View access – You can read files only, no write or update



What does this look like?





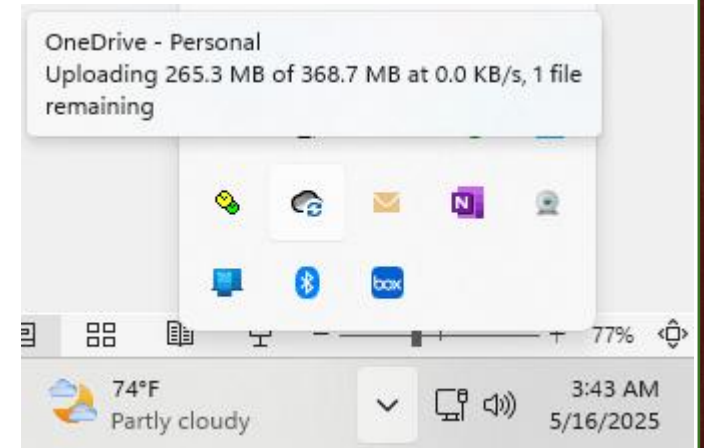
Open the Online View

Bringing up the web interface (Windows)

In the lower right notification area of the taskbar on Windows, you will probably see a small up carrot icon. If you click on it, the various tools running on the operating system are displayed. One of them will look like a cloud.

Click on it and a dialog will appear showing you the status of OneDrive. If you would like to bring up the web interface, click the View online icon.

The web interface will be launched in a new window.



Bringing up the web interface (macOS)

In the upper right notification area of the Control Center on macOS, you will see an icon that looks like a cloud.

Click on it and a dialog will appear showing you the status of OneDrive. If you would like to bring up the web interface, click the Global icon on the bottom.

The web interface will be launched in a new window.

