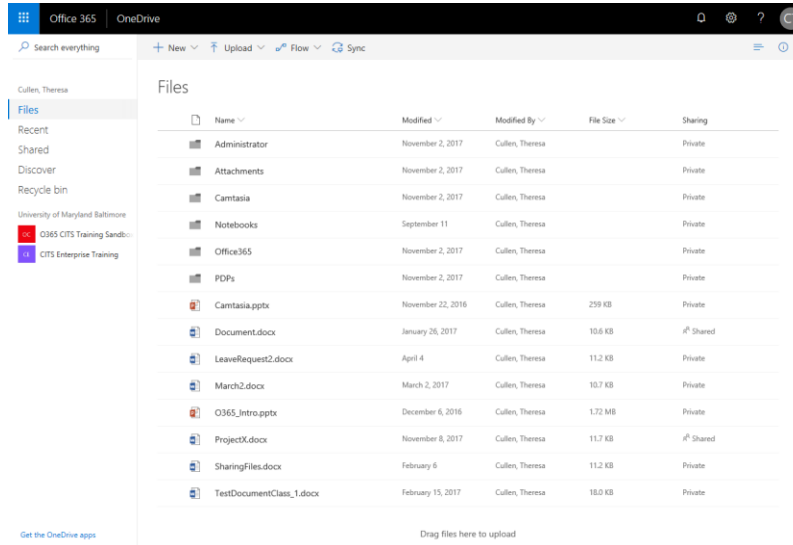


## OneDrive Overview

OneDrive for Business (OneDrive) is a part of the Office 365 suite and offers cloud-based file storage for a person's personal work files. OneDrive also offers access to any file/s that are stored in other locations (SharePoint, Teams and files shared with you) that you have permission to view.



### Left-Hand Navigation:

The left-hand navigation panel is where you can access any file you have permissions for.

- **Files** – The Files menu displays your personal work files as they are stored in OneDrive. Unless you choose to share a file with others, only you have access to these files.
- **Recent** – Files that have been recently accessed will appear here, regardless of where they reside. OneDrive, SharePoint and Team files will all appear here if recently accessed.
- **Shared** – Files that are shared with you and by you will appear here. This can assist you in keeping track of what files you've shared with others and determine if you need to stop sharing. It can also assist in finding files that are shared with you by other users.

Shared with me Shared by me

Shared with me

- **Discover** – Displays files you have access to that either you or colleagues have recently accessed and modified.
- **Recycle Bin** – Any files you've deleted will appear here. Files remain here for 90 days and can be restored if necessary.
- **Teams/Group List** – Any team that you are a member of will be listed. By selecting a team name, you can access the document library for that team.