

One Drive | October 2022 | Brent Pirolli

What is OneDrive?

- Similar to Google Drive or iCloud, this is Microsoft's version of Cloud storage
- We (every @cedarcreek.tv address) each have 1TB (1,000 GB) of storage for FREE with our non-profit plan. This is 2-4x the size of most of our laptop's internal drives! It's enough to store about ¼ MILLION photos or songs per person.
- What is the cloud? Instead of saving files on your local computer, you are saving them on Microsoft's computer (a server in a data center). Why do this?
 - o Files are backed up. Drop your phone in a lake... Have your laptop stolen... no data loss.
 - o Access your data anywhere. It is web-based storage. If you have internet, you can see your files and even save them locally to your device to use offline, from ANYWHERE in the world.
 - o Share and collaborate. Files can be opened by multiple people you share a link with at one time. Office documents can be edited by people you give rights to as well.

Do I have OneDrive already?

- Look for the cloud icon by the clock (bottom right on a PC, top bar on a mac).
- On a PC, the "personal" OneDrive is gray and the CedarCreek one is blue. If you log into Windows with a Microsoft Account (like on a home computer), you'll have a personal OneDrive there with 5GB of storage. That is unrelated to your CedarCreek account which has 1TB (200x more space). Going forward here, we will be focusing on the blue CedarCreek OneDrive account unless otherwise noted.
- On a Mac, there is no "personal" OneDrive built-in as you don't sign into Windows... but you CAN add your Microsoft account by going to the settings gear – Preferences – Account and click "Add an account" and sign in with your personal Microsoft account. This will add a second cloud icon to your top bar that is also gray. For whatever reason all mac OneDrive icons are gray.

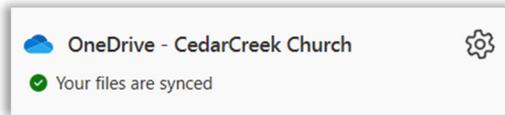


How do I get OneDrive?

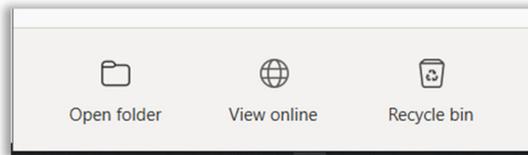
- It comes pre-installed on Windows 10 and 11. If you don't see it by the clock (cloud icon), click the start menu and type "OneDrive"
 - o If you only see the gray cloud on a PC, you need to log into your CedarCreek account and you will see a blue cloud which is where we'll be focusing here.
 - o If it is already logged into a personal account, click the settings gear and "Add Account" to sign into your creek account.
- Go to <https://www.microsoft.com/en-us/microsoft-365/onedrive/download> if needed (i.e. if you are on a mac or uninstalled it on your PC)
- It is also available in the Mac App store: <https://apps.apple.com/us/app/onedrive/id823766827>
- And on mobile... iOS app store: <https://apps.apple.com/us/app/microsoft-onedrive/id477537958>
- Google Play store: <https://play.google.com/store/apps/details?id=com.microsoft.skydrive>

Overview of the PC/Mac clients:

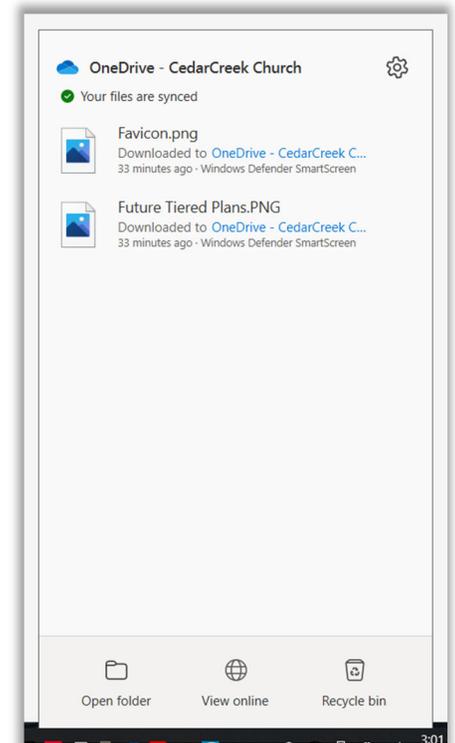
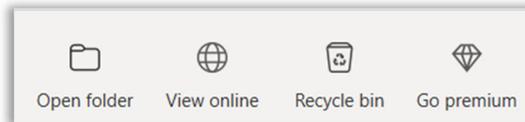
- Your sync status is displayed at the top.



- A gear icon takes you to your settings which we'll dive into in more detail shortly.
- You have icons on the bottom to "Open folder" on your local machine, "View Online" in a browser, and to access your "Recycle Bin".

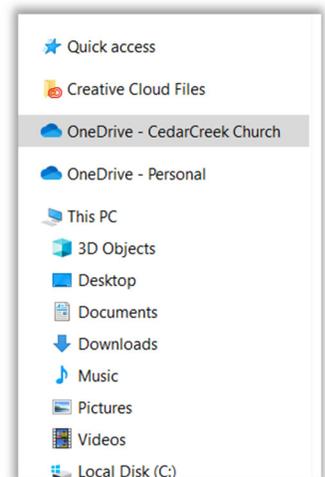


- o Sidenote: The Personal Microsoft Account (gray cloud icon on PC) may have a 4th option to pay for OneDrive Premium as well. Options include:
 - \$20/yr = "OneDrive Storage" (100GB of space instead of the free 5GB)
 - \$70/yr = "Microsoft 365 Personal" (includes Word, Excel, PowerPoint, OneNote, Outlook, & 1TB of OneDrive)
 - \$100/yr = "Microsoft 365 Family" (same as "365 Personal" but for 6 people with 6TB of OneDrive / 1TB per person)



Open Folder:

- This opens your local OneDrive folder. This folder is normally in your User folder on your PC or Mac. It is also available on the left side of a PC's File Explorer window as a shortcut. Personal OneDrive accounts just have the folder name "OneDrive" and ours have the name "OneDrive – CedarCreek Church" so you may have both.
 - o On a PC that would be in "[C:\Users\YOURNAME\OneDrive – CedarCreek Church](C:\Users\YOURNAME\OneDrive - CedarCreek Church)"
 - o On a Mac in "[Mac SSD\Users\YOURNAME\OneDrive – CedarCreek Church](Mac SSD\Users\YOURNAME\OneDrive - CedarCreek Church)"
- Once the folder is open, you see the contents of your OneDrive space. This folder is synced with Microsoft's OneDrive servers. Whatever you put here, is automatically synced (uploaded) to the cloud if you are online. If you are not online, it will auto-sync when you have internet again so long as that cloud icon is by your clock... meaning the program is running in the background.



Working with Files:

There are icons next to each file that indicate its status. You can right click a file and set some options which change these icons.

✔ **Green Checkmark:** When you open an online-only file, it downloads to your device and becomes a locally available file. You can open a locally available file anytime, even without Internet access. If you need more space, you can change the file back to online only. Just right-click the file and select "Free up space." If you have "Storage Sense" enabled in Windows, they will also automatically revert to "Cloud Only" after a time you set (more on this in a bit).

✔ **Solid Green with White Checkmark:** Files that you right click and mark as "Always keep on this device" have the green circle with the white check mark. These "always available files" download to your device and take up space, but they're always there for you even when you're offline. They will NOT revert to cloud only if "Storage Sense" is enabled in Windows.

☁ **Cloud:** A blue cloud icon next to your OneDrive files or folders indicates that the file is only available online. Online-only files don't take up space on your computer. You can't open online-only files when your device isn't connected to the Internet.

☁ 👤 **People Icon (can be next to any of the above):** If you see a "people" icon next to your OneDrive files or folders, this indicates the file or folder has been shared with other people.

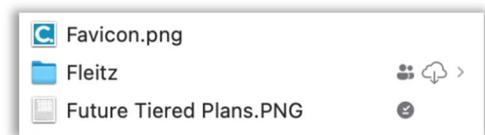
↻ **Sync:** The circular arrows over the OneDrive icons signify that sync is in progress. This includes when you are uploading files, or OneDrive is syncing new files from the cloud to your PC. OneDrive will also check for other file or folder changes and may show "Processing changes". If OneDrive shows "Processing changes" for a long time, it could be because you have an online file open, a very large file syncing, a lot of files stuck in a queue.

✘ **Red Circle with White X:** This file or folder CANNOT be synced. There are certain file extensions that are forbidden or characters not allowed, etc.

