




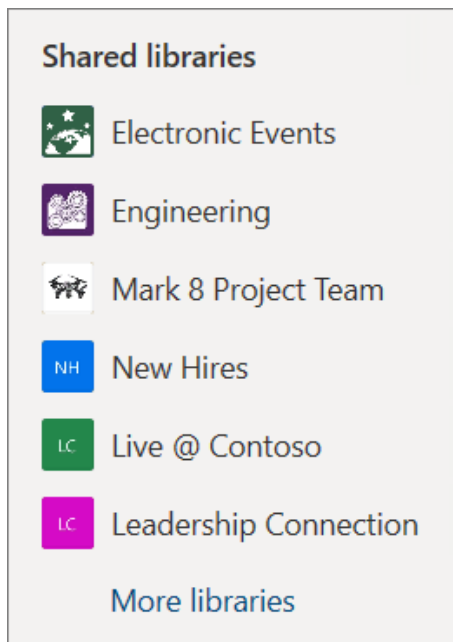
Manage Files in OneDrive

Find your SharePoint and Teams files in OneDrive

If you're using OneDrive, you can access your Microsoft SharePoint or Microsoft Teams files on the web or in the mobile app without leaving OneDrive. The shared libraries that you've recently interacted with or that you follow appear in the navigation. You can also see your Microsoft 365 groups in the list, since each group has its own team site.

See your SharePoint or Microsoft Teams files in OneDrive on the web

1. Sign in to Microsoft 365 at www.office.com/signin.
2. Select the app launcher icon  and choose **OneDrive**.
3. Under **Shared libraries**, select a site or Team to open it. (If you do not see the site listed, click **More libraries**.)




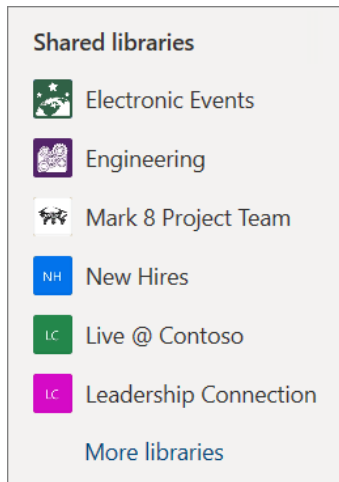


Manage Files in OneDrive

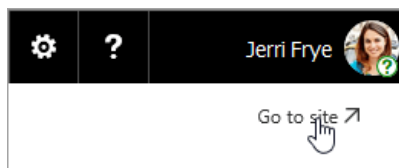
Pin a SharePoint or Microsoft Teams site to your list

The order in which sites appear in your list depends on how often you interact with the files in each site. If you want a specific site to always appear in your list, you can follow it.

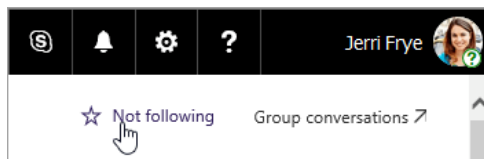
1. Sign in to Microsoft 365 at www.office.com/signin.
2. Select the app launcher icon  and choose **OneDrive**.
3. Under **Shared libraries**, select a site or Team to open it. (If you do not see the site listed, click **More libraries**.)



4. At the top of the screen, select **Go to site**.



5. At the top of the screen, select **Not following**. The text will change to **Following**.



Types of SharePoint sites you can access

From OneDrive, you can access the following types of sites:

- Team sites
- Project sites
- Document centers
- Record management sites
- Microsoft 365 groups



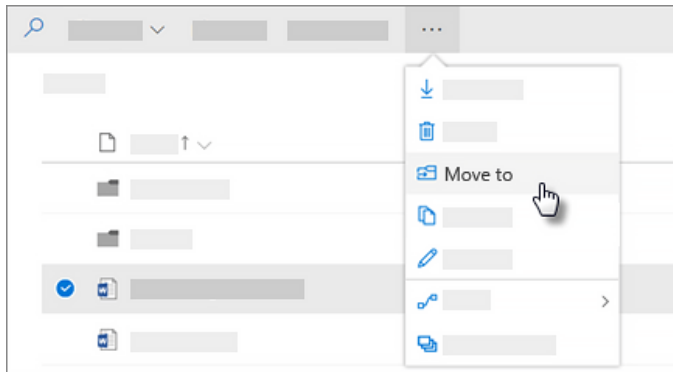
Manage Files in OneDrive

Move files and folders between OneDrive and SharePoint

When you want to share files with a different team of people, or even give other teams ownership, you can move (or [copy](#)) files between OneDrive for work or school and a Microsoft SharePoint site. You can move (or [copy](#)) files and folders from OneDrive to SharePoint, from SharePoint to OneDrive, within a SharePoint site, or between sites. You can even move files from someone else's OneDrive to your own OneDrive.

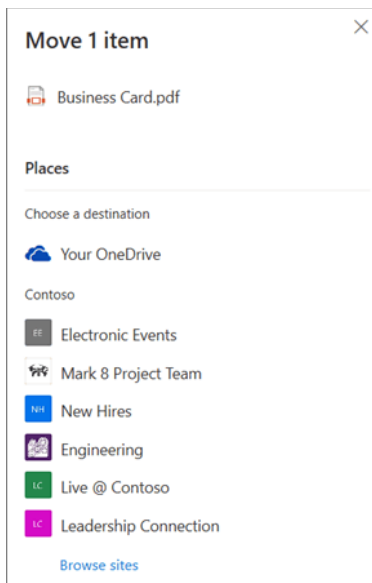
Tip: You can also move your files via File Explorer.

