



OneDrive Quickstart Guide

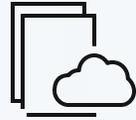
Microsoft OneDrive

Designed for business – access, store, collaborate, and share files from anywhere.



Anywhere access

Access, edit, and share your files wherever you are, across all your devices.



All your files in one place

Quickly access, edit, and organize your files.



Share and collaborate

Work together seamlessly with file sharing and collaboration.



Security

Keep your files backed up, protected, and secure.

Microsoft OneDrive

There are many ways you can access your work or school OneDrive:



Microsoft 365

Step 1: Go to

<https://www.microsoft365.com/>

Step 2: Log in if needed

Step 3: Tap the waffle menu in the upper left

Step 4: Select OneDrive

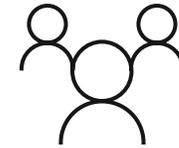


OneDrive.com:

Step 1: Go to

<https://www.onedrive.com>

Step 2: Log in with your work or school credentials



Teams:

Step 1: Open Microsoft Teams

Step 2: Open the Files (or OneDrive) app from the left-hand menu.

OneDrive Home

The OneDrive Home experience lets you easily find and access your files and shared files across Microsoft 365.

For you
These AI-powered file recommendations are designed to surface the right file, at the right time, right at your fingertips.

Add New
Create a new file or folder right from OneDrive Home. You can also upload existing files and folders from your machine.

Shared
View the files that you have shared with team members as well as files that have been shared with you.

Favorites
View files that you've favorited in OneDrive and other Microsoft 365 apps.

People
Filter files by the people working on them.

Meetings
View files that have been shared during past meetings or are attached to invites for upcoming meetings.

Quick Access
Use Quick Access to navigate to SharePoint sites you frequently work out of.

The screenshot shows the OneDrive Home interface. At the top, there's a search bar with the text "Let's find some stuff" and a dropdown menu set to "All files". Below the search bar is a navigation pane on the left with options: "Add New", "Home", "My files", "Shared", "Favorites", "Recycle bin", "Browse by", "People", "Meetings", and "Quick Access". The "Quick Access" section lists "Contoso Product", "Mountain Expansion...", "Kemper Table Team", and "Marketing".

The main content area is divided into two sections. The top section, "For you", features four recommendation cards: "Program Evaluation Report" (with a "Go to comment" button), "Community Service" (with an "Open" button), "Fundraising Plan" (with a "Watch recording" button), and "Budget Breakdown FY23Q2" (with a "Go to task" button). Each card includes a user profile picture and a brief description of the file's activity.

The bottom section, "Recent", has tabs for "All", "Word", "Excel", "PowerPoint", and "PDF". Below the tabs is a table of recent files:

Name	Opened	Owner	Activity
Department Write up Director's Files	24m ago	Carlos Slattery	Carlos Slattery edited this · Wed
Jam Session Recap Design Department	1h ago	Daisy Phillips	You edited this · 43m ago
Jam Session Presentation Design Department	2h ago	Daisy Phillips	Daisy Phillips shared this in a Teams chat · 3h ago
Consumer Report My Files	5h ago	Kat Larson	You shared this file · 3h ago
Budget Breakdown FY23Q2 Marketing Files	Fri at 1:21 PM	David Power	David Power edited this · Fri
Service report 2023 Contractor Services	Fri at 10:35 PM	Robin Counts	Robin Counts replied to your comment · Thur
Kemper State Shareout My Files	Thur at 3:48 PM	Kat Larsson	Johnie McConnell commented · Mon

OneDrive Shared View

The OneDrive Shared view shows all the files that have been shared with you.

- With you**
Access files that have been authored by other team members and shared with you.
- By you**
Access files that you created and shared with other team members.
- Shared by**
See who shared the file.
- Activity**
See who was last in the document and the type of activity that took place— including editing, sharing, and mentions.

