
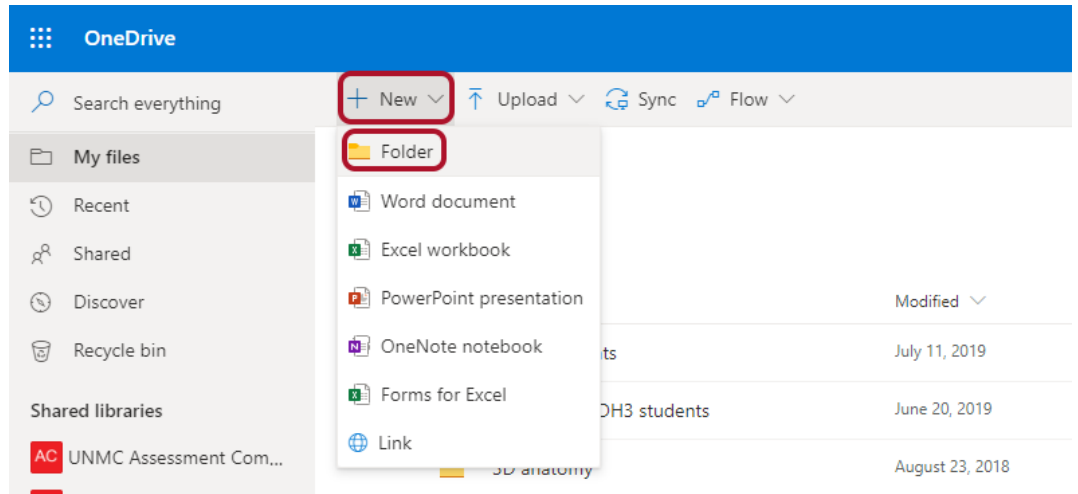


# OneDrive – Uploading and Downloading files

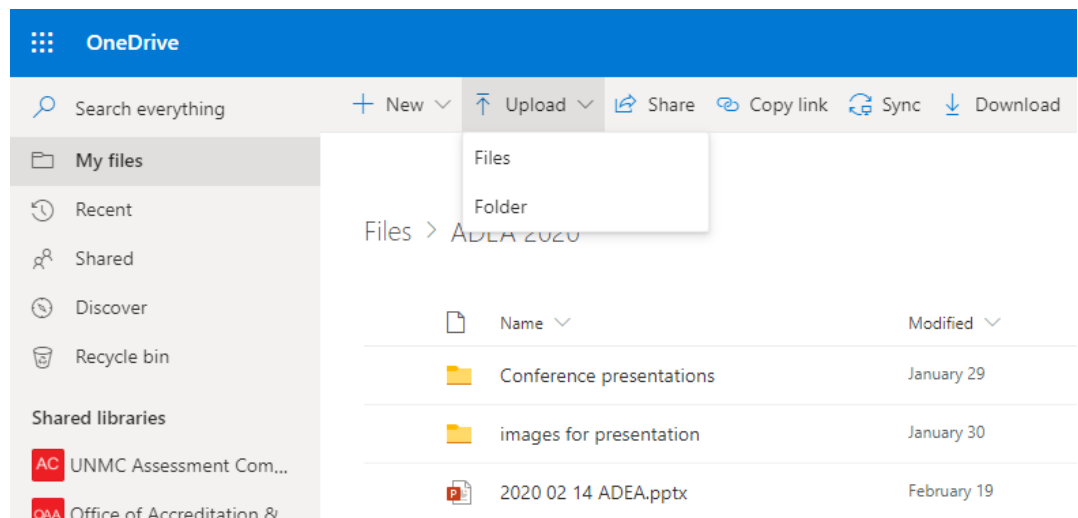
1. Log in online to Office 365 - <http://365.unmc.edu/>

2. Click on the App Launcher  in the upper left corner of the web page and click OneDrive.

3. Create a new folder by clicking +New in the top menu bar. Chose Folder from list and enter a name. Click Create.



4. To upload a file from your computer, navigate to the folder you would like it in, click the "Upload" icon in the top menu and choose File or Folder. Navigate to the file needed and click "Open".



5. To download a file from OneDrive to your computer, find the file you need, click the 3 dots next to the file name and click “Download”. Navigate to the desired location on your computer and click “Save”.

