

This document outlines the steps for how to copy files and folders in OneDrive.

## Copying

1. Locate the **File or Folder** you want to copy.



2. Hover the mouse over the file and select the **Show Action** button (three stacked dots).

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3. Select Copy to.

Share		
Copy link		
Manage access		
Download		
Delete		
Move to		
Copy to		
Rename		
Automate	>	
Details		

4. Select the **destination** 



5. Select a **place** within the destination or **create a new folder.** Once in the final destination, select **Copy here.** 

Copy 1 item	$\times$				
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Places Your OneDrive					
Choose a destination					
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Instruction Pages	ן כ				
Microsoft Teams Chat Files					
New folder					
Copy here					

\*\*Note: Copying a file/folder leaves a copy in the old destination and places a copy in the new destination.