

# Store files in OneDrive for Business

As part of Office 365, OneDrive for Business lets you update and share your business files from anywhere and work on Office documents with others at the same time.

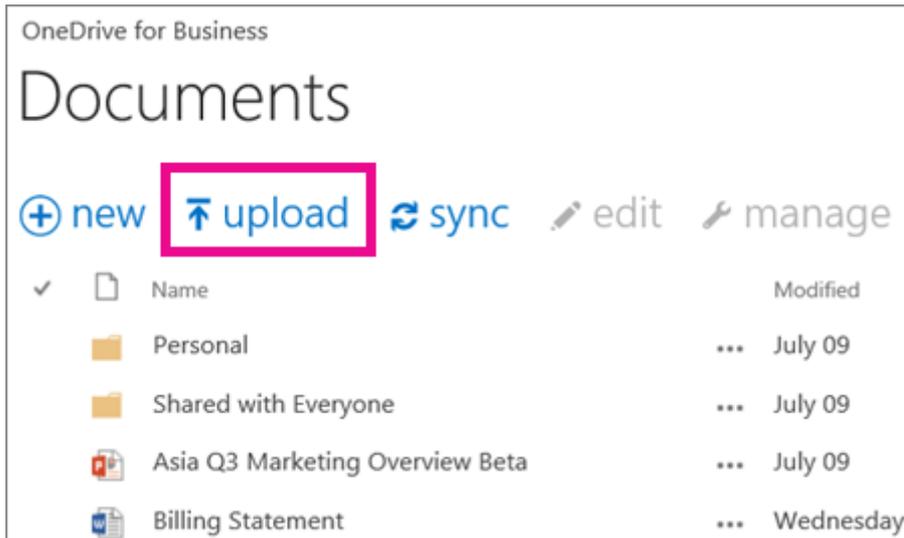


## Upload files to OneDrive for Business

1. Sign in to Office 365 with your work or school account.
2. At the top of any page in Office 365, select OneDrive. Or select , and then select OneDrive.

**Note:** The first time you click OneDrive, you will see some setup screens and instructions while your personal site is being set up. You may have to wait and then click OneDrive again before continuing to step 3.

3. Select **Upload**.



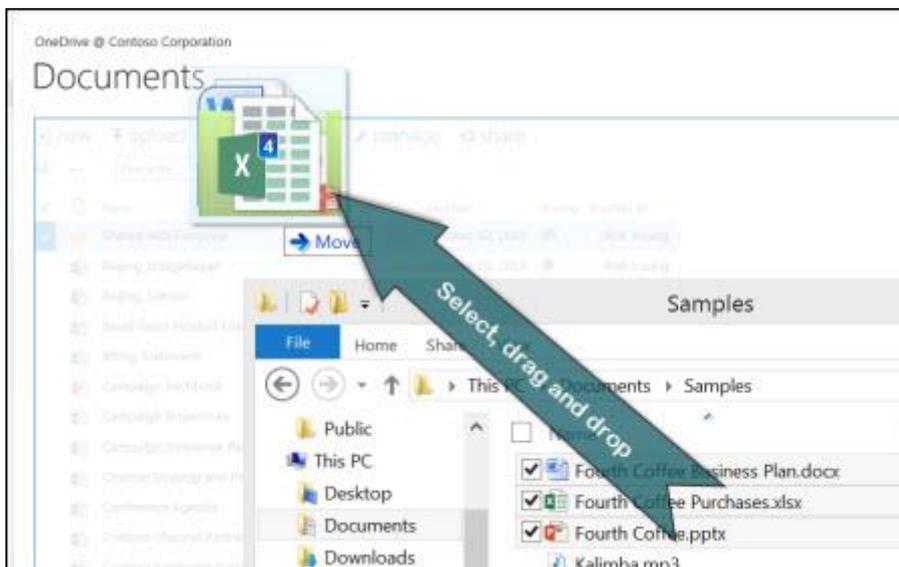
4. In the **Choose File to Upload** dialog box, select the files you want to upload, and then click **Open**.

### Drag files to OneDrive for Business

1. At the top of any page in Office 365, select OneDrive. Or select , and then select OneDrive.

**Note:** The first time you click OneDrive, you will see some setup screens and instructions while your personal site is being set up. You may have to wait and then click OneDrive again before continuing to step 2.

