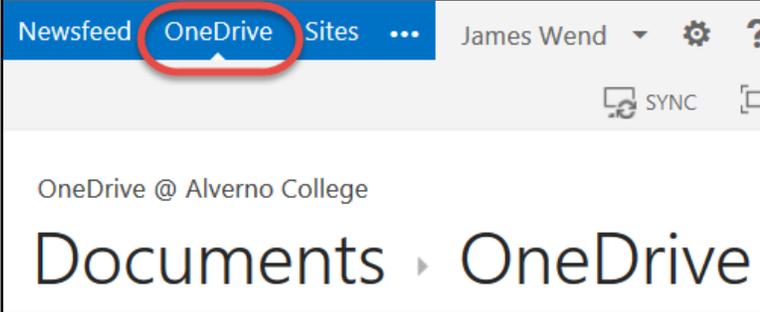
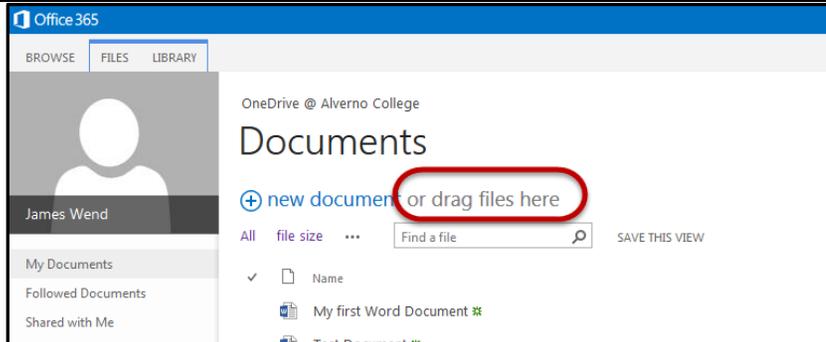
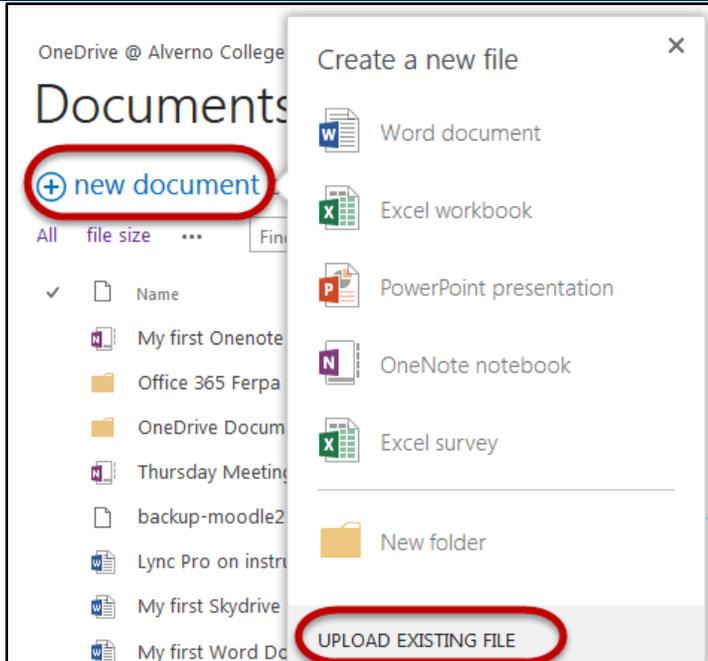
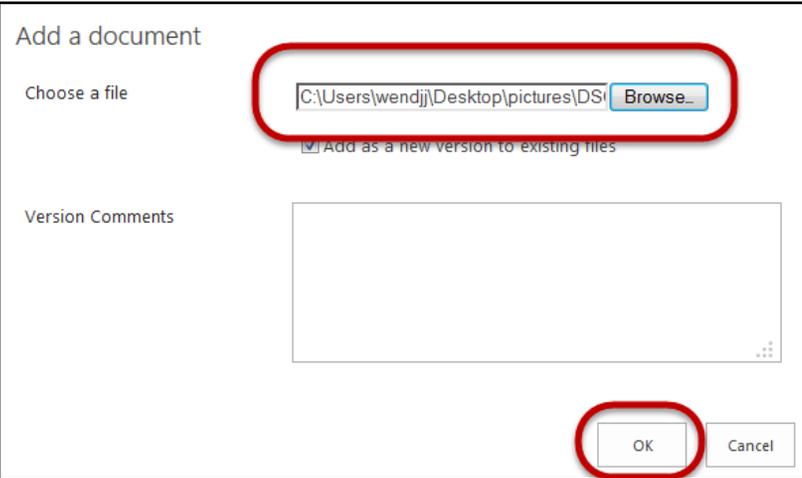


Uploading Files to OneDrive

Microsoft OneDrive is a file repository as well as a way to create and edit documents online. Your Alverno College OneDrive account allows up to 25 Gigabytes of cloud storage for your files with a 2 GB limit on individual files. 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">1. Open the Firefox browser and log on to Office 365 by opening a browser and typing in https://login.microsoftonline.com.2. Login using your Alverno username@alverno.edu OneDrive requires a second login.	
<ol style="list-style-type: none">3. Select OneDrive.	

Task	Screen Shot
<p>There are two ways to upload files to OneDrive.</p> <p>4. The first way is to drag files from your local computer to the Documents area of OneDrive.</p>	 <p>The screenshot shows the OneDrive interface for 'Documents' at Alverno College. The user is James Wend. The page has tabs for 'BROWSE', 'FILES', and 'LIBRARY'. Below the user profile, there is a '+ new document or drag files here' button, where the text 'or drag files here' is circled in red. Below this is a search bar and a list of files including 'My first Word Document'.</p>
<p>5. The second way is to click New Documents button and click Upload Existing File</p>	 <p>The screenshot shows the OneDrive interface with a 'Create a new file' dropdown menu open. The '+ new document' button is circled in red. The dropdown menu lists options: Word document, Excel workbook, PowerPoint presentation, OneNote notebook, Excel survey, and New folder. At the bottom of the dropdown, the 'UPLOAD EXISTING FILE' option is circled in red. The background shows a list of files in the 'Documents' folder.</p>

Task	Screen Shot
<p>6. Click Browse to select a document, and then OK to upload.</p>	 <p>Add a document</p> <p>Choose a file <input type="text" value="C:\Users\wendjj\Desktop\pictures\DSI"/> <input type="button" value="Browse..."/></p> <p><input checked="" type="checkbox"/> Add as a new version to existing files</p> <p>Version Comments <input type="text"/></p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p>