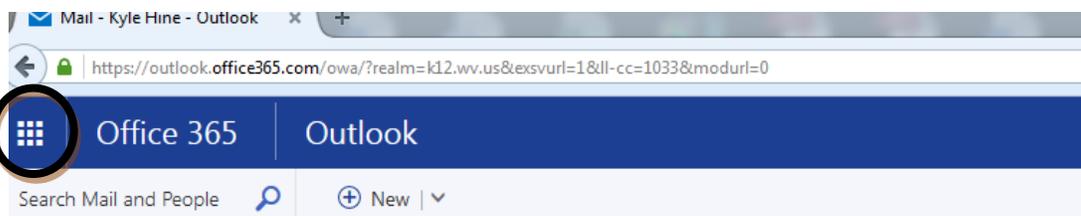


OneDrive: Office 365 Online Storage, Uploading Files

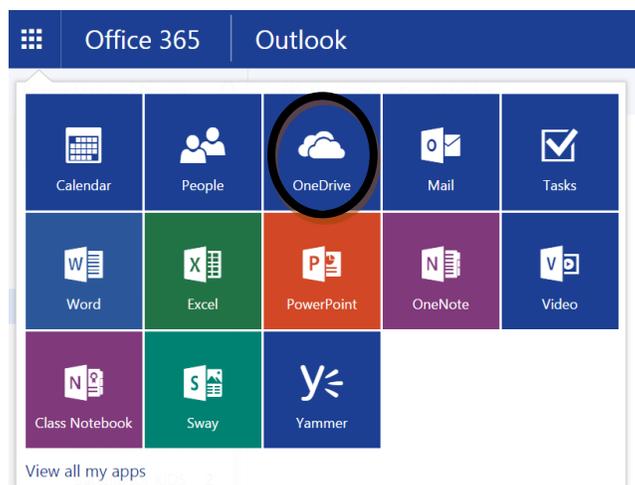
Sign into your Microsoft Outlook Web App (OWA) Office 365 at <https://login.microsoftonline.com>



From inside your Outlook (webmail) page click once on the Office 365 Apps icon in the top left-hand portion of the page.

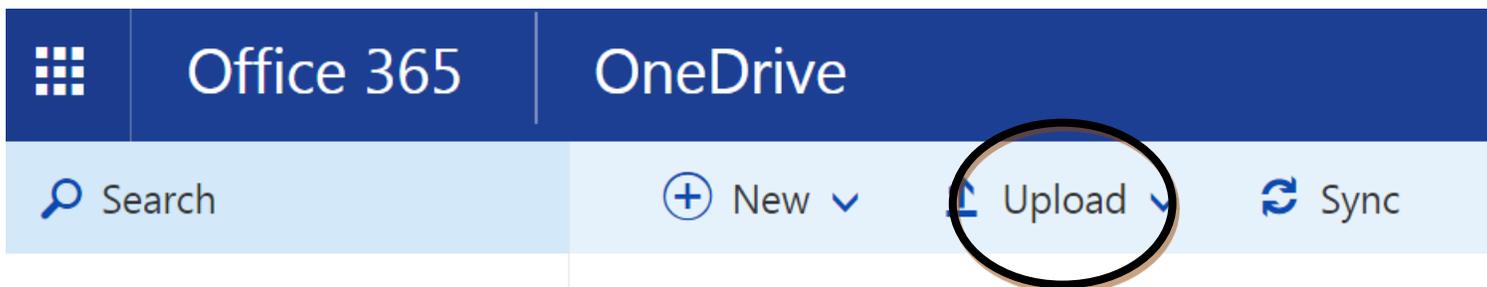


Now, you should see the various Apps available in Office 365.