2. Open File Explorer, and select several files.
3. Drag them from File Explorer to OneDrive for Business.



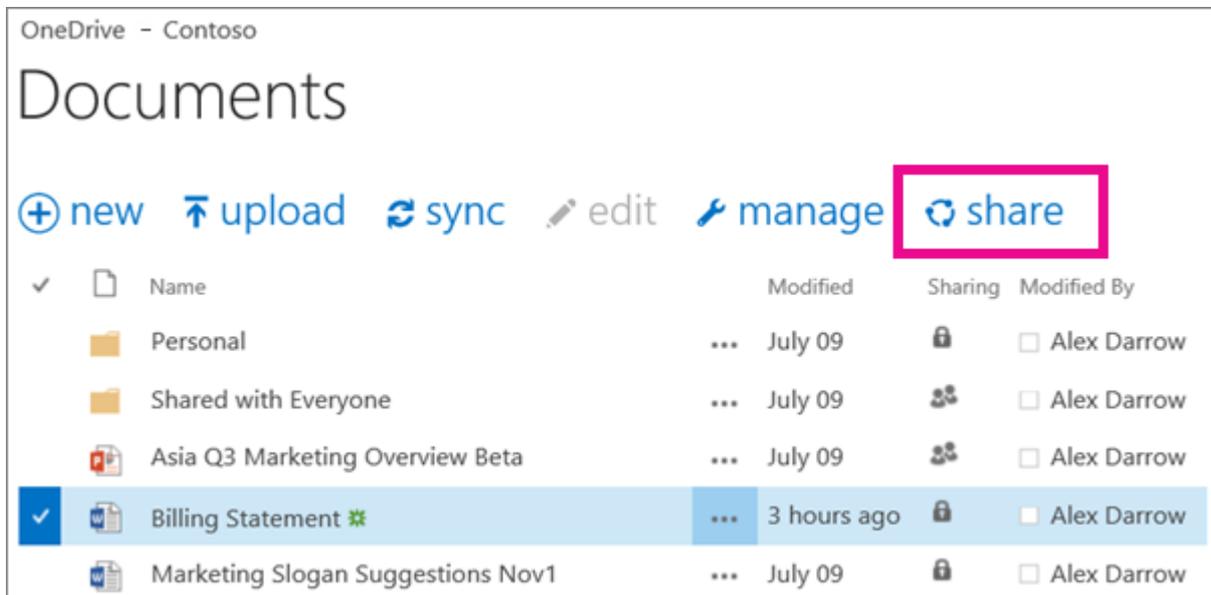
### Add a file by uploading it

1. Open OneDrive for Business.
2. Click **Upload**.
3. Locate a file in the **Choose File to Upload** dialog box, and then select it.
4. Click **Open**.

### Add files by dragging them

1. Open File Explorer.
2. Select several files.
3. Drag them from File Explorer to OneDrive for Business.
4. Watch the file progress until it completes.

In OneDrive for Business, documents are private until you share them.



### Share a file with lots of people

1. Sign in to Office 365 with your work or school account.
2. At the top of any page in Office 365, select OneDrive. Or select , and then select OneDrive.

**Note:** The first time you click OneDrive, you will see some setup screens and instructions while your personal site is being set up. You may have to wait and then click OneDrive again before continuing to step 3.

3. Drag the files into your **Shared with Everyone** folder.
4. Or, if you already have the Share window open (as in step 2 above), type **Everyone** instead of the name of a person.

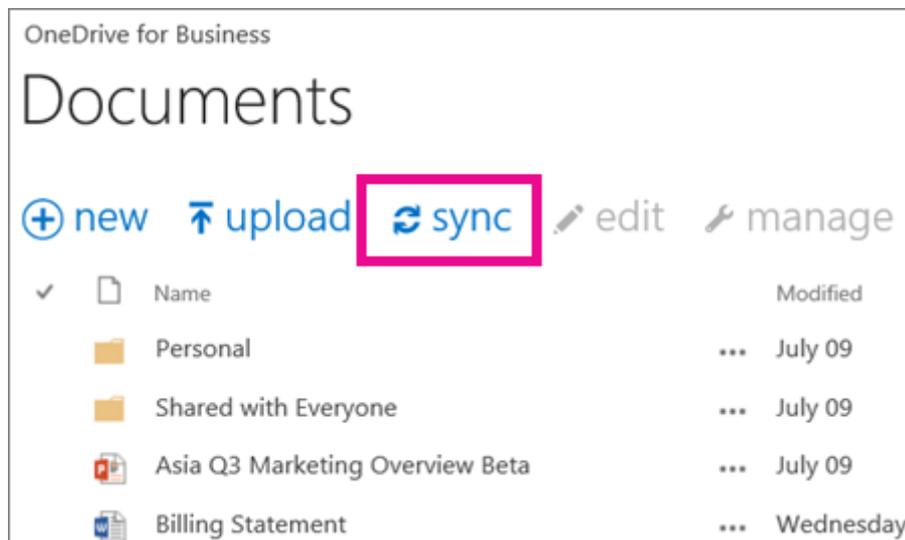
## Share a file with specific people

1. At the top of any page in Office 365, select OneDrive. Or select , and then select OneDrive.

**Note:** The first time you click OneDrive, you will see some setup screens and instructions while your personal site is being set up. You may have to wait and then click OneDrive again before continuing to step 2.

2. Select the file you want to share, and then select **Share**.
3. In the Share window, type the name of each person you want to share the file with. As you type each name, suggestions appear that match your contacts. When you see the name you want, select it to add it to the list.
4. Select the permission in the list that you want to grant people. You can change the permission later for any person.
5. If you want, type a message to send to all the people you're inviting. The email message will include a link to the shared document.
6. If you don't want to send an email, click **Show Options**, and then clear **Send an email invitation**.
7. Click **Share**.

Synchronization makes sure any changes to a file on the desktop or in OneDrive for Business are reconciled so that each copy of the file reflects the latest changes.



## Sync your files

1. Sign in to Office 365 with your work or school account.
2. At the top of any page in Office 365, select OneDrive. Or select , and then select OneDrive.

**Note:** The first time you click OneDrive, you will see some setup screens and instructions while your personal site is being set up. You may have to wait and then click OneDrive again before continuing to step 3.

3. On your OneDrive for Business page, click **Sync**.
4. At the prompt, click **Sync Now**. If the sync app is not on your computer, it is automatically downloaded.
5. You can click **Show my files** to open the synced OneDrive for Business folder in File Explorer. The folder appears in your Windows Favorites as **OneDrive for Business** or **OneDrive - *YourCompanyName***.