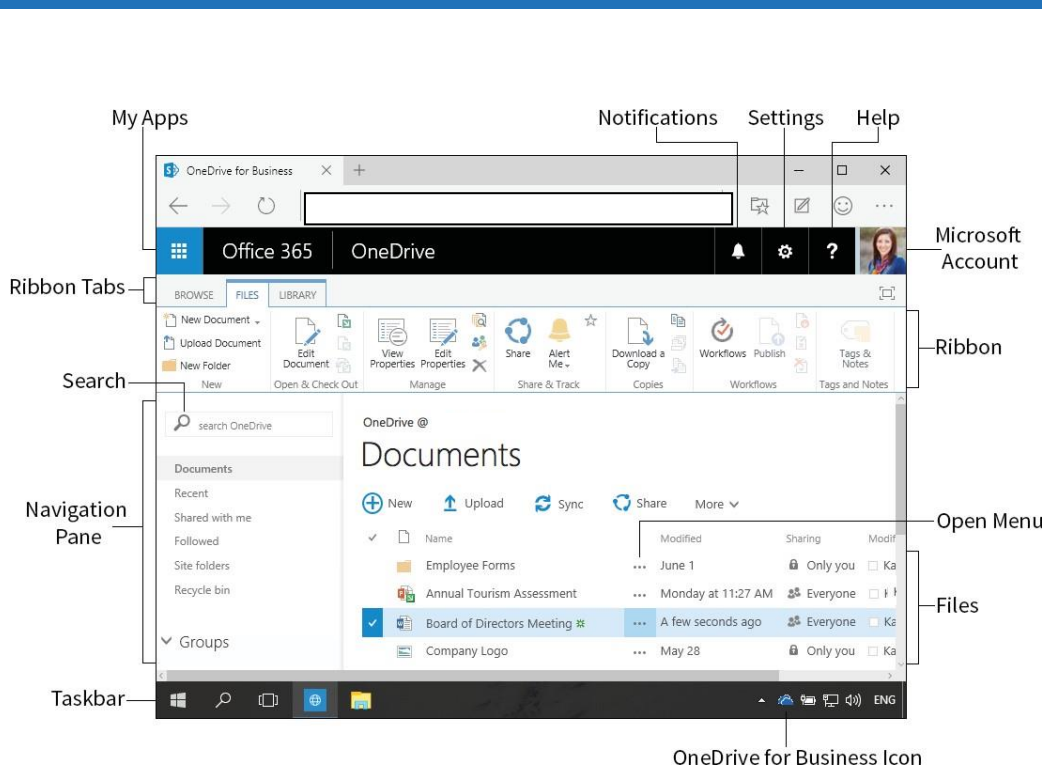


# OneDrive for Business

## Quick Reference Card

### The Screen



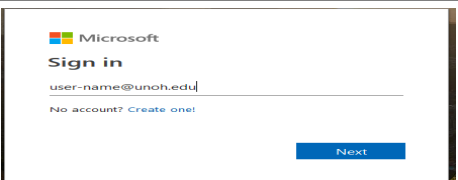
### Keyboard Shortcuts

Create Item	<b>Alt + N</b>
Upload a File	<b>Alt + U</b>
Expand Menus	<b>Shift + Enter</b>
Select All	<b>Ctrl + A</b>
Change View	<b>Ctrl + Alt + 1</b>
New Folder	<b>Ctrl + Shift + N</b>
Open With...	<b>Ctrl + O</b>
View Folder	<b>Ctrl + Alt + O</b>
Download	<b>Ctrl + S</b>
Copy	<b>Ctrl + Shift + V</b>
Move	<b>Ctrl + Shift + Y</b>
Rename	<b>F2</b>
Refresh	<b>F5</b>

### Symbols

OneDrive Up to Date	OneDrive Not Up to Date
File Synced	File Not Synced
File Syncing	New File
Word File	Excel File
PowerPoint File	OneNote File
Not Shared	Shared
Image	PDF File
Folder	Checked Out

### Basics



- **Log In to OneDrive for Business:** Enter your work email address and password, click **Sign In**, then click **OneDrive**.
- **Turn on the Ribbon:** Click the **Settings** button and select **Show Ribbon**. Click the **Files** or **Library** tabs to view the Ribbon commands.
- **Collapse the Ribbon:** Click the **Browse** tab to hide the commands.
- **Get Help:** Click the **Help** button in the upper right corner, select **Help**, then browse or search for topics.
- **Upload a File:** Click the **Upload** button, 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.

- **Open a File in Office Online:** Click a filename, then click **Edit Document/Spreadsheet/Presentation**. Select **Edit in Office Online**.
- **Download a Copy of the File:** From Office Online, click **File** and select **Save As**. From here, click **Download a Copy**, and then click **Open**. Or, just select the file and click **Open Menu**. Then, click **More Actions** again and select **Download**.
- **Save a File from Office:** From an Office application, click the **File** tab, click **Save As**, and select **Other Web Locations**. Select the **OneDrive for Business Documents** folder.
- **Delete a File:** Select a file, click the **Files** tab, and then click the **Delete Document** button. Click **OK** to confirm.
- **Restore or Permanently Delete an Item:** Click the **Recycle Bin**, then check the item's checkbox. Click **Restore Selection** or **Delete Selection**, and then click **OK**.