The screenshot shows the OneDrive Shared View interface. At the top, there is a search bar with the text "Let's find some stuff" and a dropdown menu set to "All files". Below the search bar are tabs for "With you", "By you", and "All", with "With you" selected. There are also filters for file types: Folder, Word, Excel, PowerPoint, and PDF. A "Filter by name or keyword" search box is on the right. The left sidebar shows navigation options: Home, My files, Shared (selected), Favorites, Recycle bin, Browse by (People, Meetings), and Quick Access (Contoso Product, Mountain Expansion..., Kemper Table Team, Marketing, More places...). The main content area displays a table of shared files:

Name	Date shared ↓	Shared by	Activity
Department Write up Director's Files	1h ago	Carlos Slattery	Carlos Slattery edited this · Wed
Director's Review Daisy Phillips's Files	6h ago	Daisy Phillips	Daisy Phillips edited this · 4m ago
Jam Session Presentation Design Department	Fri at 10:00 AM	Daisy Phillips	You edited this file · 43m ago
Budget Breakdown FY23Q2 Marketing Files	Thur at 11:11 AM	David Power	David Power edited this · Fri
Service report Contractor Services	Thur at 8:45 AM	Robin Counts	Robin Counts replied to your comment · Thur
Contoso Logo Metadata below	Wed at 3:33 PM	Erik Nason	
Design Review Sign Up	Tue at 1:23 PM	Erik Nason	Erik Nason shared this in Teams chat · Tue
Drone Services Contoso Product	Mar 16	Chris Naidoo	Chris Naidoo mentioned you · Thur
Form Design Design Department	Mar 16	Erik Nason	
Market Research Research Series	Mar 16	Johnie McConnell	You edited this · Mar 17
Project Overview Contoso Marketing	Mar 15	Carlos Slattery	Carlos Slattery +1 other edited this · 3h ago
App Readout	Mar 15	Carlos Slattery	Carlos Slattery shared this in Teams chat · Mar 11

OneDrive People View

The OneDrive People view shows the people you work with and helps you find the files you're working on together.

Thumbnails
Get a preview of the files you're collaborating on with colleagues.

Pin
Keep your frequent collaborators at the top of the page with the Pin feature.

File type
See the type of files you're collaborating on with colleagues.

The screenshot displays the OneDrive People view interface. At the top, there is a search bar with the text "Let's find some stuff" and a dropdown menu set to "All files". On the left side, there is a navigation menu with options: "Add New", "Home", "My files", "Shared", "Favorites", "Recycle bin", "Browse by" (with "People" selected), "Meetings", and "Quick Access" (listing "Contoso Product", "Mountain Expansion...", "Kemper Table Team", and "Design Prod"). The main area shows a list of people. The first person is Alan Munger, with 13 items shared. Below his name is a grid of file thumbnails, including "Why storytelling matters", "Sales Analysis", "Granite Mobile User Scenarios & Jobs-To-Be-Done Brains...", "Devices and sustainability", and "Android UI Kit". The second person is Elizabeth Chanthokrachang, with 54 items shared. Below her name is a grid of file thumbnails, including "D+W Design Team Sync", "System icon creation", "Creativity. Fabrikam", "Atomic Weekly All Hands Agenda", and "EMOJI_310_v002_4k_1035". Below the list of people, there are several rows of file thumbnails, each with a small icon and a title, such as "XWC Learning Series", "Screenshot 2023-04-01 at 6.36.30 PM", "Summer retreat team photos", "2023 Budgeting", "Insider Threat One Pager", "Automated process demo reel", "Granite logo color", "Granite Web UI Toolkit", "2023_Lunar_Calendar_Event_Poster_FINAL", "2023 Holidays", "Shopping catalogue - flash feedback", "Shared File Cards Survey Study Plan", "Automated shopping flows - End user st...", "XaTC Research Reports", "Project Management in XaTC - JTBDs Research Report", "Inline Content Experience in XaTC - ...", "Paris Conference Feedback", "People Connections Reporting-Detailed Publication ...", and "Screenshot 2023-01-31 at ...".

OneDrive Meetings View

Easily find meeting recordings as well as files that have been shared in meetings or attached to meeting invites.

- Upcoming meetings**
View files that have been shared or attached to upcoming meetings.
- Shared files**
View and open files that were shared during a meeting or attached to the meeting invite.
- People**
See who was invited to the meeting.
- Meeting recordings**
View your meeting recordings from past meetings.
- Past meetings**
View files shared during meetings that have already passed.

