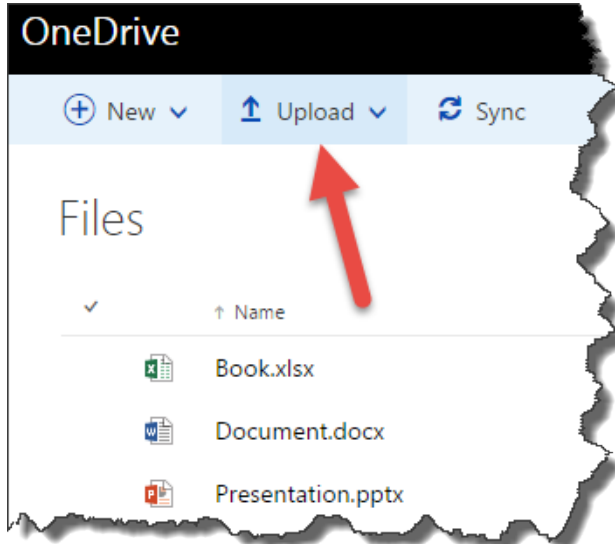


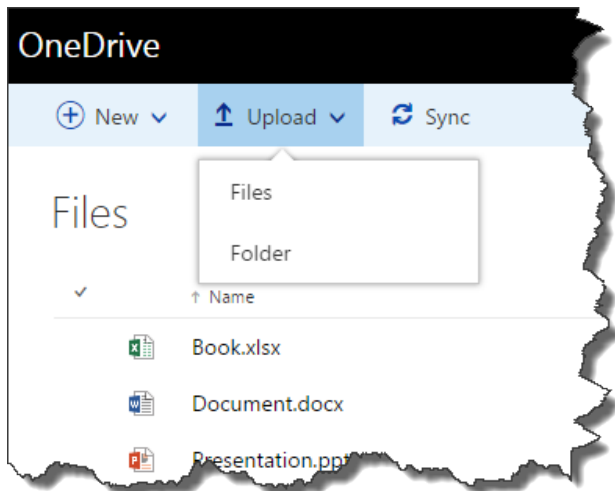
## UPLOADING A FILE INTO ONEDRIVE

---

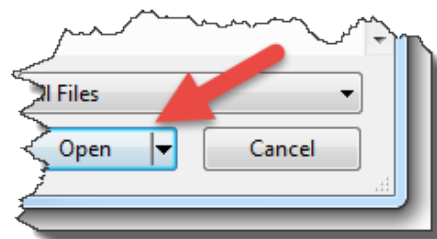
1. To upload a file in OneDrive, click on the **Upload** icon



2. Select **Files** to upload one or several files. Select **Folder** to upload all files within the selected folder.



3. Click on the file or folder to upload and click **Open**. (To upload more than one file at a time, hold down the **CTRL** key and click on each file to upload.)



4. The files or folders will appear in your OneDrive file list.