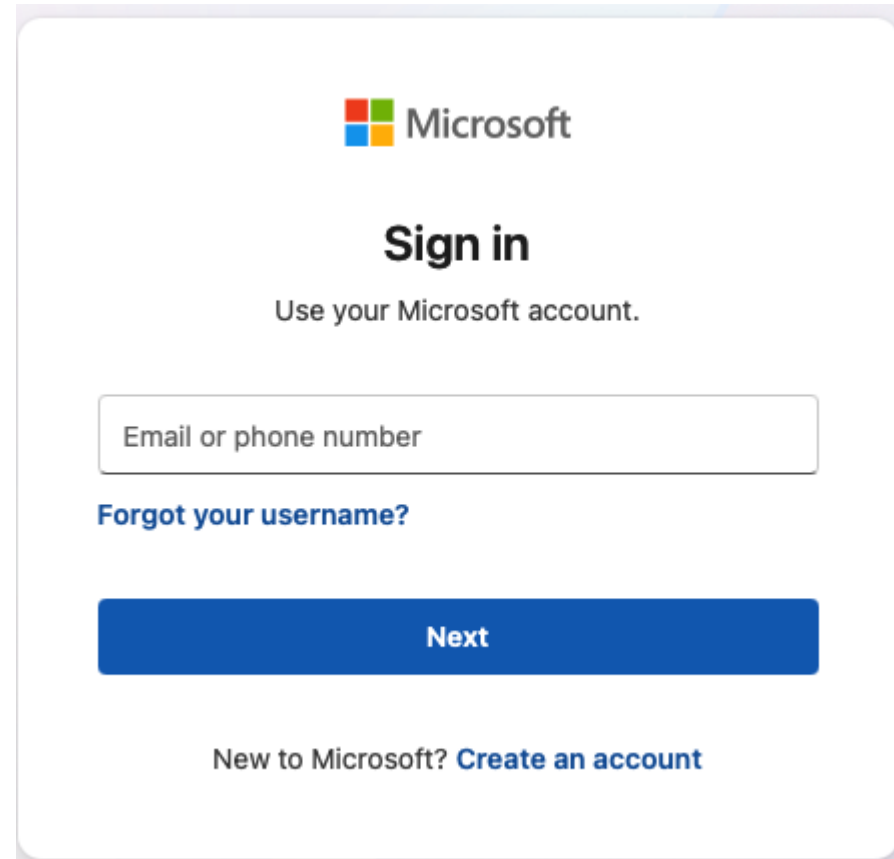


You might need to login

Make sure to login with the user id (email address) that you gave to Mike Thomas

On the next screen, enter your password

Then you should be logged in

A screenshot of the Microsoft sign-in interface. At the top center is the Microsoft logo, consisting of four colored squares (red, green, blue, yellow) followed by the word "Microsoft". Below the logo is the text "Sign in" in a bold, black font. Underneath that is the instruction "Use your Microsoft account." in a smaller, regular