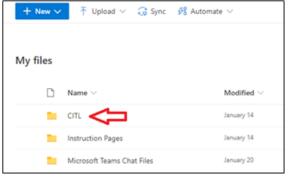


This document outlines the steps for how to move files and folders in OneDrive.

Moving

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



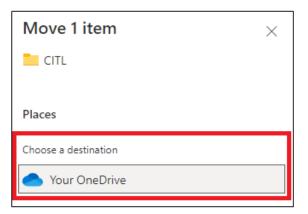
2. Hover the mouse over the file and select the **Show Action** button (three stacked dots).

| My fi | ly files | | | | | |
|-------|----------|-------------------|------|-----------------|--|--|
| | ۵ | Name \sim | | Modified \vee | | |
| 0 | • | CITL | ir (| January 14 | | |
| | | 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.