How-To Guides

## Microsoft OneDrive - Moving Files and Folders

Notes:

This guide has been written to apply to Microsoft OneDrive, used via a web browser. It does not apply to the following, although some steps are similar:

- OneDrive used through Explorer on a PC
- OneDrive apps for Android or iOS

This guide was correct as of 21st September 2015. No liability is accepted for data loss or other issues encountered as a result of using this guide.
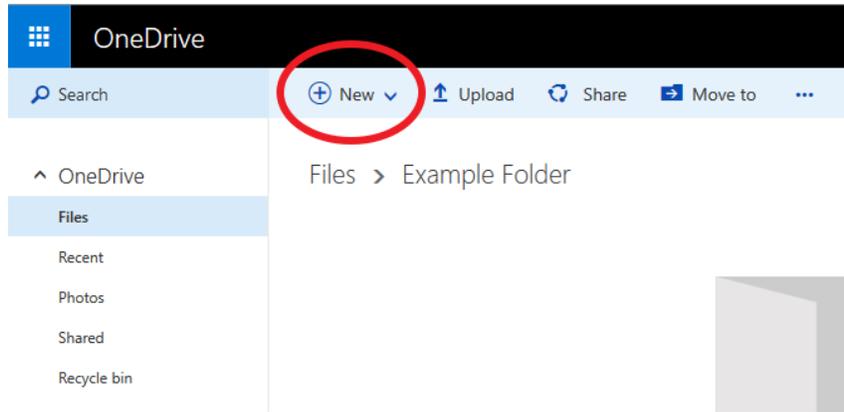
Section 1 - Creating a New Folder