The screenshot displays the OneDrive Meetings View interface. At the top, there is a search bar with the text "Let's find some stuff" and a filter dropdown set to "All files". On the left side, there is a navigation pane with a "Home" button, a list of folders (Home, My files, Shared, Favorites, Recycle bin), a "Browse by" section (People, Meetings), and a "Quick Access" section (Contoso Product, Mountain Expansion..., Kemper Table Team, Design Prod). The main content area is divided into two sections: "Upcoming meetings" and "Past meetings".

Upcoming meetings:

- AI Solutions and Experience - Sync**: Starting in 25m, 2:35 PM, 2 items shared. Organized by Robin Counts. Associated files: Project Overview (46m ago), Teams_call_background_i..., AI Solutions and Experiences (Yesterday).
- UX Research Readout: Granite Mobile Shopping and Checkout Flows**: Starting in 1h 30m, 3:30 PM, 2 items shared. Organized by Wanda Howard. Associated files: [Research Report] Graniti..., Granite Mobile Shoppin...
- Experience review: Shopping catalogue**: 11:00 AM, Tomorrow, 4 items shared. Organized by Wanda Howard. Associated files: D+W Experience Review Participant Guide, Shopping catalogue: experience review task list (Yesterday).

Past meetings:

- Little acts of inclusion - Ideas and tools for everyone to contribute on the day-to-day to a great environm...**: Ended 2h ago, 11:00 AM, 4 items shared. Organized by Mona Kane. Associated files: Recording, Inclusive Design, Inclusion: Ideas and tool..., Diverse and Inclusive - H...

OneDrive in Teams

Access OneDrive directly from Microsoft Teams.

OneDrive
Select the OneDrive icon to access your files in Microsoft Teams.

The screenshot shows the Microsoft Teams interface with the OneDrive sidebar on the left. The sidebar includes sections for 'Add new', 'Home', 'My files', 'Shared', 'Favorites', 'Recycle bin', 'Browse by' (People, Meetings), and 'Quick Access' (Contoso Product, Mountain Expansion Dream..., Kemper Table Team, Marketing). The main content area is titled 'For you' and displays four cards: 'Program Evaluation Report' (mentioned by Carlos Slattery), 'Community Service' (edited by Robin Counts), 'Fundraising Plan' (recorded by Chris Naidoo), and 'Budget Breakdown FY23Q2' (assigned to David Power). Below these is a 'Recent' section with a filter for file types (Word, Excel, PowerPoint, PDF) and a table of recent files.

Name	Opened	Owner	Activity
Department Write up Director's Files	24m ago	Carlos Slattery	Carlos Slattery edited this · Wed
Jam Session Recap Design Department	1h ago	Daisy Phillips	You edited this · 43m ago
Jam Session Presentation Design Department	2h ago	Daisy Phillips	Daisy Phillips shared this in a Teams chat · 3h ago
Consumer Report My Files	5h ago	Kat Larson	You shared this file · 3h ago
Budget Breakdown FY23Q2 Marketing Files	Fri at 1:21 PM	David Power	David Power edited this · Fri
Service report 2023 Contractor Services	★ Fri at 10:35 PM	Robin Counts	Robin Counts replied to your comment · Thur
Kempler State Shareout My Files	Thur at 3:48 PM	Kat Larsson	Johnie McConnell commented · Mon
Project Overview	Tue at 9:02 AM	Carlos Slattery	Carlos Slattery + 1 other edited this · 2h ago

Favorites

Mark your important files as favorites to find them easily in OneDrive and across Microsoft 365.

Favorited

You can favorite files across Microsoft 365 and find them all here.

Modified

See when a file was last modified.

Activity

See who was last in the document and the type of activity that took place – including editing, sharing, and mentions.

The screenshot shows the OneDrive interface with the Favorites section selected. The left sidebar includes navigation options like Home, My files, Shared, Favorites, Recycle bin, Browse by, and Quick Access. The main content area displays a table of favorited files.

Name	Favorited	Modified	Activity
Granite Mobile Shopping and Checkout Flows... Lydia Bauer's Files	★ Just now	1h ago	📧 Lydia Bauer shared this · Yesterday at 3:14 PM
Service report Contractor Services	★ 3h ago	Fri at 10:35 PM	↩️ Robin Counts replied to your comment · Thur
New Team Onboarding David Power's Files	★ Mar 14	Fri	✍️ David Power edited this · Fri
Form Design Design Department	★ Mar 13	Mar 13	
Brain Dump My Files	★ Mar 5	Mar 9	✍️ You edited this · Mar 9
Team Photo 2022 Carlos Slattery's Files	★ Aug 24, 2022	Aug 24, 2022	💬 You commented · Aug 24, 2022

Search and filter

Search for your files by keyword or filter by file type, people or file name.

