



How to Upload to Your OneDrive

This tutorial will show you how to upload a file/folder to your OneDrive

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If you need any assistance please contact the IT Helpdesk in one of the following ways.
Browse to www.helpdesk.thomasmore.edu, call 859-344-3646, email helpdeskticket@thomasmore.edu, or stop by the Computer Center on the lower level of the administration building.

Sign into your Thomas More email by browsing to <http://mail.thomasmore.edu>

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Login

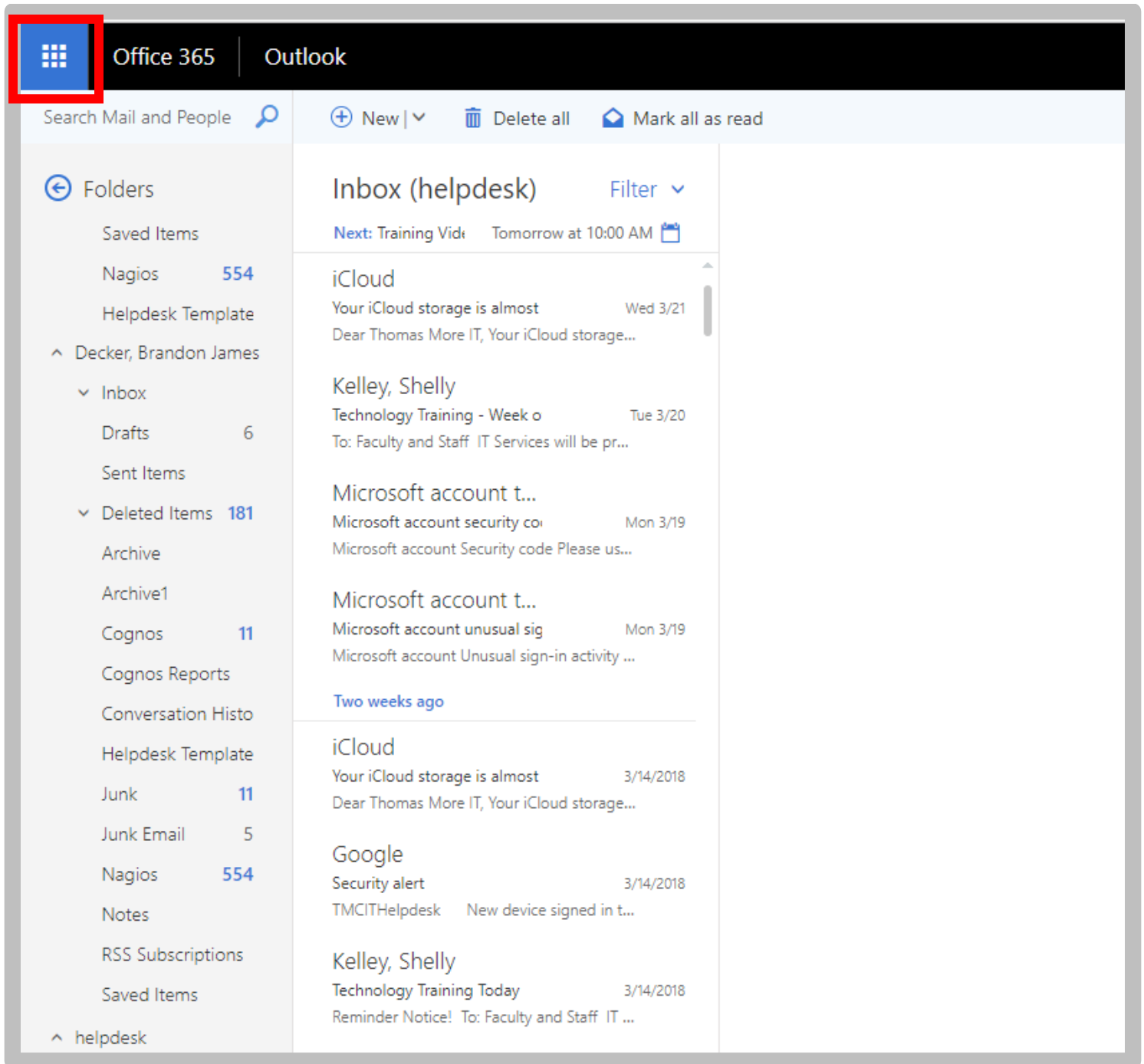
Password

Log In

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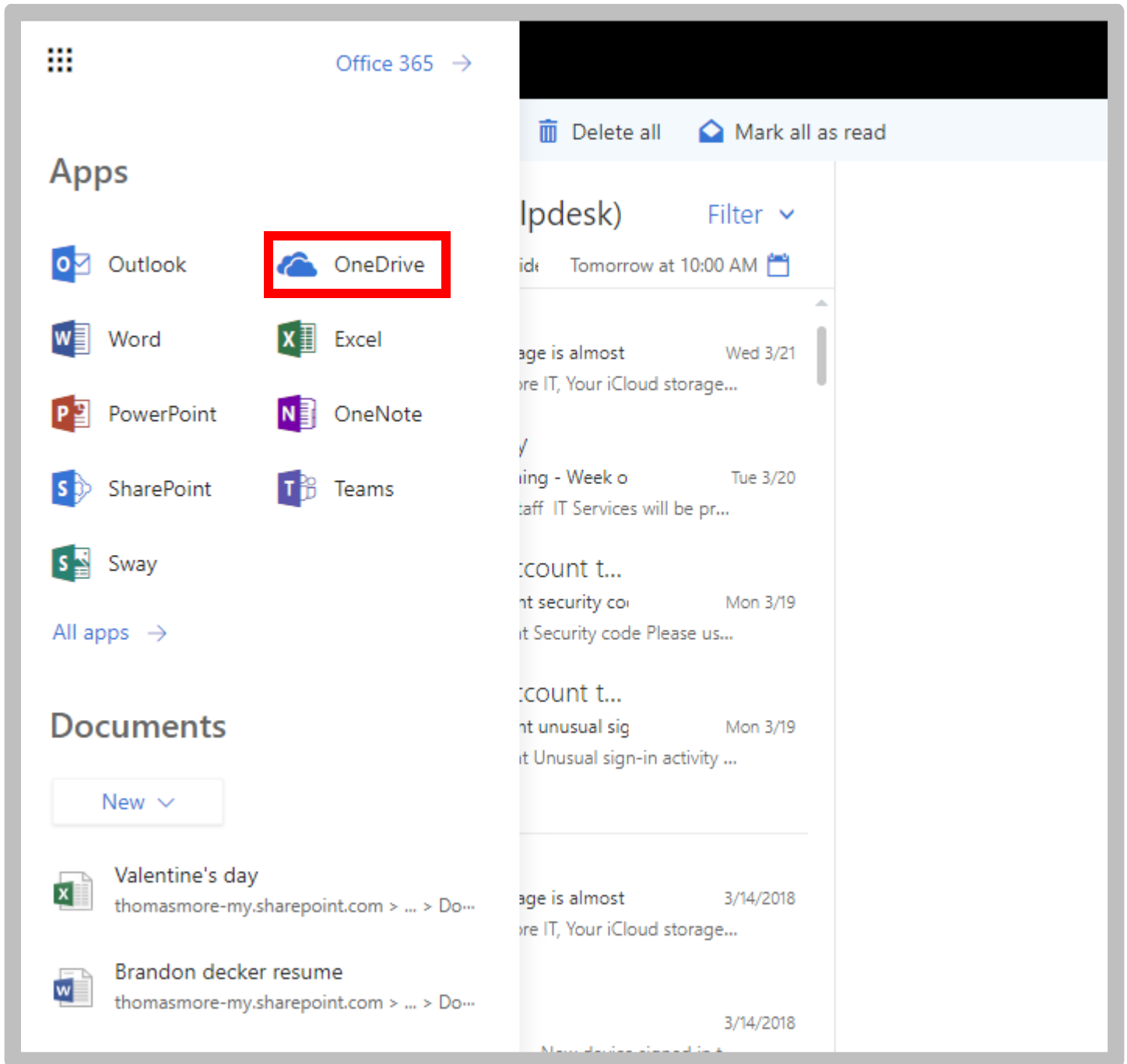
Click on the apps button



