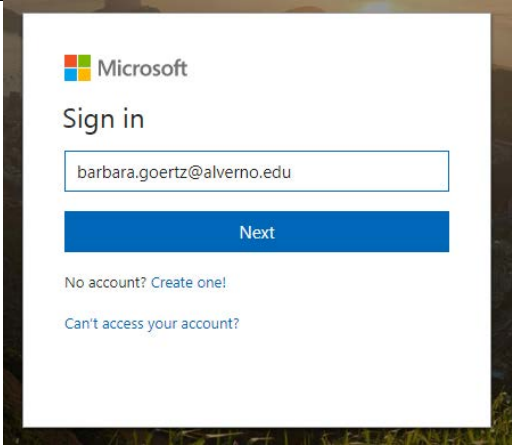
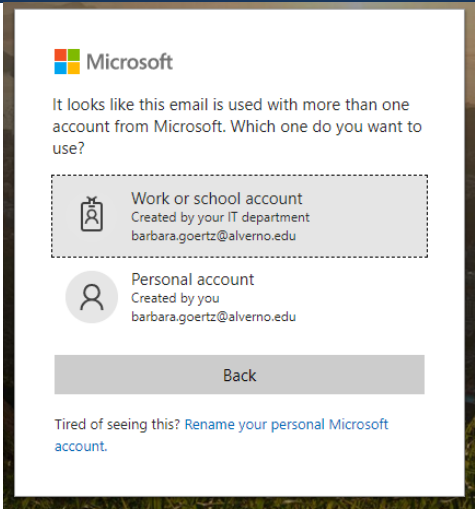
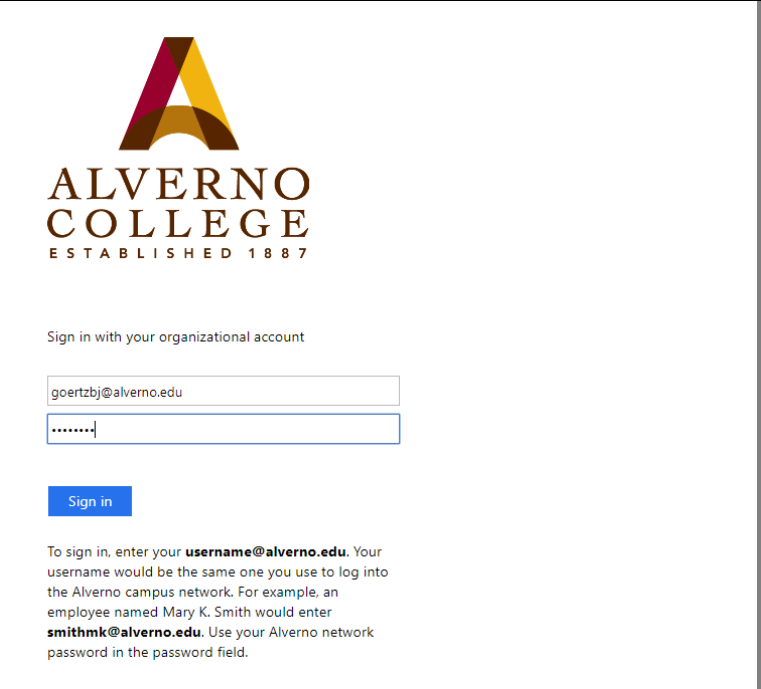
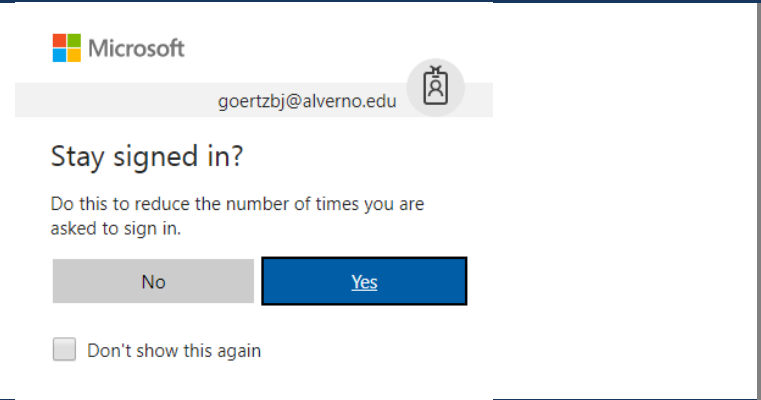
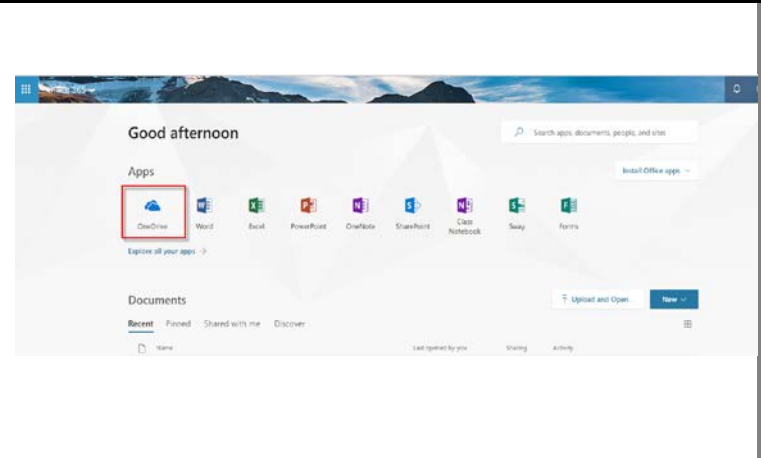
