**Your OneDrive Account**

OneDrive is your cloud-based file storage system where all your O365 documents and files are saved.

In the OneDrive Online app, you can create new content (Word, PPT, Excel, etc.) by clicking the +New button in the top menu bar.

You can upload existing content from your computer by clicking the "Upload" button in the top menu bar (See image below). You can upload a single file or an entire folder.
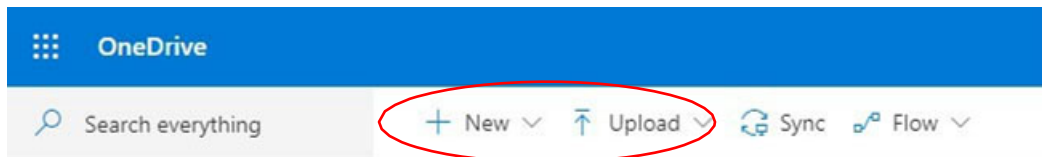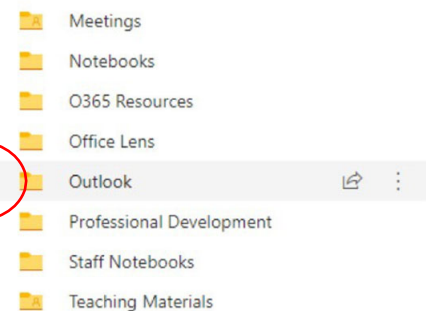

You can change how your files are displayed – as a list, or as icons. Use this toggle to switch between the views:
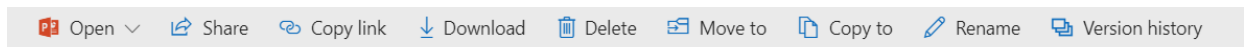

Selecting a File in OneDrive

You can access more options by selecting a file/folder. To do this, hover your mouse over the file or folder until a circle icon appears. Click in the circle and the top menu bar will change to display more options (see image below).

File Options

To open a file or folder, just click on its name and it will open in a new tab. From here you can edit your file in the online app or click "Open in Desktop App" to work from your desktop program. While you are working in the desktop app, your file will continue to be saved to OneDrive automatically – look for the autosave icon to be sure your file is saving to the cloud