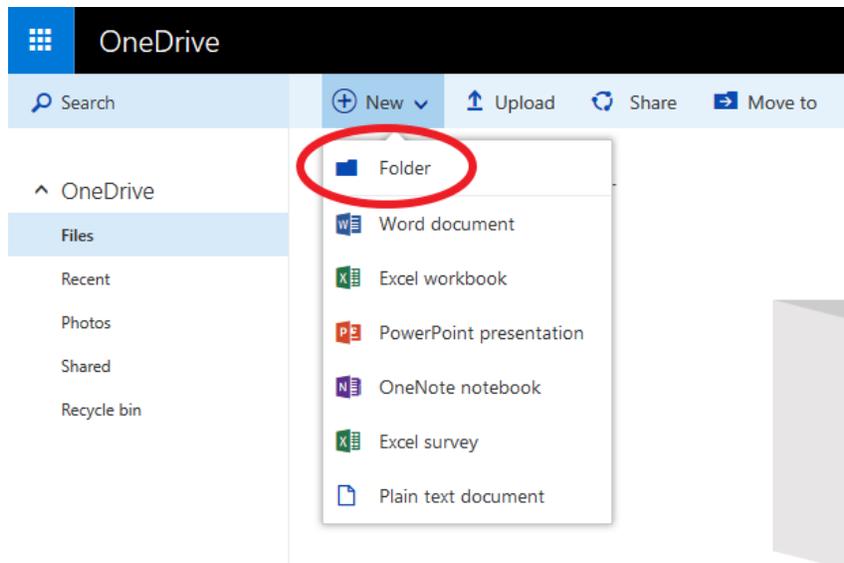1. Your OneDrive storage will be empty to start with, and will look like this online.
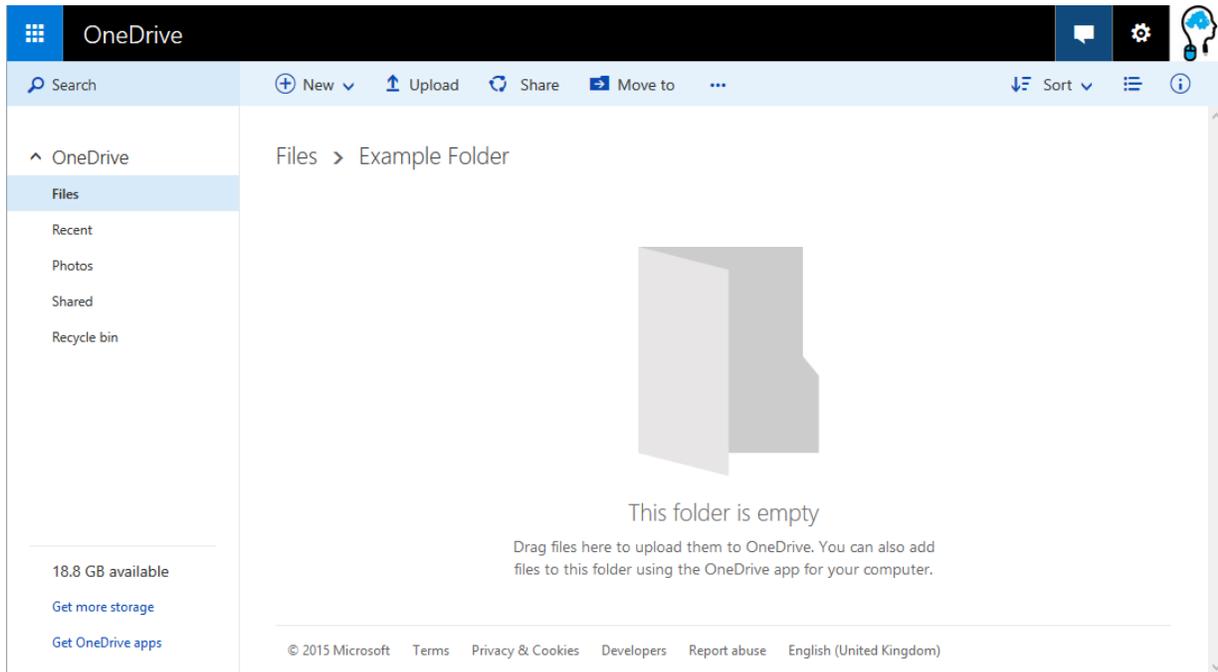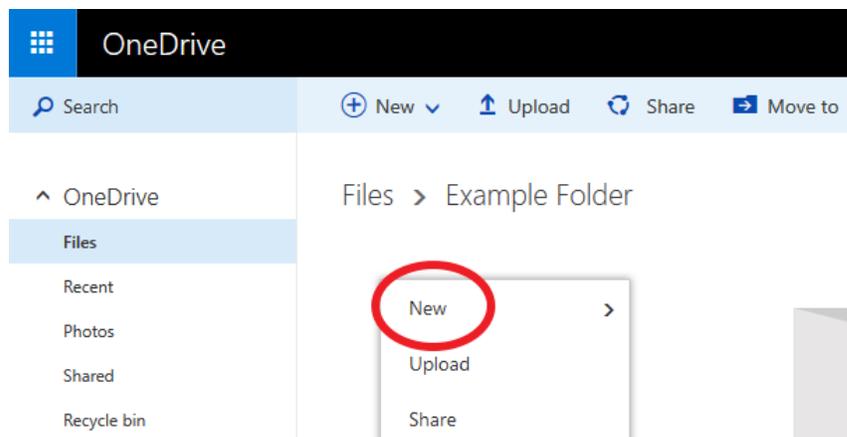
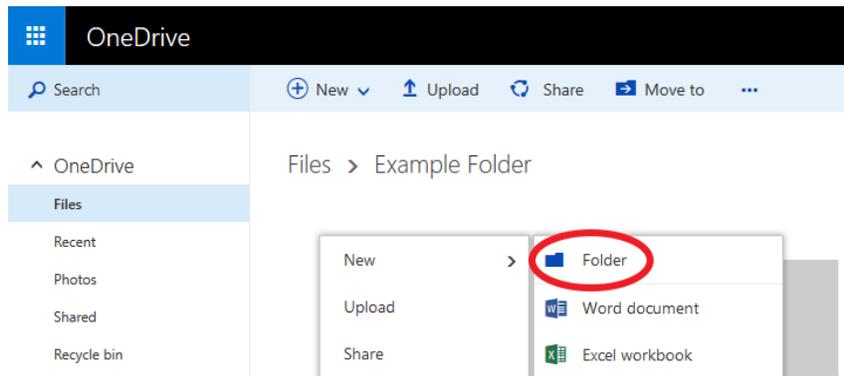2. There are 2 ways to create a New Folder.

