

OneDrive on your PC

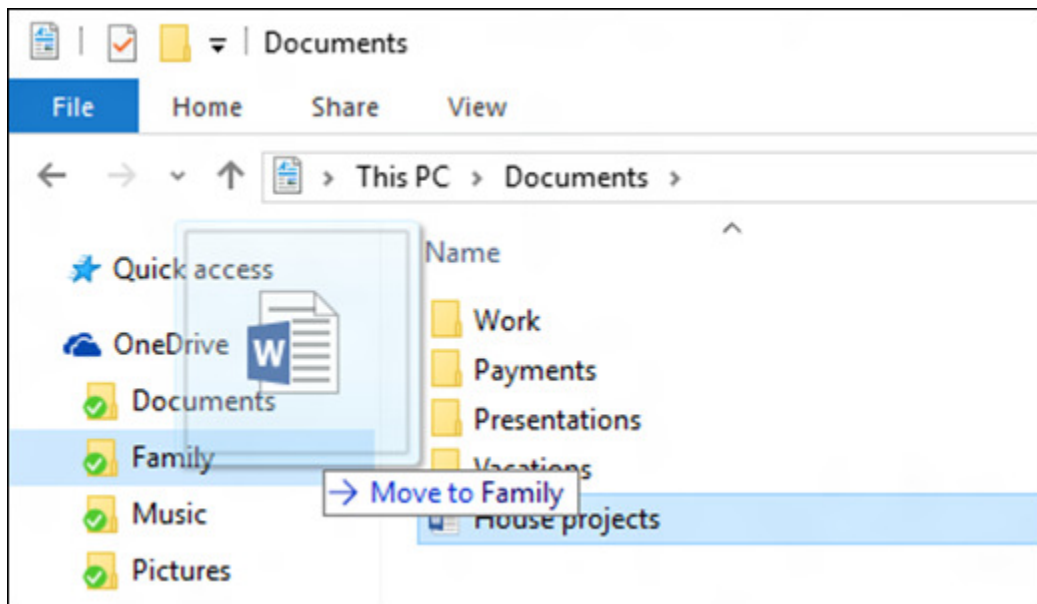
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Applies to: *Windows 10*

OneDrive is free online storage that comes with your Microsoft account. Save your files there and you'll be able to get to them from any PC, tablet, or phone.

The Basics

To save a doc you're working on to OneDrive, select a OneDrive folder from the list of save locations. To move files to OneDrive, open File Explorer and then drag them into a OneDrive folder.






No Internet? No problem.

Files you save to OneDrive are available online at OneDrive.com and offline on your PC. That means you can use them anytime, even when you're not connected to the Internet. When you reconnect, OneDrive updates the online versions with changes you made offline. Offline files come in handy when you're stuck without Wi-Fi, but they also take up space on your PC. If you're running low on storage space, here's how to keep fewer OneDrive files offline:

Stay in sync

File Explorer icons show you the sync status of your offline folders and files.

-  It's in sync with online version.
-  It's getting in sync.
-  The version on your PC is out of sync. To find out why, go to the right side of the taskbar, select the **Show hidden icons** arrow, press and hold (or right-click) OneDrive, and then select **View sync problems**.