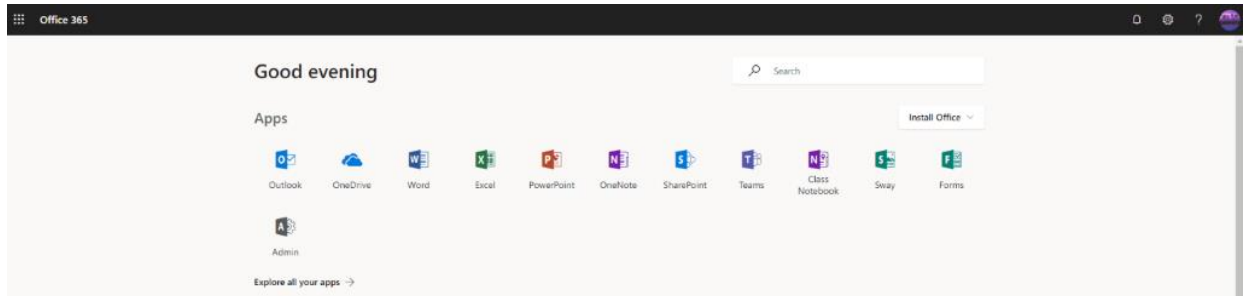
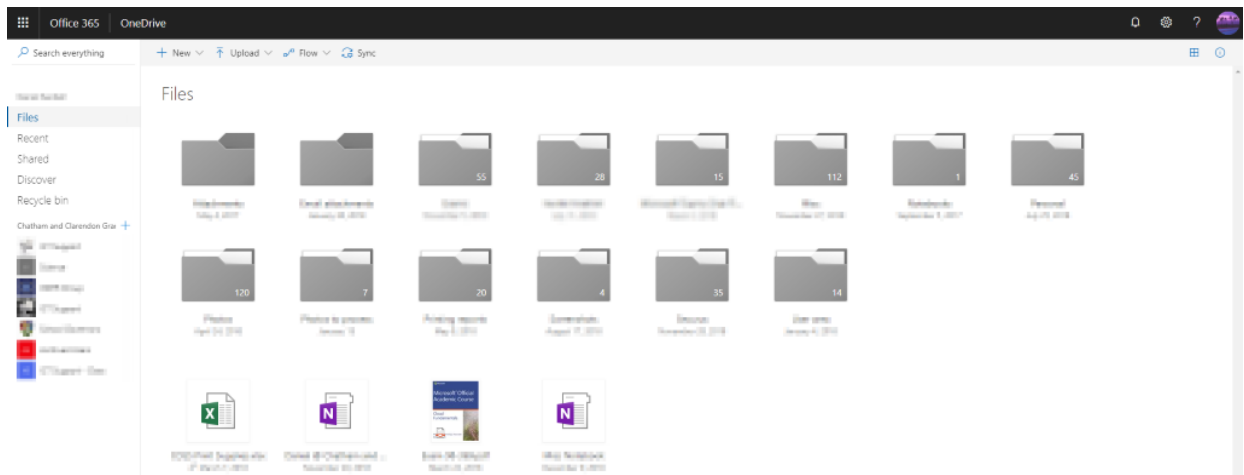


Migrating your files to OneDrive

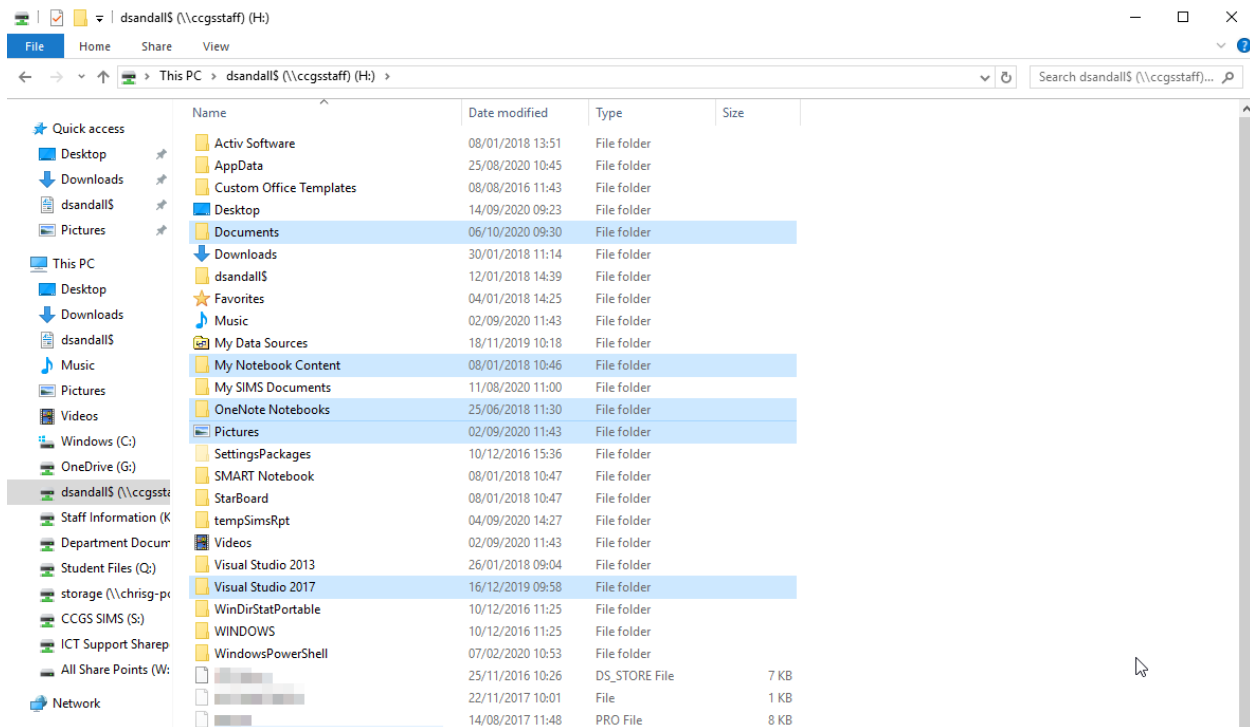
You can open the OneDrive web interface by logging into www.office.com with your school credentials and selecting the OneDrive option from the home screen.



After opening the OneDrive web interface you will be presented with the following screen. This is the home folder of your OneDrive area, where you will be able to find your stored files and folders.



From your user area, choose which files you would like to upload to OneDrive by holding Ctrl and single clicking on the files and folders that you would like to upload.



You can upload your files into OneDrive by dragging and dropping them from your user area into your web-browser. Alternatively, you can select the Upload option from the main toolbar.