Search
In the search window, type a file name, a person's name, or a keyword within your content to find your files.

Keywords
Use keywords that are in the file name to search and filter the files you're reviewing. In this example, we filtered by "service reports".

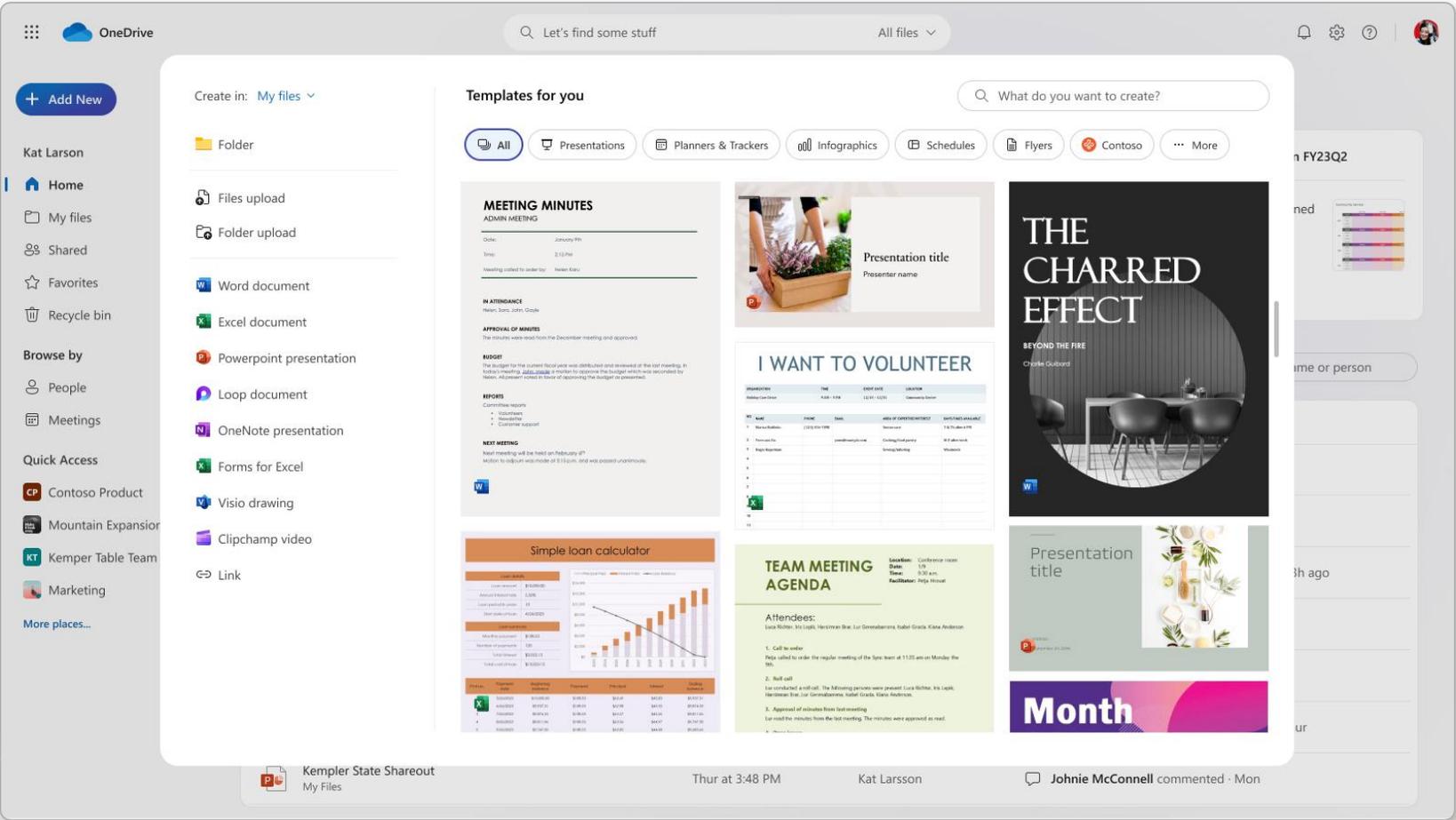
Filter by file type
Filter the files you're reviewing by the file type. In this example, we've filtered to see only PDFs.

