

User Guide



Microsoft OneDrive Quick Start Guide



Microsoft Official Guide

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. This guide covers OneDrive for business 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.

Discover*
View trending content in your organization and content relevant to your work.

Recycle bin
Recover files you've accidentally deleted up to 93 days.

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

Download
Download a copy of a file to work offline on a device.

Flow
Create and manage automated workflows.

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	Activity
Agreements	About a minute ago	Megan Bowen	0 Items	Private	
Annual financial Report - FINAL.docx	May 22	Megan Bowen	22.2 KB	Private	
Annual financial Report (DRAFT)...	February 9	Megan Bowen	22.2 KB	Shared	
Audit of Small Business Sales.xlsx	February 9	Megan Bowen	21.0 KB	Shared	
Coffee House Design.pptx	August 7	Megan Bowen	319 KB	Private	
Coffee Houses.pptx	August 7	Megan Bowen	28.9 KB	Private	
Contoso Electronics Sales Presentation.pptx	May 22	Megan Bowen	3.29 MB	Private	
Contoso Purchasing Permissions - Q1.docx	February 9	Megan Bowen	24.7 KB	Private	
Employee Travel - Q3.xlsx	February 9	Megan Bowen	20.7 KB	Shared	
European Expansion.pptx	May 22	Megan Bowen	3.41 MB	Private	
Expense Insights.xlsx	February 9	Megan Bowen	398 KB	Private	
Finance.pbix	February 9	Megan Bowen	3.18 MB	Private	

*Powered by Microsoft Graph 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.

See and manage all your accounts.

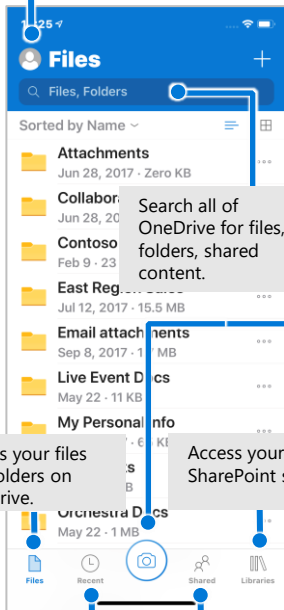
Capture whiteboards & scan or single or multiple page documents.

Share a file internally or externally with access controls.

Edit a file on the web or in client view.

See and manage multiple accounts.

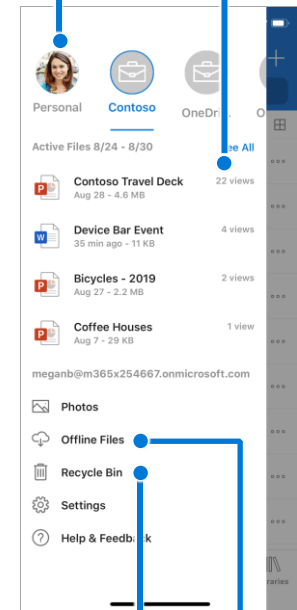
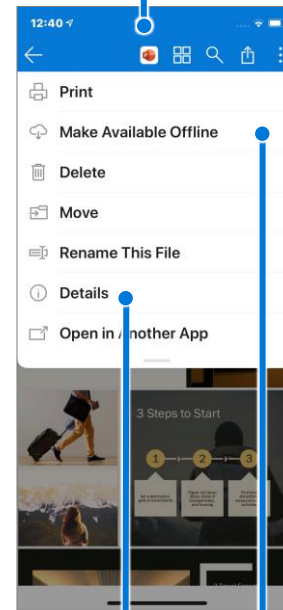
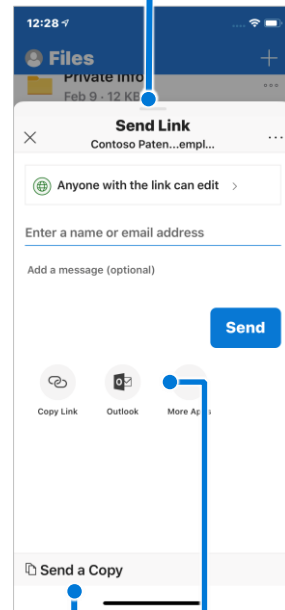
See trend views and an activity chart.



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

Access your files and folders on OneDrive.

Access your SharePoint sites.



See your most recent active files.

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

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.

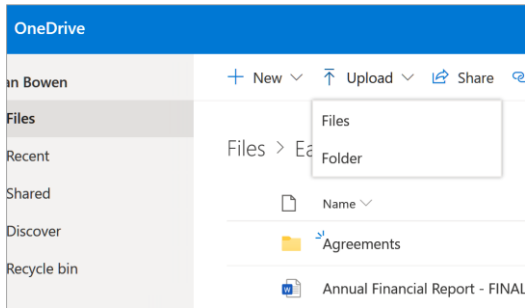
See all the files you have taken offline.

