

Overview

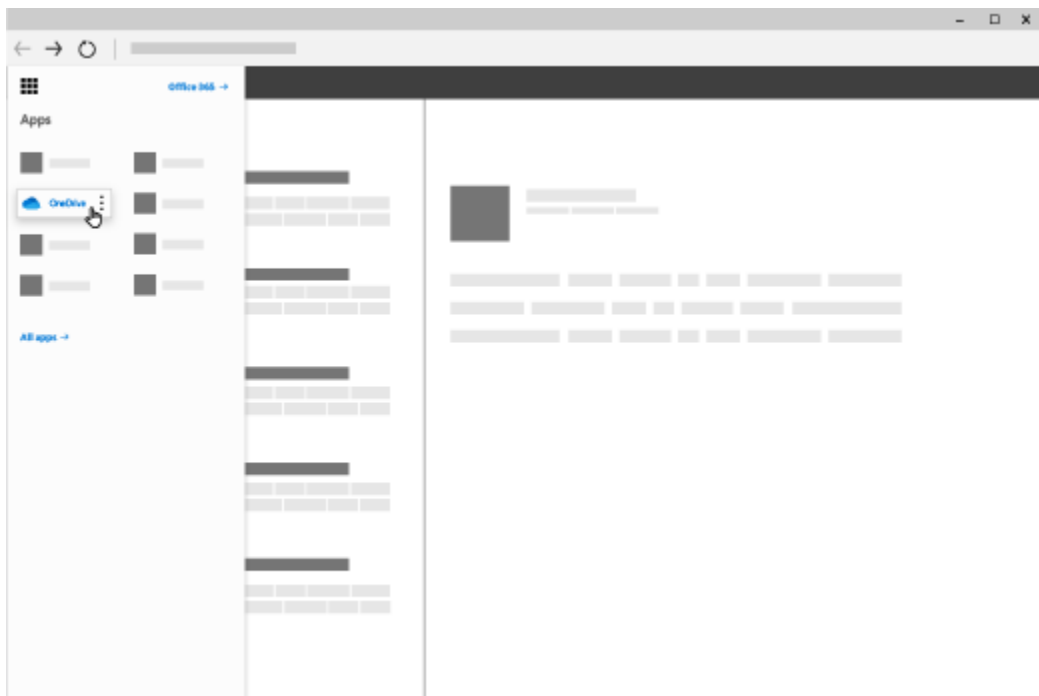
Sign in to office.com and select OneDrive to:

- Access and edit your files from all your devices.
- Share inside or outside your organization.
- Work together in real-time on Office documents.
- Quickly find the files that matter to you.
- Keep your files protected and backed up.

Quick Start

Upload files and folders

1. Sign in to office.com and select **OneDrive**.
2. Right-click a file, and select a command.



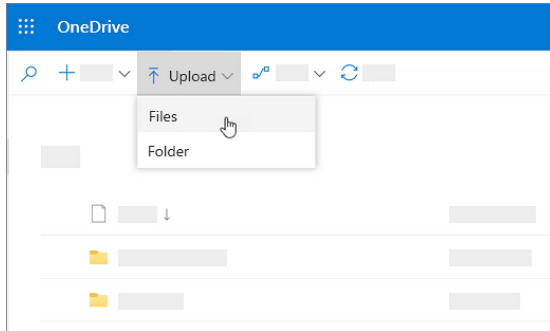
You can store over 300 types of files on OneDrive. With Microsoft Edge or Google Chrome:

1. Select **Upload > Files** or **Upload > Folder**.
2. Select the files or folder you want to upload.

3. Select **Open** or **Select Folder**.

With other browsers:

- Select **Upload**, select the files you want to upload, and select **Open**.
- If you don't see **Upload > Folder**, create a folder, and then upload the files to that folder.



