

Center for Teaching and Learning

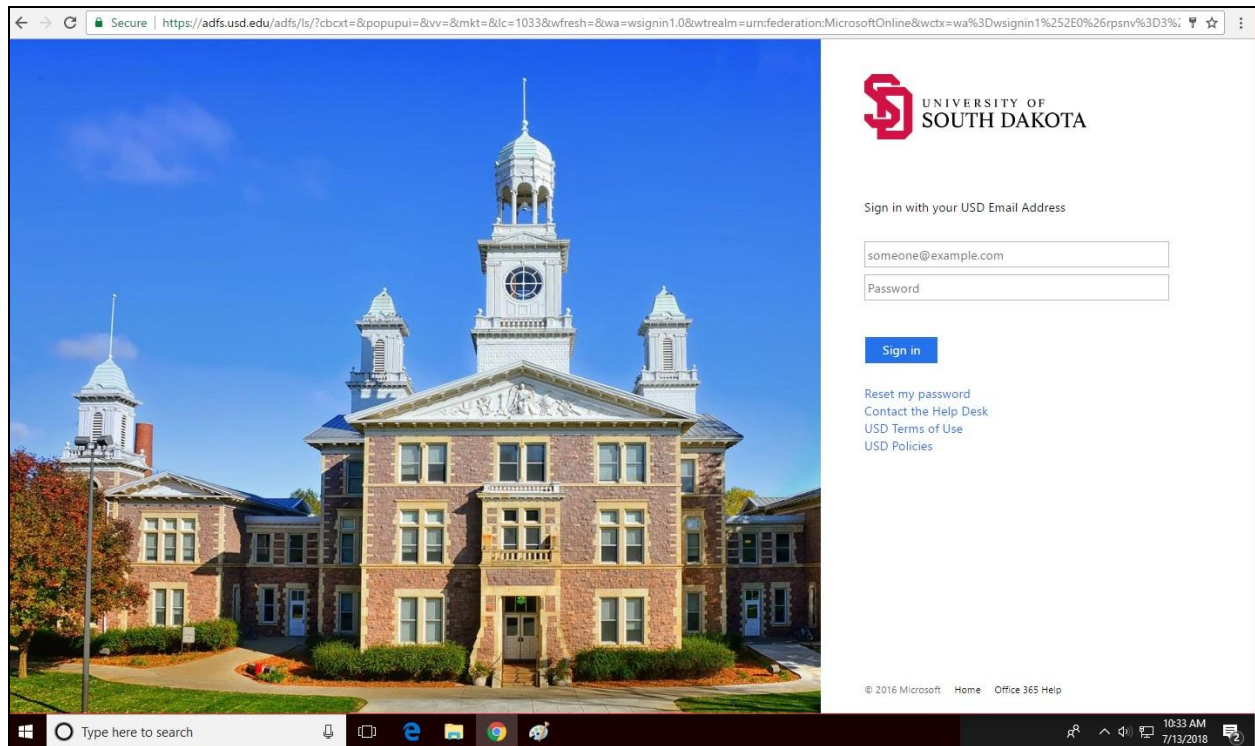
Microsoft OneDrive

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Accessing OneDrive

To access your OneDrive, go to the [Microsoft OneDrive website](#), click the [Sign-in button](#), and sign-in with your USD login information. Select the work or school account option if prompted. If it is your first time logging in to your OneDrive account, you may have to setup your account.



Navigating in OneDrive

Towards the top of your OneDrive, there is a search bar to search for your different files by typing the name of your file where it says “Search.”

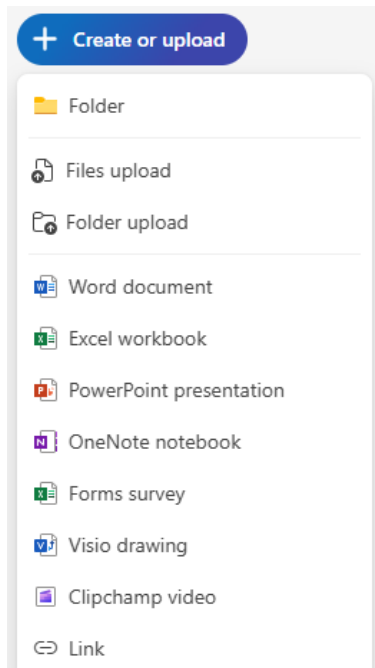
Under your name and **“Home”**, **“My Files”** is the place where all of your files are located as well as folders you create.

“Recent” is all of your recent files you have uploaded to your OneDrive.

“Shared” is the location of files that other OneDrive users have shared with you.

“Recycle bin” is the place where files go once you delete them.

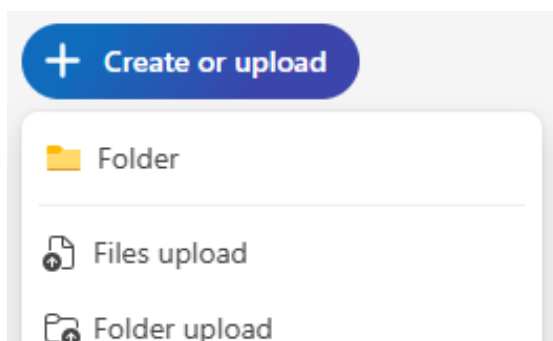
Creating a New Document



Go to (+ Create or upload) located near the top left of the screen and click to choose your desired document.

Work on the document as you typically would in Microsoft Word or your desired program. OneDrive will automatically save your document to your OneDrive home screen. To access your home screen, click your name as it appears in white, in the top left of the web page. Once you return to your home screen your document will display under the files section. Also, if the document is shared, you can collaboratively work on your Microsoft Office related file (how to share a file will be instructed later in this tutorial).

