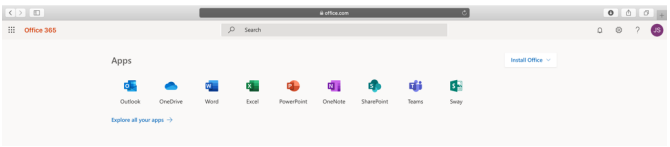
Uploading to OneDrive

Jesse Slade - 2020-02-23 - Office 365

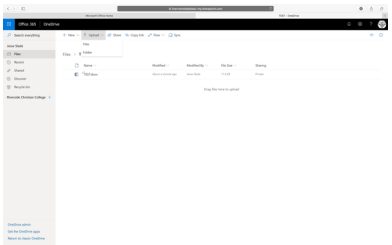
1. Sign into Office 365 at www.office.com

If you are not sure how to sign into office 365 follow the steps in this link:
https://riverside.deskpro.com/kb/articles/21

2. After signing into Office 365 you will see a list of applications. Select OneDrive.



3. Locate the folder where you wish to upload the file/s. Then select ‘Upload’, which is located near the top left of the window (as displayed). Select ‘Files’ or ‘Folder’ depending on what you are trying to upload (Folders will not upload when using Safari).



4. Locate where the file/s or folder are and choose them, then select ‘Choose’. Your file/s or folder will then upload into OneDrive.