- Invalid characters in file or folder names: " * : < > ? / \ | (leading and ending spaces are also forbidden)
- These names aren't allowed for files or folders: **.lock, CON, PRN, AUX, NUL, COM0 - COM9, LPT0 - LPT9, _vti_, desktop.ini**, any filename starting with ~\$.
- **"forms"** is an invalid folder name if at the top level of your OneDrive.
- No folders can start with a tilde (~).
- Temp files that are normally hidden like "desktop.ini" on PC or ".ds_store" on mac are not synced
- Files cannot be over 250GB each. Files within a zipped file must be under 20GB each.
- The entire decoded file path, including the file name, can't contain more than 400 characters. Our entire path starts with:

https://cedarcreektv-my.sharepoint.com/personal/YOURNAME_cedarcreek_tv/

... which is already ~70 characters. Putting them in folders only makes this longer, and viewing a web link of a path with spaces or special characters in it adds even more characters (spaces for example, translate to %20). So let's say we have a file in the root above plus:



Mac icons are similar, but there are differences:

- No Icon = "Locally available"
- Gray Check = "Always keep on this device"

/documents/working files/The Vault Message Series/Graphics/Final Version 3 B Super Final Done.jpg

The base URL would be 167 characters:

https://cedarcreektv-my.sharepoint.com/personal/YOURNAME_cedarcreek_tv/documents/working files/The Vault Message Series/Graphics/Final Version 3B Super Final Done.jpg

And once put as a link online, it would share as 184 characters (so you see how this can add up quick):

[https://cedarcreektv-my.sharepoint.com/personal/YOURNAME_cedarcreek_tv/documents/working%20files/The%20Vault%20Message%20Series/Graphics/Final%20Version%203B%20Super%20Final%20Done .jpg](https://cedarcreektv-my.sharepoint.com/personal/YOURNAME_cedarcreek_tv/documents/working%20files/The%20Vault%20Message%20Series/Graphics/Final%20Version%203B%20Super%20Final%20Done.jpg)

There are a handful of other icons/symbols you may see indicating sync issues, restrictions, or conditions...



Yellow exclamation mark = Your account needs attention. Select the icon to see the message.



Paused = Your files are not syncing. To resume, click the icon, select the Gear, select Resume.



Gray with slash = You are not signed in to OneDrive.



Red with white bar = Your account is blocked.



Circled minus sign = Your admin blocked this file type from syncing.



Padlock = This file or folder has settings that prevent syncing to your device. It is read only.



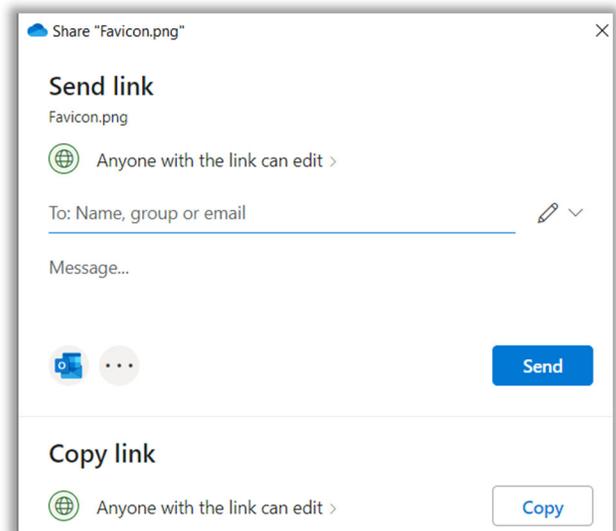
Chain icon on folder = This folder is a shortcut to another folder that is shared.

Right Clicking a file shows 5 new options:



Share:

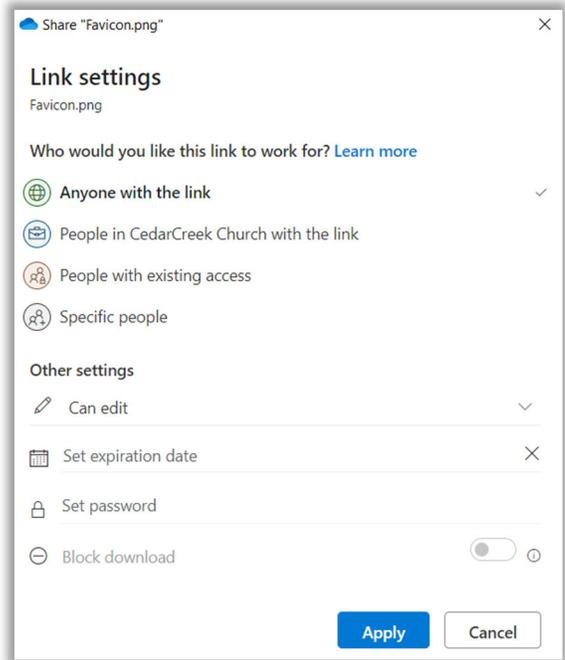
Just as you'd expect, this opens a share dialogue box to ask how and with whom you'd like to share. There are 2 main sections which both create a sharable link to the file. Send link will email a link and Copy link will copy to your clipboard for you to paste into any other program or document.



By default, share links are good for “Anyone with the link” to both see AND edit the file you share. If you click the text next to the green globe icon, you get a permissions window. Here you can select from:

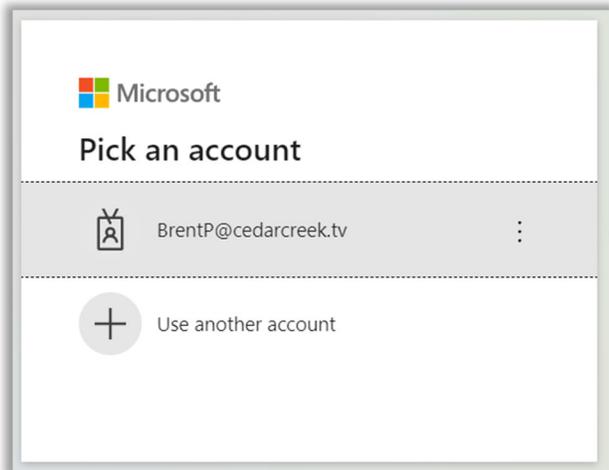
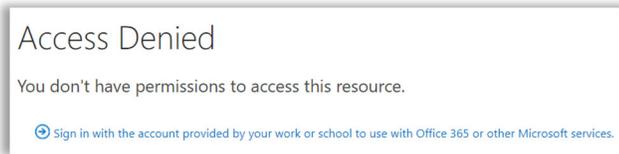
- **Anyone with the link:** No matter who you are, if you have the link, you can see (or edit) this shared file.
- **People in CedarCreek Church with the link:** You have to log into your @CedarCreek.tv account to see this.
- **People with existing access:** You already have rights to this, but we are sharing a link to direct you to this. We are not creating new access here, just pointing.
- **Specific People:** People I specify by Name, Group, or Email (if internal) or Email (if external) can see this.

You can also set if they “Can edit” or just “Can view” the file, can specify an expiration date for this sharing link, and can set a password if desired. If they are set to “Can view” you can also block the file from being downloaded and saved locally on their device. This comes in handy if you are setting an expiration date on an item as well or otherwise don’t want to worry about coming back later to remove unnecessary access.

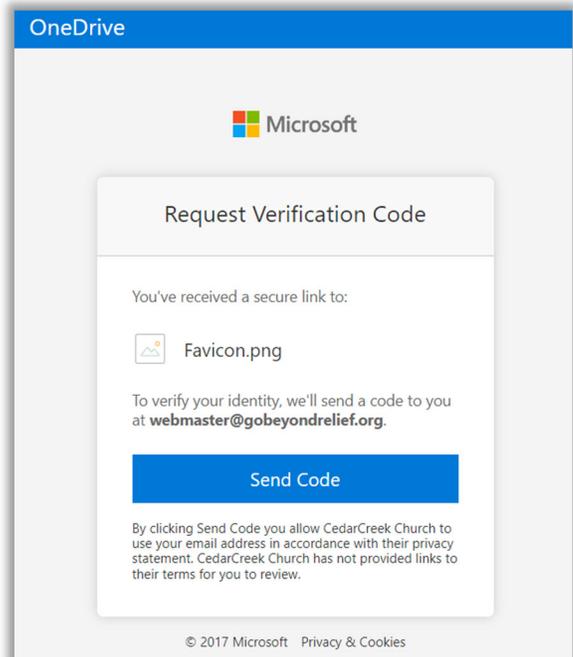


For the end users:

When a link is shared with them, if they are logged in or if it is an “allow anyone” link, it will take them to the file. If they are not logged in or they are an external to CedarCreek, it will prompt them to either log in or will allow them to request a code be sent to their email to validate they are who should have that link:

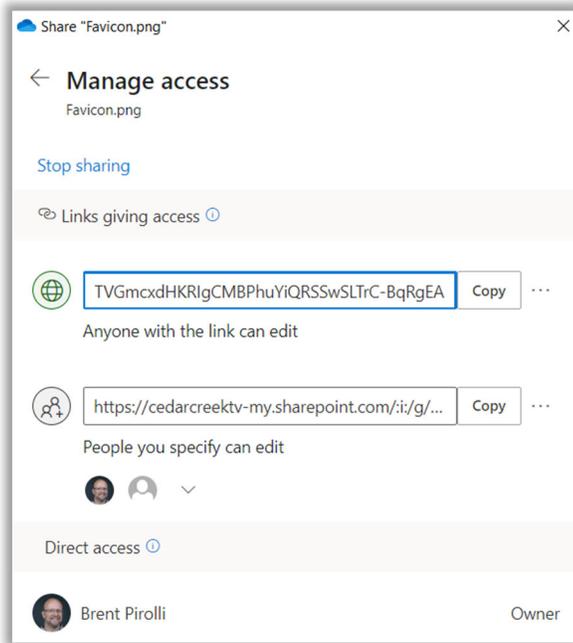
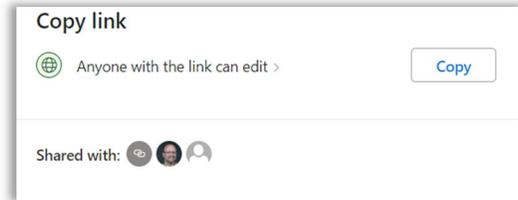


OR

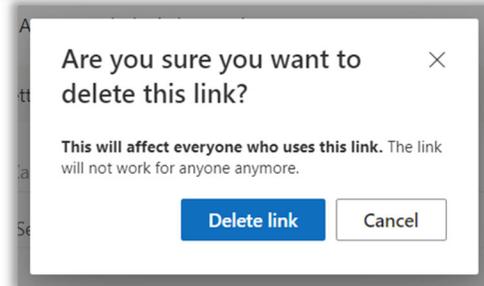
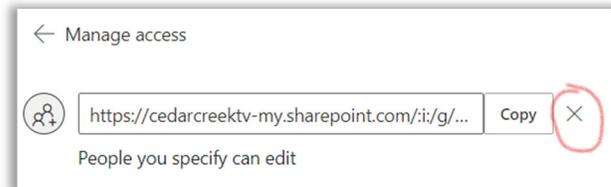


How do you adjust access, stop sharing, or remove a share link?