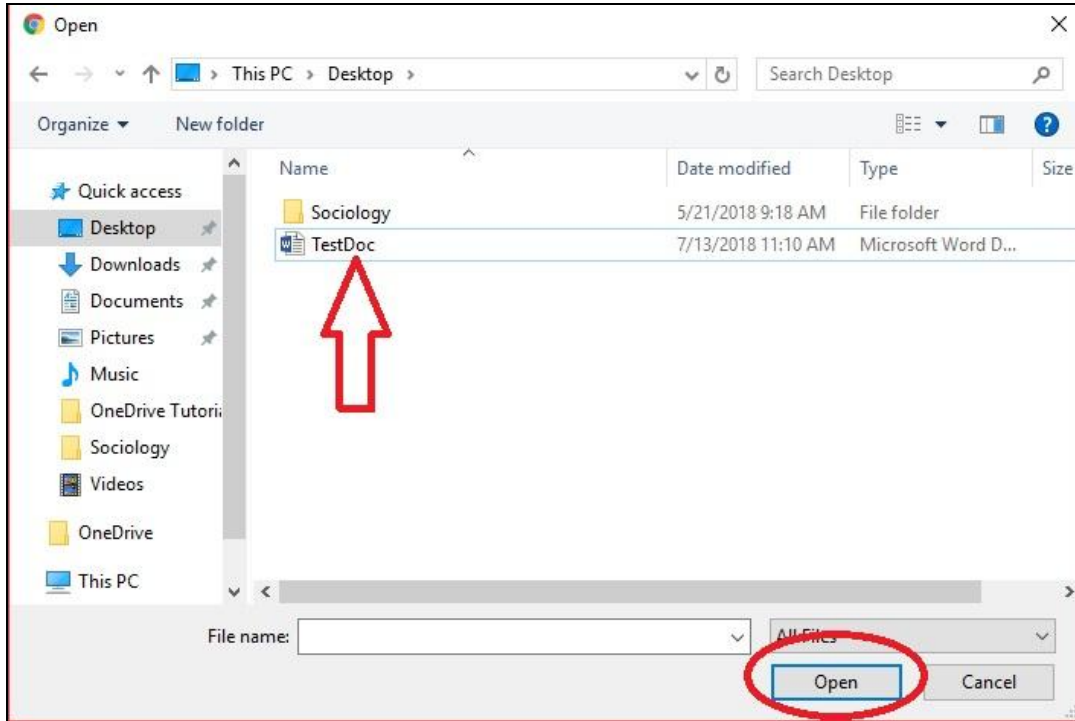
Uploading Files to OneDrive



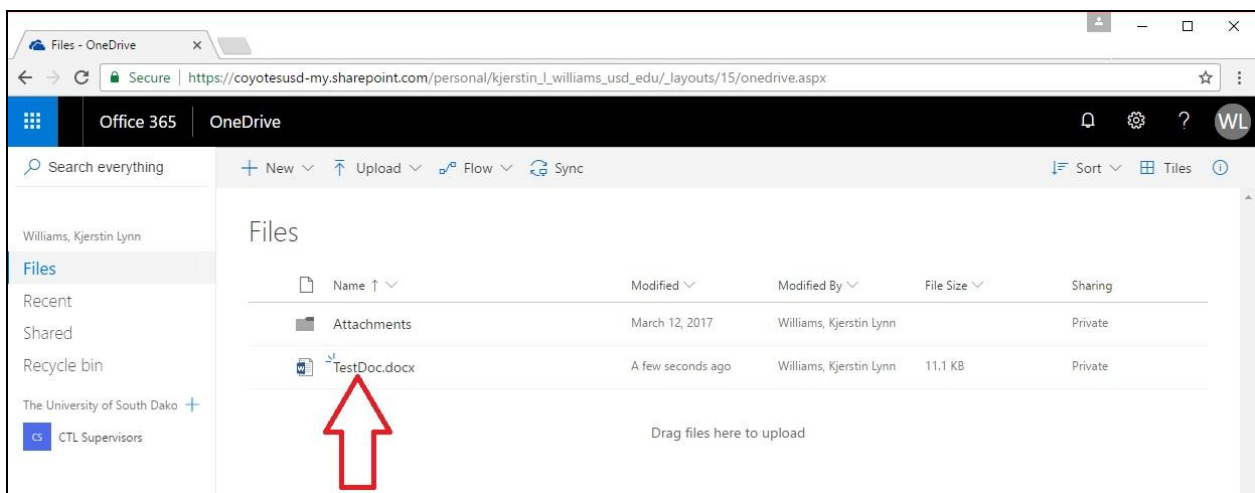
Uploading any file type or folder can be done by simply clicking **Files upload** or **Folder upload** after selecting (+ Add New).

Once you click “Files upload” or “Folder Upload,” locate the file you want to upload, select the file, and then click **Open**.

Note: Keep an eye on the file size, because *PowerPoint Online* won’t insert large media files. For embedded media, the size limit can be from 50-100MB, and for .WAV files the limit is 100KB.



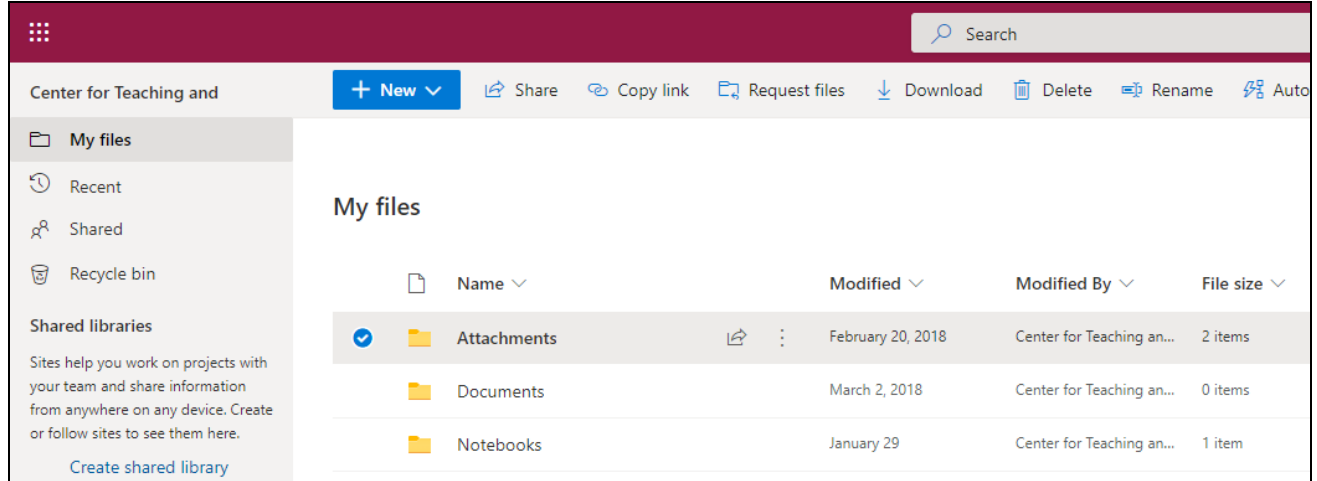
When you click “Open,” your file will then appear in your OneDrive in the Files page as seen below.



