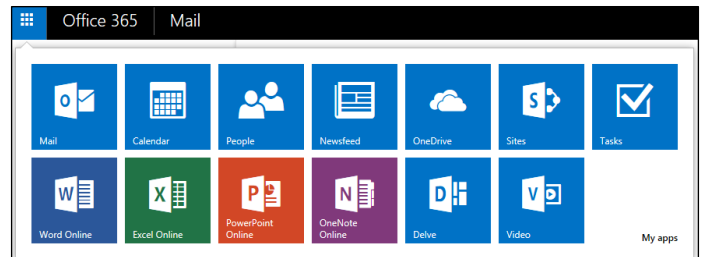
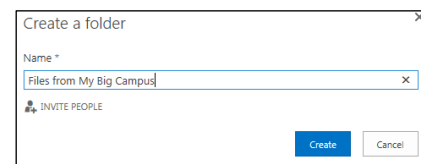
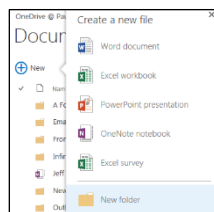


## Saving Your Files to Your One Drive (Web Version)

1. Log in to your email using the web version.
2. Click on the **App Launcher** button located near the top left side and then click on **One Drive**.



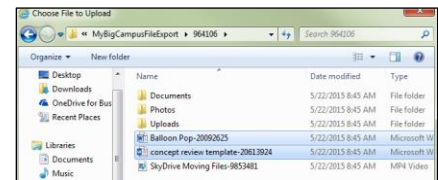
3. The One Drive web version will not allow you to move folders so you will need to create any folders you want. To create folders click on **New** and select **Folder**. Then give it a name.



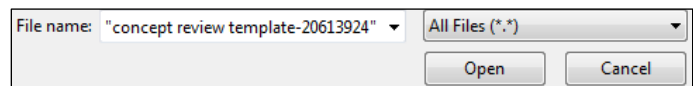
4. To open the folder, select it from the list (Note: You can create folders within folders if you so desire).



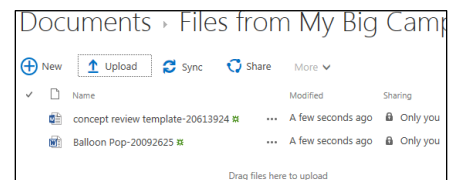
5. Click on **Upload** and browse to the files you want to upload. You may select multiple files to upload at the same time.



6. After you have selected the files you want, click **Open** to move them to the selected One Drive folder.



7. Your files have now been copied to the One Drive folder you selected.



8. NOTE: You can also “drag and drop” files to the desired One Drive folder by opening a window, browsing to the desired files, then dragging them over the desired One Drive folder.