The screenshot shows the OneDrive interface with a search bar at the top containing the text "Let's find some stuff". Below the search bar, there are several activity cards for "For you", including "Program Evaluation Report", "Community Service", "Fundraising Plan", and "Budget Breakdown FY23Q2". A search filter "Service Report|" is applied to the "Recent" view, which is currently filtered to show only PDF files. The "Recent" view shows a list of PDF files with columns for Name, Opened, Owner, and Activity.

Name	Opened	Owner	Activity
Volunteer Service Report for Q1 2023 My Files	Mar 6	Kat Larsson	You shared this in a Teams chat · Mar 6
Educational Service Report for Underserved... Chris Naidoo's Files	Feb 28	Chris Naidoo	Chris Naidoo shared this with you · Feb 20
Food Bank Service Report Chris Naidoo's Files	Feb 27	Chris Naidoo	Chris Naidoo shared this with you · Feb 20
Healthcare Service Report Contoso	Feb 27	Erik Nason	Erik Nason commented · Mar 16

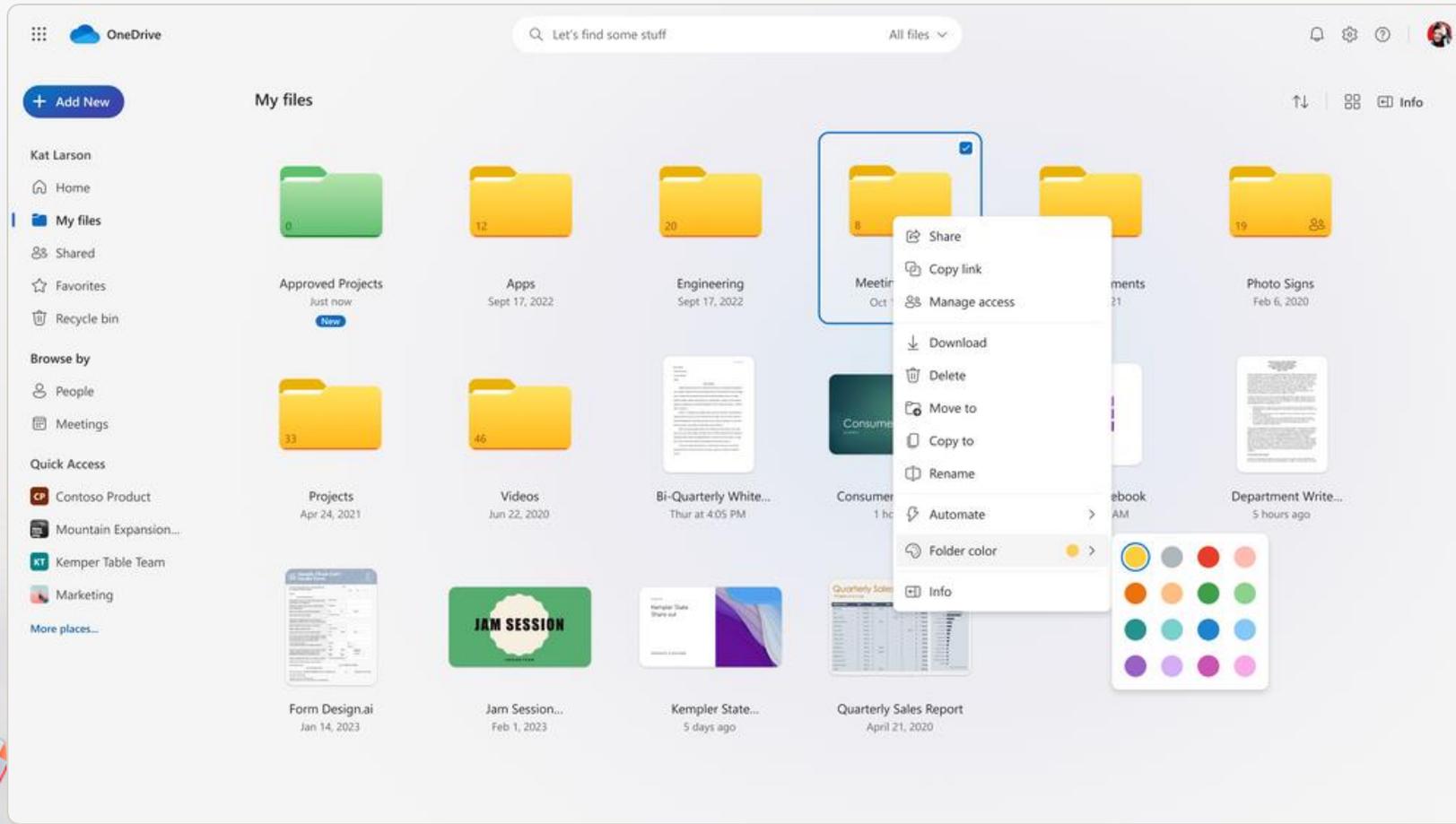
Create

Use the "Add new" button to create blank documents or to select from rich templates.



Folder colors

Personalize your folders with colors to help you stay organized.



Share files

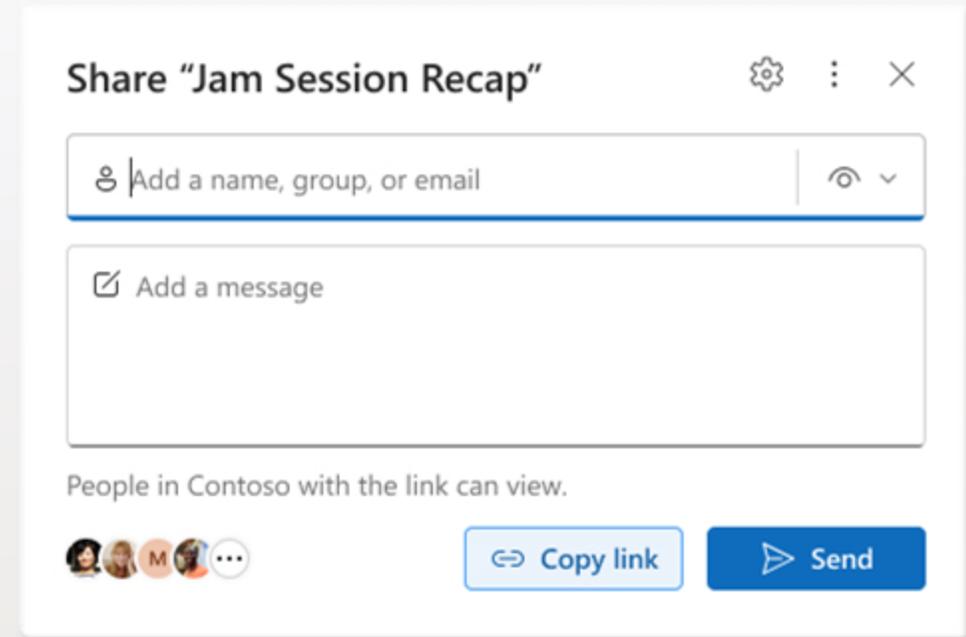
Share files

The files and folders you store in OneDrive are private until you decide to share them. When sharing, you can grant Edit or View permissions.

You can share files from OneDrive by selecting a file and then selecting Share. You can also share files directly in Word, Excel, PowerPoint, and other Microsoft 365 apps.

Copy link

You can also share a file by copying the link and pasting it in email, chat, or document. In OneDrive, select a file and then select Copy link.

