



Add and upload files in OneDrive

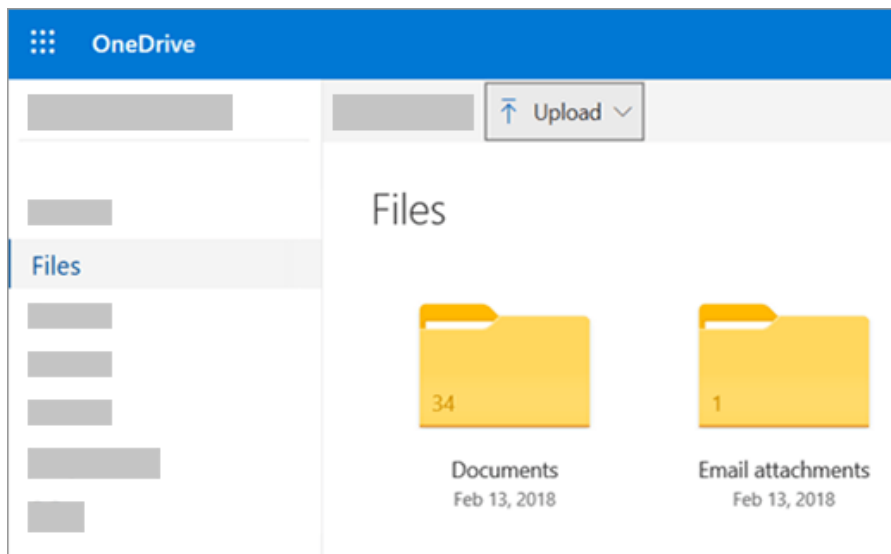
Upload photos and files

Using the OneDrive website

Depending on the web browser you use, you can upload files up to 250GB in size. (This limit is per file, not total.)

Note: For transferring large files or lots of files, we recommend adding the files to the OneDrive desktop app rather than using the **Upload** button on the website.

1. On the [OneDrive website](#), sign in with your Microsoft account, and then browse to the location where you want to add the files.
2. Select **Upload**.



3. Select the files you want to upload, and then select **Open**.

Tips:

- You can also drag files from File Explorer or Mac Finder straight to your files on the OneDrive website.
- In the Google Chrome or Microsoft Edge browser, you can also upload folders from the **Folder** option on the **Upload** menu, or drag folders to the website.



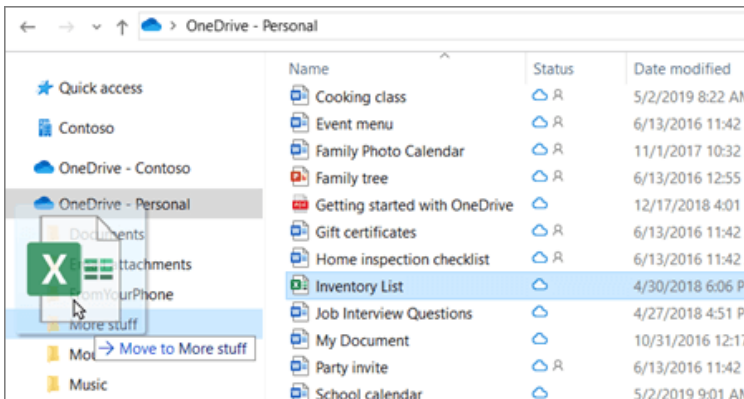
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Using File Explorer or Mac Finder to copy or move files to OneDrive

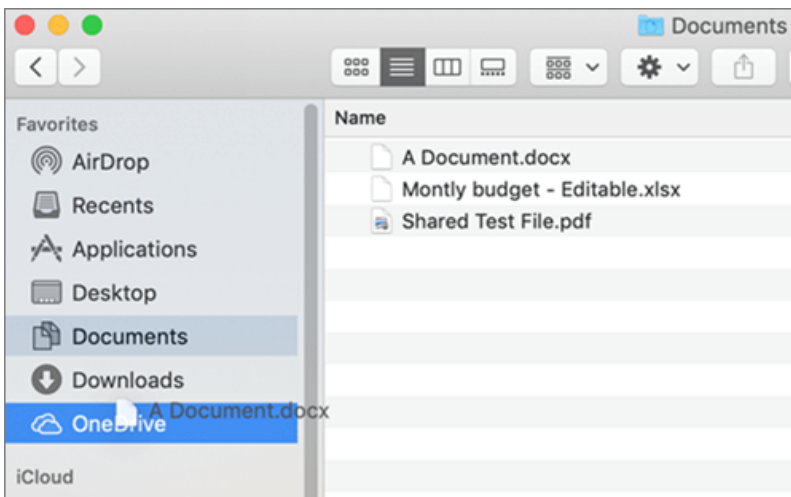
You can copy or move files between folders within OneDrive, or from other folders on your computer. (When you move files from other folders on your computer into a OneDrive folder, you're removing them from your computer and adding them to OneDrive.)

