
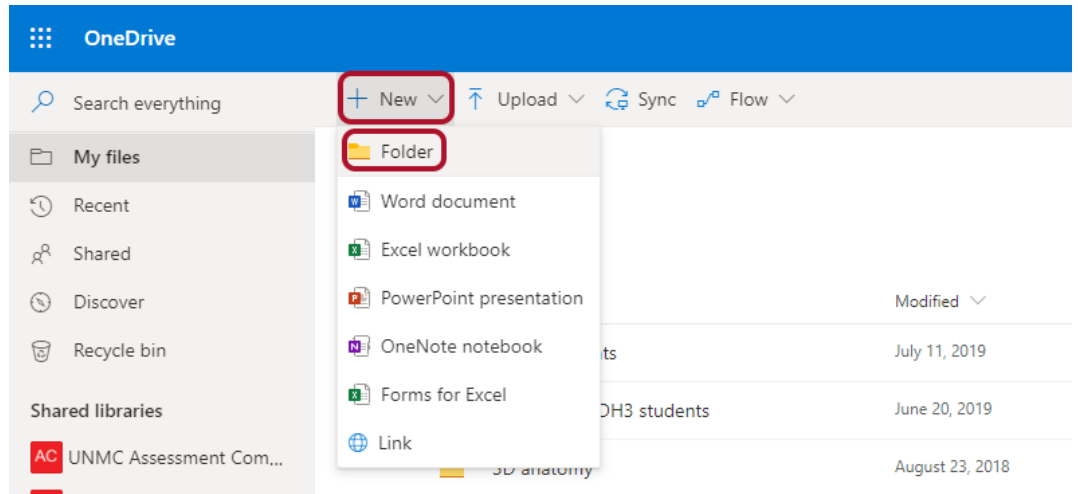


OneDrive – Uploading and Opening files

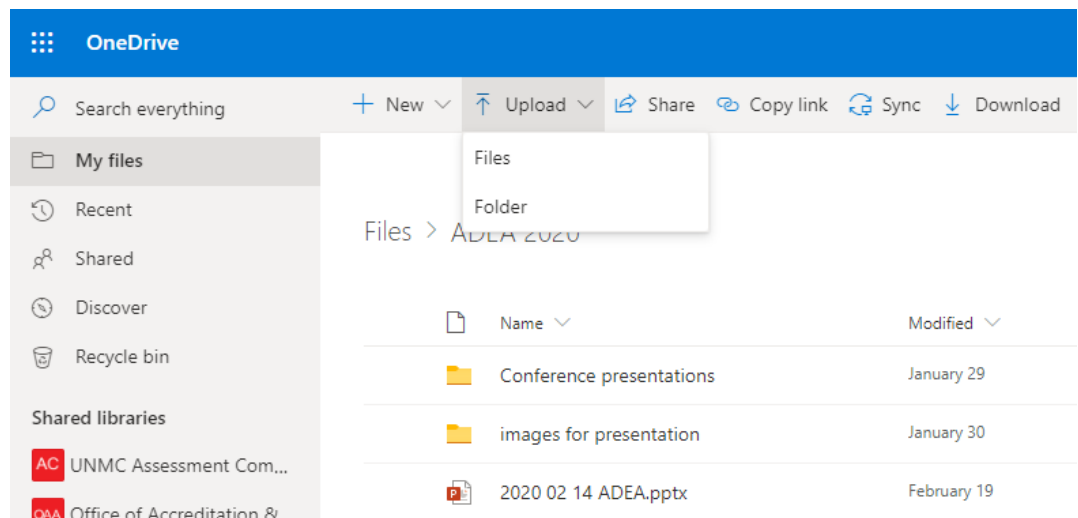
1. Log in online to Office 365 - <http://365.unmc.edu/>

2. Click on the App Launcher  in the upper left corner of the web page and click OneDrive.

3. Create a new folder by clicking +New in the top menu bar. Chose Folder from list and enter a name. Click Create.



4. To upload a file from your computer, navigate to the folder you would like it in, click the "Upload" icon in the top menu and choose File or Folder. Navigate to the file needed and click "Open".



5. To open a file from OneDrive click the 3 dots next to the file name. Then click “Open”. Choose from “Open in browser” or “Open in app”. Opening in browser will use the corresponding Office 365 app online. Opening in app will open with the installed computer version of the app.

