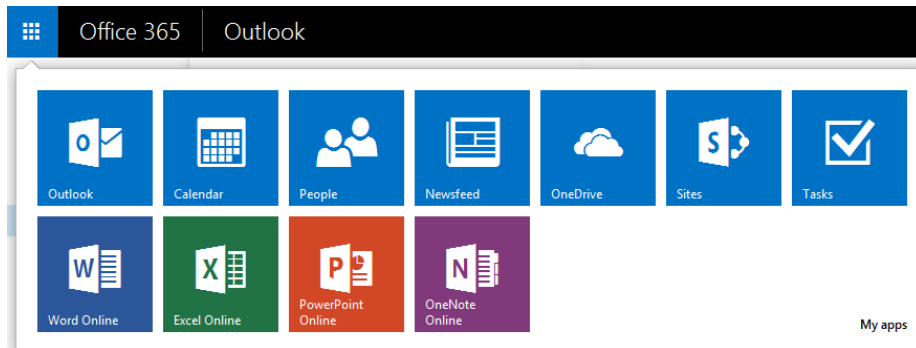


Uploading Documents to 365

To upload a document:



1. Log in to your student Office 365 web mail.
2. Click OneDrive in the top left link bar.



3. Create or upload Documents to the site.
 - a. Please note the “Drag files here” option. It opens a window that allows you to drag files from any location and instantly upload into OneDrive!