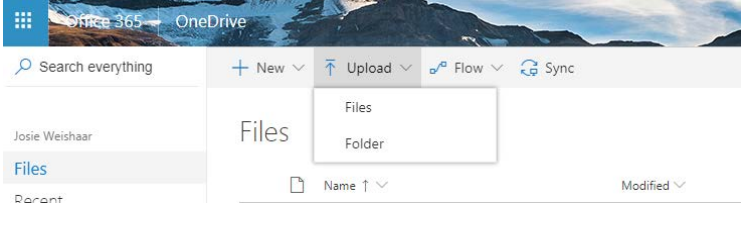
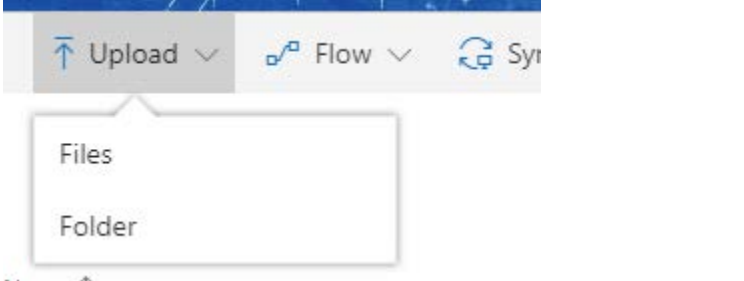
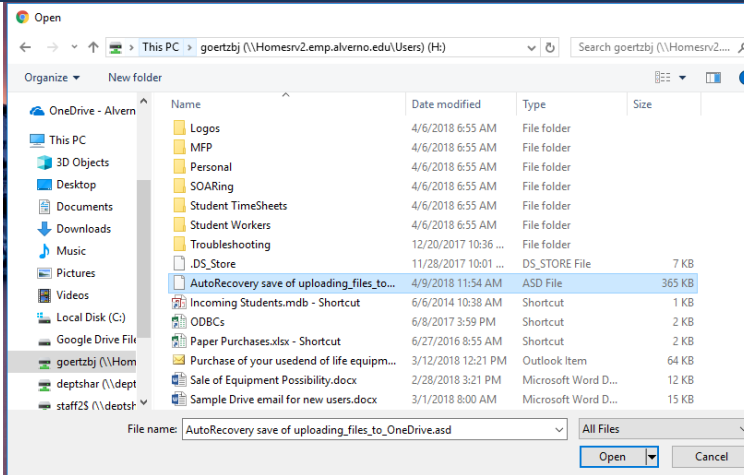
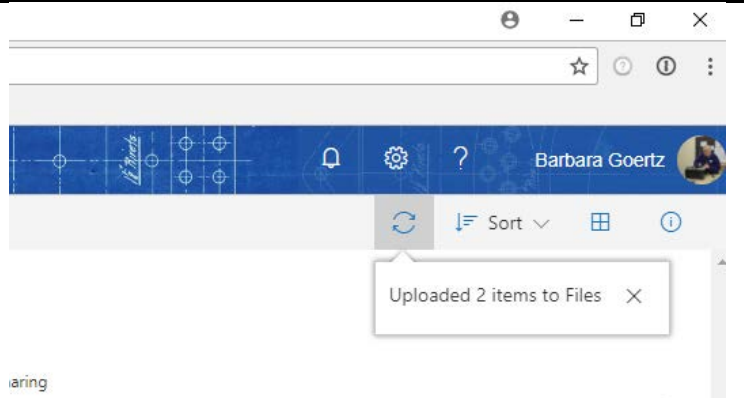


