

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 into 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 to the file.

Shared
View and sort files by 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 or work offline on a device.

Flow
Create and manage automated workflows.

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

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.

The interface shows a sidebar with navigation options: Files, Recent, Shared, Discover, Recycle bin, and Shared libraries. The main area displays a list of files with columns for Name, Modified, Modified By, File Size, and Sharing status. The right pane shows details for the selected file, 'Annual Financial Report (DRAFT).docx', including sharing status, access management, and activity.

*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. It can be downloaded from the app stores.

The image displays four screenshots of the OneDrive mobile app interface, each with callout boxes highlighting specific features:

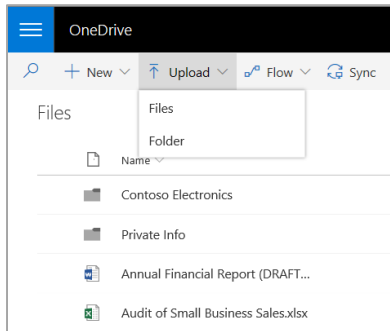
- Screenshot 1 (Home Screen):**
 - Callout: "See and manage all your accounts." points to the top navigation bar.
 - Callout: "Capture whiteboards & scan single or multiple page documents." points to the "Scan" button.
 - Callout: "Save photos or videos directly to your device." points to the "Take a Photo or Video" button.
 - Callout: "Access your files and folders on OneDrive." points to the "Files" icon in the bottom navigation bar.
 - Callout: "Access your SharePoint sites." points to the "Sites" icon in the bottom navigation bar.
 - Callout: "See your most recently active files." points to the "Recent" icon in the bottom navigation bar.
 - Callout: "See files shared with you and discover content trending around you." points to the "Shared" icon in the bottom navigation bar.
- Screenshot 2 (Share Screen):**
 - Callout: "Share a file internally or externally with access controls." points to the "Share" button at the top.
 - Callout: "Send a copy of the file instead of sharing." points to the "Send a Copy" button at the bottom.
 - Callout: "Copy the sharing link, email it in Outlook, or choose an app to send it with." points to the "Copy Link", "Outlook", and "More Apps" options.
- Screenshot 3 (File Details Screen):**
 - Callout: "Edit a file on the web or in client view." points to the "Details" button.
 - Callout: "See details such as who the file is shared with." points to the "Details" section.
 - Callout: "Make files and folders available offline.*" points to the "Make Available Offline" button.
- Screenshot 4 (Account and Activity Screen):**
 - Callout: "See and manage multiple accounts." points to the account selection icons at the top.
 - Callout: "See trends views and an activity chart." points to the activity chart showing a line graph of views over time.
 - Callout: "Recover deleted files." points to the "Recycle Bin" option.
 - Callout: "See all the files you have taken offline." points to the "Offline Files" option.

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

OneDrive

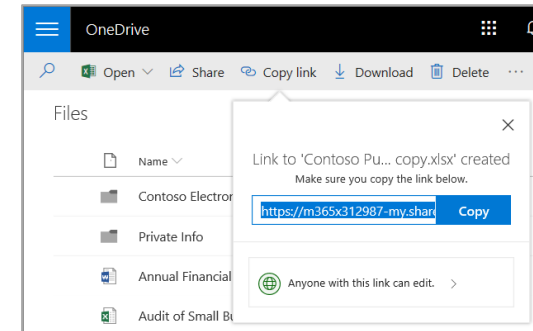
Create or upload files & folders

You can create new files and folders and 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.



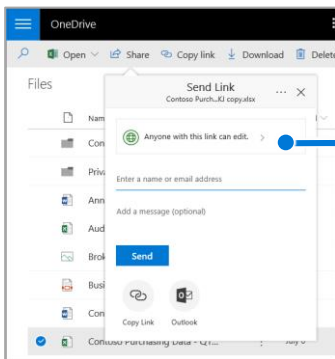
Copy link

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.



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 in <organization> – everyone in your org can access.

