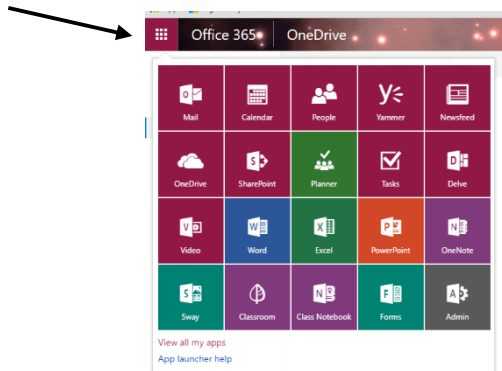


OneDrive Cloud Storage

How to upload files to your OneDrive:

Step 1: Click on your app launcher (waffle), then click on the OneDrive app (looks like a cloud)



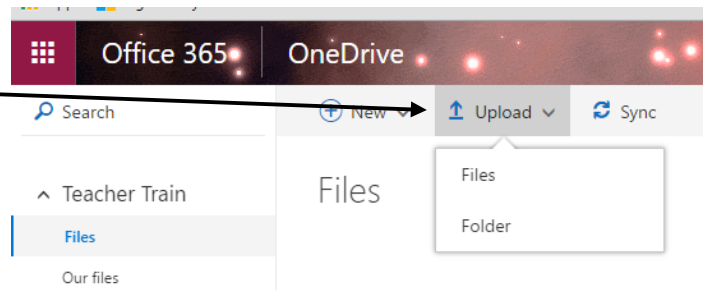
Step 2: Click on "Upload"

Step 3: Choose to upload a file or a folder.

Step 4: Select the file or folder you choose to upload

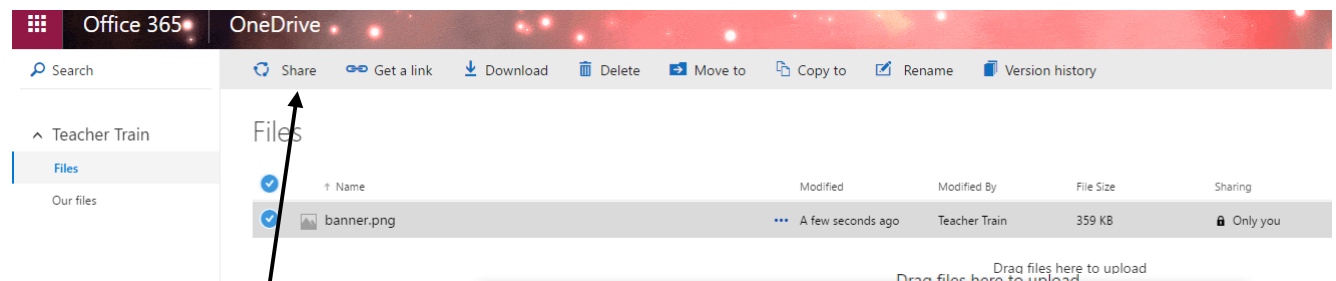
Step 5: Click "open"

Step 6: Repeat for future files/folders.



How to share a file:

Step 1: Select the file you want to share.



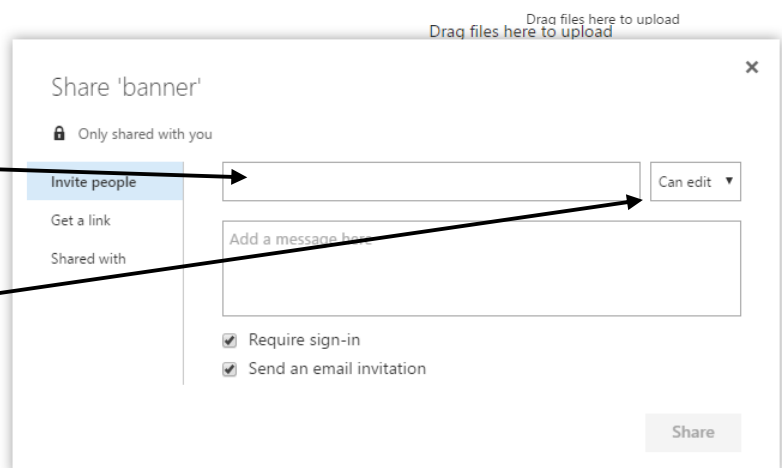
Step 2: Click "Share"

Step 3: Type in the names of those with whom you want to share the file (separate names with semicolon)

Step 4: Decide what rights you want them to have (edit or view)

Step 5: Select whether you want then shared the documents.

Step 6: Click "share"



How to save a file you are working on to OneDrive:

Step A: On your document, click “save as”

Step B: Click “Add a place”

Step C: Click “Office 365 Sharepoint” and log-in using your school e-mail address

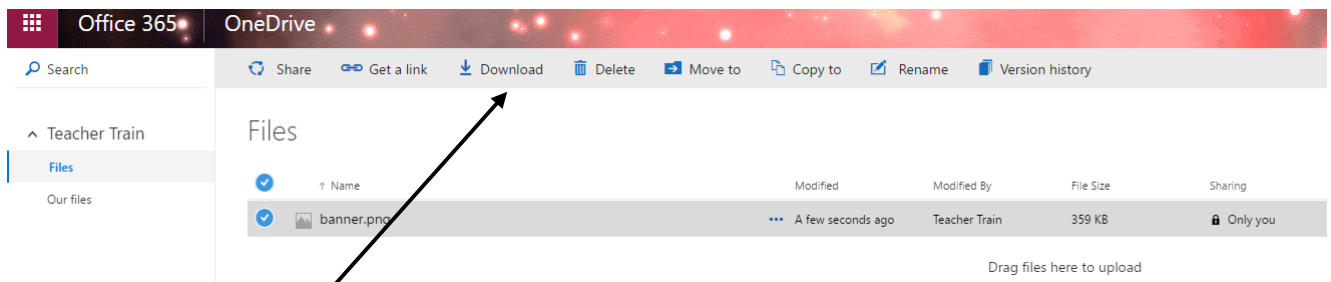
****Steps A-C only have to be done ONCE on your device ****

Step 1: Save to your OneDrive

Step 2: Create folders as needed

How to download a file (to save to a USB, or to the device):

Step 1: Select the file you want to download.



Step 2: Click “Download”

Step 3: Open document and save to desired location.