

How to Upload Documents, Pictures, and Videos to OneDrive

Login to your Office 365 account one of two ways:

1. Type <https://www.office.com/> into web-browser URL
2. Sign-In to your Microsoft account.

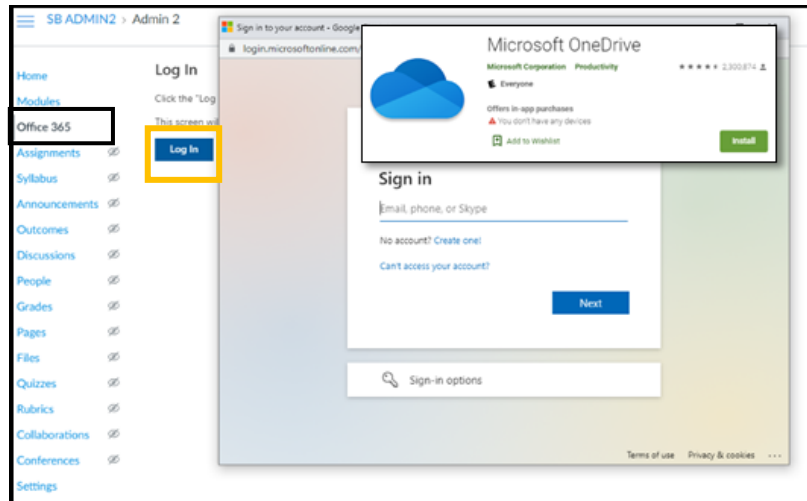
Or

1. Download Microsoft OneDrive App on your mobile device.
2. Sign-In to your Microsoft account.

Uploading Files from your device to your OneDrive (Microsoft) account:

1. Once logged in to your account, locate your files tab.
2. Select the blue plus button. If on your Phone App.
3. Then Locate your Upload option.
4. You will then select the files you would like to load from your device in to your OneDrive account.

You will have different options depending on which interface you are working with. Notice there are additional options to create and save new items for both Web and/or the Phone App.



Login Photo's (Above)

Upload Steps for Web version or App (Below)

