

Tech Blast

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OneDrive Folder Color

Organize your files faster by using folder colors in OneDrive on the web.

Color-coding folders helps you quickly identify important content and keep your workspace visually organized.

How to change folder colors

1. Go to OneDrive online: email.sals.edu, “Office365 Sign On”
2. Click on the  button in the top left-hand corner. Then click on “OneDrive”
3. Locate the folder you want to update
4. Click the three dots (...) next to the folder or right-click it
5. Select “Folder color”
6. Choose a color from the available options

Tips for using folder colors

- **Red** – High priority or urgent items
- **Green** – Completed work

- Blue – Active projects
- Yellow – Shared of team folders

Useful Links

Access OneDrive on the Web email.sals.edu
[OneDrive Help & Support](#)

If you have any questions or would like more information about any of these options. Please contact computersupport@sals.edu