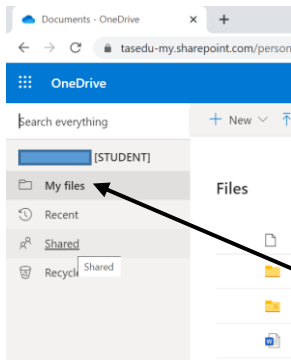
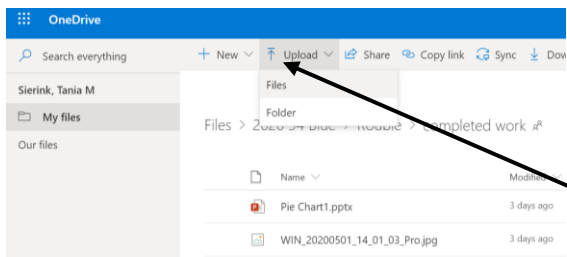


How to upload a document into One Drive



- Click on My Files
- Click on the folder that you have shared with your teacher.



- Click on Upload
- Double click on the file that you would like to place in the shared folder.
- The file will then appear in the Shared Folder.