2.1. Use the "**New**" menu at the top

Select "**Folder**" under the "**New**" menu
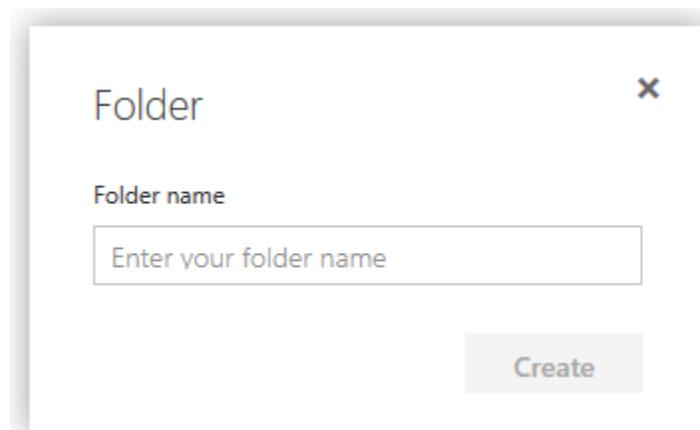

2.2. *Right-click* the empty space in the middle of the screen to get a menu that looks like the one below, and select "**New**" from this menu.
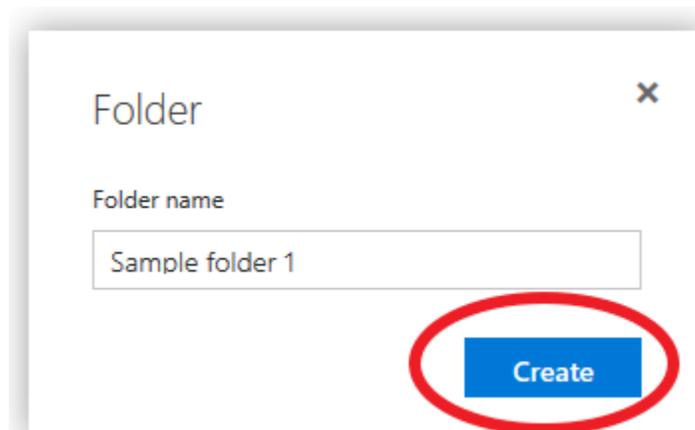
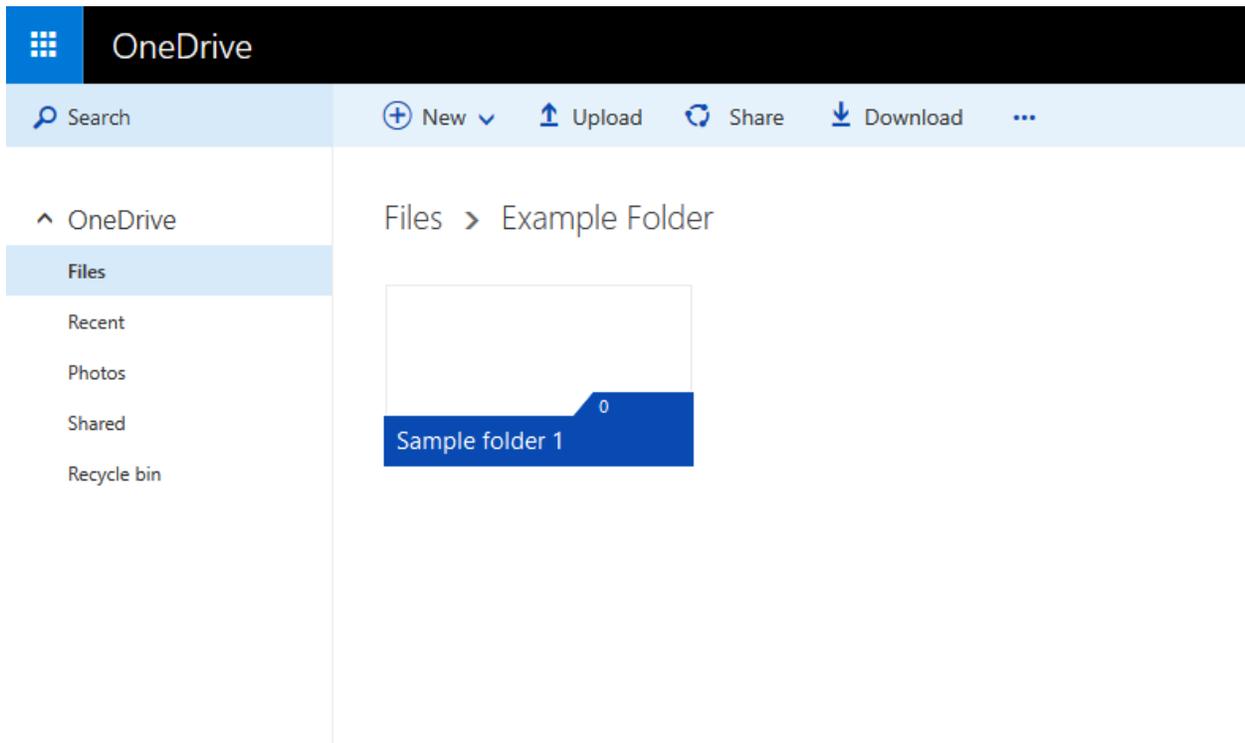2.3. Another menu will appear. Select the top one – "**Folder**"