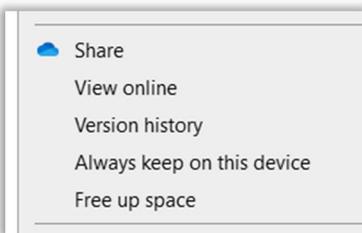
If you right click the file and go back to “Share” you see there is now a new section at the bottom showing who that file is shared with. Click on any of the items in the list there to pull up the “Manage Access” window.



Here you have the quick option of “Stop Sharing” at the top to remove all access to the file from everyone but the owner. You can also copy any existing links to use them again, or you can adjust access as needed, or even delete single sharing links by clicking the three dots next to the copy button, then clicking the “X” on the following window:



View Online / Version History:

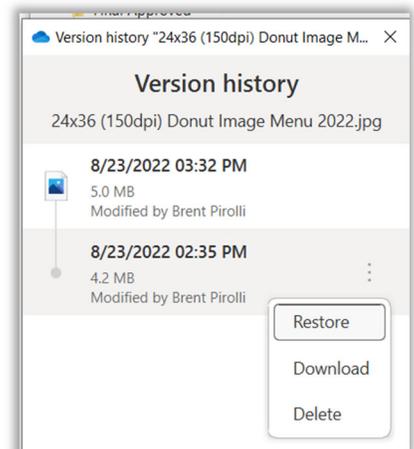


Coming back to our second option on right clicking a file, we see “View Online” which does just what it says and will open that file’s online copy.

The third option is “Version History” which will pull up a list of file revisions you can see. If you have more than one, you can choose to Restore, Download, or Delete past items. Restore will overwrite your current version!

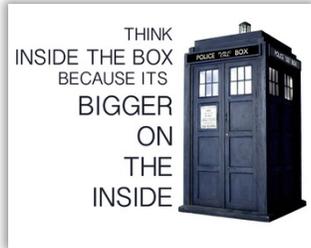
Always Keep on this device / Free up space:

These toggle the file between the solid green circle with white checkmark and the cloud icons. Either it is always local or in the cloud (not downloaded).



Pro Tips:

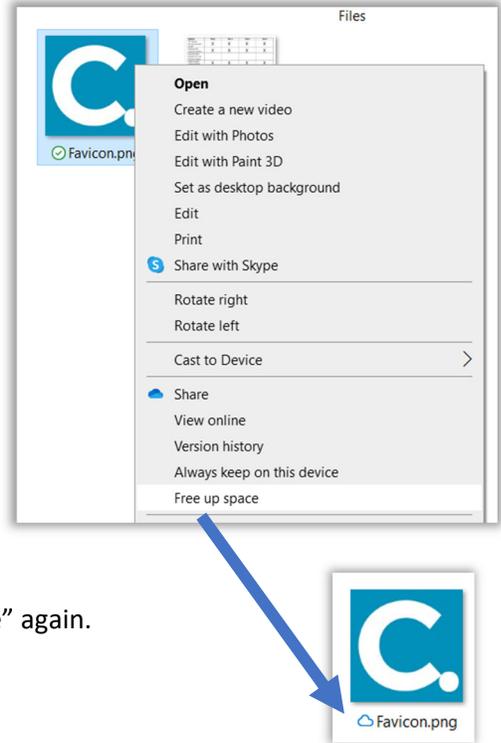
Space Management (Like the TARDIS... “It’s bigger on the inside.”)



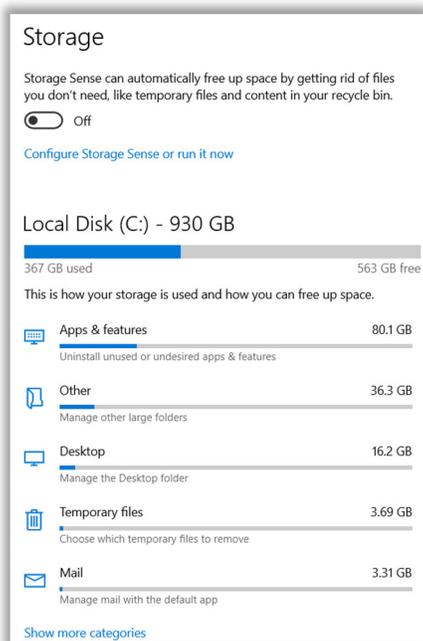
While you have a 1TB OneDrive limit, your LOCAL drive likely isn’t that large. Most of our devices have 256GB or 512GB of storage (¼ to ½ of our OneDrive space). So how can you take advantage of 1TB of space if you can’t save that much storage locally?

Simple... You offload the files to the cloud!

The beauty of OneDrive is that you can upload items to the cloud and then right click them and select “Free up space” which keeps the link on your computer but deletes the local file itself from your machine and keeps it in OneDrive. At any time, you can double click to open the file and if you are connected to the internet, it will automatically download and open the file, changing the cloud icon back to the green checkmark. Work on your file and it will auto-sync your changes to the cloud. When you are done, you can right click and “Free up space” again.



But... what if we want to automate this?



Storage Sense (PC ONLY, sorry Mac users):

Wouldn’t it be nice if there was a way to auto-empty the recycle bin, delete temporary files, clear out unused items from your Downloads, and even offline OneDrive files you don’t regularly open? Storage Sense is a built-in feature in Windows 10 and above that can help clean up disk space. It also works with OneDrive to clear out local copies of files you haven’t used in a recent timeframe you set. If you want to see if Storage Sense is enabled, click the start menu and type “Storage Settings” and click the program. It will open a window that looks something like this.

You can see by default it is Off. If you click “Configure Storage Sense or run it now” you get options for:

- Enable/Disable Storage Sense
- Run Storage Sense when (daily, weekly, monthly, low disk space)
- Delete temp files that my apps aren’t using

- Auto Prune Recycle Bin items after (never, 1, 14, 30, 60 days)
- Delete Downloads folder items not opened in (never, 1, 14, 30, 60 days)
- Move local copies of OneDrive files  to Cloud Only  if not opened for (never, 1, 14, 30, 60 days)
 - o This does NOT affect content marked as "Always keep on this device" 

Syncing TO other devices automatically:

What if I want files to automatically download to a device when I upload them via the website or from a different device?

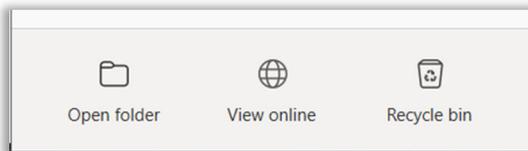
Let's say you have content you want to upload to OneDrive (maybe from the web interface, more on that soon, or from a different device) so that a 2nd machine also signed into your OneDrive will instantly auto-download that content to its local drive...

By default, new files or folders created online or on another device (or uploaded to your web interface) appear as online-only for all other devices to save maximum space. However, if you mark a folder as "Always keep on this device," new files in that folder download to your device as always available files. If a folder is online-only, you can still mark individual files within that folder as always available.

Does search work on files that are not on my local device?

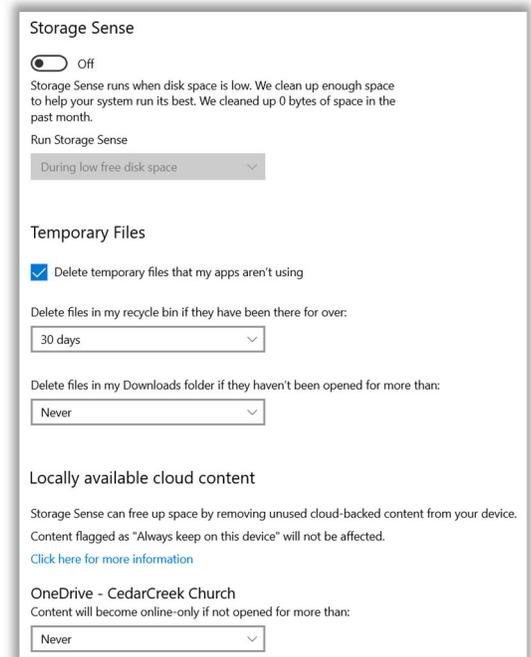
Desktop search can search for online-only files by name, but it cannot search the contents within online-only files because they aren't stored on the device.

