

20.1 Sorting items in a folder

The screenshot shows the OneDrive web interface. On the left, there's a sidebar with navigation options like 'Files', 'Shared Files', 'Shortcuts', 'Favorites', 'Search', 'Media', 'Player', 'Settings', and an 'Upload Queue' button. The main area displays a list of folders under the path '/ My Files'. The folders are: 'BIG' (Nov 10, 2017 11:27 ...), 'backups' (Nov 16, 2017 8:59 AM), 'dec17 sync' (Dec 16, 2017 8:11 PM), 'new folder1' (Jan 23, 2018 9:45 PM), 'special' (Nov 14, 2017 4:50 AM), and 'strategy' (Jan 23, 2018 8:08 AM). A mouse cursor is hovering over the 'strategy' folder. On the right, there's a sidebar with tabs for 'Details', 'Activity', and 'Security'. The 'Details' tab is active, showing a folder icon labeled 'My Files', information about the folder (name, location, permissions), sharing options, and comments.

To sort items in a folder, select the sort drop down menu and select the appropriate criteria.