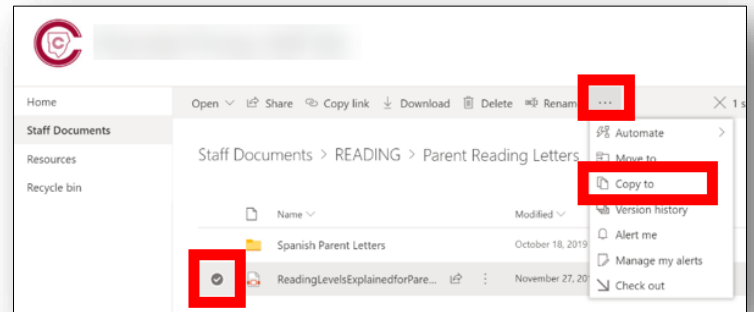


How to Copy Files from SharePoint or Teams to OneDrive

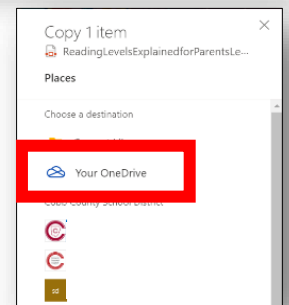
These directions explain how to copy a file from SharePoint or Teams to OneDrive. These steps must be followed when a file from SharePoint or Teams needs to be shared externally beyond the local school.

Copy Items from SharePoint to OneDrive

1. Navigate to the file in **SharePoint**.
2. Click the **circle** that appears to the left of the file name.
3. In the menu at the top of the screen, click **Copy to**.
Note: If you do not see the choice Copy to, click on the ellipsis (three dots) and navigate to the words Copy to.

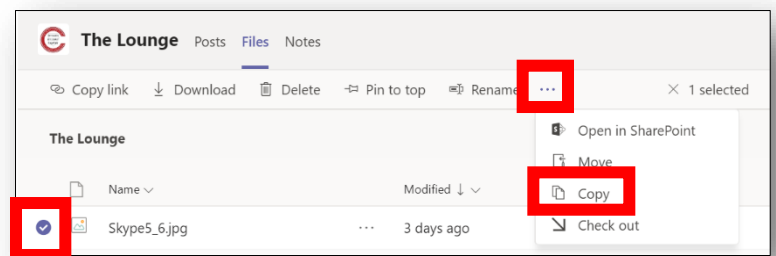


4. Click **Your OneDrive** in the pop up that appears on the right side of the screen, select the preferred file location, click copy here.

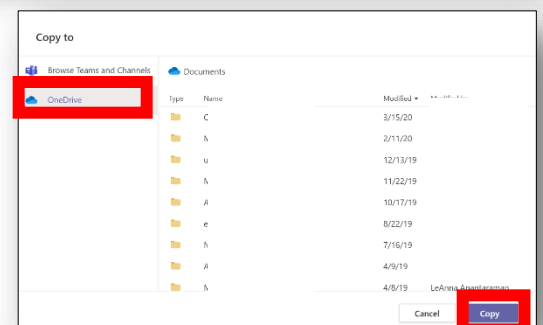


Copy Items from Teams to OneDrive

1. Navigate to the file in **Teams**.
2. Click the **circle** that appears to the left of the file name.
3. In the menu at the top of the screen, click **Copy**.
Note: If you do not see the choice Copy, click on the ellipsis (three dots) and navigate to the words Copy.



4. Click **OneDrive** on the left side of the pop up that appears and then click Copy.



Share from OneDrive

1. Navigate to the file in **OneDrive**.
2. Click the **circle** that appears to the left of the file name.
3. In the menu at the top of the screen, click **Share**.
4. Select who can access the link.
Note: You must select Anyone with a Link if sharing externally with an individual who is not a student or an employee.
5. Click **Copy Link** and share it or click **Outlook** to email the link.