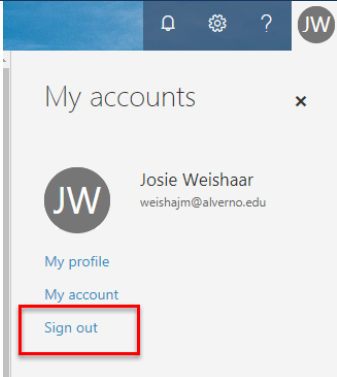
## Uploading Files to OneDrive

Microsoft OneDrive is a file repository as well as a way to create and edit documents online. File uploads are not limited to Microsoft created files. Audio, video and many other types of files can also be stored on OneDrive.

Task	Screen Shot
<ol style="list-style-type: none"><li>1. Open the browser of your choice and enter the following URL in the address field. <a href="https://login.microsoftonline.com">https://login.microsoftonline.com</a>.</li><li>2. Login with your network username followed by @alverno.edu. For example: smithdx@alverno.edu. Click Next.</li></ol>	
<ol style="list-style-type: none"><li>3. You might receive a window asking you to choose a work, school or personal account if your email is associated with more than one account. Make your selection.</li></ol>	

Task	Screen Shot
<p>4. You are now directed to Alverno's single sign on page. Depending on which browser you are using you will either see the window on the right or a small login window will appear.</p> <p>Enter your <b>username@alverno.edu</b> And your network password and click on Sign in.</p>	 <p>The screenshot shows the Alverno College single sign-on page. At the top is the Alverno College logo, a stylized 'A' with a yellow-to-red gradient, and the text 'ALVERNO COLLEGE ESTABLISHED 1887'. Below the logo is the text 'Sign in with your organizational account'. There are two input fields: the first contains 'goertzbj@alverno.edu' and the second contains a masked password '.....'. A blue 'Sign in' button is below the fields. Below the button is a paragraph of instructions: 'To sign in, enter your <b>username@alverno.edu</b>. Your username would be the same one you use to log into the Alverno campus network. For example, an employee named Mary K. Smith would enter <b>smithmk@alverno.edu</b>. Use your Alverno network password in the password field.'</p>
<p>5. You are then asked if you would like to stay signed in. You can answer in whatever way you would like.</p>	 <p>The screenshot shows a Microsoft 'Stay signed in?' dialog box. At the top left is the Microsoft logo. To the right is the user's email 'goertzbj@alverno.edu' and a profile icon. The main text asks 'Stay signed in?' and 'Do this to reduce the number of times you are asked to sign in.' There are two buttons: a grey 'No' button and a blue 'Yes' button. Below the buttons is a checkbox labeled 'Don't show this again' which is currently unchecked.</p>
<p>6. Your Office 365 Home Page will open. Click on OneDrive.</p>	 <p>The screenshot shows the Office 365 Home Page. At the top is a search bar with the text 'Good afternoon' and 'Search apps, documents, people, and sites'. Below the search bar is a section titled 'Apps' with a row of application icons: OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, Teams, Sway, and Forms. The OneDrive icon is highlighted with a red box. Below the 'Apps' section is a 'Documents' section with a 'Recent' tab selected and a 'New' button.</p>

Task	Screen Shot
<p>7. To upload a document(s) or file, click on the "Upload" link at the top of the window. Select from Files to upload a single file or Folder.</p>	
<p>8. From the drop down menu, choose either "File" if you are uploading a single file or files stored in different places or "Folder" if you have an entire folder you want to upload.</p>	
<p>9. You are then given a file browser window from which you can choose the material you would like to upload by selecting them and clicking "Open".</p> <p>Reminder: when uploading files, they can be of any type, not just Office documents. (e.g. pdfs, pictures, videos)</p>	
<p>10. You can see the progress of the upload in the upper right hand corner and when it is done, these file(s) and/or folder(s) will appear in your OneDrive list.</p>	

Task	Screen Shot
<p><b>11. To sign out of your Office 365, click your initials in the upper-right hand corner (or the profile icon) and click on Sign Out.</b></p>	 A screenshot of the Office 365 user interface. At the top right, there is a dark blue header bar containing a notification bell, a gear icon, a question mark, and a circular profile icon with the initials 'JW'. Below this, a 'My accounts' dropdown menu is open, showing a white background with a grey border. The menu title 'My accounts' is at the top right. Below the title is a circular profile icon with 'JW' and the text 'Josie Weishaar' and 'weishajm@alverno.edu'. Underneath are three links: 'My profile', 'My account', and 'Sign out'. The 'Sign out' link is highlighted with a red rectangular box.