OneDrive: Managing Files
Center for Innovation in Teaching and Learning

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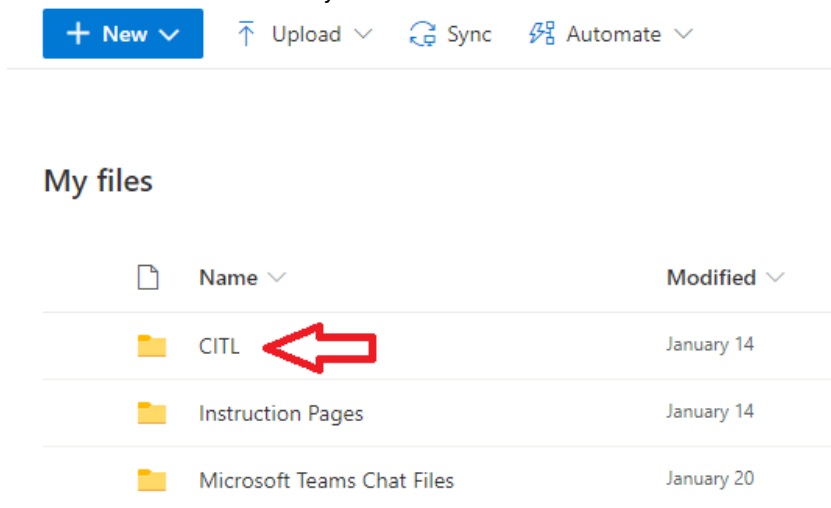
Managing Files in OneDrive

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.
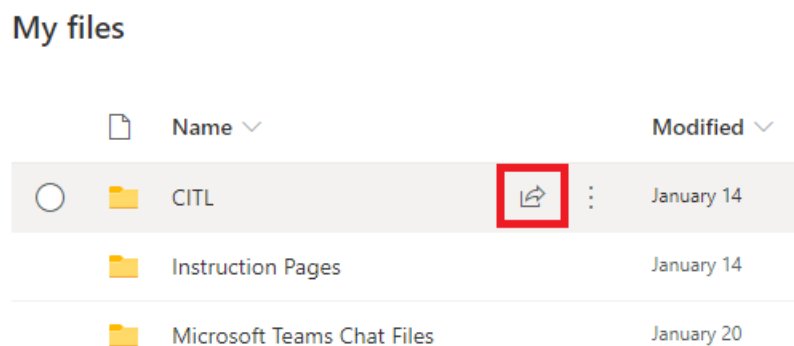
Sharing

Gives access to a file or folder to other people.

Option 1

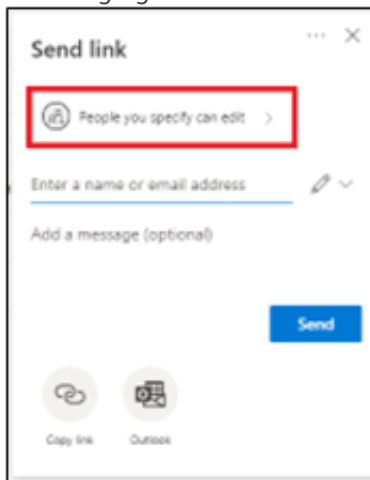1. Locate the **File or Folder** you want to share.

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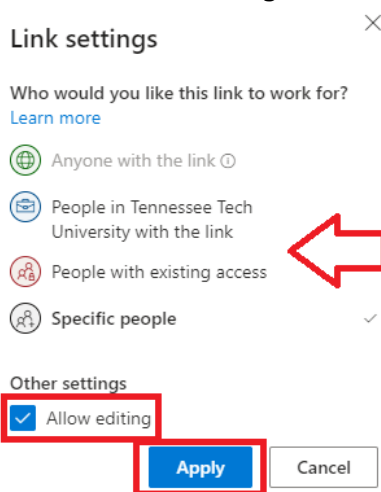

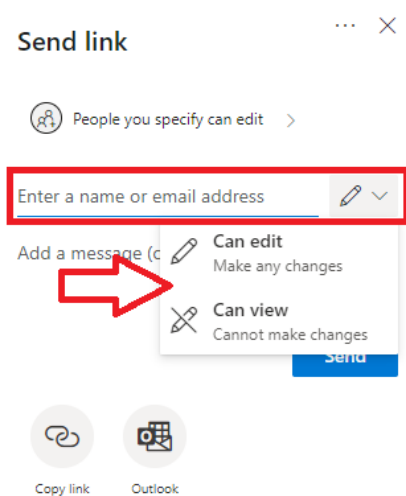3. Select **People you specify can edit** to pull up more options

4. Select the **Link Setting**. Select the **check box** under other setting to not allow editing. Select **Apply.**

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

··· ✕

(👥) People you specify can edit >

Enter a name or email address   ✏ ⌄

Add a message (optional)

⬅

Send

🔗   📧
Copy link   Outlook

Option 2

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

➕ **New** ⌄   ⬆ Upload ⌄   🔄 Sync   ⚡ Automate ⌄

My files

📄	Name ⌄	Modified ⌄
📁	CITL ⬅	January 14
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2. Hover the mouse over the file and select the **Show Action** button (three stacked dots).

