

# Changing Views

Quick Reference Guide

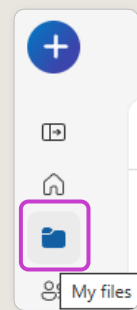


## Learn to customise your OneDrive view

Struggling to stay on top of your files in OneDrive? With everything in one place, it's easy to feel overwhelmed. But changing your view in OneDrive can make a big difference. From List and Compact List to Tiles, each layout helps you navigate and manage files in a way that fits your workflow. Add in powerful sort and filter tools, and you're in full control—organise by type, size, or who last edited the file. Plus, the Details Pane gives you instant insights immediately. Make OneDrive work your way—customise your view, stay organised, and find what you need faster.

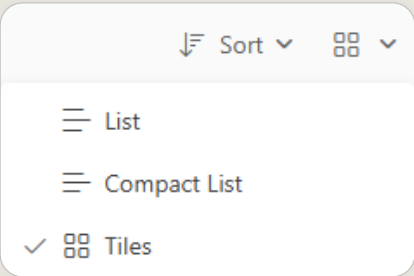
### My Files

“**My Files**” are your personal files.



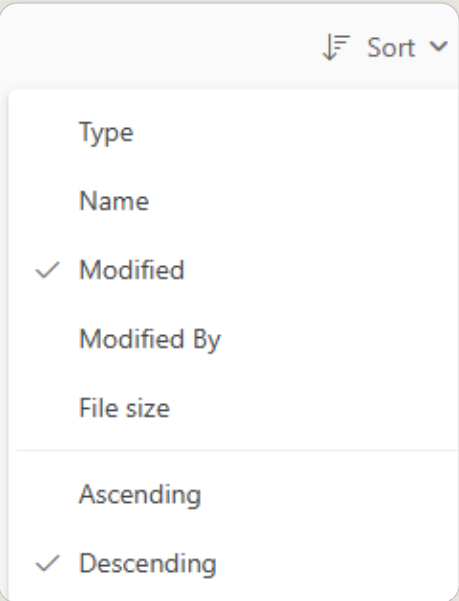
### View Options

In the upper right corner of your screen, you can select from three options.



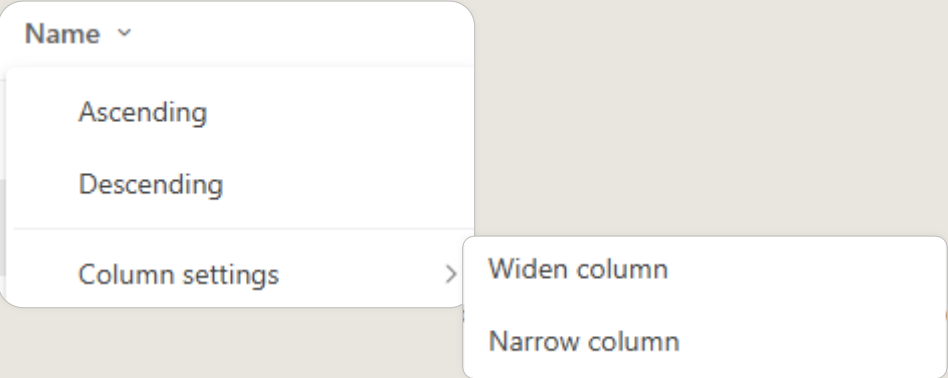
### Sort Files

In the upper right corner of your screen there are several filters to choose from.



## Adjust Columns

To the right of each column title is a drop-down arrow. Select “**Column settings**” and you can widen or narrow the column width.



## File Details

Select the button in the upper right corner to see additional details such as file activity, how many times the file was open, sharing activity (if file was shared) and a thumbnail view of the file.

