

In OneDrive...	In Drive...
Upload files and folders	<hr/> <p data-bbox="467 222 805 260">Upload files and folders</p> <hr/> <p data-bbox="506 306 1315 407">If you're using the latest version of Chrome or Firefox®, you can simply drag files directly from your computer to the Drive page on your browser.</p> <p data-bbox="506 432 1045 462">For more details, see Get started with Drive.</p>
Share files and folders and set permission levels	<hr/> <p data-bbox="467 600 1117 638">Share files and folders and set sharing access</p> <hr/> <p data-bbox="506 722 883 760">Share with specific people</p> <ol data-bbox="574 772 1279 1024" style="list-style-type: none">1. Right-click a file or folder and click Share.2. Under People, enter the email address of the person or group you want to share with.3. Click Edit  and choose the access level.4. Click Send. <p data-bbox="506 1071 915 1108">Share with your organization</p> <ol data-bbox="574 1121 1328 1436" style="list-style-type: none">1. Right-click a file or folder and click Share.2. At the top right, click Get shareable link.3. (Optional) Click Anyone at your organization with the link can view and allow editing or commenting.4. Copy the link and click Done.5. Paste the link in an email or any place you want to share it. <p data-bbox="506 1461 1045 1491">For more details, see Get started with Drive.</p>

In OneDrive...	In Drive...
Set an expiration time on shared links	<hr/> <p data-bbox="469 207 1000 243">Set an expiration date on a shared file</p> <hr/> <ol data-bbox="578 291 1156 569" style="list-style-type: none"><li data-bbox="578 291 1094 321">1. Right-click a shared file and click Share.<li data-bbox="578 352 805 382">2. Click Advanced.<li data-bbox="578 413 1156 443">3. Point to a person's name and click Timer .<li data-bbox="578 474 816 504">4. Change the date.<li data-bbox="578 535 943 564">5. Click Save changes > Done. <p data-bbox="508 600 1227 630">For more details, see Set an expiration date for file access.</p>
Search for files or folders	<hr/> <p data-bbox="469 770 824 806">Search for files or folders</p> <hr/> <ol data-bbox="578 854 1336 1056" style="list-style-type: none"><li data-bbox="578 854 1336 961">1. In the search box, enter a word or phrase. To help you search faster, Drive suggests search terms and results as you enter text.<li data-bbox="578 993 1276 1056">2. Click a file suggestion to open it, or click a search suggestion to see a list of results for that search term. <p data-bbox="508 1083 1045 1113">For more details, see Get started with Drive.</p>
Sort files and folders	<hr/> <p data-bbox="469 1253 764 1289">Sort files and folders</p> <hr/> <p data-bbox="508 1337 979 1367">At the top of your files, click an option:</p> <p data-bbox="597 1394 1131 1423">Name—Orders files alphabetically by name.</p> <p data-bbox="597 1457 1287 1554">Last modified—Orders files by the last time anyone changed a file, or the last time you changed or opened a file.</p>

In OneDrive...	In Drive...
Track version history	<hr/> <p data-bbox="469 207 711 241">Manage versions</p> <hr/> <p data-bbox="537 291 1312 386">In Drive, right-click a non-Google file and select Manage versions. You can download a specific version or upload a new version.</p> <p data-bbox="537 420 1330 514">In Docs, Sheets, or Slides, select File > Version history > See version history. You can name a specific version or make a copy of a version.</p> <p data-bbox="506 548 1312 575">For more details, read See changes to your Drive files and folders.</p>
Make files available offline	<hr/> <p data-bbox="469 720 841 753">Make files available offline</p> <hr/> <ol data-bbox="578 804 1330 1115" style="list-style-type: none"><li data-bbox="578 804 1110 831">1. Install the Google Docs Offline extension.<li data-bbox="578 865 1052 892">2. In Drive, click Settings  > Settings.<li data-bbox="578 926 1330 989">3. In the Offline section, check the Create, open, and edit your recent Google files while offline box.<li data-bbox="578 1022 743 1050">4. Click Done.<li data-bbox="578 1083 1159 1110">5. Right-click a file and turn on Available offline. <p data-bbox="506 1144 1295 1207">To learn how to access files offline from your desktop or mobile, see Access stored Drive files without the internet.</p>