The screenshot displays the Outlook interface. At the top left, the Office 365 logo (a 3x3 grid of blue squares) is highlighted with a red rectangular box. To its right, the text "Office 365" and "Outlook" are visible. Below the header, the main interface is divided into three sections. The left section is a navigation pane with a "Folders" list including "Saved Items", "Nagios" (554), "Helpdesk Template", "Decker, Brandon James", "Inbox", "Drafts" (6), "Sent Items", "Deleted Items" (181), "Archive", "Archive1", "Cognos" (11), "Cognos Reports", "Conversation Histo", "Helpdesk Template", "Junk" (11), "Junk Email" (5), "Nagios" (554), "Notes", "RSS Subscriptions", "Saved Items", and "helpdesk". The middle section is the "Inbox (helpdesk)" view, showing a list of emails. The top email is from "iCloud" with the subject "Your iCloud storage is almost" and the date "Wed 3/21". Below it is an email from "Kelley, Shelly" with the subject "Technology Training - Week o" and the date "Tue 3/20". The next email is from "Microsoft account t..." with the subject "Microsoft account security co" and the date "Mon 3/19". This is followed by another "Microsoft account t..." email with the subject "Microsoft account unusual sig" and the date "Mon 3/19". A "Two weeks ago" separator is present. Below that is another "iCloud" email with the subject "Your iCloud storage is almost" and the date "3/14/2018". The next email is from "Google" with the subject "Security alert" and the date "3/14/2018". The final email is from "Kelley, Shelly" with the subject "Technology Training Today" and the date "3/14/2018". The right section is currently empty.

