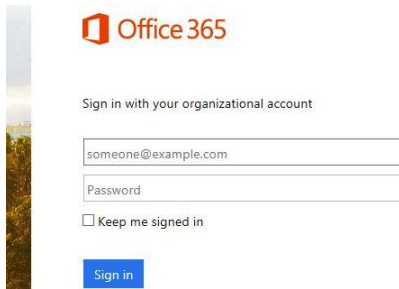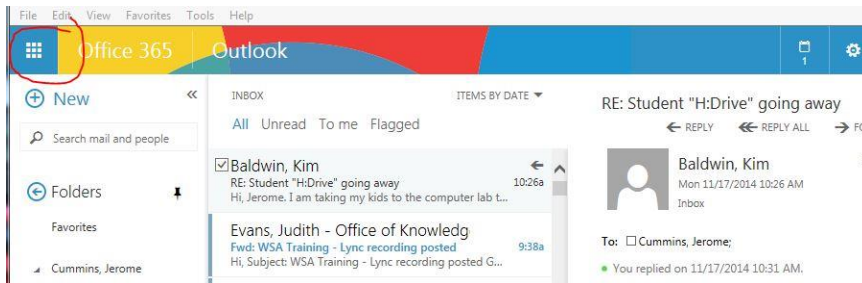# OneDrive: Office 365 Online Storage, Uploading Files
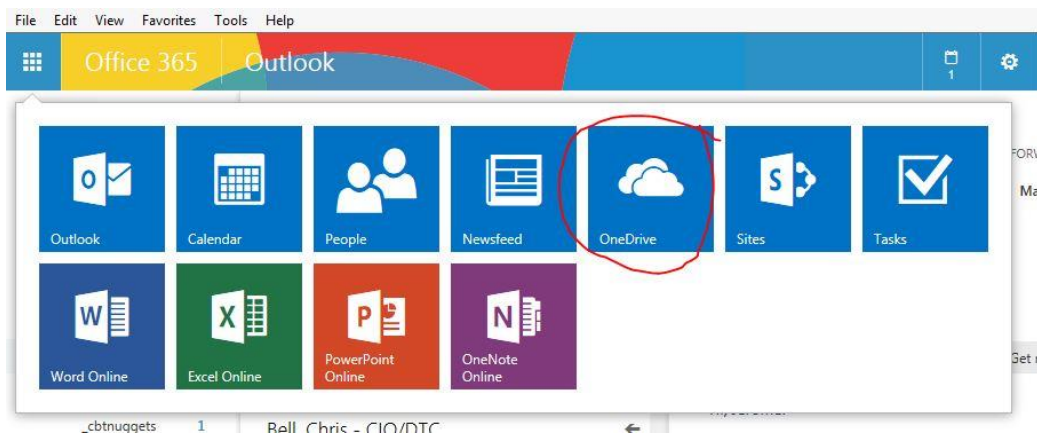
Sign into your Microsoft Outlook Web App (OWA) Office 365 at https://login.microsoftonline.com or by using one of the links on the Casey webpages.

From inside your Outlook (webmail) page click once on the Office 365 Apps icon in the top left-hand portion of the page.


Now, you should see the various Apps available in Office 365.

   *Notice the common Microsoft Office applications Word, Excel and PowerPoint are available online. Since all you see here is online, there is a common experience at school/work, home or anywhere Internet is accessible. The versions are always up-to-date, currently Office 2013. All K-12 staff, teacher and student accounts have access to Office 365.

The purpose of this document is to provide some guidance on moving files from the local computer (Documents, etc.) or from the local network storage (H:\>drive) to the One Drive which provides 25GB of storage. Click OneDrive.

IF you are just uploading files to OneDrive, then click upload. A "How to create folders" is included after this.
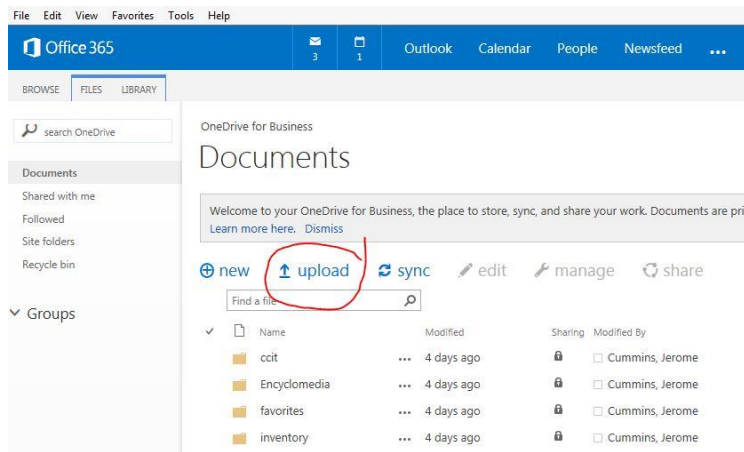