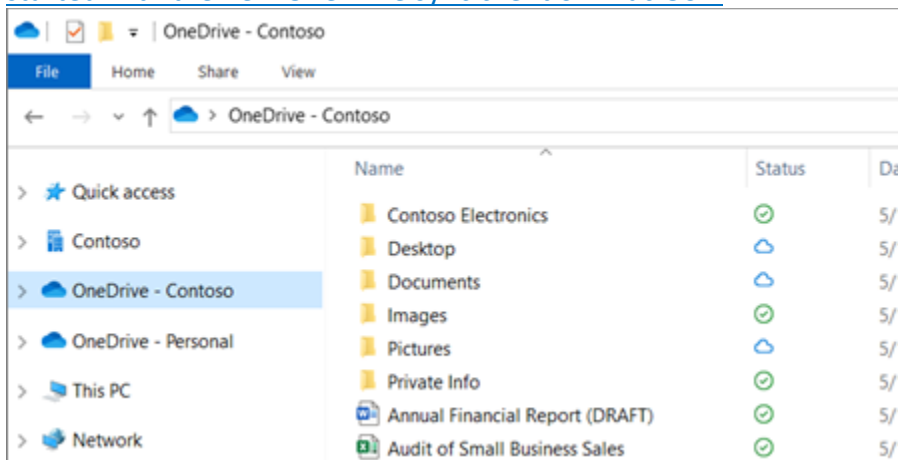
Use OneDrive on your desktop

If you use Windows 10, OneDrive may have already asked you to sign in to sync your files.

- In File Explorer, select:

OneDrive – [your company].

If OneDrive isn't setup, see [Get started with the new OneDrive sync client in Windows](#) or [Get started with the new OneDrive sync client on Mac OS X](#).



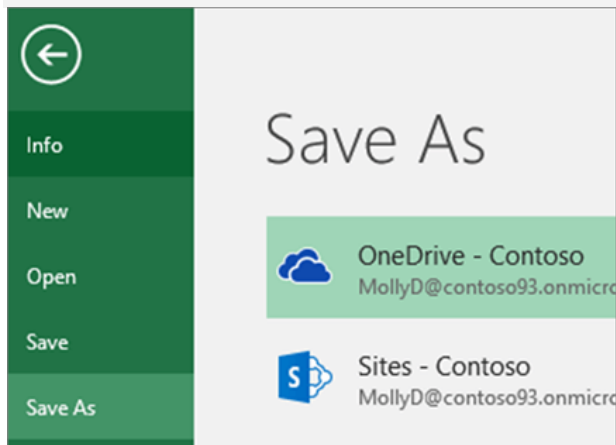
Save and open files in your Office apps

- Select **File > Save As > OneDrive - [company name]** to save a work file to OneDrive.

Save personal files to **OneDrive - Personal**.

- Select **File > Open** and then select **OneDrive**, to open a file saved to OneDrive.

Note: Requires Office 365, 2019, or 2016.



Upload Files

Upload files to OneDrive so you can get to them from anywhere, on almost any device.

Upload files

1. Select Upload.

Note: In Google Chrome or Microsoft Edge, select Upload > Files.

2. Select the file or files you want to upload.
3. Select Open.

Note: You can also upload files by opening File Explorer, selecting the files you want to upload, and dragging them to OneDrive for Business.

Upload folders in Microsoft Edge or Google Chrome

1. Select Upload > Folder.
2. Select the folder.
3. Select Upload.

Upload folders in other browsers

1. Select New > Folder to create a folder.
2. From the folder you want to upload, select the files.
3. Drag and drop the files into the new folder you created in OneDrive.

Share Files and Folders

Upload files to OneDrive for Business so you can get to them from anywhere, on almost any device.

Upload files

1. Select Upload.

Note: In Google Chrome or Microsoft Edge, select Upload > Files.

2. Select the file or files you want to upload.
3. Select Open.

Note: You can also upload files by opening File Explorer, selecting the files you want to upload, and dragging them to OneDrive for Business.

Upload folders in Microsoft Edge or Google Chrome

1. Select Upload > Folder.
2. Select the folder.
3. Select Upload.

Upload folders in other browsers

1. Select New > Folder to create a folder.
2. From the folder you want to upload, select the files.
3. Drag and drop the files into the new folder you created in OneDrive.