1. Select the files or folders that you want to move, and then select **Move to**.



Note: If you don't see the **Move to** command, you're probably using classic OneDrive for work or school or an on-premises instance of OneDrive for work or school.

2. Under **Choose a destination**, select the location you want to move to. Sites appear under the name of your organization, such as Contoso in this example.



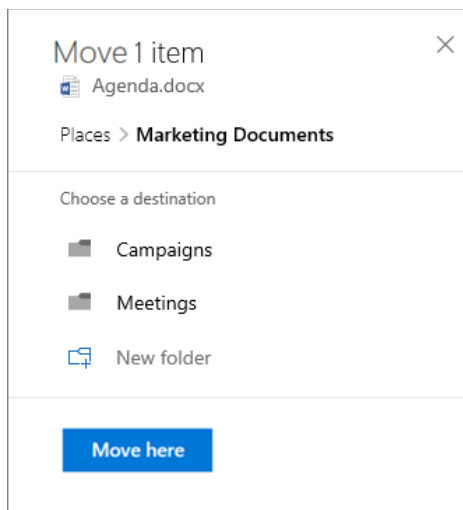


Manage Files in OneDrive

You'll see different locations depending on where you are. For example, if you're on a SharePoint site, you'll see your current library, your OneDrive, and other sites. You might have to select **Browse sites** to see the site you want.

Notes:

- If you don't see any other sites listed when you move items, your organization doesn't allow moving across sites.
 - If you're a SharePoint admin or global admin for your organization, see [Allow or prevent custom script](#) to learn how to enable cross-site moving in the SharePoint admin center.
3. Select the location where you want the items to go, then select **Move here** to start moving the items.



Notes:

- To learn about requirements when moving files, see [this](#) article (under **Moving and copying across sites**).
- When you use **Move to** with documents that have version history, only the latest version is moved. To move earlier versions, you need to restore and move each one. For more info about versioning, see [Enable and configure versioning for a list or library](#).



Manage Files in OneDrive

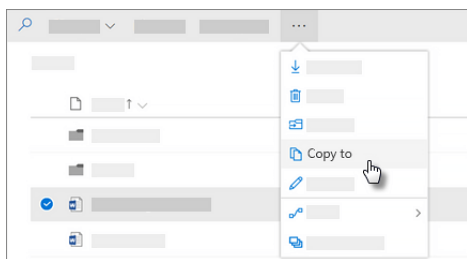
Copy files and folders between OneDrive and SharePoint sites

When you want to share files with a different team of people, or even give other teams ownership, you can copy (or move) files between OneDrive for work or school and a Microsoft SharePoint site. You can copy (or move) files and folders from OneDrive to SharePoint, from SharePoint to OneDrive, within a SharePoint site, or between sites. You can even copy files from someone else's OneDrive to your own OneDrive.

Tip: You can also copy your files via File Explorer.

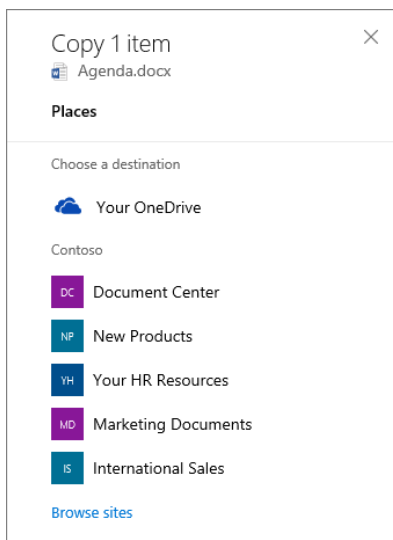
Learn more about [copying files or folders within SharePoint](#), as well as [Should I save files to OneDrive or SharePoint?](#)

1. Select the files or folders that you want to copy, and then select **Copy to**.



Note: If you don't see the **Copy to** command, you're probably using classic OneDrive for work or school or an on-premises instance of OneDrive for work or school. If so, follow the SharePoint 2016 steps to [move or copy files within or between sites](#).

2. Under **Choose a destination**, select the location you want to copy to. Sites appear under the name of your organization, such as Contoso in this example.



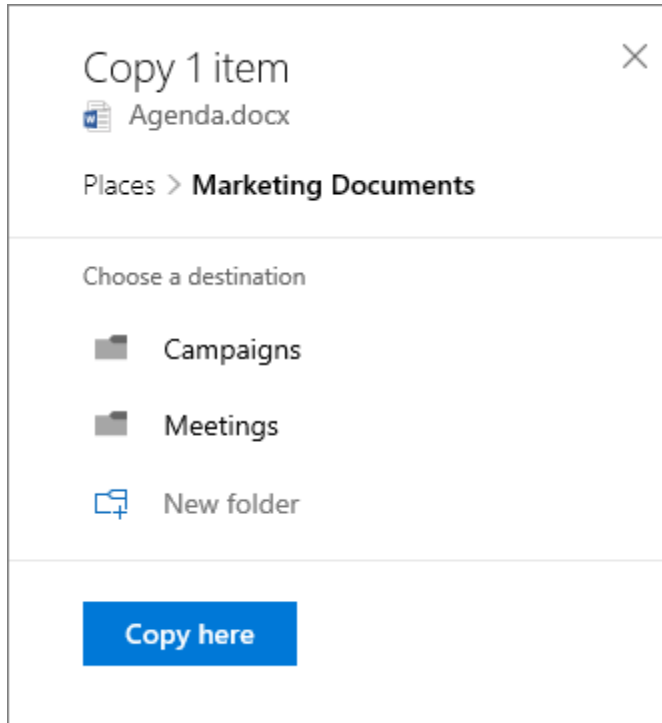
You'll see different locations depending on where you are. For example, if you're on a SharePoint site, you'll see your current library, your OneDrive, and other sites. You might have to select **Browse sites** to see the site you want.



