FLORIDA ATLANTIC UNIVERSITY
Charles E. Schmidt
College of Medicine

OneDrive App Features

Jeff Clark - 2026-07-30 - iPad Support

OneDrive App Features

How to Save Files to OneDrive from an iPad:

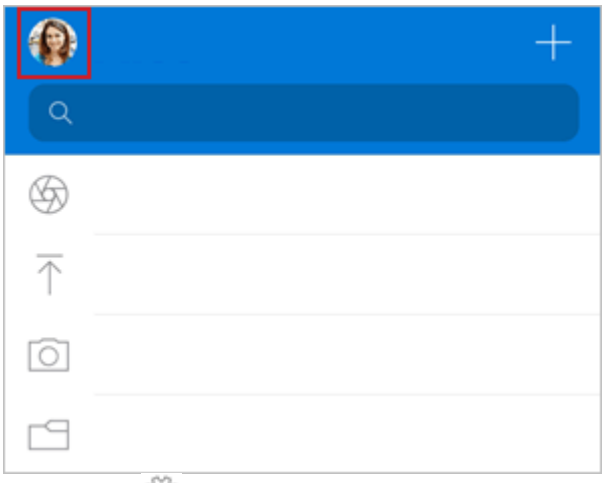
How to Set Up the OneDrive app on your iPad through Self-Service App:

Automatically save photos and videos with OneDrive

- The camera roll on your device only uploads to OneDrive - it does not sync photos both ways.
  - You can delete uploaded photos and videos from your device, and the copies in OneDrive won't be affected.

How to automatically save photos and videos

1. In the OneDrive app, tap your account image:



2. Tap **Settings** then **Camera Upload**
3. **Important:** You can only upload your camera roll to one account at a time, so make sure you're signed in with the account that you want to upload photos to. Tap the relevant account icon to switch accounts.
4. Turn on **Camera Upload** to automatically upload photos and videos to OneDrive.
5. To make sure videos automatically upload, turn on **Include Videos**.
6. Use Bedtime Backup to upload remaining photos: If you have large videos or need to upload lots of images, you may see some marked as "Remaining". We recommend using Bedtime Backup to upload your photos even faster with OneDrive's dedicated upload mode. Here's how:
7. Tap the **Remaining** and select **Get Started**.
8. Ensure your device is connected to Wi-Fi and on charge, then select **Turn on Bedtime Backup**.
9. Once uploads are complete, you'll be offered to can **Turn Off Bedtime Backup**.

Camera upload not working?

Note: To conserve battery life, iOS may go to "sleep" during a large camera upload, making the upload take a long time.

If automatic camera upload isn't working, or only some pictures are uploaded, follow these steps:

- Connect your charger. iOS won't let OneDrive backup your photos if the battery is less than 20%.
- Ensure your device is not in Low Power Mode. Learn how to turn Low Power Mode on/off.
- Enable/disable **Background App Refresh** in the iOS settings: **Settings** > Scroll down to our app > toggle on/off **Background App Refresh**.
- Don't close the app. Apple recommends that customers leave the OneDrive app running in the background. Automatic uploading cannot work if the app has been Force Closed (double-tap Home and swipe up and away).
- Connect to Wi-Fi. If you're not connected to Wi-Fi, check your mobile OneDrive settings. If you want to use your mobile network, tap **Settings**, tap **Camera upload**, and then turn on **Use Mobile Network**.
- If your camera upload is taking too long to set up or look for photos, without giving any error message, it could be because you have too many photos in your camera roll.
- OneDrive cannot upload photos optimized for iCloud. To disable optimization, tap **Settings** > **iCloud** > **Photos** and uncheck **Optimize Storage**.

Manually upload files or photos to OneDrive

- OneDrive for Business OneDrive (home or personal)
  - Use the OneDrive app to upload photos and videos from your device, create new folders, and move photos and videos from one OneDrive folder to another.

Upload files and folders

1. In the OneDrive app, tap  at the top of the screen.

2. Then tap to **Take a photo**, **Scan** a document, **Create a folder** or **Upload** a file or photo.

Notes:

- OneDrive cannot upload photos optimized for iCloud. To disable optimization, tap **Settings** > **iCloud** > **Photos** and uncheck **Optimize Storage**.

- Learn how to upload HEIF and HEVC photos and videos to OneDrive.

- If you choose **Take a Photo**, your device's camera app opens. You might be asked if you want OneDrive to access your camera - tap **Yes** to allow your pictures to be saved in OneDrive.

- If you tap **Choose Existing**, links appear to the Photos app on your device. Browse to the pictures you want to upload, select them, then on the top bar, tap **Done**.

Move files to a different folder

1. Select the files you want to move,

2. Tap  at the top of the screen, then tap **Move**. You can move folders into another folder, as well as individual files.

3. Your **Files** list appears. Tap the folder you want the files moved to, then tap **Move**.

Create a new folder

You can add folders in the **Files** view, or in any other folder in OneDrive.

1. Go to the location where you want to add a new folder,

2. Tap  at the top of the screen and then tap **Create a Folder**.

3. Under **Folder name**, tap where it says "New folder" and type in the name you want for the folder, then tap **Create**.

- Tags
- Cloud