

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.

Shared libraries
Navigate to shared libraries on Microsoft Teams, SharePoint sites, or Microsoft 365 Groups.

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.

Name	Modified	Modified By	File size	Sharing
AI Hero	2 hours ago	Megan Bowen	8 items	Private
Contoso Electronics	September 8	Megan Bowen	14 items	Private
Images	September 8	Megan Bowen	4 items	Private
Annual Financial Report (DRA...)		Megan Bowen		Private
Audit of S...		Megan Bowen		Private
Business C...		Megan Bowen		Private
CE Annual Report.docx	September 8	Megan Bowen		Private
Contoso Patent Template.docx	September 8	Megan Bowen	83.6 KB	Private
Contoso Purchasing Data - Q1.xlsx	September 8	Megan Bowen	21.5 KB	Private

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.

See and manage all your accounts.

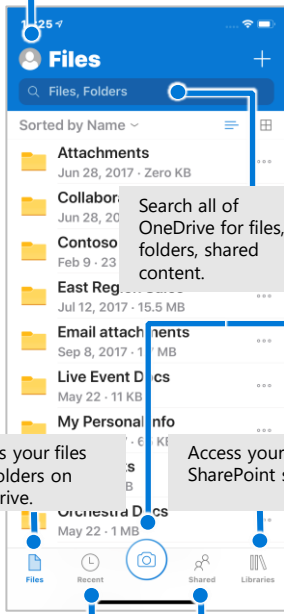
Capture whiteboards & scan or single or multiple page documents.

Share a file internally or externally with access controls.

Edit a file on the web or in client view.

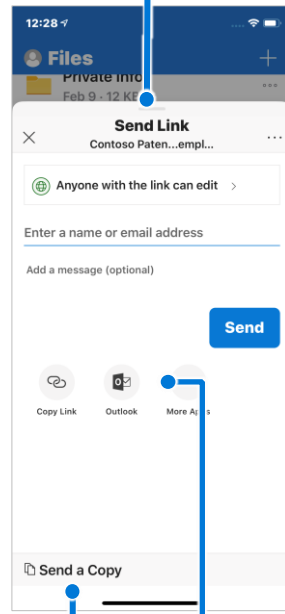
See and manage multiple accounts.

See trend views and an activity chart.



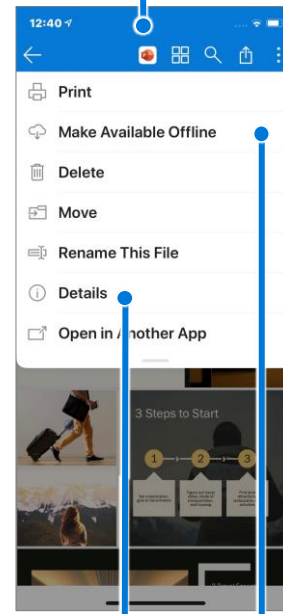
Access your files and folders on OneDrive.

Access your SharePoint sites.



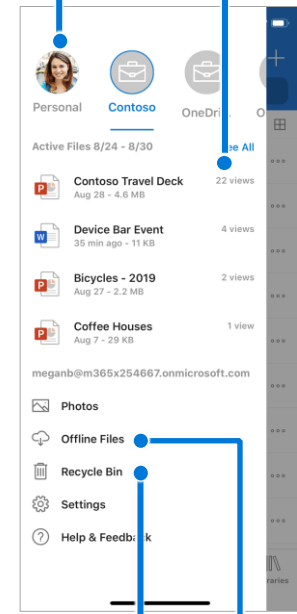
Send a copy of the file instead of sharing.

Copy the sharing link, email it in Outlook, or choose an app to send it with.



See details such as who the file is shared with.

Make files and folders available offline. *



Recover deleted files.

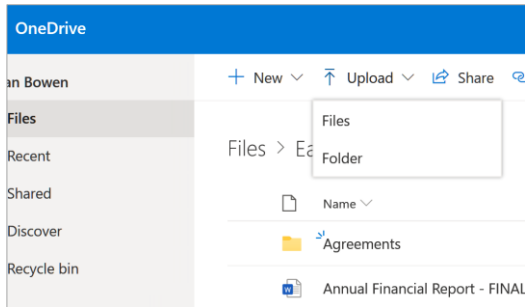
See all the files you have taken offline.

The above screens represent OneDrive for business accounts in iOS. Android users will have similar experience except the file activity functionality.
*Files and folders need to be taken from offline to online before they are synced to the cloud.

