

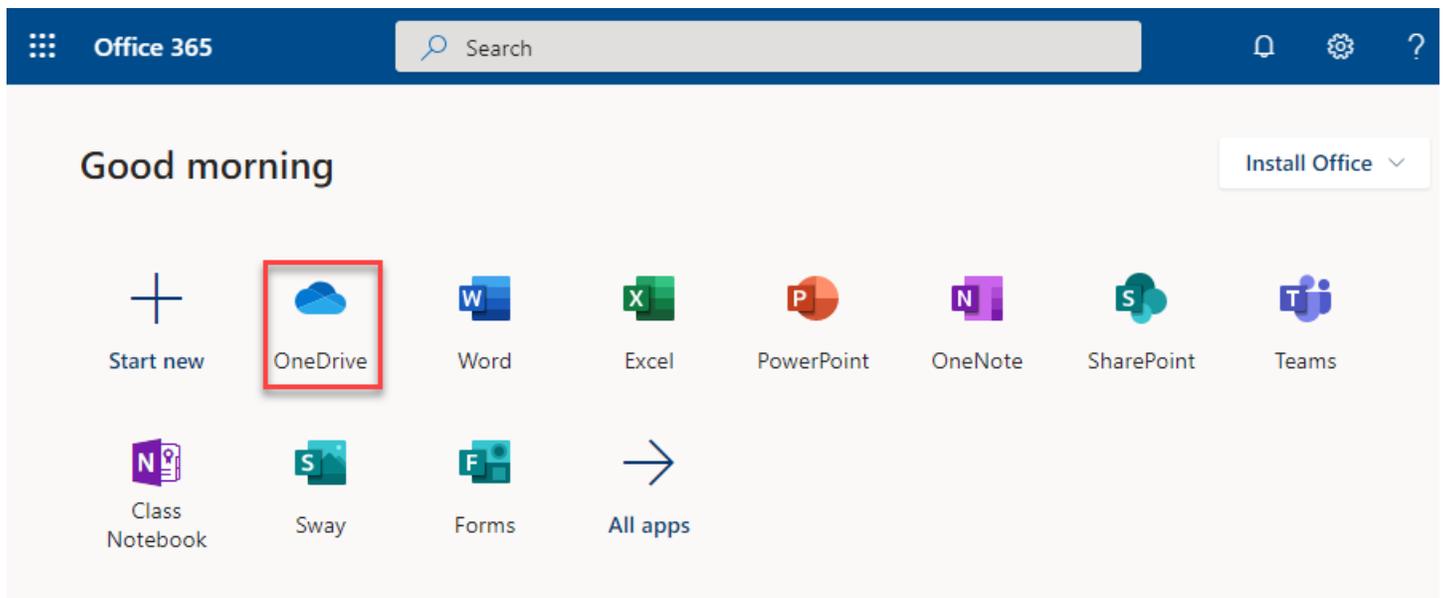
Copying Files from the School Server onto OneDrive

At this time, most teachers will be working remotely and since one cannot access files saved or stored on the school server (M:Drive) from home, you need to learn how to copy all your files from the school server onto OneDrive.

OneDrive is a secure cloud storage or folder available to each of us in Office 365. Office 365 is available from a webpage in any browser (Chrome, Internet Explorer, Safari, etc.). Since it is available from a webpage in a browser, you can access it anywhere in the world.

Each teacher has their own unique OneDrive cloud folder that can hold a lot of files in various formats (Word documents, PowerPoints, PDFs, MP3s, etc.) and it is very secure. You will not lose your files!