black font. There is a white input field with a thin grey border containing the placeholder text "Email or phone number". Below the input field is a blue link that says "Forgot your username?". At the bottom of the form is a large, solid blue button with the word "Next" written in white. Below the button is another blue link that says "New to Microsoft? Create an account".

Microsoft

Sign in

Use your Microsoft account.

Email or phone number

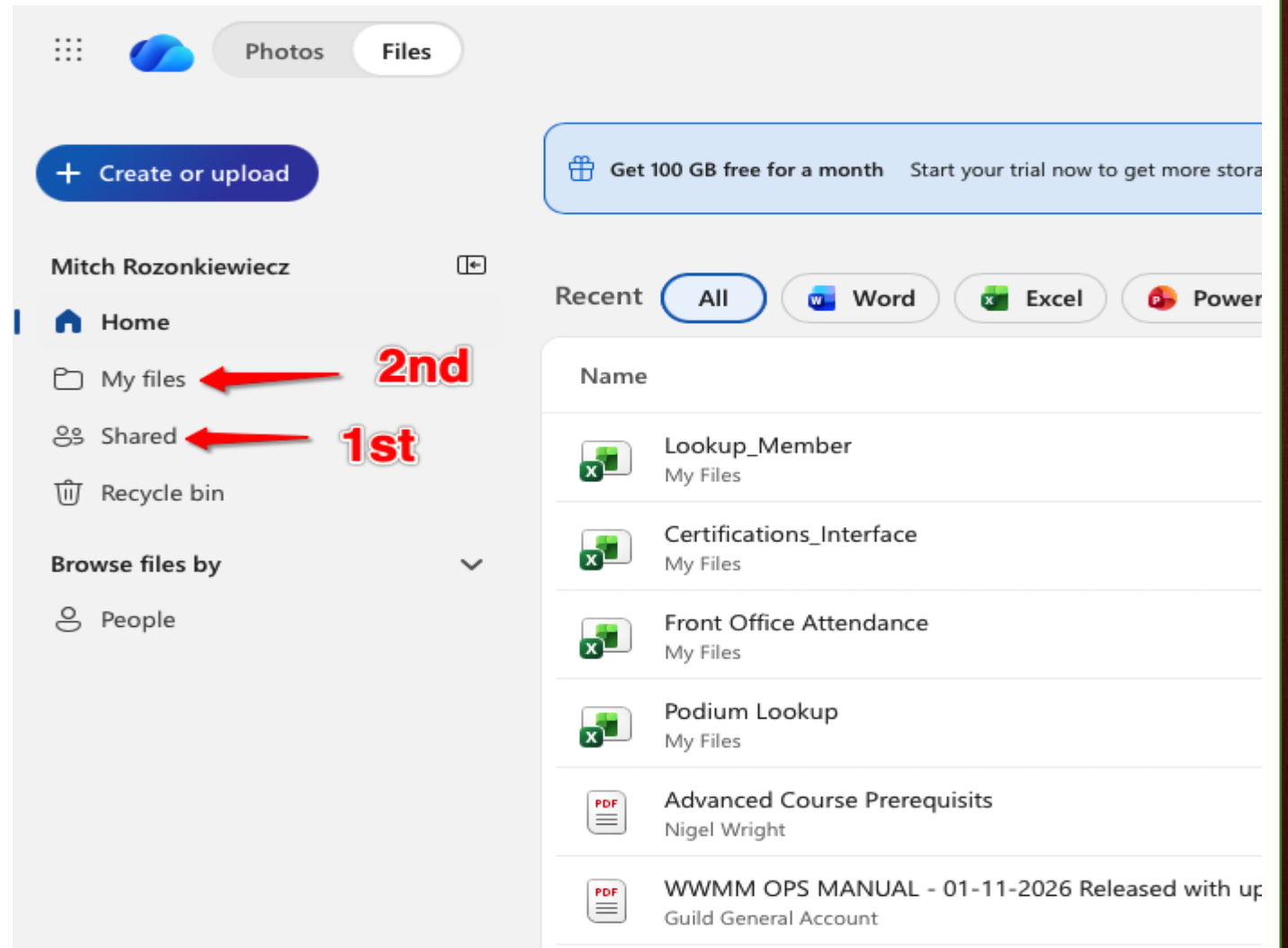
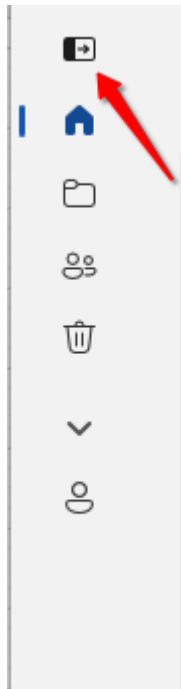
[Forgot your username?](#)

