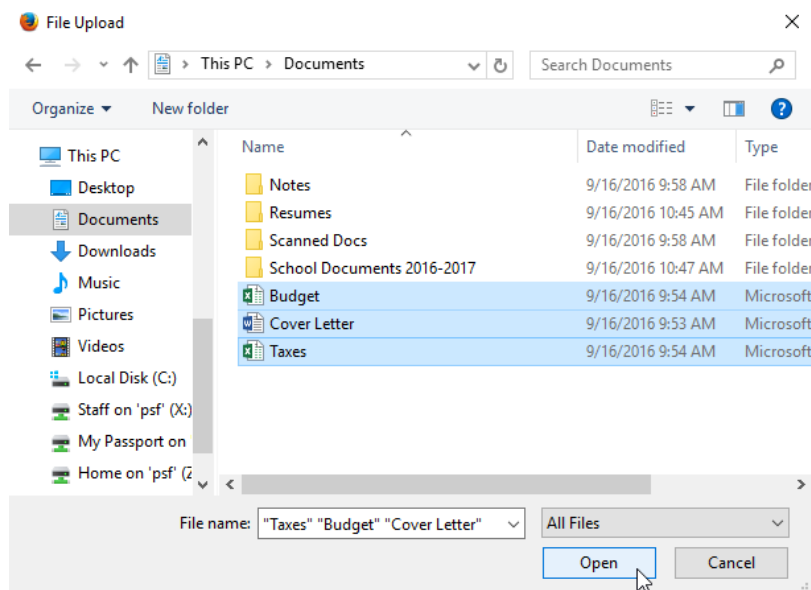


Microsoft Office 365 – OneDrive for Stores

Uploading Files from a Desktop/Computer to the Web

You can upload files currently stored on a local computer's desktop or other file location using the web uploader. To upload files to OneDrive on the web, follow these steps:

- 1) Open your work PC browser and visit office.com. Proceed to logon using your TJX logon credentials.
- 2) Navigate to the OneDrive app from the left navigation menu. Locate and select the **Upload** button from the top menu bar.
- 3) Once you've selected the upload button, a windows file explorer box will pop-up. Locate and select the desired file/s. You can select multiple files by holding down the Ctrl key, then click Open.



- 4) Your files will automatically begin to upload to your TJX OneDrive. A progress window will appear. The upload may take a few moments to complete. Do not exit or browse away from the current OneDrive window until the upload is complete.
- 5) You can also create new folders to store your uploaded data by selecting the **+ New** button from the top menu bar and selecting folder from the drop-down menu.

Any data that has been uploaded from your computer to OneDrive can be accessed from any work computer by visiting office.com from a browser. As well, eligible field Leaders may access OneDrive from their personal mobile devices via their mobile browser or through the Microsoft OneDrive mobile application for Apple, Android and Windows Mobile devices.

If you are experiencing a problem accessing or using OneDrive, please open a ServiceNow ticket.