3. Whichever way you do it, a box will appear that looks like this:

3.1. Enter a name for your new folder. We've called ours "Sample Folder 1". The "Create" button turns coloured, rather than being grey, once you enter a name. Click the "Create" button, when you're happy with your name.
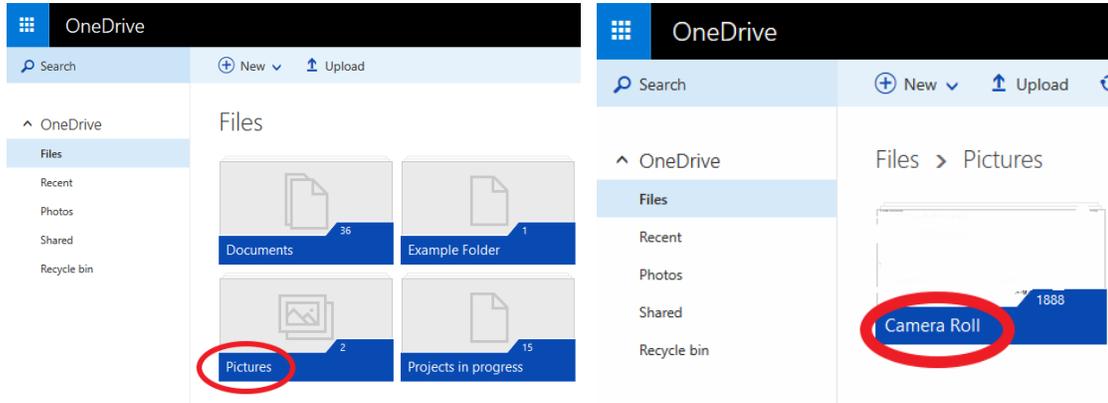
4. Your new folder will appear in OneDrive.

Section 2 – Moving Files or Photos

In this example, we'll move photos from the Camera Roll folder to the folder we created in Section 1: Sample Folder 1.

1. To get to the **Camera Roll** folder, first go to "**Pictures**", then go to "**Camera Roll**"

The Camera Roll folder displays photos uploaded from your mobile phone or tablet. By default, most recent photos are shown first.
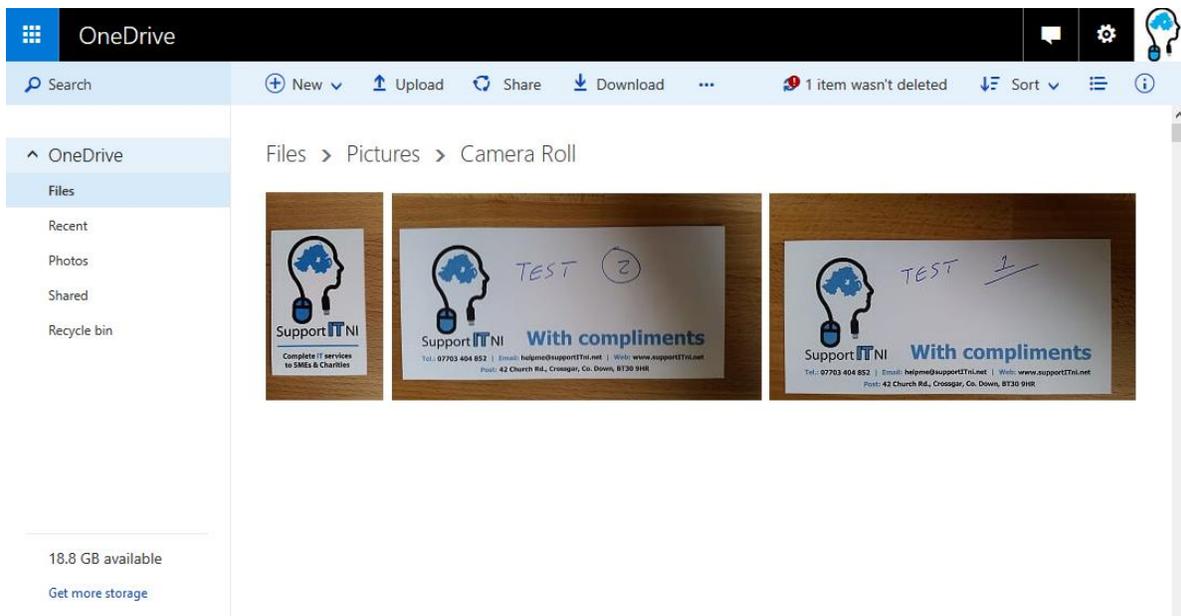
2. To select an image, hover the mouse over it, and a white circle appears in the top right corner.

