

OneDrive: Best Practices for Saving FAQ

The purpose of this document is to ensure proper syncing and saving while using Office 365.

1. What is the number of items that can be synced?

You can sync up to 30 million documents per library total across all synchronized libraries. This includes OneDrive for Business including folders and files.

2. What is the size limit for syncing files?

You can sync files of up to 10 gigabytes (GB).

3. What is the character limit for files and folders?

- Folder name and file name combinations can have up to 250 characters.
- Suggestions:
 - Keep file names short
 - Do not use spaces
 - Use dashes(-) or underscores(_) to separate words
 - Do not nest more than 3 folders. For example: Math(1) → Unit(2) 1→ Fractions(3)

4. Are there any invalid characters?

The following characters in file or folder names aren't supported when you sync OneDrive for Business. Additionally, a file name that begins with a period (.) or a tilde (~) isn't supported.

\\ / : * ? " < > | # % & { } ()

5. Can files that are opened be synced?

Any file that is currently open by an application can't be synced by OneDrive for Business. To sync the file, close any application where the file is currently being used, and then sync the file.