![Microsoft]

OneDrive

Assessment

1. Open One Drive in your system / or log on to https://www.office.com/
   - Open https://www.office.com/ on your internet browser
   - You can also open OneDrive in your system.
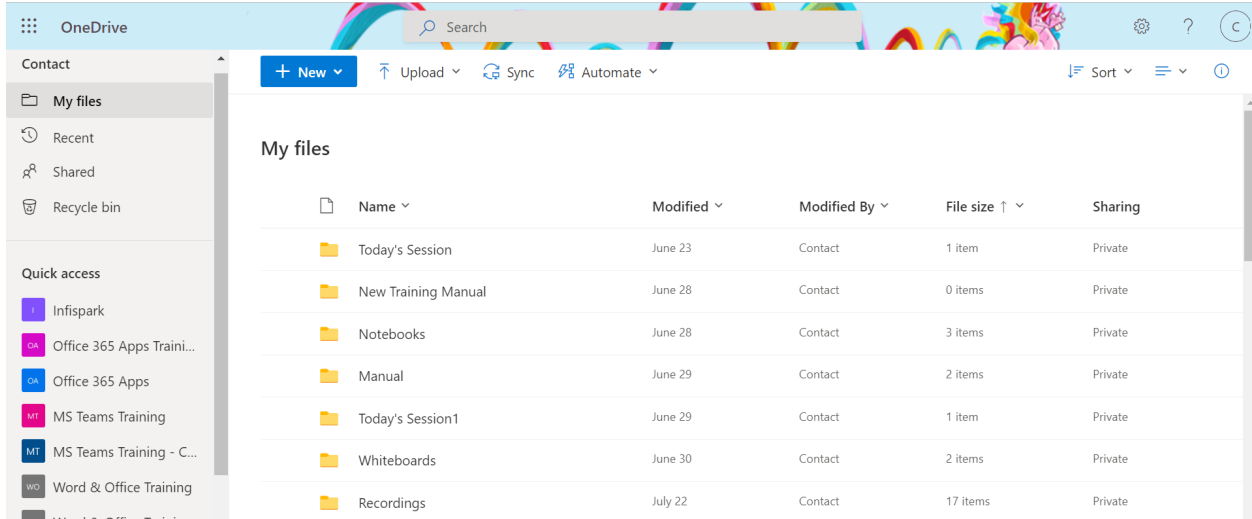
2. Create Folders of all the assignments that you have completed
   - Go to New and click on the drop-down menu
   - Click on Folder
   - A dialog box will appear to name the folder
   - Name the folder Assessment and then click on Create
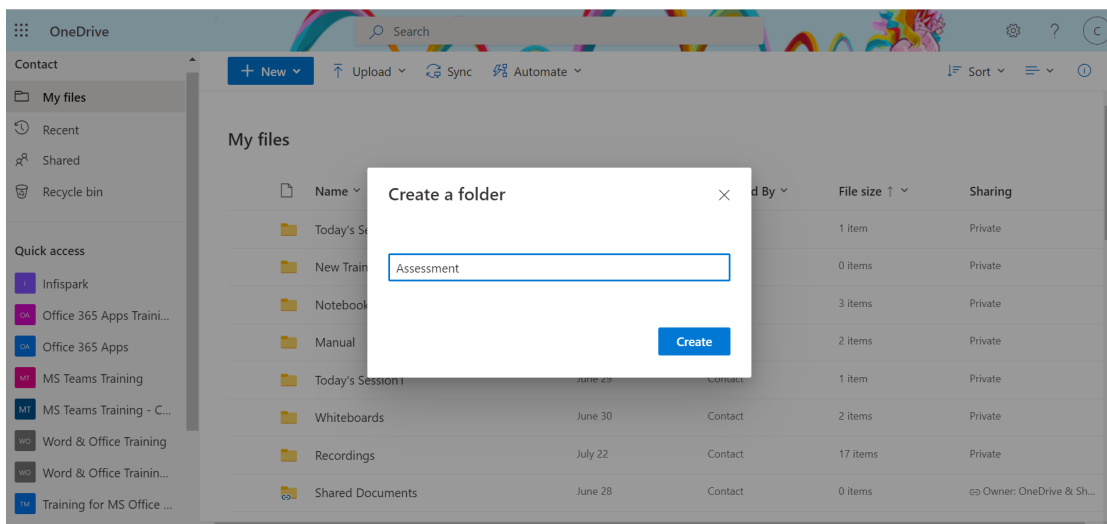
3. Upload all the screenshots in the designated folders

