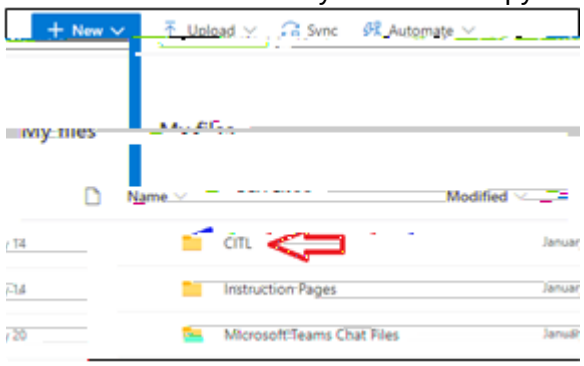
This document outlines the steps for how to copy files and folders in OneDrive.

Copying

1. Locate the you want to copy.



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

3. Select

4. Select the