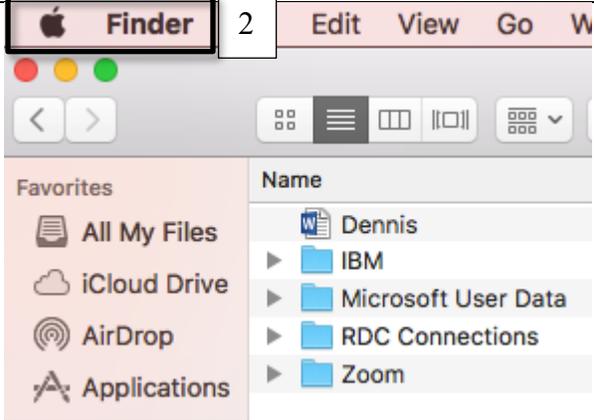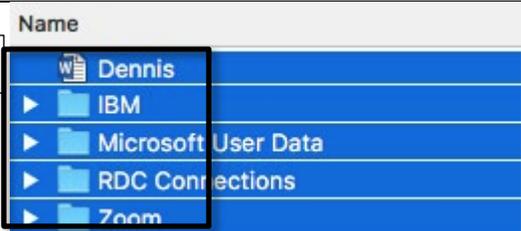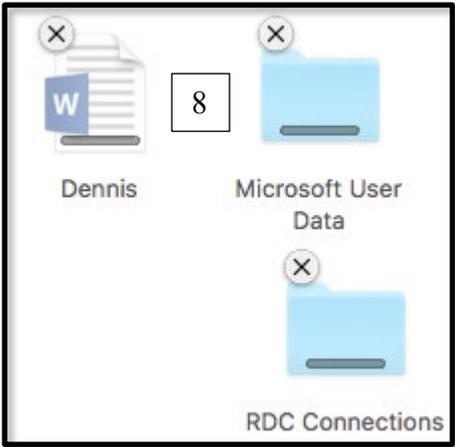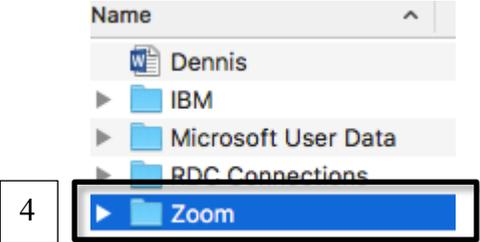# Copy and Move Files to the OneDrive (Mac)

As noted, the OneDrive provides a terabyte (1TB) of cloud storage. After you have downloaded and connected your OneDrive, you may now copy files and folders to and from your OneDrive.

| | |
|---|---|
|  | 1. Locate and open the **OneDrive** |
|  | 2. Locate and open the **Finder**<br>3. Determine which, *if not all* folders you want to upload to the OneDrive |
|  | 4. Select a **folder** by clicking it. If you want to select several folders, hold down the SHIFT key as you select them |
|  | 5. Hold down the **command+C** keys to copy the items<br>6. Open the One Drive, then hold down the **command+V** keys top paste the items in the One Drive |

# Move Files to the One Drive (Mac)

There may be files on your Mac, which you rarely use. You can move these files to the OneDrive, and use your Mac to store copies of the files that are frequently used. This option will de-clutter your Mac, and free up valuable storage space.

| | |
|---|---|
|  | 1. Locate and open the **OneDrive** |
|  | 2. Locate and open the **Finder**<br>3. Determine which folder you want to move to the OneDrive<br>4. Select a **folder** by clicking it. If you want to select several folders, hold down the SHIFT key as you select them<br>5. Hold down the **command+X** keys to cut the item<br>6. Open the One Drive, then hold down the **command+V** keys top paste the item in the One Drive |