This is what the Office 365 webpage looks like and the OneDrive folder is the first icon in the red square:

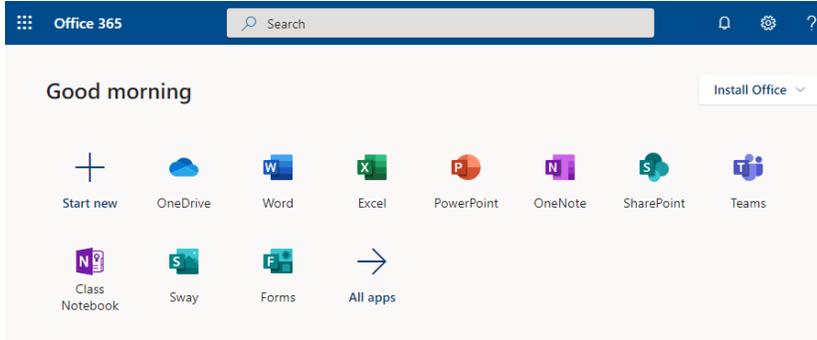


Objective 1 - To access Office 365 & OneDrive



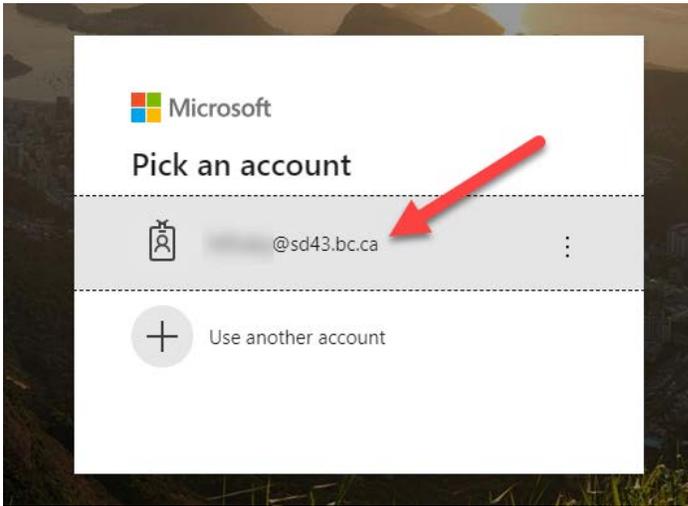
IMPORTANT – even though Office 365 can be viewed in any browser... to perform the steps below, you must use CHROME!

1. The easiest way to access Office 365 is to click on this link: <https://login.microsoftonline.com/>
If you do not see this screen right away, you may need to sign in.

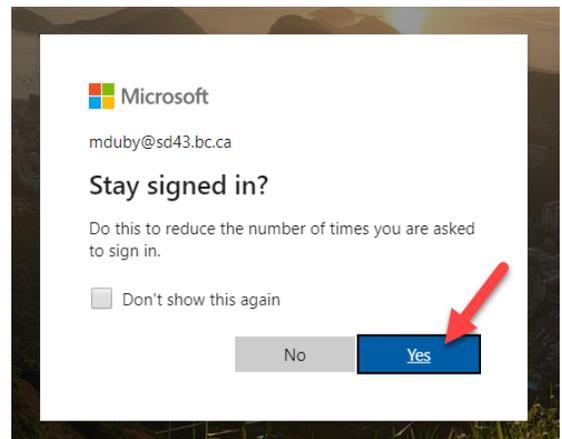
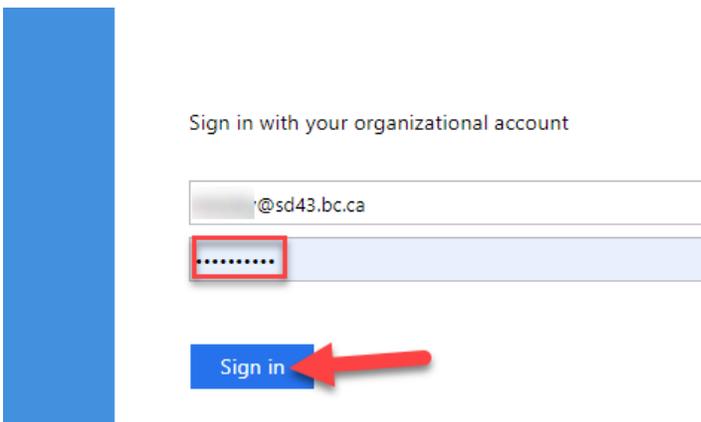