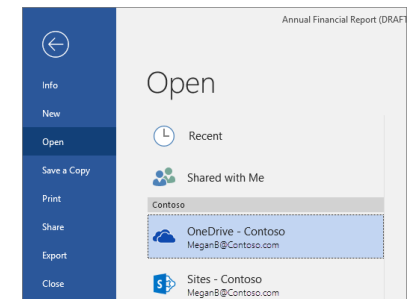
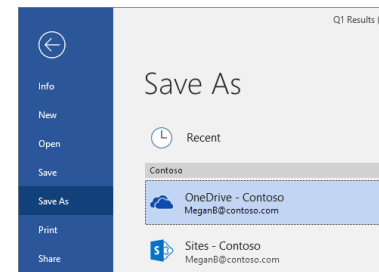
People with existing access – create a link to be used by people who already have access.

Specific people – specify email addresses of the people you want to give access to.

Save and open files in Office apps

(Requires Office 365, 2019, or 2016)

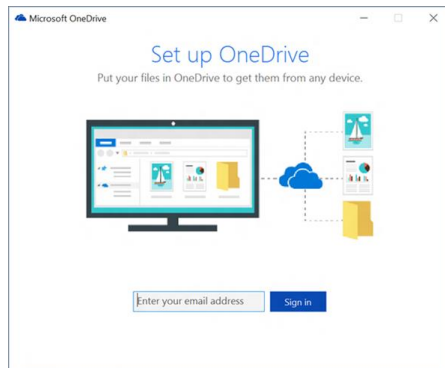
You can save or open Office documents in OneDrive from the Office apps. In any Office document, select **File** > **Save As**, choose your OneDrive, and then pick the folder where you want to save the file. To open a file stored on OneDrive, select **File** > **Open**, choose your OneDrive, and then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



OneDrive

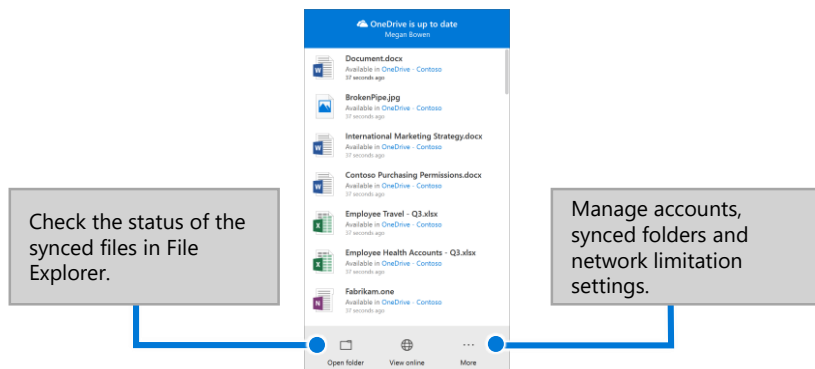
Sync files and folders

Sync your files and folders in OneDrive to your computer, so you can access them even when you're offline. When you're 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.



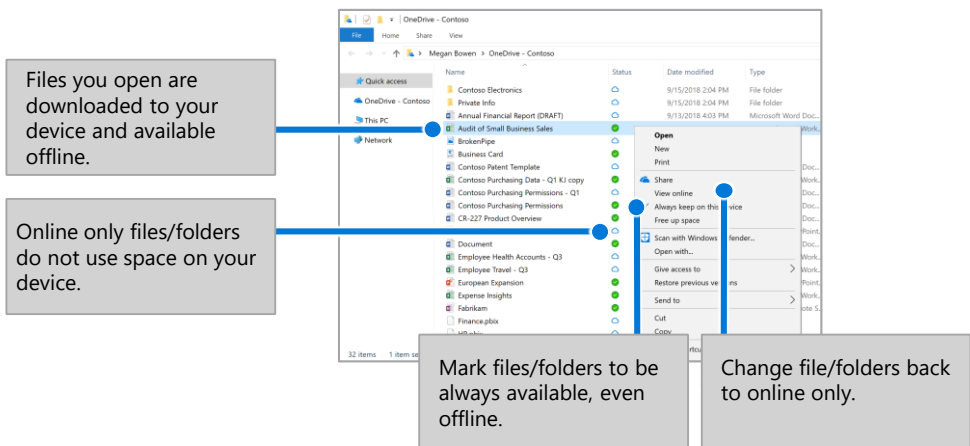
View sync activity

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 will have a similar experience.



OneDrive Files On-Demand

With OneDrive Files On-Demand, you can set files and folders to always be available locally on your device or save space by making files online only. In the taskbar, select the 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 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 into the capabilities OneDrive has to offer? Visit <https://go.microsoft.com/fwlink/?linkid=871128> to explore free training.