

OneDrive

Uploading Files from your Hard Drive to OneDrive

Introduction

Though it is not recommended, sometimes we save documents to our hard drive at work. A better solution for storage of files is to put them in OneDrive. OneDrive is cloud-based solution offering one terabyte of web-based file storage space. Microsoft OneDrive for Business will allow you to access and share the files from anywhere you have an internet connection.

OneDrive for Business

Signing In

1. Open your preferred web browser and navigate to **onedrive.towson.edu**.
2. Enter your TU Email address or NetID and password and then click **Sign in**.

Note: You may have to authenticate through DUO.

3. To reduce the number of times you are asked to sign in, click **Yes** in the **Stay signed in?** dialog box.
4. You will be on the **OneDrive landing page**.

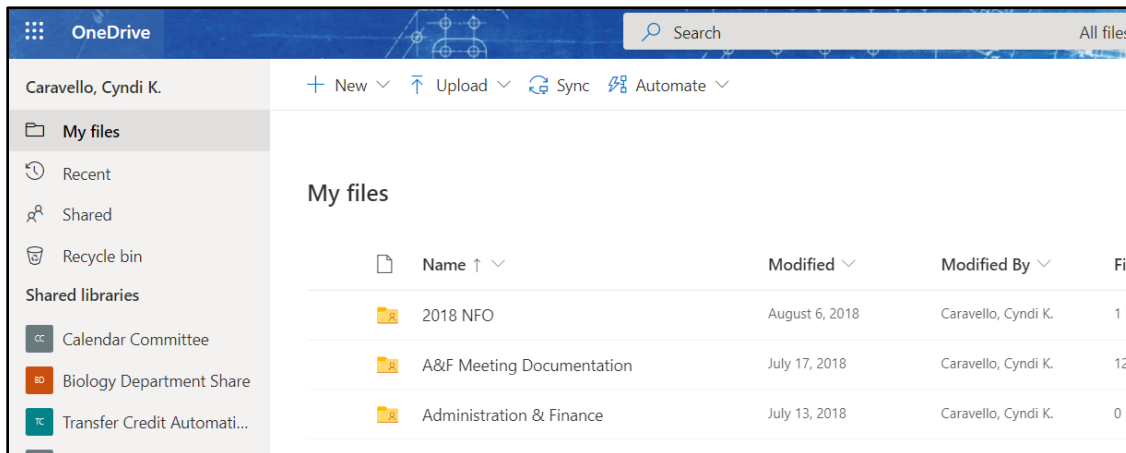


Figure 1

Uploading Files and Folders

Upload all files and folders of importance including the My documents, Desktop and Pictures folder.

1. Click the **Upload** button located on the taskbar and then select the **Files** or **Folder** option.

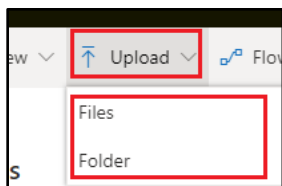


Figure 2

2. Navigate to and select the desired file(s) or folder and then click the **Upload** button. You can select multiple files by clicking the first file, holding down your **SHIFT** key on your keyboard, and then clicking the last file.
3. Click **Upload** from the confirmation window and progress of the upload will appear in the upper right-hand corner.

Drag and Drop Method

1. Ensure the **Office 365 OneDrive** window is open.
2. Open **File Explorer**. Navigate to and select the file(s) or folder you wish to upload. You can select multiple files by clicking the first file, holding down your **shift** key, and then clicking the last file in the list.

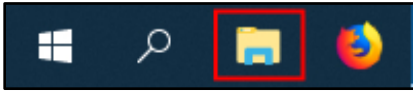


Figure 3

3. Hold down the left mouse button and drag the file(s) or folder from your **File Explorer** into the **OneDrive** window.

Creating a Folder

For better organization, you can create a folder in OneDrive first and then upload files directly to that folder.

1. In the Office 365 **OneDrive** window, click the **New** button and then select **Folder**.

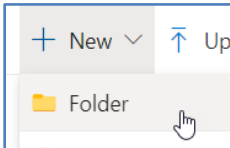


Figure 4

2. Enter the name of your new folder. For example, **My Hard Drive Files** and then click **Create**.
3. The new folder will appear (in alphabetical order) with a star in the left corner to indicate this is a new folder.
4. Click on the folder to open it. Move files to this folder using the techniques described above.

Creating a Desktop Shortcut to OneDrive

1. Sign into OneDrive using the instructions above. If you want the shortcut to go directly to a folder, click on that folder to open it.
2. Click the **three-dot icon** in the top-right corner of the window. Click on **More tools** and then click **Create shortcut**.

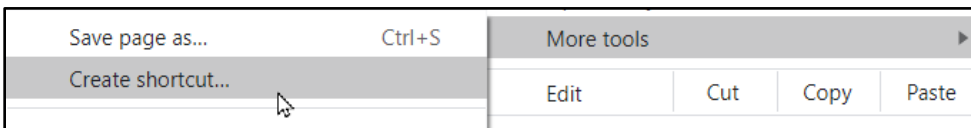


Figure 5

3. Enter a name for your shortcut such as **My OneDrive files** and click **Create**.
4. You will see your shortcut on the desktop. Double-clicking this shortcut icon will open the website in the Chrome browser.

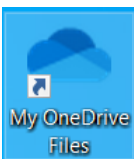


Figure 6