

How to upload documents into OneDrive



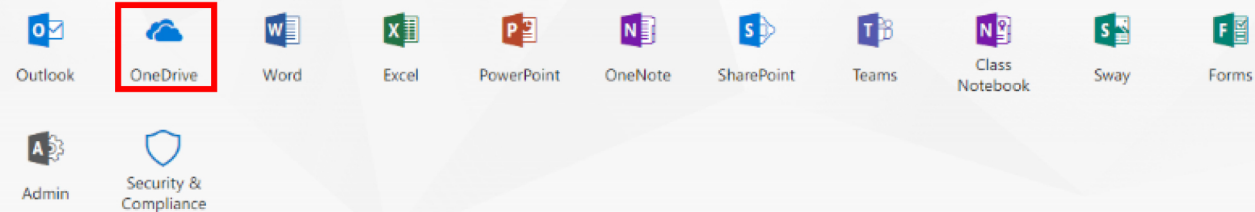
STEP 1

Log into Office 365.

If you are in school, you can get to the website through our intranet page. If at home, go to the website: login.microsoftonline.com

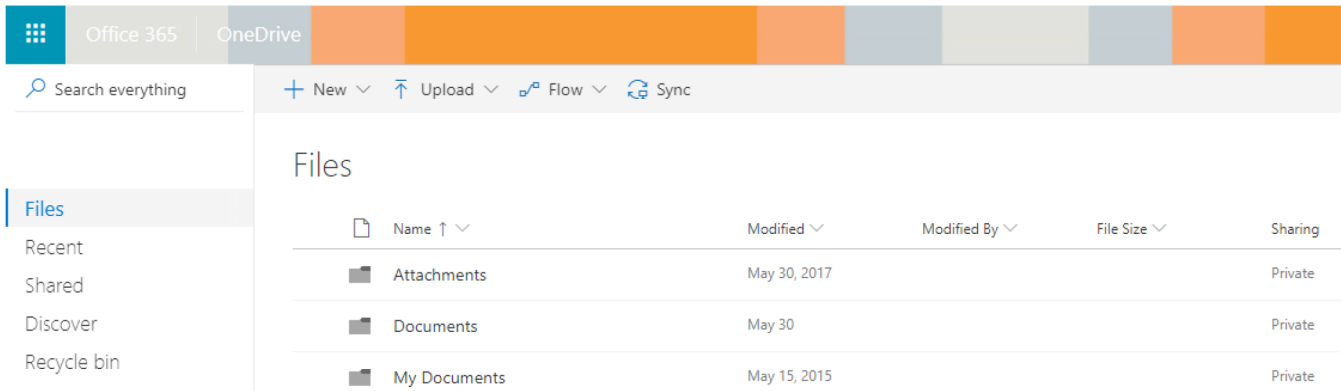
Good morning

Apps



STEP 2

Once logged in, click on **OneDrive** as shown on the left in red.



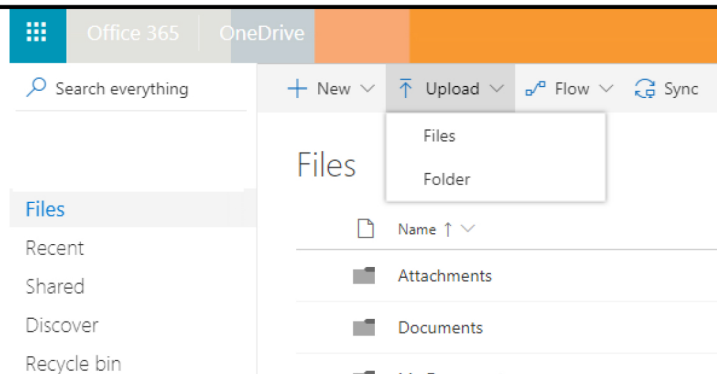
STEP 3

You should now see your **OneDrive** documents as shown on the left.

How to upload documents into OneDrive

STEP 4

To upload a document or folder into OneDrive, click on **Upload** and then choose file or folder as shown on the right.

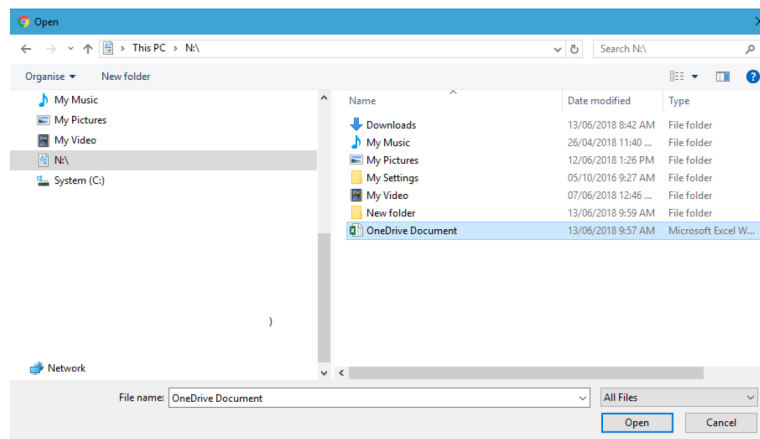


STEP 5

A window will open showing documents on your computer as shown on the right.

Find the files or folder you want to upload and select **Open**.

In this example, we are uploading an Excel document called *OneDrive Document*.



STEP 6

Your file or folder is now uploaded as shown in our example to the right.

You can now download this document from OneDrive on another computer.

