

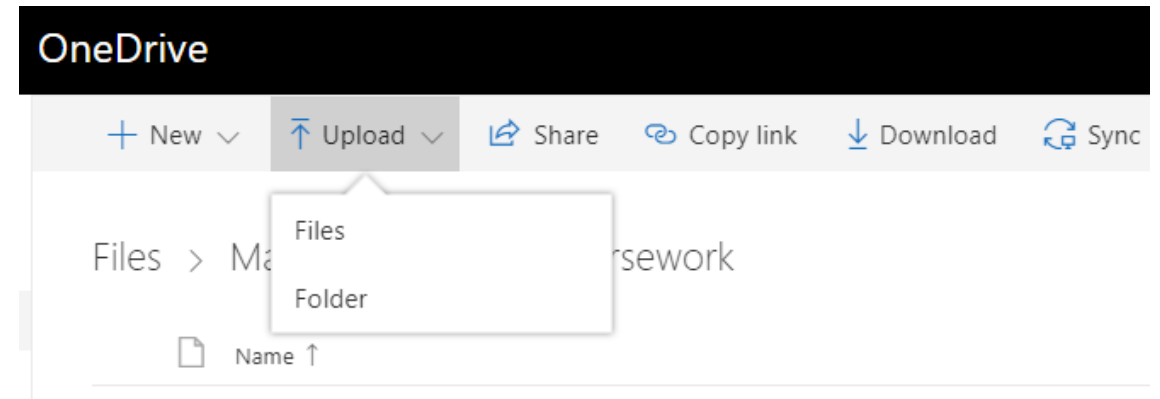
Uploading to OneDrive

By Mark Gillan



Upload command button

- Navigate to the folder to which files are to be uploaded
- Click the “Upload” command button towards the top of the Folder window within OneDrive
- The “Open” dialog box within Microsoft Windows should appear
- Locate and select file(s) requiring an upload to OneDrive
 - Selecting one file > click on file icon of the one file
 - Selecting a series of files > click the first file icon > hold shift key on keyboard whilst clicking the last file in a series to select the first, last and everything in between
 - Selecting files that are non-adjacent to each other > click the first file icon > hold Ctrl key on keyboard whilst clicking on required files
 - To de-select files that are incorrectly selected > the reverse of the above
- Click the “Open” command button on the bottom right of the window



Upload by drag and drop

Alternative means to uploading file(s) using drag and drop:

- Within OneDrive, click on the folder or sub-folder as the destination folder
- Within Microsoft Windows, open Windows Explorer and navigate to the drive or folder or sub-folder containing the file(s) requiring an upload to OneDrive
- Have both windows open next to each other, allowing a view of the file(s) to be uploaded as well as the destination OneDrive folder
- Select file or files (refer to previous page for selection if unsure)
- Click on the selected file(s) that require uploading, without letting go of the mouse button, drag the file(s) over onto the OneDrive window underneath the file name list (white area within the OneDrive folder). File(s) should start to upload, if not, try the alternative of the “Upload” command button method

