


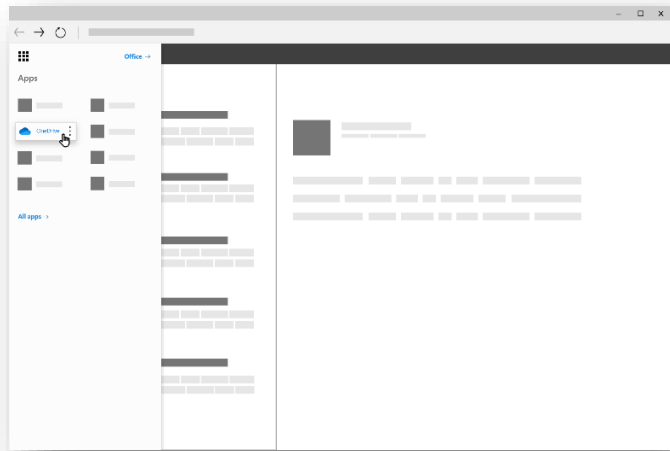


Get Started with OneDrive

Upload and save files and folders to OneDrive

Use OneDrive in your browser

1. Sign in to office.com, then select the app launcher  > **OneDrive**.
2. Pick a file or folder by selecting the circle in the upper corner of the item, and then select a command at the top of the page.

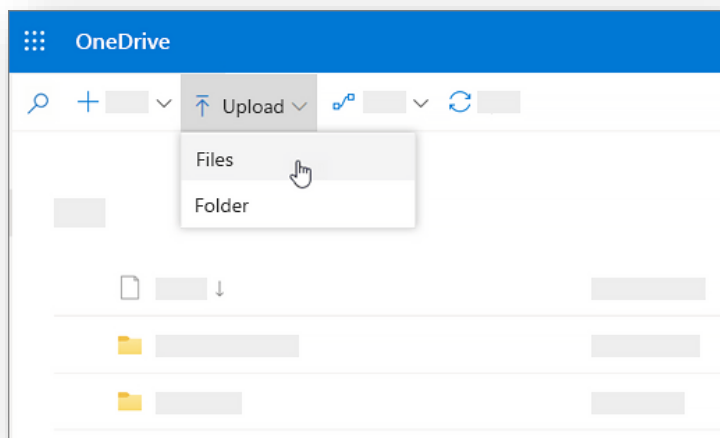


You can store over 300 types of files on OneDrive. With Microsoft Edge or Google Chrome:

1. Select **Upload > Files** or **Upload > Folder**.
2. Select the files or folder you want to upload.
3. Select **Open** or **Select Folder**.

With other browsers:

- Select **Upload**, select the files you want to upload, and select **Open**.
- If you don't see **Upload > Folder**, create a folder, and then upload the files to that folder.



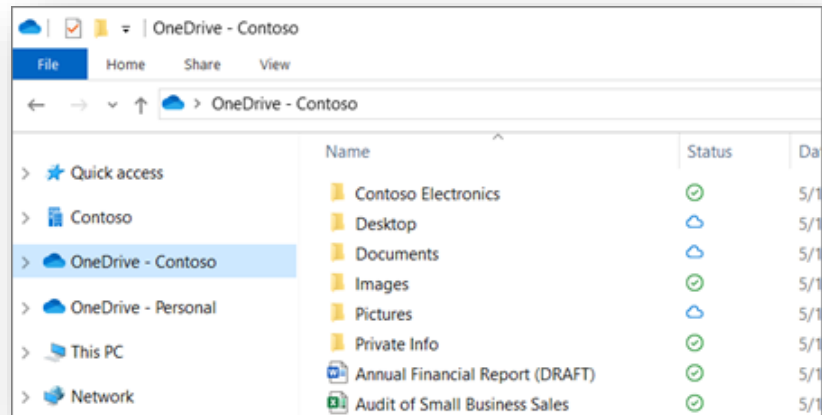


Get Started with OneDrive

Use OneDrive on your desktop

If you use Windows 10, OneDrive may have already asked you to sign in to sync your files.

In File Explorer, select: **OneDrive – [your company]**.



