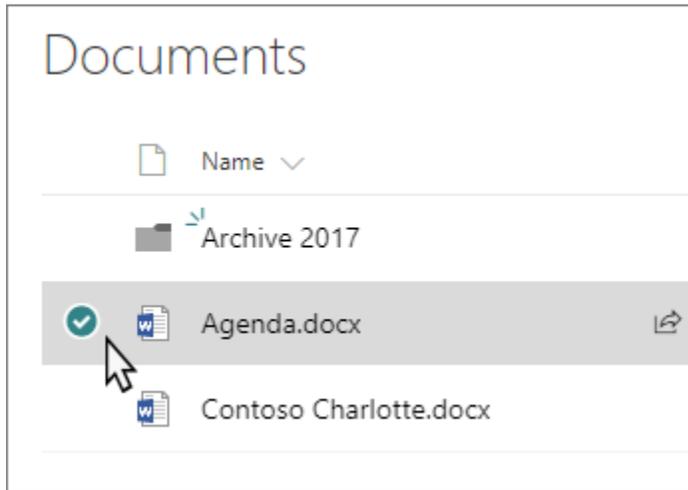


How to move a file from one SharePoint site to another

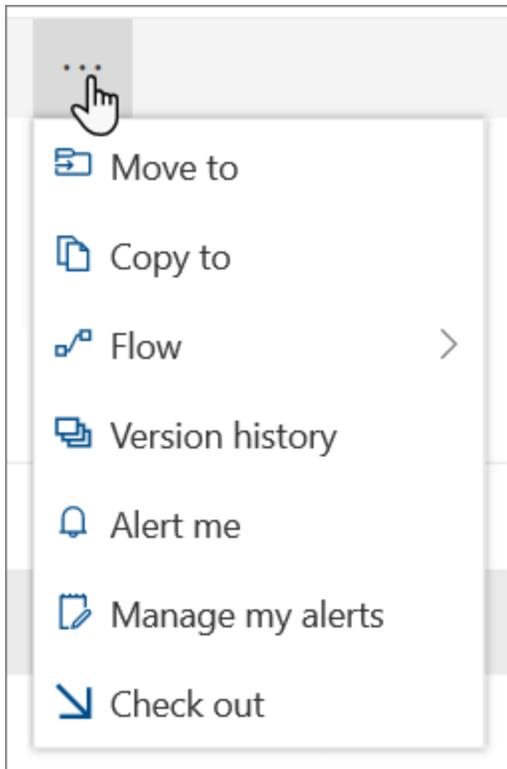
Step 1:

Select files or folders in a SharePoint library.



Step 2:

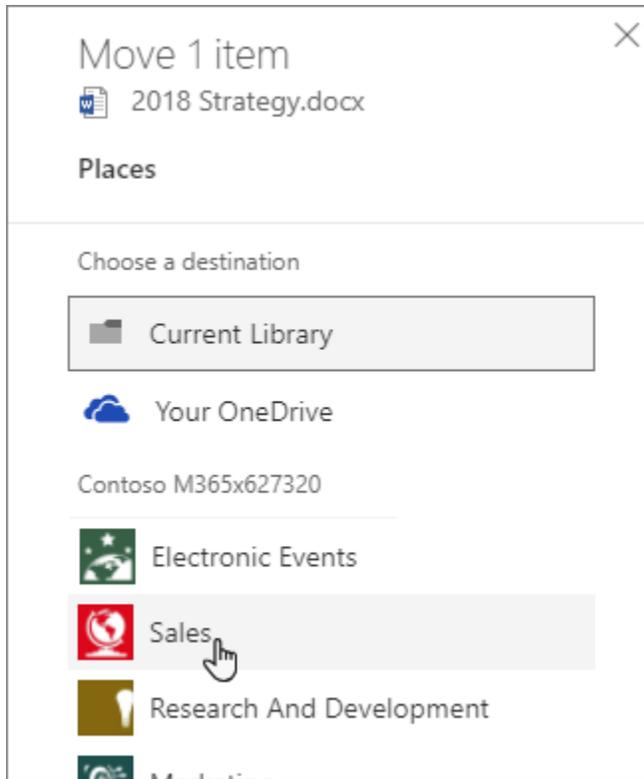
On the command bar if not visible, select **⋮** (**More**), and then select **Move to** or **Copy to**.



Note: [Switch to the modern experience](#) if **Move to** or **Copy to** isn't available.

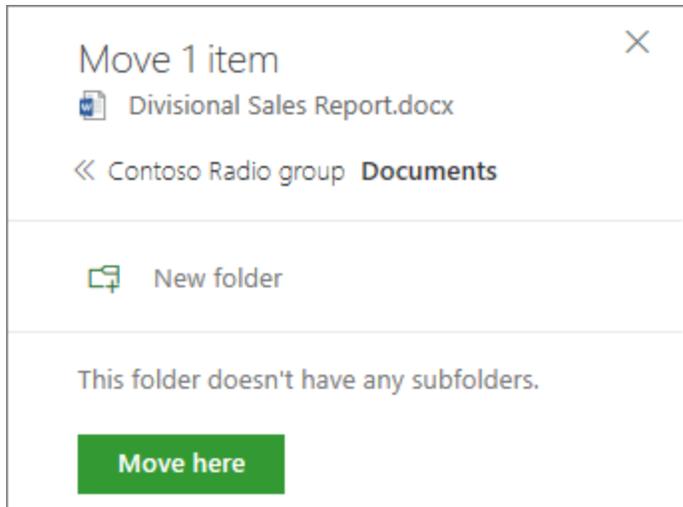
Step 3:

On the **Move** or **Copy** panel, choose a destination in the current library, OneDrive, or another SharePoint site.



Step 4:

On the **Move** or **Copy** panel, select a folder in the current library and select **Move here** or **Copy here**. If you want to move or copy your files to a new folder, select **New folder** to add a new folder. Enter a name for the folder, select the checkmark, and then select **Move here** or **Copy here**.



Notes:

- When you use **Move to**, the history of the document is copied to the new destination. When you use **Copy to** with documents that have version history, only the latest version is copied. To copy earlier versions, you need to restore and copy each one. For more info about versioning, see [Enable and configure versioning for a list or library](#).
- The **Move to** operation will fail if you attempt to move the document across libraries and the destination has enforced unique values.
- When a file is moving, it continues to appear in the source directory until it's fully moved to the destination and then it will be deleted. The file remains in the source sites Recycle Bin after the **Move** is complete and is subject to the normal recycle schedule unless a user recovers it from the Recycle Bin.
- We do not recommend moving OneNote notebooks outside of the OneNote app.
- **Move to** and **Copy to** work best within [the SharePoint Online limits](#).
- **Move to** option is not currently available on the Site Pages Library.
- For common scenarios, visit this [Tech Community blog](#).
- To learn more about working with documents and libraries, see these [YouTube videos from Microsoft Creators](#).