View Online / Recycle Bin:

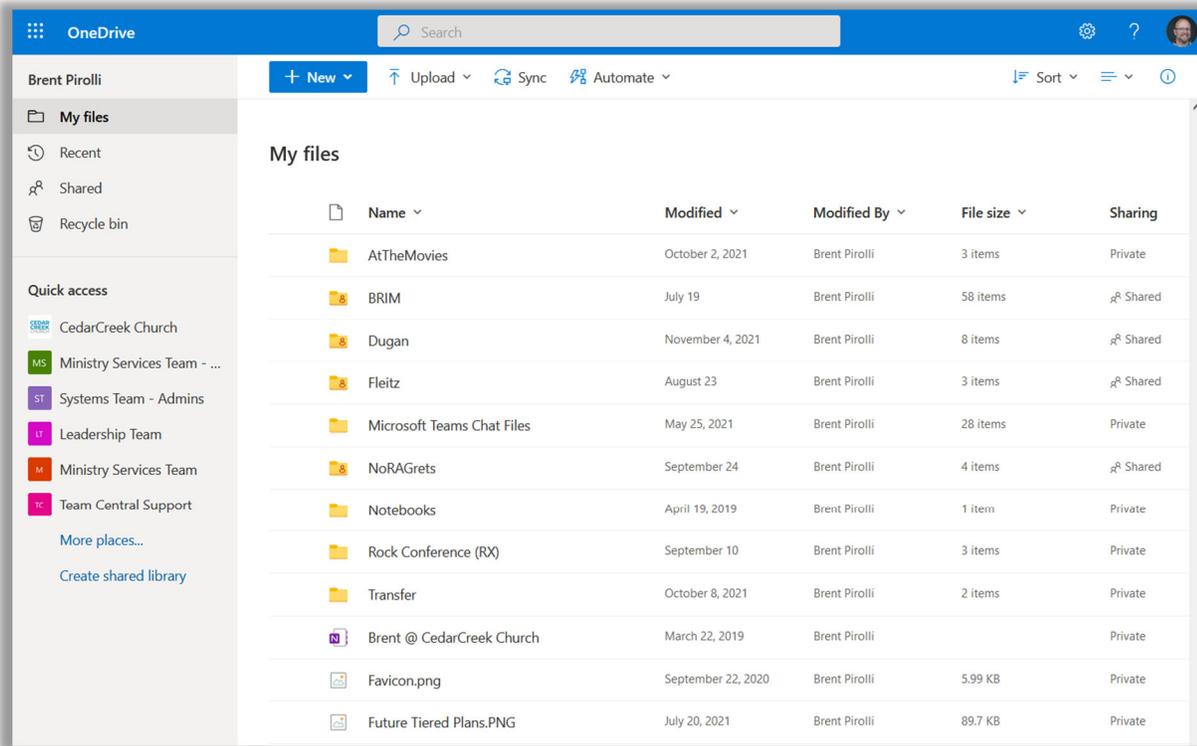


Now that we've covered the basics of the PC/Mac client's "Open Folder" section. Let's look at the "View Online" and "Recycle Bin" options. Clicking "View online" will open your web interface of OneDrive. If you aren't on a computer with the client installed, you can visit <https://onedrive.com> and click "sign in" at the top right, or go to the sign in link directly:

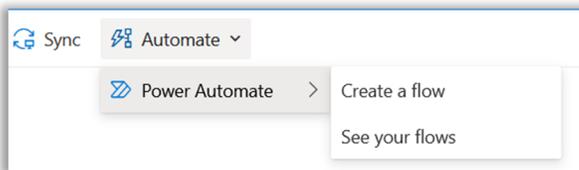
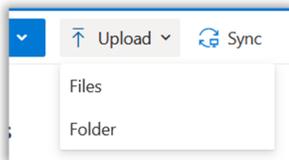
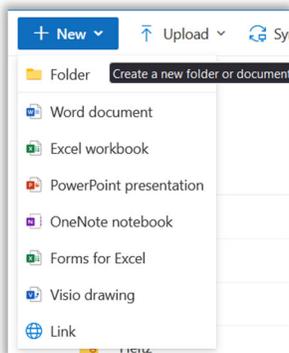
<https://onedrive.live.com/about/en-us/signin/>



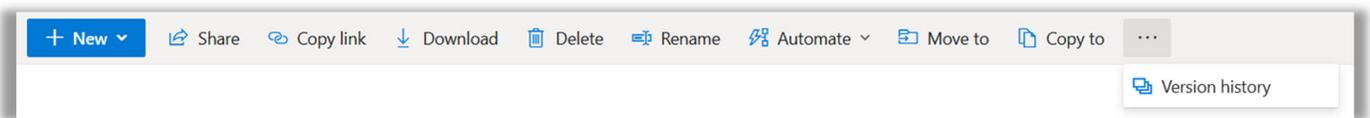
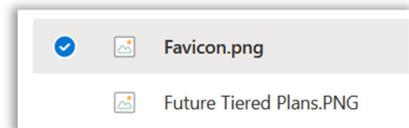
Once you are logged in, you will see something like (note the search function, sort option, and views):



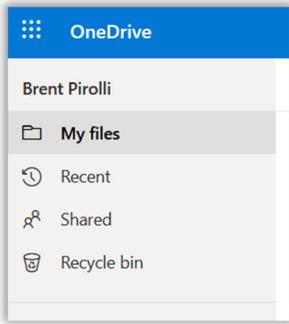
Here you can choose to create New Items (Folder, Documents, Links), Upload Folders and Files, and you can force a Sync of your devices, or get into using Power Automate to create Flows (not covered in this training but you can read more about them here: <https://learn.microsoft.com/en-us/power-automate/>)



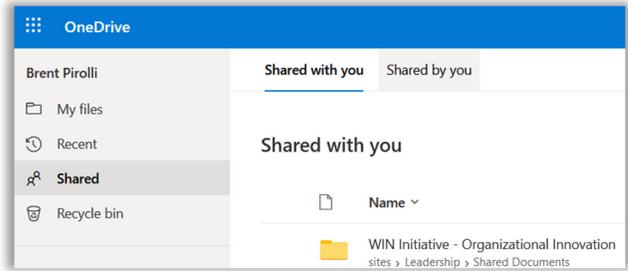
If you click the circle to the left of a file, your top bar shows many more options for what to do with that file:



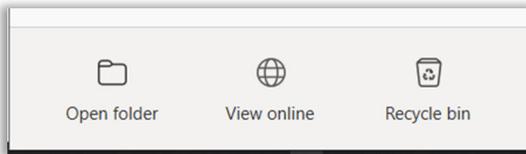
Now you can open the Share dialogue, quickly Copy a shareable link, Download, Delete, Rename, Move, Copy, or see the Version History of that file.



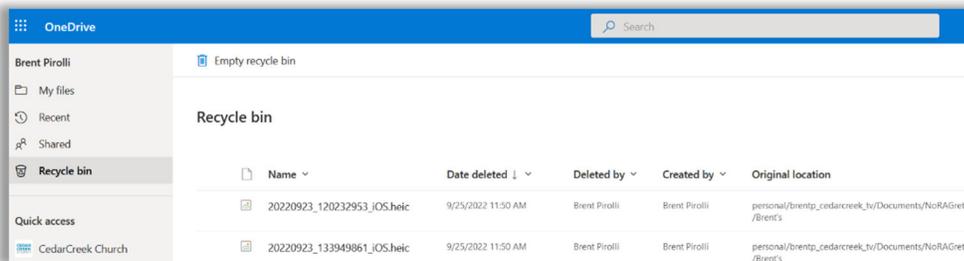
On the left column you see your files, recent files, your shared files, and your recycle bin. Recent files are what you've interacted with recently, and Shared will have two tabs for files shared with you and files you shared with others.



What happens if I delete a file or move it to the trash?



This is where the "Recycle bin" comes in play. When you delete an online-only file from your device, you delete it from your OneDrive (on all devices) and online. Click the Recycle bin either on the left navigation of the web interface, or by clicking the bottom icon on the desktop app to open it.



You can restore deleted items from your OneDrive recycle bin on the web for up to 30 days for items stored in OneDrive personal (when you're signed in with a Microsoft

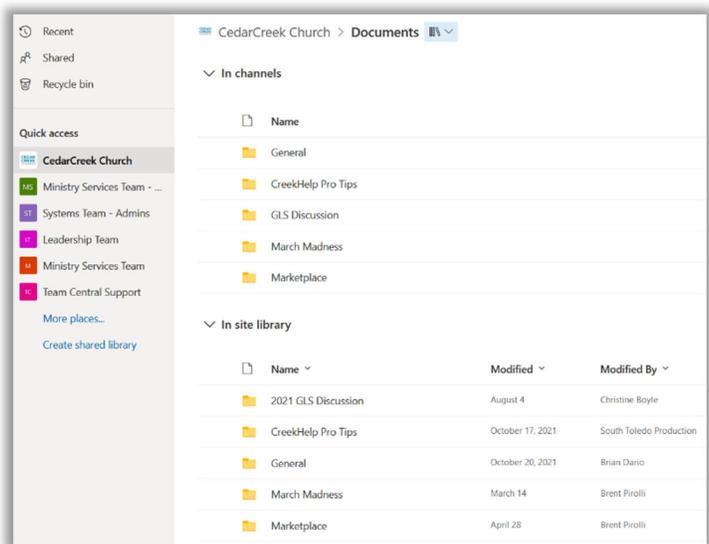
account), or for up to 93 days for items stored in your CedarCreek OneDrive.