Next

New to Microsoft? [Create an account](#)

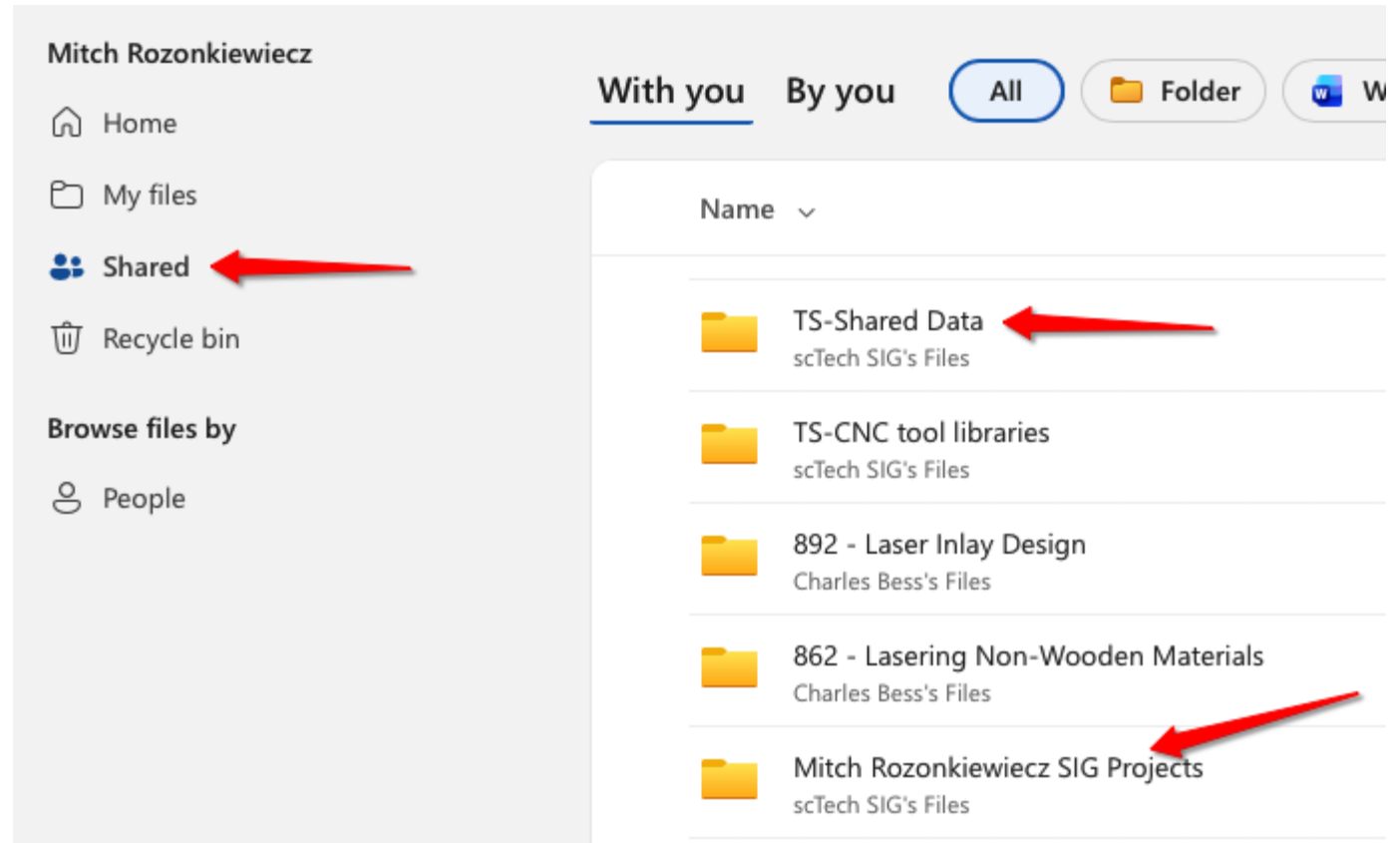
We will be using Shared and My files

If yours is narrow,
click the top icon



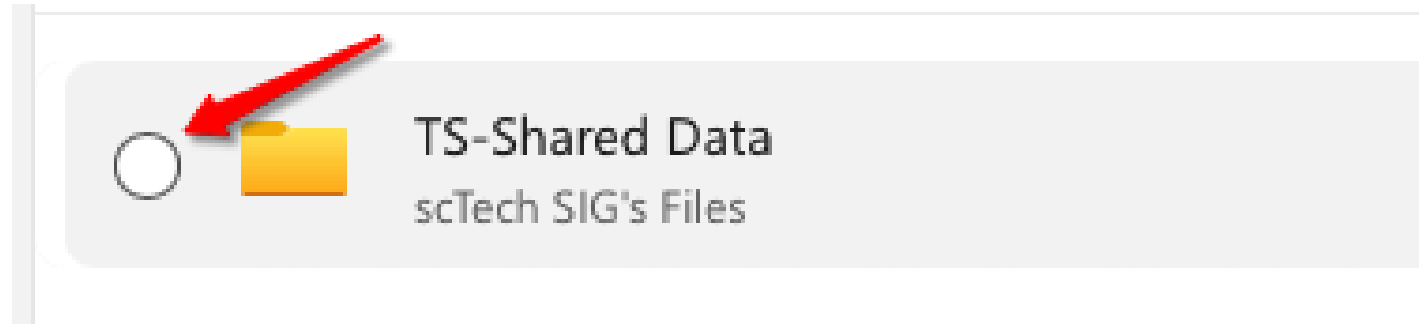
Select Shared

Scroll down until you see either the TS-Shared Data or the “XXXX YYYY SIG Projects” folder



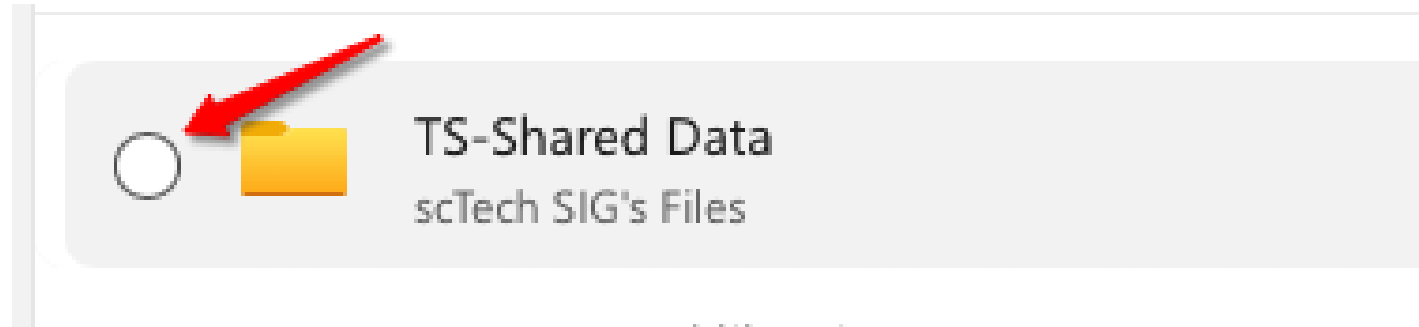
Select Shared

Hover over the folder name until a circle appears to the left, then slowly move the mouse over and click in the circle to select it



