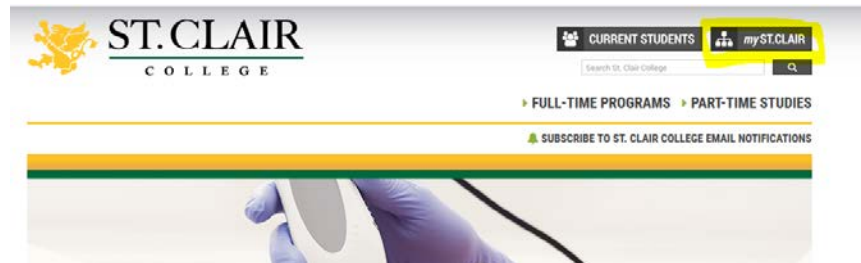
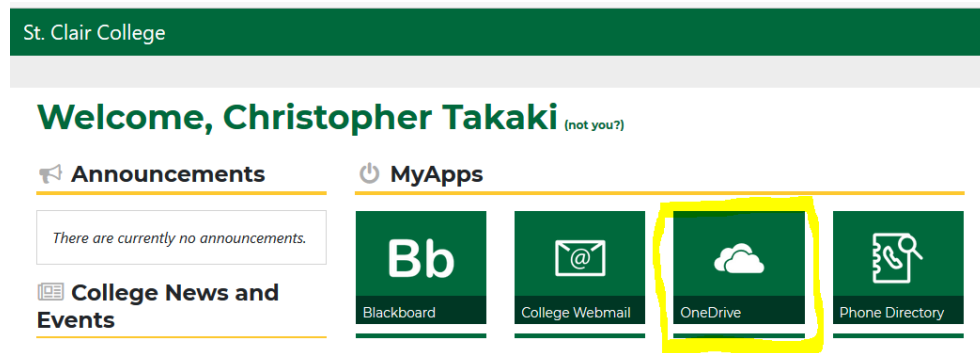


Using OneDrive For Saving Files

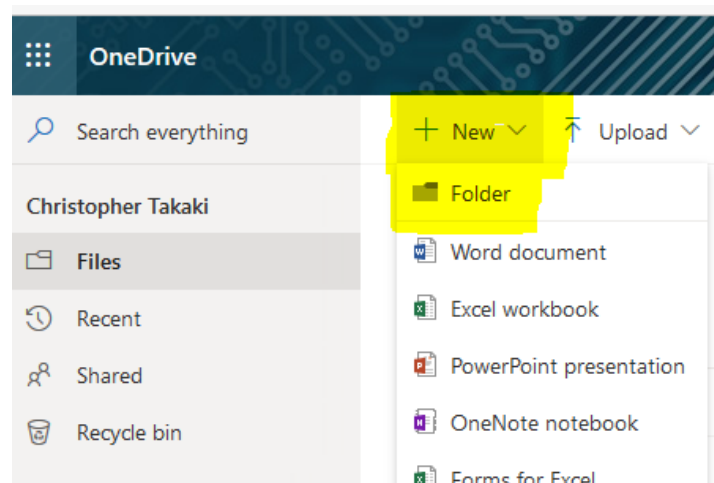
You have access to OneDrive to save your files for all your classes. It can be accessed through *myStClair* off the stclaircollege.ca site.



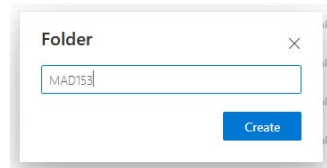
You will be presented with a screen with tiles under *MyApps* – look for the one that says OneDrive.



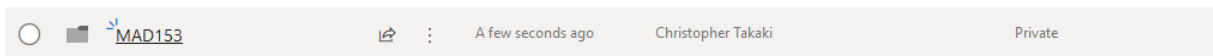
This will launch OneDrive for you – if it is the first time you ran OneDrive it will do a little set-up and offer a tour. Click to review. Once done you will be presented with a blank screen. It is best if you separate your files into appropriate folders. To create a new folder click on New at the top and select Folder.



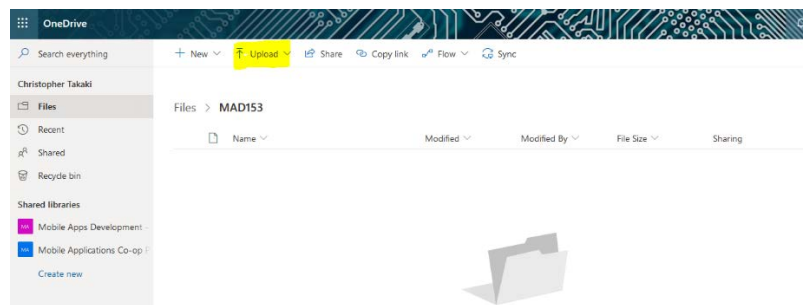
Enter the name of the new folder – for this one I am creating a new folder for the class MIT 153 – click Create



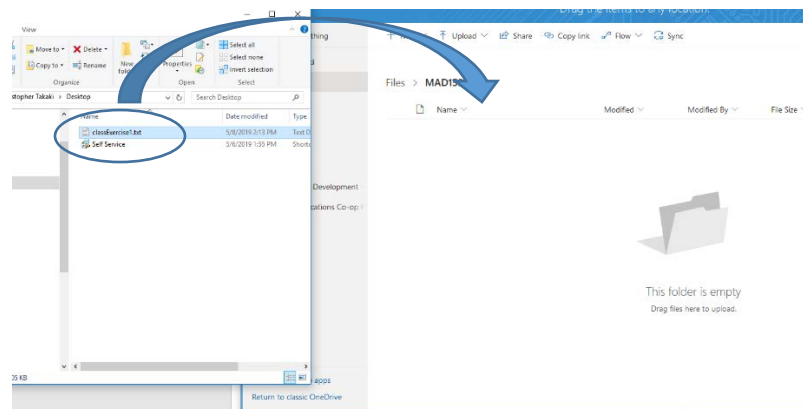
Click on the new folder that was created.



Once inside that folder upload the files in two ways. One is to click on the Upload and select Files. Navigate to where your file is and select it.



Or you can find your file in Windows Explorer and drag and drop it on the screen.



Your file is now loaded into OneDrive

New

Upload

Share

Copy link

Flow

Sync

Files > MAD153

Name

Modified

Modified By

File Size

Sharing

classExercise1.txt

A few seconds ago

Christopher Takaki

1.05 KB

Private

Drag files here to upload

Uploaded 1 item to MAD153

Share Link