OneDrive

Quick Start Guide

Do more wherever you are with secure access, sharing, and file storage. Sign-in to your Microsoft 365 account and select **OneDrive** from the app launcher. This guide covers OneDrive for work or school, but most of the functionality is the same for home subscribers.

Open
Open and edit a file online or in a desktop app.

Share
Share files directly from OneDrive. Files are private until shared.

Copy link
Get a link to the selected file to insert in an IM, email, or site.

Move to/Copy to
Move or copy to another destination in your OneDrive or any SharePoint site.

Information Pane
See file information, recent activity, and manage access permissions to the file.

Shared
View and sort files with date shared, activity, or who they are shared with.

Recycle bin
Recover files you've deleted up to 93 days.
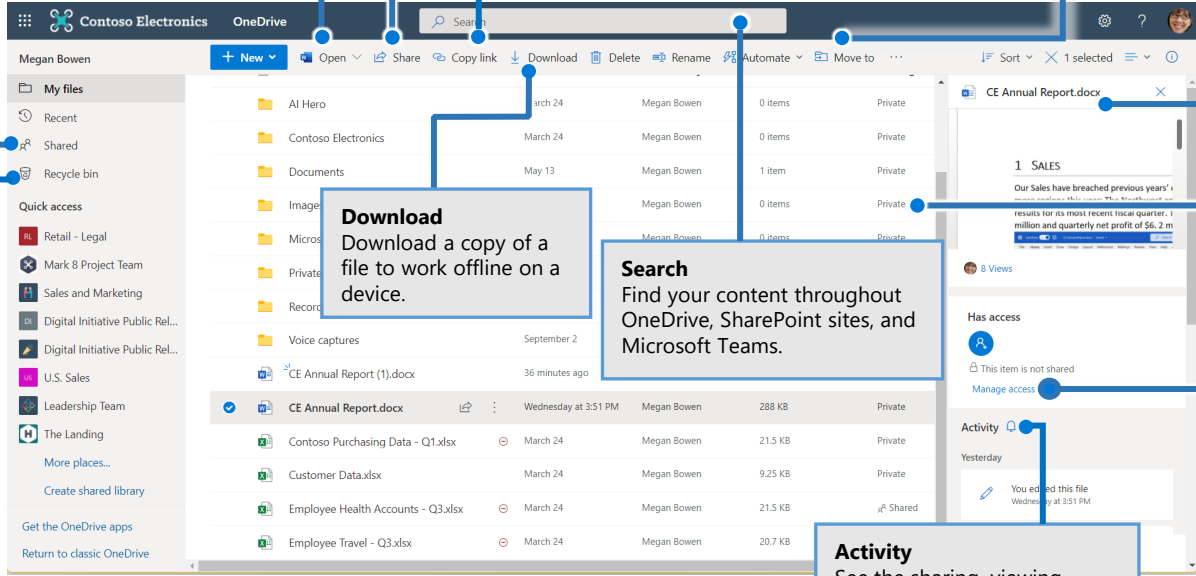
Download
Download a copy of a file to work offline on a device.

Search
Find your content throughout OneDrive, SharePoint sites, and Microsoft Teams.

Sharing status
See which files are being shared and who they're shared with.

Manage access
See who can access a file, and manage what people can do with it.

Activity
See the sharing, viewing, and editing activity for a file.

OneDrive

OneDrive Mobile

The OneDrive mobile app supports personal, work and school accounts on iOS, Android, and Windows devices, and can be downloaded from the app stores.

Search all of OneDrive for files, folders, shared content.

See and manage all your accounts.

Capture whiteboards & scan physical documents.

Set editing and viewing permissions of the file.

See all the files you have taken offline.

See your most recent active files.

See files shared with you and discover content trending around you.

See details such as who the file is shared with.
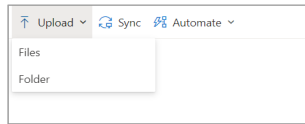
Make files and folders available offline. *

Copy the link to share with anyone.

OneDrive

Create or upload files and folders

You can create **New** files and folders or upload existing files and folders from your device. In OneDrive, select **Upload** > **Files**. Or select a location in OneDrive and drag and drop files or folders from your device.

