

OneDrive for Business

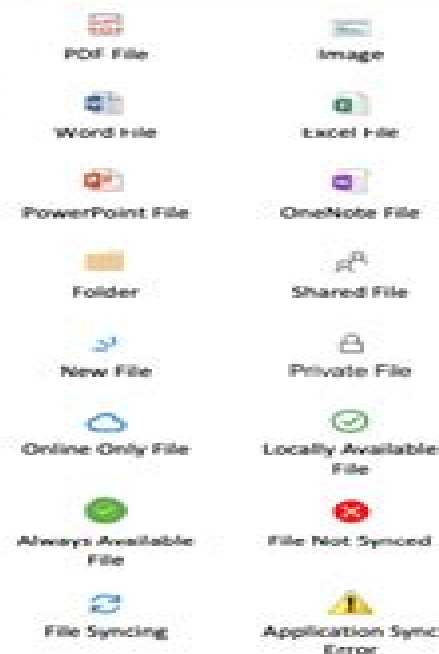
The OneDrive for Business Screen



Keyboard Shortcuts

Create an item.....	Alt + N
Upload a file.....	Alt + U
Expand menus.....	Shift + Enter
Select all.....	Ctrl + A
Change view.....	Ctrl + Alt + 1
Create a new folder.....	Ctrl + Shift + N
Open with.....	Ctrl + O
View folder.....	Ctrl + Alt + O
Download an item.....	Ctrl + S
Copy an item.....	Ctrl + Shift + V
Move an item.....	Ctrl + Shift + Y
Rename an item.....	F2
Refresh.....	F5

Symbols



OneDrive for Business Fundamentals

Sign In: In a browser window, enter your work Office 365 email address and password. Click **Sign In**, then click the **OneDrive** app.

Search the Current Location: Click in the **Search** field, type a search word or words, and select a result from the list.

Expand a Search: If you don't find what you're looking for while searching the current location, click **See more results** at the bottom of the search results menu to see additional results.

Get Help: Click the **?** **Help** button in the upper-right corner. Click in the **Search** field, type a help topic, and select a topic from the list.

Upload a File: Click the **Upload** button in the toolbar, navigate to and select the file(s) to upload, then click **Open**. Or, drag files from the File Explorer window into the browser window.

Preview a File: Click the file's **Show actions** button and select **Preview**. Use the navigation **<** **>** buttons at the bottom of the screen to preview the file.

Open a File in Office Online: Click the file's **Show actions** button and select **Open in [Word, Excel, PowerPoint, etc.] Online**.

Download a Copy of a File: Select a file in the OneDrive for Business library and click the **Download** button on the toolbar. Click **Save** in the notification at the bottom of the window, then click **Open**.

Connect OneDrive to Office: From a desktop Office application, click the **File** tab, click **Open or Save As**, and select **Add a Place**. Select the OneDrive option and log in with your OneDrive for Business account information.

Save a File from Office: From a desktop Office application, click the **File** tab, click **Save As**, and select the **OneDrive for Business** location. Select the folder you want to save to, give the file a name, and click the **Save** button.

Delete a File: Select the file you want to delete and click the **Delete** button on the toolbar. Click **Delete** in the confirmation dialog box.

Restore or Permanently Delete an Item: Click **Recycle bin** in the Navigation pane, then select the check box for the item you want to permanently delete or restore. Click **Restore** or **Delete** in the toolbar, and then click **OK**.

Create a New File: Click the **New** button in the toolbar and select a file type.

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