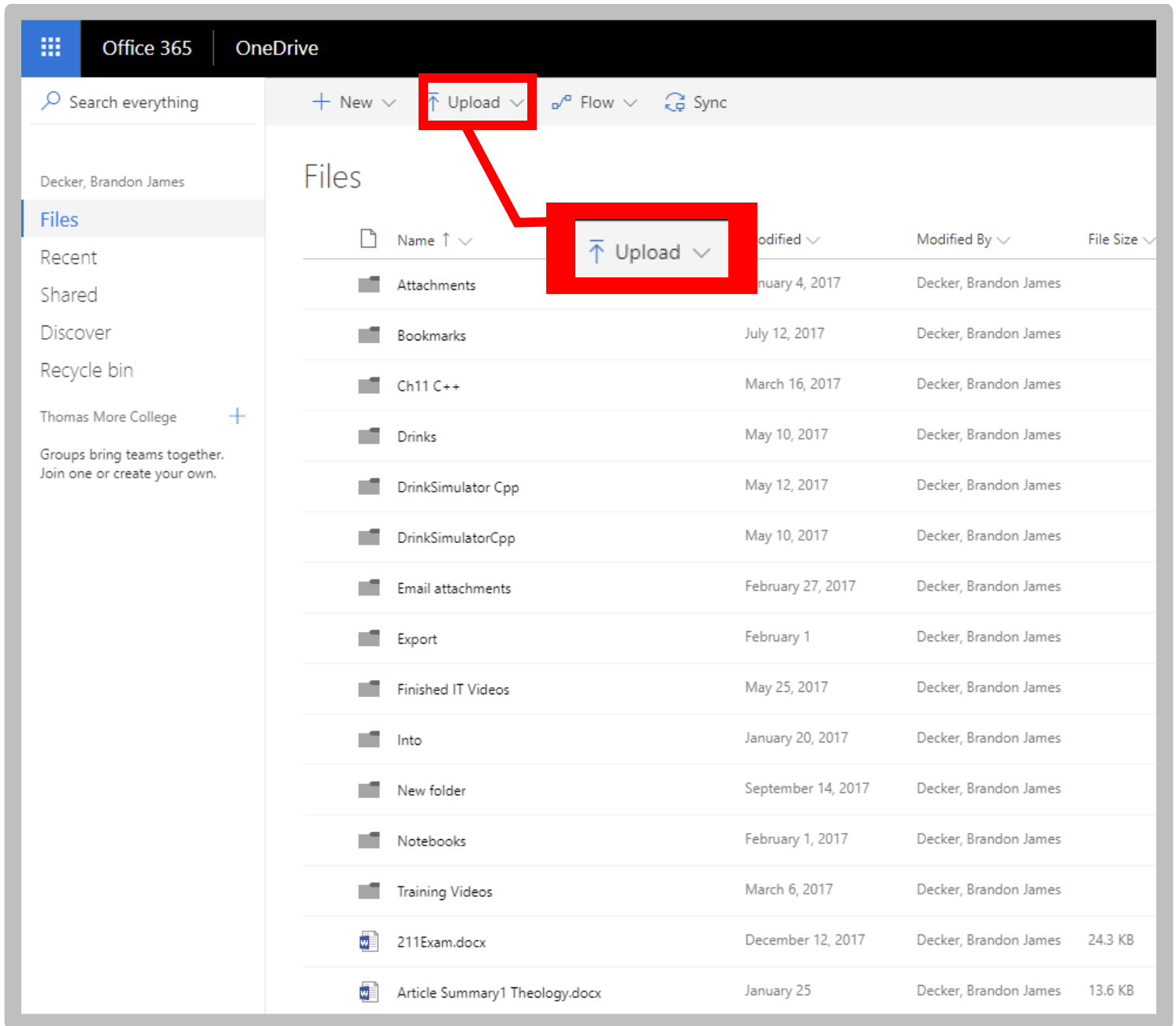
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Click the OneDrive button



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Click on “Upload”

