

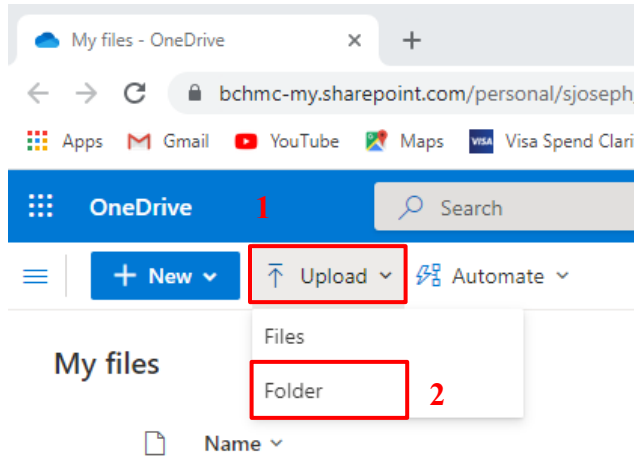
OneDrive – Uploading or Creating a File or Folder

Reference Guide

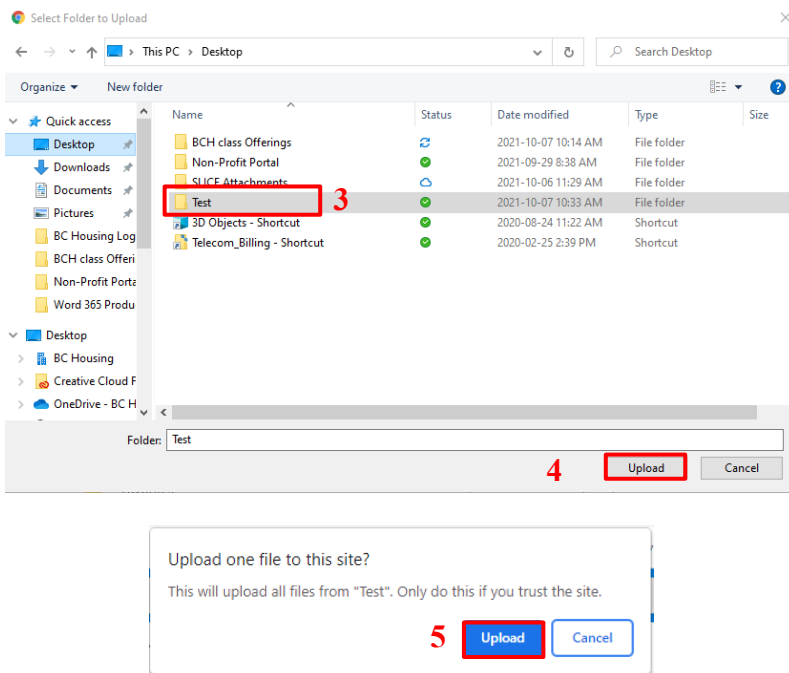
Introduction

You can upload a file or folder to your OneDrive client using the **upload feature**. Follow the steps below.

Uploading a Folder to OneDrive



1. From OneDrive select **Upload**.
2. Select **Folder**.

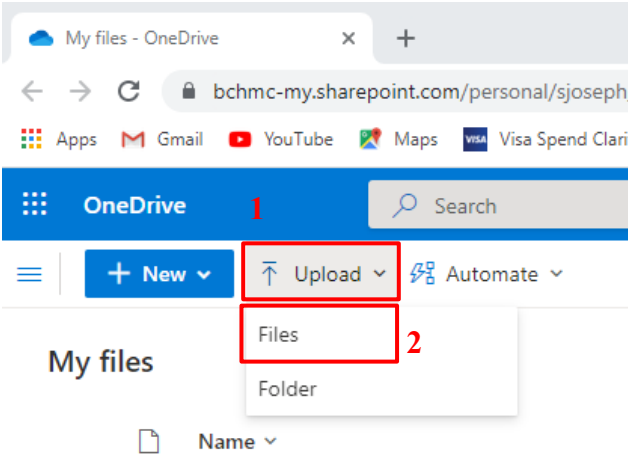
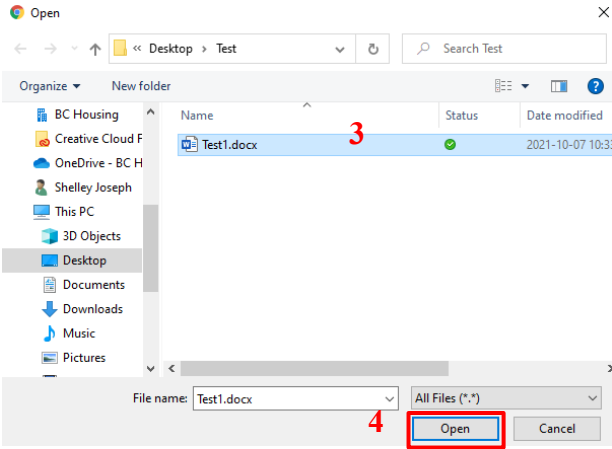


3. Navigate to folder you wish to upload and click on it to select it.
4. Select **Upload**.
5. Confirm the upload by selecting **Upload**.

OneDrive will upload the folder and you will see an upload message in the upper right corner of the OneDrive window. When the upload is complete you will see your uploaded folder in the list.

