

Uploading Files to One Drive

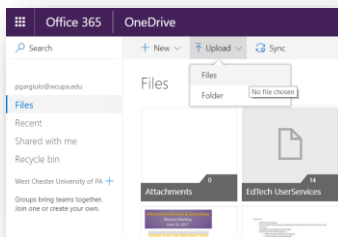
First, access OneDrive, by opening a web browser and going to office.com and following the prompts. Enter your WCU credentials when asked to sign on.



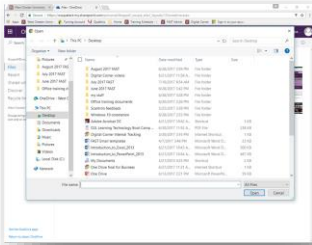
From the Main Menu, Select One Drive:



Select "Files" from the side menu. Next, from the ribbon select "Upload" then "Files"



Choose the file you wish to add to One Drive by clicking the one you want and then Open:



The file will then appear on the home File page of One Drive:

