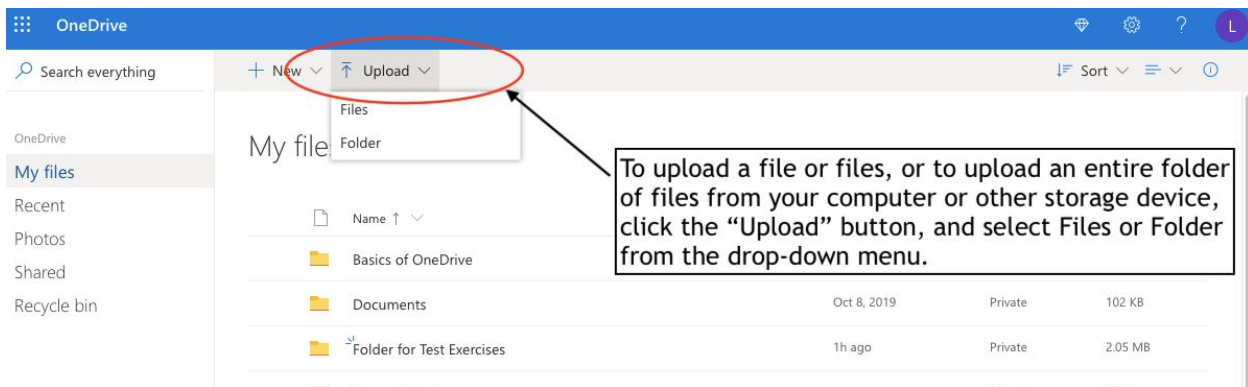


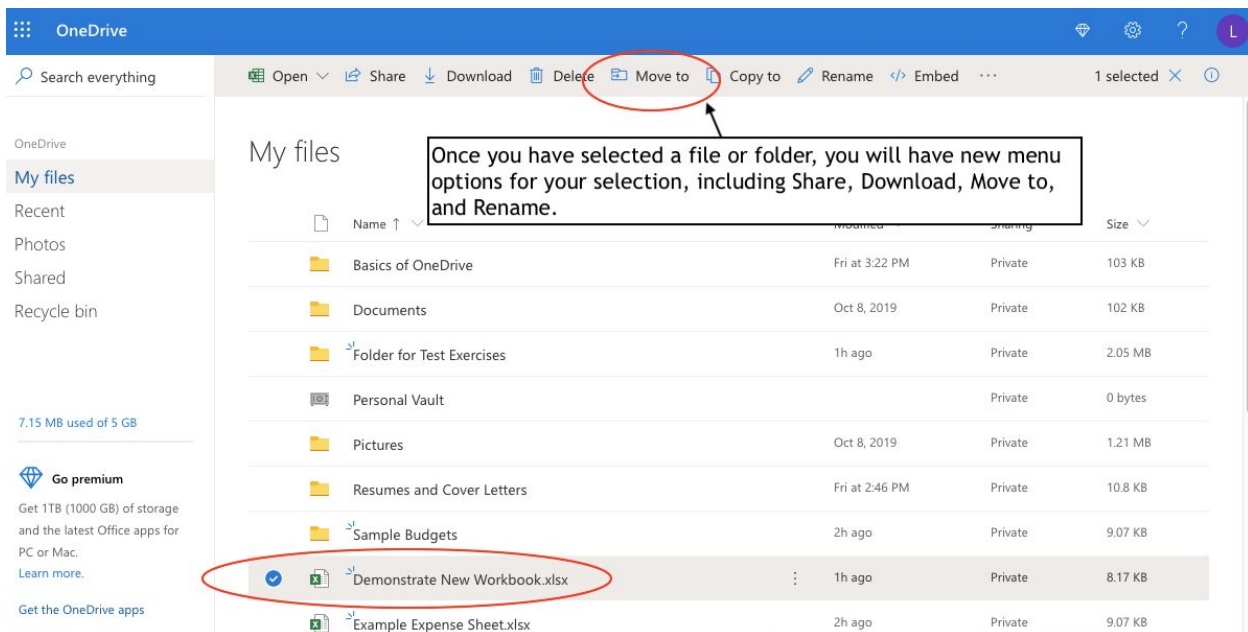
Basics of OneDrive

How to Upload Files and Folders

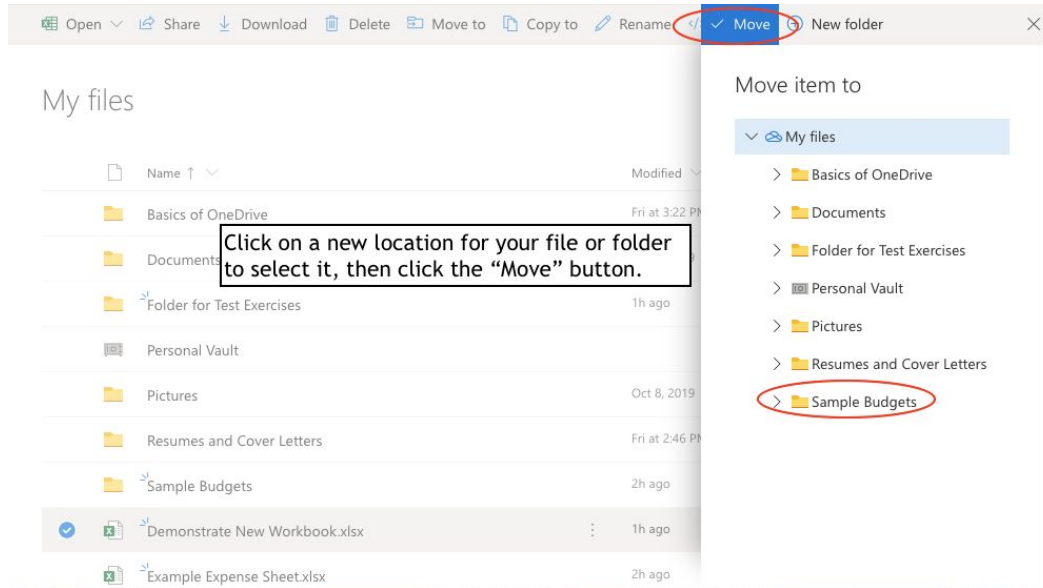
You can use OneDrive to upload a single file, multiple files, or an entire folder of files, for online cloud storage:



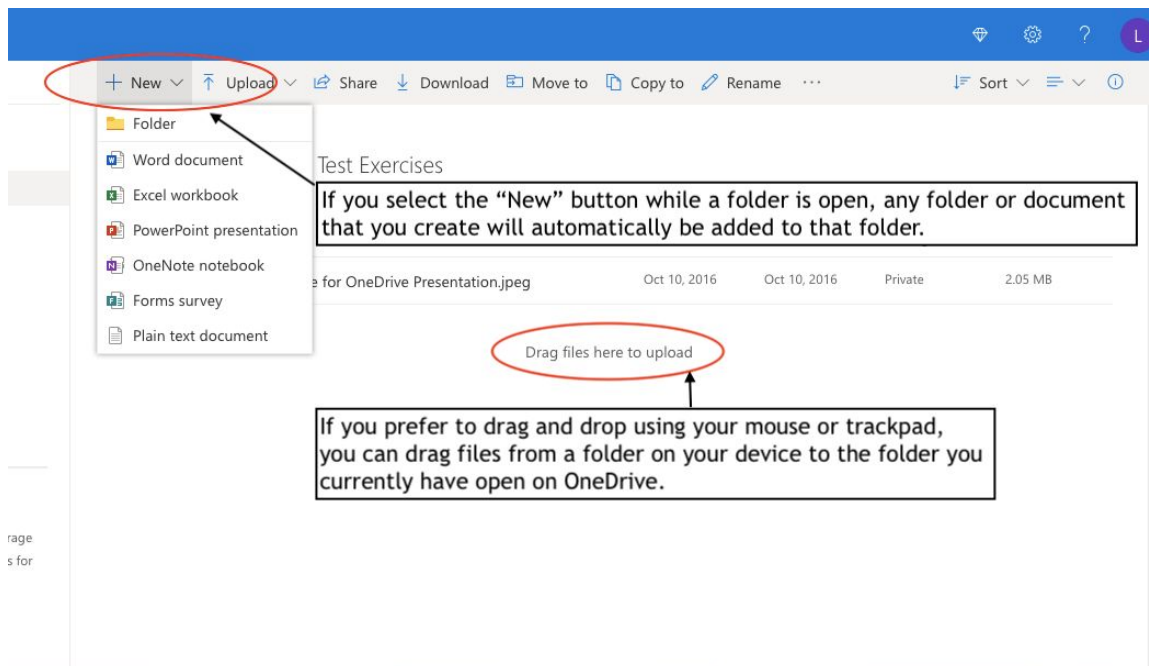
Once a file is stored in OneDrive, you can select the file to see what actions you can take on it. In this example, we will move a file to another folder to organize files on OneDrive:



This example illustrates how to use the “Move to” button. However you can always drag and drop a file or a folder into another folder on OneDrive.