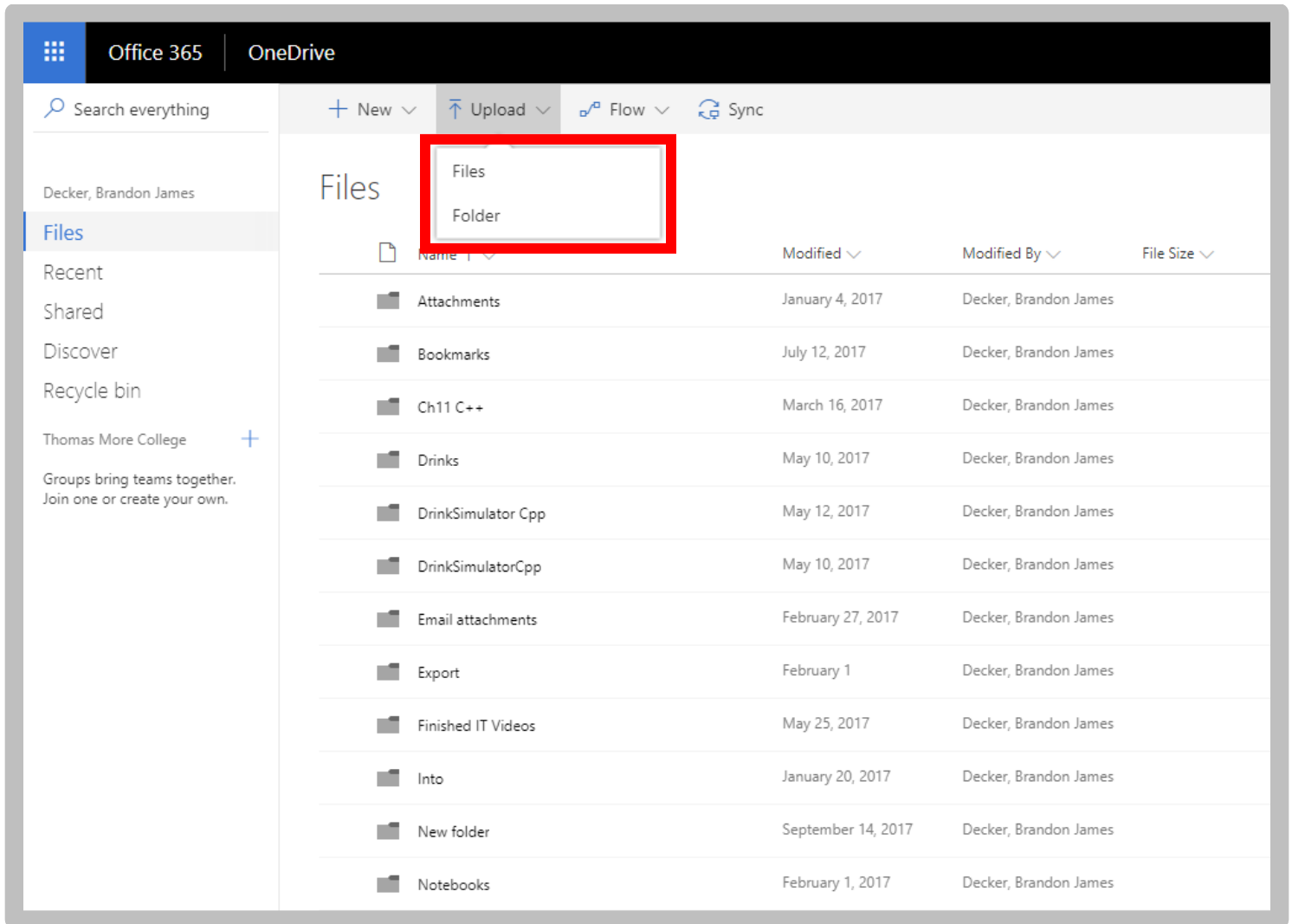


The screenshot shows the OneDrive interface. The top navigation bar includes the Office 365 logo, the text "Office 365", and "OneDrive". Below this is a search bar and a row of buttons: "+ New", "Upload", "Flow", and "Sync". The "Upload" button in the top bar is highlighted with a red box. A red arrow points from this button to the "Upload" button in the file list header, which is also highlighted with a red box. The file list header has columns for "Name", "Modified", "Modified By", and "File Size". The file list contains various folders and files, including "Attachments", "Bookmarks", "Ch11 C++", "Drinks", "DrinkSimulator Cpp", "DrinkSimulatorCpp", "Email attachments", "Export", "Finished IT Videos", "Into", "New folder", "Notebooks", "Training Videos", "211Exam.docx", and "Article Summary1 Theology.docx".

Name	Modified	Modified By	File Size
Attachments	January 4, 2017	Decker, Brandon James	
Bookmarks	July 12, 2017	Decker, Brandon James	
Ch11 C++	March 16, 2017	Decker, Brandon James	
Drinks	May 10, 2017	Decker, Brandon James	
DrinkSimulator Cpp	May 12, 2017	Decker, Brandon James	
DrinkSimulatorCpp	May 10, 2017	Decker, Brandon James	
Email attachments	February 27, 2017	Decker, Brandon James	
Export	February 1	Decker, Brandon James	
Finished IT Videos	May 25, 2017	Decker, Brandon James	
Into	January 20, 2017	Decker, Brandon James	
New folder	September 14, 2017	Decker, Brandon James	
Notebooks	February 1, 2017	Decker, Brandon James	
Training Videos	March 6, 2017	Decker, Brandon James	
211Exam.docx	December 12, 2017	Decker, Brandon James	24.3 KB
Article Summary1 Theology.docx	January 25	Decker, Brandon James	13.6 KB