Manage Files in OneDrive

Notes:

- If you don't see any other sites listed when you copy items, your organization doesn't allow copying across sites.
 - If you're a SharePoint admin or global admin for your organization, see [Allow or prevent custom script](#) to learn how to enable cross-site copying in the SharePoint admin center.
3. Select the location where you want the items to go, then select **Copy here** to start copying the items.



Notes:

- You can copy up to 500 MB of files and folders at a time using the online portal. To copy larger files or files totaling more than 500 MB, use File Explorer.
- When you use **Copy to** with documents that have version history, only the latest version is copied. To copy earlier versions, you need to restore and copy each one.



Manage Files in OneDrive

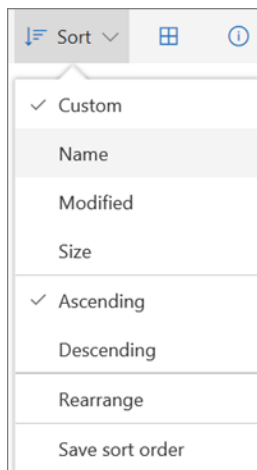
Sort, rename, or move photos and files in OneDrive

After you upload photos and files to OneDrive, you can sort, rearrange, rename, and move them on the OneDrive website to keep them organized. To see these options, sign in to OneDrive on the web with your personal Microsoft account.

Sort files

Note: As explained later in this article, the following steps don't apply to Photo view, because this web-only view aggregates photos from various folder locations in OneDrive.

1. In OneDrive on the web, select **My files** and go to the folder that contains the files or photos you want to sort.
2. Select a column header, then select the display order you prefer. (For example, select the **Name** header, then select **A to Z** or **Z to A**.)
 - Alternately, select **Sort** at the upper right of the screen to specify the order your files are displayed in, such as by Name, Modified, or Sharing.



Note: The **Sort** option at the upper right is available only if you're signed in with a Microsoft account.

Rearrange files

The **Rearrange** option lets you drag items into any order you want and then save that order.

1. Browse to the folder with the files or photos you want to rearrange.
2. At the upper right of the screen, select **Sort**, and then select **Rearrange**.

Note: If prompted, install Microsoft Silverlight.
3. Arrange the files or photos by dragging them into the order you want them to appear.
4. Select **Save sort order**.

Notes:

- You can't rearrange your Camera Roll. Custom sort ordering is unique to each device, so changes to the sort order on the website won't apply in File Explorer or on a mobile app.
- The **Rearrange** option is available only for OneDrive for home and personal accounts when signed in with a Microsoft account, not a work or school account.



Manage Files in OneDrive

Rename a file or folder

1. Select the file or folder you want to rename. (In List view, check the circle to the left of the item; in Tiles or Photo view, check the circle in the upper-right corner of the tile.)
2. Select **Rename**, and then enter a new name.

Note: OneDrive can sometimes [rename items with invalid characters for you](#).

Move a file or folder to a different location

To move a file or folder on OneDrive.com:

1. Browse to the file or folder that you want to move.
2. Select the item you want to move. (In List view, check the circle that appears to the left of the item when you hover the pointer there; in Tiles or Photo view, check the circle in the upper-right corner of the tile when you hover the pointer there.) You can also select multiple items to move them together, as a group.
3. In the top navigation, select **Move to**
4. In the **Move to** pane, browse to the destination folder, and then select **Move**.
If you want to create a new folder in which to store the item, select **New folder**.
5. If you need to move files or folders between OneDrive accounts (such as from a Microsoft account to a work or school account), you'll have to sync the files to your PC or Mac and then use File Explorer (for Windows) or Mac Finder to move your files.

Note: You can't move photos from Photo view because this web-only view aggregates photos from various folder locations in OneDrive. If you want to move the photos you see there, you'll need to find the files in Files view (or in File Explorer or Finder) and then move the files from their actual locations. If you took the photos on a phone, try searching for the "Camera Roll" folder.

Similarly, you can't move an album to another location, because an album is also an aggregated view of individual files, rather than a folder that's easily moveable as a unit.

Tips:

- If you're signed in to the OneDrive desktop app on your computer, you can use File Explorer (or Mac Finder) to sort, move, and rename your OneDrive files and folders.
- You can also use the OneDrive mobile app on your Android, iOS, or Windows device to sort, move, and rename files or folders.

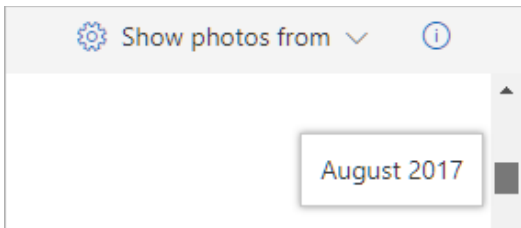


Manage Files in OneDrive

Organize and find photos in OneDrive

After you upload photos, OneDrive helps you organize and find your photos with features such as photo search, tags, and albums.

