

Navigating Your OneDrive

Scavenger Hunt

Locate the items on your screen from the list.

Drag and drop the numbers to the correct location.

The screenshot shows the Microsoft 365 OneDrive interface. A large red arrow points from the list on the right to the interface. Red numbers 1 through 4 are placed on the interface: 1 is on the 'Shared' tab, 2 is on the 'Upload' button, 3 is on the 'Apps' icon, and 4 is on the 'Word' icon. A red arrow also points from the 'Word' icon in the list to the 'Untitled form' document in the main content area.

1. Shared
2. Upload
3. Apps
4. Word
5. Creating Favourite ***
6. Recently Opened
7. Favourites
8. Microsoft Waffle

Locate each of these on your screen.

Click, hold and drag the numbers on the slide to where these are located.

**** Means this feature is "hidden". You will need to hover or click your mouse to find it.*

1. Recycle Bin
2. Shared
3. Upload ***
4. Create New Word Document ***
5. Home
6. Class Team *(May or may not be there)*
7. Recent
8. Microsoft Waffle
9. My Files (ALL files are here)
10. Share Icon *** (to share with others)
11. Search

1 2 3 4 5 6 7 8 9 10 11

+ Add new

Recent All Word Excel PowerPoint PDF Filter by name or person

- Tech Student
- Home
- My files
- Shared
- Favorites
- Recycle bin

Browse files by





- People **New**
- Meetings **New**

Quick access

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More places...

Storage

Name	Opened	Owner	Activity
 All about me (1) My Files	Nov 10	Tech Student	 You edited this · Nov 10
 Great Project Checklist Exp0823_GRP_23 Hagen	Nov 8	Tech Student	
 GRP_23 Hagen Notebook Exp0823_GRP_23 Hagen	Jul 23	Shannon Hagen	