If you delete a locally available file, all of the above is true, but it also appears in your local device's recycle bin (PC) or trash (Mac).

Quick Access:

On the left side of the Web Interface, you will see a "Quick Access" section. If you are on Microsoft Teams, you will see the storage for each of your Teams listed here. OneDrive is a unique tool in that it integrates with both your OneDrive storage, and what Microsoft calls "SharePoint" which is what Teams uses for storage (and ultimately what is the underlying storage technology OneDrive sits upon).

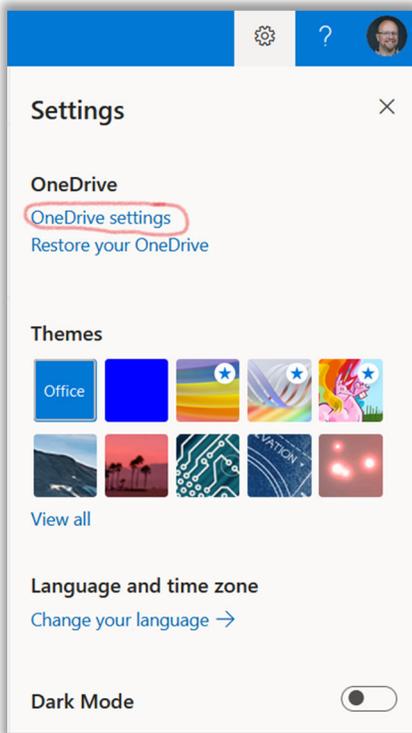
For example, if you click into the "General" folder on the "CedarCreek Church" team on the left, you will see the top navigation breadcrumbs say "CedarCreek Church > Documents > General"



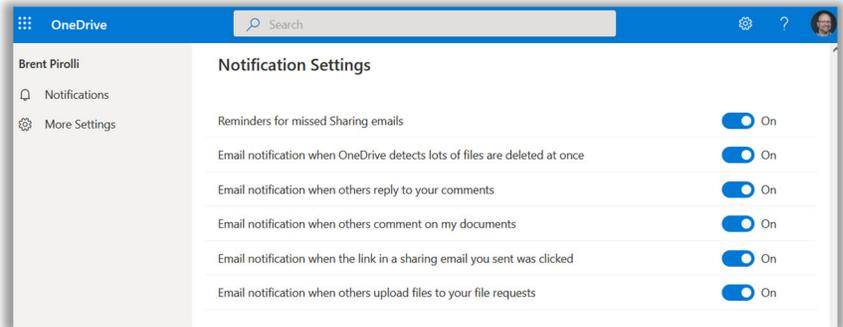
and you'll see the files that have been posted to that Team channel (CedarCreek Church Team's "General" channel). This can be an easier way to find items you know were posted to a channel in the past, without scrolling through old threads looking for the file.

Name	Modified	Modified By
2021-10-20-123544249.mp4	October 20, 2021	Brian Dario
20211207_103006.jpg	December 7, 2021	Casey Wagner
2022-11a.PNG	February 13	Brent Pirolli
2022-5p.PNG	February 13	Brent Pirolli
2022-9a.PNG	February 13	Brent Pirolli
2022-preachoff-power-rankings-11a.PNG	February 13	Brent Pirolli

Web Settings:

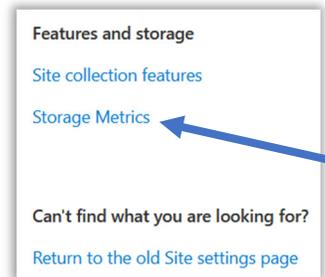


At the top right of the Web Interface, you have a settings gear which when opened allows you to do things like change your theme, enable dark mode, or go into other settings. I want to point out one helpful area... If you click on the gear icon and then choose "OneDrive settings" you will see some options to customize notifications as well as a "More Settings" option on the left.

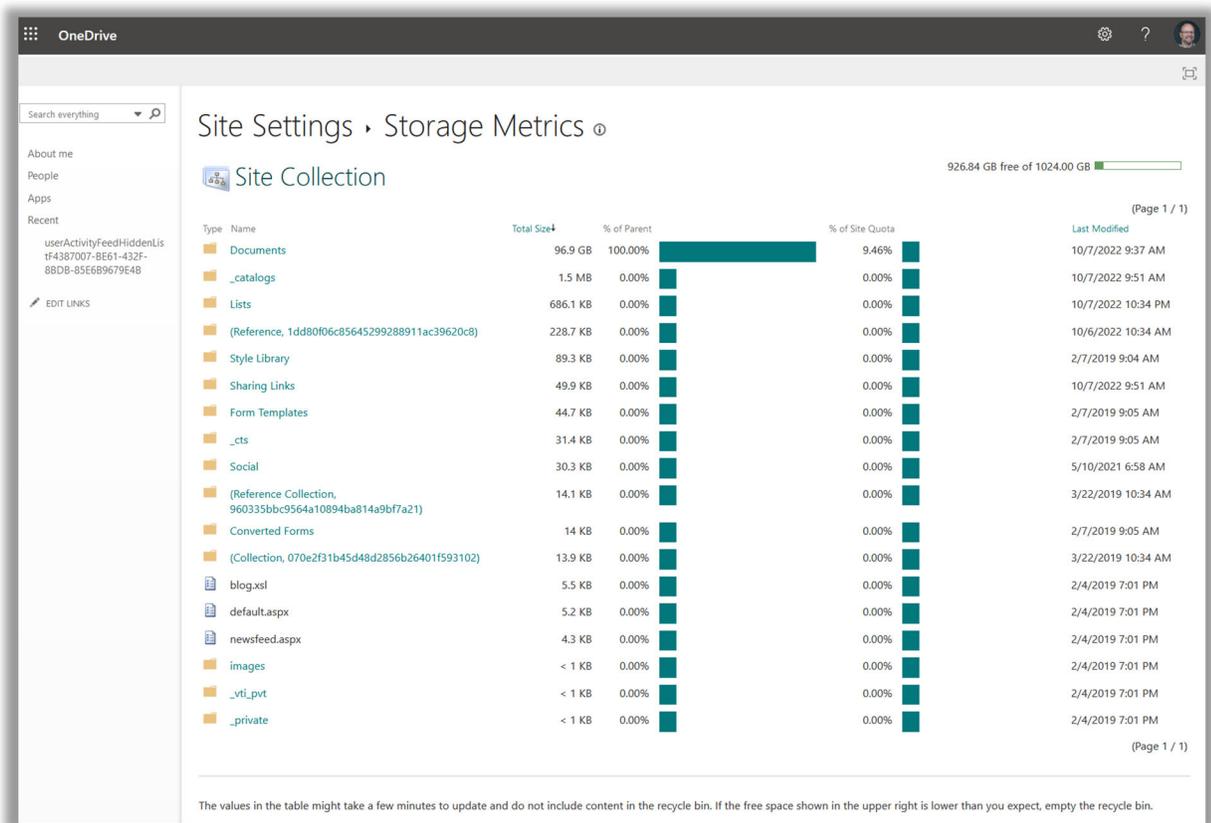


There are a LOT of settings you can drill into here and we won't be covering them in this course. You'll start to see language here about your "site" ... "site settings" or "site collection features" and such. This terminology

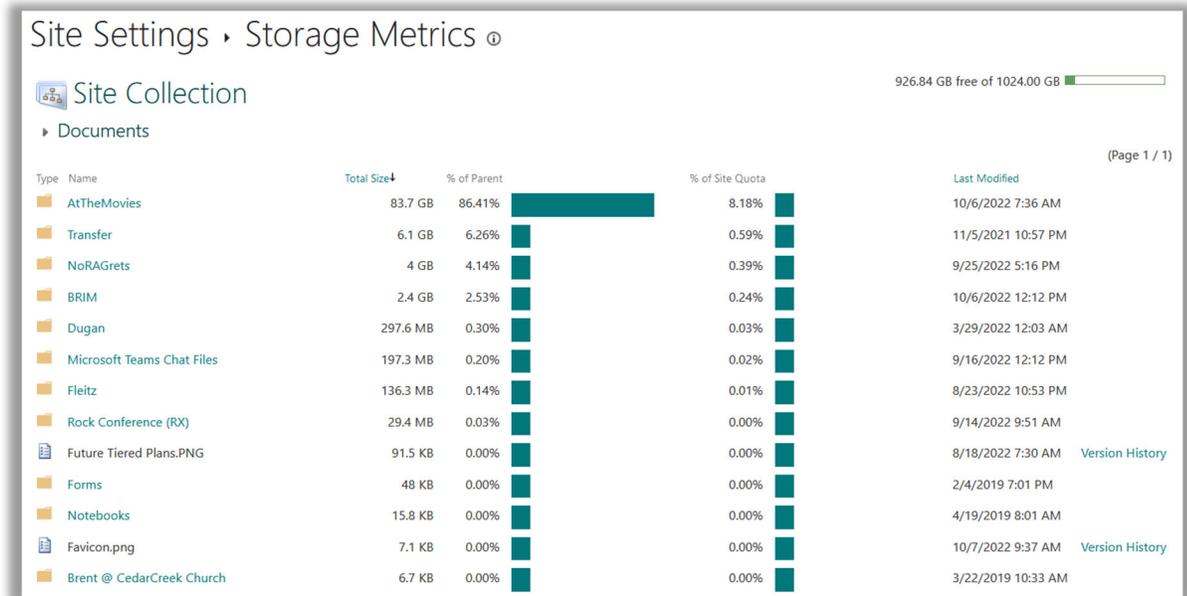
relates back to the underlying SharePoint tech Microsoft is using for OneDrive where each section of storage is known as a "site". You can also see (at least as of now) an option for "Return to the old Site settings page" where there are a TON of options that Microsoft hasn't yet moved to their new interface here. You can really dig into the underbelly of SharePoint there. But what we're looking for is the option for "Storage Metrics".



