OneDrive
Cheat Sheet

Keyboard Shortcuts			Icons			
Command	Windows	Mac	Windows		Mac	
Show Keyboard shortcuts	?	?	OneDrive Up to Date	OneDrive Not Up to Date	OneDrive Up to Date	OneDrive Not Up to Date
Select all	ctrl+a	⌘+a				
Deselect all	ctrl+d	⌘+d				
Close the current item	Esc	Esc	File Synced	File Not Synced	File Synced	File Not Synced
Toggle Select/deselect	spacebar	spacebar				
Rename	F2	F2				
Delete a selected item	Delete	⌘+delete	File Syncing	New File	File Syncing	New File
Open Upload menu	u	u				
Toggle Details pane	I	I	Word File	Excel File	Word File	Excel File
Toggle List/ Grid view	v	v				
Navigate to Parent Folder	alt + up	alt +up	PowerPoint File	OneNote File	PowerPoint File	OneNote File
Share selected folder/file	s	s				
Show the New menu	n	n	Not Shared	Shared	Not Shared	Shared
Open details menu	shift + F10	shift + f10				
Open the selected item	enter or o	enter	Image	PDF File	Image	PDF File
Refresh	F5	n/a				
Move to next area	Tab	n/a	Folder	Checked Out	Folder	Checked Out
Select the adjacent item	↑↓ ←→	↑↓ ←→				

To Enable Sync icon: Open system preference ⚙ , Click on Extensions 🔲 and make sure only OneDrive is selected for Finder

OneDrive is not up to date.
Restart your computer and see if it fixes your problem. If not Go to your Taskbar and click on the **OneDrive icon**, **Gear icon**, and Click on **Preferences**, next Click on **Account** and click on **Stop Sync** and restart **Sync.**

Files won't sync.
File may not sync if you have following special character: **~ " # % & * : < > ? / \ { | }**. Remove the special character from your file name to sync.

Transferring Files from Google Drive to OneDrive
The best way is to copy files from Google Drive folder and paste it into OneDrive Folder.