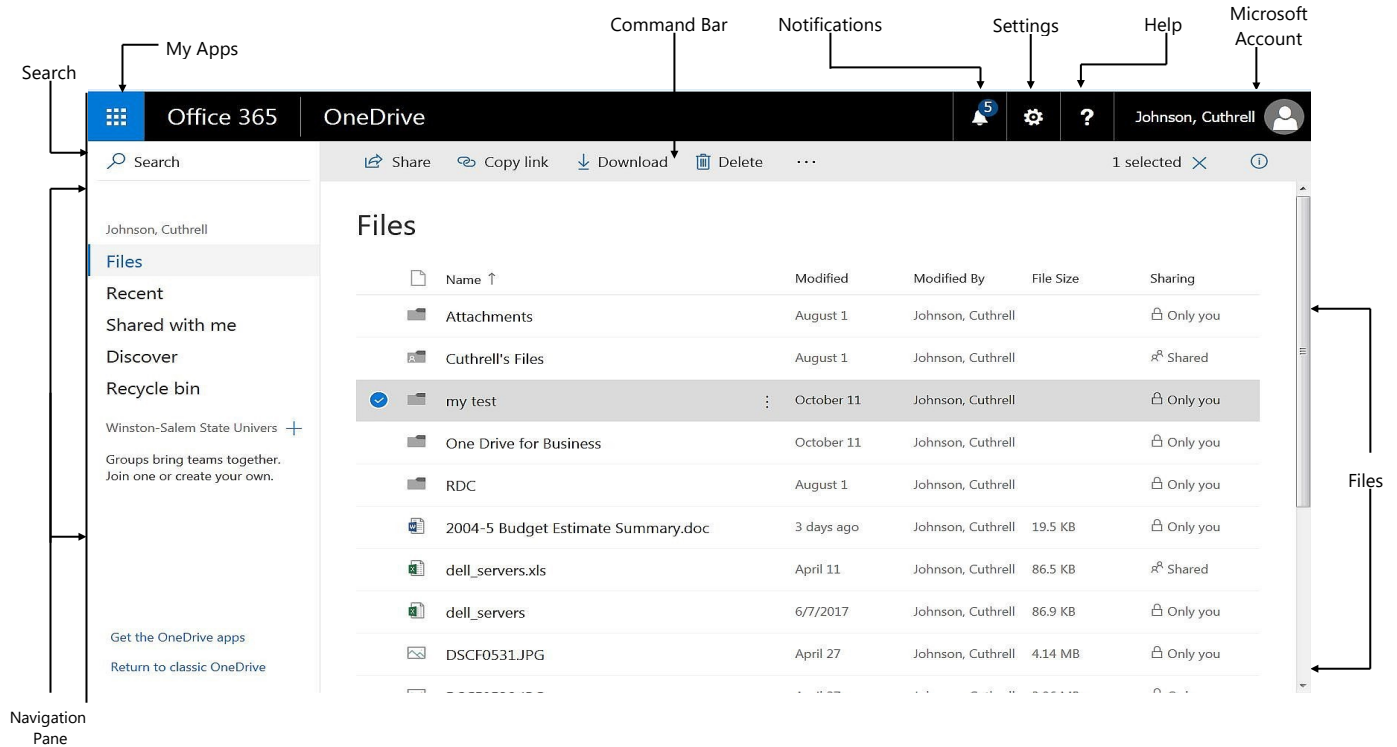


Quick Reference Card

The Office OneDrive Screen from the Microsoft 365 Portal at "portal.office.com"



Command	Keyboard Shortcuts		Icons			
	Windows	Mac	Windows		Mac	
Show Keyboard shortcuts	?	?				
Select all	ctrl+a	⌘+a	OneDrive Up to Date	OneDrive Not Up to Date	OneDrive Up to Date	OneDrive Not Up to Date
Deselect all	ctrl+d	⌘+d			File Synced	File Not Synced
Close the current item	Esc	Esc			File Syncing	New File
Toggle Select/deselect	spacebar	spacebar			Word File	Excel File
Rename	F2	F2			PowerPoint File	OneNote File
Delete a selected item	Delete	⌘+delete			Not Shared	Shared
Open Upload menu	u	u			Image	PDF File
Toggle Details pane	l	l			Folder	Checked Out
Toggle List/ Grid view	v	v				
Navigate to Parent Folder	alt + up	alt + up				
Share selected folder/file	s	s				
Show the New menu	n	n				
Open details menu	shift + F10	shift + f10				
Open the selected item	enter or o	enter				
Refresh	F5	n/a				
Move to next area	Tab	n/a				
Select the adjacent item	↑↓←→	↑↓←→				

