Move OneDrive files to your community

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Sandee Southwel

Mv files

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More places.

Recycle bir

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.



Log in to your dashboard: GovTEAMS OFFICIAL.

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



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



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



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



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