

Limitations

Invalid characters – These characters in file names aren't supported when you sync OneDrive for Business

<, >, :, ", |, ?, *, /, \

Icon
.lock
CON
PRN
AUX
NUL
COM1
COM2
COM3
COM4
COM5
COM6
COM7

These file names aren't supported when you sync OneDrive for Business

COM8
COM9
LPT1
LPT2
LPT3
LPT4
LPT5
LPT6
LPT7
LPT8
LPT9

Any filename starting with ~\$
desktop.ini

vti (Note: "_vti_" cannot appear
anywhere in a file name)

_t

_w

vti (Note: "_vti_" cannot appear
anywhere in a folder name)

These folder names aren't supported in OneDrive for Business

Do not use the following file names:

COM1, COM2 etc.

LPT1, LPT2, etc.

PRN, AUX, NUL, CON, Icon, desktop.ini, .lock, file name that starts with ~\$

Do not use the following characters:

|, ?, *, /, \ <, >, :, ",

DON'T try to sync your entire hard drive.

OneDrive has numerous limitations, like 300,000 items for the sync client, or 400 character limit for files and folders, and these limits could potentially be reached if you try to drag and drop a whole drive or system folder into OneDrive. So don't do that, keep OneDrive for your real documents.

DON'T sync PST files to OneDrive. PST (Personal Storage Table) If you still rely on PST files to archive your old emails, Never, by any chance, move your active PST files to a OneDrive folder that is being synchronized to the cloud. Active means files you have opened in Outlook, so that you can still search stuff on them. These files are kept permanently opened while you have Outlook opened, and usually they are huge files, containing gigabytes of email, stored in a non-structured text database. If you try to sync it, it will never finish, as the file will be locked by Outlook. And it will create infinite versions of itself in the cloud. Worse than that, each PST will also create a .SAV file that will also have same issue. So, just don't sync it. You can upload them to a non-synced folder for backup purpose, but make sure to copy to a local and non-synced folder before you open those in Outlook.

Careful: Uploading, downloading, or moving a large number of files at once, would take an extended period of time before the sync process can complete. The client showing "syncing" icon or displaying "processing changes" during this period is not necessarily an indication of a problem. You can always click the OneDrive taskbar icon to see the status of content that is in the process of syncing.

Sync folder location set to a network drive - You can't add a network or mapped drive as your OneDrive sync location.

Shared with Me - You can't synchronize the Shared with Me view grouping of files from a OneDrive for Business site.

Open files can't be synced - A file that's currently opened by an application can't be synced by the OneDrive desktop app. To sync the file, close any application where the file is currently being used, and then sync the file.

DON'T sync your OneNote files - OneNote has its own sync process, so make sure to [use OneNote option](#) to move your notes to the cloud.

Do not build Deep Hierarchy Folder structure.

DON'T send email attachments - The "Attach File" command in new Outlook versions will show you the last modified files in your OneDrive folder (make sure you are using Office 365 or 2016 for best experience). And it will use the Modern Attachments method - instead of sending a copy of the file by email, a link will be sent and file will be shared with the email recipients (and you can decide if they will have read only or edit rights).