My files

	📄	Name ⌄			Modified ⌄
⭕	📁	CITL	↗	⋮	January 14
	📁	Instruction Pages			January 14

3. Select **Share**

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

Option 3

1. Locate the **File or Folder** you want to share.
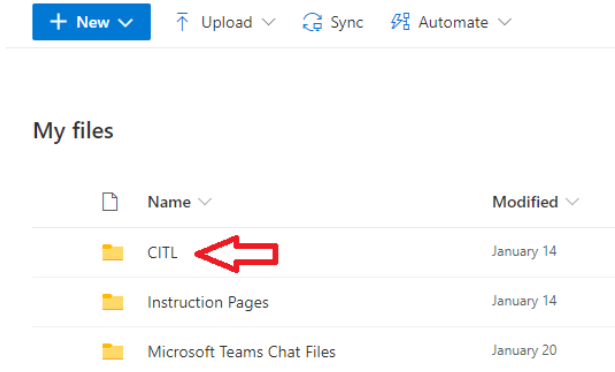
2. Select the **Share** button
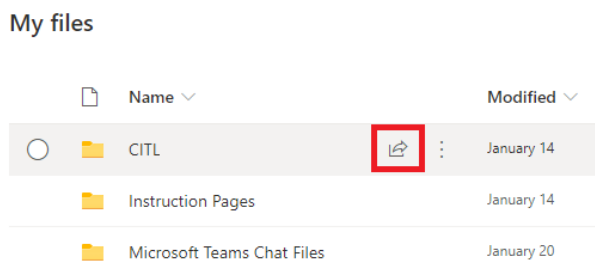
3. Add at least one **recipient** (it does not send the link to them) and select **Copy link**
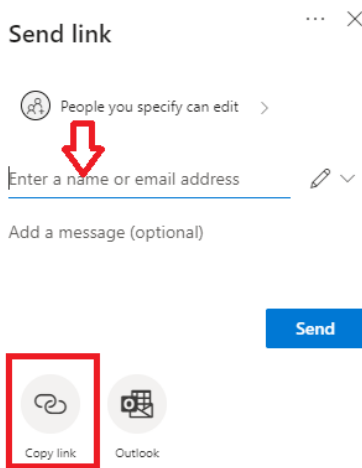
4. The link will be copied to your clipboard and you can send it however you would like.

Option 4

1. Locate the **File or Folder** you want to share.
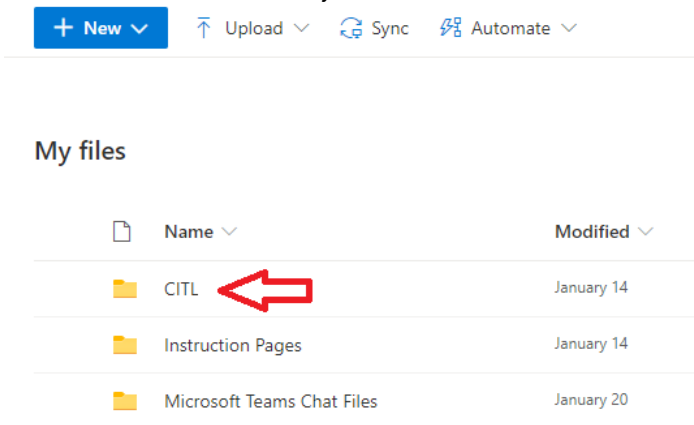
2. Hover the mouse over the file and select the **Show Action** button (three stacked dots).
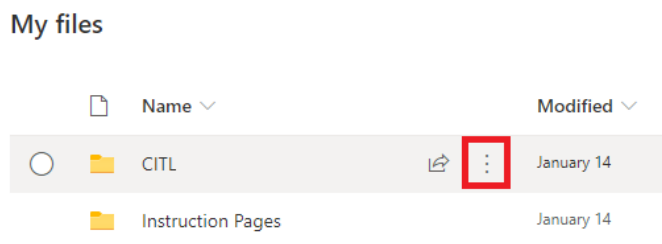
3. Select **Copy link**

Share

Copy link

Manage access

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.

