OneDrive basics

- Check which account is signed in.
- Open the OneDrive cloud icon to read its status.
- A cloud-only file may need an internet connection to open.
- If syncing is paused, resume it from the OneDrive menu when ready.
- Check available cloud storage when files stop uploading.
- Deletion can sync to other devices, so keep a separate backup of important files.
- Avoid unlinking accounts or resetting the app as a first step.

General guidance. Stop and ask for help if a step is unclear.

Prepared November 24, 2026. Source and further reading:
https://support.microsoft.com/en-us/onedrive/how-to-pause-and-resume-onedrive-sync

Questions? Describe your goal at onlinetechnicalhelp.com. Scope and price are agreed before paid work.