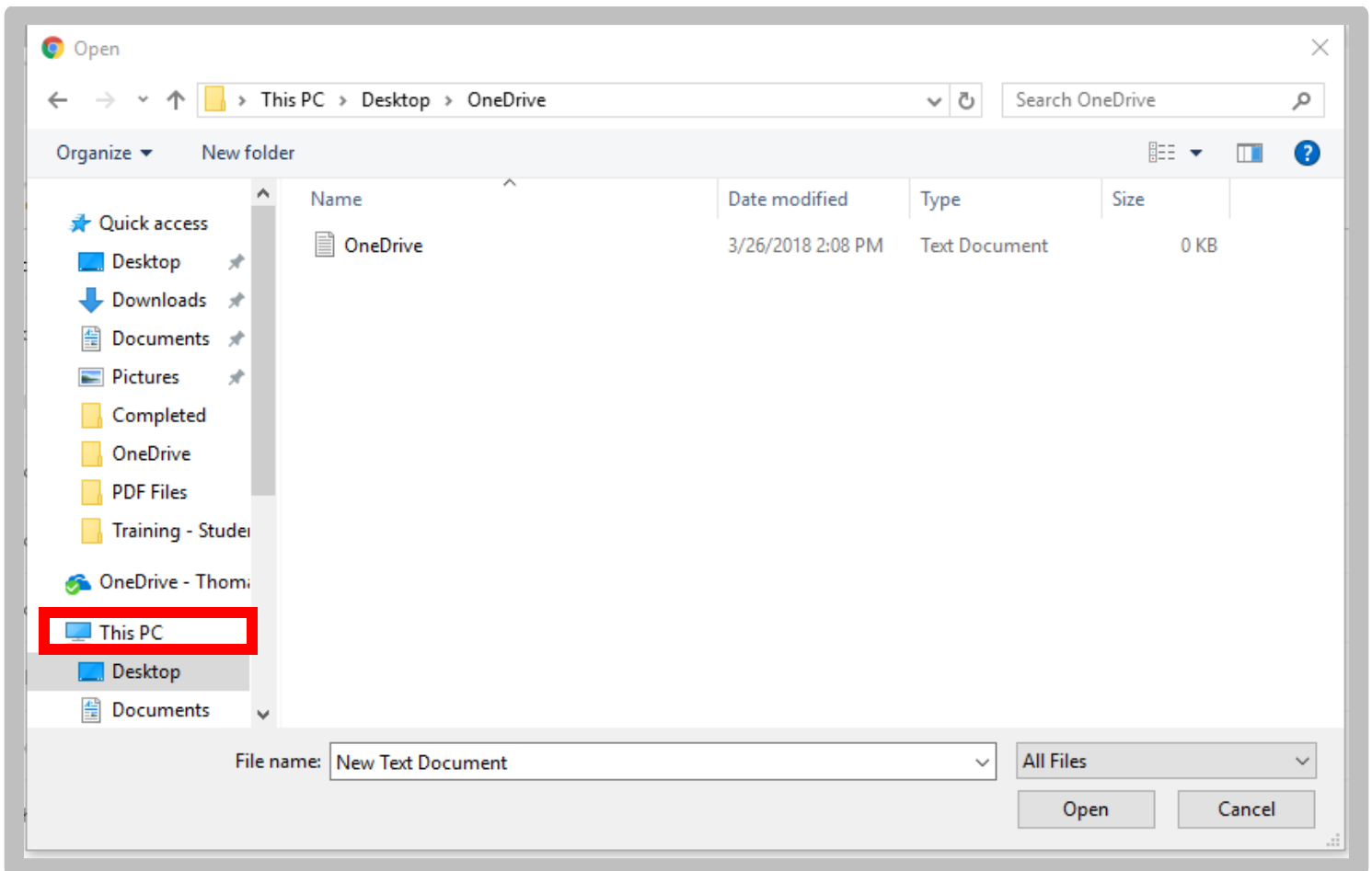
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Select “File” or “Folder”



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Select Which File/Folder You Would Like to Upload and Click “Open”



When you click on “This PC”, it will display all of your local drives and network drives.

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