

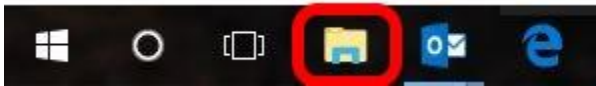
# Keep your files on OneDrive (PC)

**Important!** If you use a Windows computer on campus, the files in your *Documents*, *Desktop*, and *Pictures* folders should automatically sync to OneDrive. If you have files saved in other locations that you want backed up to the cloud, you'll need to manually move these files/folders to your *OneDrive – San Jose Evergreen Community College* folder.

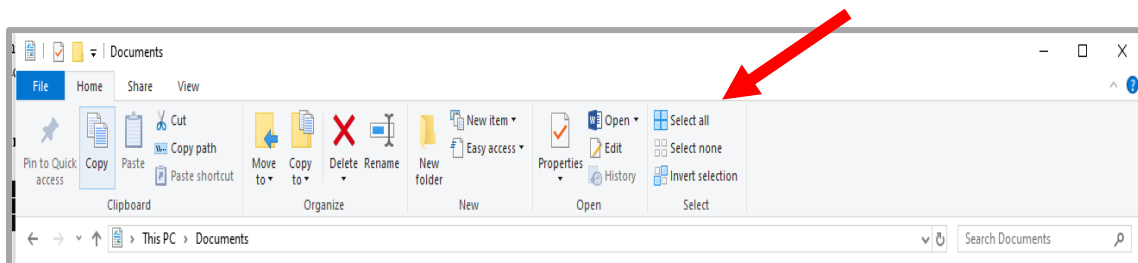
## Move existing files or folders to OneDrive

You can use the *Copy* and *Paste* commands to copy your files/folders to OneDrive. Once your files/folder have been successfully copied, they can be deleted from the original (source) location.

1. Open **File Explorer** and navigate to the folder where the files are stored.

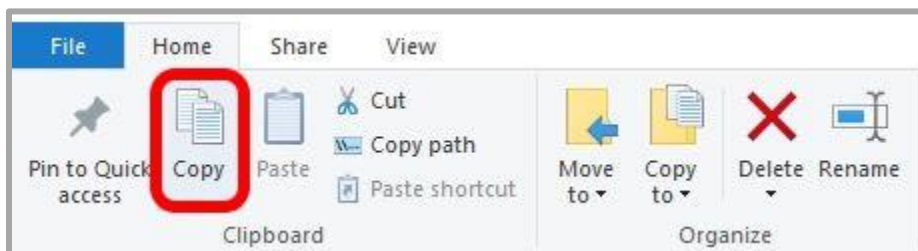


2. Select the files or folders that you want to move. To select **all files** and folders within a folder, click **Select all** on the **Home** tab (or press **Ctrl+A**).

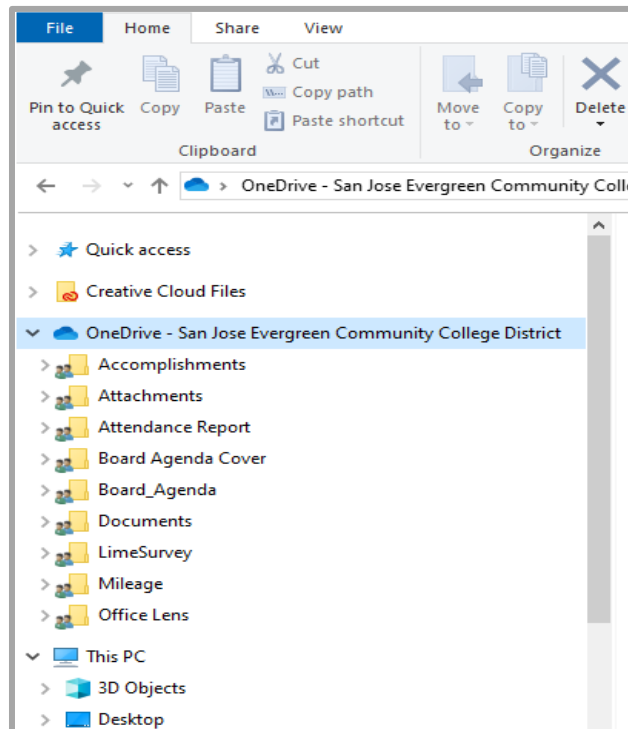


**Tip!** To select a number of sequential files or folders, click the first item, press and hold down the **Shift** key, and then click the last item. To select a number of non-sequential files or folders, click the first item, press and hold down the **Control** key while you click on the items that you want to select.

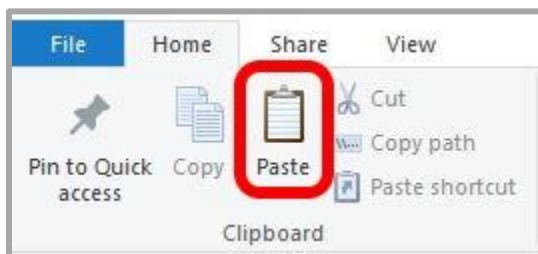
3. With the items selected, click **Copy** on the **Home** tab.



- Use the left navigation pane to locate the desired folder in **OneDrive – San Jose Evergreen Community College District**.



- Click **Paste** on the **Home** tab.

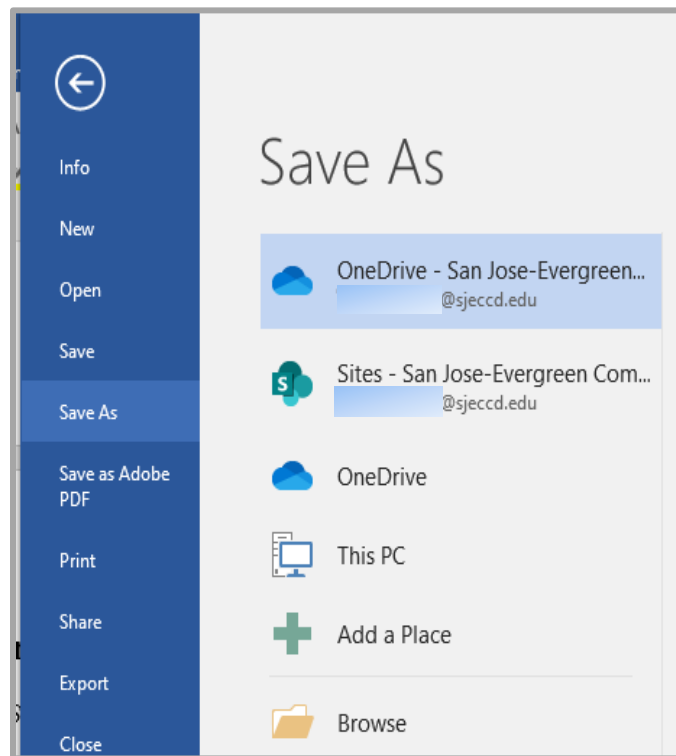


**Please Note:** Once your files/folder have been successfully copied to OneDrive, we recommend deleting the files/folders from the original (source) location. This will prevent confusion of having duplicate data.

## Save new files to OneDrive

Use the *Save As* command to save a single file to *OneDrive*:

1. With the file open, select **Save As** from the **File** menu.
2. Select **OneDrive – San Jose Evergreen Community College** and locate the desired folder.



3. Enter a name for the file in the **File name** box, and click **Save**.