

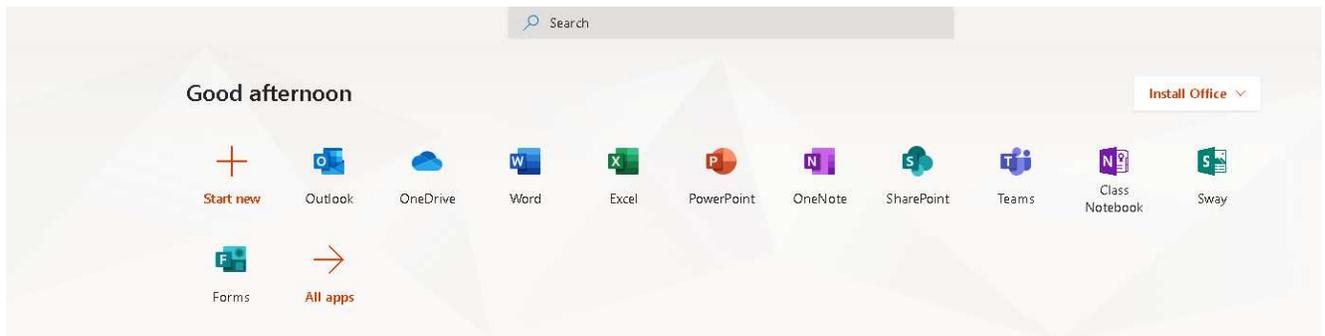


## Microsoft OneDrive Document Upload Instructions Page 1.

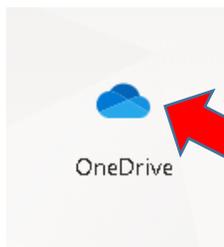
1. Open your browser and go to: [www.office.com](https://www.office.com) .



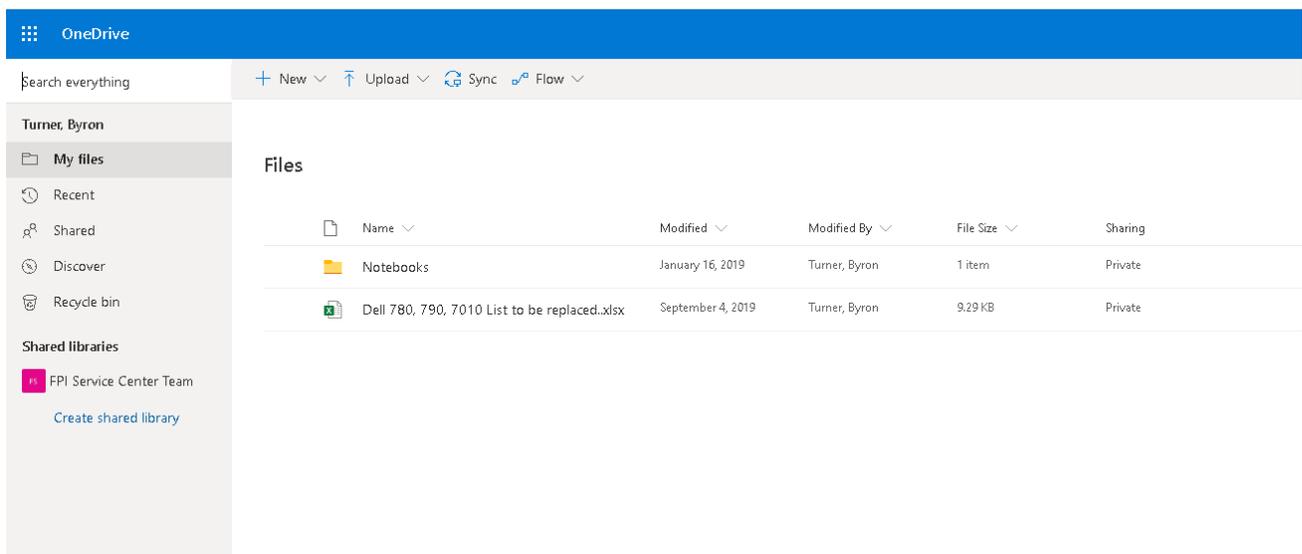
2. After you are logged into your Office 365 account, you should see the suite of Office products shown below.



