

Basics

- **Log In to OneDrive for Business:** Enter your work email address and password, click **Sign In**, then click **OneDrive**.
- **Turn on the Ribbon:** Click the **Settings button** and select **Show Ribbon**. Click the **Files** or **Library tabs** to view the Ribbon commands.
- **Collapse the Ribbon:** Click the **Browse tab** to hide the commands.
- **Search Current Location:** Click in the **Search box** in the Navigation Pane, type search keywords, then select a result.
- **Expand a Search:** If you don't find what you're looking for in the current search location, click **Search Everything** to see more results.
- **Get Help:** Click the **Help button** in the upper right corner, select **Help**, then browse or search for topics.
- **Upload a File:** Click the **Upload button**, navigate to and select the file(s), then click **Open**. Or, just drag the file(s) from the File Explorer window into the OneDrive for Business library.
- **Preview a File:** Click the file's **Open Menu button**. Use the navigation arrows to preview other pages. Click **Close** when you're done.
- **Open a File in Office Online:** Click a file name, then click **Edit Document/Spreadsheet/Presentation**. Select **Edit in Office Online**.
- **Download a Copy of the File:** From Office Online, click **File** and select **Save As**. From here, click **Download a Copy**, and then click **Open**. Or, just select the file and click **Open Menu**. Then, click **More Actions** again and select **Download**.
- **Connect OneDrive to Office:** Click the **Library tab**, click **Connect to Office**, then select **Add to SharePoint Sites**. Now you can save directly to OneDrive for Business from Office applications.
- **Save a File from Office:** From an Office application, click the **File tab**, click **Save As**, and select **Other Web Locations**. Select the **OneDrive for Business Documents folder**.
- **Delete a File:** Select a file, click the **Files tab**, and then click the **Delete Document button**. Click **OK** to confirm.
- **Restore or Permanently Delete an Item:** Click the **Recycle Bin**, then check the item's checkbox. Click **Restore Selection** or **Delete Selection**, and then click **OK**.
- **Create a New File:** Click the **New button** and select a file type.