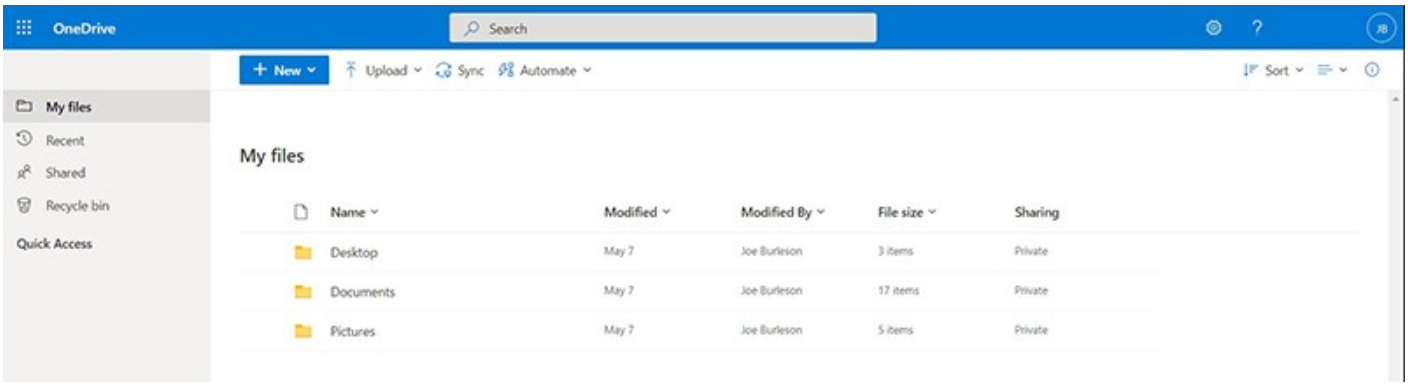
Upload and Save Files and Folders to OneDrive

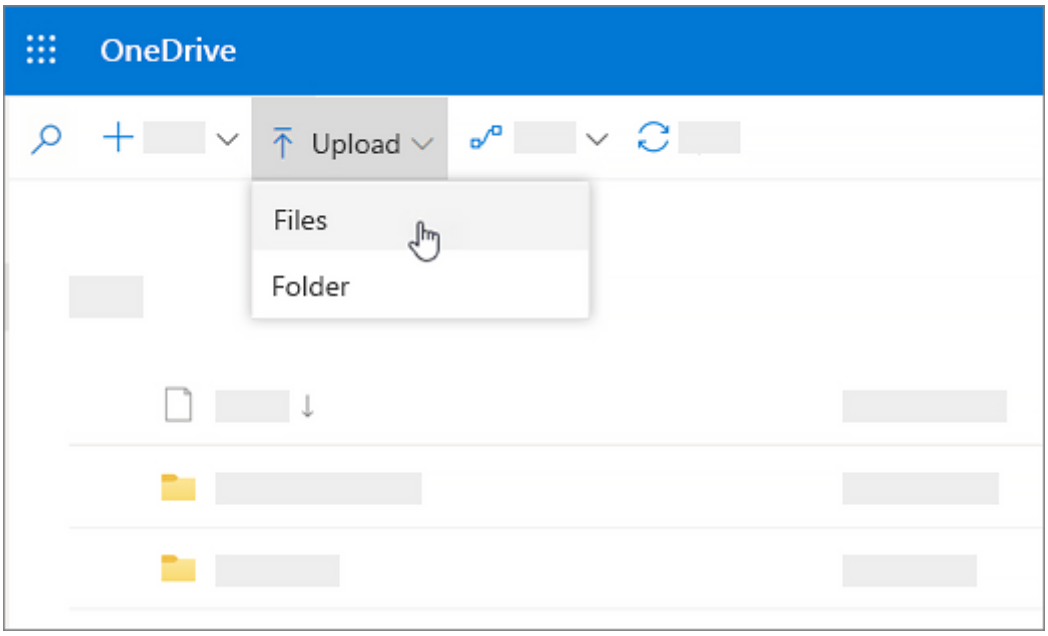
Use OneDrive in your browser

1. Sign in to office.com, then select the app launcher  > **OneDrive**.
2. Pick a file or folder by selecting the circle to the left of the item, and then select a command at the top of the page.
   Note: The circle does not show until you mouse over the item.