OneDrive – Uploading or Creating a File or Folder

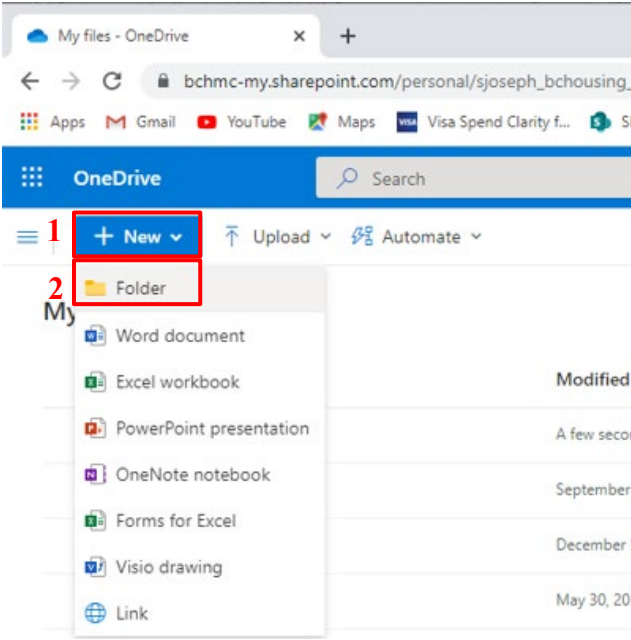
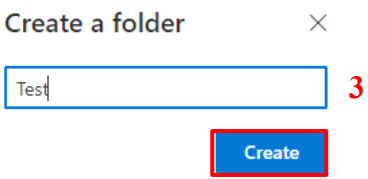
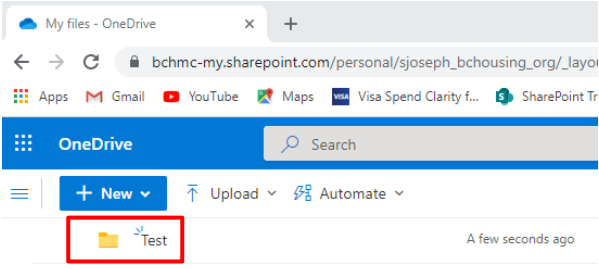
Reference Guide

Uploading a File to OneDrive	
 <p>The screenshot shows the OneDrive web interface. The 'Upload' button is highlighted with a red box and a red number '1'. The dropdown menu is open, showing 'Files' and 'Folder' options. 'Files' is highlighted with a red box and a red number '2'.</p>	<ol style="list-style-type: none">1. From OneDrive select Upload.2. Select File.
 <p>The screenshot shows a Windows File Explorer window. The file 'Test1.docx' is selected in the main pane, highlighted with a red box and a red number '3'. The 'Open' button in the bottom right corner is highlighted with a red box and a red number '4'.</p>	<ol style="list-style-type: none">3. Navigate to file you wish to upload and click on it to select it.4. Select Open. <p>OneDrive will upload the file and you will see an upload message in the upper right corner of the OneDrive window. When the upload is complete you will see your uploaded file in the list.</p>



OneDrive – Uploading or Creating a File or Folder

Reference Guide

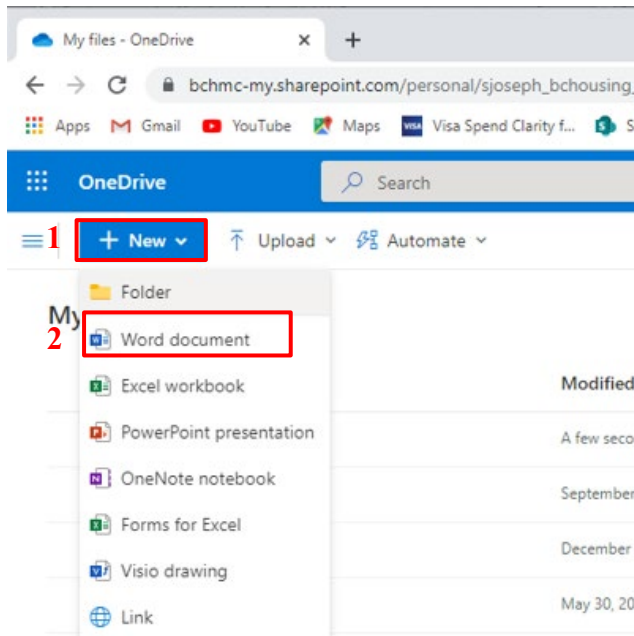
Creating a New Folder in OneDrive	
	<ol style="list-style-type: none">1. From OneDrive select New.2. Select Folder.
	<ol style="list-style-type: none">3. From the Create Folder window give your Folder a name.4. Select Create.
	<p>OneDrive will create the folder. You will see it in the list of available folders.</p>