If you want to get a graphical view of where your 1TB of space is being used, the "Storage Metrics" view will do just that. Upon first entering though, you'll see you are really looking at your SharePoint "site" level that OneDrive sits on... with a lot of unfamiliar folder names. Here is an example:



None of the above makes much sense, but if you see, here the Documents folder is using 100% of my allowed storage... so let's click into that by selecting the "Documents" text and NOW we see a familiar set of folders:

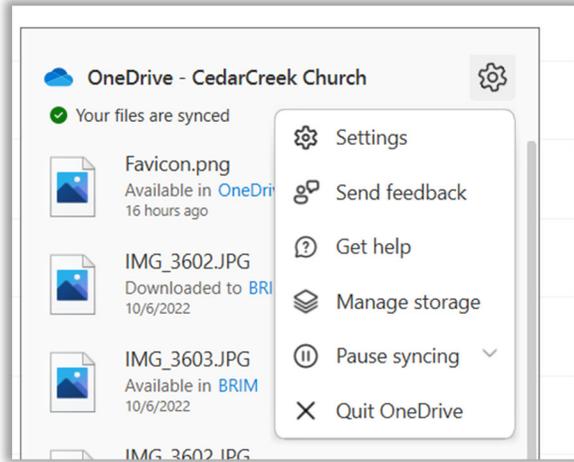


So, all of your OneDrive sits in the "Documents" folder of your Storage Metrics. Here you can see a bar chart of where your space is being used. This can be helpful to narrow down where you are potentially filling up storage.

There is a lot more you can do here but it is operating as more of an interface directly with your SharePoint site and is not simplified into the OneDrive software, so tread lightly here lest you get lost in the woods.

This is as far as we'll go on the Web Interface, so let's go back to the software client...

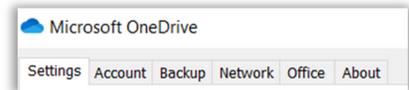
PC/Mac Settings Gear (Preferences Gear on a Mac):



Here you can:

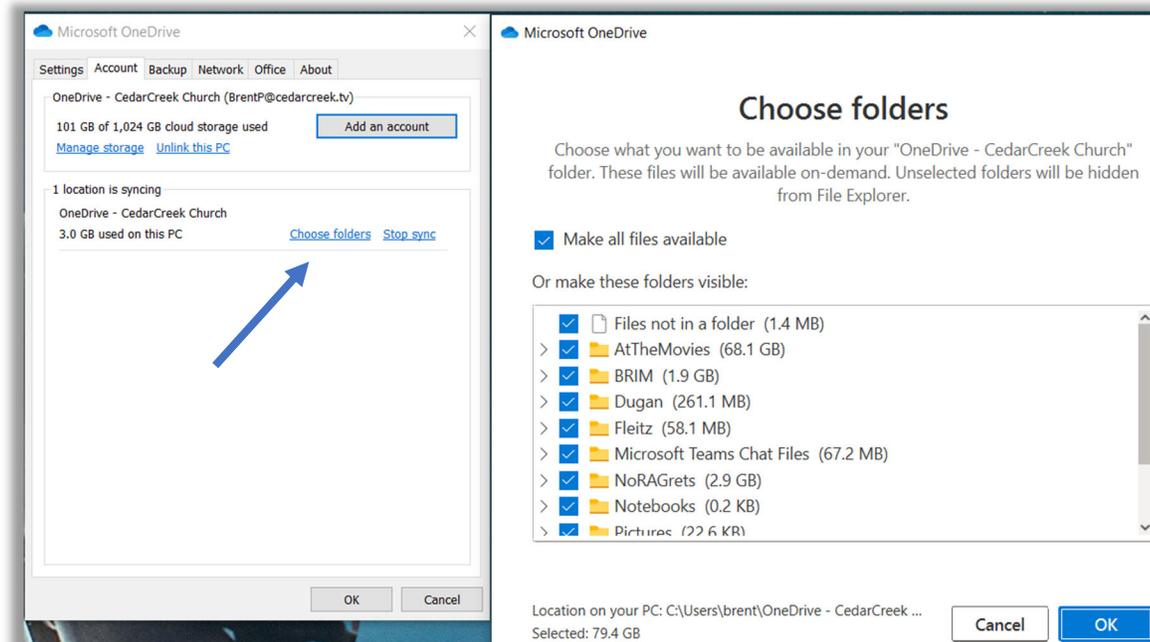
- Quit OneDrive
- Pause your syncing (for 2, 8, or 24 hours)
- Manage Storage (opens the Storage Metrics site)
- Get Help
- Send Feedback
- And open the client's "Settings". On a Mac this option is called "Preferences"

Settings will open up a new window with 6 tabs: Settings, Account, Backup, Network, Office, and About.



The "Settings" tab will allow you to auto-start OneDrive at login/Windows boot, get warnings if you delete too many files (more on this in a bit), and more.

The "Account" tab will let you log into multiple Microsoft accounts to sync various OneDrive logins (like a Personal and your CedarCreek account) and it will more importantly, have a section to control what folders in your OneDrive account appear on this device. In other words, you could have 100 folders in your OneDrive, and unselect all but one... and in this device's OneDrive storage, you'd only see one folder available to sync.



The “Backup” tab (PC Only) will auto-backup your Desktop, Documents, and Pictures to OneDrive (assuming you have space). This is the equivalent of Apple’s iCloud backup on a Mac. I’m guessing Apple didn’t allow Microsoft to add this feature into the Mac version as it would cut into their iCloud storage sales, but I’m speculating.

The “Network” tab gives control over how much bandwidth is used to upload/download files. By default, this is unlimited. This would be useful in an office environment where a lot of machines sync the same data at the same time so as not to overwhelm the internet connection.

The “Office” tab determines how those files open and how conflicts are handled if the same document is updated locally and on OneDrive (maybe by a shared link to another user).

Lastly, the “About” tab has some version info, a help link, and other options (like using beta “insider” builds).

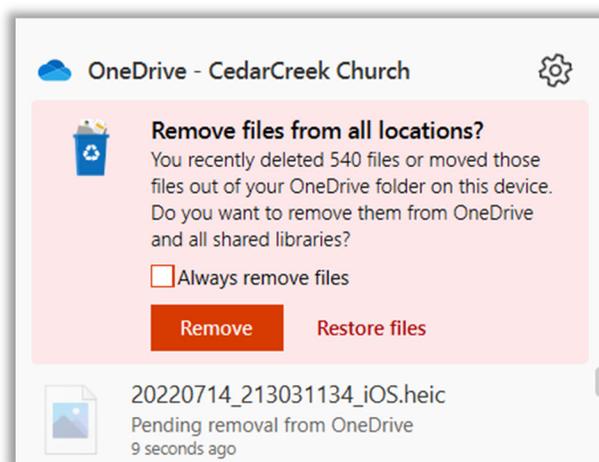
A Few Questions:

What if you accidentally delete a TON of stuff?

OneDrive has some protection built-in. Here I deleted 540 photos from OneDrive after auto-syncing my phone’s photos to OneDrive, then moving them on my PC from my local OneDrive folder into a local Photos folder. So, I went phone > OneDrive > Local (not OneDrive’s sync’d) folder.

OneDrive noticed I deleted 540 items and before it removed them from the cloud it wanted to make sure it was intentional. My icon by the clock had a red X on it and when I clicked it, I saw this confirmation request. I’m not sure what the threshold is for GETTING a

confirmation like this, but it is a setting automatically enabled under the [Gear > Settings > Settings > Notifications](#): “Before many files that I deleted on my PC are removed from the cloud”.



