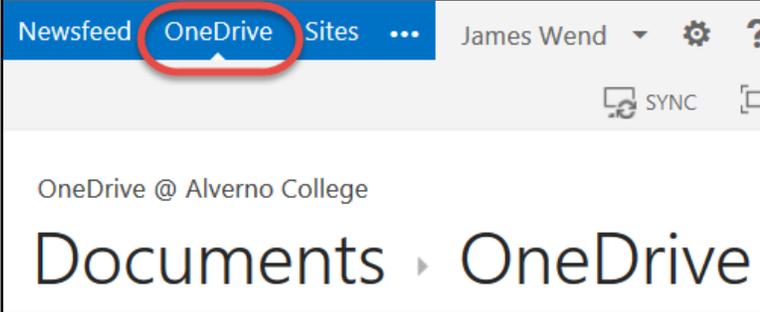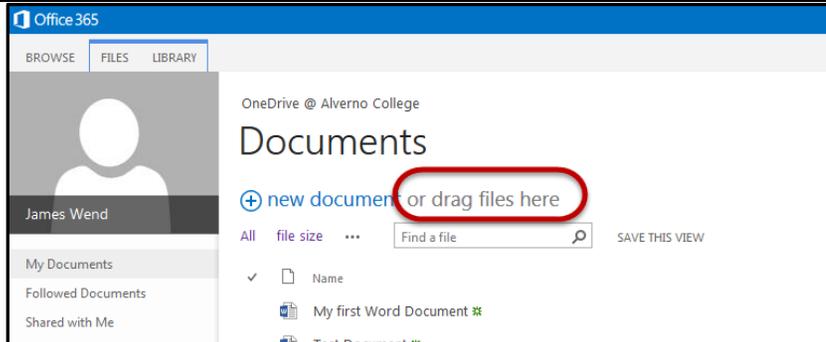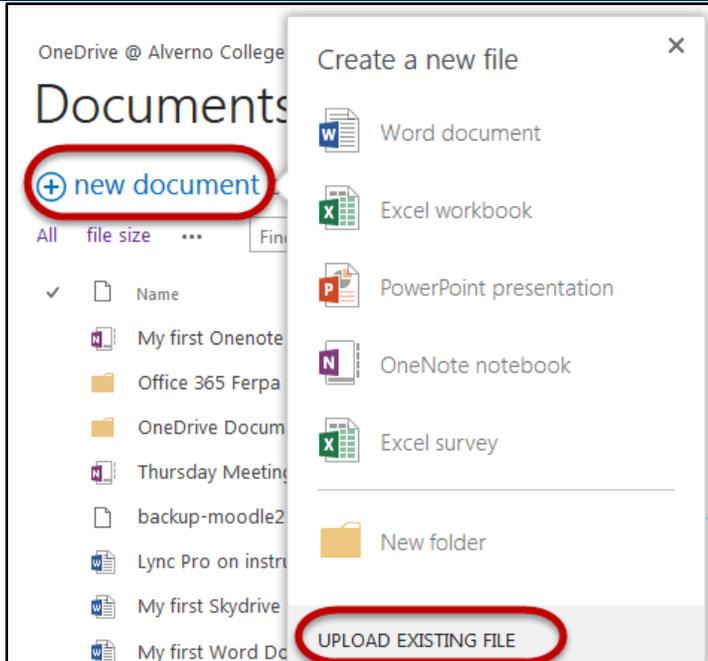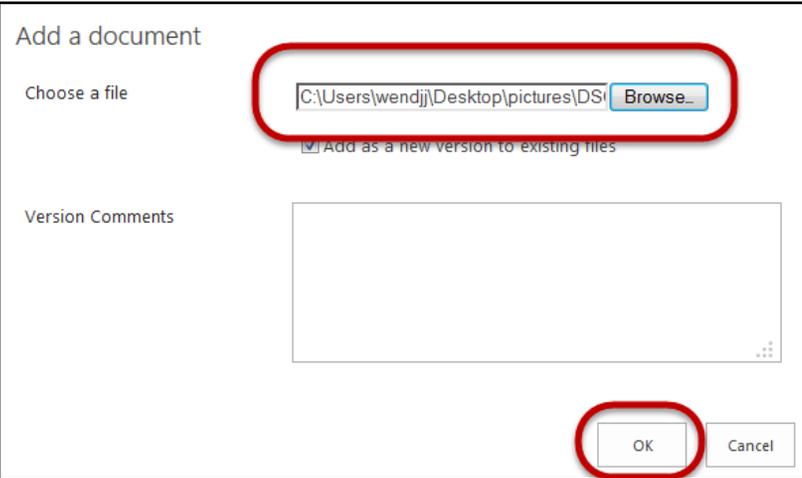# Uploading Files to OneDrive

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
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.	
3. Select OneDrive.	

Task	Screen Shot
There are two ways to upload files to OneDrive. 4. The first way is to drag files from your local computer to the Documents area of OneDrive.	
5. **The second way is to click New Documents button and click Upload Existing File**	

Task	Screen Shot
6. **Click Browse to select a document, and then OK to upload.**	Add a document Choose a file C:\Users\wendjj\Desktop\pictures\DS(Browse… ☑ Add as a new version to existing files Version Comments OK Cancel