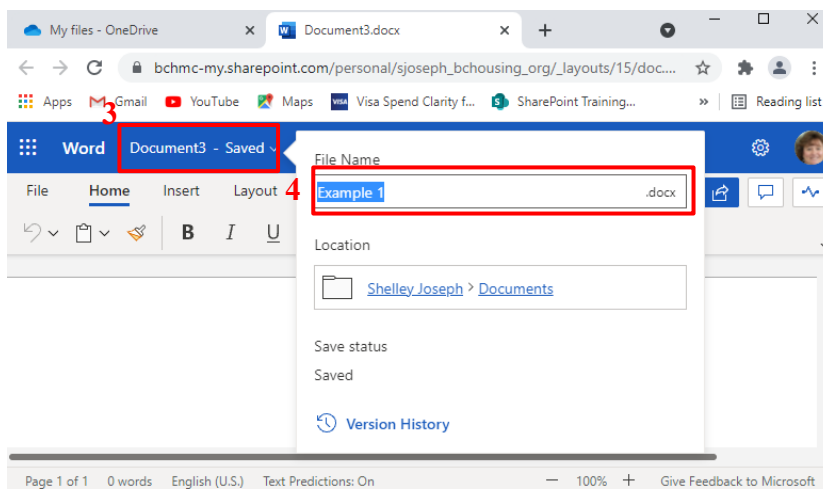
OneDrive – Uploading or Creating a File or Folder

Reference Guide

Creating a New File in OneDrive



1. From OneDrive select **New**.
2. Select the **Microsoft Application** that you wish to create the new document in.



3. When you have completed the document click on the file name at the top of the document.
4. In the **File Name** window give your file a name and click out of the window to continue.

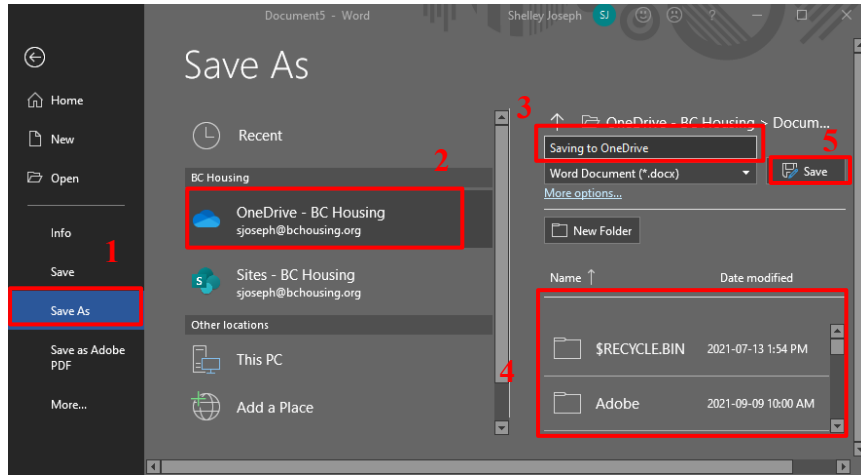
You can now continue working on the document on close the document when done.



OneDrive – Uploading or Creating a File or Folder

Reference Guide

Saving an Office Document to OneDrive



Create your Word, Excel, or PowerPoint document as you usually do.

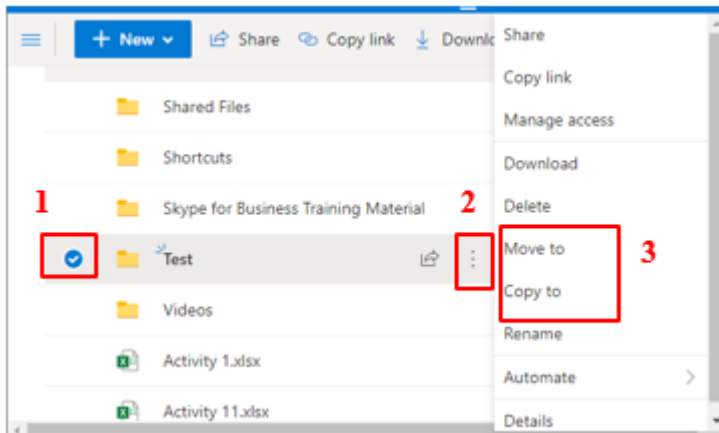
1. Select **File** → **Save As**.
2. Select the **OneDrive** location.
3. Give your document a **name**.
4. If you would like to save the document to a specific folder select the **Folder**.
5. Select **Save** when done.

OneDrive – Moving, Copying or Renaming or Deleting Files or Folders Reference Guide

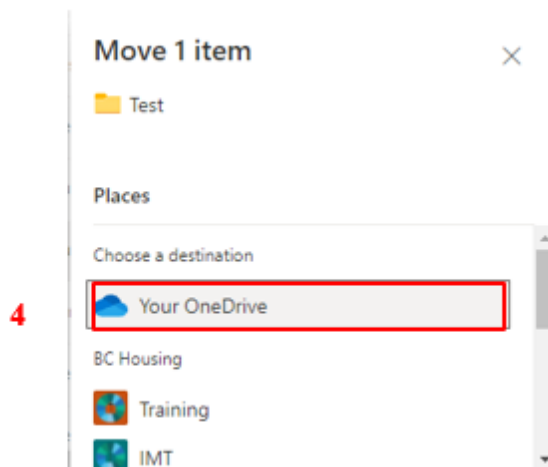
Introduction

You can move, copy, or rename a file or folder in your OneDrive client if you need to by following the steps below.

Moving or Copying a File or Folder in OneDrive



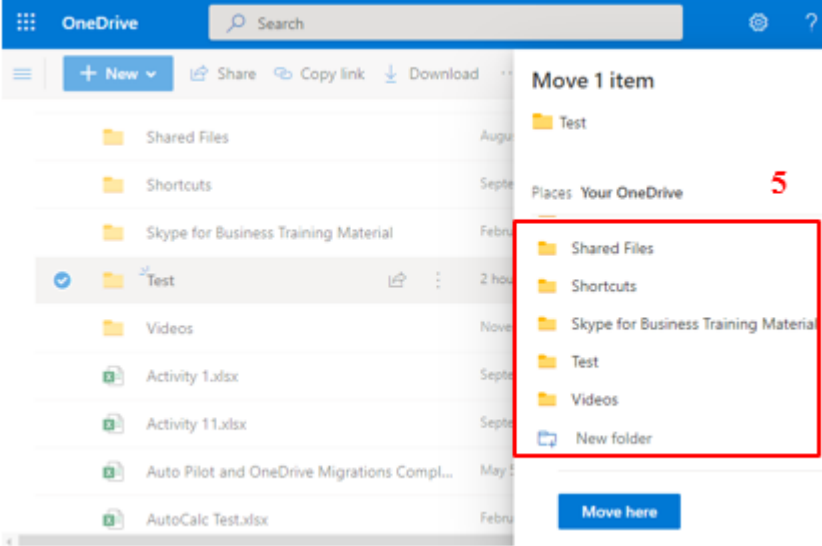
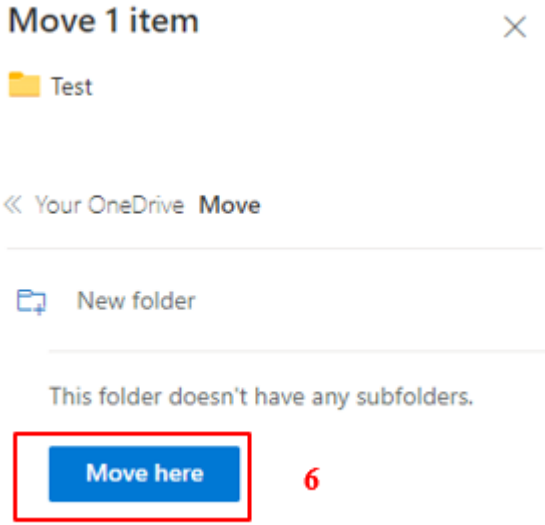
1. From OneDrive select the **Folder** or **File** you want to **Move**.
2. Select **More Actions** beside the file or folder name.
3. Select **Move to** or **Copy to**.



4. From the **Places window** select your destination.

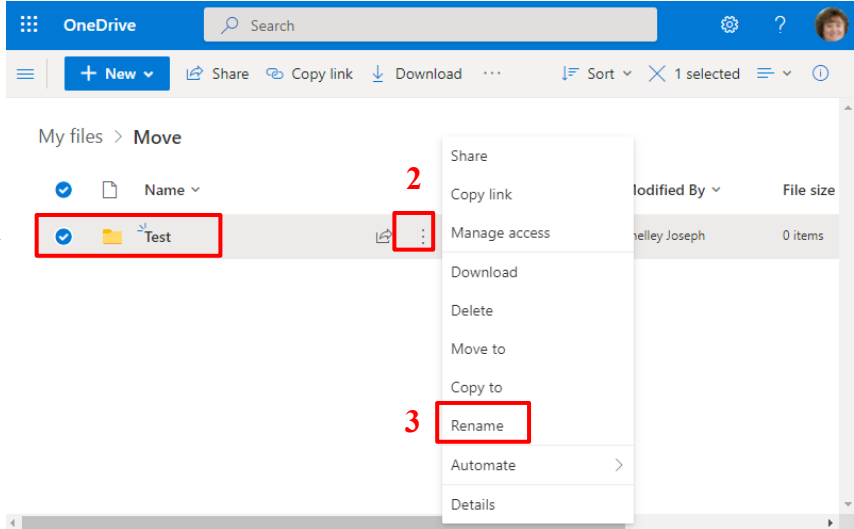
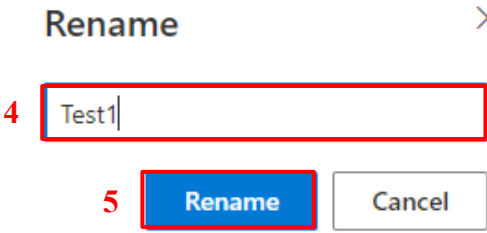


OneDrive – Moving, Copying or Renaming or Deleting Files or Folders Reference Guide

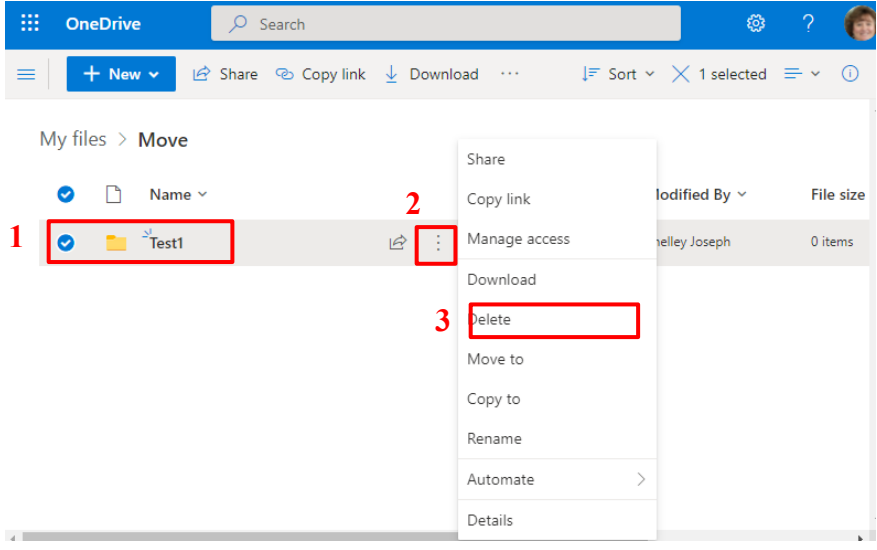
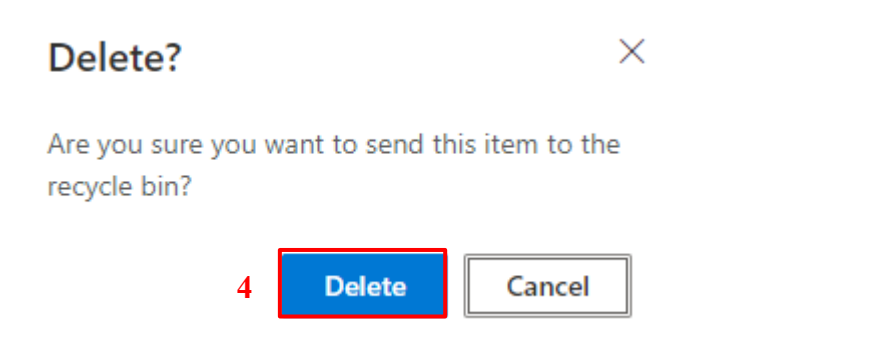
	<p>5. Select the folder you want to move the file or folder to.</p>
	<p>6. Select Move here if you are moving a file or folder or Copy here if you are copying a file. Your file or folder will be moved or copied to the new location.</p>



OneDrive – Moving, Copying or Renaming or Deleting Files or Folders Reference Guide

Renaming a File or Folder	
	<ol style="list-style-type: none">1. Select the file or folder you wish to Rename.2. Select More Actions beside the File or Folder Name.3. Select Rename.
	<ol style="list-style-type: none">4. In the Rename window enter a new name for your file or folder.5. Select Rename when done.

OneDrive – Moving, Copying or Renaming or Deleting Files or Folders Reference Guide

Deleting a File or Folder	
	<ol style="list-style-type: none">1. Select the file or folder you wish to Delete.2. Select More Actions beside the File or Folder Name.3. Select Delete.
	<ol style="list-style-type: none">4. Select Delete to confirm the deletion.