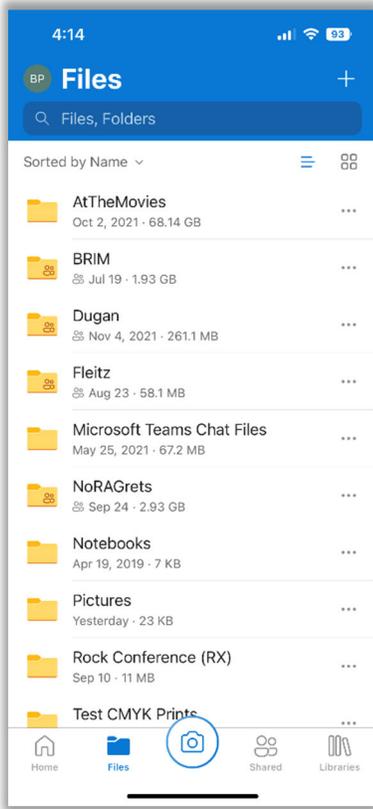
What if I see an error that OneDrive has run out of space?

The vast majority of the time, this is a local storage error. Your local computer doesn’t have the space to sync all the data you are trying to sync from OneDrive. You have 1TB of space on your OneDrive and usually only 250-500GB of space on your local computer. If you see this error in the client, feel free to ask and we can investigate where the issue is (what is trying to sync, how much space you have locally, etc.). You may just need to select folders and tell them to “Free up space” so they are only saved online, or there may be other issues on your machine taking up a lot of space and not leaving much room for OneDrive to sync.

How secure/reliable is OneDrive?

All traffic of files syncing up/down is encrypted with HTTPS (TLS) encryption. Once files are at rest on the servers in the data centers, each file is encrypted with a unique AES256 key. And all data is stored in at least 2 data centers in different regions of the country (at least several hundred miles apart from each other) allowing them to mitigate natural disasters or other losses.

The OneDrive Mobile App (please follow the “First Steps / Security” below!)

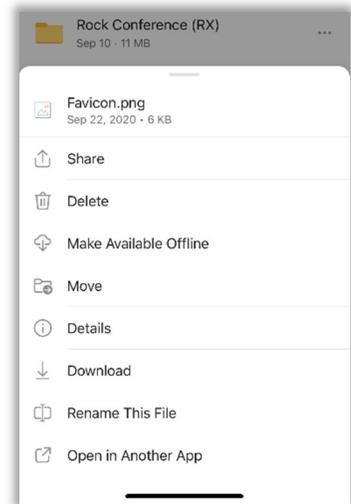


Overall Layout / Files Tab

The first thing you see after logging in should look VERY familiar. You should see your same file structure you've seen on both the web and desktop apps.

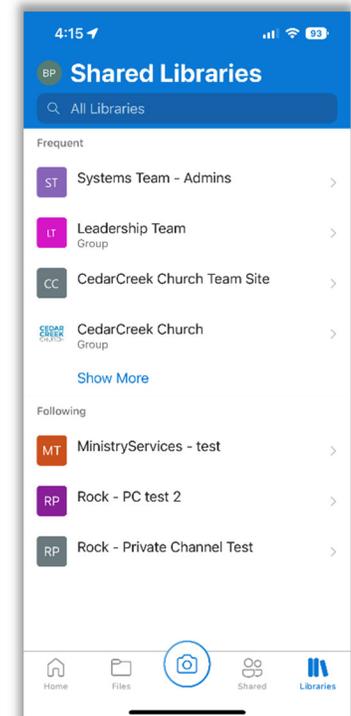
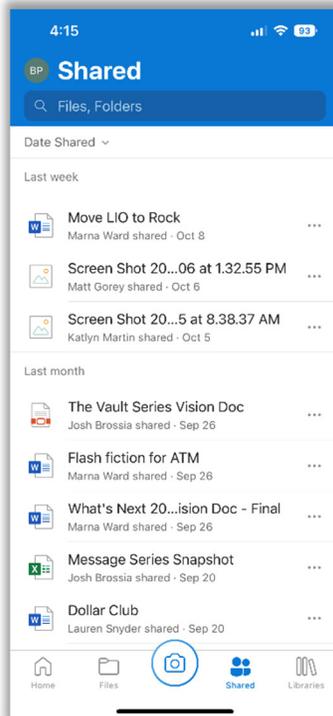
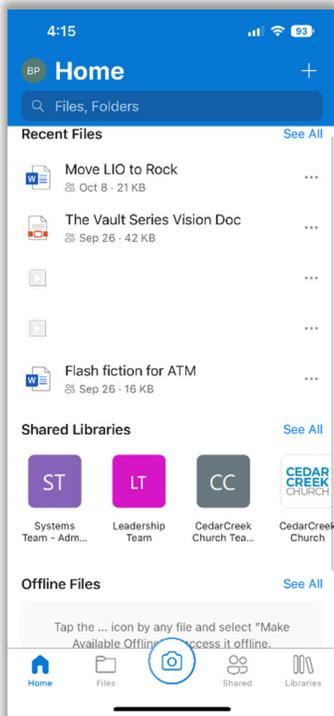
You'll notice at the bottom there are tabs for Home, Files (default view on app opening), Shared, Libraries, and a central Camera icon.

Since we start on the Files tab, you'll notice three dots to the right of all files and folders. If you click that, you get options to manipulate or share those files.



Home, Shared, and Library Tabs

The Home tab contains a list of Recent Files, Shared libraries, and any Offline Files you've saved to your mobile device. The Shared and Libraries tabs contain what you'd expect to see there.



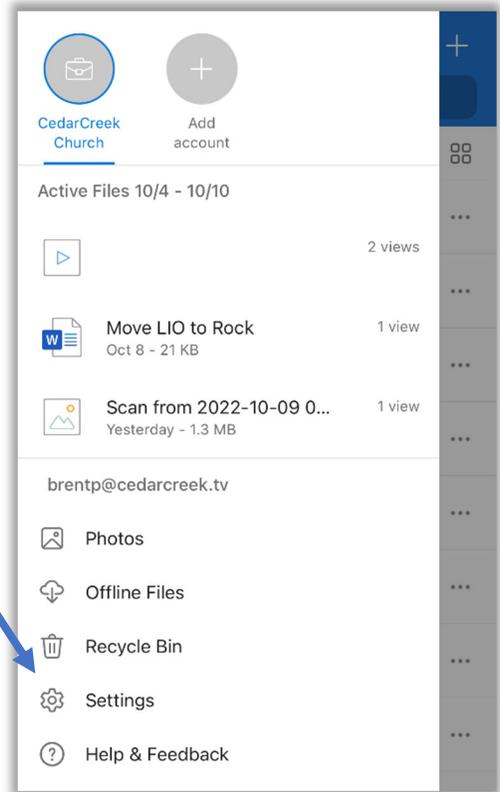
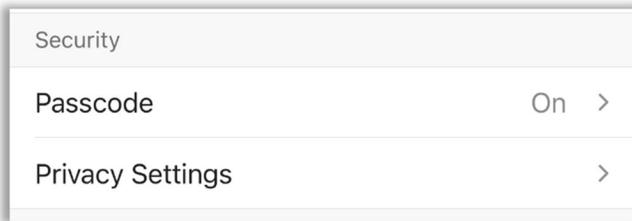
First Steps / Security

It is fairly important that you protect your OneDrive mobile with a pin code and/or Face-ID. This will ensure anyone who has your phone won't also have access to all of your files (and all the files that may be saved on backups, share from Teams you are on, etc.).

Click on your initials at the top left and you will be taken to a menu.

Here you can see where you can Add Account, Log out of yours, and more, but we are going to go to the Settings Gear first.

Once in Settings, scroll down to the "Security" section and select "Passcode".



Turn "Require Passcode" on and then choose a 4 digit code. You can then turn on "Unlock with Face ID" if you are on iOS. I'm not sure what Android options may be... Now when you open the OneDrive app, you will be presented with a security prompt before access is given to your data.

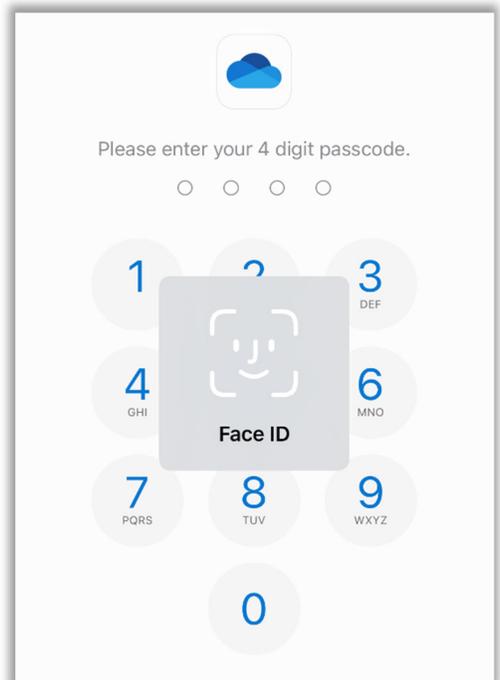


Photo Sync

One of the greatest features of OneDrive is that it can auto-sync photos, screenshots, and videos from your device to your OneDrive folder. Before this, I'd frequently find myself taking a photo of something I need to have on my computer, or something I had to upload to a form I'm filling out, or to send to a website, and I'd have to email myself the photo from my phone, save it out of Outlook onto my PC, then delete the email. It worked, but what a cumbersome process!

