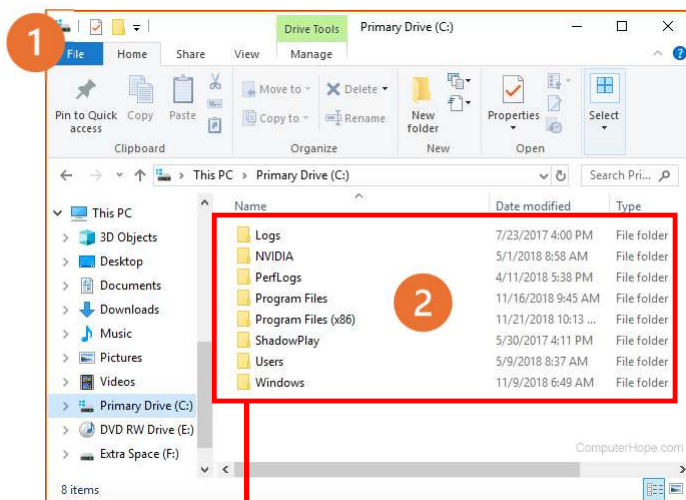




Windows 11: Preparation Quick Reference Guide

Moving Files to OneDrive in Windows 10



Moving Files to OneDrive Using File Explorer

Microsoft OneDrive is a cloud storage service that allows you to store, share, and sync files vs. the alternative of saving your files on your local device. Doing this protects your files by automatically backing up your data, and it integrates well with other Microsoft Office applications. OneDrive essentially makes it convenient and secure by keeping your files in the storage cloud.

OneDrive is available for our use within our ESD architecture. To move your folders and files that are on your local computer to OneDrive:

1. Open **File Explorer**
2. Select the files (*or folders*) you want to move
3. Drag and drop the files into your **OneDrive** folder (*look for the blue cloud icon in the left-hand margin*)
4. Blue circular arrows indicate that the files are syncing to the cloud
5. Green check marks indicate that the files have finished syncing

NOTE: This process may take a little as a few seconds and as long as a minute or two.

