OneDrive

Quick Start Guide

Do more wherever you are with secure access, sharing, and file storage. Sign in to your Office 365 subscription and select OneDrive from the App launcher.

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 a file to another destination. Drag and drop is also supported.

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

Shared with me
View and sort files with date shared,activity or who it is shared with.

Sharing status
See which files are being shared and with whom.

Download
Download a copy of a file to work offline that takes local device space.

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

Discover*
View trending content in your organization and content relevant to your work. This is powered by MS graph.

Version history
View a file's version history and restore a file to a previous version.

Team Sites
Navigate to SharePoint Team Sites you're following.

Recycle bin
Recover files you've accidentally deleted up to 90 days.

Office 365 OneDrive interface

Search | Open | Share | Copy link | Download | Delete | Move to | Copy to | ... | 1 selected

Files > Communications

Name ↑	Modified	Modified By	File Size	Sharing
Company Newsletter.docx	Yesterday at 7:16 A	Jerri Frye	781 KB	Shared
Contoso Annual Report	hours ago	Jerri Frye	32.4 KB	Shared
Event flyer.docx	ugust 2	Jerri Frye	1.56 MB	Only you
Q3 Event Planning.pptx	hours ago	Jerri Frye	28.8 KB	Only you
Q3 Marketing Campaig	hours ago			you

Context menu: Open, Preview, Share, Copy link, Download, Delete, Move to, Copy to, Rename, Version history, Details

Recent, Shared with me, Discover, Recycle bin

Contoso
- Annual meeting coordinator
- Sales and Marketing
- Marketing Documents
- Marketing Campaigns
- Project Phoenix

Get the OneDrive apps
Return to classic OneDrive

CONTOSO NEWSLETTER

Company Newsletter.docx
781 KB - Yesterday at 7:16 AM

Has Access

Manage access

Recent Activity
This week
"Company Newsletter.d..." was shared
5 hours ago
"Company Newsletter.d..." was shared
5 hours ago

Microsoft

Discover View does not change any permissions. Your private documents are not visible to others and you can view only those documents that you have been given access to.

OneDrive

OneDrive Mobile

The OneDrive app supports both OneDrive personal and organization accounts across iOS, Android and Windows and can be downloaded from the app stores.

Save photos or videos directly to OneDrive.

Capture whiteboards or single or multiple page documents.

Share a file with others

Move a file or folder to another location.

Edit a file on the web or in client view.

View and manage multiple accounts – personal /corporate managed.

Access your files and folders on OneDrive.

View files shared with you.

Access your SharePoint sites.

View your accounts, most active files and offline files

Invite People to share a file.

Copy Link to insert in an IM, email, or site.

Email a link to share a file in Outlook

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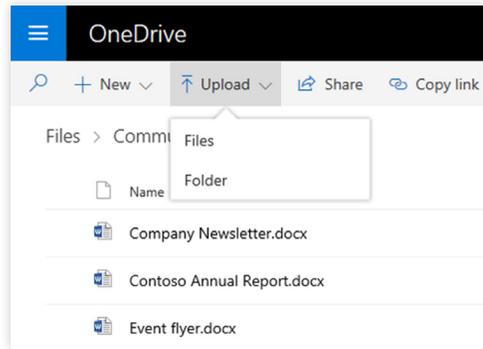
Make files and folders available offline*.

Recover accidentally deleted files

See trends, views and an activity chart
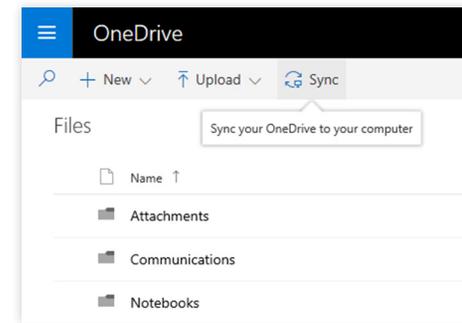
Microsoft