An Explorer window will open. Navigate to the location of the files you want to upload – notice in the example below I am uploading files from my HOME network folder. Here is a little trick not unique to Office 365: To upload multiple files listed in succession, click on the first file in the list, then while holding the Shift key on your keyboard click on the last file in the list you want to upload. The first, last and all files in-between will be highlighted. Click the Open button to upload the chosen files.
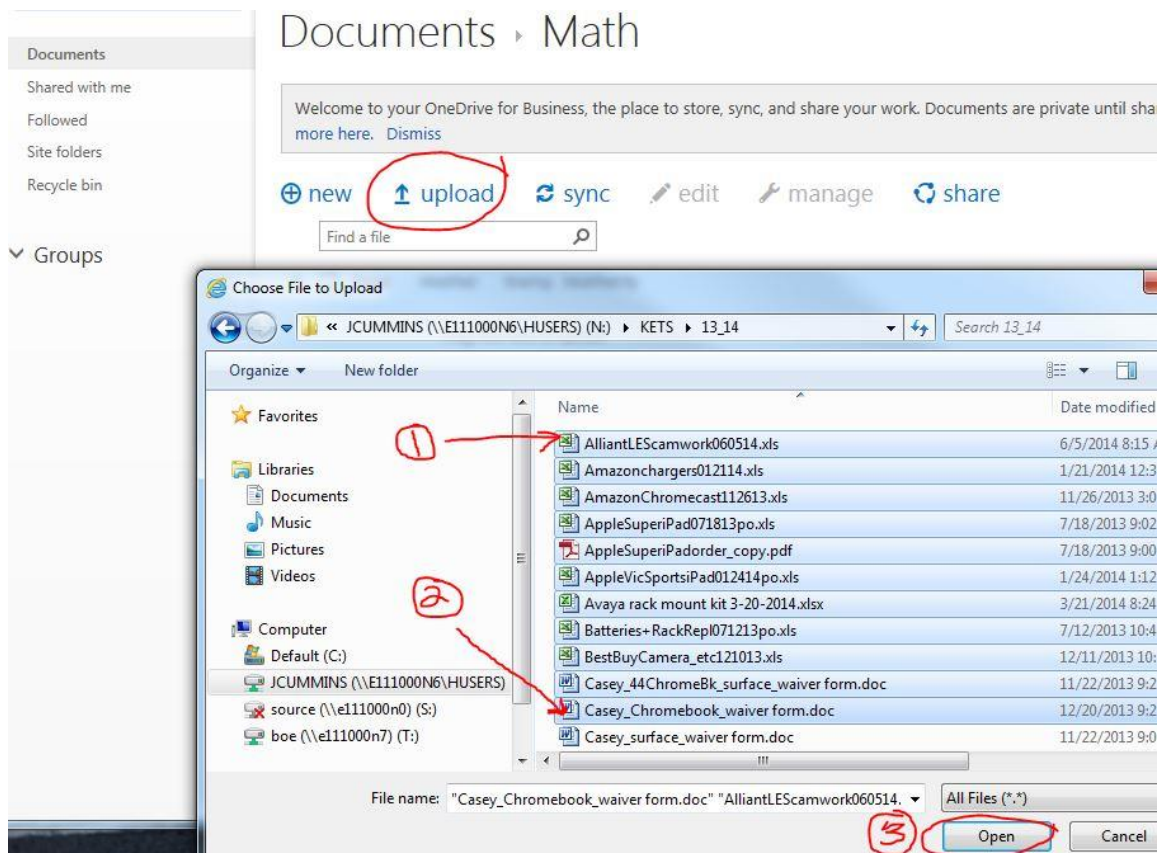
IMPORTANT: Uploading does not delete files from the uploaded location (Documents, H:\>drive, etc.) If you are reducing H:\>drive storage space, you will need to delete the files in those locations after you have uploaded.