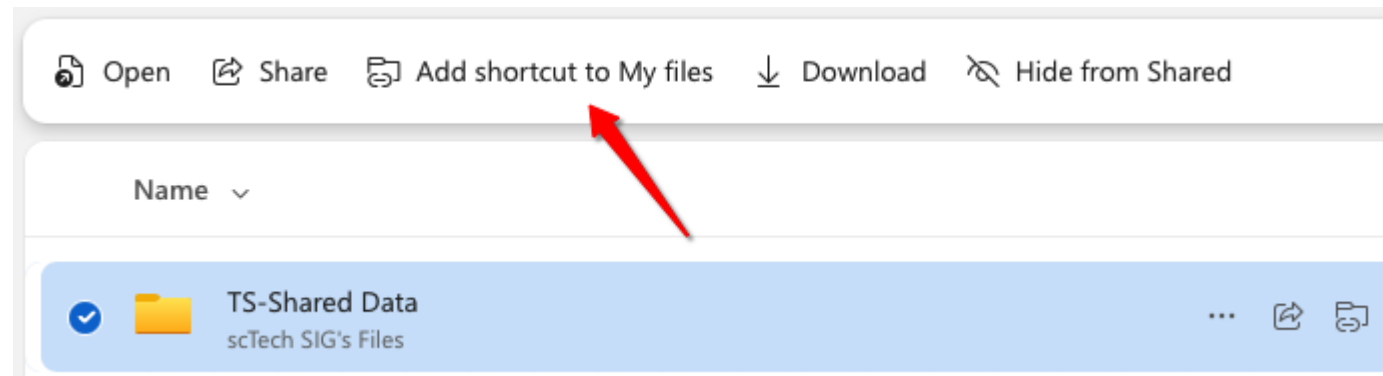
Select Shared

Hover over the folder name until a circle appears to the left, then slowly move the mouse over and click in the circle to select it



Select Shared

After selecting the check box, you can only do 1 at a time, above the folder name will be “Add shortcut to My files”, click it



Select Shared

Click the circle to deselect the folder, and select the 'other' folder of the two

Go above the name, and click "Add Shortcut to My files"

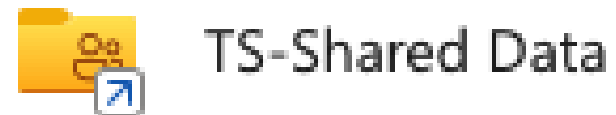
CONGRATULATIONS

At this point, you've done all the hard work

It will take some time (30-60 minutes) to synchronize all the files from your personal SIG Projects folder and the TS-Shared Data folders to your OneDrive account

Now go to My files

- You will see a list of folders and files ...
- Notice the difference in icons
- Plain folder, and a Folder with a little arrow
- Folder with arrow is OneDrive share



