



Knowledgebase > Desktop Computing and Printing > How to Move a File in SharePoint by “Move to/ Copy to”

## How to Move a File in SharePoint by “Move to/ Copy to”

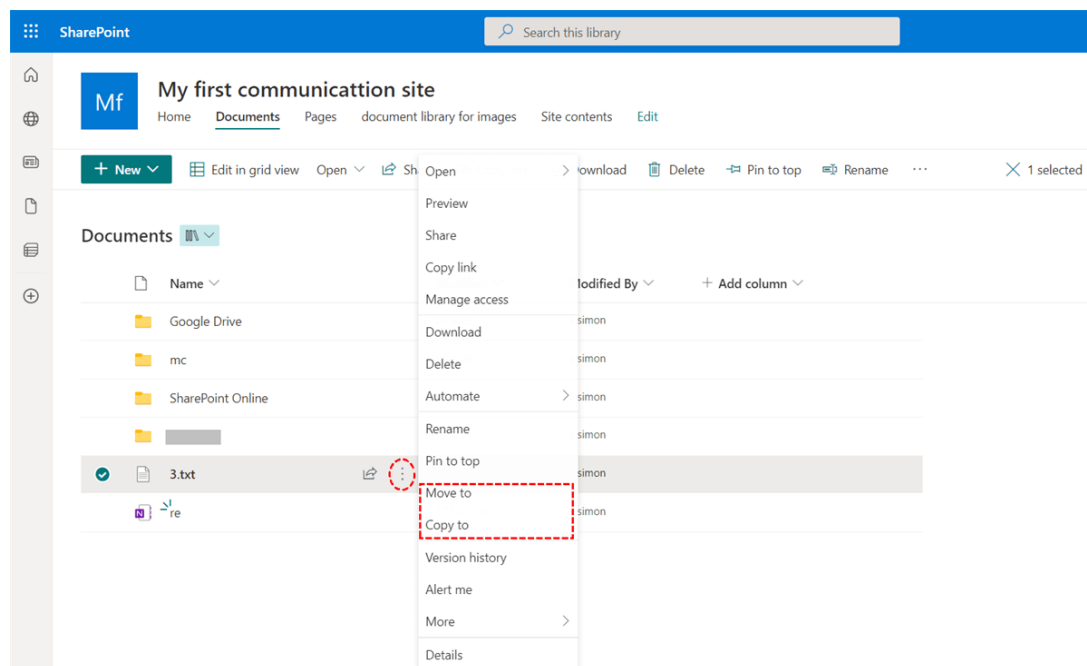
Alain Rodriguez - 2023-01-27 - Desktop Computing and Printing

Although convenient and easy, the “Move to” and “Copy to” methods can only be used with SharePoint Online. These simple commands allow you to move files between SharePoint Online and OneDrive for Business or between SharePoint Online sites.

Step 1. Log in to SharePoint Online and choose a SharePoint site.

Step 2. Open a documents library and tick the files and folders that you want to move.

Step 3. Click “**Move to**” or “**Copy to**” in the feature bar.



Move Files from a SharePoint Documents Library

Step 4. In the pop-up window, choose the destination of your moved files.

Step 5. Click “**Move here**” and the files will be moved to the target place at once.

Move 1 item

My files

Quick access

My first communicatti...

Communication site

6719

mc

young - Site Assets

young

For D&D

For D&D - dexter's lab

More places...

My first communicattion site > Documents

| Name              | Modified     | Modified By |
|-------------------|--------------|-------------|
| Google Drive      | June 29      | li simon    |
| mc                | June 29      | li simon    |
| SharePoint Online | June 29      | li simon    |
|                   | June 21      | li simon    |
| 3.txt             | May 26       | li simon    |
| re                | 17 hours ago | li simon    |

Move here

Cancel

SharePoint Move File to Another Folder