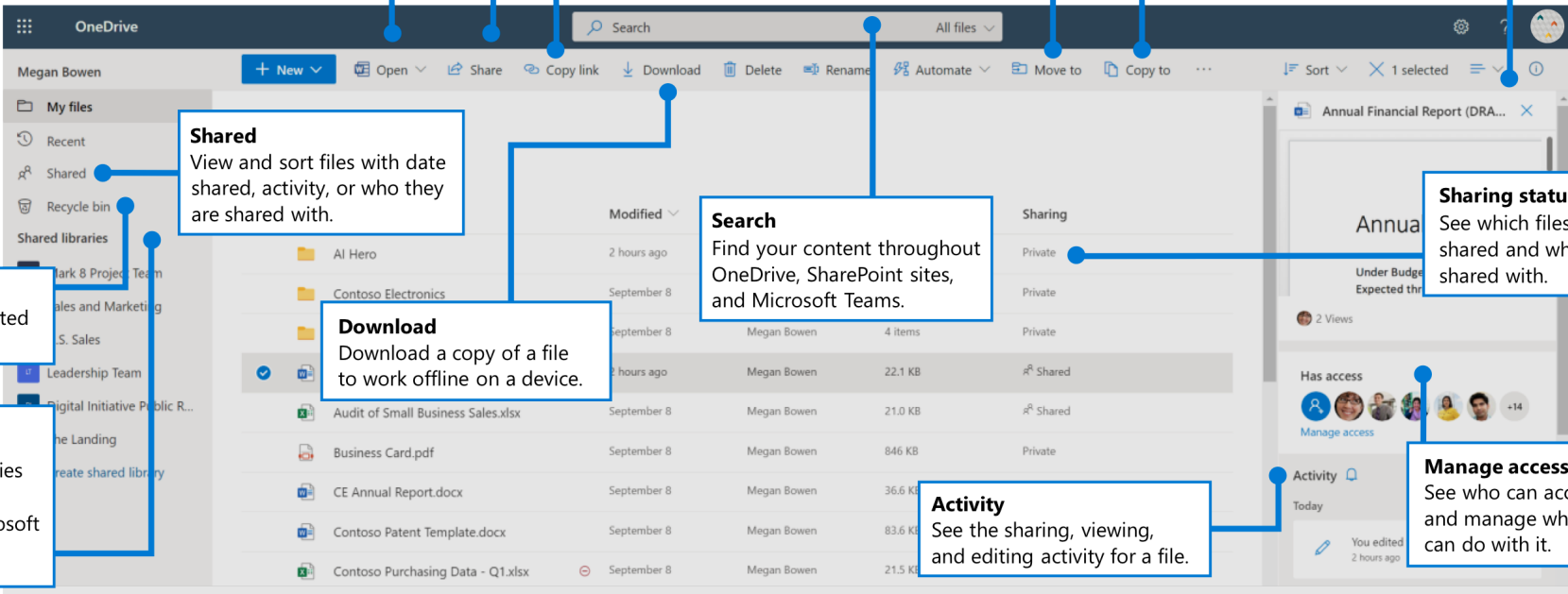


OneDrive Overview



Open
Open and edit a file online.

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.

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

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

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

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.

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

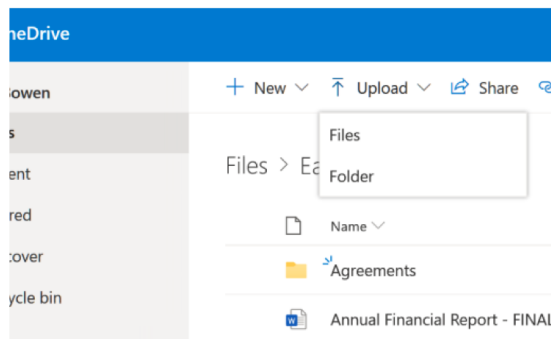
Manage access
See who can access a file, and manage what people can do with it.

File Name	Modified	Author	Size	Sharing Status
AI Hero	2 hours ago			
Contoso Electronics	September 8			
Audit of Small Business Sales.xlsx	September 8	Megan Bowen	4 items	Private
Business Card.pdf	September 8	Megan Bowen	22.1 KB	Private
CE Annual Report.docx	September 8	Megan Bowen	21.0 KB	Shared
Contoso Patent Template.docx	September 8	Megan Bowen	83.6 KB	Private
Contoso Purchasing Data - Q1.xlsx	September 8	Megan Bowen	21.5 KB	Private

OneDrive Features

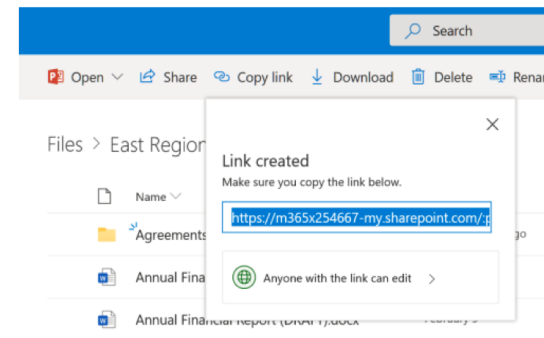
Create or upload files and folders

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



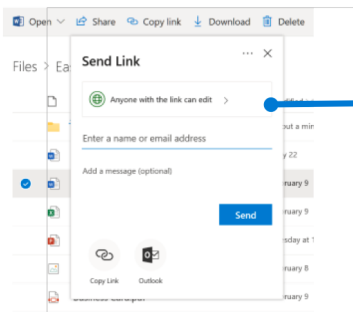
Copy Link

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**.



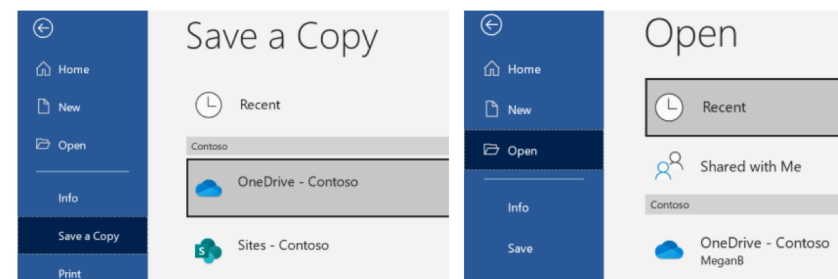
Based on admin settings, sharing levels are:

- Anyone** – people inside and outside your org can access. Links can be forwarded.
- People <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 Microsoft 365, Office 2019, or Office 2016)

You can save or open Office documents in OneDrive from the Office apps. In any Office document, select **File > Save a Copy**, 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.



Need More Help?

If you encounter problems after trying these features, please contact the SUPPORT TEAM via these channels:



Email the Team

Email Helpline: 365support@ytl.com



Join the live
Zoom helpline

Meeting ID: 823 5779 2307

Password: 222588

Duration: 30th August to 2nd
September during work hours