OneDrive

Create files and folders

You can create new files and folders and also 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.
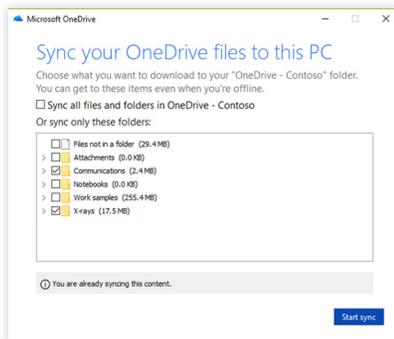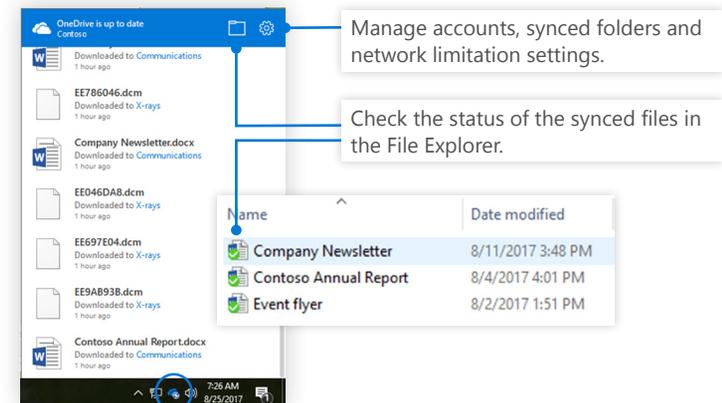

Select files and folders to sync

When you select **Sync** in OneDrive, you can choose the folders and files to sync to your device. In OneDrive select **Sync**, select the files and folders to sync, and then select **Start sync**. Similarly, you can also sync the files and folders stored in your SharePoint Sites.

Sync files and folders

Sync your files and folders in OneDrive to your computer. When files are synced, you can work with them in your local file system and access them when you're offline. Whenever you're online, changes that you or others make will sync automatically. In OneDrive, select **Sync**.
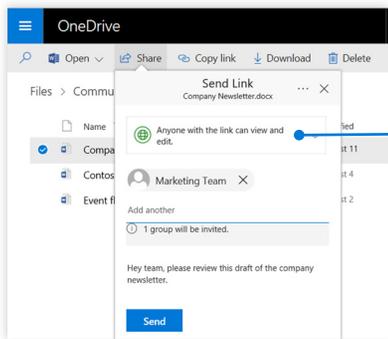

View sync activity

You can view sync activity from the OneDrive Activity Center. Right-click the **OneDrive icon** in the Windows taskbar. If you right click on the icon and select on "View Online" you can directly go to the OneDrive web view. Users on Mac will have similar experience.

Manage accounts, synced folders and network limitation settings.

Check the status of the synced files in the File Explorer.

Microsoft

OneDrive

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 the 3 levels of sharing available are:
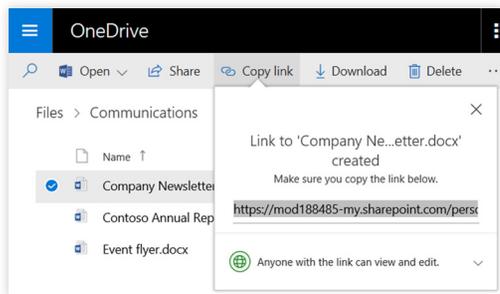
Anyone - people in/outside your org can access. Received links directly or forwarded.

People in your org - everyone in your org can access.

Specific people - specify people with their email addresses to be allowed to access.

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.
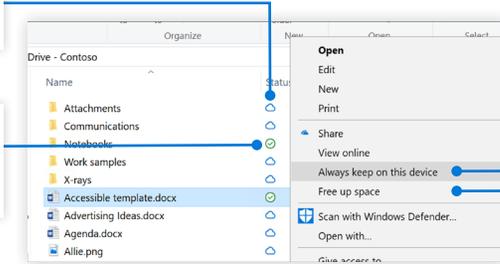

Files On-Demand

With Files On-Demand, you can access all your files in the cloud without using the local storage space of your device. You don't have to change the way you work, because all your files—even online files—can be seen in File Explorer and work just like every other file on your device.

Online files/folders- Takes no space on your device.

On double clicking the cloud icon, files/folders can be made available locally in your device.

Make files/folders accessible without an internet connection.

Return the files/folder to online state.

Next steps with OneDrive

See what's new with OneDrive

Explore the new and improved features of OneDrive and other apps in Office 2016. Visit https://support.office.com/onedrive for more information.

OneDrive Files on Demand

Access all your files in the cloud without having to download them. Learn more about https://aka.ms/onedrivefilesondemand.

Get free training, tutorials, and videos for Office 2016

Ready to dig in the capabilities that OneDrive has to offer.
Visit https://aka.ms/onedrivetutorials to explore our free training.

Microsoft