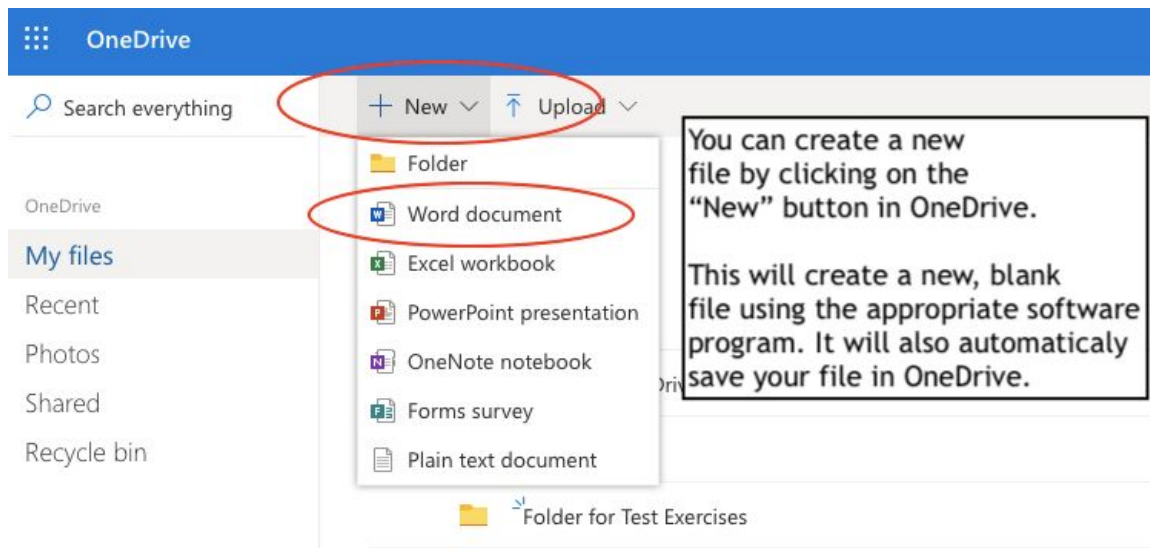


You can also create new folders within existing folders on OneDrive, or upload a file directly to a folder.

