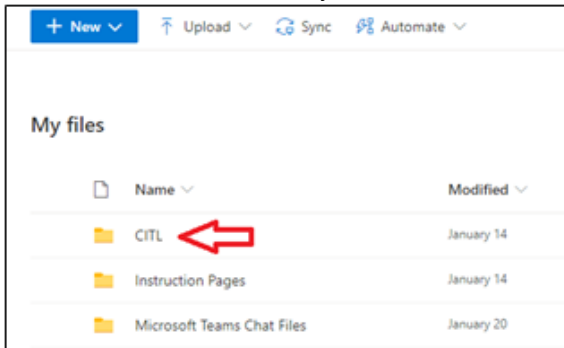# OneDrive: Moving Content

Center for Innovation in Teaching and Learning

This document outlines the steps for how to move files and folders in OneDrive.
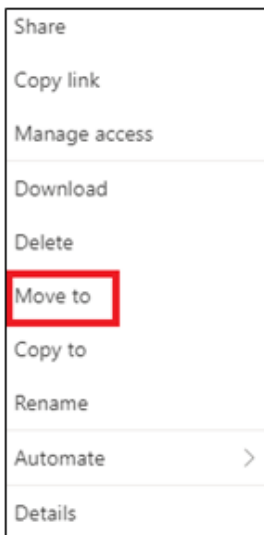
Moving

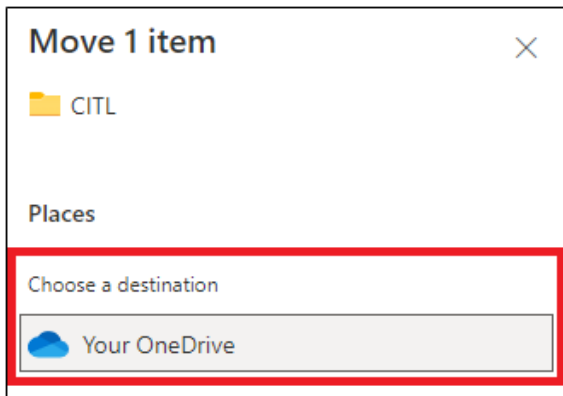1. Locate the **File or Folder** you want to move.

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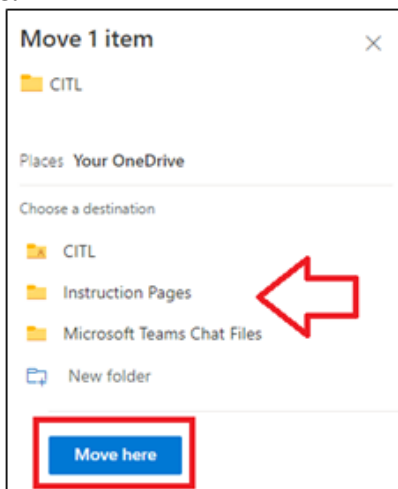

3. Select **Move to**

4. Select the **destination**

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.