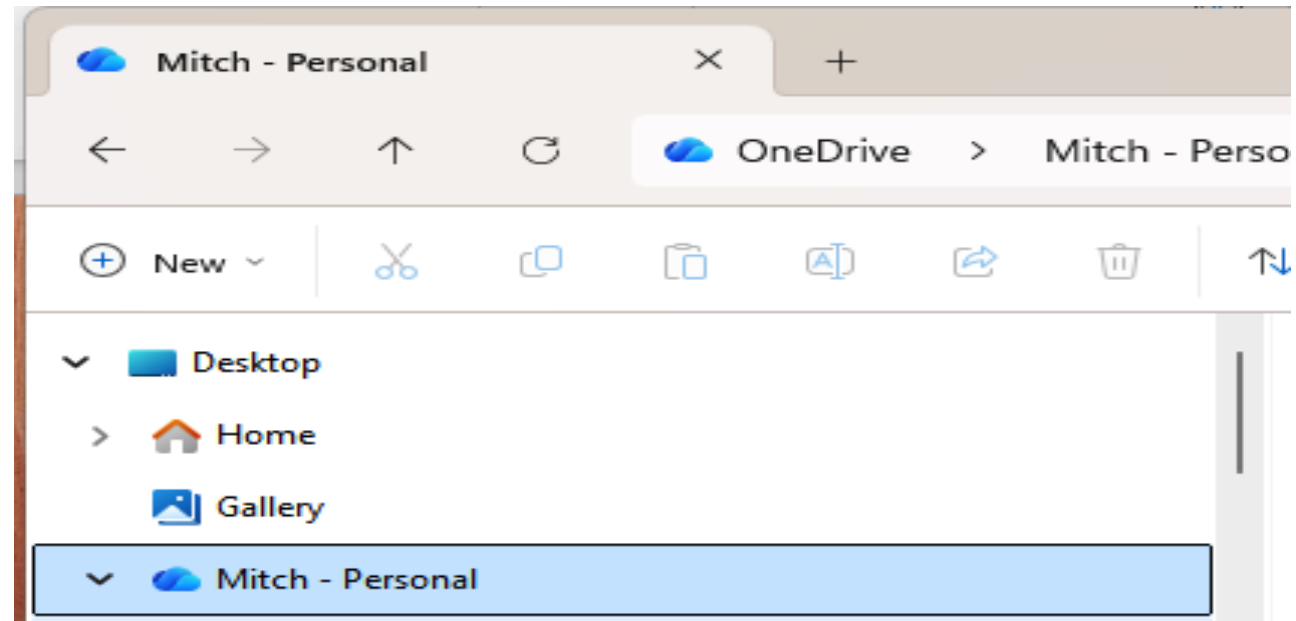


Windows File Manager

All the files are not synchronized, but open File Manager

Along the left side, find your 'Personal' OneDrive entry and select it

The right side will show the same list of files as the Online (Web) view showed, with 2 different folder icons