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

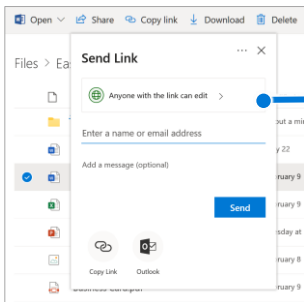
Create or upload files and folders

You can create **New** files and folders and upload existing files and folders from your device. In OneDrive, select **Upload > Files**. Or select 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**.

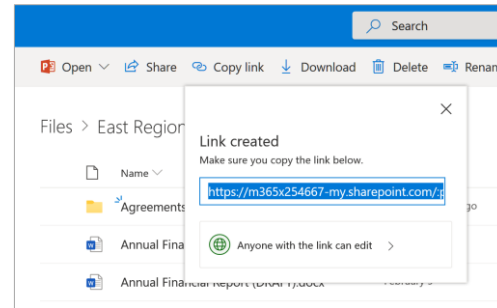


Based on admin settings, sharing levels are:

- 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

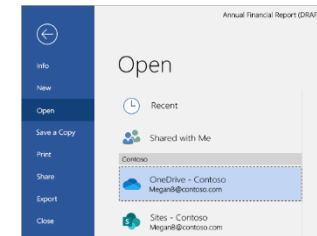
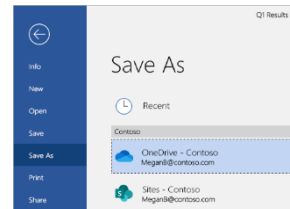
You can also share a file by copying the link and pasting it in email, IM, a webpage, or a OneNote page. In OneDrive, select a file and then select **Copy link**. Copy the link and then paste it in the destination.



Save and Open files in Office apps

(Requires Office 365, 2019, or 2016)

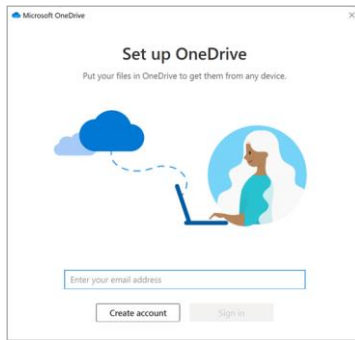
You can save or open Office documents in OneDrive from the Office apps. In any Office document, select **File > Save As**, choose your OneDrive, and then pick the folder where you want to save the file. To open a file stored on OneDrive, select **File > Open**, choose your OneDrive, and then select the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



OneDrive

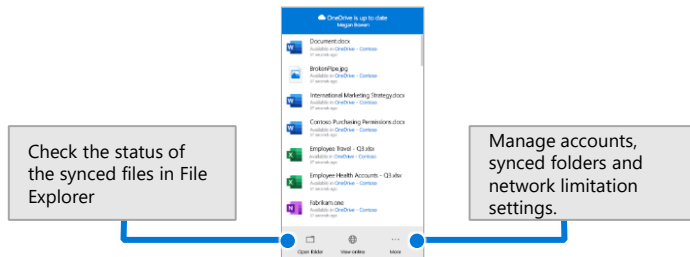
Sync files and folders

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.



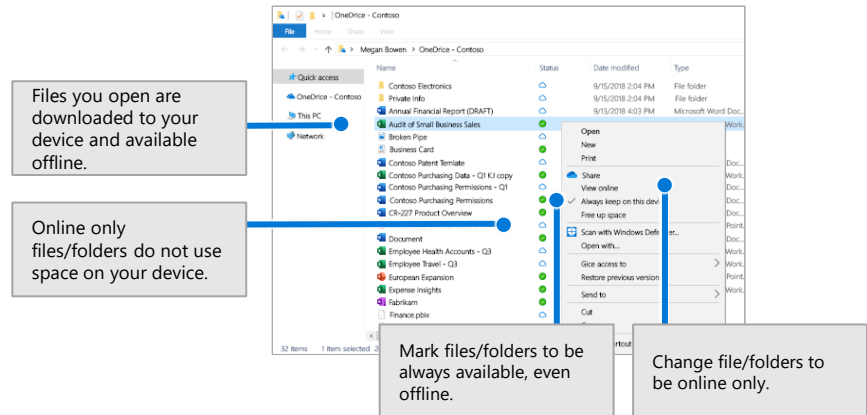
View sync activity

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 web view. Users on Mac have a similar experience.



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 **More > Settings**. Then, on the **Settings** tab, select **Save space and download files as you use them**.



Next steps with OneDrive

Find help

Explore the help and training for OneDrive and other Office apps. Visit <https://go.microsoft.com/fwlink/?linkid=871124> for more information.

Learn about OneDrive Files On-Demand

Access all your files in the cloud without having to download them. Visit <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? Visit <https://go.microsoft.com/fwlink/?linkid=871128> to explore free training.