To Sign In:

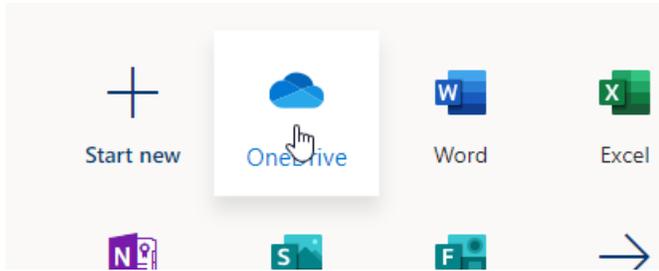
1. Click on “**your email address**” when you see this screen:



2. Type in your **district password** and click on “**Sign in**”:



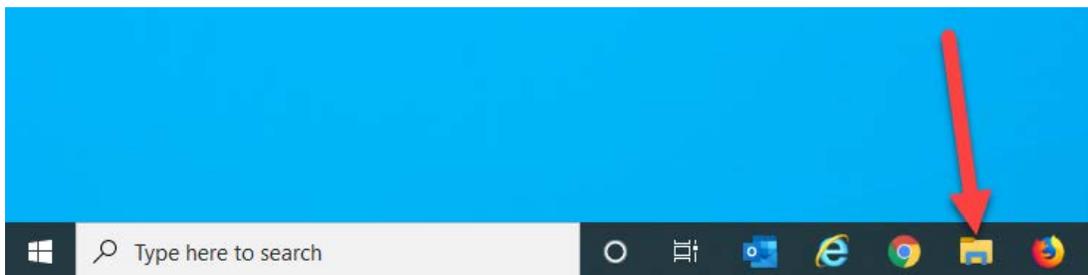
3. Click on **OneDrive**:



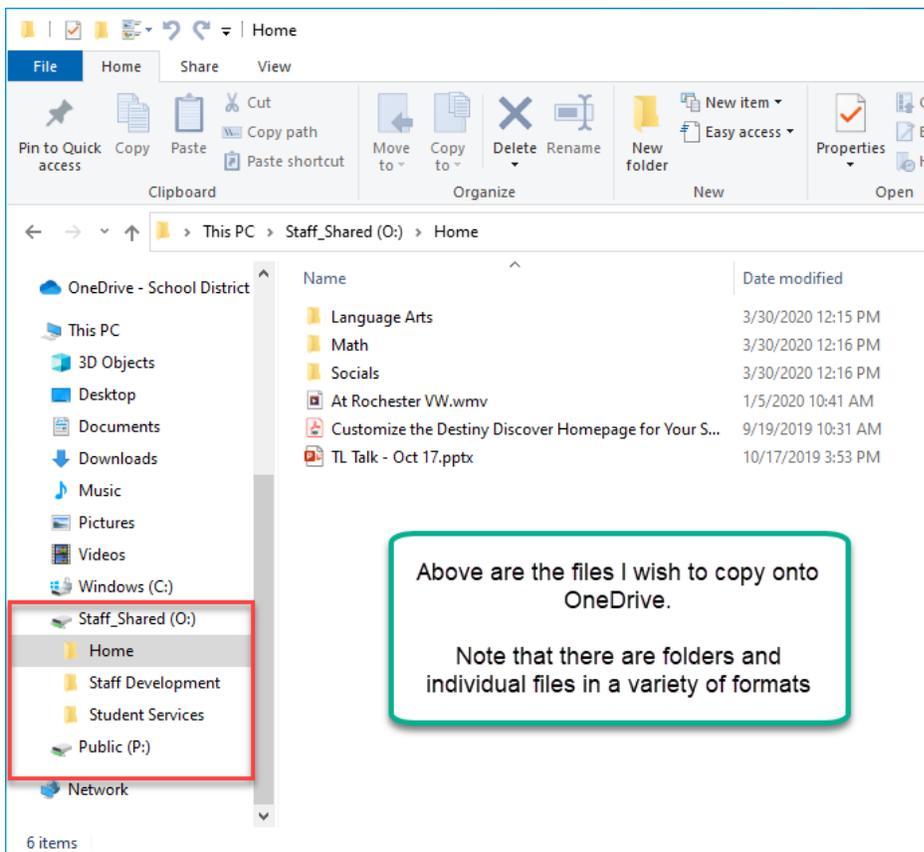
Leave the Chrome browser open and proceed to Objective 2

