

Move OneDrive files to your community

When moving your OneDrive files, a copy will be saved to your OneDrive recycle bin and will remain there for 30 days. Empty your recycle to help clear your OneDrive storage.

1

Log in to your dashboard: [GovTEAMS OFFICIAL](#).

Select the **Apps** waffle menu in the top left corner and choose **OneDrive**.

2

Select **My Files** and use the radio buttons to select the files you want to move. Click **Move to**.

3

Select the community and folder you want to move the files to. Click **Move here**.

4

Select **Recycle bin** from the left-hand menu. Click **Empty Recycle bin**.