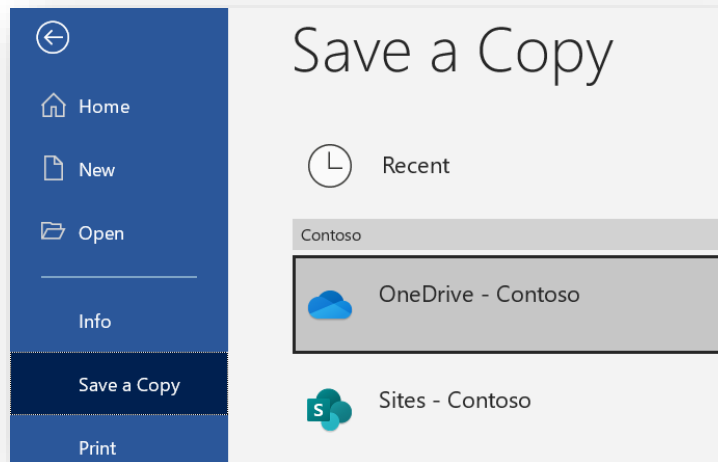
Save and open files in your Office apps

- Select **File > Save a Copy > OneDrive - [company name]** to save a work file to OneDrive.

Save personal files to **OneDrive - Personal**.

- Select **File > Open** and then select **OneDrive**, to open a file saved to OneDrive.

Note: Requires Microsoft 365, Office 2019, or Office 2016.



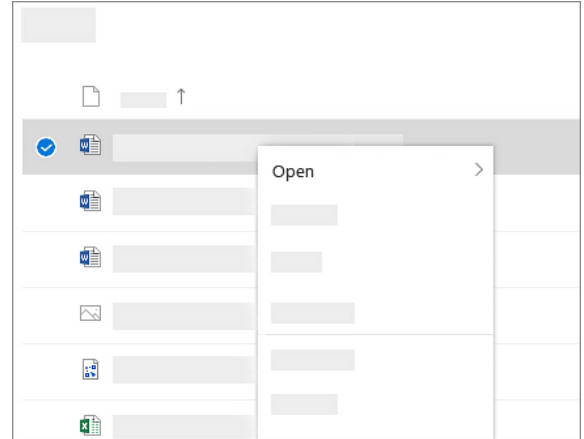


Get Started with OneDrive

Manage files and folders in OneDrive

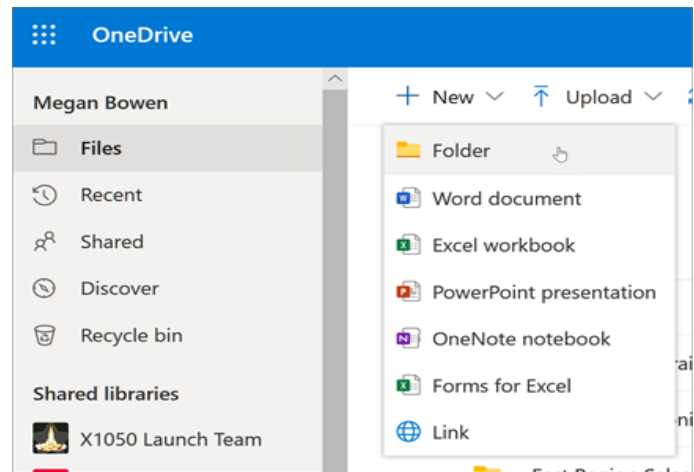
Select what to do with a file

1. In OneDrive, right click the file.
2. Select a command.



Create a folder

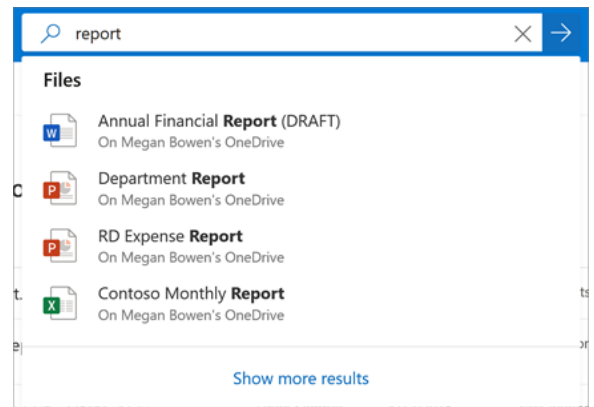
1. Select **New > Folder**.
2. Type a name for the folder.
3. Select **Create**.



Search for files

Looking for an older doc? Search is a powerful tool to find all your online docs.