Objective 2 - To open your school folder

1. Click on the “**File Explorer**” icon on the taskbar:



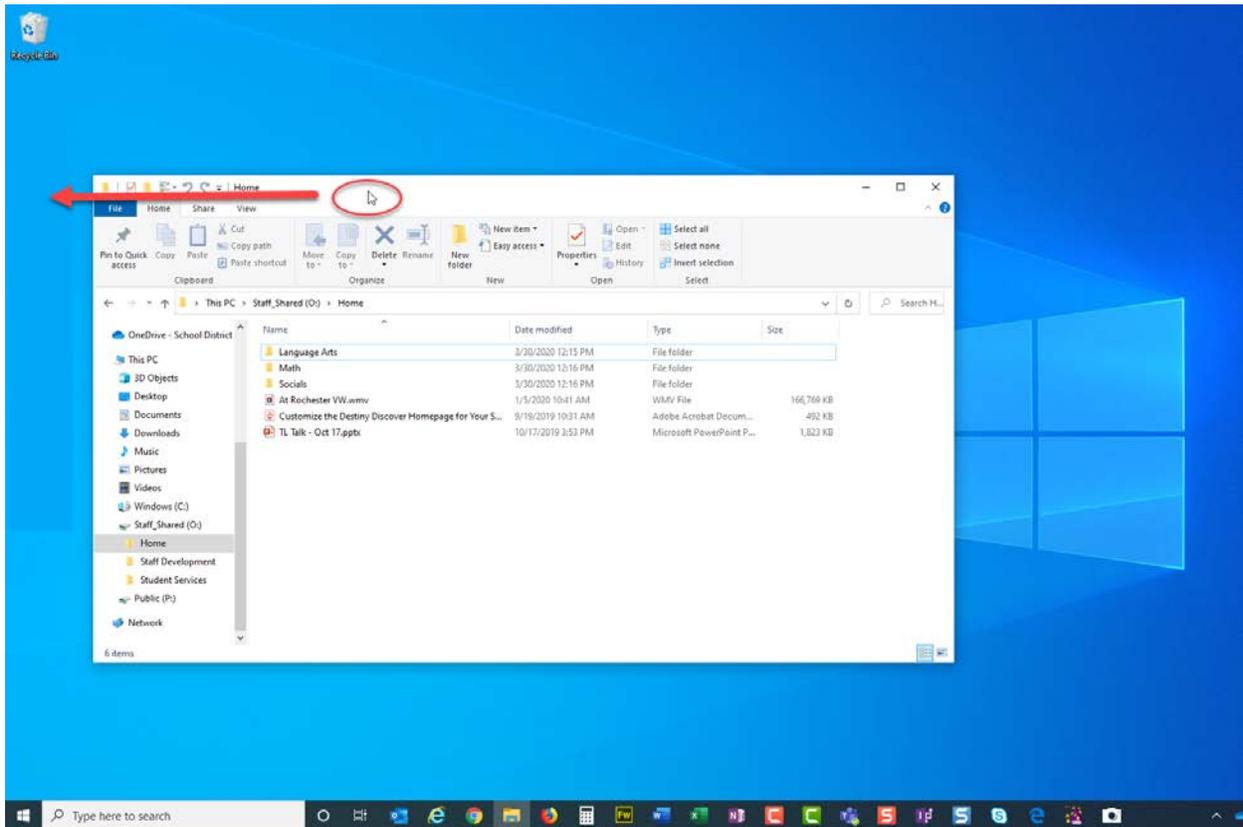
2. Click on your folder. It will be located somewhere in the red rectangle in the image below:



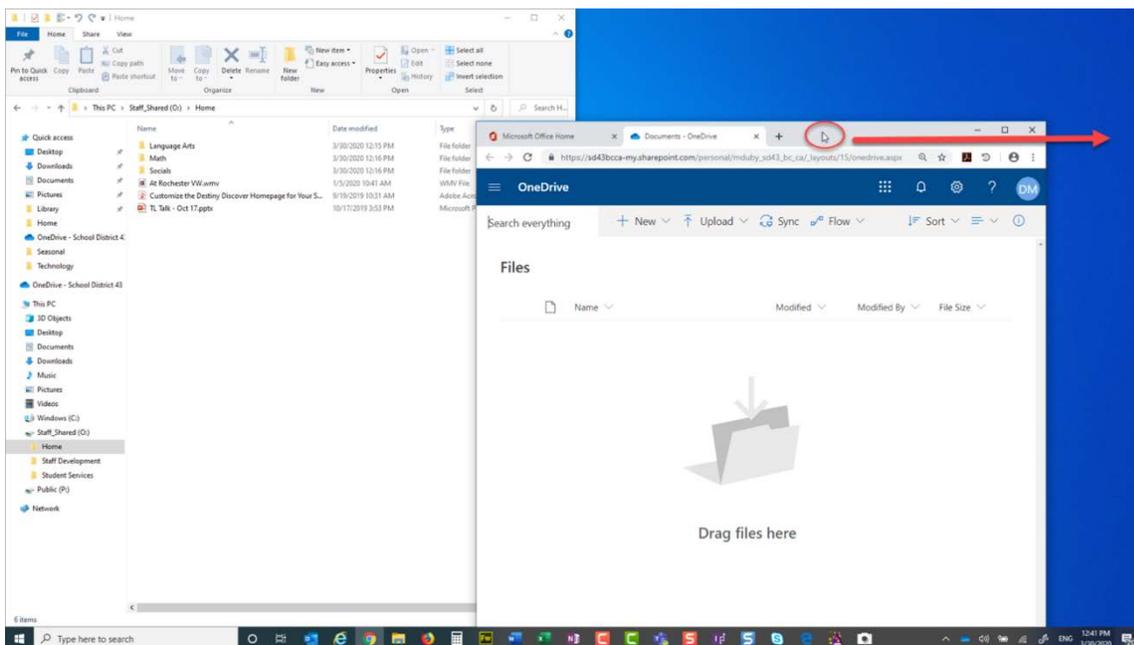
Note: your folder could be called HOME or it could have your name as a title. The important thing is to find the files you wish to copy onto OneDrive.

Objective 3 - To place the File Explorer and the Chrome browser side by side on your monitor

