

Office365: Upload and Save Files to OneDrive

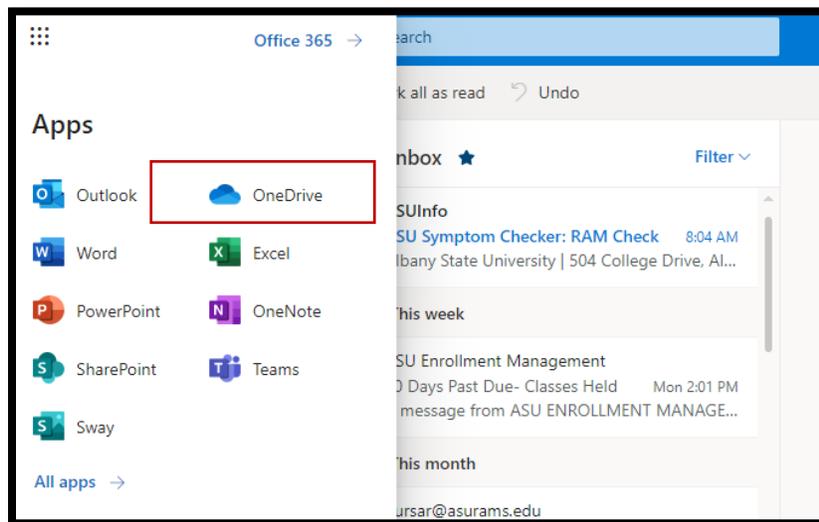
To understand how to upload and save files and folders to OneDrive and follow the instructions below:

Visit www.office.com

Select “**Sign in**” and log in with your ASU Student Email Address & Password (Example - NetworkID@students.asurams.edu)

Use OneDrive in your browser

1. Select the app launcher icon , and then select OneDrive.
2. Pick a file or folder by selecting the circle in the upper corner of the item, and then select a command at the top of the page.



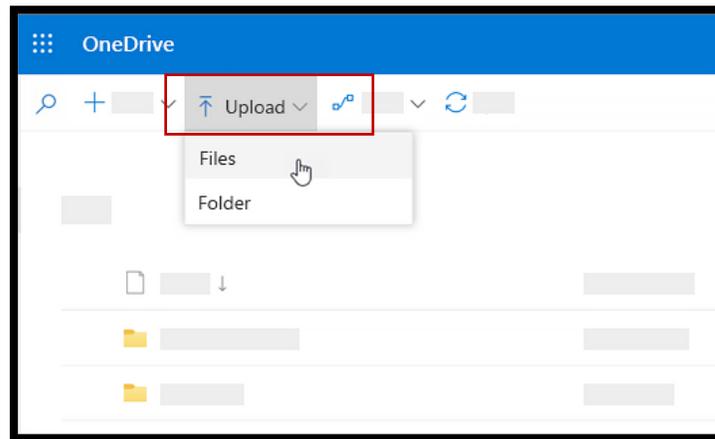
Upload files or folders to OneDrive

You can store over 300 types of files on OneDrive. With Microsoft Edge or Google Chrome:

1. Select **Upload > Files** or **Upload > Folder**.
2. Select the files or folder you want to upload.
3. Select **Open** or **Select Folder**.

With other browsers:

- Select **Upload**, select the files you want to upload, and select **Open**.
- If you don't see **Upload > Folder**, create a folder, and then upload the files to that folder.

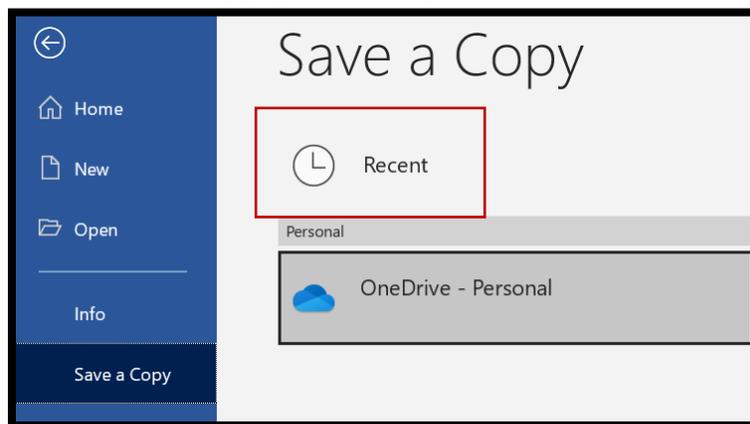


Note: If you have the OneDrive sync app installed, you can also upload with File Explorer. Select the files you want to upload, and drag them to OneDrive in the File Explorer Navigation pane.

Save a file to OneDrive

1. Select **File > Save a Copy > OneDrive - Personal**.
2. Select **Enter file name here** and type a name.
3. If you want to save to another folder, select **Browse**, and select the folder you want.
4. Select **Save**.

When you reopen the Office app, you'll see your saved file in the **Recent** list.



Note: Requires Microsoft 365, Office 2019 or Office 2016.

If you don't see **OneDrive - Personal** in the list:

1. Select **Add a Place**
2. Select **OneDrive** and sign into your Microsoft account.

