



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

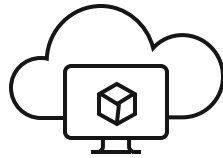
Step 1: Go to

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

Step 2: Log in if needed

Step 3: Tap the waffle menu in the upper left

Step 4: Select OneDrive

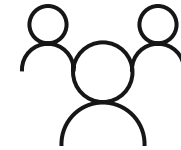


OneDrive.com:

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", "Kat Larson", "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 "For you" section features four recommendation cards: "Program Evaluation Report" (with a "Go to comment" button), "Community Service" (with a "Open" button), "Fundraising Plan" (with a "Watch recording" button), and "Budget Breakdown FY23Q2" (with a "Go to task" button). Each card includes a profile picture and a brief description of the file's activity.

The "Recent" section has a filter bar with "All", "Word", "Excel", "PowerPoint", and "PDF" options. Below the filter 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" input field is on the right. The left sidebar shows the user "Kat Larson" and navigation options: Home, My files, Shared (selected), Favorites, and Recycle bin. Under "Browse by", there are options for People and Meetings. The "Quick Access" section lists folders like "Contoso Product", "Mountain Expansion...", "Kemper Table Team", and "Marketing". The main content area is 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.

OneDrive

Let's find some stuff

All files

Filter by name or keyword

People

Kat Larson

- Home
- My files
- Shared
- Favorites
- Recycle bin

Browse by

- People
- Meetings

Quick Access

- Contoso Product
- Mountain Expansion...
- Kemper Table Team
- Design Prod
- More places...

Alan Munger (13 items shared)

- [WORKSHOP] The impor...
- Influenced Sales Analysis...
- Granite Mobile User Sce...
- Devices and sustainability
- Granite Android UI Kit

Elizabeth Chanthokrachang (54 items shared)

- D+W Design Team Sync
- Silk system icon creation
- Fabrikam 2023 HR Princ...
- Atomic Weekly All Hand...
- EMOJI_310_v002_4k_1035

Robin Counts

- XWC Learning Series
- Screenshot 2023-04-01 at 6.36.30 PM
- Summer retreat team photos
- +58

Joshua Vanburen

- 2023 Budgeting
- Insider Threat One Pager
- Automated process demo reel
- Granite logo color
- +18

Mona Kane

- Granite Web UI Toolkit
- 2023_Lunar_Calendar_Event_Poster_FINAL
- 2023 Holidays

Wanda Howard

- Shopping catalogue - flash feedback
- Shared File Cards Survey Study Plan
- Automated shopping flows - End user st...

Lydia Price

- XaTC Research Reports
- Project Management in XaTC - JTBDs Research Report
- Inline Content Experience in XaTC - ...

Mauricio August (External)

- Paris Conference Feedback
- People Connections Reporting-Detailed Publication ...
- Screenshot 2023-01-31 at ...
- +5

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 dropdown menu set to "All files". On the left side, there is a navigation pane with a "Home" button and a list of folders: "Home", "My files", "Shared", "Favorites", and "Recycle bin". Below this is a "Browse by" section with "People" and "Meetings" options. A "Quick Access" section lists "Contoso Product", "Mountain Expansion...", "Kemper Table Team", and "Design Prod", with a "More places..." link at the bottom.

The main content area is divided into two sections: "Upcoming meetings" and "Past meetings".

Upcoming meetings:

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

Blue dashed arrows point from the explanatory text boxes on the left to the corresponding sections in the interface: "Upcoming meetings" to the top meeting card, "Shared files" to the file thumbnails, "People" to the "Organized by" text, "Meeting recordings" to the "Recording" file thumbnail, and "Past meetings" to the bottom meeting card.

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 section active. The left sidebar contains navigation options: Activity, Chat, Teams, Calendar, Calls, OneDrive (highlighted with a blue arrow), and Apps. The main content area is divided into 'For you' and 'Recent' sections.

For you

- Program Evaluation Report**: Carlos Slattery mentioned you 27m ago. [Go to comment](#)
- Community Service**: Robin Counts +4 others edited this 2h ago. [Open](#)
- Fundraising Plan**: Chris Naidoo recorded a meeting Friday. [Watch recording](#)
- Budget Breakdown FY23Q2**: David Power assigned you a task Thursday. [Go to task](#)

Recent (Filter by file name or person)

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.