 Documents

  TS-Shared Data



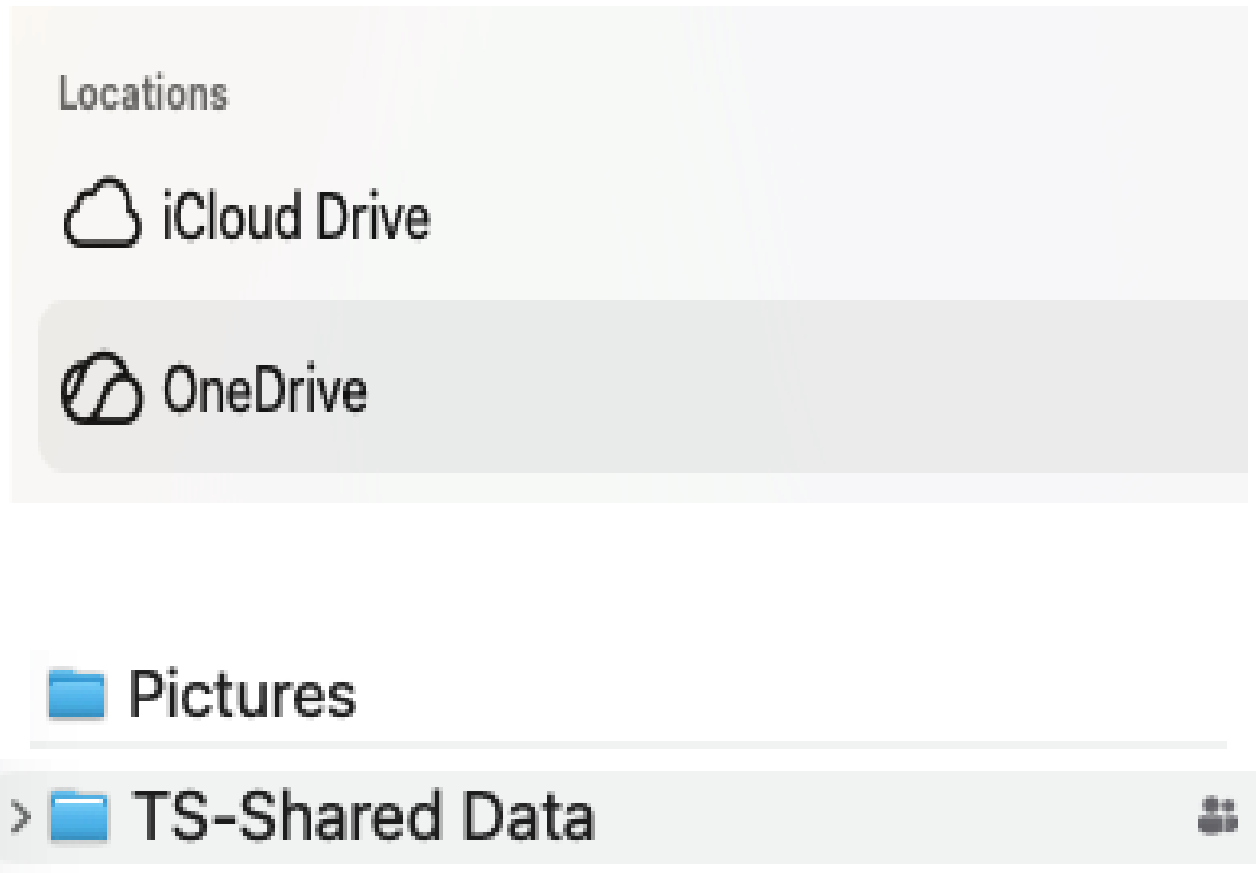
macOS Finder

All the files are not synchronized, but open finder

Along the left side, find your OneDrive entry and select it

The right side will show the same list of files as the Online (Web) view showed, with the same folder icon

The difference is the 'Shared' icon to the right of the folder name





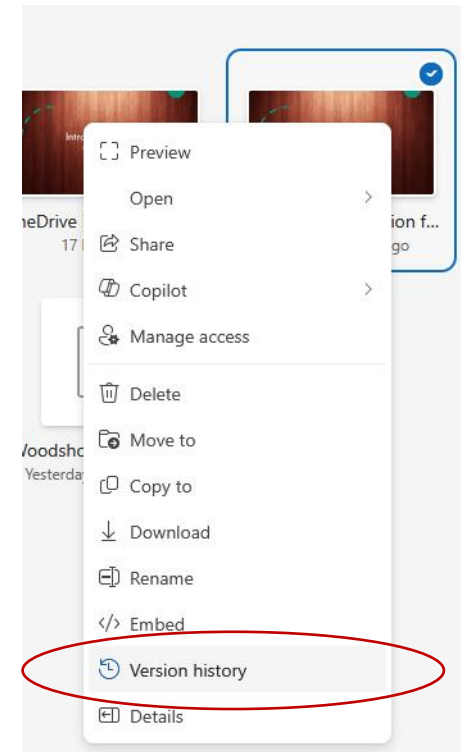
File Recovery (I haven't done this)

Recovering a changed file from its history

If you realize you have made a change to a file and you'd like to get the old version back, open up the web interface to OneDrive.

Right click on the file and a menu will appear.

Select **Version history**

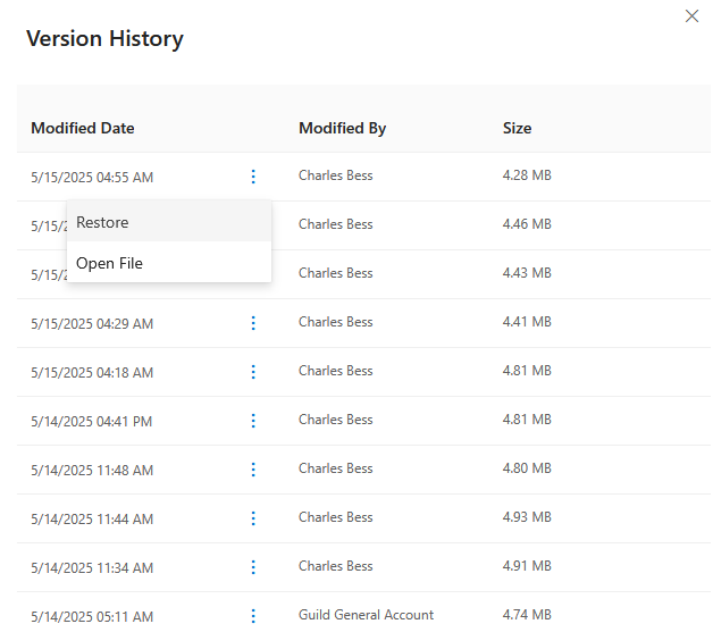


Recovering a changed file from its history (continued)

If there is history information available, you will be given a dialog listing the file versions.

Right click on the version you would like to restore or click on the ...