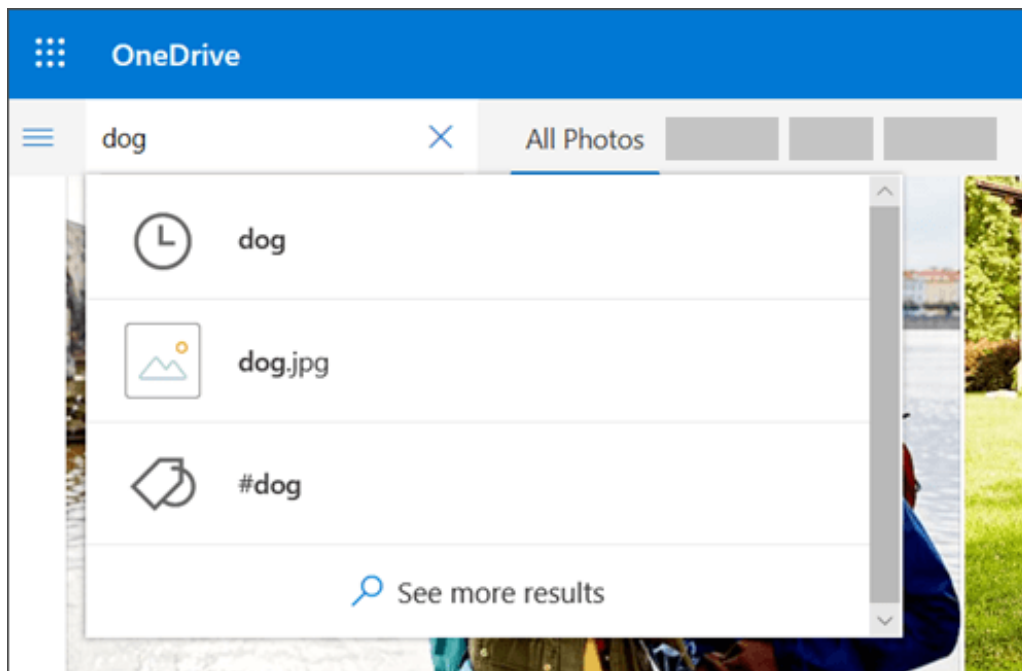
To help you find photos, the date appears over the scroll bar as you scroll up and down your photos:



Search photos

You can use the Search photos command to not only scan photo tags and metadata, but also extract and search text shown in photos. It now can also recognize objects in a photo, as another way to find the picture you want.

1. On the [OneDrive website](#), select **Photos**.
2. Type something in the search box - a name, a place, or a date.



Tip: OneDrive cannot upload photos optimized for iCloud. To disable optimization on your iOS device, tap **Settings** > **iCloud** > **Photos** and uncheck **Optimize Storage**.

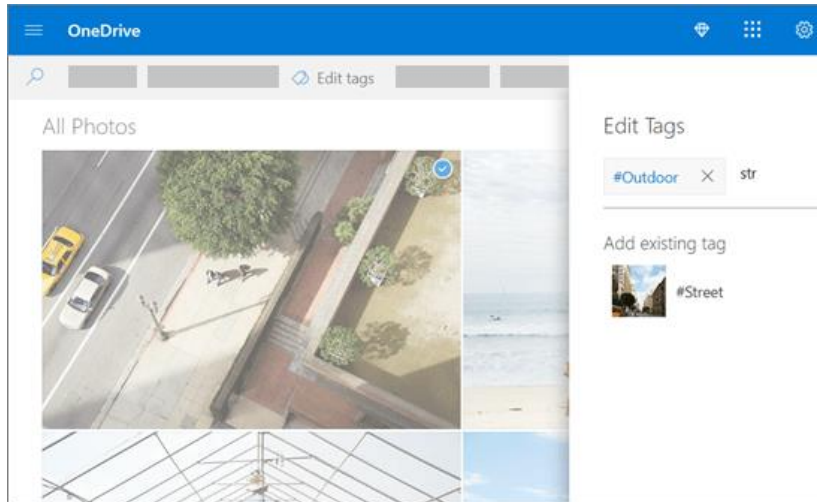


Manage Files in OneDrive

Edit or remove a tag

OneDrive automatically creates tags for things it recognizes. Sometimes it makes mistakes, but you can remove or edit the tags for a photo.

1. Select the photo.
2. Select **Edit tags**.
3. Type a new tag or select the **x** next to a tag to remove it. (You edit tags by adding or removing them.)



See all photos from the same location

On the **All Photos** view, photos taken within a single date are grouped together. These photos have location tags, which you can use to quickly view all photos within the same location.

1. Select the list of location tags next to a date.
2. Select your preferred location from the list.

Automatic album creation

OneDrive can automatically create an album from any pictures or videos you take that day or weekend, and notify you when it's ready.

Automatic albums are sent only to you, but contain a sharing link so anyone you send the email to will also have access to that album.

To stop OneDrive from automatically creating albums, go to the **Photos settings page on the OneDrive website** and turn off the **Create albums automatically when I upload photos** setting. (To get to photos settings from the OneDrive home page, click **Settings > Options > Photos**.)