    + New ∨   ↑ Upload ∨   🔄 Sync   🗲 Automate ∨

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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 **Download**

Share

Copy link

Manage access

Download

Delete

Move to

Copy to

Rename

Automate   >

Details

Deleting

1. Locate the **File or Folder** you want to delete.
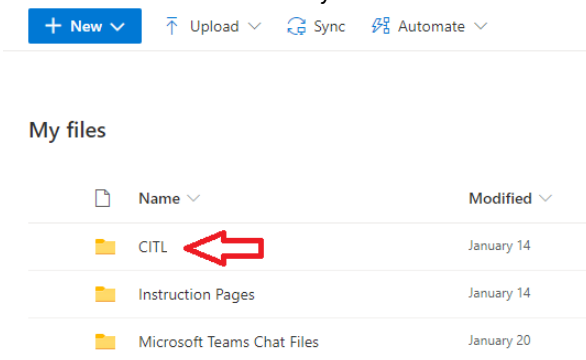
2. Hover the mouse over the file and select the **Show Action** button (three stacked dots).

3. Select **Delete**

Share

Copy link

Manage access

Download

Delete

Move to

Copy to

Rename

Automate   >

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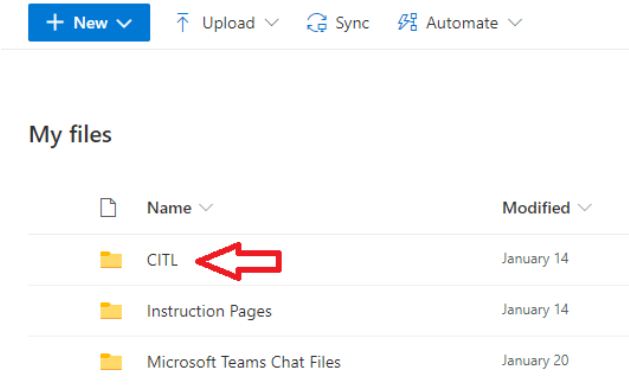
2. Hover the mouse over the file and select the **Show Action** button (three stacked dots).

3. Select **Move to**

Share

Copy link
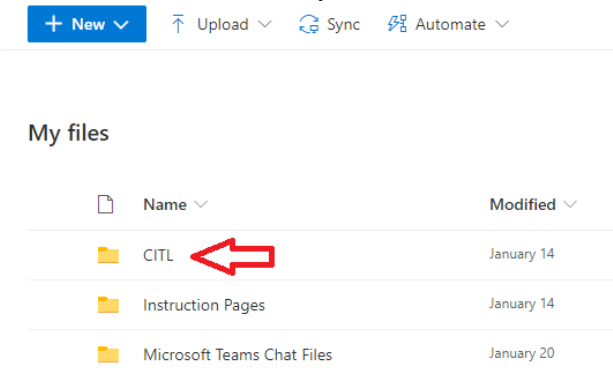
Manage access

Download

Delete

Move to

Copy to

Rename

Automate >

Details

4. Select the **destination**
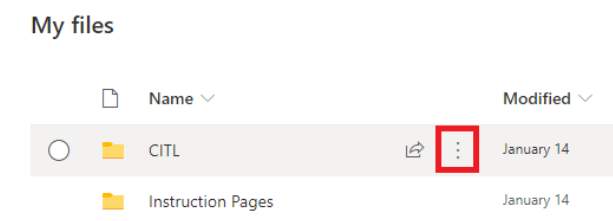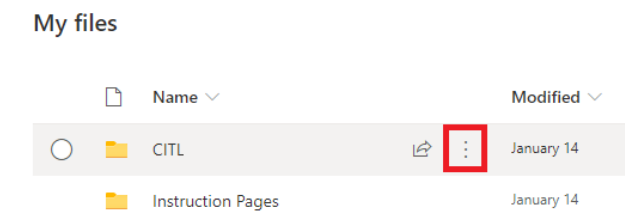
Move 1 item ×

📁 CITL

Places

Choose a destination

☁ Your OneDrive

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

Move 1 item ×

📁 CITL

Places **Your OneDrive**

Choose a destination

📁 CITL

📁 Instruction Pages

📁 Microsoft Teams Chat Files

📁 New folder

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.