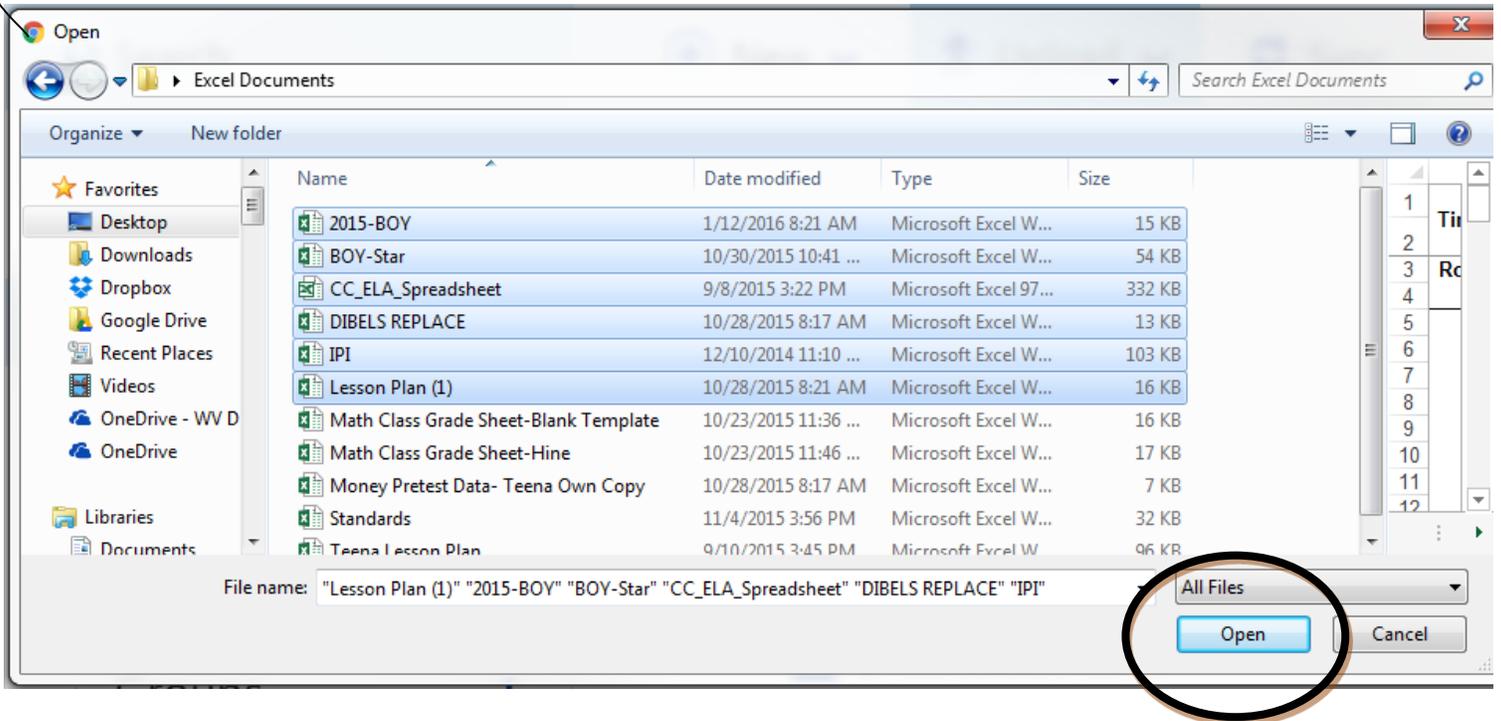


*Notice the common Microsoft Office applications Word, Excel and PowerPoint are available online. Since all you see here is online, there is a common experience at school/work, home or anywhere Internet is accessible. The versions are always up-to-date, currently Office 2013. All K-12 staff, teacher and student accounts have access to Office 365.

IF you are just uploading files to OneDrive, then click upload. A "How to create folders" is included after this.



