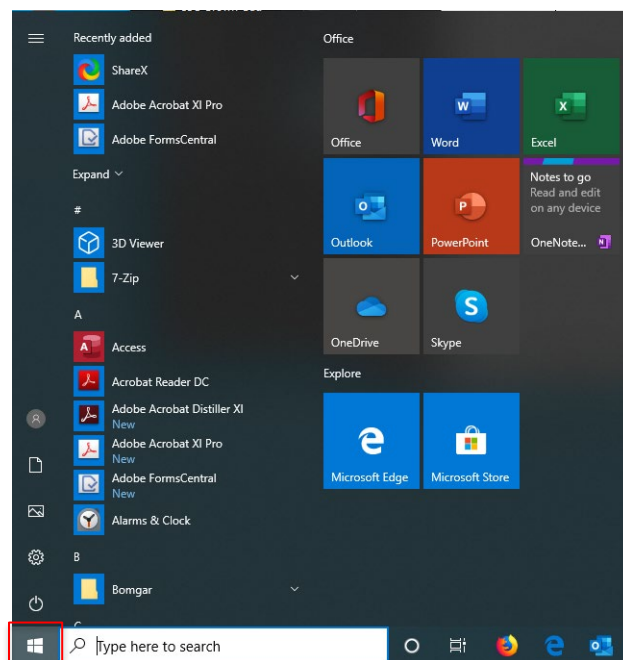# How to Copy Files over to OneDrive

PURPOSE: To assist users in copying files over to their OneDrive

- How to find the OneDrive folder
- How to copy and paste the files into the folder
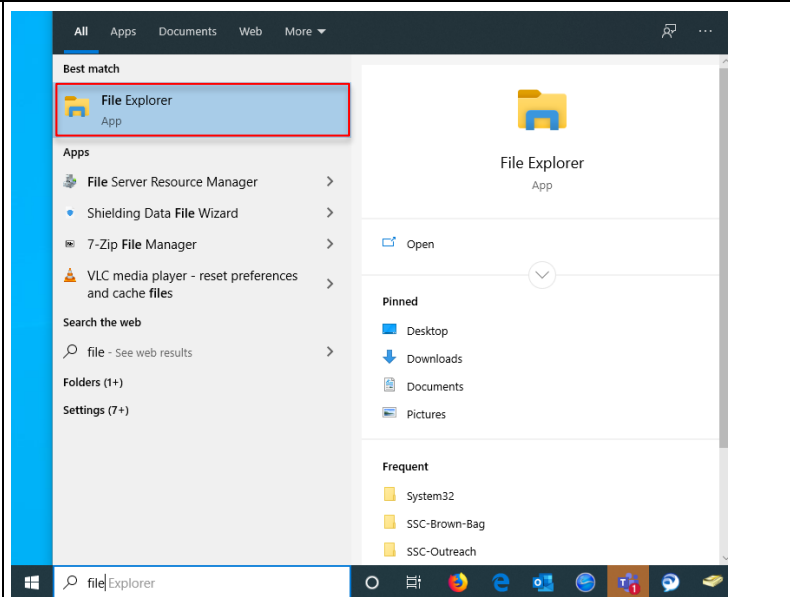
HOW TO COPY FILES TO ONEDRIVE:

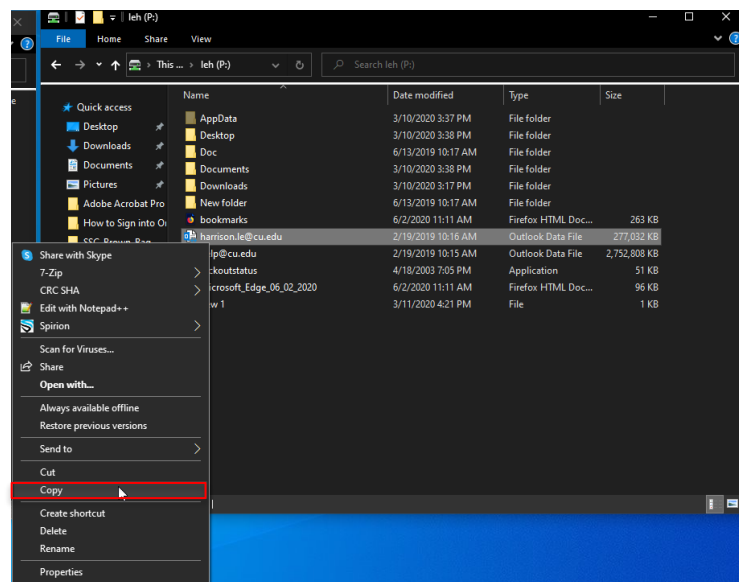|	
First, locate the start menu in the bottom left of the screen. Click on the Windows icon to open the start menu.	

