

Sunland Spring Village Technology Group

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Look at Windows 11 & Google Drive Overview

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Look at Windows 11

- Windows End of Life/Support
- Settings Adjustments
- OneDrive Integration

Windows End of Life

- Quick Summary

		Active Support	Security Support
Windows 11 - E	11.23H2 (E)	2026-11-10	2026-11-10
Windows 11 - W	11.23H2 (W)	2025-11-11	2025-11-11
Windows 10 - E	10.21H2 (E)	2025-10-14	2025-10-14
Windows 10 - W	10.21H2 (W)	2025-10-14	2025-10-14
Windows 8.1		2018-01-09	2023-01-10
Windows 7 SP1		2015-01-13	2020-01-14
	E- Enterprise, Education		
	W - Home, Pro, Pro Education		

- Detailed Look at End of Live
<https://endoflife.date/windows>

Windows 11 Settings

Review Settings some of the default settings and ones that you may want to change to improve ease of use, performance, and security.

Windows Settings

- Search for Settings
- Right Mouse on Desktop
- Go to Start
 - > All Applications -> Settings

Settings – Personalization

- Start Settings
 - Layout
 - On/Off Toggles
 - Folders
- Taskbar Settings
 - Search
 - Task View
 - Widgets
 - Chat
 - Taskbar Behaviors

Settings – System

- Notifications Settings
 - Toggle Switches
 - Off/On
 - Personal Preferences
 - Under Additional Settings (bottom)
 - Windows checkboxes
 - may want to remove these (possibly annoying)
- Multitasking
 - Snap Windows
 - Title Bar Window Shake

Settings – Privacy and Security

- Ads seem to be excessive
- General -> turn off all options
- Speech -> turn off
- Personal Inking and Typing Dictionary -> turn off
- Diagnostics and Feedback
 - turn off & clear data already collected
- Location -> review list of apps

Settings – Apps

- Control where apps can be installed from
- Advanced App Settings -> Choose Where to Get Apps From
 - Default is Anywhere
 - Suggest Changing to “Microsoft Store”
- Startup Apps
 - Review and Keep Your Preferred
 - Impact on Startup (could slow you down)

Windows 11 and OneDrive

- One Drive – Microsoft Cloud Storage Service/Solution
 - 5 GB Free
 - 100 GB - \$1.99 / month
 - 1 TB - \$6.99 / month [includes Microsoft 365]
- Pre-configured on Windows 11 Rollout
- Can Be Disabled
 - Unlink PC from MS Account Settings in One Drive
 - Uninstall One Drive – more difficult to Enable if desired

Windows 11 and OneDrive

- Original Product Started in 2007 as Windows Live Folders
- Current Version – Renamed to OneDrive in 2013
- File and Document Backup and Sync Service Built-in
- Select Folders for Backup to Cloud
- How to Setup Folder to Backup
 - File Explorer – Look for Folder with “cloud” OR Start Menu -> One Drive App
 - Right Mouse -> One Drive -> Settings
 - Manage Backup
- View OneDrive Online
 - Right Mouse -> One Drive -> View Online
 - Can See Files Shared with You

Windows 11 and One Drive

- Can Share Files with Others
 - Either from File Explorer OR Viewing Online
- APCUG Presentation
 - One Drive Surprises -> [APCUG Presentation on Windows 11 and OneDrive](#)
 - First 45 minutes
 - More Detail and Broader Information

Questions ??

Intro on Google Drive

- Similar to MS One Drive Cloud Storage
 - 15 GB Free
 - Gmail email storage included in the 15 GB Free
 - Plans:
<https://one.google.com/about/plans>
- File and Document Sharing
 - With friends, family, other devices (i.e. phone, Ipad, tablet, etc)
 - Automatic Integration
 - Google Docs
 - Google Sheets
 - Google Forms

Intro on Google Drive

- Document Sharing/Collaboration (instant updates)
- How to Access
 - 9 Dots -> Google Home Page
 - 9 Dots -> Gmail Account
 - Bookmarks
- Previous Google Drive Presentation
 - SSVTG Website -> Sched. & Previous Presentations
 - November 11, 2022
 - Presenter - Natalie Clement

Questions ??