1. Type a word or phrase in the **Search** box.
2. Select a file, or press Enter.



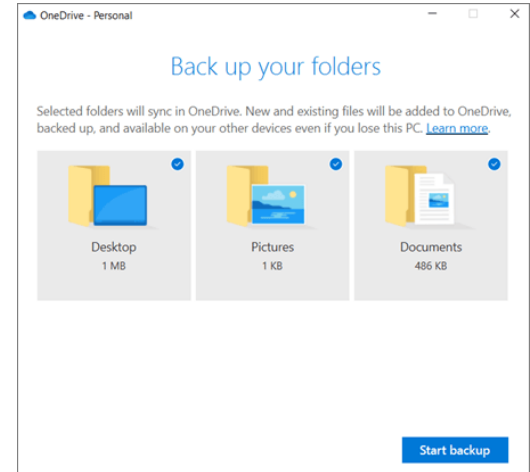


Get Started with OneDrive

Important PC Folders (auto backup)

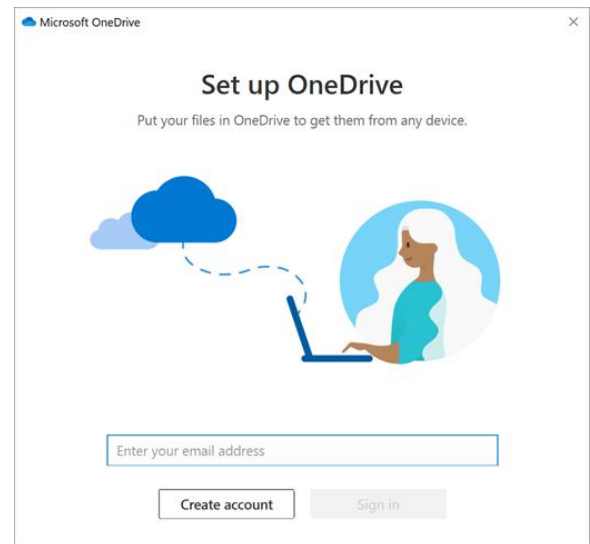
You can backup important computer files on OneDrive like your Desktop, Documents, and Pictures files.

1. Select the OneDrive cloud icon in the notification area, at the far right of the taskbar.
2. Select **More > Settings**.
3. On the **Backup** tab, under **Important PC Folders**, select **Manage backup** and follow the instructions.



Set up the OneDrive sync app in Windows

1. If you *don't* have Windows 10, Microsoft 365, or Office 2016, install the [new OneDrive sync app for Windows](#). If you use the latest software, you already have the OneDrive sync app and you can skip to step 2.
2. Select the **Start** button, search for **OneDrive**, and then open it.
3. When OneDrive Setup starts, enter your work or school account, and then select **Sign in**.



Collaborate in OneDrive

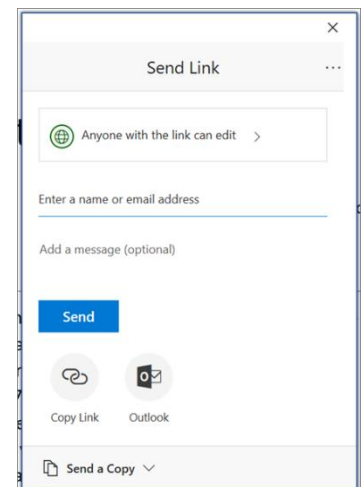
Share OneDrive files from your Office apps

To share a file from within Word, Excel, PowerPoint, or another Office app:

1. Select **Share** on the ribbon. Or, select **File > Share**.

Note: If your file is not already saved to OneDrive, you'll be prompted to upload your file to OneDrive to share it.

2. Select who you want to share with from the drop-down, or enter a name or email address.
3. Add a message (optional) and select **Send**.

