

# Quick Start Guide

Do more wherever you are with secure access, sharing, and file storage. Sign-in to your Office 365 subscription and select **OneDrive** from the app launcher. This guide covers OneDrive for business or school, but most of the functionality is the same for home subscribers.

**Open**  
Open and edit a file online or in a desktop app.

**Share**  
Share files directly from OneDrive. Files are private until shared.

**Copy link**  
Get a link to the selected file to insert in an IM, email, or site.

**Move to/Copy to**  
Move or copy to another destination in your OneDrive or any SharePoint site.

**Information Pane**  
See file information, recent activity, and manage access permissions to the file.

**Shared**  
View and sort files with date shared, activity, or who they are shared with.

**Discover\***  
View trending content in your organization and content relevant to your work.

**Recycle bin**  
Recover files you've accidentally deleted up to 93 days.

**Shared libraries**  
Navigate to shared libraries on Microsoft Teams, SharePoint sites, or Office 365 Groups.

The screenshot shows the OneDrive web interface. The top navigation bar includes 'Open', 'Share', 'Copy link', 'Download', 'Delete', 'Rename', 'Move to', 'Copy to', 'Flow', and 'Sort'. The left sidebar shows 'Files', 'Recent', 'Shared', 'Discover', 'Recycle bin', and 'Shared libraries'. The main content area displays a list of files under 'East Region Sales'. The right sidebar shows the 'Information Pane' for a selected file, including 'Sharing status', 'Manage access', 'Properties', 'Name', 'Title', and 'Activity'.

Name	Modified	Modified By	File Size	Sharing	Activity
Agreements	About a minute ago	Megan Bowen	0 items	Private	
Annual Financial Report - FINAL.docx	May 22	Megan Bowen	22.2 KB	Private	
Annual Financial Report (DRAFT)...	February 9	Megan Bowen	22.2 KB	Shared	
Audit of Small Business Sales.xlsx	February 9	Megan Bowen	21.0 KB	Shared	
Coffee House Design.pptx	August 7	Megan Bowen	310 KB	Private	
Coffee Houses.pptx	August 7	Megan Bowen	28.9 KB	Private	
Contoso Electronics Sales Presentation.pptx	May 22	Megan Bowen	3.25 MB	Private	
Contoso Purchasing Permissions - Q1.docx	February 9	Megan Bowen	24.7 KB	Private	
Employee Travel - Q3.xlsx	February 9	Megan Bowen	20.7 KB	Shared	
European Expansion.pptx	May 22	Megan Bowen	3.41 MB	Private	
Expense Insights.xlsx	February 9	Megan Bowen	298 KB	Private	
Finance.pptx	February 9	Megan Bowen	2.18 MB	Private	

**Download**  
Download a copy of a file to work offline on a device.

**Flow**  
Create and manage automated workflows.

**Search**  
Find your content throughout OneDrive, SharePoint sites, and Microsoft Teams.

**Sharing status**  
See which files are being shared and who they're shared with.

**Manage access**  
See who can access a file, and manage what people can do with it.

**Activity**  
See the sharing, viewing, and editing activity for a file.

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