OneDrive: Managing Content

My files

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

My files

	Name ∨		Modified ∨
⭕ 📁	CITL	🔗 ⋮	January 14
📁	Instruction Pages		January 14

3. Select **Copy to.**

Share

Copy link

Manage access

Download

Delete

Move to

Copy to

Rename

Automate ＞

Details

4. Select the **destination**
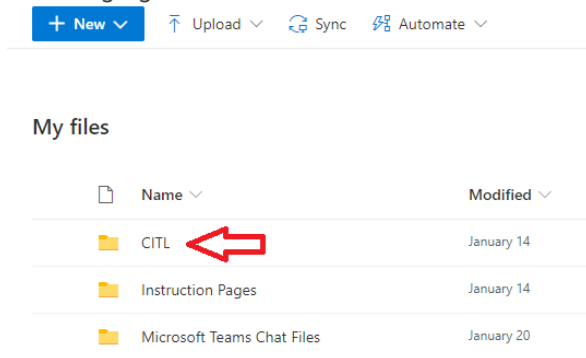
Move 1 item   ✕

📁 CITL

Places

Choose a destination

☁ Your OneDrive
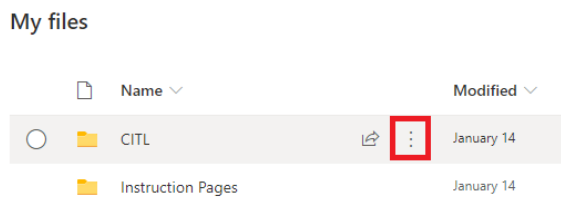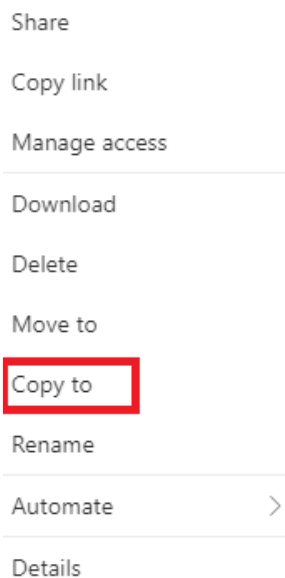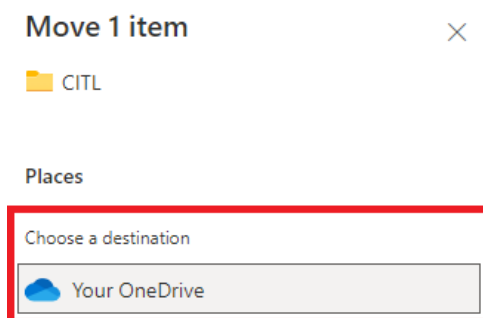
5. Select a **place** within the destination or **create a new folder.** Once in the final destination, select **Copy here.**

Copy 1 item   ✕

📁 CITL

Places **Your OneDrive**

Choose a destination

📁 CITL

📁 Instruction Pages ⬅️

📁 Microsoft Teams Chat Files

📁 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.

➕ New ⌄   ⬆ Upload ⌄   🔄 Sync   📊 Automate ⌄

My files

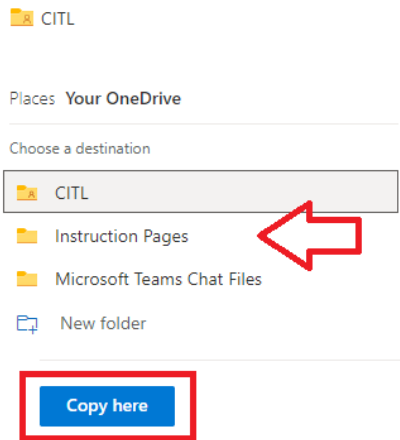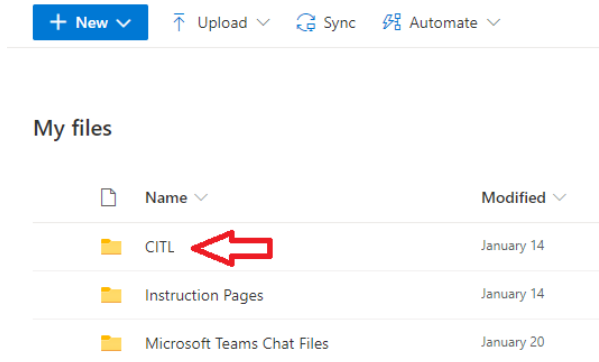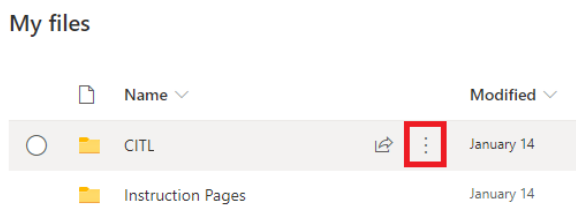| 📄	Name ⌄	Modified ⌄
📁	CITL ⬅️	January 14
📁	Instruction Pages	January 14
📁	Microsoft Teams Chat Files	January 20

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

My files

📄	Name ⌄			Modified ⌄
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📁	Instruction Pages			January 14

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   ✕

CITL

[Rename]   [Cancel]