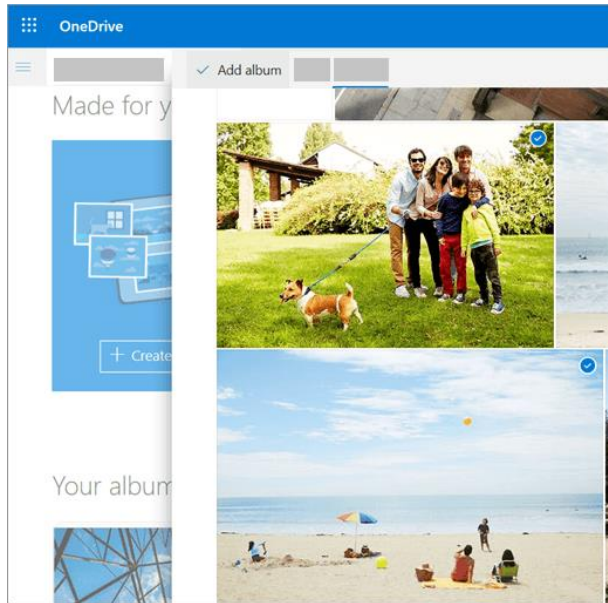


Manage Files in OneDrive

Create your own album

You can organize your photos into an album that you can share with friends or family.

1. On the OneDrive website, select **Photos**.
2. Select **Albums**.
3. Select **New album** and type a name for the album.
4. Select photos you want to add to the album and then click **Add album**.



Tip: You can create albums, and add or remove photos from albums, on your mobile device, too.



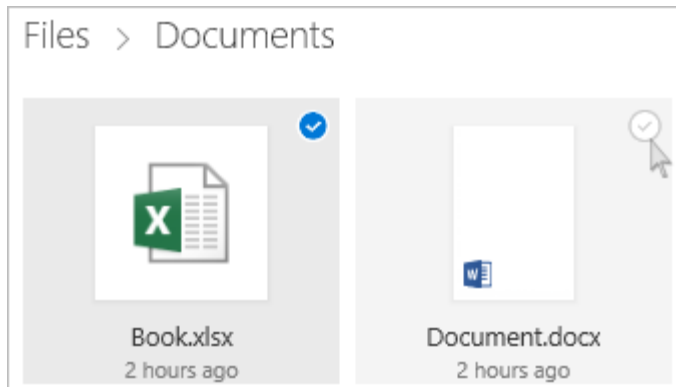
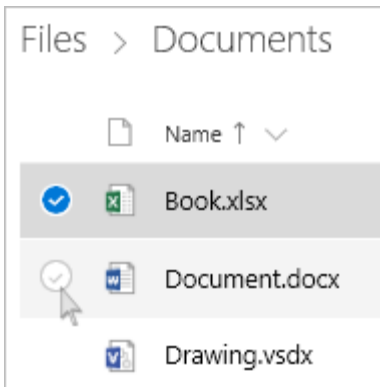
Manage Files in OneDrive

Download files and folders from OneDrive or SharePoint

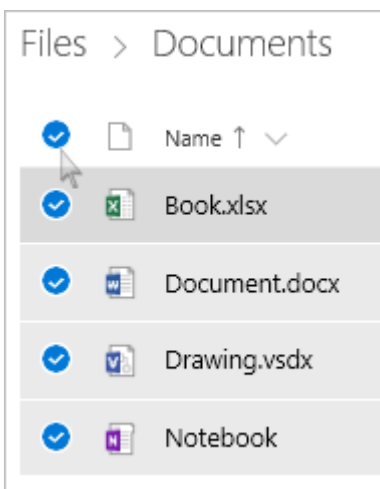
You can download files and folders from Microsoft OneDrive, or from SharePoint in Microsoft 365 or SharePoint Server 2019, to your computer with just a few clicks.

Note: If you're downloading regularly from a Shared folder, you can [add and sync shared folders to your own OneDrive](#).

1. On your OneDrive, SharePoint Server 2019, or SharePoint in Microsoft 365 website, select the files or folders you want to download.
 - To download individual or multiple files, select each item by clicking the circle check box that appears. (The left image below shows items in List view, the right image shows items in Tiles or Photos view.) (You can also select several files at once by selecting one file, scrolling down the list, then hold down the Shift key while left-clicking the last item you want to select.)



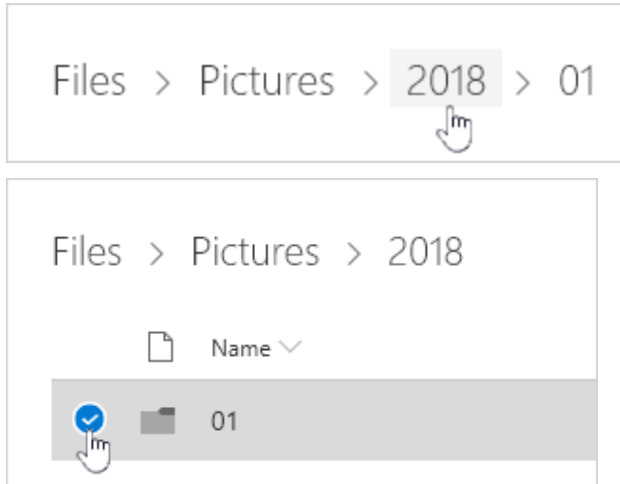
- To select all files in a folder, click the circle to the left of the header row, or press CTRL + A on your keyboard.



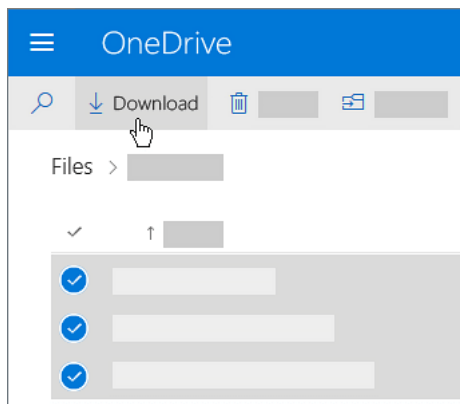


Manage Files in OneDrive

- To select a folder, rather than just its contents, you may need to go up or back a level to select the whole folder.