OneDrive

Let's find some stuff All files

+ Add New

For you

Kat Larson

Home

My files

Shared

Favorites

Recycle bin

Browse by

People

Meetings

Quick Access

Contoso Product

Mountain Expansion...

Kemper Table Team

Marketing

More places...

Program Evaluation Report

Community Service

Fundraising Plan

Budget Breakdown FY23Q2

Carlos Slattery mentioned you 27m ago

Go to comment

Robin Counts +4 others edited this 2h ago

Open

Chris Naidoo recorded a meeting Friday

Watch recording

David Power assigned you a task Thursday

Go to task

Recent All Word Excel PowerPoint PDF

Service Report

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.

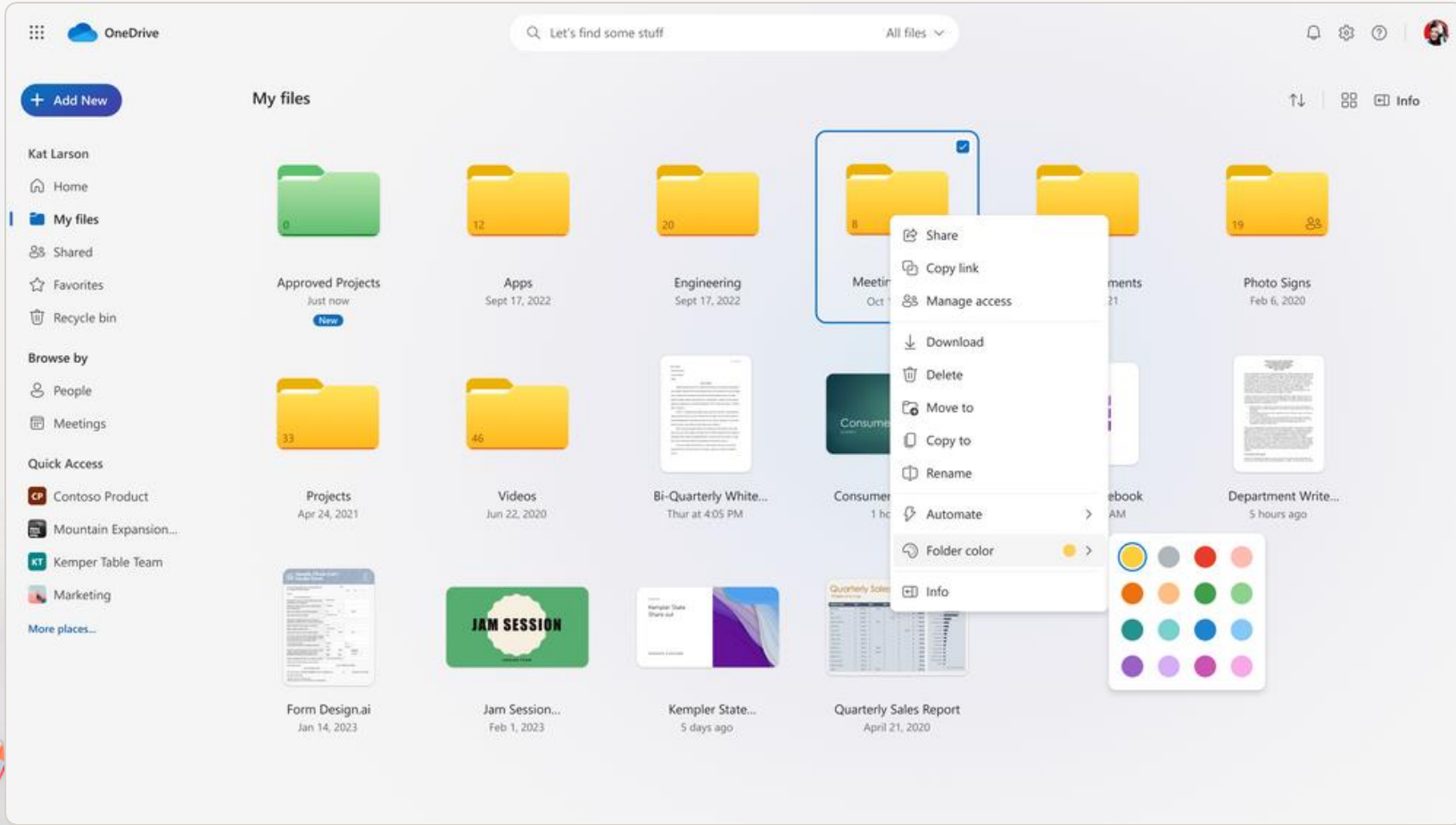
The screenshot shows the OneDrive 'Add New' dialog box. On the left, there is a sidebar with navigation options: 'Add New', 'Home', 'My files', 'Shared', 'Favorites', 'Recycle bin', 'Browse by', 'People', 'Meetings', 'Quick Access', and 'More places...'. The main area is titled 'Create in: My files' and features a search bar 'Let's find some stuff' and a dropdown 'All files'. Below this, there are tabs for 'All', 'Presentations', 'Planners & Trackers', 'Infographics', 'Schedules', 'Flyers', 'Contoso', and 'More'. A search input 'What do you want to create?' is also present. The templates are arranged in a grid:

- MEETING MINUTES ADMIN MEETING**: A document template with fields for Date, Time, and Meeting location, and sections for Attendance, Approval of Minutes, Budget, Reports, and Next Meeting.
- Presentation title**: A presentation template with a placeholder for a presenter name.
- THE CHARRED EFFECT**: A flyer template with the text 'BEYOND THE FIRE' and 'Charlie Culford'.
- I WANT TO VOLUNTEER**: A spreadsheet template with columns for Name, Email, and Address, and a table for volunteer preferences.
- Simple loan calculator**: A spreadsheet template with a bar chart and a table of loan data.
- TEAM MEETING AGENDA**: A document template with a list of attendees and a numbered agenda.
- Presentation title**: Another presentation template with a decorative background.
- Month**: A flyer template with a large 'Month' text and a decorative background.

At the bottom of the dialog, there is a status bar showing 'Kempfer State Shareout My Files', 'Thur at 3:48 PM', 'Kat Larsson', and 'Johnie McConnell commented - Mon'.

Folder colors

Personalize your folders with colors to help you stay organized.



Share files

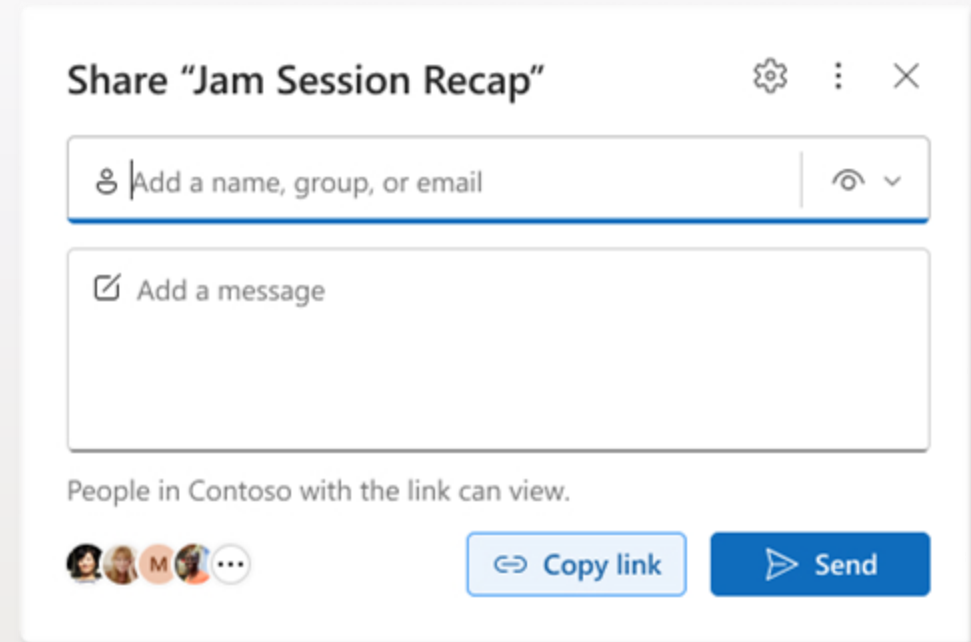
Share files

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.



