

Office 365

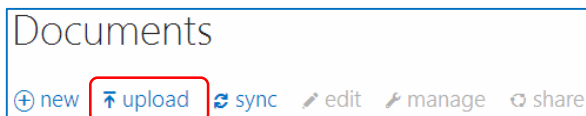
Avon Community School Corporation

Uploading Documents to your Office 365 OneDrive

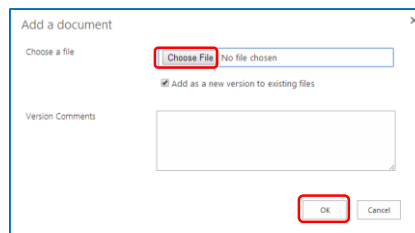
1. Open Office 365
2. Click on **OneDrive** to access your files.



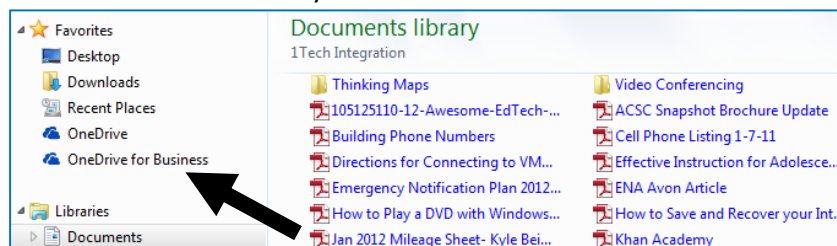
3. Two ways to upload a file from your computer to OneDrive
 - a. The most efficient way to upload a file from your computer is to drag and drop the file to your OneDrive window while you are logged in. This requires having both your computer drive open as well as being logged into Office 365's OneDrive.
 - b. You may also upload a file by clicking the **upload** link in OneDrive.



4. Click **Choose File** button to find the file on your computer.
5. Click **OK** to upload your file.



6. If your OneDrive is synced to your computer, you can drag and drop the files from your My Documents folder to the OneDrive folder located on the left side of your Favorites folder.



For specific information regarding each of the features available in Office 365, please see the other video tutorials and quick guides available from ACSC.