

OneDrive: Managing Files

Center for Innovation in Teaching and Learning

This document outlines the steps for how to manage files in OneDrive.

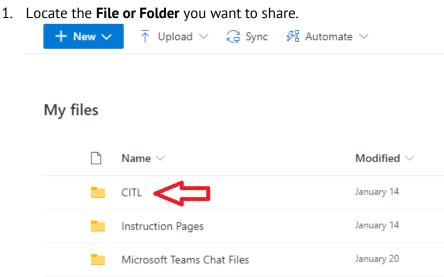
Managing Files in OneDrive

OneDrive offers many ways to manage files within the system. The software includes sharing, downloading, deleting, moving, copying, and renaming options for every file and folder.

Sharing

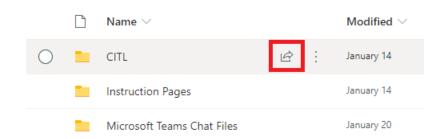
Gives access to a file or folder to other people.

Option 1



2. Hover the mouse over the file or folder to have options appear. Select the **share** button.

My files



3. Select People you specify can edit to pull up more options

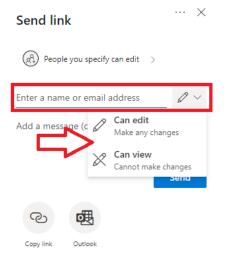
Send link	×
(ii) Reople you specify can edit >	
Enter a name or email address	Ø~
Add a message (optional)	
	Send
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4. Select the **Link Setting**. Select the **check box** under other setting to not allow editing. Select **Apply**.

Link settings
Who would you like this link to work for? Learn more
\bigoplus Anyone with the link $\textcircled{0}$
People in Tennessee Tech University with the link
People with existing access
(R) Specific people ~
Other settings
Apply Cancel

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5. Enter **Names or email address** to send the link to. Select the **Pencil** to choose if the person(s) can edit or can view.



6. After entering the recipients, add a message (if wanted) and select **Send.**

Send link	×
R People you specify can edit >	
Enter a name or email address	\sim
Add a message (optional)	2
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Copy link Outlook	

Option 2

1. Locate the **File** or **Folder** you want to share.

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My files

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2. Hover the mouse over the file and select the **Show Action** button (three stacked dots).

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3. Select Share

- 1	Share		
	Copy link		
	Manage access		
	Download		
	Delete		
	Move to		
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	Rename		
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	Details		

4. Follow steps 3-6 from the previous section.

Option 3

Locate the	File or Folder you	want to share.
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Select the	Share button	
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3. Add at least one **recipient** (it does not send the link to them) and select **Copy link**

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Send

4. The link will be copied to your clipboard and you can send it however you would like.

Option 4

1. Locate the **File or Folder** you want to share.

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2. Hover the mouse over the file and select the **Show Action** button (three stacked dots).

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3. Select Copy link

Share	,	
Copy link		
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Download		
Delete		
Move to		
Copy to		
Rename		
Automate		>
Details		

4. The link will be copied to your clipboard and you can send it however you would like.

Downloading

1. Locate the **File or Folder** you want to download.

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2. Hover the mouse over the file and select the **Show Action** button (three stacked dots).

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3. Select **Download**

Share

Copy link	
Manage access	
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Move to	
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Deleting

1. Locate the File or Folder you want to delete.

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2. Hover the mouse over the file and select the **Show Action** button (three stacked dots).

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3. Select Delete

OneDriv	e: Managing Content Share	
	Copy link	
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	Details	

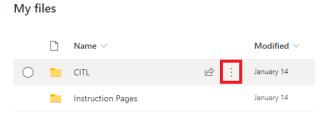
** Note: Deleting a file/folder moves it into your recycling bin. You can move it back (see section titled *Moving*)

Moving

1. Locate the **File or Folder** you want to move.

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2. Hover the mouse over the file and select the **Show Action** button (three stacked dots).



3. Select Move to

Share

Copy link

Manage access

Download

Delete

Move to

Copy to



Details

4. Select the **destination**

Move 1 item

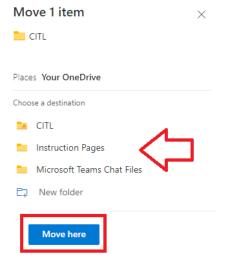
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Places

Choose a destination
lease Your OneDrive

5. Select a **place** within the destination or **create a new folder.** Once in the final destination, select **Move here.**



**Note: Moving a file/folder removes it from the old destination and puts it in the new destination.

Copying

1. Locate the File or Folder you want to copy.

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2. Hover the mouse over the file and select the **Show Action** button (three stacked dots).

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4.	Select the	destinatio	ו		
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5. Select a **place** within the destination or **create a new folder.** Once in the final destination, select **Copy here.**

OneDrive	e: Managing Content Copy 1 item ×	
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	Places Your OneDrive	
	Choose a destination	
	🔽 CITL	
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	E⊒ New folder	
	Copy here	

**Note: Copying a file/folder leaves a copy in the old destination and places a copy in the new destination.

Renaming

1. Locate the **File or Folder** you want to rename.

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2. Hover the mouse over the file and select the **Show Action** button (three stacked dots).

My files			
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3. Select **Rename.**

Share	
Copy link	
Manage access	
Download	
Delete	
Move to	
Copy to	
Rename	
Automate	>
Details	

4. Type in the new name and select **Rename.**

Rename			
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	Rename	Cancel	