Getting Started with Microsoft OneDrive

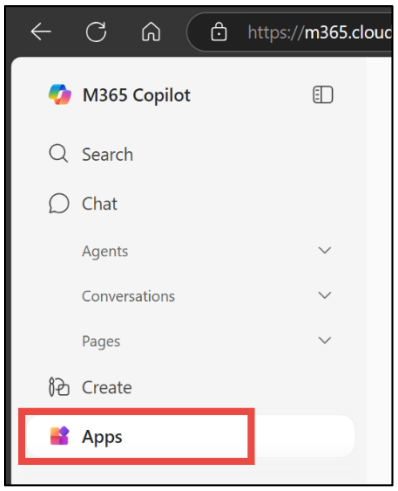
Microsoft OneDrive is your online storage to securely save and sync your work files. Easily share and access your files from any device and work collaboratively with others on Office documents.

Accessing OneDrive

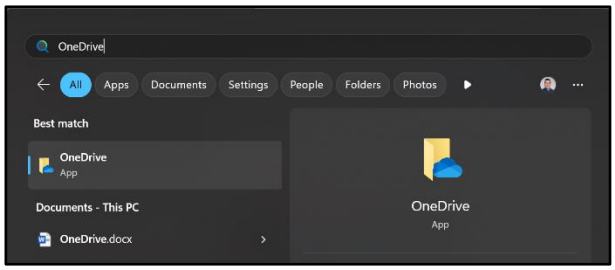
On PC

You can access OneDrive on your PC from either Office.com (logging in with your work credentials) or from the OneDrive desktop app (Windows Start button and search for OneDrive).

If logging in on the web, click the Apps section and select OneDrive.



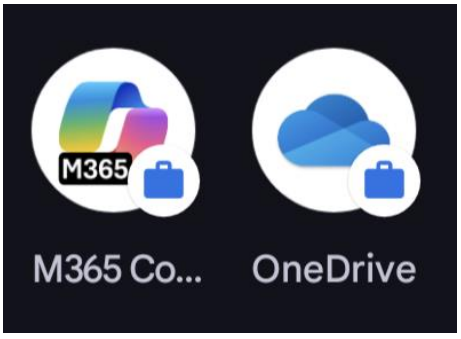
OneDrive from the web



OneDrive in Start menu

On mobile devices

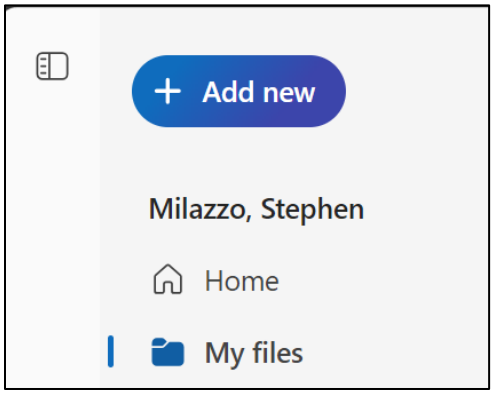
OneDrive on mobile devices is accessible through the Microsoft OneDrive app or the M365 Copilot app. Log in with your work credentials once installed.



Microsoft OneDrive and M365 Copilot apps on Android and iOS

Create or upload files and folders

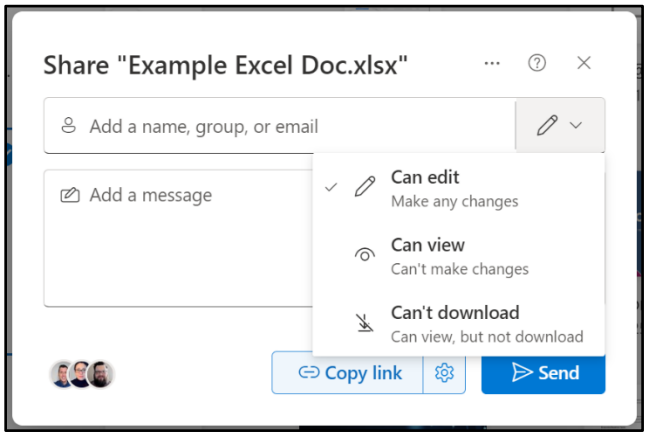
You can create new files and folders or upload existing files and folders from your device. In OneDrive, select **Add new**. Or select a location in OneDrive and drag and drop files or folders from your device.



