Where are my files?

In Microsoft 365, you can store your work in either OneDrive for Business or on SharePoint sites. Each person in your organization has their own OneDrive for Business library to store personal work files. When you create and save files to a OneDrive folder, they sync to the cloud so you can access them from anywhere—a web browser, computer, or mobile device. For shared file storage and team collaboration, use a SharePoint site. SharePoint sites also sync to the cloud for easy access from anywhere.

Store or share files with OneDrive

1. On your computer, use File Explorer to open OneDrive. Or, from Office 365, open **OneDrive** from the app launcher.

2. View and upload personal files, or share documents or folders by clicking **Share** and then either inviting others to view the documents or sending them a link. Learn more.

Collaborate with a SharePoint site

1. From Office 365, open **SharePoint** from the app launcher, and then select the Team Site.

2. Add files to the default Documents location, or create more document locations, called Libraries.

You can customize your SharePoint site by creating subsites for specific projects, teams, or customers. You can also add your company name, logo, and look and feel, turning the site into a business intranet. Learn more.
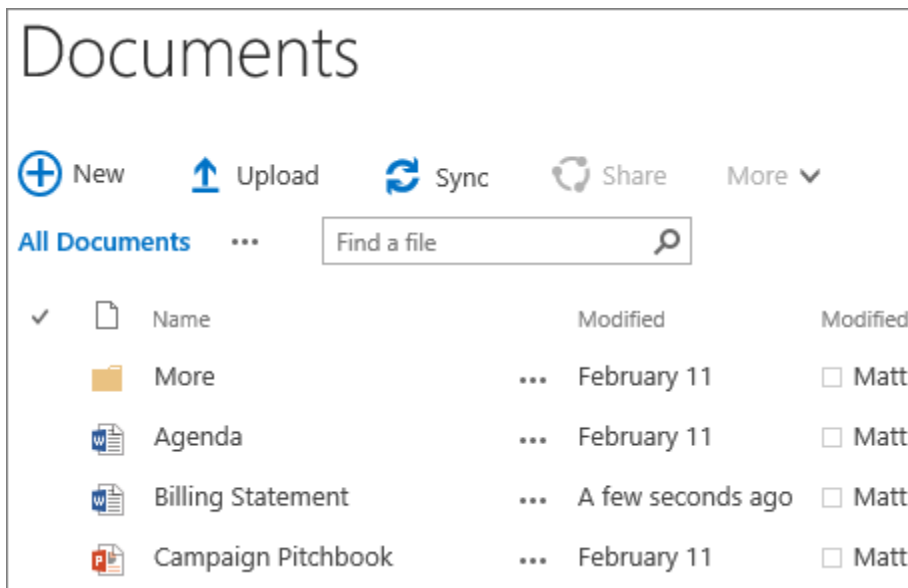
See how to copy files and folders from your computer