3. Double click on OneDrive.

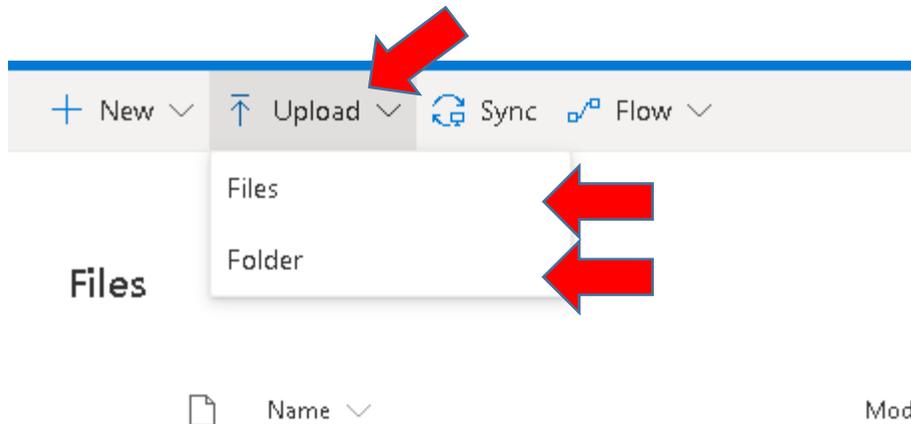


4. It should take you to a screen similar to the screen shown below.

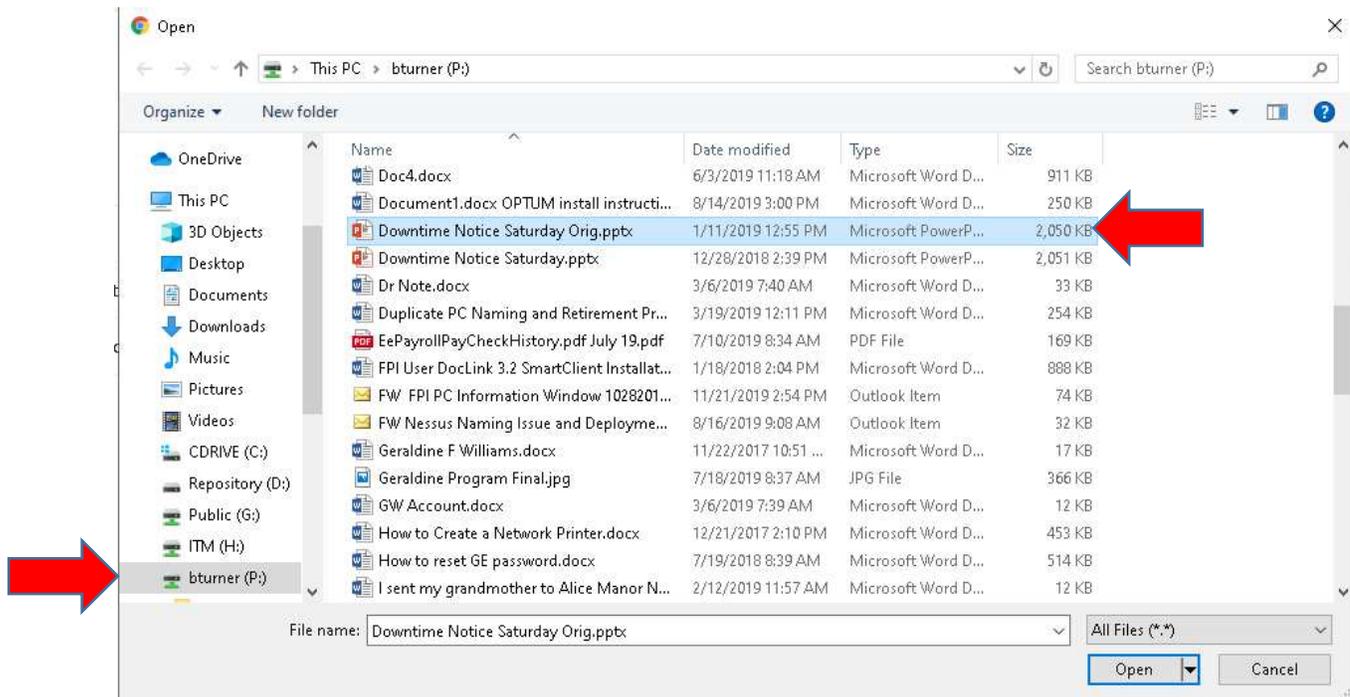


**Microsoft OneDrive Document Upload Instructions Page 2.**

5. In the upper left hand corner of the screen you should see an upload button. Click the upload button and click either files or folders depending on what you would like to upload to OneDrive.

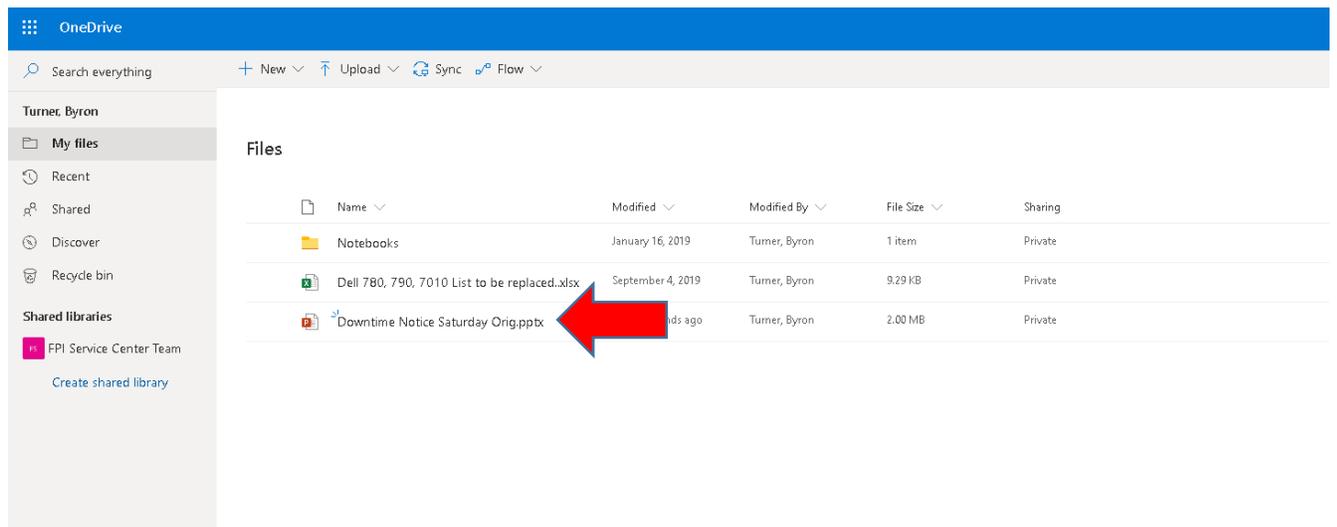


6. After selecting Files or Folder, a screen should then appear similar to the one shown below. First select the drive you would like to pull the file or folder from then select the file you would like to upload to OneDrive.



**Microsoft OneDrive Document Upload Instructions Page 3.**

7. After selecting the file or folder, the file or folder should upload to OneDrive and you should see it listed as shown below.



**If you have any issues or questions, please call the FPI Service Center at 667-214-1000 or email us at [helpdesk@fpi.umaryland.edu](mailto:helpdesk@fpi.umaryland.edu)**