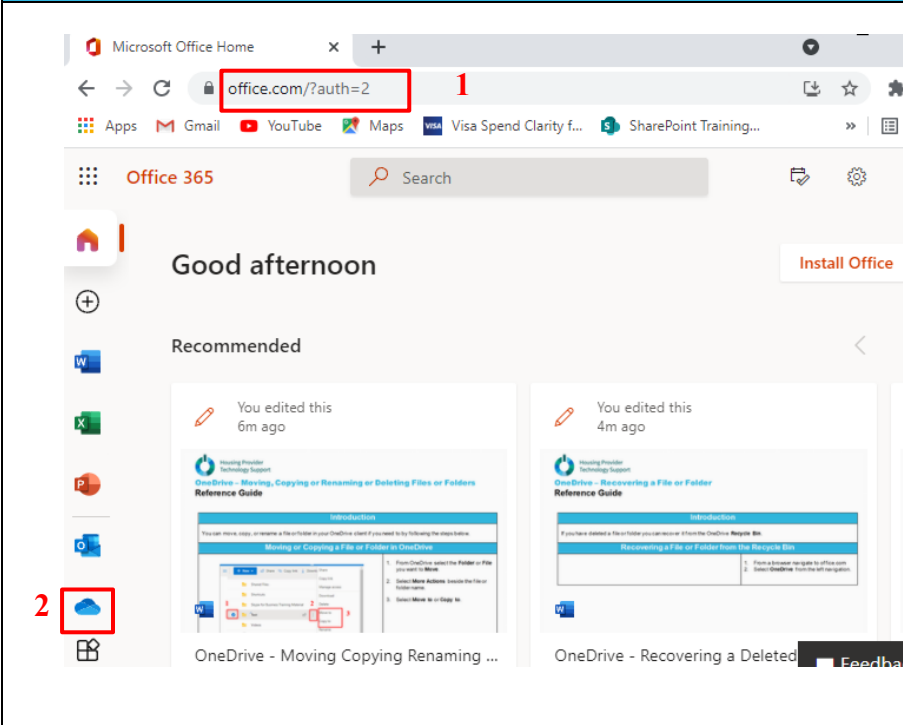
OneDrive – Recovering a File or Folder

Reference Guide

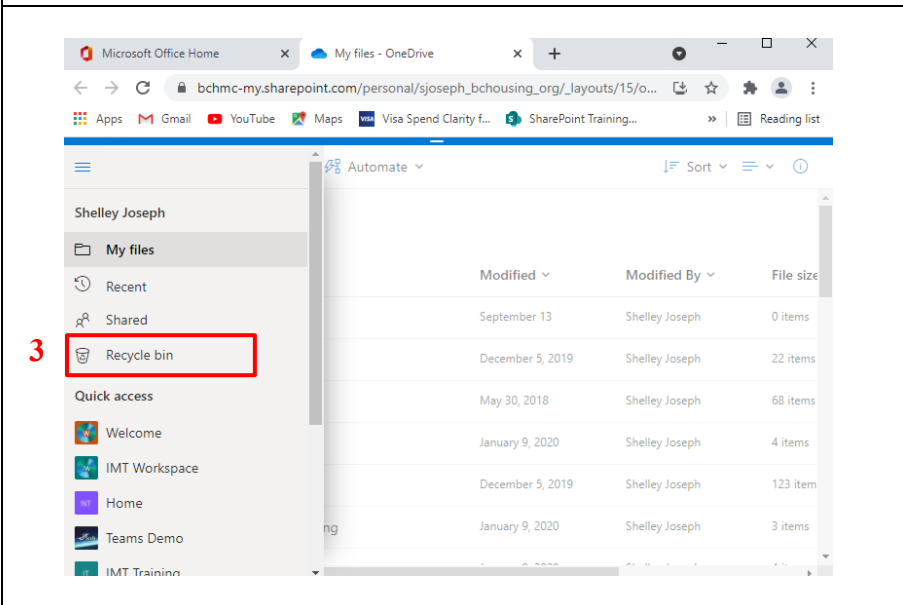
Introduction

If you have deleted a file or folder you can recover it from the OneDrive **Recycle Bin**. Items that have been sent to the recycle bin will be there **for 93 days and then they will be removed completely**.

Recovering a File or Folder from the Recycle Bin



1. From a browser navigate to office.com.
2. Select **OneDrive** from the left navigation.



3. Select the **Recycle Bin** from the left navigation.



OneDrive – Recovering a File or Folder Reference Guide

<p>Recycle bin</p> <table border="1"><thead><tr><th></th><th>Name ▾</th><th>Date deleted ↓ ▾</th><th>De</th></tr></thead><tbody><tr><td>4</td><td><input checked="" type="checkbox"/> Test1</td><td>10/7/2021 1:49 PM</td><td>Sh</td></tr></tbody></table>		Name ▾	Date deleted ↓ ▾	De	4	<input checked="" type="checkbox"/> Test1	10/7/2021 1:49 PM	Sh	<ol style="list-style-type: none">4. Select the File or Folder that you wish to restore.5. Select Restore from the top menu. Your file or folder will be restored back to its previous location.
	Name ▾	Date deleted ↓ ▾	De						
4	<input checked="" type="checkbox"/> Test1	10/7/2021 1:49 PM	Sh						

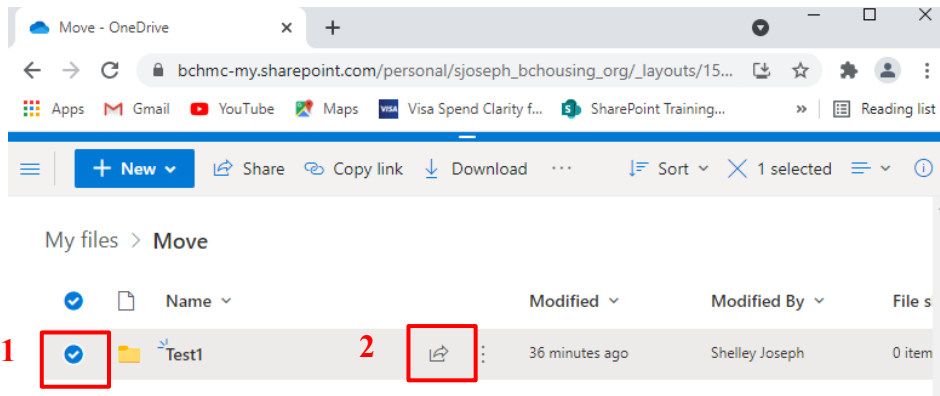
OneDrive – Sharing Files or Folders

Reference Guide

Introduction


Your OneDrive cloud storage is private until you decided to share it with others. **When you share from your OneDrive client you need to keep in mind if you leave your organization those links that you shared from this location will no longer work for the people you have shared them with.**


Copying a Link



1. Select the **File** or **Folder** that you want to share a link.
2. Select the **Share Link** icon to the right of the file or folder name.

Send link

 People you specify can view > **3**

To: Name, group or email 

Message...

