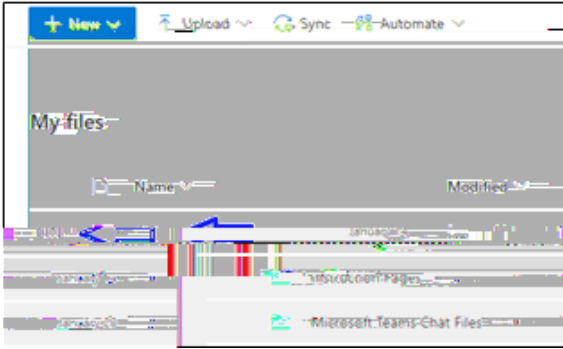


This document outlines the steps for how to move files and folders in OneDrive.

## 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).



3. Select Move to



4. Select the destination

5. Select a place within the destination or create a new folder. 372