

# Basics of OneDrive

*Learn more about using OneDrive, the cloud-based storage service from Microsoft.*

Information from Microsoft Support:

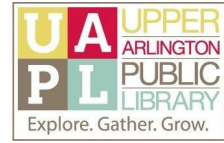
**OneDrive Help and Learning from Office Support:**

<https://support.office.com/en-us/onedrive>

- [OneDrive Storage Plans](#)
- How to guides:
  - [Sharing files and folders](#)
  - [Using Personal Vault](#)
  - [Using Office for the web in OneDrive](#)
    - [Word Documents](#)
    - [Excel Workbooks](#)
    - [PowerPoint Presentations](#)

## Online Tutorials and Resources

- **Testing & Education Reference Center:** Available with your Upper Arlington Public Library card number, from <http://databases.ualibrary.org>. Though Testing & Education Reference Center does not offer OneDrive tutorials, it does offer Microsoft tutorials - including Excel, PowerPoint, and Word - which will help you familiarize yourself with program layouts, such as the Ribbon and its commands.
- **GCFLearn Free: OneDrive and Office Online Tutorial:**  
<https://edu.gcfglobal.org/en/onedrive/>
- **Dummies: What is OneDrive?**  
<https://www.dummies.com/computers/operating-systems/windows-10/what-is-onedrive/>
- **How to Geek: How to Share Things from a Personal OneDrive**  
<https://www.howtogeek.com/405841/how-to-share-things-from-a-personal-onedrive/>
- **Lifewire: What is OneDrive?** <https://www.lifewire.com/onedrive-4155075>



## Cloud Service Reviews and Recommendations

- CNET: <https://www.cnet.com>
- Consumer Reports: Available with your Upper Arlington Public Library card.  
[Visit the UAPL Reference Department's list of online reference databases.](#)
- Lifehacker: <https://lifehacker.com>
- PCMag: <https://www.pcmag.com>
- The Wirecutter: <https://thewirecutter.com>