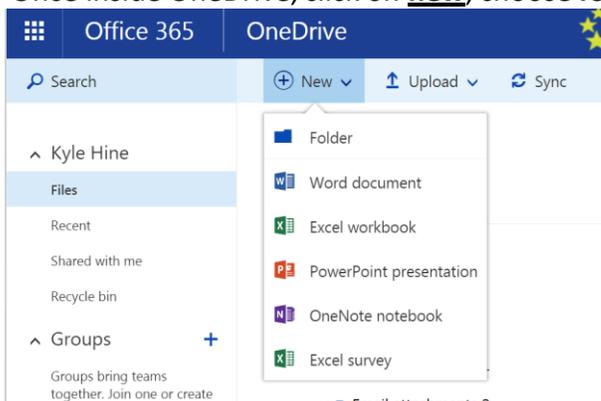
An Explorer window will open. Navigate to the location of the files you want to upload – notice in the example below I am uploading files from my Desktop/Excel Document folder. Here is a little trick not unique to Office 365: **To upload multiple files listed in succession**, click on the first file in the list, then while holding the Shift key on your keyboard click on the last file in the list you want to upload. The first, last and all files in-between will be highlighted. Click the Open button to upload the chosen files.



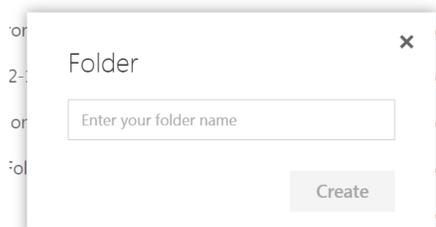
IMPORTANT: Uploading does not delete files from the uploaded location

How to Create Folders

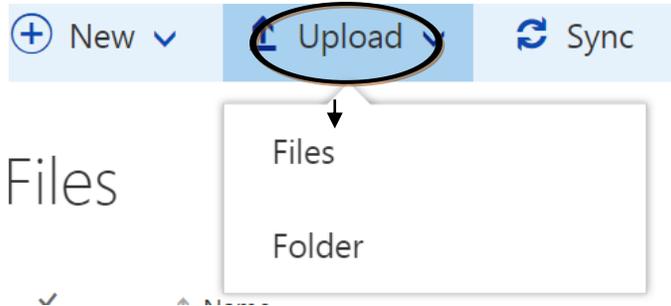
Once inside OneDrive, click on **new**, choose **folder**



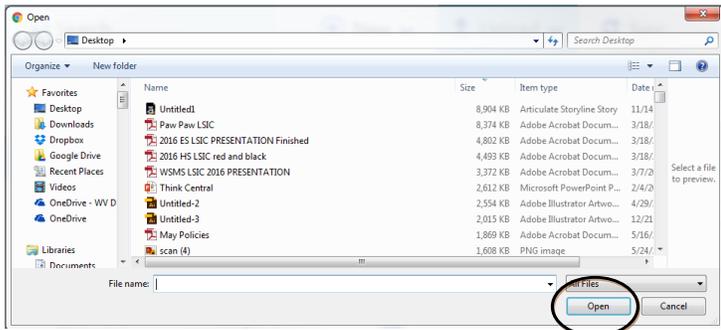
Then give the folder a name and hit **Create**



You can now upload files to the folder you just created.



Find the file and click Open

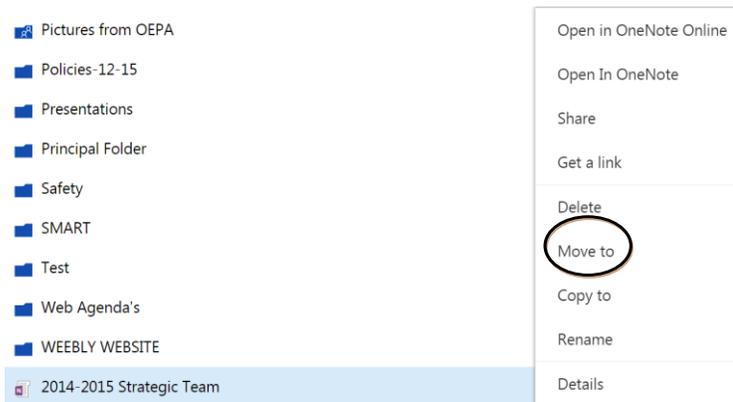


For this example I chose the 2014-2015 Strategic Team file.

Locate the 3 little dots to the right of the document



This will bring up a menu, you will choose "Move to"



Locate the folder you just created (click once on it)

Now click the "Move"

Your file will now be in the folder!