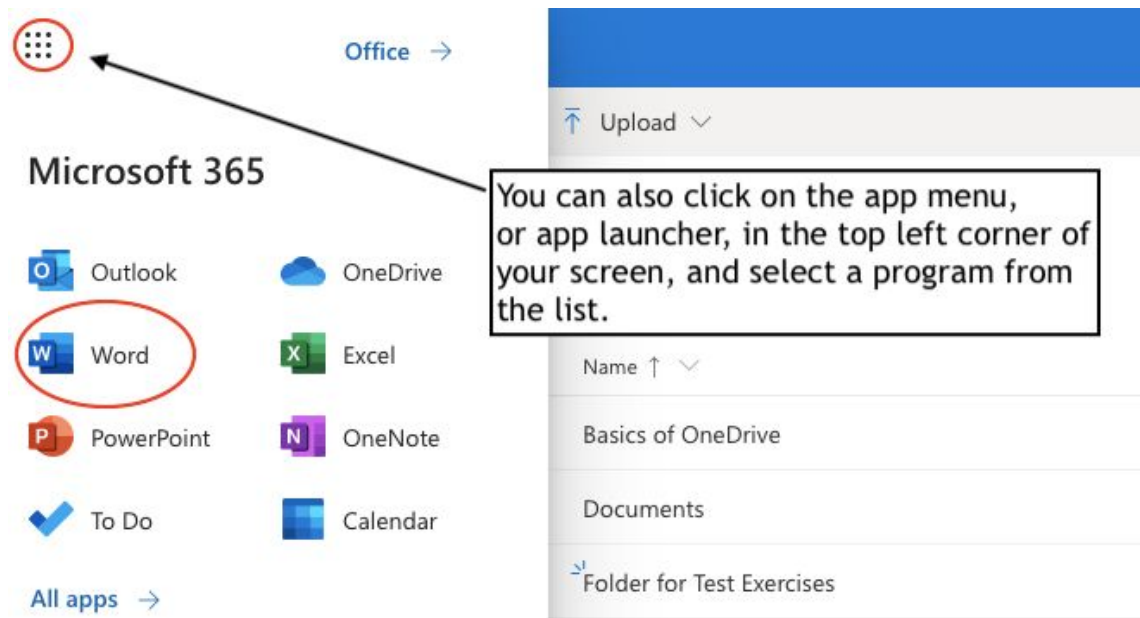


How to Create a New File with Office for the Web

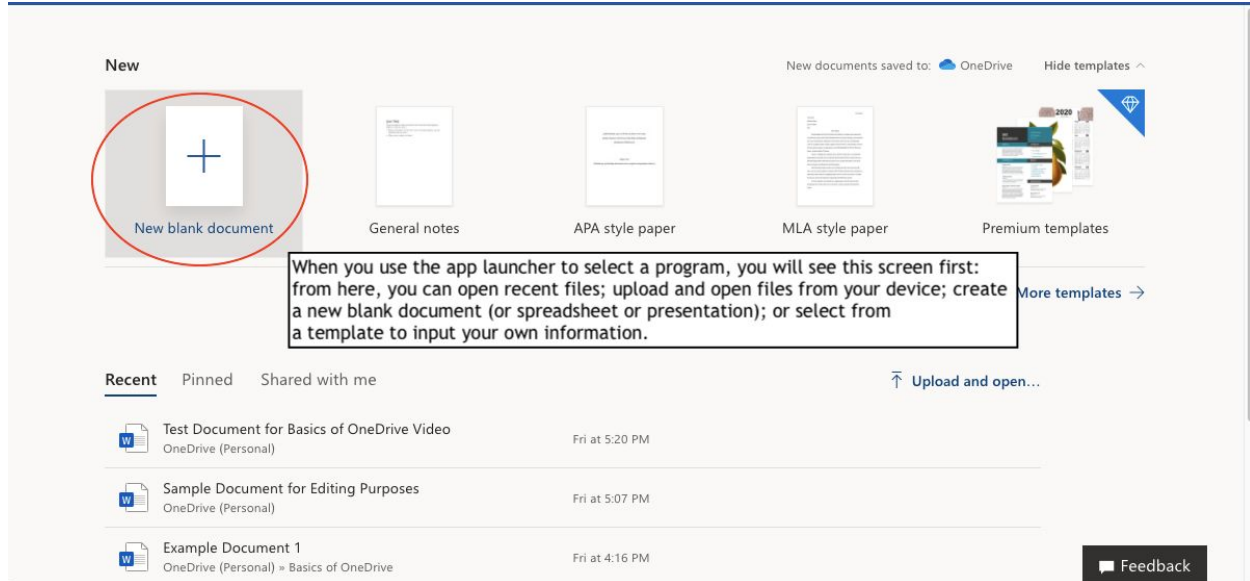
In OneDrive, you can create new files using Office for the web. The “New” button on OneDrive will generate a new, blank file in the Office program of your selection.



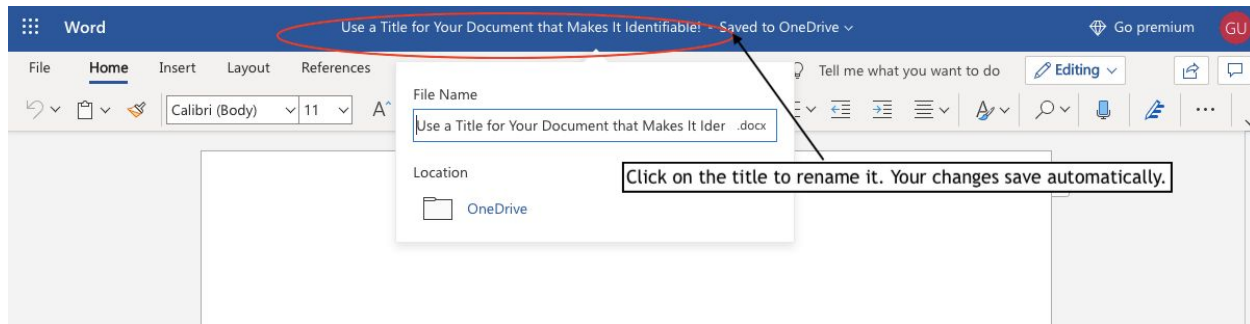
You can also opt to create a file, or edit existing files, by opening the software app directly.