- In the top navigation, select **Download**. (You can also right-click the file, photo, or folder, and select **Download**.)



Notes:

- The **Download** button will only appear when files or folders are selected.
 - The **Download** button may sometimes disappear if you refresh the web page while looking at a folder. To work around this, you can go up one level in the folder directory and come back, or close that tab in your browser and navigate to the folder again.
- If your browser prompts you, choose **Save** or **Save As** and browse to the location where you want to save the download. (Some browsers just start saving right away to a Downloads folder on your computer.)

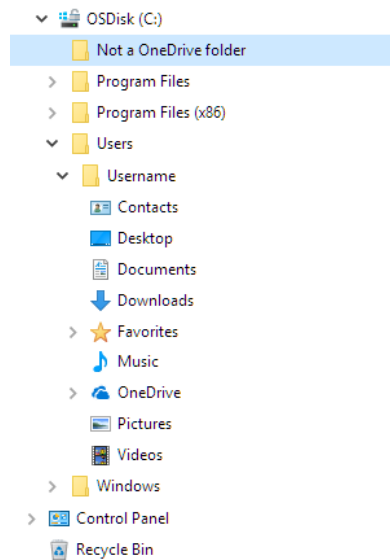
Notes:

- If you need to free up space on your OneDrive, download your file or folder to a location outside of your OneDrive folders (see below). You can then delete the OneDrive copy of the file or folder to reduce your



Manage Files in OneDrive

storage amount.



If you select multiple files or folders and then select **Download**, your browser will start downloading a .zip file containing all the files and folders you selected. If you're in a folder and you select **Download** without selecting any files or folders, your browser will begin downloading all contents of the folder.

Notes:

- You can't download files directly from the **Shared** view. You will need to open the file and save a copy in the location of your choice.
- You can't download OneNote notebooks. If you download a folder that contains a OneNote notebook, the .zip file will contain an error message in the form of a .txt file.
- The option to download multiple files is not yet available in on-premises SharePoint Server (when your organization doesn't subscribe to an Microsoft 365 business plan).
- The **Download** button may sometimes disappear if you refresh the web page while looking at a folder. To work around this, you can go up one level in the folder directory and come back, or close that tab in your browser and navigate to the folder again.
- In OneDrive for work or school, you can't use Internet Explorer to download folders or multiple files. You can use Microsoft Edge or Google Chrome to download folders or multiple files.
- Downloads are subject to the following limits: individual file size limit: 10GB; total zip file size limit: 20GB; total number of files limit: 10,000; folder size limit: 200 files.
- Files or folders containing a hashtag (#) in the file or folder name can't be added to .zip files.



Manage Files in OneDrive

Use OneDrive to fetch files on a PC

If you have the OneDrive desktop app for Windows installed on a PC, you can use the Fetch files feature to access all your files on that PC from another computer by going to the OneDrive website. You can even access network locations if they're included in the PC's libraries or mapped as drives. When you browse a PC's files remotely, you can download copies of them to work on. You can also stream video and view photos in a slide show. To access files on your PC remotely, make sure the PC you want to access is turned on and connected to the Internet. OneDrive also needs to be running on that PC, and the Fetch files setting must be selected.

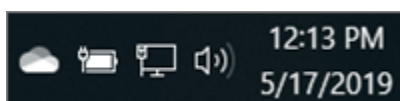
Notes:

- After July 31, 2020, you will no longer be able to fetch files from your PC. However, you can [sync files and folders to OneDrive](#) and then access those files from your web browser or your phone. To automatically sync the Desktop, Documents, and Pictures folders on your PC, you can turn on OneDrive [PC folder backup](#).
- You can't fetch files that are on a PC running Windows 8.1. You can use a PC running Windows 8.1 to fetch files that are on another PC.
- You can't fetch files that are on a Mac, but you can use a Mac to fetch files that are on a computer running Windows 7 or Windows 10.
- You can't use the OneDrive mobile app to fetch files, but you can use a mobile browser running in desktop mode to fetch files that are on a computer running Windows 7 or Windows 10.

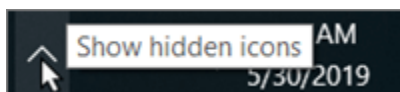
Select the Fetch files setting

If you didn't select the Fetch files setting when you set up the OneDrive app, you can select it in Settings.

1. Go to the PC where OneDrive is installed.
2. In Windows 10 or Windows 7, select the **OneDrive** icon in the notification area, at the far right of the taskbar.



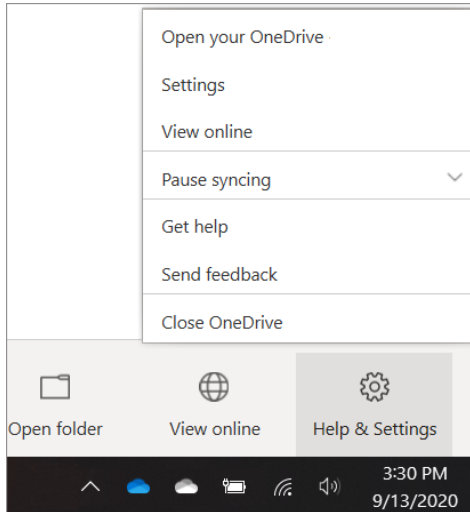
(You might need to click the **Show hidden icons** arrow next to the notification area to see the icon, or start OneDrive by clicking **Start** > **OneDrive**.)