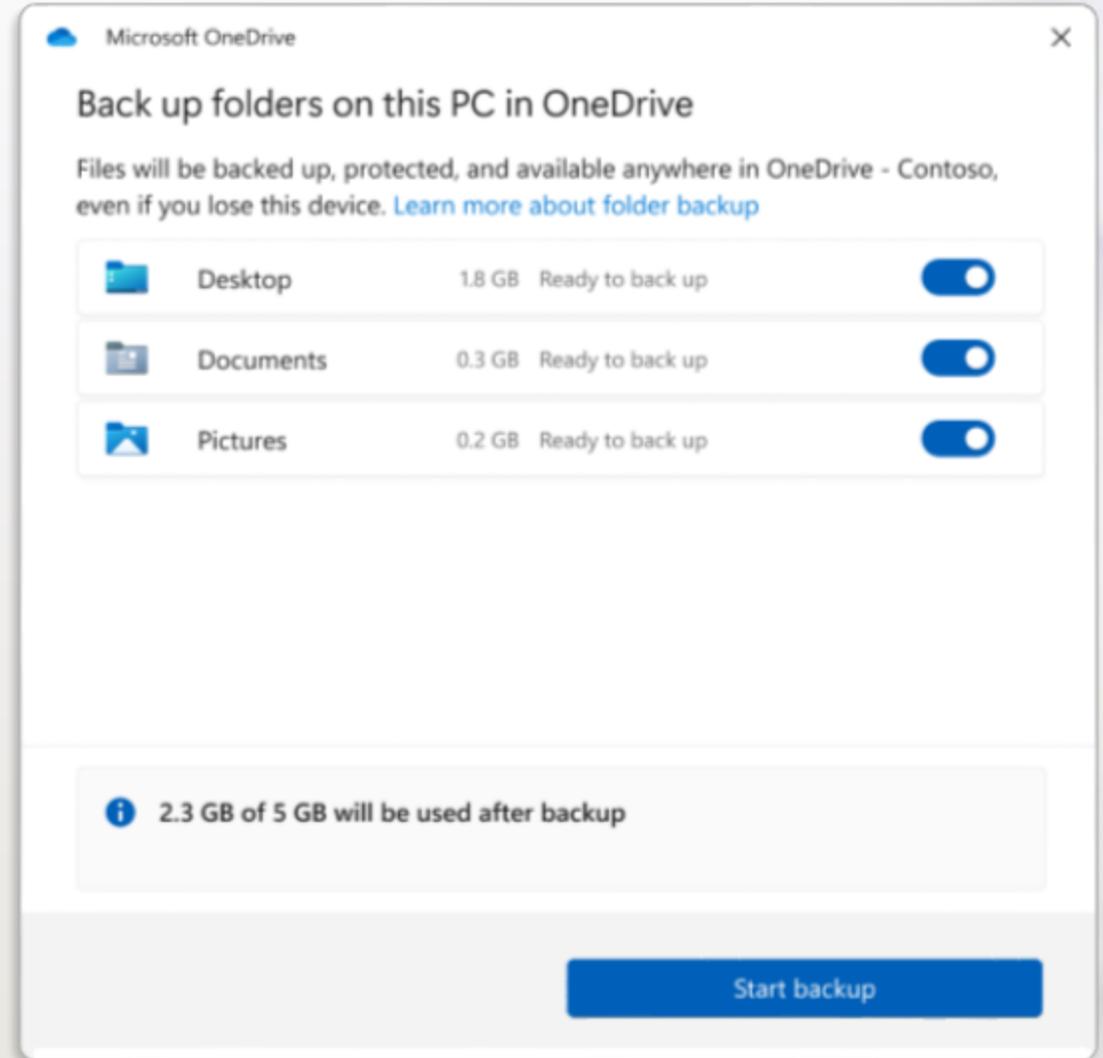


PC folder backup

PC folder backup

Use PC folder backup to sync your desktop, documents, and pictures folder to OneDrive. Once synced, they are backed up and you can access them anywhere from any device.

[Learn more >](#)



The screenshot shows the Microsoft OneDrive application window for PC folder backup. The window title is "Microsoft OneDrive" and it has a close button in the top right corner. The main heading is "Back up folders on this PC in OneDrive". Below this, a message states: "Files will be backed up, protected, and available anywhere in OneDrive - Contoso, even if you lose this device. [Learn more about folder backup](#)".

	Desktop	1.8 GB	Ready to back up	<input checked="" type="checkbox"/>
	Documents	0.3 GB	Ready to back up	<input checked="" type="checkbox"/>
	Pictures	0.2 GB	Ready to back up	<input checked="" type="checkbox"/>

At the bottom of the window, there is an information box with an 'i' icon: "2.3 GB of 5 GB will be used after backup". A blue "Start backup" button is located at the bottom right of the window.

Next steps with OneDrive

Get tips and advice

Be a part of the conversation and stay up to date on OneDrive capabilities by visiting the [Microsoft OneDrive Blog](#)