2.1. Click the white circle, and a blue tick appears. The image is now selected.

2.2. Repeat this for all the images you want to move in a single batch.

3. To Move your images or files to another folder, we go to the top of the page and click the "**…**" button.
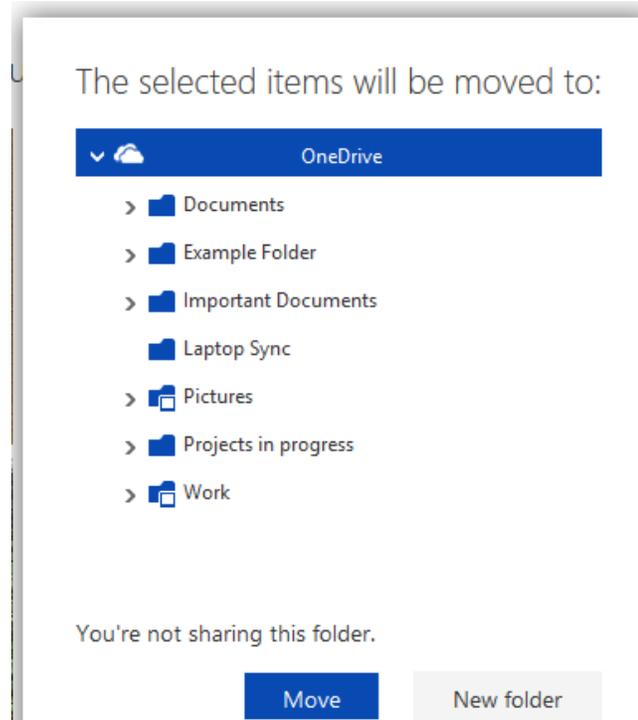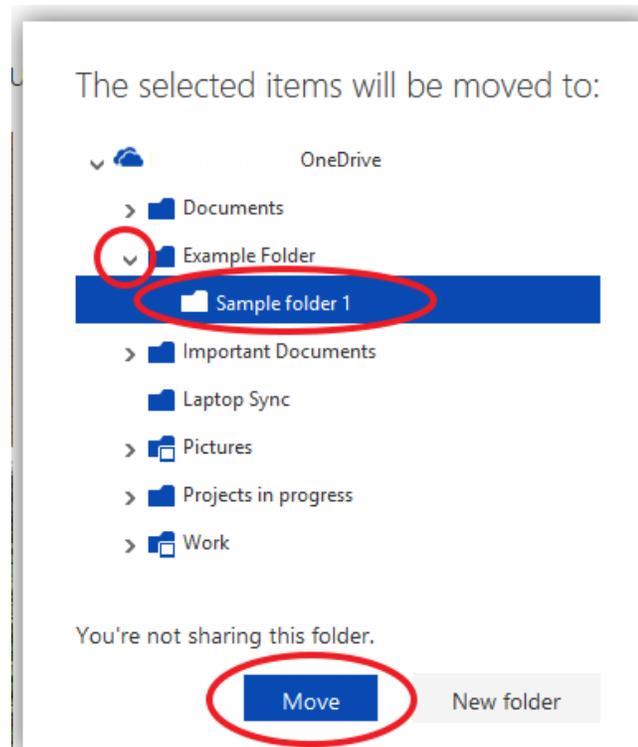

3.1. It brings up another menu like this one below. Select "**Move to**".
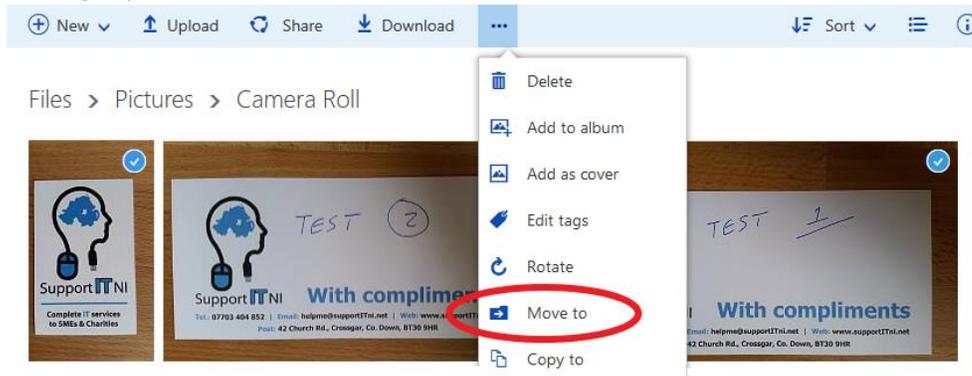
3.2. A new box appears, containing all of your OneDrive folders.

3.3. The grey arrows can be clicked to browse through your folders. Select the folder you want to move your files or photos to. Click the "Move" button at the bottom.

Your files or photos have been moved!