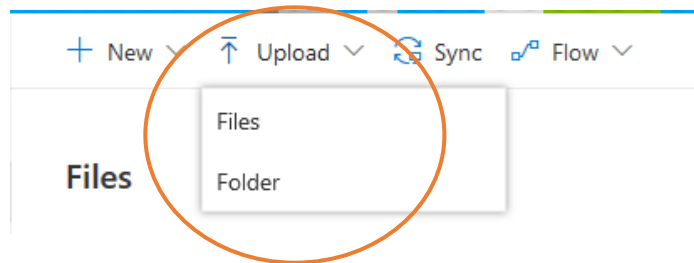


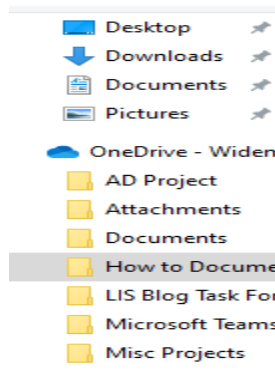
## How to save file(s) in Microsoft OneDrive

There are a couple ways you can save a file into OneDrive.

- You can simply drag and drop the file(s) from your drives into OneDrive, or
- From within OneDrive, under the “Files” tab, you can select “Upload” in the banner, then select Files or Folders from the drop down.



- You will then be sent to your Files Explorer window (shown below) to select the files or folder you want to move.



- Select the files or folder you want to move, then hit “Open”, this will move your files or folder into your OneDrive. You will know your files or folder has moved into OneDrive as it will be denoted by three blue marks at the beginning of the file name in OneDrive.