Quick Reference for Tasks

- **Log In to OneDrive for Business:** Open your web browser and enter <http://portal.office.com>. The Office 365 screen will open and then enter your work email address and password, click **Sign In**, then click **OneDrive** from the **Microsoft 365 panel**.
- **Search Current Location:** Click in the **Search box** in the Navigation Pane, type search keywords, then select a result.
- **Expand a Search:** If you don't find what you're looking for in the current search location, click **Search Everything** to see more results.
- **Get Help:** Click the **Help** icon in the upper right corner, then enter a topic. Browse the topics or search for more topics.
- **Upload a File:** Click the **Upload** command select file or folder, then navigate to and select the file(s), then click **Open**. Or, just drag the file(s) from the File Explorer window into the OneDrive for Business library.
- **Preview a File:** Select the file, Click the file's **menu button**. Use the navigation arrows or the page - up/page-down to preview other pages. Click **Close** when you're done.
- **Open a File using the Office Application Online:** Select the file, then click **Open** Select **Edit in the Office Application Online**.
- **Download a Copy of the File:** Select the file, then click **Download**, and then click save file.
- **Save a File from Office Online to Your Device:** From the Office application, click the **File tab**, click **Save As**, and select **Download** a copy.
- **Delete a File:** Select a file, and then click the **Delete**. Click **OK** to confirm.
- **Restore a Deleted File:** Click the **Recycle Bin**, then select the item. Click **Restore**.
- **Permanently Delete a File:** Click the **Recycle Bin**, then select the item. Click **Delete** from the menu, and then click **Delete**.
- **Create a New File or Folder:** Click the **New** command and select file or folder. Enter the name for the file or folder and click **Create**.
- **Move Files to a Folder:** Select and drag the files into the folder
- **View File Properties:** Select a file, click the **Information icon**. From here you can view the File's properties. When you're done, click the **Information icon** to close the pane
- **Check Version History:** Select the file, click **Version History**.
- **Sort and Filter Files:** Click a column header and choose to sort by **Ascending** or **Descending** order, or select a filter criteria.
- **Share a File:** Select a file. Then click **Share**. Enter the names or email addresses of the people you'd like to share with, add a message, then click **Send**.
- **See the files Shared with Me:** In the **Navigation panel**, click **Shared with Me**. Everything in this folder is a file or folder that is shared with you.
- **Share a Folder:** Select the folder to be shared. then click **Share**. Enter the names or email addresses of the people you'd like to share with, add message, then click **Send**.
- **Email a Link:** Select the file, click **Copy Link**. In the message box, click **Copy** then, click the down arrow (V). Then select the options (set the permission – optional), then click **Apply**, then click **Send**.
- **Access OneDrive for Business Settings:** Click the **Settings icon (gear)**, then click **Site Settings**.
- **Work Offline:** If you have synced your OneDrive for Business with your PC, you can easily access files while not online. Open Windows Explorer and click the **OneDrive — Winston-Salem State University folder** under Favorites to access your files. Right-Click the file and click **Open**.
- **Sync Files:** Click the **OneDrive icon (Blue Cloud)** on the status bar. Find the **Settings icon (gear)** and click it. Find the **Sync** link and click **Start Sync**.
- **Pause Syncing:** Right-click the **OneDrive for Business icon** in the taskbar at the bottom right of your screen, then select **Pause syncing**. To resume syncing, right click the icon again and select **Resume syncing**.
- **Stop Syncing:** Right-click the **OneDrive for Business icon** in the taskbar at the bottom of your screen, then select **Stop syncing a folder**. Select a folder, click **Stop syncing**, then click **OK**. The folder will permanently stop syncing but the files will remain on your computer.