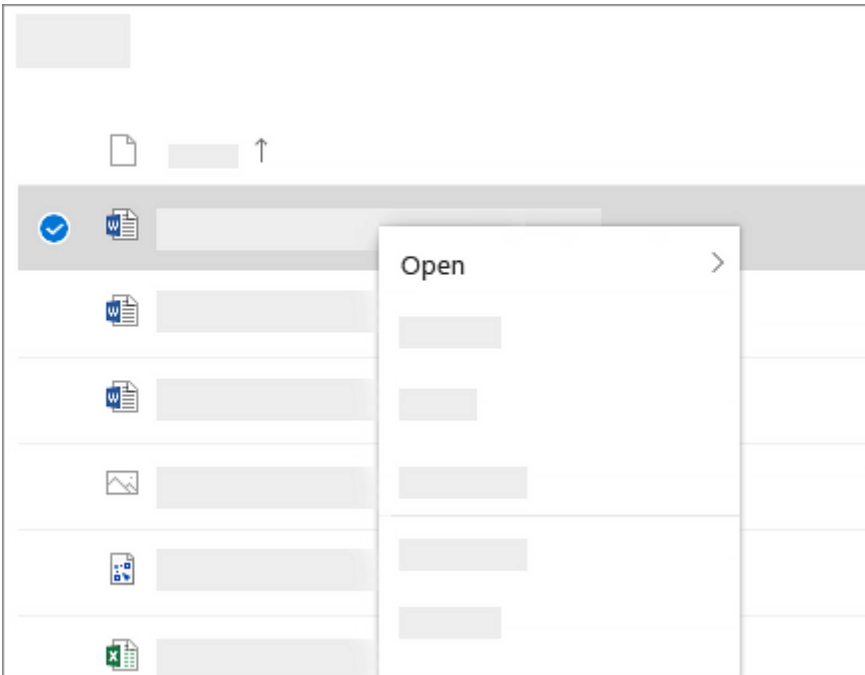


Manage Files and Folders in OneDrive

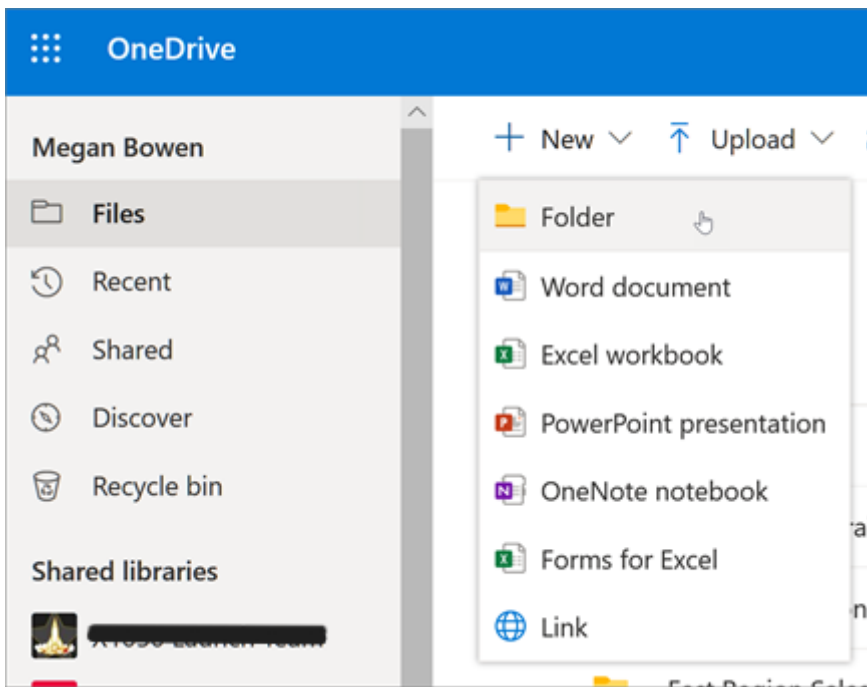
Select what to do with a file

1. In OneDrive, right click the file.
2. Select a command.



Create a folder

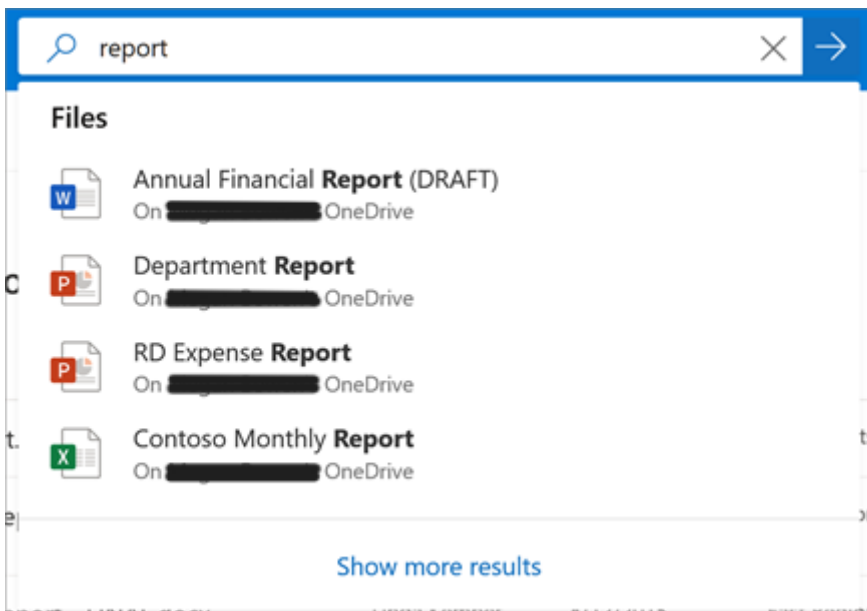
1. Select **New > Folder**.
2. Type a name for the folder.
3. Select **Create**.



Search for files

Looking for an older doc? Search is a powerful tool to find all your online docs.

1. Type a word or phrase in the **Search** box.
2. Select a file, or press Enter.



Additional Microsoft resources

- [Quick Start Guide](#)
- [OneDrive Training](#)
- [OneDrive Restrictions and Limitations](#)

- [OneDrive Help](#)
- [Download PDF: OneDrive Quick Start Guide](#)

Revision #12

Created 2021-06-22 19:32:15 UTC by Brian Stapleton

Updated 2025-07-07 15:33:19 UTC by Brandon Lyons