https://support.microsoft.com/en-us/office/upload-files-and-folders-to-a-library-da549fb1-1fcb-4167-87d0-4693e93cb7a0
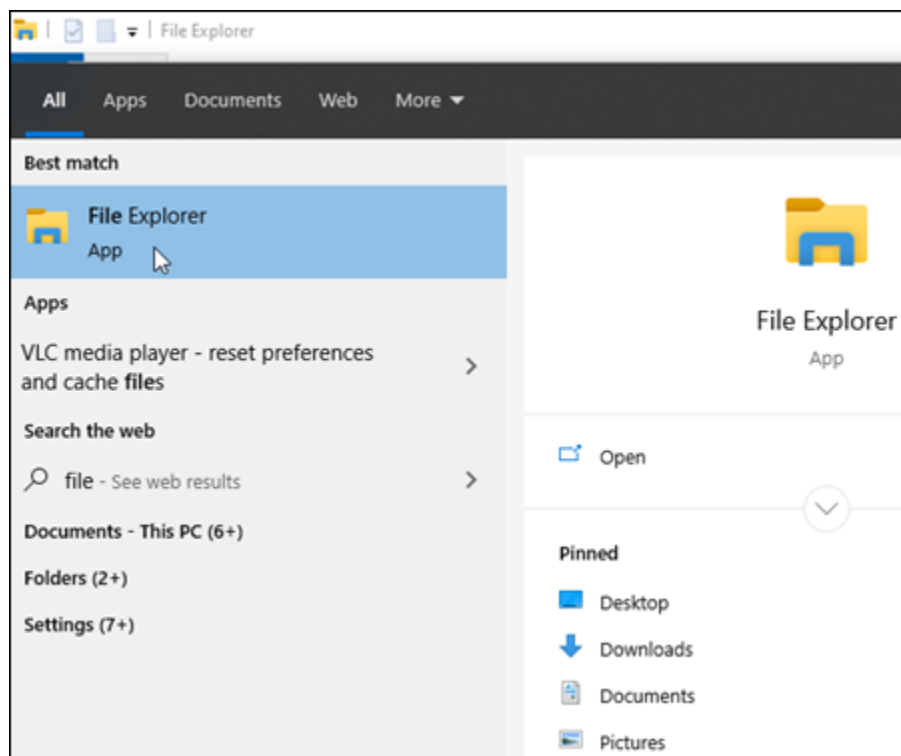
Drag files to your OneDrive or SharePoint site library
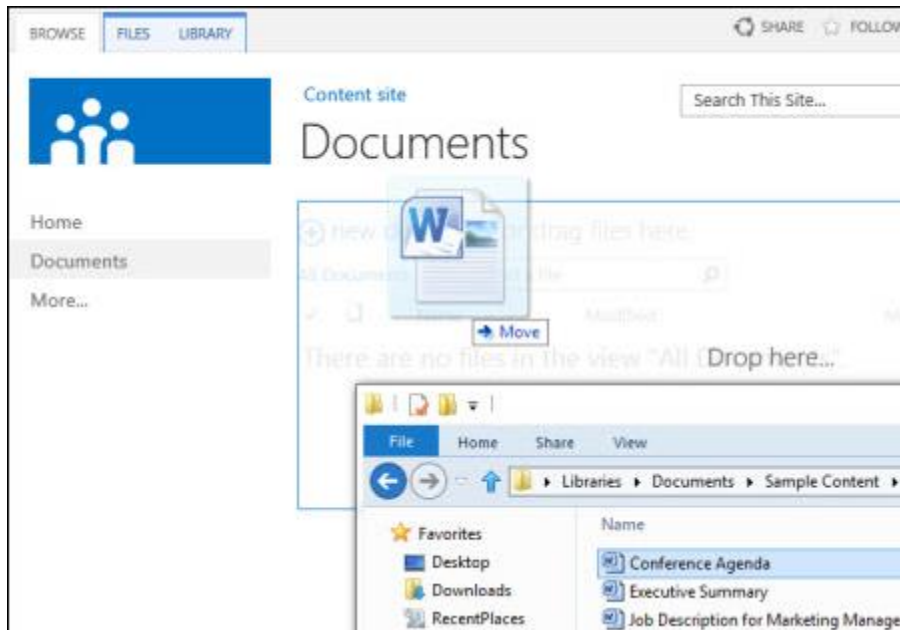
Notes:

- Drag and drop works best with *Google Chrome*. For other browsers, you can use the **Upload** command as an alternative method.

- If you don't see the option to drag and drop files, you may need to update your copy of Office to the modern version.

1. Open the OneDrive or SharePoint site library.

2. On your computer select Start and then type *File Explorer*.

3. Navigate to the folder with the documents that you want to upload.

4. Drag the files to the space in the SharePoint library where it says drag files here. The library should display "Drop here" when you hover the file over it.

5. You should see your files appear in the Document library.

If you are uploading large files, or many files that add up to a large total size to a library, you may get errors due to the file size limit in SharePoint or timeout errors in your version of Internet Explorer. For information, see Manage large lists and libraries in SharePoint.

When uploading files and folders, you need to be aware of path and file name length. SharePoint in Microsoft 365 and OneDrive support up to 400 characters for the total file and path length. SharePoint Server versions support up to 260 characters for the total file and path length. For information, see Invalid file names and file types in OneDrive and SharePoint.

You can add a file to replace an existing file with a revised version of a file. If the library is set up to track versions, when you add a file, it becomes the latest version and the older file becomes part of the version history. When uploading a new version of a file, consider typing comments about what changed in this version so that you can more easily track the history of the file. For information, see How does versioning work in a list or library?

Accessing via Microsoft Teams

You can access your files by navigating into the channel, on the tab at the top called *Files*. Here, will be listed all the files, folders, and other documents. The interface is "almost" similar to SharePoint. At the top, you can create new files, upload files, download files, etc.

Another way from Microsoft Teams would be to open the associated site directly. If you are in the *Posts* tab of a channel, click on the ellipses (...) on the top right corner under your profile picture, and select **Open in SharePoint**. You'll then be redirected to the folder containing your files/documents.

In case you only want to open a specific file, this is also possible. This time, navigate to the *Files* tab of the channel, click on the ellipses (...) next to the file itself, and select **Open in SharePoint**. Although you'd think it would filter the view for only that document, but unfortunately it doesn't.

Accessing via SharePoint Online

If you feel comfortable in using the SharePoint Online interface, feel free to go directly to the site. The URL/Address starts with: https://uncoedu.sharepoint.com/sites/SiteName

Learn to sync your files to your computer in the Sync Files-OnDemand how-to document.