This document outlines the steps for how to copy files and folders in OneDrive.
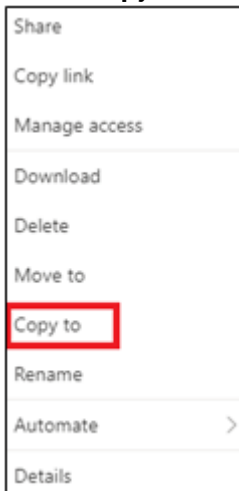
Copying

1. Locate the **File or Folder** you want to copy.
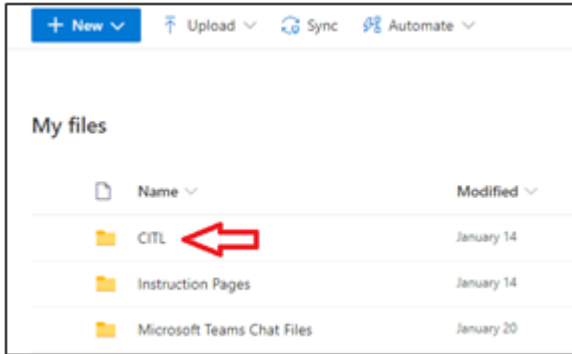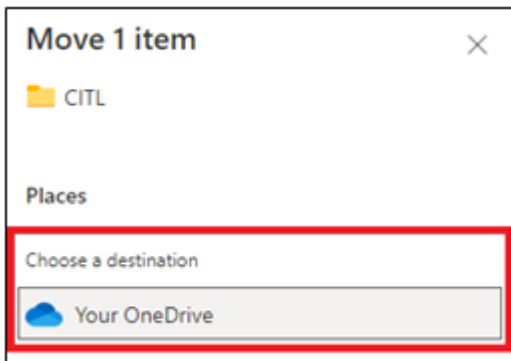

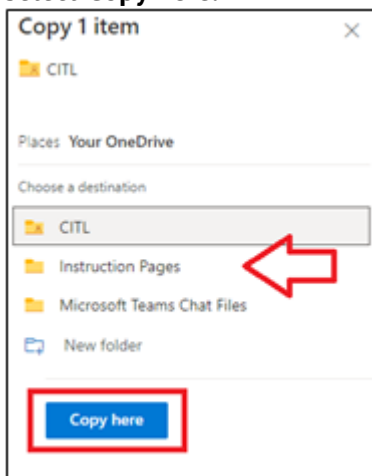2. Hover the mouse over the file and select the **Show Action** button (three stacked dots).

3. Select **Copy to.**

4. Select the **destination**

5. Select a **place** within the destination or **create a new folder.** Once in the final destination, select **Copy here.**

**Note: Copying a file/folder leaves a copy in the old destination and places a copy in the new destination.