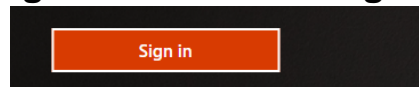


## Uploading Files to OneDrive

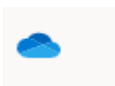
1. Type in **Office 365 login** in the URL at top of page.
2. You should see **Office 365 Login** at the top of search results.

https://www.office.com ⓘ  
[Office 365 Login | Microsoft Office](#)  
Collaborate for free with online versions of **Microsoft** Word, PowerPoint, Excel, and OneNote.  
Save documents, workbooks, and presentations online, ...

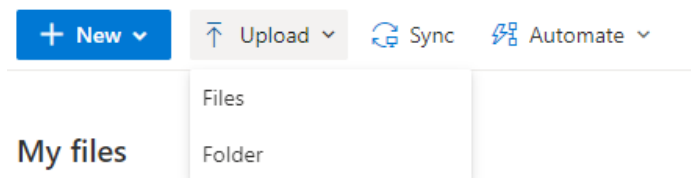
3. Click on **Office 365 Login** and then click **Sign In**.




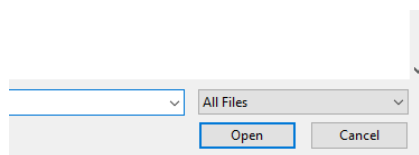
4. The **username** is your student email or employee email. The **password** is the same password used to login into laptops.  
Student email is always [abc.xyz1234@R1student.org](mailto:abc.xyz1234@R1student.org)  
Employee email is always [firstname.lastname@richlandone.org](mailto:firstname.lastname@richlandone.org)

5. Once logged in you'll see a toolbar on the left. Click on the icon that resembles a cloud  This is **OneDrive**. Click on **OneDrive**.

6. On the top toolbar you'll see **Upload**. Click on the dropdown arrow and you'll see **Files** and **Folders**.



7. Click on **Files** to upload individual documents.
8. Your **File Folder**  will open. Select the location where you have your documents stored (**Desktop, Documents, Downloads**). Click on each document you need to upload. Then click **Open** at the bottom of the box.



9. Repeat for each file you need to upload.