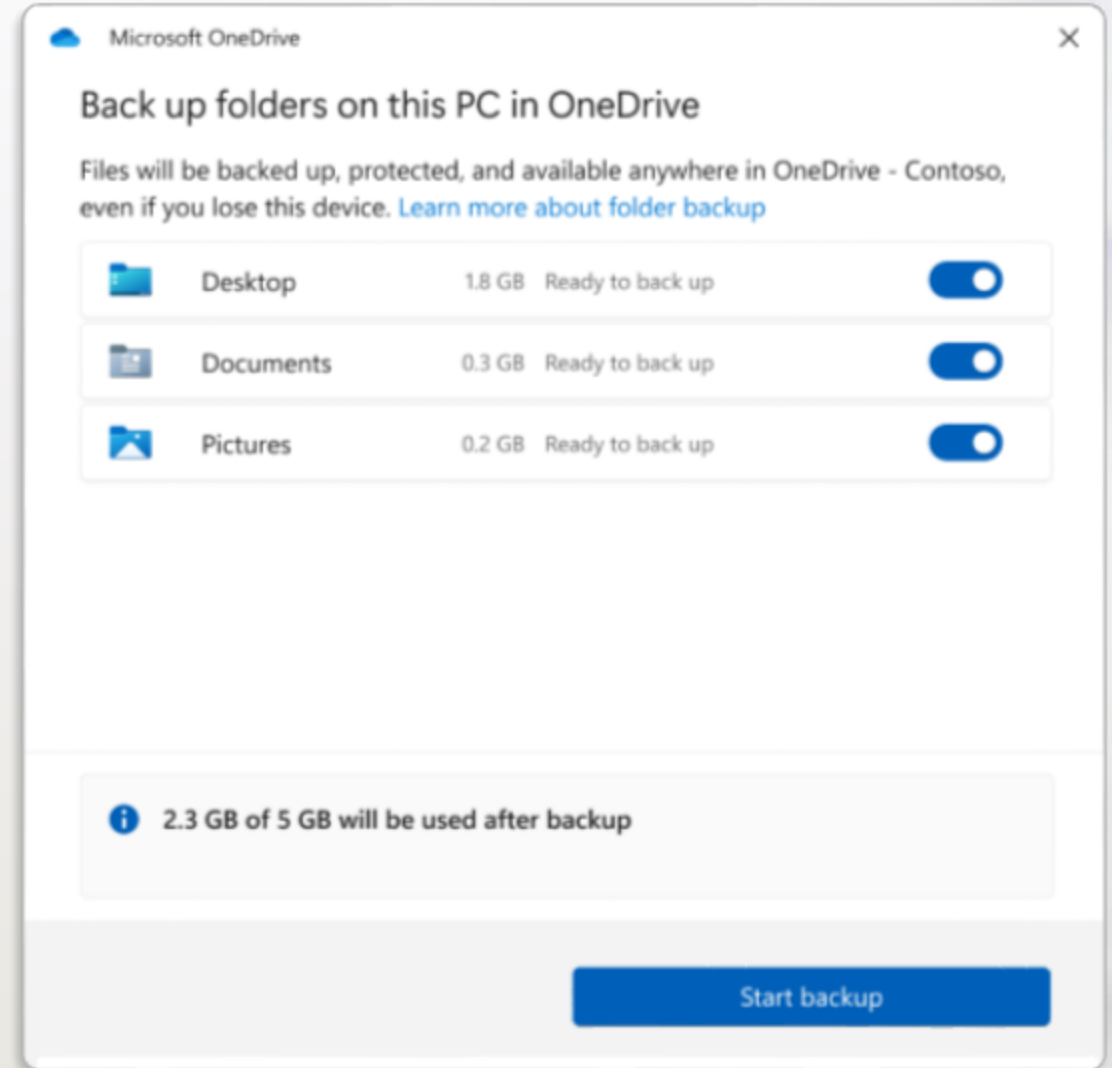
The screenshot shows a sharing dialog box titled "Share 'Jam Session Recap'". At the top right, there are icons for settings, a vertical ellipsis, and a close button. Below the title is a text input field with a person icon on the left and a visibility icon on the right, containing the placeholder text "Add a name, group, or email". Underneath is a larger text area with a checkmark icon and the placeholder text "Add a message". Below the message area, it says "People in Contoso with the link can view." followed by a row of four profile icons (one with the letter 'M') and a more options icon. At the bottom right, there are two buttons: "Copy link" with a link icon and "Send" with a play icon.

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](#)