Managing Your Files

Once you click to the left of your file, as seen below, a checkmark will appear to the left of the file

name. Once this happens, a new list of capabilities is displayed on the command bar.



Open a File

To **open** a file click **“Open”** on the command bar and then from the drop down menu click on **“Open in browser”** or **“Open in app.”** If you do not have Microsoft Office installed on your computer, only **“Open in browser”** will allow you to open a Word document as well as other Microsoft Office files.

Rename a File

To **rename** a file, click on **“Rename”** in the command bar. A popup window will appear and then you can rename your file and save the renamed file.

Delete a File

In order to **delete** a file, your file has to be selected. Next, click **“Delete”** on the command bar and confirm that you want to delete your file.

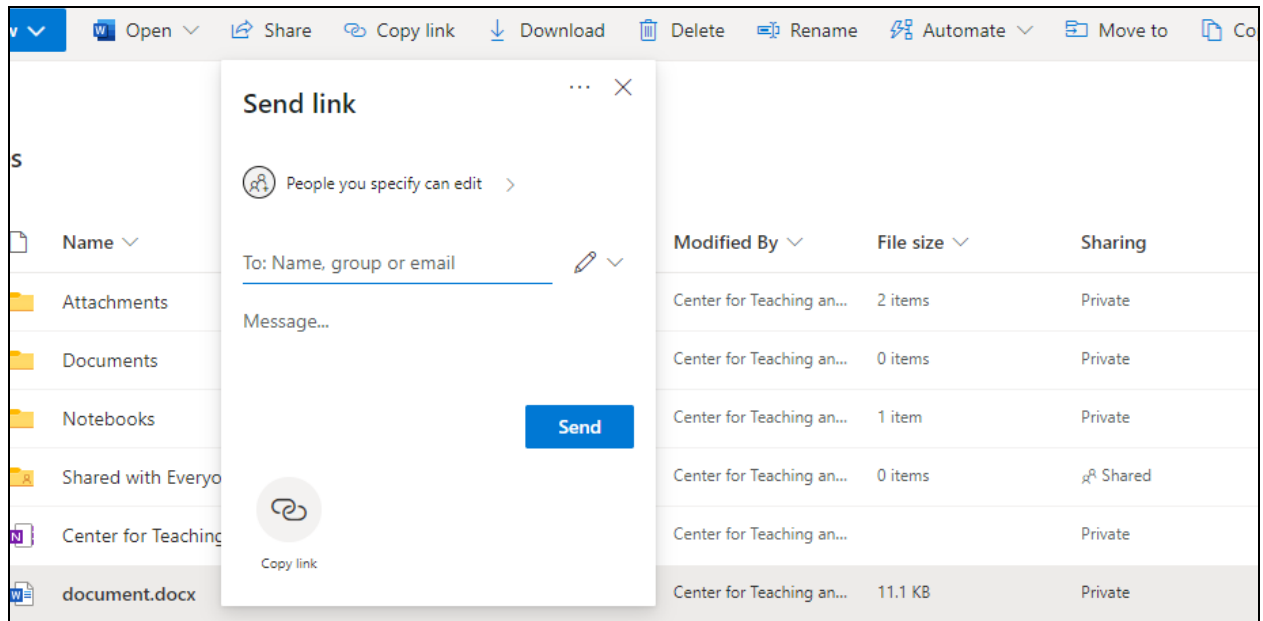
Download a File or Folder

To **download** a file or folder to your computer, select your file or folder and then click **“Download.”**

