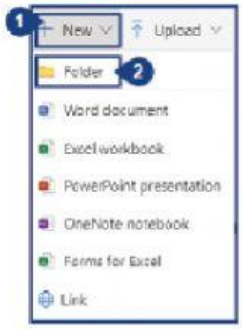
Lesson 3 Storing Files Storing Files and Folders.

As an SIU user your OneDrive account has up to 1TB of free storage space. You can upload a wide variety of the formats and edit Microsoft files (Word, Power Point, Excel!)directly in your browser. To get started ..

Create a Folder to Upload Files

1. On the **Menu** at the top of your screen. Click **New**. A drop-down list will appear.**1**
2. Click on the **Folder** option.**1**



1

3. Give your folder a **name** and click **Create**.**2**

2

Uploading a File or Folder.

You can upload a file or a whole folder from your device into OneDrive.

1. Click the **Upload** option at the top of your access.**3**
2. You have the option to upload a File or Folder. **Choose the option** that you wouldf like (the corresponding process is the same for both options.)

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3. Select the **file**(s) or **folder**(s) from the location they are stored in your device.
4. Click **Upload**/ Your files are now stored in OneDrive.

Questions

1. **How would you create or upload a file or folder ?**

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