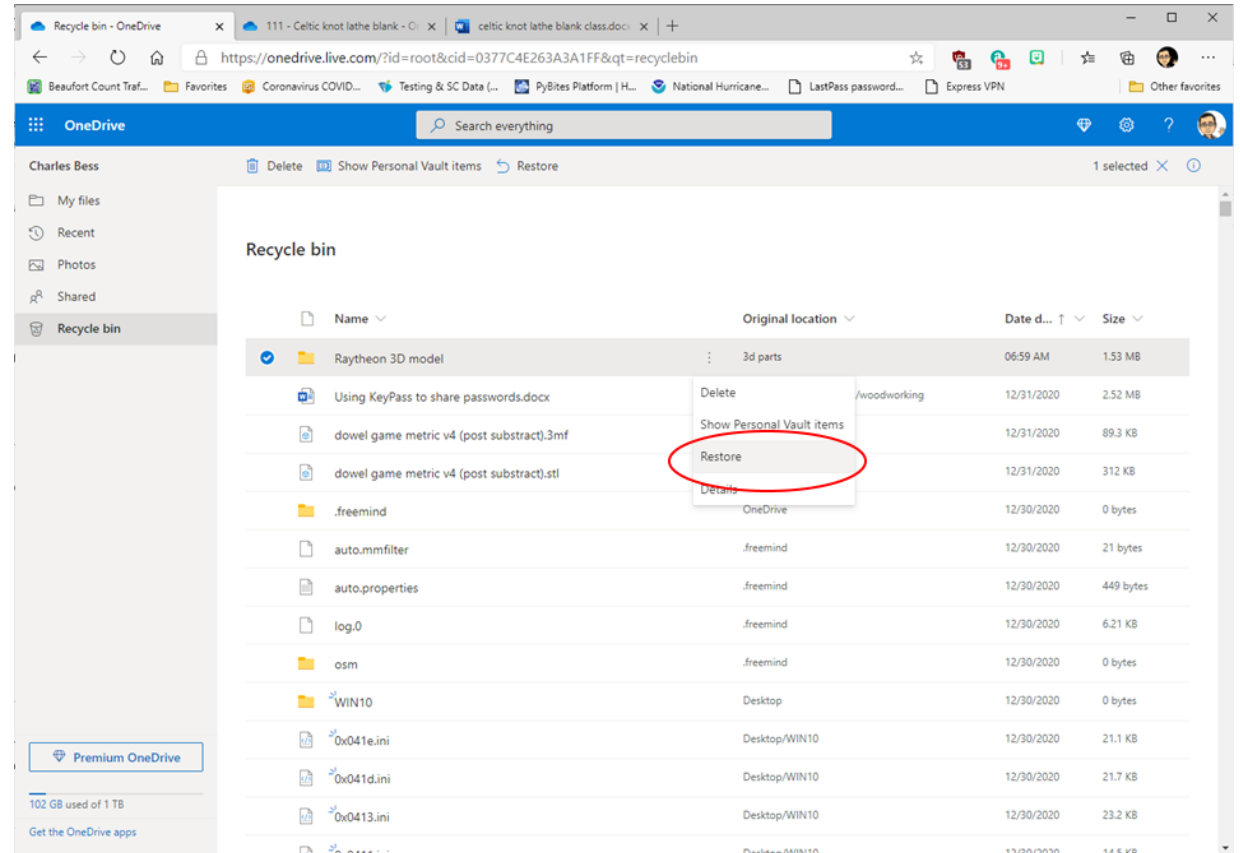
You will be given the option to **Open** the file or if it is not the current version the option to **Restore** the file to the OneDrive location overwriting the file that is there.



Modified Date	Modified By	Size
5/15/2025 04:55 AM	Charles Bess	4.28 MB
5/15/2025 04:55 AM	Charles Bess	4.46 MB
5/15/2025 04:55 AM	Charles Bess	4.43 MB
5/15/2025 04:29 AM	Charles Bess	4.41 MB
5/15/2025 04:18 AM	Charles Bess	4.81 MB
5/14/2025 04:41 PM	Charles Bess	4.81 MB
5/14/2025 11:48 AM	Charles Bess	4.80 MB
5/14/2025 11:44 AM	Charles Bess	4.93 MB
5/14/2025 11:34 AM	Charles Bess	4.91 MB
5/14/2025 05:11 AM	Guild General Account	4.74 MB

Recovering files accidentally deleted

- Open the web interface, on the left side of the screen, you will see the Recycle bin
- Left click on the **Recycle bin**. You will now see a list of files that are trashed.
- Put the cursor over the file you would like to restore, a ... should appear. Click on it.
- Select **Restore** and it will be placed back in OneDrive in the location where it was deleted from.



Questions