Share a File or Folder

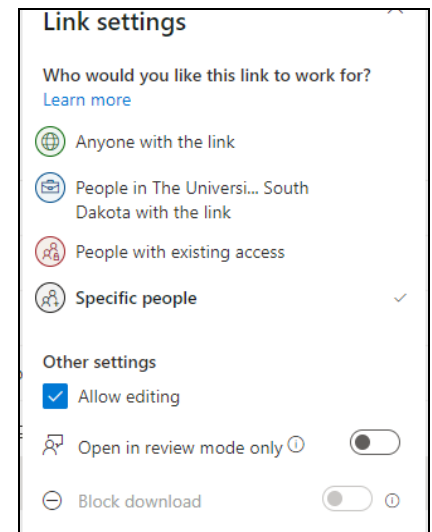
To **share** a file or folder, make sure your file or folder is selected and then click **“Share”** on the command bar. The **“Share *your file/folder name*”** pop up window will appear. Another way to share a file or folder is by clicking **“Copy Link.”** This allows you to share a link to others. Once

you click, **“Copy Link,”** the link to your document will be copied on your computer and you can paste the link anywhere you please to share with.



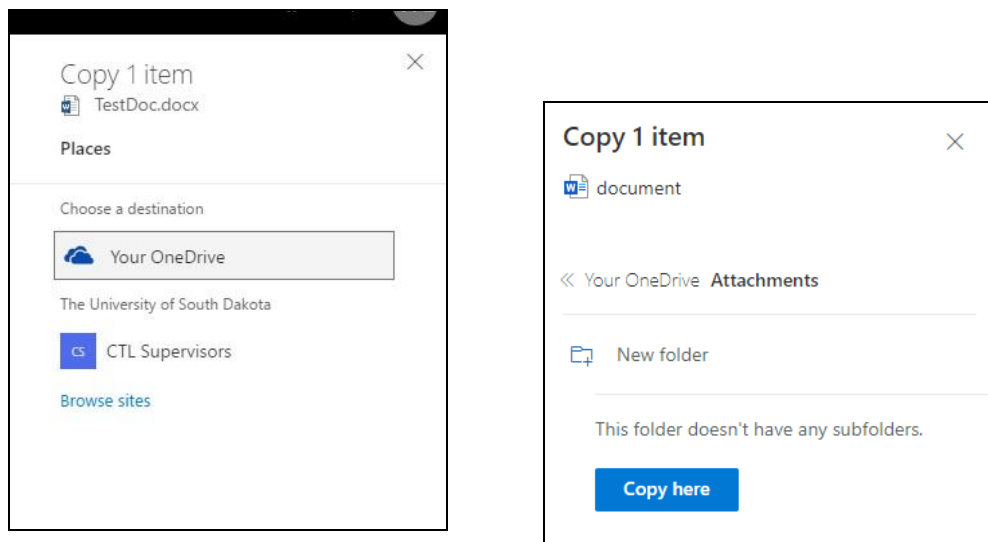
Enter the email address of the person you want to share your file to in the box where it says, **“To: Name, group or email.”** Right above this line is a text box that says **“People you specify can edit”**, if you click that it will bring up Accessibility Options for the people you share your document with:

To have them only view the document, this can be changed by clicking the check box next to “Allow editing” so that it is not selected. After selecting the level of access for the person to whom the file is being shared, click “Apply” on the bottom right of the pop up window and “Send” on the Send Link pop up window.



Copy and Move

The “**Copy to**” and “**Move to**” commands are similar to each other. Copying a file will keep your file in the same place, and also copy it to another place. The “Move to” command will move your file from its original place to a new place of your choosing. Once you have your file selected, click “Copy to” or “Move to.” The first option will ask which place you would like to copy or move it to and the second option will ask which destination you would like it copied or moved to. On the right hand side of the screen, the windows will appear as seen below.



Once you select your folder to move or copy to, it will appear highlighted in gray. Lastly, click the blue button on the bottom left of the pop up.

