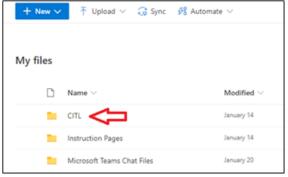


This document outlines the steps for how to move files and folders in OneDrive.

## Moving

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



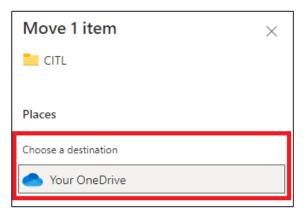
2. Hover the mouse over the file and select the **Show Action** button (three stacked dots).

My fi	ly files					
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		Instruction Pages		January 14		

## 3. Select Move 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 **Move here.** 

Move 1 item	$\times$
CITL	
Places Your OneDrive	
Choose a destination	
🖿 CITL	
🖿 Instruction Pages	
📒 Microsoft Teams Chat Files 💙	
□ New folder	
Move here	

\*\*Note: Moving a file/folder removes it from the old destination and puts it in the new destination.