You can store over 300 types of files on OneDrive. From a web browser:

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



Use OneDrive on your desktop

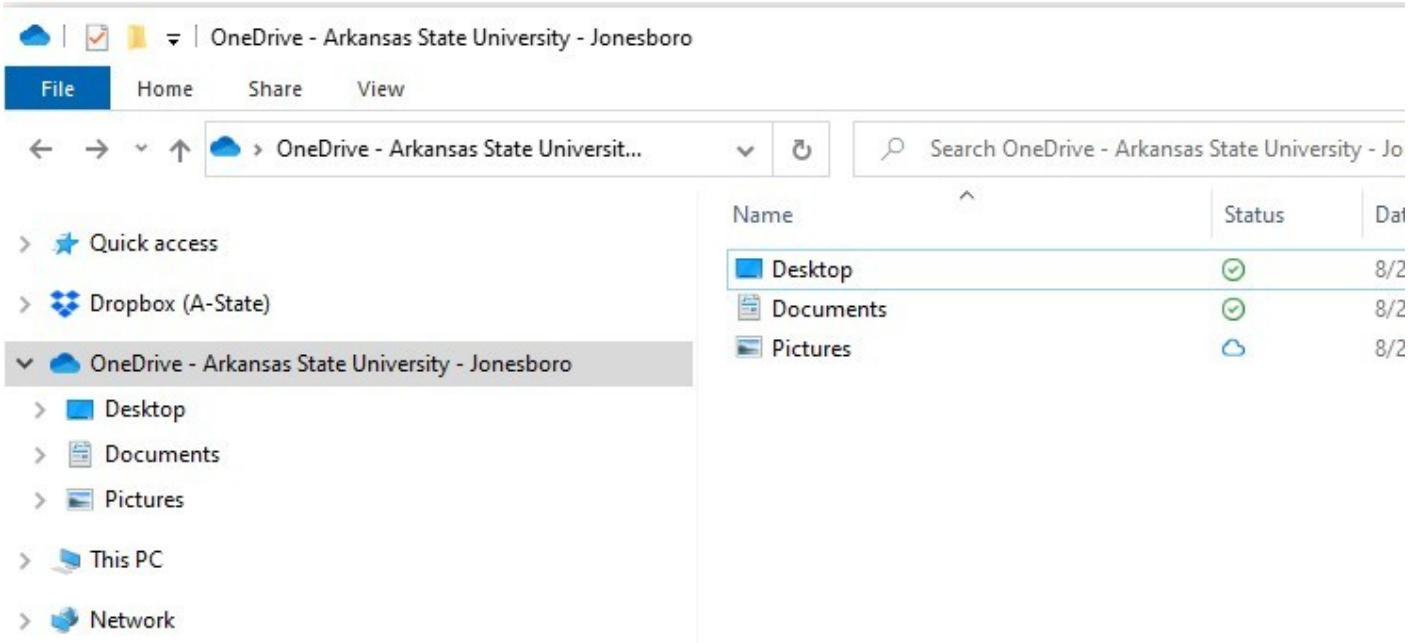
If you use Windows 10, OneDrive may have already asked you to sign in to sync your files.

If OneDrive isn't installed on our computer or setup, please refer to the following KB Article:

- Set up OneDrive sync app

Windows 10

In File Explorer, select: **OneDrive - Arkansas State University - Jonesboro**.



