

OneDrive Overview

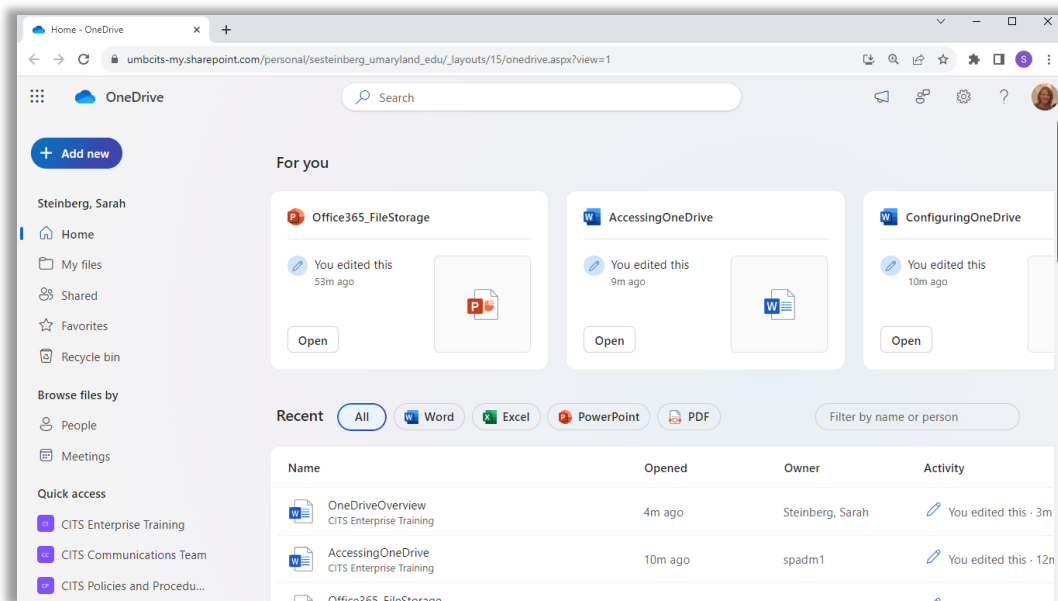
OneDrive for Business (OneDrive) is a part of the Microsoft 365 suite and offers cloud-based file storage for a person's personal work files. OneDrive also offers access to any file/s that are stored in other locations (SharePoint, Teams and files shared with you) that you have permission to view.

Accessing the OneDrive Application

- In the taskbar, click the cloud icon:



- Click **View Online**. The OneDrive app will open:



Left-Hand Navigation:

The left-hand navigation panel is where you can access any file you have permissions for.

- **Home** – Displays your more recently accessed files for quick access, regardless if they are stored in OneDrive or SharePoint.
- **My Files** – Accesses your OneDrive files, which are *your* personal work files. Unless you choose to share a file with others, only you have access to these files.
- **Shared** – Files that are shared with you and by you will appear here. This can assist you in keeping track of what files you've shared with others and determine if you need to stop sharing. It can also assist in finding files that are shared with you by other users.

With you By you

- **Favorites** – Any files you’ve marked as a Favorite will appear here.
- **Recycle Bin** – Any files you’ve deleted will appear here. Files remain here for 90 days and can be restored if necessary.
- **Quick Access** –Any Team you are a member of will be listed. By selecting a team name, you can access the document library for that team. While these files are stored in SharePoint, you can access them through the OneDrive app.