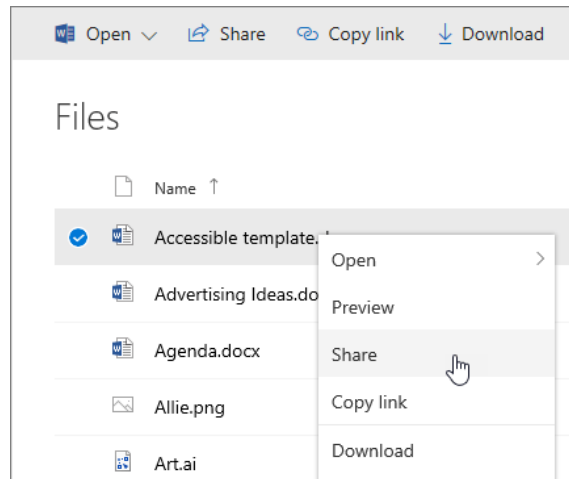




Get Started with OneDrive

Share files from OneDrive

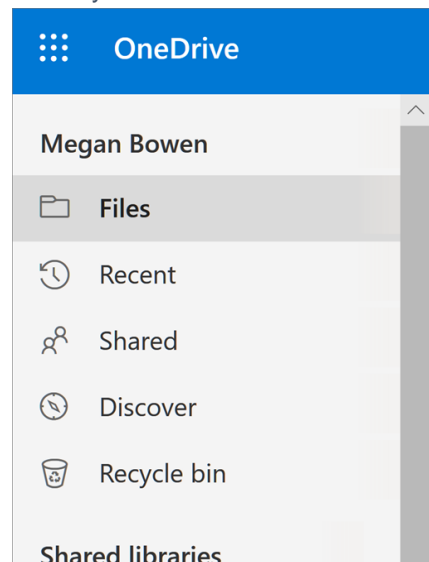
1. Right click the file and select **Share**.
Or, select a file and select **Share** on the toolbar.
2. Select who you want to share with from the drop-down, or enter a name or email address.
3. Add a message (optional) and select **Send**.



Change views

The left pane lets you filter your view of items in OneDrive.

- **Files** - See all of your OneDrive files and folders.
- **Recent** - See which Office documents you've opened most recently, whether you've modified them or not.
- **Shared** - See items that you've shared with other people and that other people have shared with you.
- **Discover** - See what's trending around you, based on who you work with and what you're working on.
- **Recycle bin** - See items and folders that you've deleted.



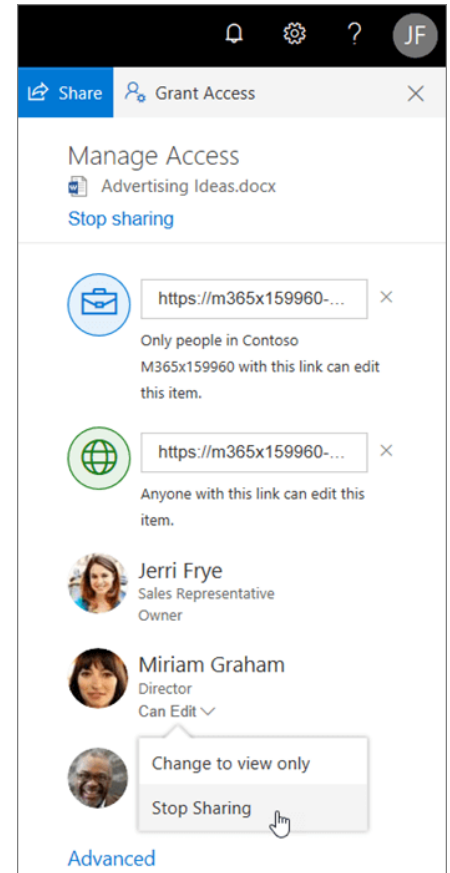


Get Started with OneDrive

Stop or change sharing

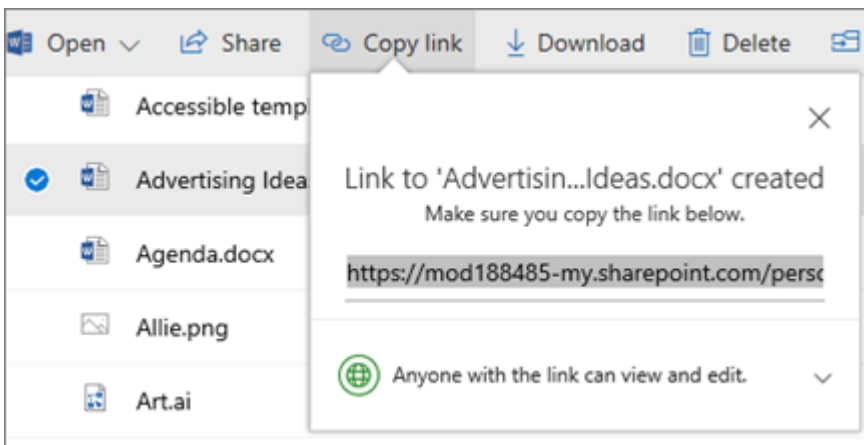
If you are the file owner, or have edit permissions, you can stop or change the sharing permissions.

1. Select the file or folder you want to stop sharing.
2. Select **Information** (i) in the upper-right corner to open the **Details** pane.
3. Select **Manage access** and:
 - Select the **X** next to a link to disable it.
 - Select **Can Edit** or **Can View**, and then select **Stop Sharing**.
 - Select **Can Edit** or **Can View** and then select **Change to...**



Copy link

- Select a file and select **Copy link**.
- Or, right click a file and select **Copy link**.



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