

Microsoft OneDrive Document Upload Instructions Page 1.

1. Open your browser and go to: www.office.com .



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

Cood off										
Good and	emoon									install Office
+	O		W	x	2	N	4	ų	N	S
Start new	Outlook	OneDrive	Word	Excel	PowerPoint	OneNote	SharePoint	Teams	Class Notebook	Sway
62	\rightarrow									
Forms	All apps									

3. Double click on OneDrive.



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





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.

Organize New folde	r					• 🔲
	Name	Date modified Type		Size		
	👜 Doc4.docx	6/3/2019 11:18 AM	Microsoft Word D	911 KE	3	
💻 This PC	Document1.docx OPTUM install instructi	8/14/2019 3:00 PM	Microsoft Word D	250 KE		
🇊 3D Objects 👘	😰 Downtime Notice Saturday Orig.pptx	1/11/2019 12:55 PM	Microsoft PowerP	2,050 KE		
E Desktop	🔃 Downtime Notice Saturday.pptx	12/28/2018 2:39 PM	Microsoft PowerP	2, 0 51 KE	3	
Documents	🖷 Dr Note.docx	3/6/2019 7:40 AM	Microsoft Word D.,.	33 KB	3	
Downloads	💼 Duplicate PC Naming and Retirement Pr	Duplicate PC Naming and Retirement Pr.,. 3/19/2019 12:11 PM Microsoft Word D.,.		254 KB	3	
Downloads	🧰 EePayrollPayCheckHistory.pdf July 19.pdf	7/10/2019 8:34 AM	PDF File	169 KE	3	
Music	🖷 FPI User DocLink 3.2 SmartClient Installat	1/18/2018 2:04 PM	Microsoft Word D	888 KE	3	
E Pictures	🖂 FW FPI PC Information Window 1028201	11/21/2019 2:54 PM	Outlook Item	74 KE	3	
🚰 Videos	🖂 FW Nessus Naming Issue and Deployme	8/16/2019 9:08 AM	Outlook Item	32 KE	3	
🏪 CDRIVE (C:)	🖷 Geraldine F Williams.docx	11/22/2017 10:51	Microsoft Word D	17 KE	3	
🕳 Repository (D:)	🧧 Geraldine Program Final.jpg	7/18/2019 8:37 AM	JPG File	366 KB	3	
- Public (G:)	🖷 GW Account.docx	3/6/2019 7:39 AM	Microsoft Word D	12 KE	3	
- ITM (H)	📹 How to Create a Network Printer.docx	12/21/2017 2:10 PM	Microsoft Word D	453 KE	3	
T (10)	🖷 How to reset GE password.docx	7/19/2018 8:39 AM	Microsoft Word D	514 KE	3	
🛫 bturner (P:)	📲 I sent my grandmother to Alice Manor N	2/12/2019 11:57 AM	Microsoft Word D	12 KE	3	



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.

OneDrive						
Search everything	$+$ New \vee $\ ar{\uparrow}$ Upload \vee $\ igodot$ Sync $\ {}_{ m o}{}^{ m a}$ Flow \vee					
Turner, Byron						
🗅 My files	Files					
🕤 Recent						
g ^Q Shared	\square Name \vee	Modified \smallsetminus	Modified By $ \smallsetminus $	File Size $ \smallsetminus $	Sharing	
③ Discover	Notebooks	January 16, 2019	Turner, Byron	1 item	Private	
🗟 Recycle bin	Dell 780, 790, 7010 List to be replacedxis	x September 4, 2019	Turner, Byron	9.29 KB	Private	
Shared libraries	👔 ³¹ Downtime Notice Saturday Orig.pptx	nds ago	Turner, Byron	2.00 MB	Private	
FPI Service Center Team						
Create shared library						

If you have any issues are questions, please call the FPI Service Center at 667-214-1000 or email us at helpdesk@fpi.umaryland.edu