In this example using Word, the app launcher provides you with different options to open existing files, or to create files from scratch, either with a blank document or using a template, with formatting provided by Word.



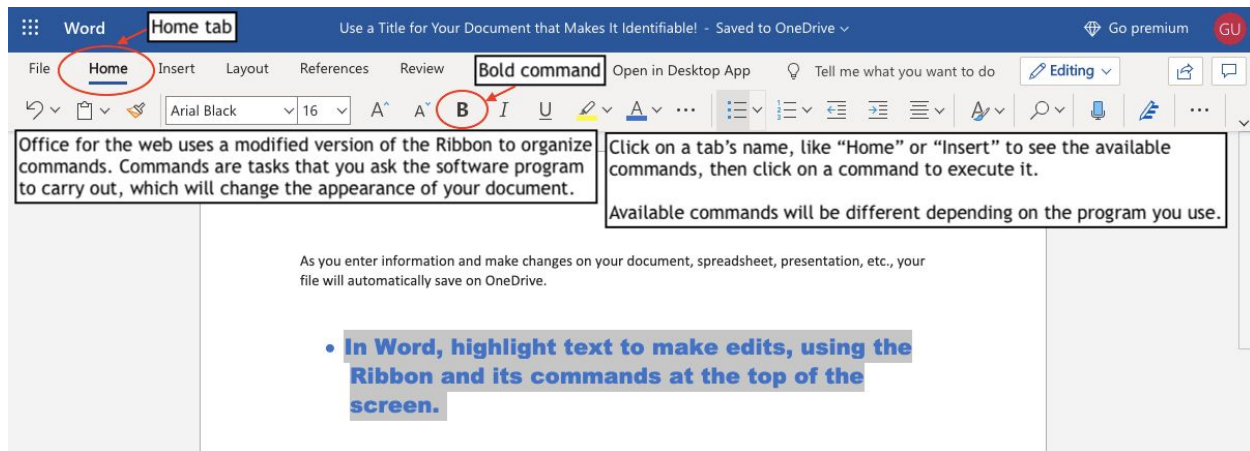
If you create a new document, you can click on its title to rename it. Always name your files in a way that you can recognize its contents just by reading the title - and be sure to use titles that distinguish one file from another!



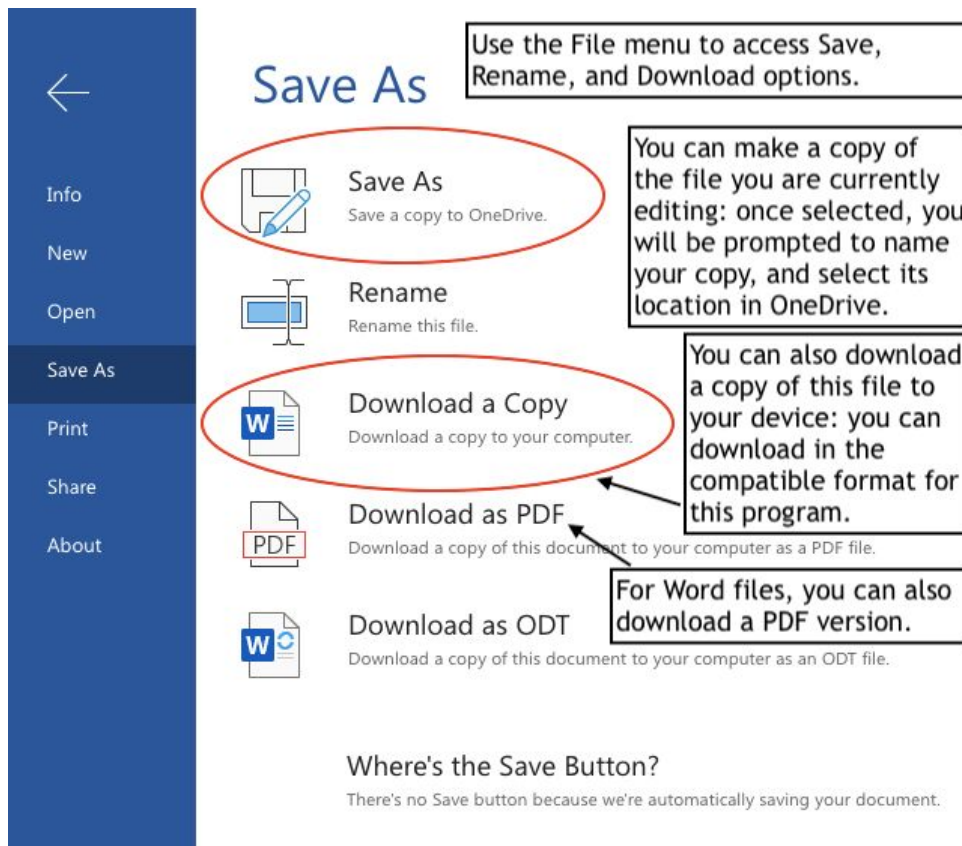
Office for the web organizes available commands for that software program using the Ribbon, as shown below: commands are nested in command groups (like-minded functions), which are then organized in tabs (the names running along the top of the ribbon, from left to right). Commands for Word will differ from commands for Excel or PowerPoint, but the organization will be the same.

Click on a tab name to see the available commands.

Ribbon example:

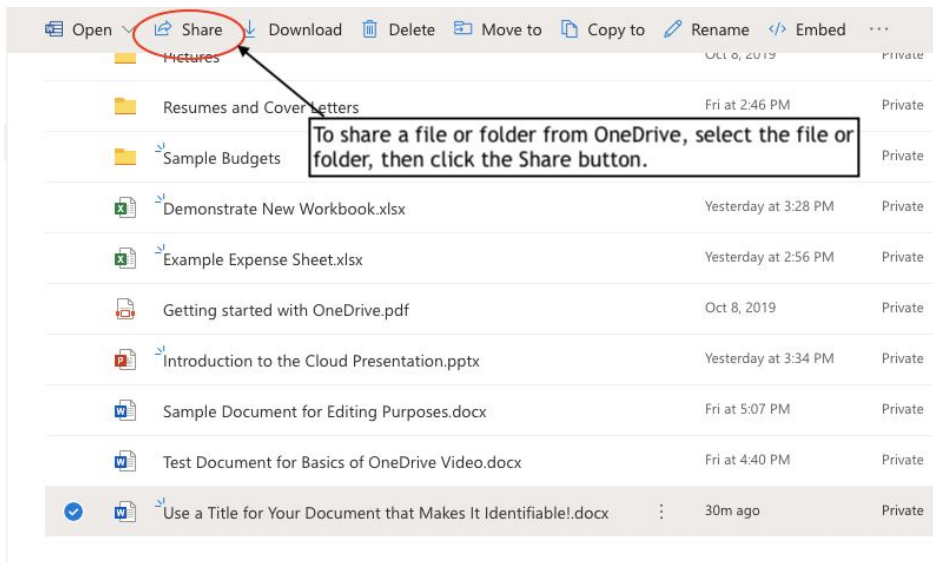


From the File menu, you can save additional copies of the file (Save As function: allowing you to create an original copy, and then multiple copies with different file names or locations), and download copies of the file. Download options will differ by software program, but you will be able to download a copy to your computer or other local storage device using the file format appropriate for the software application you are using.



How to Share a File

You can share both files and folders using OneDrive, and set permissions on who will be able to access the file or folder, and how they will interact with it. When you click on the Share button, a dialog box will open, and ask you to set your sharing permissions.



You can share a file with specific people by adding their email addresses, or you can generate a link that you copy and paste to a message, email, or even a website.

When you share a file, you also set editing permissions (edit or view only) for anyone with the link or for your specific recipients. Detailed information about sharing permission is available on the [Microsoft OneDrive help page about sharing files and folders](#).