Click on Outlook at the top of the page to return to email from OneDrive.
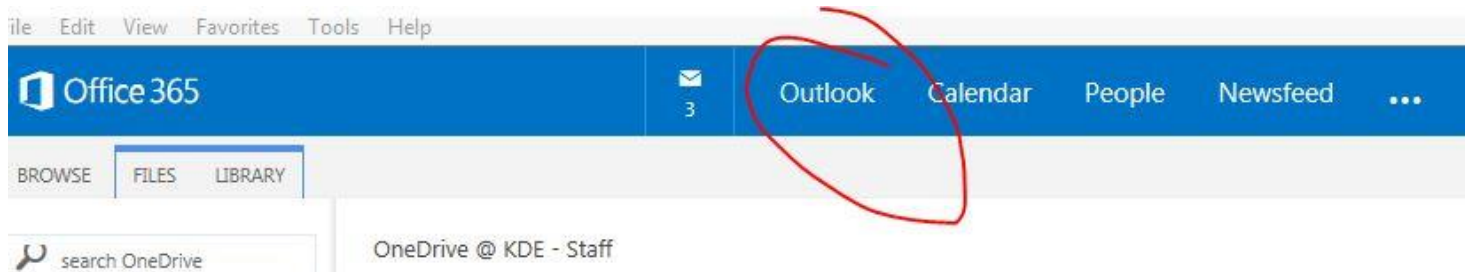
*****GOOD TO KNOW: Folders cannot be uploaded. Each upload is limited to 100 files. File names using special characters **" ? < > # % ? / ** will not upload. See example below of files containing the pound symbol **#** .
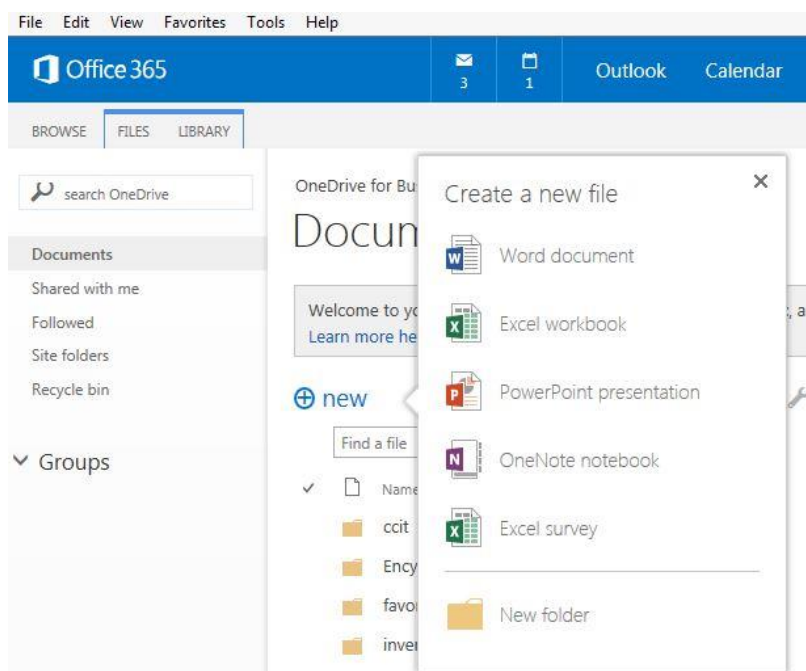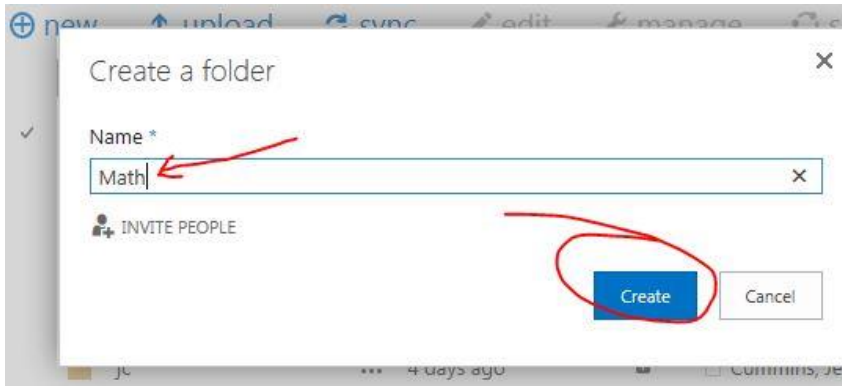

How to Create Folders

Once inside OneDrive (see page 1), click on **new**, choose **New folder**

Give your new folder a name and click Create

You can now upload files to the folder you just created (see page 2). **You can create a file by clicking **new** and choosing one of the online Microsoft Office Apps (see the beginning of this "How to Create Folders")