

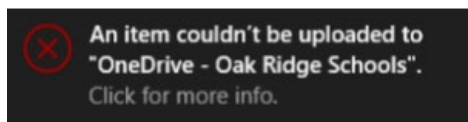
Naming Files and Folders

OneDrive

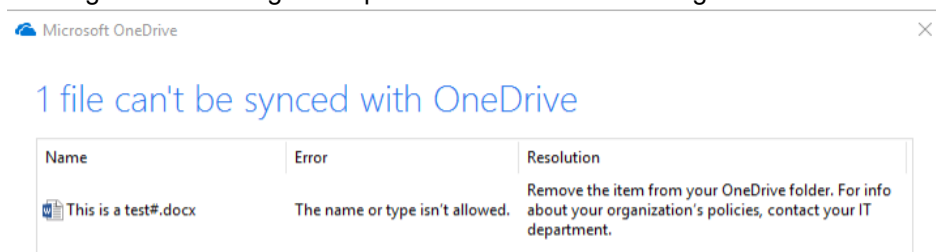
Microsoft OneDrive will not allow certain characters in file and folder names. If any of the following characters are included in a file or folder name, it will not synchronize with OneDrive:

~ " # % & * : < > ? / \ { | }

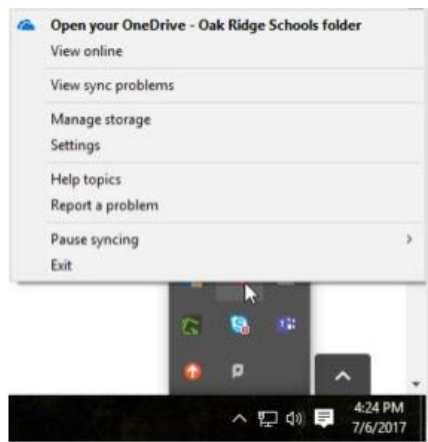
If any of these characters are included in a file name, OneDrive will display an error message when the file is saved.



Clicking on the message will open another window showing which file needs to be renamed.



If you happen to miss the error message window or need to rename a file later, you can locate the file by clicking on the OneDrive icon in the lower right corner of your screen and selecting "View Sync Problems."



To rename a file, right click on the file name and select "Rename." Once the file is named correctly, you will receive an "All files are up to date" message.

