

Navigating Files and Folders - Windows

Accessing and Adding Files to OneDrive with File Explorer

1. Click the File Explorer icon on your Taskbar or press the Windows key + E to open File Explorer with your keyboard.
2. Click on the OneDrive that icon that is associated with Sinclair.
3. Drag and drop files or folders into OneDrive in the Navigation pane.
4. You can also right click the file or folder you wish to add and select Copy.
 - a. Open your OneDrive folder, right-click again, and select Paste.

Organizing OneDrive with File Explorer

1. OneDrive has several default folders. You can use the default folders or create your own.
2. Click the File Explorer icon on your Taskbar or press the Windows key + E to open File Explorer with your keyboard.
3. Double-click on your OneDrive app icon to open OneDrive.
4. From here, you can do one of the following:
 1. To create a new folder, click the Home tab on the ribbon. Click the New folder button in the New group. Enter a name for the folder and press the Enter key.
 2. To move a file, select the file and drag it to the desired folder. • To rename a file or folder, click the Home tab on the ribbon. Click the Rename button in the Organize group. Enter a new name for the folder and press the Enter key.
 3. To delete a file or folder, click the Home tab on the ribbon. Click the Delete button in the Organize group.

Create a folder new folder for OneDrive from File Explorer

1. Click on the OneDrive sync client from File Explorer.
2. Click on the Home button
3. One the Home Ribbon, click new folder
4. You can also create **subfolders**.
5. Users can move **files** and folders within OneDrive using the move command and drag and drop feature.

Saving a file to OneDrive Sync Folder from an Application.

1. Select **File >Save As>OneDrive –Sinclair**
2. Select **Enter file name here** and type a name.

3. If you want to save to another folder, select **Browse**, and select the folder you want.
4. Select **Save**.

Navigating Files and Folders - Mac

Accessing and Adding Files to OneDrive with Finder

1. Click the Finder icon on the bottom dock
2. On the left-hand side menu, click on the OneDrive icon or 'OneDrive –Sinclair'
3. Drag and drop files and/or folders into the OneDrive icon.
4. You can also copy the file and/or folder, open the OneDrive folder, and click paste.

Organizing OneDrive with Finder

1. Click the Finder icon on the bottom dock.
2. On the left-hand side menu, click on the OneDrive icon or 'OneDrive – Sinclair'
3. In the top right corner, select File, then New Folder or New File and name accordingly.
4. To move a file, select the file and drag it to the desired folder. • To rename a file or folder, right click on the file or folder and select Rename.
5. To delete a file or folder, right click on the item and select move to trash.

Saving a file to OneDrive Sync Folder from an Application.

1. Select **File >Save As>OneDrive –Sinclair**
2. Enter a file name.
3. If you want to save to another folder, select **Browse**, and select the folder you want.
4. Select **Save**.