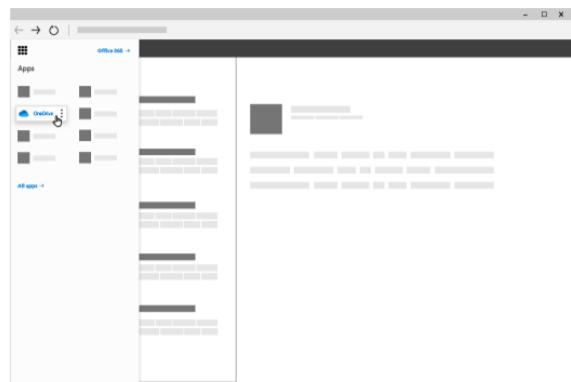


Upload and save files and folders to OneDrive



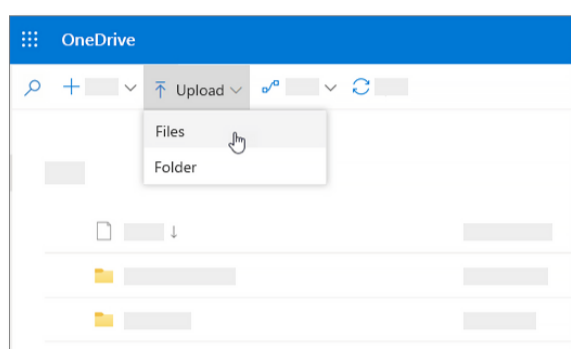
Use OneDrive in your browser

1. Sign in to office.com, then select the app launcher > **OneDrive**.
2. Pick a file or folder, selecting the circle in the upper corner of the item, and then select a command at the top of the page.



You can store over 300 types of files on OneDrive. With Microsoft Edge or Google Chrome:

1. Select **Upload > Files** or **Upload > Folder**.
2. Select the files or folder you want to upload.
3. Select the files or folder you want to upload.



With other browsers:

- Select **Upload**, select the files you want to upload, and select **Open**.
- If you don't see **Upload > Folder**, create a folder, and then upload the files to that folder.

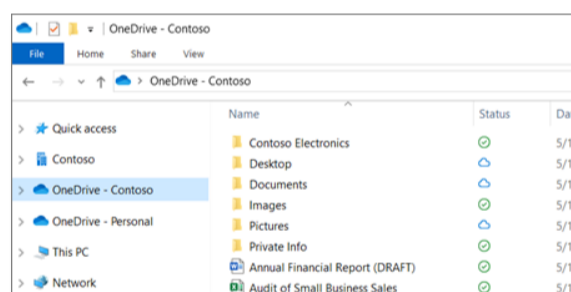
Use OneDrive on your desktop

If you use Windows 10, OneDrive may have already asked you to sign in to sync your files.

In File Explorer, select: **OneDrive - [your company]**.

If OneDrive isn't setup, see:

- [Sync files with OneDrive in Windows](#)
- [Sync files with OneDrive on Mac OS X](#)

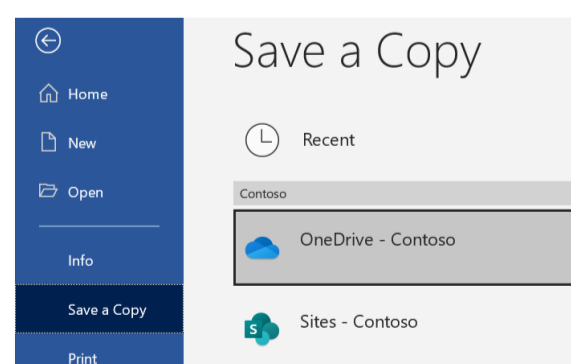


Save and open files in your Office apps

- Select **File > Save a Copy > OneDrive - [company name]** to save a work file to OneDrive.

Save personal files to **OneDrive - Personal**.

- Select **File > Open** and then select **OneDrive**, to open a file saved to OneDrive.



Note: Requires Microsoft 365, Office 2019, or Office 2016.