Share files

The files and folders you store in OneDrive are private until you decide to share them. You can stop sharing at any time. You can grant **Edit** or **View** permissions for recipients and set time limitations on a file to specify when it will no longer be accessible. In OneDrive, select a file and then select **Share.**
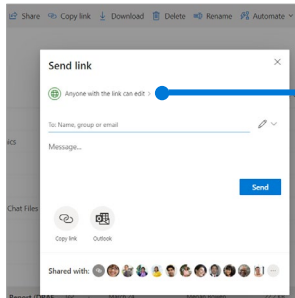

Based on admin settings, sharing levels are:
Anyone – people inside and outside your org can access. Links can be forwarded.
People <organization> – everyone in your org can access.
People with existing access – create a link to be used by people who already have access.
Specific people – specify email addresses of the people you want to give access to.

Copy Link

You can also share a file by copying the link and pasting it in email, IM, a webpage, or a OneNote page. In OneDrive, select a file and then select **Copy link**. Copy the link and then paste it in the destination.
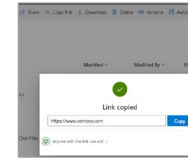
Save and Open files in Office apps

*(Requires Microsoft 365, Office 2019, or Office 2016)*

You can save or open Office documents in OneDrive from the Office apps. In any Office document, select **File > Save a Copy**, choose your OneDrive, and then pick the folder where you want to save the file. To open a file stored on OneDrive, select **File > Open**, choose your OneDrive, and then select the file.
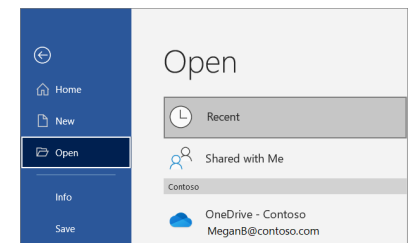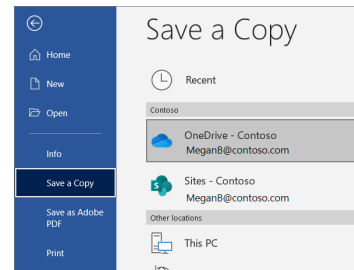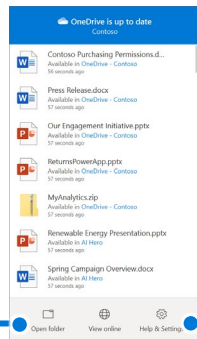
OneDrive

Sync files and folders

Sync your files and folders in OneDrive to your computer, so you can access them even when you're offline. When you are back online, changes you or anyone else make will sync automatically. In Windows 11, select **Start**, type OneDrive, and sign-in to OneDrive on your PC. In other versions of Windows or Mac, get the OneDrive sync app from onedrive.com/download.
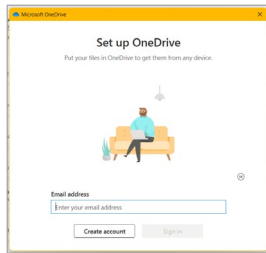
View sync activity

You can view sync activity from the OneDrive activity center by selecting the OneDrive icon in the Windows taskbar. You can also go directly to the OneDrive folder in File Explorer and find more **Help & Settings**. Users on Mac have a similar experience.

Select **Open folder** to check the status of the synced files in File Explorer.

Manage accounts, synced folders and network settings under **Help & Settings**.

OneDrive Files On-Demand

With OneDrive Files On-Demand, you can set files and folders always to be available locally on your device or save space by making files online only. In the taskbar, select OneDrive icon, and select **Help & Settings > Settings.** Then, on the **Settings** tab, select **Save space and download files as you use them.**

Mark files/folders to be always available, even offline.

Files you open are downloaded to your device and available offline.

Online only files/folders do not use space on your device.

Free up space changes files/folders to be online only.

Next steps with OneDrive

Find help

Explore OneDrive help and training.
https://go.microsoft.com/fwlink/?linkid=871124

Learn about OneDrive Files On-Demand

Access all your files in the cloud without having to download them.
https://www.microsoft.com/microsoft-365/onedrive/online-cloud-storage

Ready to dig in the capabilities that OneDrive has to offer?
https://go.microsoft.com/fwlink/?linkid=871128