OneDrive

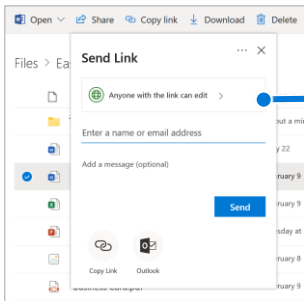
Create or upload files and folders

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**.

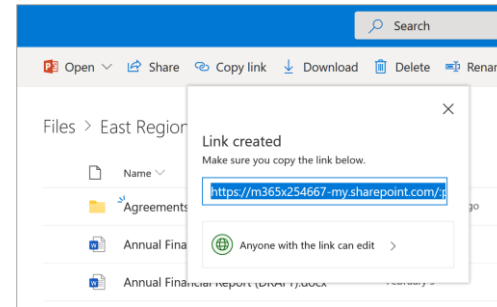


Based on admin settings, sharing levels are:

- 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

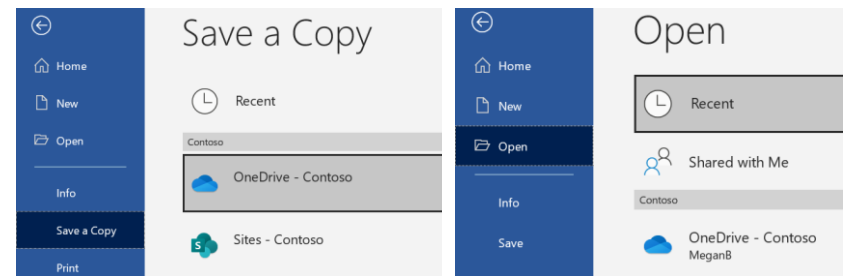
You can also share a file by copying the link and pasting it in email, IM, a webpage, or a OneNote page. In OneDrive, select a file and then select **Copy link**. Copy the link and then paste it in the destination.



Save and Open files in Office apps

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

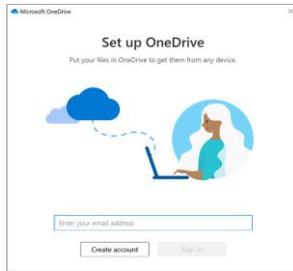
You can save or open Office documents in OneDrive from the Office apps. In any Office document, select **File > Save a Copy**, choose your OneDrive, and then pick the folder where you want to save the file. To open a file stored on OneDrive, select **File > Open**, choose your OneDrive, and then select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



OneDrive

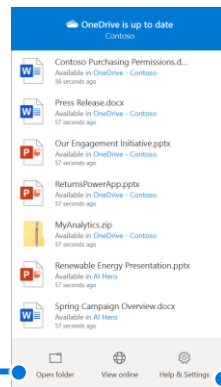
Sync files and folders

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 10, 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. Click the OneDrive icon in the Windows taskbar. If you click the folder icon, you can go directly to the OneDrive folder in File Explorer. Users on Mac have a similar experience.

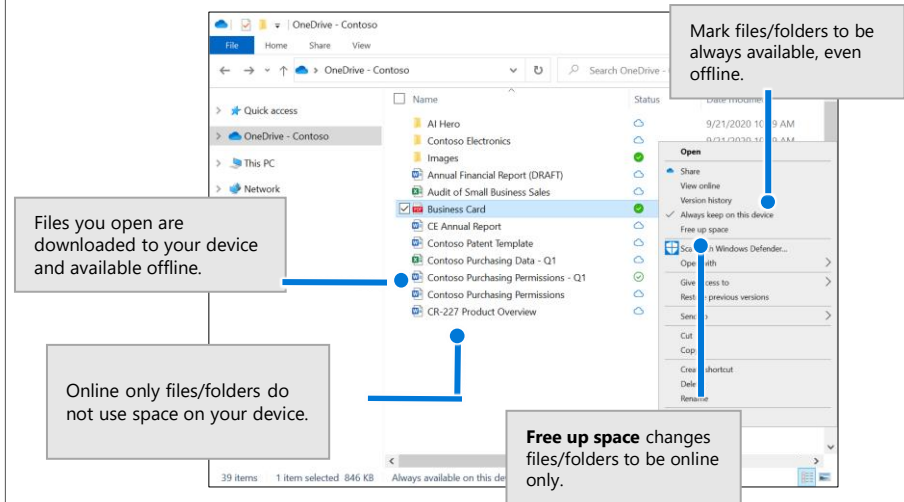


Select **Open folder** to check the status of the synced files in File Explorer.

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**.



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://go.microsoft.com/fwlink/?linkid=871126>

Get free Office training, tutorials, and videos

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