3. In Windows 10 or Windows 7, select  **Help & Settings** > **Settings**.

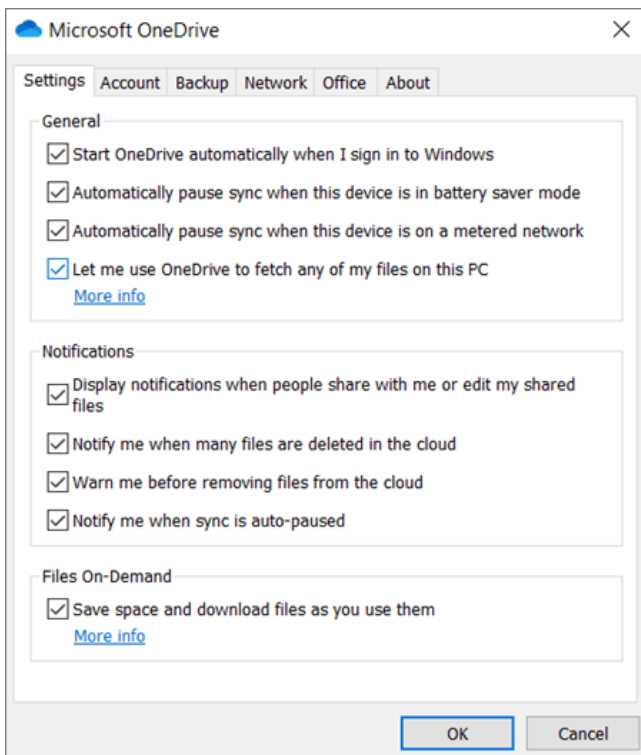


Manage Files in OneDrive



(In Windows 8.1, select the **OneDrive** icon, and select **Settings**.)

- On the **Settings** tab, under **General**, select **Let me use OneDrive to fetch any of my files on this PC**, and then click **OK**.



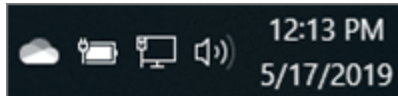
Note: If the fetch files setting is unavailable, it might be blocked by Group Policy on your domain-joined computer. Contact your network administrator for more info.



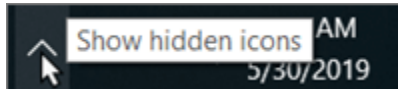
Manage Files in OneDrive

Then, restart the OneDrive app to complete the process.

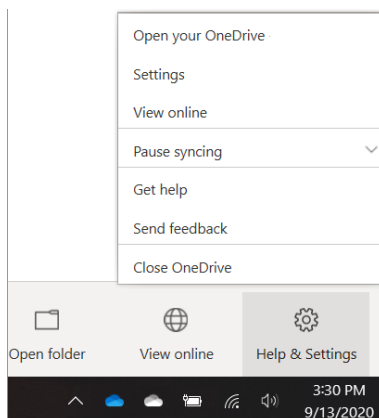
1. Select the **OneDrive** icon in the notification area, at the far right of the taskbar.



(You might need to click the **Show hidden icons** arrow next to the notification area to see the icon.)



2. In Windows 10 or Windows 7, select  **Help & Settings**.



Then select **Close OneDrive**.

3. In Windows 10, type *OneDrive* in the search box, and then click *OneDrive*. In Windows 7 or Windows Vista, click **Start**, enter *OneDrive* in the search box, and then click **Microsoft OneDrive**.

This opens your OneDrive folder and starts the OneDrive service.

Tip: To make sure OneDrive always starts when you sign in to Windows, right-click the **OneDrive** icon in the notification area, and then click **Settings**. On the **Settings** tab, under **General**, select **Start OneDrive automatically when I sign in to Windows**, and then click **OK**.



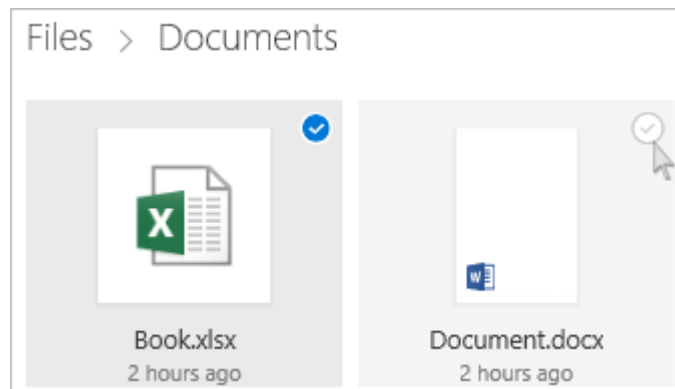
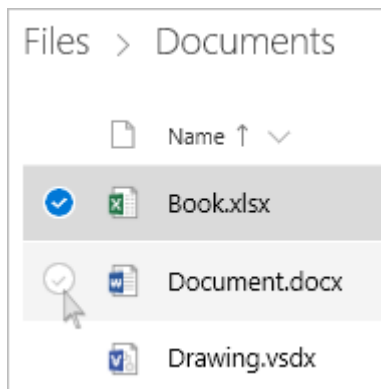
Manage Files in OneDrive

Delete files or folders in OneDrive

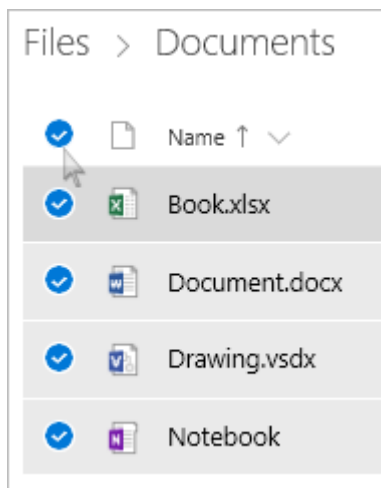
You can delete specific files or photos on Microsoft OneDrive, or you can delete entire folders and all the items in them. If you need to, you might be able to restore deleted files from the OneDrive recycle bin.

