









Quick Reference: Working with Files & Folders



OneDrive Basics (View and Selecting Files)



Three areas to view and work with your files:

Navigation Pane – Changes categories (Files, Recent, Photos, Shared and Recycle Bin) in the file list.

File list – Lists your files and folders

Toolbar – Search for files  Search , under the New Menu  New , create a new document from the Microsoft Office products listed and create a New Folder  Folder , upload  Upload your files/ folders to your work computer, sort files  Sort and change the view   Selecting Files in Either List or Tile View

In **list view**  - hover over the file and click the circle to the left. A  blue check will appear to indicate the file is selected. To select a list of files – either the first file, hold the shift key down and click the last file or click, hold and drag the mouse to the window background and draw a box around/ through the files to select.

The **Tile View**  - hover over the file and click the circle top right. A  blue check will appear to indicate the file is selected. If you click the file, it will open the file in the appropriate software.

To select a list of files – either click the first file, hold the shift key down and click the last file or click hold and drag the mouse on the window background and draw a box around/ through the files to select.






Watch [this video](#) to explore these options in the OneDrive environment.

Working with Files


NOTE

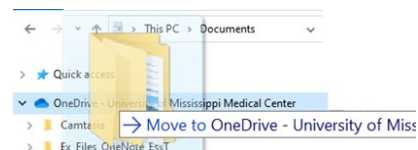
I am sure you have heard, “there are 50 ways to do the same thing”. This is true in transferring files from your work computer to your OneDrive account depending on personal preference. If you are working on a file not located in a sync folder on your work computer and decide you may need to have access to that file off-campus and vice-versa, follow any of the steps below that apply and watch the video for other suggestions.

Upload Files/ Folders from your Work Computer

From a browser, log into your Office 365 OneDrive account. If you do not have this toolbar  New   Upload   Sync , click **OneDrive** in the header. Click the Upload button, browse and select the file/folder you want to upload, select **Open**. The file uploads to your Office 365 OneDrive account.

Copy or Drag and Drop Files, Folders to your OneDrive on your Work Computer. OneDrive - University of Mississippi Medical Center

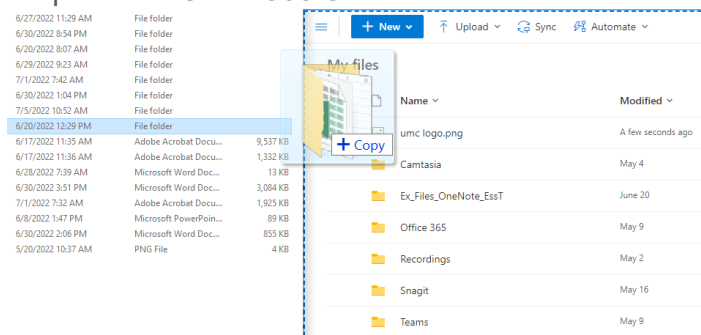
Click, hold and drag and drop the file from your U: active directory to the OneDrive - UMMC icon under the Favorites libraries. 



Quick Reference: Working with Files & Folders

Copy/ Drag & Drop a File/ Folder straight to the Office 365 OneDrive Account with two Monitors.

On one monitor select a file/folder from your UMMC active directory, click, hold and drag the file/folder to the Office 365 OneDrive account opened on another monitor and drop it in the Office 365 OneDrive file view.

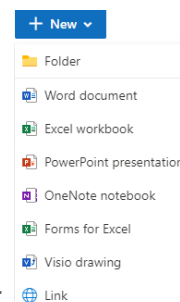


Watch [this video](#) to explore these options and others in the OneDrive environment.

Create Files and Folders

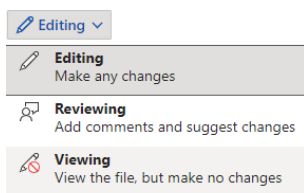
1. In your Office 365 OneDrive account, click the **+ New** button in the toolbar. Choose any of the Microsoft Office software listed or choose the in the header to see the complete list of products to create files and save to your OneDrive account.
2. Click Folder to create and name a folder to save your files to your OneDrive account.

Watch [this video](#) to explore these options in the OneDrive environment.



Microsoft Online 365 Version Office Software Edit and Save Differences

Opening a file within the 365 version such as WORD – It should automatically be set to editing mode. -Choose **Open in Desktop App** to use the full functionality of Word already downloaded on your work computer or personal computer.



Open in Desktop App

When editing a file in Microsoft online – there is **NO SAVE** feature because it saves as you go, but can choose Save As with another file name and location.

Delete and Restore Files

Select a file and click the **Delete** button from the toolbar. Once a file has been deleted it will go to the recycle bin. **Recycle bin** is listed in the view at the left of the screen. Items in the recycle bin are automatically deleted 30 days after they're put there. If yours recycle bin is full, the oldest items will be automatically deleted after three days.

Watch [this video](#) to explore these options in the OneDrive environment.