



Some Microsoft OneDrive Tips

Here are some key things you can do with OneDrive.

- **Use the "Files On-Demand" feature to save space on your computer:** This feature allows you to access your OneDrive files from your computer without taking up space on your hard drive. Files will only be downloaded to your computer when you open them.
- **Use the "Version History" feature to recover older versions of files:** If you make changes to a file and then realize you want to go back to an earlier version, you can use the "Version History" feature to view and restore previous versions of the file.
- **Use the "Offline Files" feature to access your files when you don't have an internet connection:** This feature allows you to mark certain files as "available offline", which means they will be synced to your computer and you can access them even when you don't have an internet connection.
- **Use the "Shared with Me" view to access files that have been shared with you:** This view displays all of the files and folders that have been shared with you by other OneDrive users.
- **Use the "Sync" feature to keep a local copy of your OneDrive files on your computer:** If you want to keep a local copy of your OneDrive files on your computer for offline access, you can use the "Sync" feature to download them to a folder on your computer.
- **Use the "Activity" view to see a history of changes made to your OneDrive files:** This view allows you to see who has made changes to your files and when they were made.

