

Saving content to your OneDrive



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Navigate to your student portal and click 'Microsoft Office 365'

There are 2 ways to save work to your Microsoft OneDrive.

- a) Drag and drop your files and folders into your OneDrive within the web browser.
- b) Click the 'Upload' button.

The screenshot shows the 'Student Portal' with a 'Hi Student' greeting and a 'Launchpad' containing icons for Microsoft Office 365, Microsoft Teams, Zoom, and Adobe Connect. An arrow points from the Office 365 icon to a 'Microsoft 365' app selection screen. This screen lists various apps: OneDrive (circled in red), Word, Excel, PowerPoint, OneNote, and SharePoint.

The screenshot shows the OneDrive web interface. The 'Upload' button is highlighted with a blue dashed box, and its dropdown menu is open, showing options for 'Files' and 'Folder'. A blue arrow points from the 'Upload' menu to the 'DOC' icon in the file list below.

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ilder 4.7	3 November, 2019	Student 9068
	6 November, 2019	Student 9068
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	6 March, 2019	Student 9068
Documents	6 March, 2019	Student 9068
Favorites	6 March, 2019	Student 9068

The screenshot shows a Windows File Explorer window with the address bar set to 'This PC'. The 'Organise' pane shows 'Folders (7)' including Desktop, Downloads, Music, Pictures, and Videos. The main pane shows a folder containing several files, including a 'DOC' file. A blue arrow points from the 'DOC' file in the OneDrive interface to this 'DOC' file in the File Explorer.

The screenshot shows a desktop environment with a file manager window open. The file manager shows three files: a PPT file, a DOC file, and a PDF file. A blue arrow points from these files to the 'DOC' icon in the OneDrive interface.

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Delete these from your computer after you have moved them over to your Google Workspace.