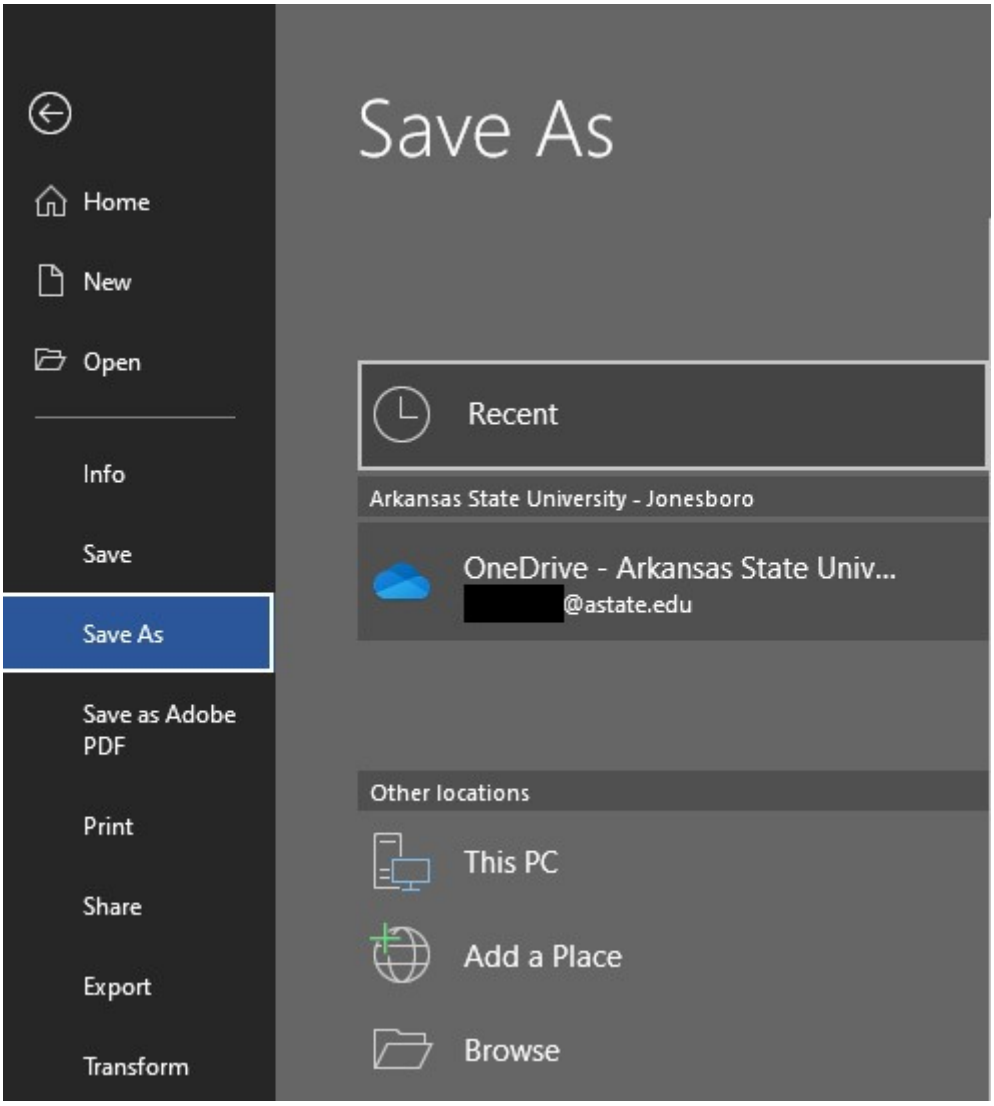
Mac OS

In Finder, select: **OneDrive - Arkansas State University - Jonesboro**.

Save and open files in your Office apps

- Select **File > Save as > OneDrive - Arkansas State University - Jonesboro** to save a work file to OneDrive.
- Select **File > Open** and then select **OneDrive**, to open a file saved to OneDrive.

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



Additional Microsoft resources

- Quick Start Guide
- OneDrive Training
- OneDrive Restrictions and Limitations
- OneDrive Help
- Download PDF: OneDrive Quick Start Guide

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