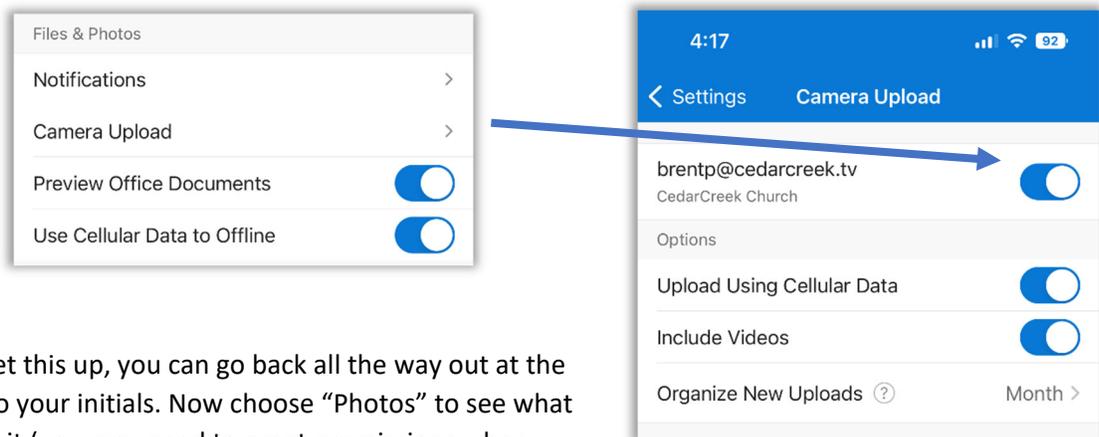
Furthermore, dumping photos from my phone to my PC has been anything but convenient. I usually wait a few months until I have some major event or holiday and 300-500 photos have built up. Then I need to plug in a slow proprietary cable (lighting to USB) which still uses USB 2.0 speeds (480 Mbps) where the latest standards like USB-C are blazing fast (5,000 - 40,000 Mbps). And after all that, half of the time my imports time-out or fail! SUPER FRUSTRATING! And Apple's response is to just use a Mac and sync your photos via iCloud... but despite their wishes, not everyone uses a Mac.

We can do better.

From the Settings Gear, choose "Camera Upload" and then enable it for your account. You have the option to also allow uploads using Cell (not just Wi-Fi) and to include video files as well. You can also set the default folder it uploads to to be organized by Month or Year. If importing items taken over multiple months/years, it will create folders as needed to match the date they were taken.

Month: <C:\Users\YOURNAME\OneDrive - CedarCreek Church\Pictures\Camera Roll\2022\10>

Year: <C:\Users\YOURNAME\OneDrive - CedarCreek Church\Pictures\Camera Roll\2022>



Now that you've set this up, you can go back all the way out at the top left and back to your initials. Now choose "Photos" to see what your device has on it (you may need to grant permissions when asked to allow OneDrive to access your photos). You'll see that it instantly starts syncing with OneDrive! You can click the "uploading" text at the top to see progress. OneDrive will need to stay open to do this process.

Your first sync may take a long time so I advise doing it overnight while connected to power. After that, anytime you want to sync photos, just open the OneDrive app and it will auto-upload in the background any that aren't yet sync'd.

So now the process is as easy as taking a photo and opening OneDrive on your phone (you don't need to press anything), and then the file will appear on your PC in the OneDrive folder. As a bonus tip, you can set your

“Camera Roll” folder to “Always keep on this device” and any new photos are automatically downloaded to your local PC as well!

File Types

One thing to note when syncing files from your iOS device to OneDrive, it will send the native file format of your device.

****Put on your nerd glasses**** To save higher quality images with lower file sizes, Apple changed from JPG to HEIC / HEIF (High Efficiency Image CODEC/Format) a few years ago for photos. File extensions are .HEIC not .JPG. They also changed from h.264 to h.265 (HEVC – High Efficiency Video CODEC) for video (though both are .MP4 files). ****Safely remove glasses****

What this means is that though Windows 11 (and most Windows 10 installs) have the right plugins to display these files, they may or may not work for whatever other purpose you are using them for (web forms, online photo books, uploads to social media, etc.).

If you want to convert them back to JPG instead, there are free converters (I’m a fan of Faststone Image Resizer: <https://www.faststone.org/FSResizerDetail.htm> which can do entire folders of images in seconds) or if you’re fine keeping them, but are having trouble viewing items, be sure to read my CreekHelp Pro Tip here: <https://creekhel.com/office-365/what-are-hevc-heicf-files-and-why-cant-i-open-them/>

BUT if you want the easiest solution until the rest of the world catches up to the new formats, you can simply disable the new formats in iOS by going to **Settings – Camera – Formats...** and change from “High Efficiency” to “Most Compatible” instead. This will store all new images as the older more compatible formats.

The Camera /Scan Button

Last but definitely NOT least in the mobile app, we’ll be looking at the Camera button. This is more than just a quick photo option. When opened, it gives you the choice of capturing one of four item types.



Each will give you automatic corner detection and straighten the capture out accordingly (if you shoot a skewed angle of a page, it will scale the image to be square and remove the extra around the edges).

Document: Saves as a PDF. After the first page is captured, select “add” at the bottom left to add up to 30 pages in a single PDF. Scans automatically read and text is searchable in the OneDrive app to find documents!

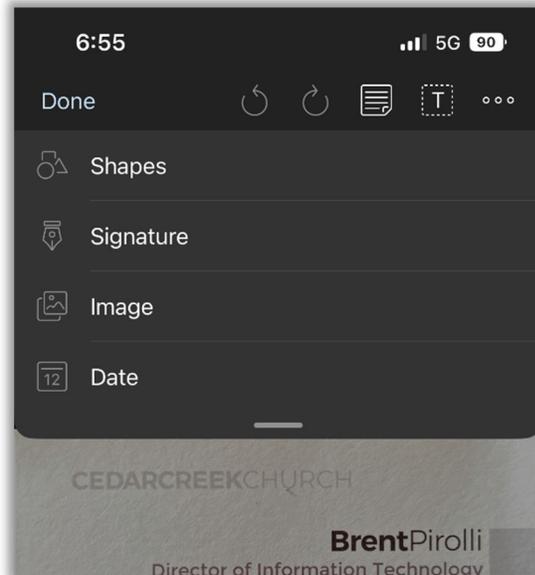
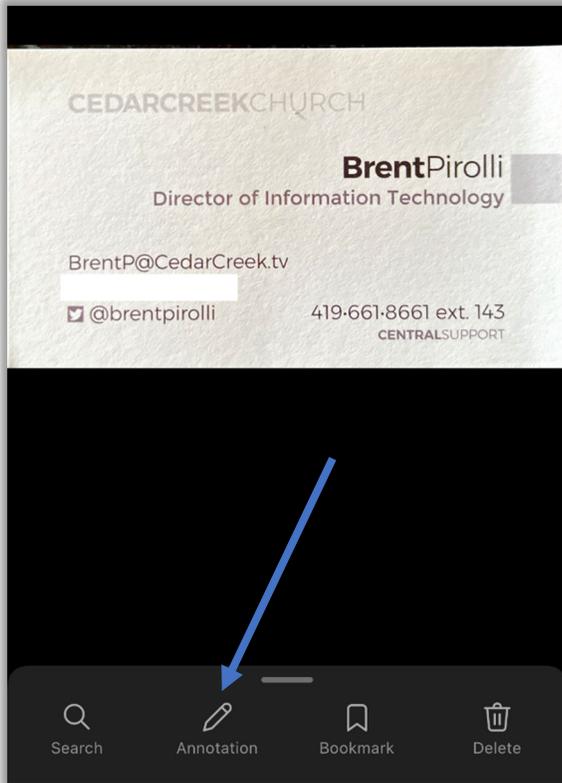
Whiteboard: Saves as a PDF but also increases contrast to get a pure “white” background so text pops. You can add text, draw on it, and save it. If it is done during or within 5 minutes of a meeting, OneDrive will auto-prompt if you want to share it with the participants invited to that meeting.

Business Card: Similar to Document, this creates a PDF. I’m guessing future development may allow these to auto-create Outlook contacts...

Photo: Saves as a JPG.

Markup and Sign PDFs

One of the “sleeper features” of OneDrive mobile is the ability to markup and sign PDFs! Open a PDF document, and click the “Annotation” button at the bottom.



You can add shapes, freehand signatures, insert images, and stamp dates on PDFs and as soon as you hit “Done” and back out of the PDF, it saves and overwrites the cloud version (and any on other devices too). Don’t like the change? Simply visit the Version History and restore an older one!

Final Thoughts:

Why is the file not showing on this device?

- On a desktop app, try pausing sync and resuming sync to kick off a fresh look.
- On mobile app, try force closing and reopening the app to get a fresh look.
- On the web view, try refreshing the page.

Where do we go from here?

We will be looking at migrating user folders (your personal 50GB folder on the servers that are your First name Last Initial) to your individual OneDrive space. This will give all users a single storage location for personal documents that is also 20x their current space and easily accessible and shareable with all the benefits of OneDrive.

The “source of truth” will be what is on OneDrive. If a file isn’t on there, we won’t be able to assist in restoring a backup of the file. If you’d like assistance in moving your items to your OneDrive now, let me know.

Any Questions or topics not covered? Any additional examples/demo’s you’d like to see?