

Your place for personal file storage in Office 365

**Create a folder or new Office document**

**Add existing files to OneDrive from anywhere you can access on your computer**

**Sync will maintain all your OneDrive files on your computer for offline access. Changes you make to the offline copies are automatically pushed up to OneDrive and vice versa.**

**Create and automate workflows and tasks across multiple applications and services**

**Locate files containing the search terms in the document name or inside its contents**

**See which files you've modified most recently**

**Shows all the documents others have shared with you**

**You can recover files that are deleted within last 30 days**

**Click the header check mark to select all items**

**Select one or more files and folders by clicking the checkbox to perform some operation on them**

**Click the file or folder name to open it. Office documents will open in the Online apps by default.**

**Right-click on a row or click the ellipse menu to see a menu of actions (details on other side)**

**Icon changes when file is shared with other colleagues**

**Show the Information Panel to see more details about the current selection**

**Switch between the list and block views**

**Change what column the documents and folders are ordered by**

Name	Modified	Modified By	File Size	Sharing	Activity
Contoso Electronics	July 7	Megan Bowen	13 items	Private	
Images	July 7	Megan Bowen	4 items	Private	
Private Info	July 7	Megan Bowen	1 item	Private	
Annual Financial Report (DRAFT).docx	July 7	Megan Bowen	22.2 KB	Shared	
Audit of Small Business Sales.xlsx	July 7	Megan Bowen	21.0 KB	Shared	
BrokenPipe.jpg	July 8	Megan Bowen	5.21 KB	Shared	
Business Card.pdf	July 7	Megan Bowen	846 KB	Private	
CE Annual Report.docx	July 7	Megan Bowen	36.6 KB	Private	
CE Drone - Mark IV.glb	July 7	Megan Bowen	2.18 MB	Private	

**OneDrive for Business**

- A professional cloud storage service available with an Office365 subscription. Contact your IT Help Desk to find out if your license includes this service.
- Should not be confused by OneDrive.com, a free personal cloud storage offering from Microsoft

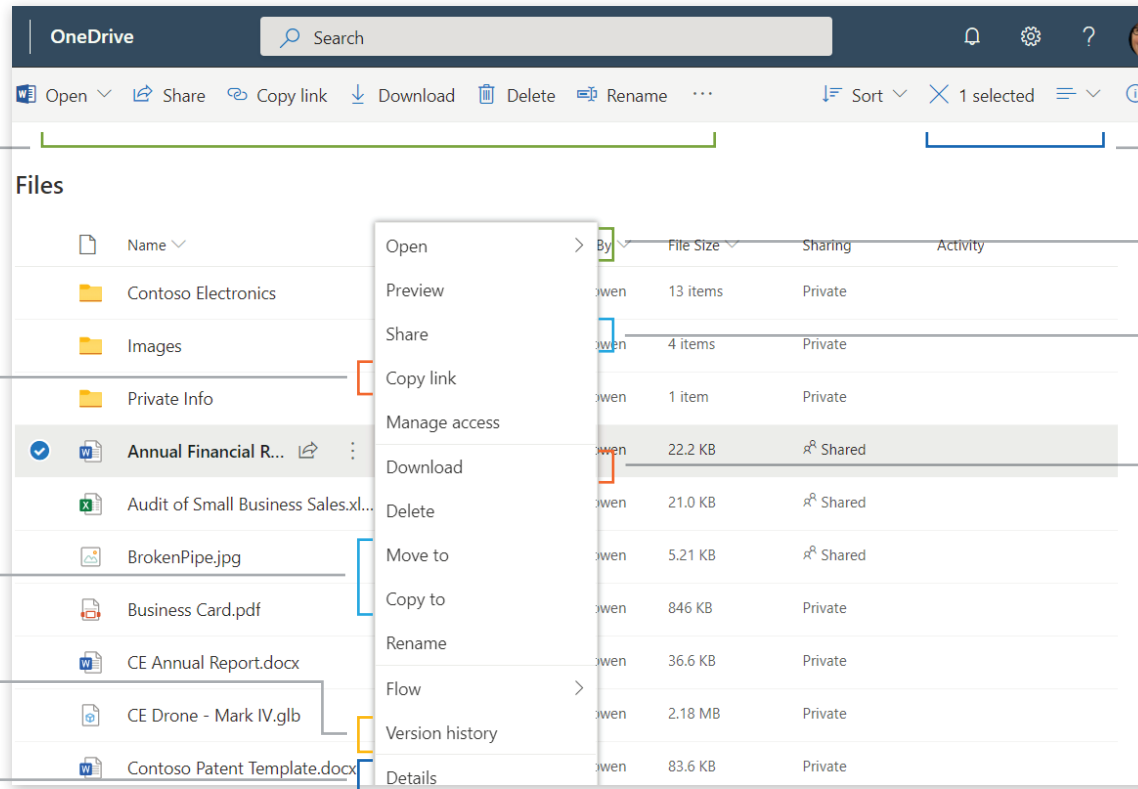
Ribbon changes depending on what is selected below

Links can be generated which you can email to users within your organization

Place the selected item or a copy of it in a different OneDrive folder

Open the Version History screen shown below

Show the Details panel on the right



Click here to quickly de-select all items

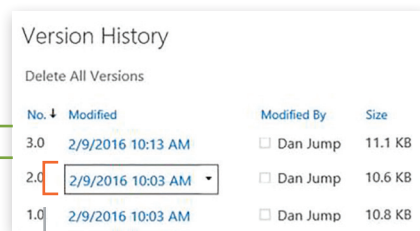
Open a file in the online or desktop app

Opens Sharing screen as shown below

Downloads a copy of the selected document to your computer or local storage

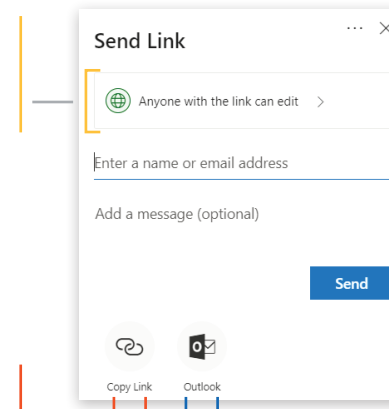
Every time a document is modified, a new version is automatically saved.

Hover over a version's Modified value and click the drop-down arrow to display the View and Restore menu options



Select the sharing permission, who can access and if they can edit or only view

Copy a link to provide to others



Enter a name or email address

Type a message (optional)

Send the sharing invitation

Open an Outlook message to share the document address