Organize your files

• Start with a small folder.

• Use clear names that describe the contents and include dates when helpful.

• Keep related documents together.

• Make a copy before reorganizing a large collection.

• Check whether folders sync to a cloud account: moving or deleting there may affect other devices.

• Keep originals until you have verified copies.

• Avoid storing account passwords in ordinary documents.

General guidance. Stop and ask for help if a step is unclear.

Prepared November 24, 2026. Source and further reading: https://support.microsoft.com/en-us/onedrive/what-do-the-onedrive-icons-mean

Questions? Describe your goal at onlinetechnicalhelp.com. Scope and price are agreed before paid work.