

OneDrive:

At a Glance

The screenshot shows the OneDrive interface for a user named Dustin Moore. The interface is divided into several sections:

- 1. Waffle:** Located in the top left corner, it provides access to other Office 365 apps.
- 2. Search Bar:** A search bar is located below the waffle icon.
- 3. Your Personal Files:** The 'Files' tab is selected in the left-hand navigation pane.
- 4. Files Others Have Shared with You:** The 'Shared with me' option is highlighted in the left-hand navigation pane.
- 5. Create New:** A '+ New' button is located at the top of the main content area.
- 6. Upload New:** An 'Upload' button is located at the top of the main content area.
- 7. Settings:** A gear icon representing settings is located in the top right corner.

The main content area displays a table of files with the following columns: Name, Modified, Modified By, File Size, and Sharing. A folder named 'Attachments' is listed with a modification date of March 22 and is shared with 'Only you'.

- 1. Waffle** – Access other Office 365 apps
- 2. Search Bar** – Search for your files
- 3. Your Personal Files** – This is where all the files you upload to OneDrive are stored
- 4. Files Others Have Shared with You** – This is where you can access any files that have been shared with you via OneDrive
- 5. Create New** – Allows you to create a new office file/document or a new folder to store in your OneDrive
- 6. Upload New** – Allows you to upload a new file or folder to your OneDrive
- 7. Settings** – Gives you access to a variety of settings for your OneDrive