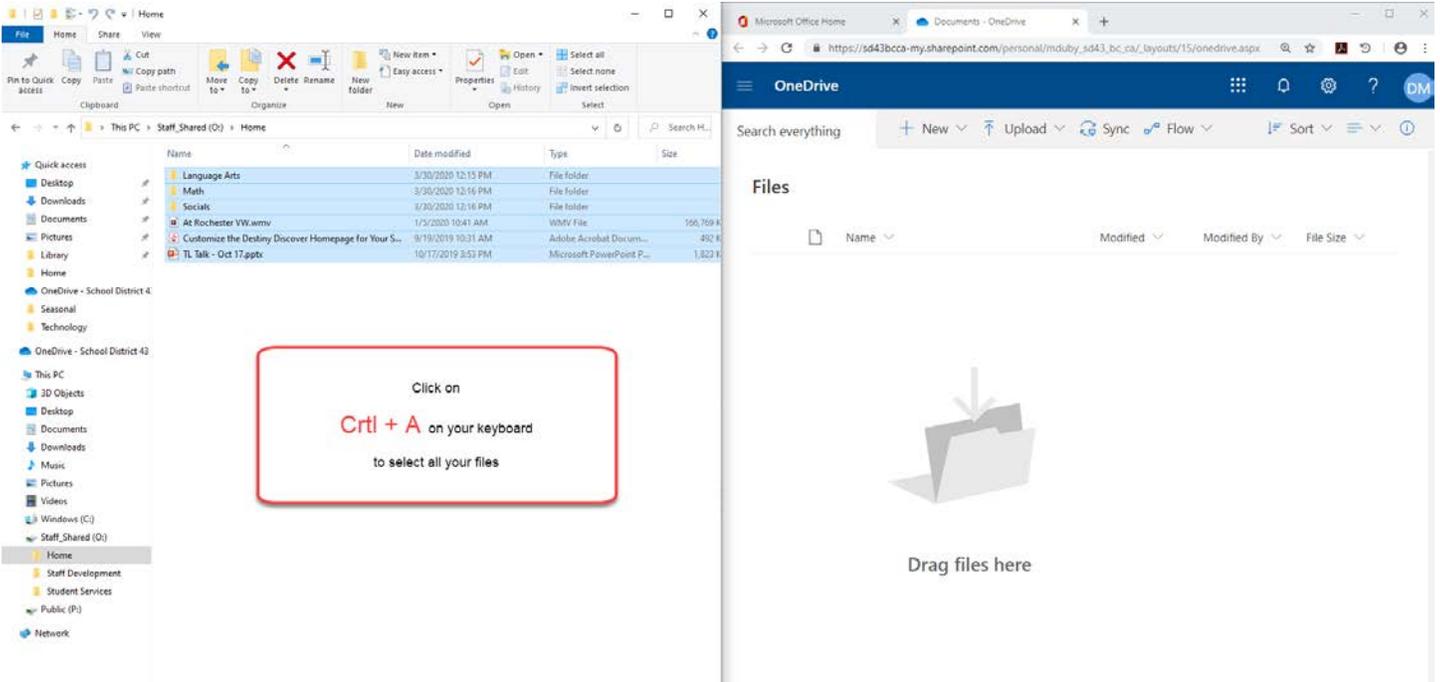
1. Left-click on the top area of the File Explorer window, hold the left-click button down and drag the window to the left-hand side of your monitor:



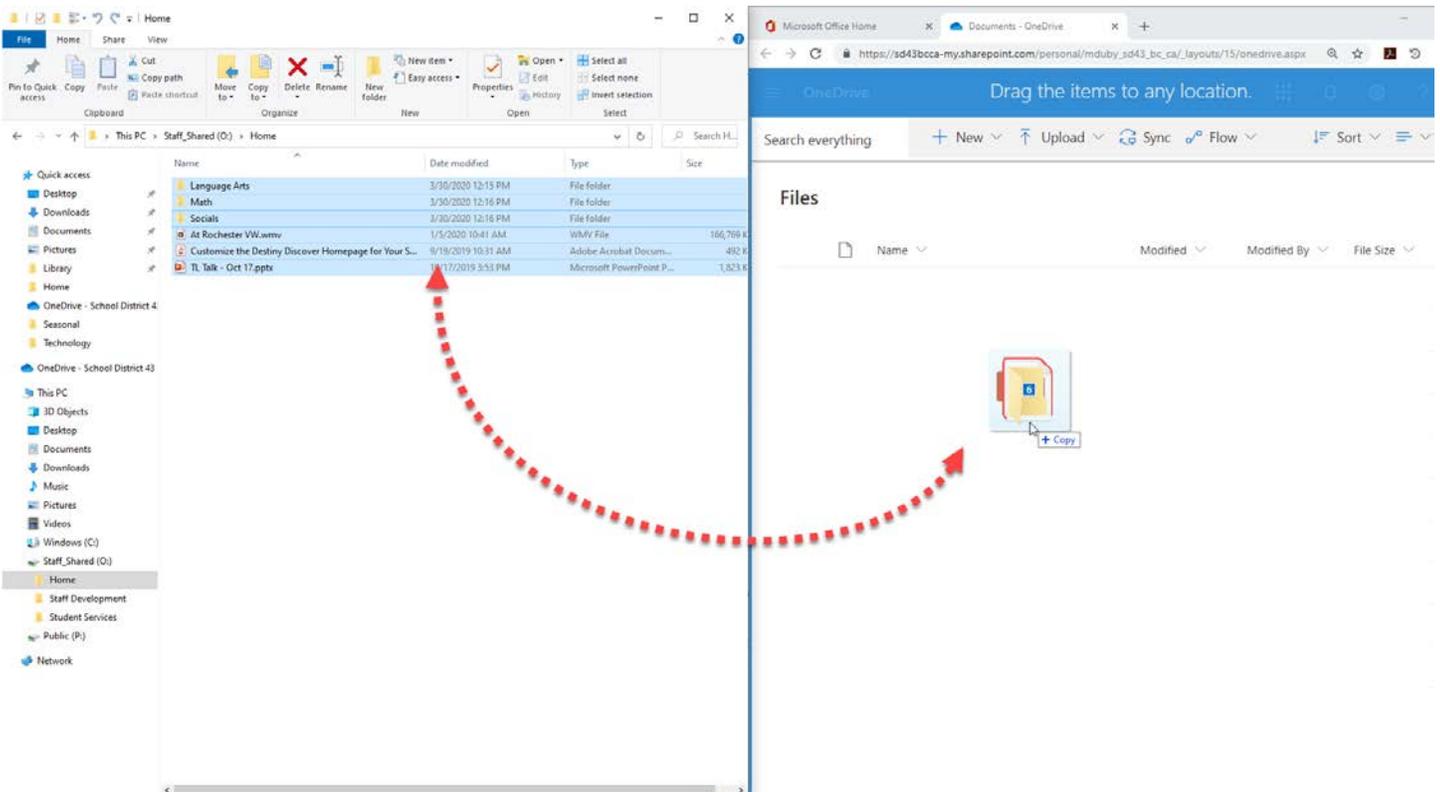
2. Go back to the Chrome window and left-click on the top area of the browser, hold the left-click button down and drag the window to the right-hand side of your monitor:



3. Select (or highlight) all your files by clicking on **Ctrl + A** on your keyboard:

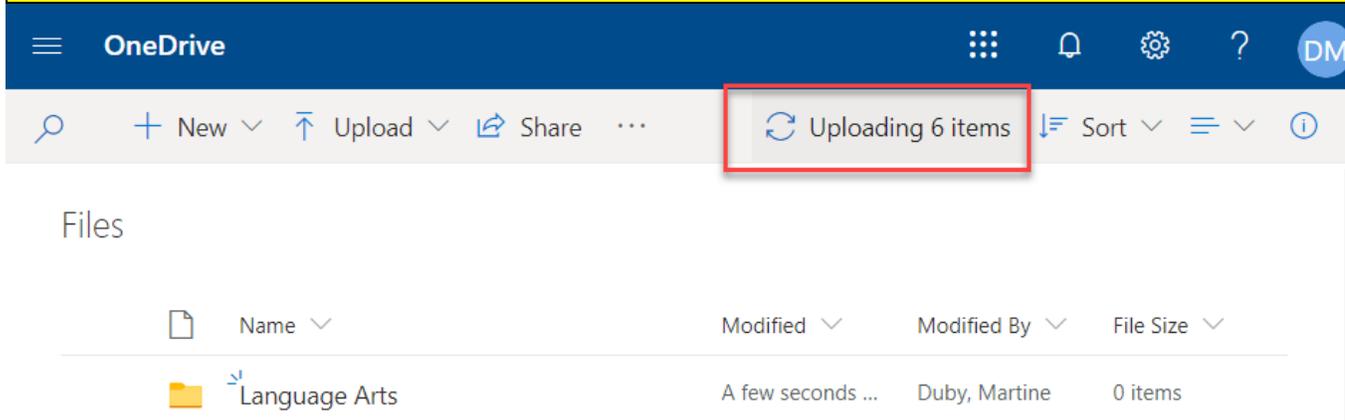


4. Left-click on the selected or highlighted files, hold the left-click button down and drag them onto the OneDrive window on the right-hand side of your screen. Release the left-click button:

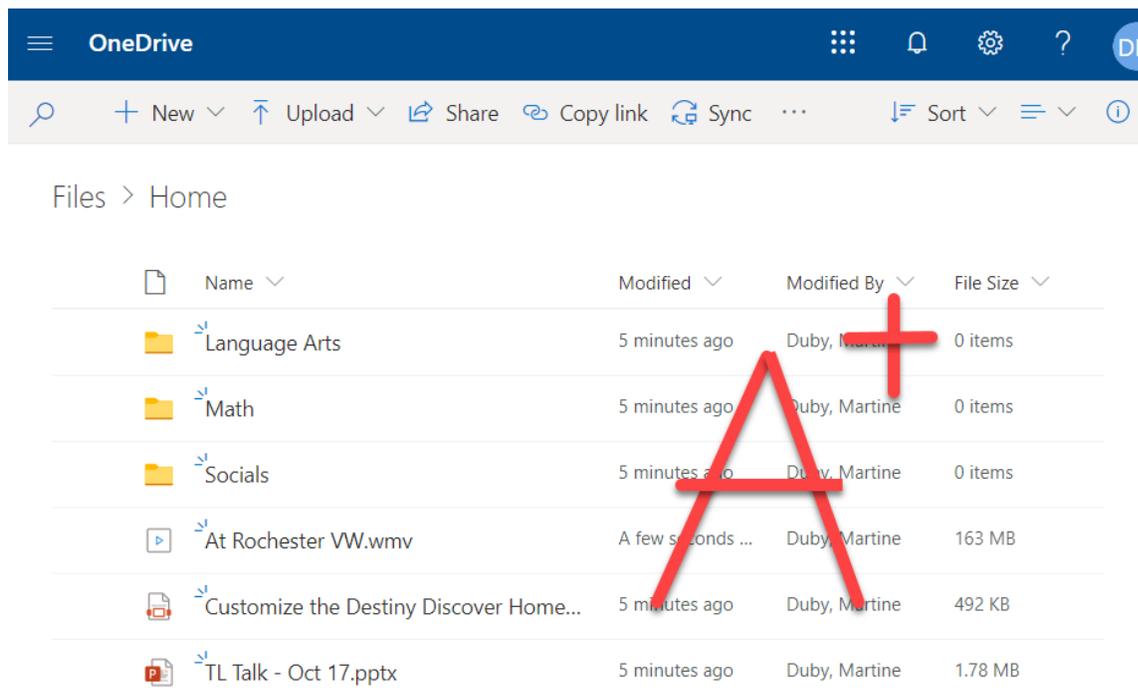


IMPORTANT! You will know that all your files have been copied when the **“Uploading...”** message no longer appears on the top.

This may take a while depending on the number of files you have and their size. Make sure you wait until all files have copied before closing the browser or shutting down your computer!



When you no longer see the uploading message, your files are now all uploaded in OneDrive – Good Job!



You can now close your browser and your computer. Remember that you can access your files anywhere, anytime using this address: <https://login.microsoftonline.com/>

For more support please feel free to submit a [LIT request](#) and we will be sure to connect with you.