For both File Explorer and Mac Finder, if you want to copy the item rather than move it, right-click the file or folder and select **Copy**, then open the OneDrive folder (or sub-folder) and right-click > **Paste** a copy of the item to OneDrive.

To move a file using Windows File Explorer, drag files from the file list in the right pane to OneDrive in the left pane.



To move a file using Mac Finder, drag files from the file list in the right pane to OneDrive in the left pane (if you have OneDrive listed there under **Favorites**). After a moment, Finder will switch to show your existing OneDrive files and folders in the right pane, and you can drag the file into the sub-folder of your choice.

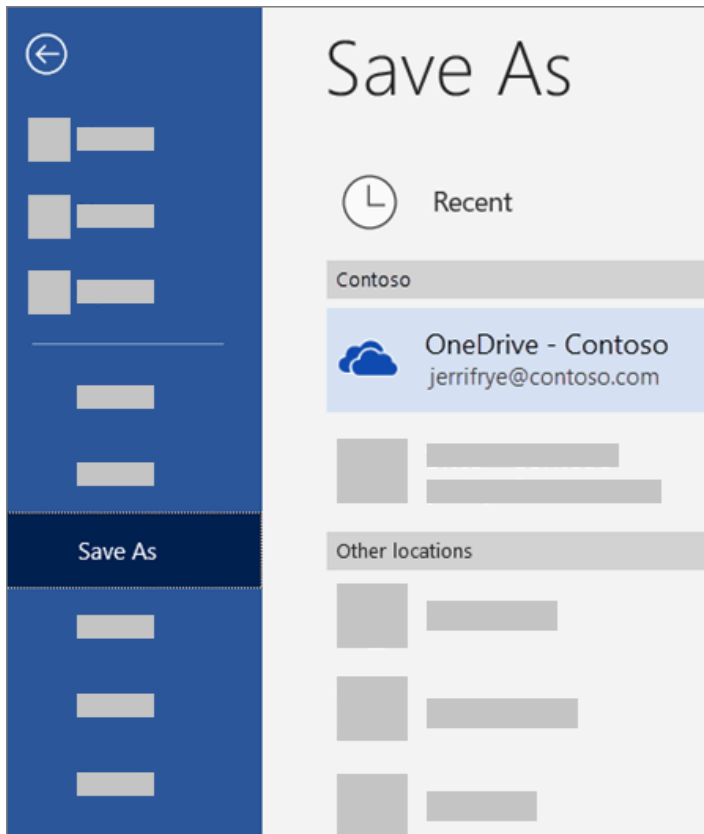




Add and upload files in OneDrive

From Microsoft Office or Microsoft 365

In any Office document, select **File > Save As**, choose your OneDrive, and then pick the folder where you want to save the file.



Notes:

- Microsoft might limit the number of files that you can upload to OneDrive each month.
- Please respect copyright and be careful what you share online. Copying or sharing unauthorized materials violates the Microsoft Services Agreement.



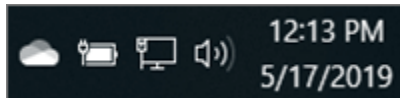
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Files save to OneDrive by default

Set where your files are saved

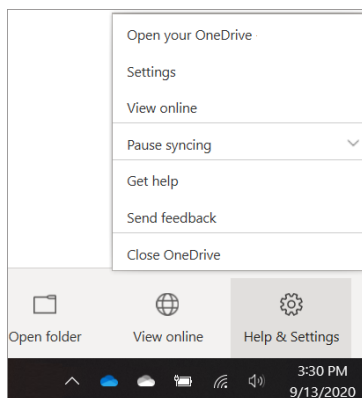
You can change your default save setting any time. If you want to change where your files are saved by default, use the OneDrive app settings below.

1. Select the **OneDrive** cloud icon in the notification area, at the far right of the taskbar.



Note: You might need to click the **Show hidden icons** arrow  next to the notification area to see the **OneDrive** icon. If the icon doesn't appear in the notification area, OneDrive might not be running. Select **Start**, type **OneDrive** in the search box, and then select **OneDrive** in the search results.

2. Select  **Help & Settings > Settings**.



3. On the **Backup** tab, under **Important PC Folders**, select **Manage backup** and follow the instructions to **back up** your Documents, Pictures, and Desktop folders with OneDrive.

No matter which default setting you choose, you still can select the save location you want each time you save a file.

When you click **Save** for new files or **Save As** for existing files, click **OneDrive** or **This PC** and then pick a folder to save your file to.

Important: If you stop protecting a folder, that folder on your PC may suddenly look empty. This is because the **Desktop**, **Documents**, and **Pictures** folders exist both under **This PC** and **OneDrive**, which might make them easy to mix up. When you stop protecting a folder, existing files stay in OneDrive and new files save to your PC.

For more information, please refer to the Microsoft training resource page [HERE](#)