Send



Copy link

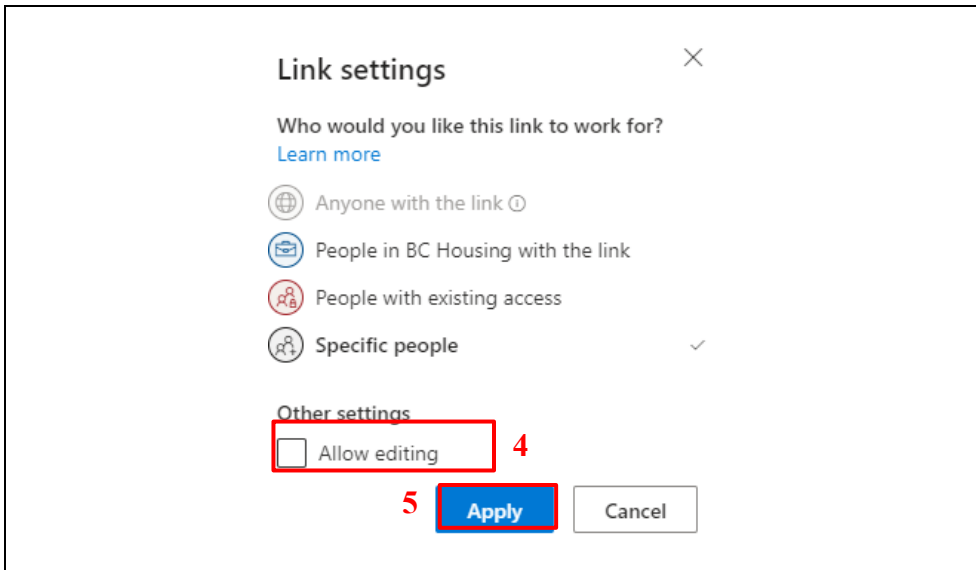
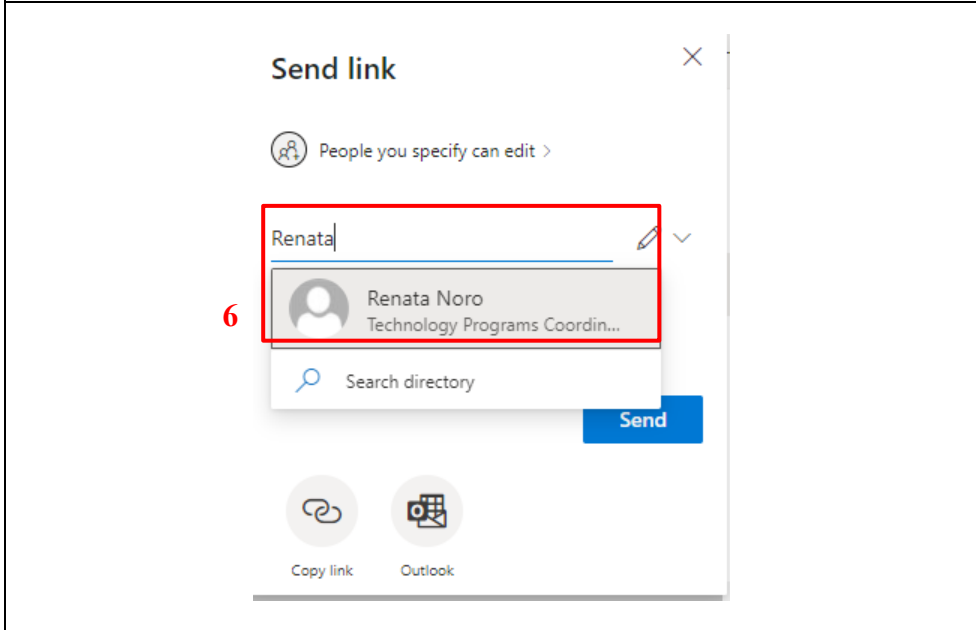


Outlook

3. Select **People you specify can view**.

OneDrive – Sharing Files or Folders

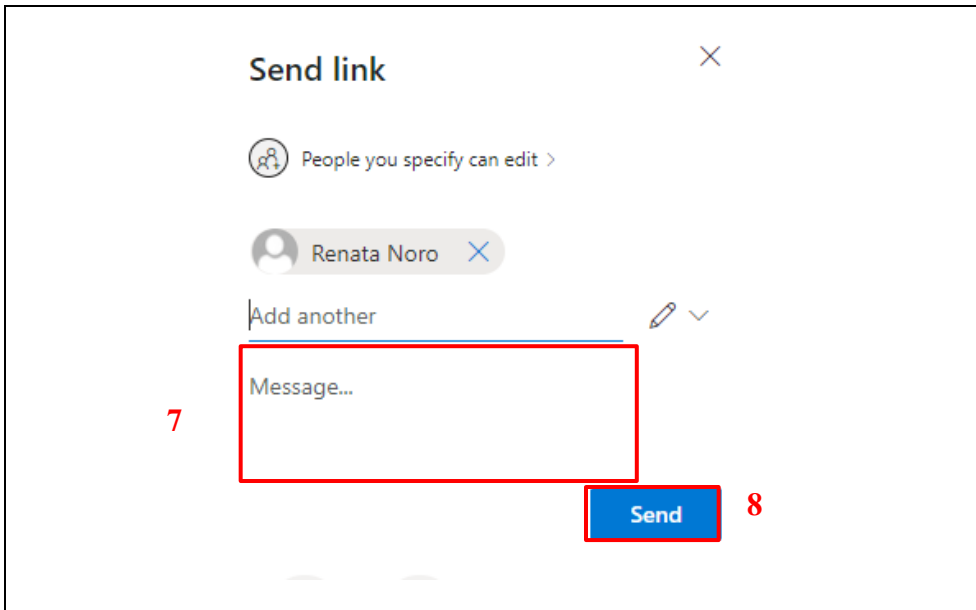
Reference Guide

 <p>Link settings [X]</p> <p>Who would you like this link to work for? Learn more</p> <ul style="list-style-type: none">Anyone with the link [i]People in BC Housing with the linkPeople with existing accessSpecific people [v] <p>Other settings</p> <p><input type="checkbox"/> Allow editing 4</p> <p>5 Apply Cancel</p>	<ol style="list-style-type: none">4. If you want the person you are sending the link to, to have editing rights select the Allow Editing checkbox.5. Select Apply when done.
 <p>Send link [X]</p> <p>People you specify can edit ></p> <p>6 Renata [v]</p> <p>Renata Noro Technology Programs Coordin...</p> <p>Search directory</p> <p>Send</p> <p>Copy link Outlook</p>	<ol style="list-style-type: none">6. Type the persons name that you wish to share the folder or file with, a pick list will come up and click on the person's name to add them, keep doing this until all the people you wish to share the file with have been added.









