

# Manage Files

- **Create a Folder:** Click the **New button** and select **New Folder**. Enter a name for the folder, then click **Create**.
- **Move Files to a Folder:** Click and drag the files into the folder.
- **Upload Files to a Folder:** Click the folder, click **Upload**, then navigate to and select a file. Click **Open**.
- **View File Properties:** Select a file, click the **Files tab**, then click **View Properties**. From here you can view and edit the File's properties. When you're done, click **Close**.
- **Edit File Properties:** Select a file, click the **Files tab**, then click **Edit Properties**. Make any necessary changes, then click **Save**.
- **Check Version History:** Select the file, click the **Files tab**, then click **Version History**. Use the drop down menu to **View**, **Restore**, or **Delete** a version.
- **Create a Column:** Click the **Library tab** and click **Create Column**. Enter the column settings and descriptions, and then click **OK**.
- **Sort and Filter Files:** Click a column header and choose to sort by **Ascending** or **Descending** order, or select a filter criteria.
- **Create Views:** Click the **Library tab** and then click **Create View**. Select a view option or use SharePoint Designer to create a custom view.
- **Quickly Edit File Information:** Click the **Library tab** and then click **Quick Edit**. Now you can easily edit all the file names and information at once. When you're done, click the **View button**.
- **Set Up to Sync with a PC:** Click the **Library tab** and then click **Sync**. Click **Get the OneDrive for Business app that's right for me**. Install the app then return to OneDrive and click **Sync Now** to launch the app. Click **Sync Now** again and a OneDrive for Business folder will be created on your computer.
- **Sync:** Click the **Library tab**, click **Sync**, then click **Sync Now**. Click **Show my files** to open Windows Explorer.
- **Pause Syncing:** Right-click the **OneDrive for Business icon** in the taskbar at the bottom of your screen, then select **Pause syncing**. To resume syncing, right-click the icon again and select **Resume syncing**.
- **Stop Syncing:** Right-click the **OneDrive for Business icon** in the taskbar at the bottom of your screen, then select **Stop syncing a folder**. Select a folder, click **Stop syncing**, then click **OK**. The folder will permanently stop syncing but the files will remain on your computer.
- **Work Offline:** If you have synced your OneDrive for Business with your PC, you can easily access files while not online. Open Windows Explorer and click the **OneDrive folder** under Favorites to access your files.