Note: If you want to remove files from your local computer while still keeping them on OneDrive, or vice versa, see [Delete items from your OneDrive, your hard drive, or both](#).

1. Go to the OneDrive website. You might need to sign in with your Microsoft account, or your work or school account.
2. Select the files or folders you want to delete by pointing to each item and clicking the circle check box that appears. (The left image below shows items in List view, the right image shows items in Tiles or Photos view.)



3. To select all files in a folder, click the circle to the left of the header row, or press CTRL + A on your keyboard. (You can also select several files at once by selecting one file, scrolling down the list, then hold down the Shift key while left-clicking the last item you want to select.)



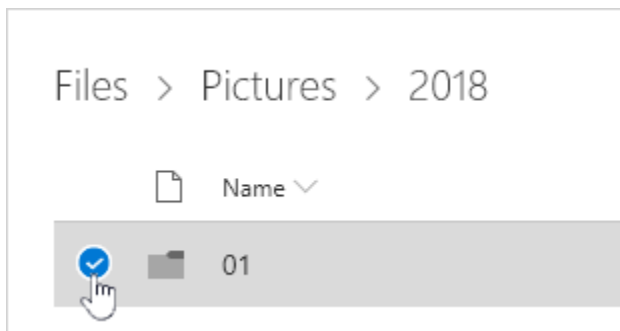
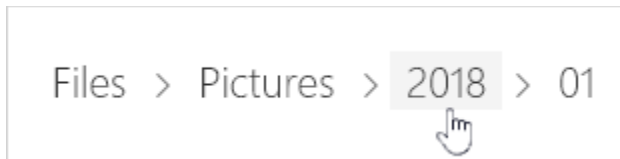


Manage Files in OneDrive

- On the bar at the top of the page, select **Delete**. (You can also right-click the selected file or folder and select **Delete**.)

Note: If you do not see the **Delete** icon in the top navigation bar, or when you right-click a selected item, you may not have permission to delete that file or folder.

- To delete a folder, rather than just its contents, you may need to go up or back a level to select the whole folder.



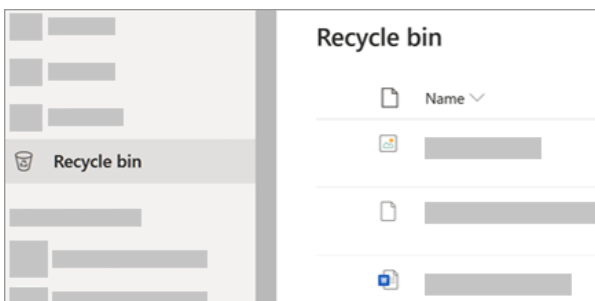
Notes:

- A personal OneDrive folder does not need to be empty before you delete it. However, you may want to check beforehand that there are no files or sub-folders within it that you want to keep.
- A work or school OneDrive for work or school folder must be empty before you can delete it.

Empty your recycle bin

Your deleted files and folders go to the OneDrive recycle bin from which you can [restore files](#) if you need to.

First, select **Recycle bin** in the OneDrive left side navigation.



- To permanently delete specific files or folders from the recycle bin, select those items, then select **Delete** in the top navigation.



Manage Files in OneDrive

- To permanently delete the entire recycle bin at once, select **Empty recycle bin** in the top navigation.

Note: Once you delete files from the OneDrive recycle bin, there may be a short delay in seeing that reflected in your OneDrive account's storage availability.

Delete items from your OneDrive, your hard drive, or both

Delete from your OneDrive but not your hard drive

If you want to keep a file, photo, or folder on your computer, but not on OneDrive, use File Explorer (or Mac Finder, if you're on a Mac) to move the file outside your OneDrive folder to a different folder on your hard drive.

OneDrive - Contoso	FromYourPhone	5/8/20
OneDrive - Personal	More stuff	5/8/20
Documents	Mountain Vacation	5/8/20
Email attachments	Music	5/8/20
FromYourPhone	North Pole	5/9/20
More stuff	Our Trip	5/8/20
Mountain Vacation	Photos	5/9/20
Music	Scans	5/8/20
North Pole	Birthday party invitations	4/16/20
Our Trip	Car maintenance	5/1/20
Photos	Cooking class	5/2/20
Scans	Event menu	6/13/20
This PC	Family Photo Calendar	11/1/20
	Family tree	6/13/20
	Getting started with OneDrive	12/17/19
	Gift certificates	6/12/20

Delete from your hard drive but not your OneDrive

If you want to keep a file, photo, or folder on your OneDrive, but not on your computer (because you don't want it to take up space), put the file in your OneDrive folder, then turn on Files On-Demand (Windows) (or Files On-Demand (Mac)).

You'll still see the file in the OneDrive folder on your computer, but it will take up zero hard drive space.

Delete from both your OneDrive *and* your hard drive

If you have synced your OneDrive to your desktop/hard drive, use File Explorer (or Mac Finder, if you're on a Mac) to find and delete the file, photo, or folder.

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