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

UNIVERSITY INFORMATION SERVICES

Contact UIS
Call: 303-860-HELP (4357)
Email: mailto:help@cu.edu

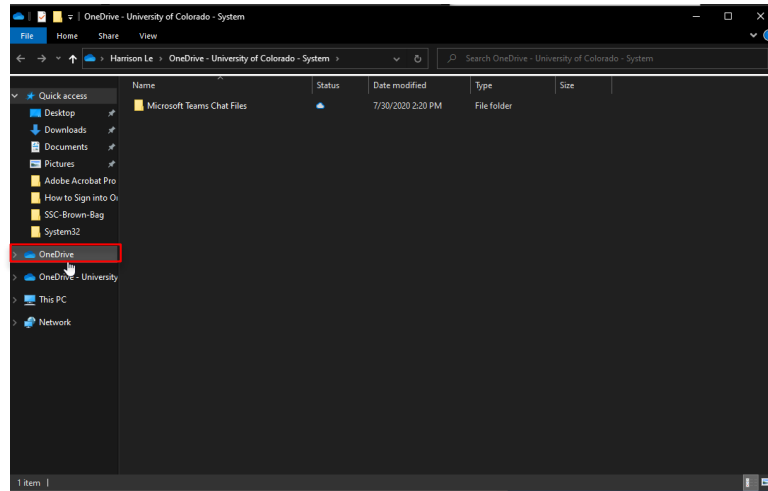|	
Then type in **File Explorer** into the search bar and click on the File Explorer app that comes up.	
A new window will open showing you the different folder paths on your computer. Go ahead and locate the item you are trying to back up to OneDrive. Right click on the file you want to copy and locate the copy option in the drop-down menu	

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

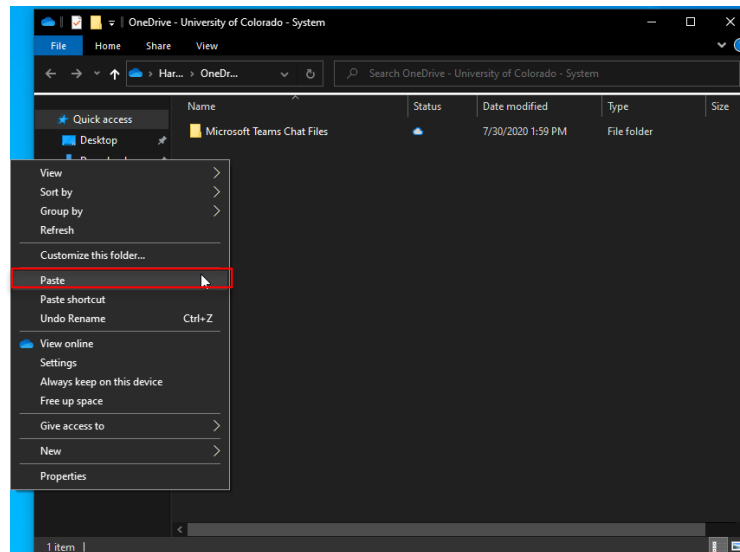UNIVERSITY INFORMATION SERVICES

Contact UIS
Call: 303-860-HELP (4357)
Email: mailto:help@cu.edu

Go to the OneDrive tab on the left of the File Explorer window. That will open your OneDrive folder.

Right click the space within the File Explorer. This will open the drop-down menu. Locate and click on Paste.
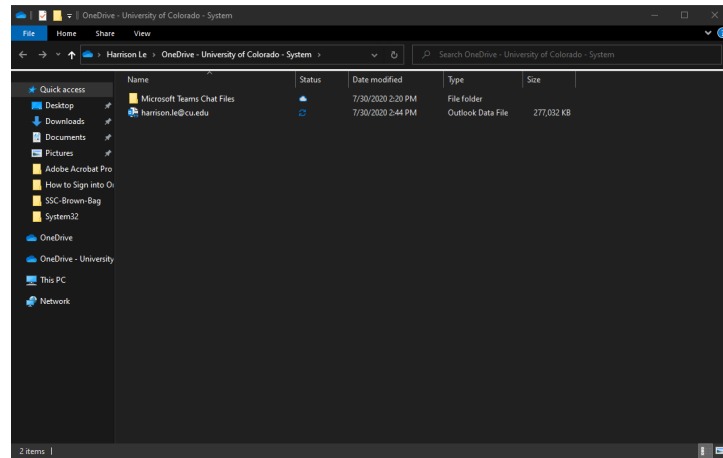
University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

UNIVERSITY INFORMATION SERVICES

Contact UIS
Call: 303-860-HELP (4357)
Email: mailto:help@cu.edu

Once you have pasted the file you are trying to back up, the computer will take some time to transfer the file to the folder. After that, your computer will automatically upload the file as soon as it can.

Backing up your file to OneDrive should now be complete.

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

UNIVERSITY INFORMATION SERVICES

Contact UIS
Call: 303-860-HELP (4357)
Email: mailto:help@cu.edu