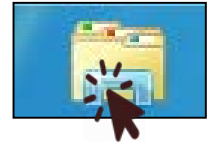


# OneDrive – Move files to OneDrive

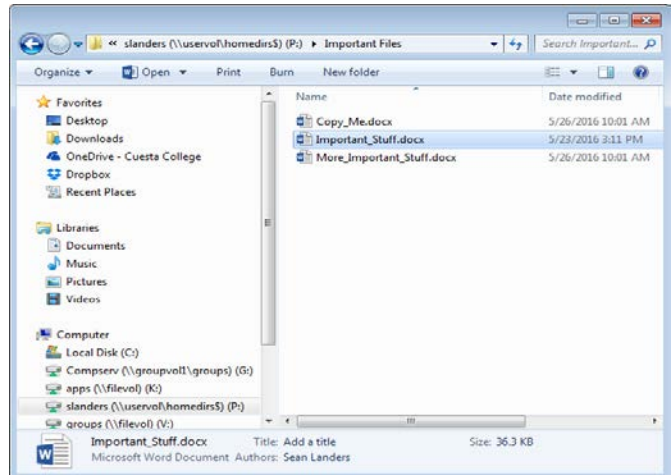
## 1. Launch File/Windows Explorer



- Click the File/Windows Explorer icon in the bottom task bar to launch a new window.

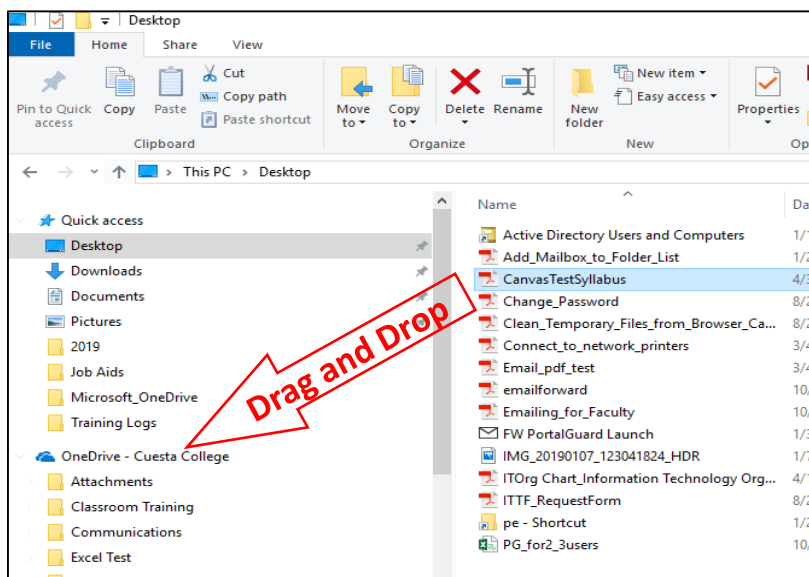
- Click on the files/folder that you want to move
- **Review/Rename files** - Scan through file names and rename any files that have any of the following characters in the title:

\* : < > ~ " #  
% ? / \ { }



## 2. Move files to OneDrive

- Select the files names you want to move to OneDrive by clicking on the file/folder name. Multiple files can be selected and moved by holding down the Ctrl key while you click on file names. Or, you can move entire folders.
- **Drag and drop to move files** - While file/folders names are highlighted drag the highlighted files/folders from the right panel to the OneDrive- Cuesta College location in the left panel and drop them, by unclicking your mouse.  
If you do not see your OneDrive- Cuesta College in the left panel, call IT support for help at X3248.



- Your files will now sync and appear in your Cuesta OneDrive