OneDrive – Sharing Files or Folders

Reference Guide

	<ol style="list-style-type: none">7. When you have added all the people that you wish to share with you can add a message with the file/folder sharing.8. When you are ready to send select the Send button.
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OneDrive – Status Icons Meaning & Resolving Sync Issues Reference Guide

Introduction		
<p>The Microsoft OneDrive icons in the desktop notification areas, menu bars, and Windows Explorer will tell you the sync status of the file or folder. What do these icons mean and how do you resolve some of them? Answers are below.</p>		
Status Icons		
Icon	Meaning	Resolution
 	<p>Red Circle with a White Cross</p> <p>A red circle with a white cross means that a file or folder cannot be synced. You will see this in File Explorer or on the OneDrive Notifications area icons.</p> <p>Click on the blue OneDrive icon in the notifications area to learn more about the issue.</p>	<p>https://support.microsoft.com/en-us/office/fix-onedrive-sync-problems-0b10108f-8459-4a7a-b912-28f8adec5a81</p>
	<p>Grey OneDrive Cloud Icon</p> <p>A greyed-out icon in the taskbar indicates that you are not signed in.</p>	<p>Select , search for OneDrive and then open the OneDrive desktop app.</p>
	<p>OneDrive Paused Icon</p> <p>The paused symbol indicates that your files are not currently syncing.</p>	<p>To resume syncing, select the OneDrive icon in the notification or menu bar area, select More and then Resume syncing.</p>
	<p>OneDrive Icon with Sync Pending</p> <p>The circular arrows over the OneDrive notification icon indicates that the sync is in progress. This will be visible when you are uploading files, or OneDrive is syncing new files from the cloud to your PC.</p>	<p>If you see this for a long time it could be because you have an online file open, a very large file syncing, or a lot of files stuck in the queue. Please reference this resolution: https://support.microsoft.com/en-us/office/onedrive-is-stuck-on-processing-changes-b386b813-9b66-4e47-8c4c-2b45533edccd</p> <p>If you are seeing the sync pending icon in File Explorer. Please reference this resolution: https://support.microsoft.com/en-us/office/onedrive-is-stuck-on-sync-pending-4aad2094-7cf2-4b04-9451-10f16144376c</p>



OneDrive – Status Icons Meaning & Resolving Sync Issues


Reference Guide

	<p>Red with White Bar</p> <p>If you see a red style icon over your OneDrive icon, it means that your account is blocked.</p>	<p>Reference this solution to resolve the issue: https://support.microsoft.com/en-us/office/what-does-it-mean-when-your-onedrive-account-is-frozen-5e76147b-b7d5-4bcb-ba28-b91e3eb636b6</p>
	<p>Yellow Exclamation Mark</p> <p>If you see a yellow warning triangle over your OneDrive icon it indicates that your account needs attention.</p>	<p>Select the icon to see the warning message displayed in the activity center.</p>
	<p>People Icon Next to a File or Folder</p> <p>If you see a people icon next to your OneDrive files or folders, this indicates that the file or folder has been shared with others.</p>	<p>This is not an issue. Please reference this link to find out more about sharing files and folders https://support.microsoft.com/en-us/office/share-onedrive-files-and-folders-9fcc2f7d-de0c-4cec-93b0-a82024800c07.</p>
	<p>Blue Cloud Icon</p> <p>A blue cloud icon next to your OneDrive files or folders indicates that the file or folder is available online. Online only files do not take up space on your computer.</p>	<p>This is not an issue. Please reference this link to find out more about One Drive Files On-Demand. https://support.microsoft.com/en-us/office/save-disk-space-with-onedrive-files-on-demand-for-windows-10-0e6860d3-d9f3-4971-b321-7092438fb38e</p>
	<p>Green Tick Icon</p> <p>When you open an online-only file, it downloads to your local device and becomes a locally available file. You can open a locally available file anytime, even without internet access. If you need more space on your device, you can change the file back to online only. Just right-click the file and select Free up Space.</p>	<p>This is not an issue. Please reference the link to find out more about OneDrive Files On-Demand. https://support.microsoft.com/en-us/office/save-disk-space-with-onedrive-files-on-demand-for-windows-10-0e6860d3-d9f3-4971-b321-7092438fb38e</p>



OneDrive – Status Icons Meaning & Resolving Sync Issues

Reference Guide

	<p>Solid Green Circle with the White Check Mark</p> <p>Files that you mark as Always Keep on this device have the green circle with the white check mark. These files are always available on your device even when you are offline.</p>	<p>This is not an issue. Please reference the link to find out more about OneDrive Files On-Demand. https://support.microsoft.com/en-us/office/save-disk-space-with-onedrive-files-on-demand-for-windows-10-0e6860d3-d9f3-4971-b321-7092438fb38e</p>
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