Share files

IMPORTANT: Always double-check your sharing settings before sending/copying a link (as links can be forwarded, etc.)

The files and folders you store in OneDrive are private until you decide to share them. You can stop sharing at any time. You can grant **Edit** or **View** permissions for recipients and set time limitations on a file to specify when it will no longer be accessible. In OneDrive, select a file and then select **Share**.



Sharing Levels:

People in University of Rochester – Share with people in University of Rochester, organization account required.

Only people with existing access – Reshare with people in your organization who already have access.

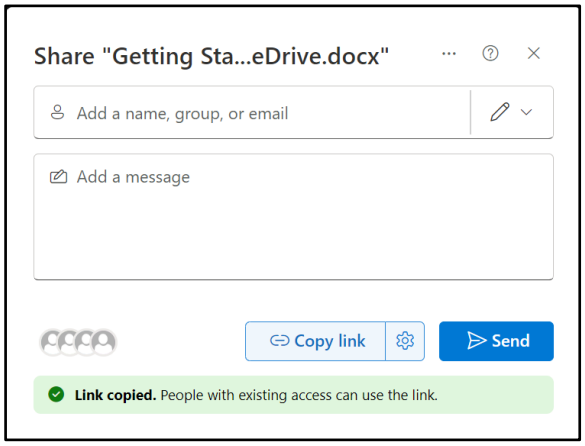
People you choose – Share with specific people you choose inside or outside of University of Rochester, using their name, group, or email.

Copy Link

IMPORTANT: Always double-check your sharing settings before sending/copying a link (as links can be forwarded, etc.)

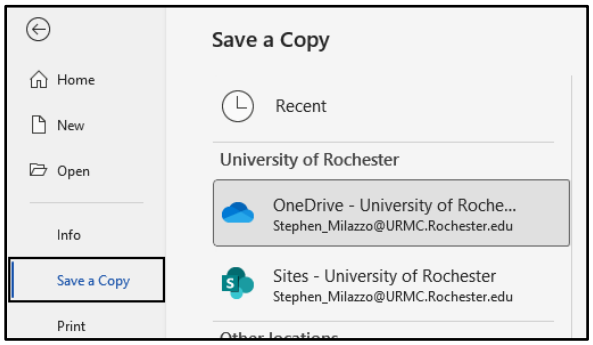
The default share option is "people with existing access can use the link."

You can also share a file by copying the link and pasting it into an email, IM, webpage, or OneNote page. In OneDrive, select a file and then select **Copy link**. Copy the link and then paste it into the destination.

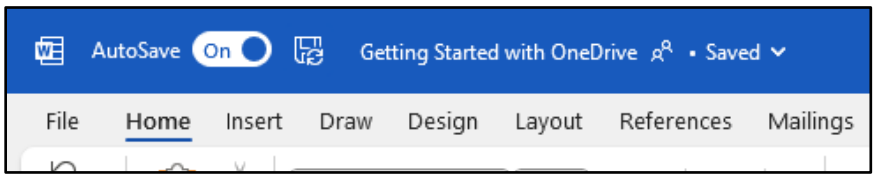


Save and Open files in Office apps

You can save or open Office documents in OneDrive from the Office apps. In any Office document, select **File > Save a Copy**, choose your OneDrive, and then pick the folder where you want to save the file. To open a file stored on OneDrive, select **File > Open**, choose your OneDrive, and then select the file.

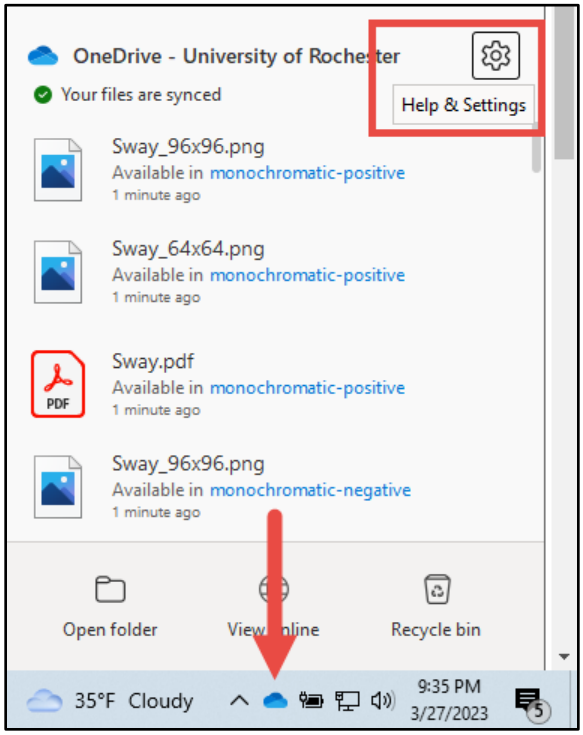


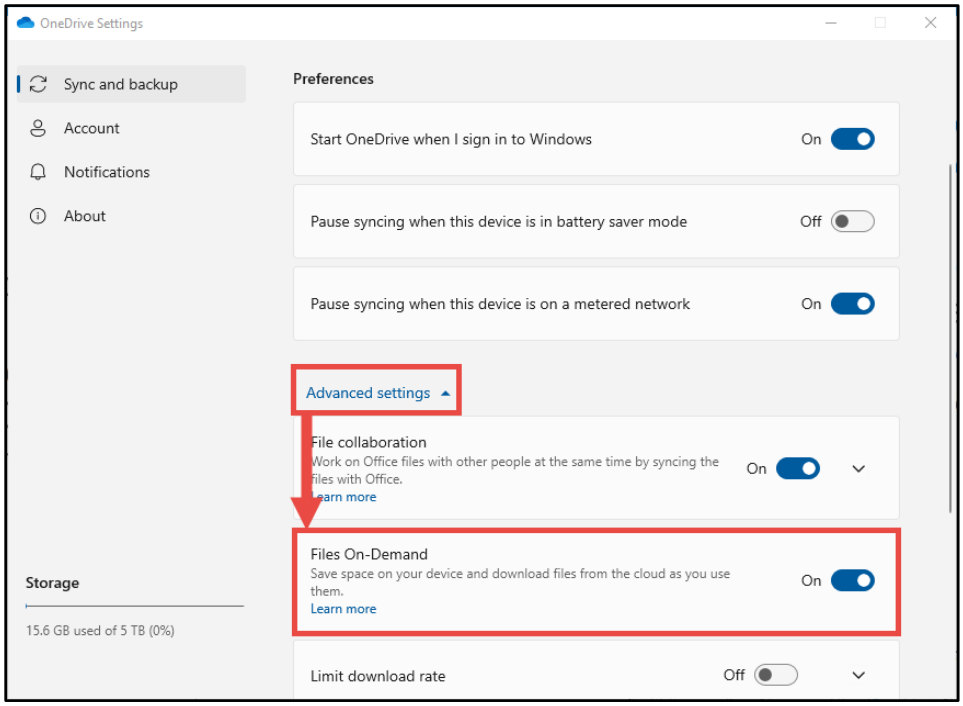
Once an Office document is saved to OneDrive you will see the **AutoSave** flipped to "On." This document now lives in the cloud and does not need to be manually saved.



OneDrive "Files On-Demand"

With OneDrive Files On-Demand, you can set files and folders to always be available locally on your device or save space by making files online only. In the taskbar, select the OneDrive icon, and select **Help & Settings > Settings**. Then, select the **Settings** option, click **Advanced Settings,** and toggle the **Files On-Demand** option.

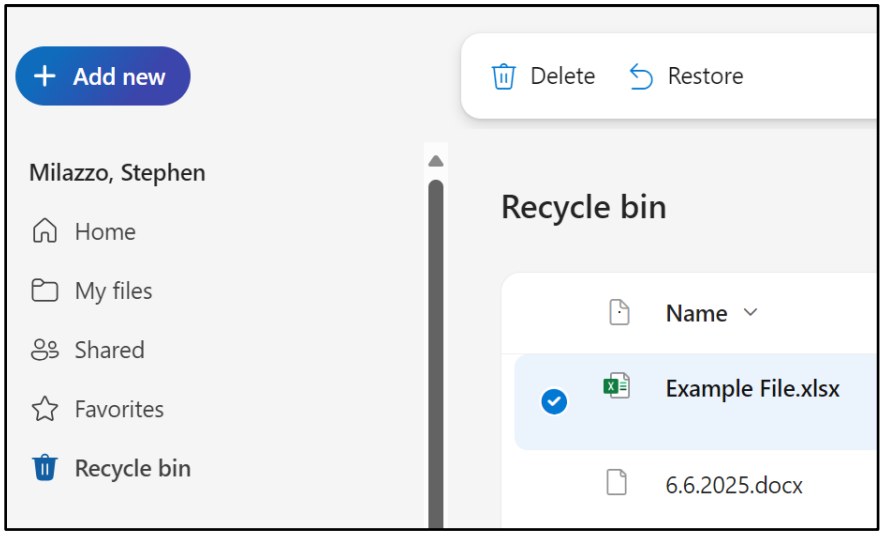
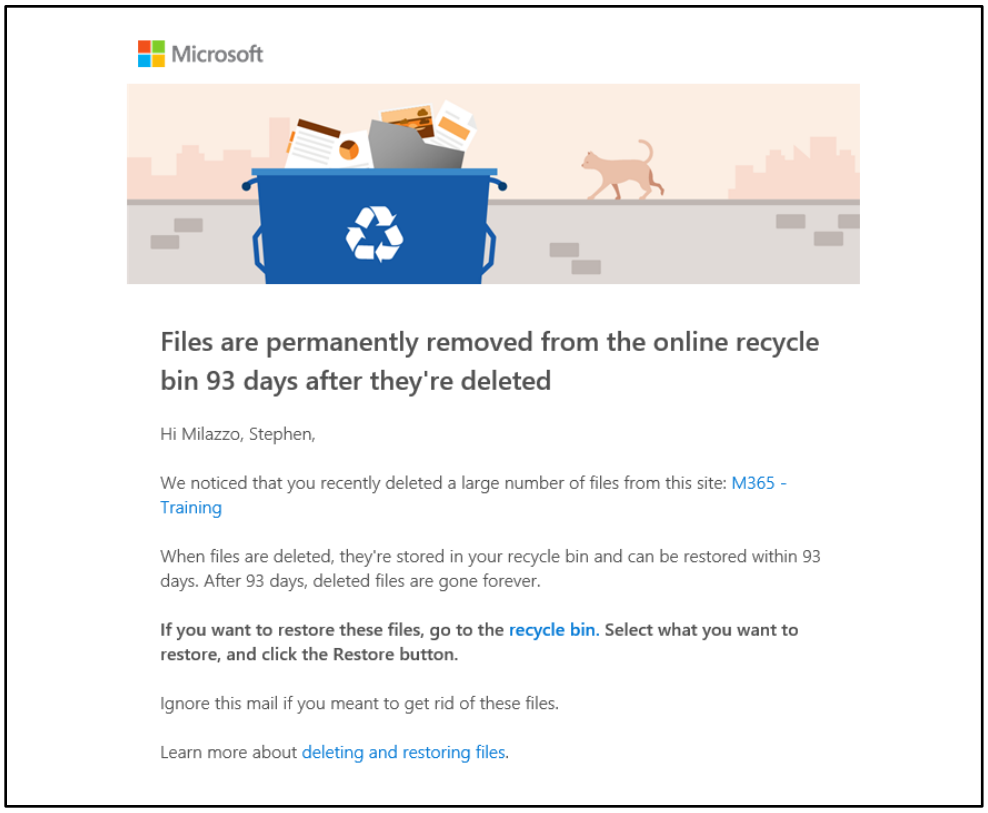




Deleting and restoring files

Deleted files will stay in the Recycle bin for 93 days after which they will be permanently removed from the online recycle bin.

You can restore a deleted file from the Recycle bin by selecting the file and clicking **Restore**.



You may also receive an email when deleting a large number of files reminding you of the 93-day limit.