   - Click on the folder Assessment
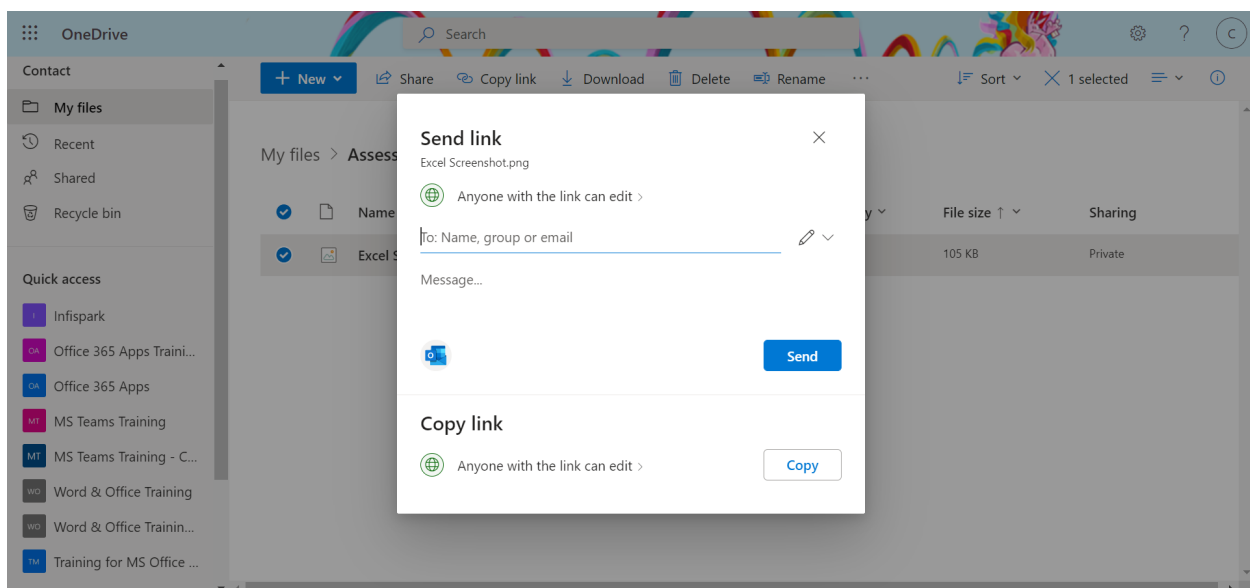   - Go to Upload and click on the drop-down menu

OneDrive

- Upload the Screenshot file from your desktop/system
- Wait for a few minutes as the file/ files get properly uploaded to your desktop.
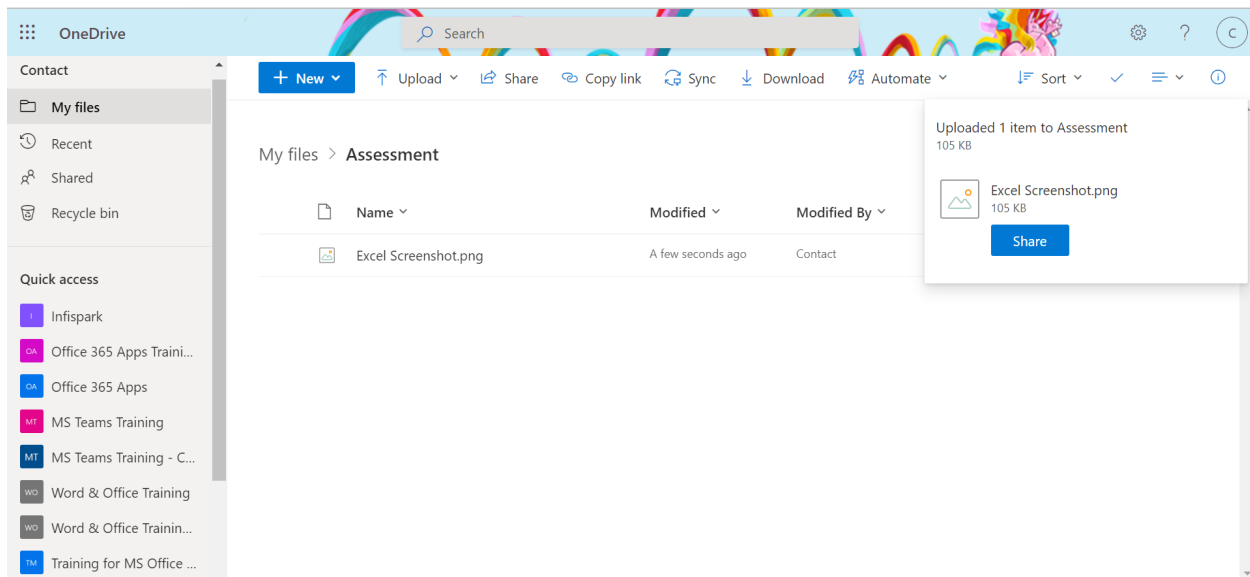
4. Share the folders with your team

- Select the file
- Three dots will appear just beside the file, click on to it.
- A drop-down menu box will appear and you can select Share from the option
- Once you click on Share, a dialog box will appear from where you have to choose your desired setting i.e., with whom you want to share the folders with
- Add their email ids and then click on Send.

OneDrive