

# Upload and share files and folders to and from OneDrive (in your School Email)

## Video Walkthroughs:

- o [Uploading Files](#)
- o [Sharing Files](#)

## Use OneDrive in your browser

1. Sign in to your [school email](#) and select **OneDrive**.
2. Right-click a file and select a command.



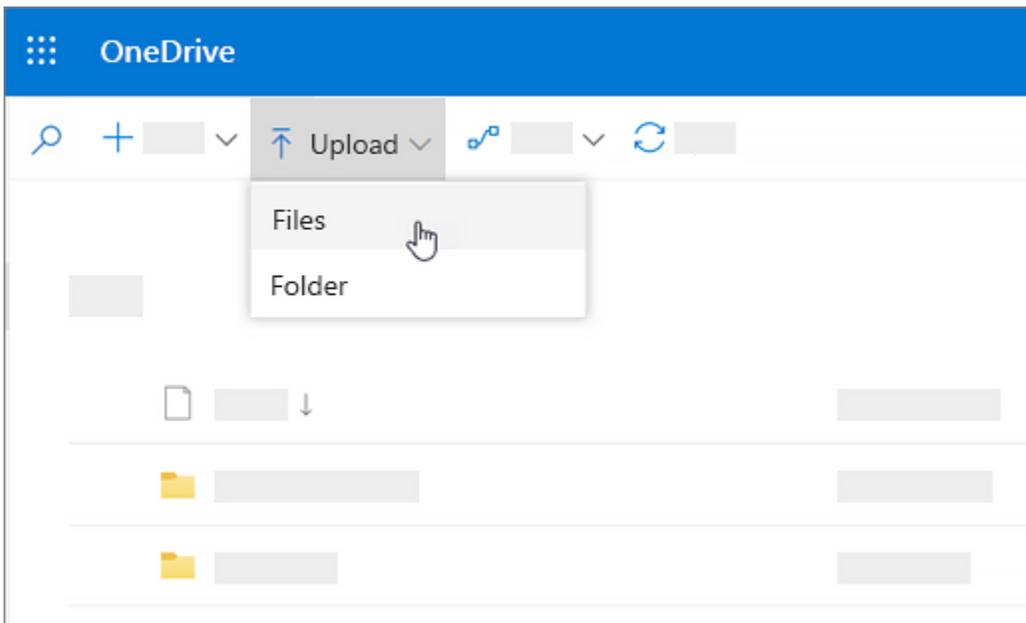
You can store over 300 types of files on OneDrive.

With Microsoft Edge or Google Chrome:

1. Select **Upload > Files** or **Upload > Folder**.
2. Select the files or folder you want to upload.
3. Select **Open** or **Select Folder**.

With other browsers:

- Select **Upload**, select the files you want to upload, and select **Open**.
- If you don't see **Upload > Folder**, create a folder, and then upload the files to that folder.

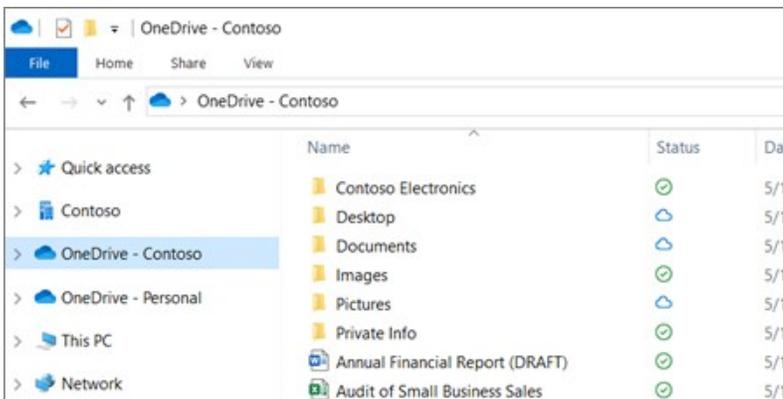


## Use OneDrive on your desktop

If you use Windows 10, OneDrive may have already asked you to sign in to sync your files.

- In File Explorer, select: **OneDrive - [your company]**.

If OneDrive isn't setup, see [Get started with OneDrive APP in Windows](#) or [Get started with OneDrive APP on Mac OS X](#).



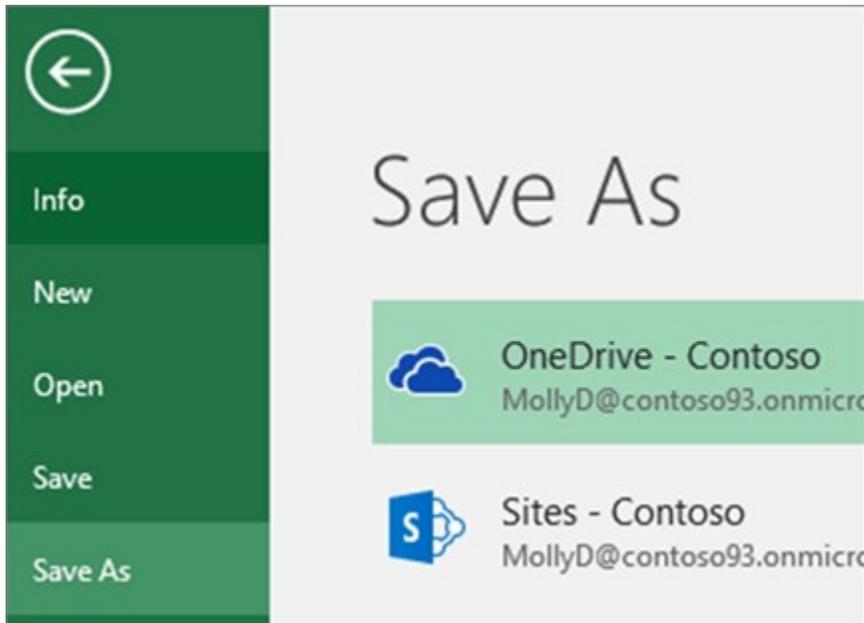
## Save and open files in your Office apps

- Select **File > Save As > OneDrive - [company name]** to save a work file to OneDrive.

Save personal files to **OneDrive - Personal**.

- Select **File > Open** and then select **OneDrive**, to open a file saved to OneDrive.

**Note:** Requires Office 365, 2019, or 2016.



## Share files or photos with a link

1. Select the files or photos you want to share, and then select **Share**  .
2. Select **Allow editing** to give permission to edit the files.  
Uncheck **Allow editing** to give permission to view, but not edit the files.
3. Select **Get a link**.
4. Select **Copy**.
5. Select **More** to see your social media options.

## Share files or photos in email

1. Select the files or photos you want to share, and then select **Share**  .
2. Choose if you want to allow **Allow editing**.
3. Select **Email**.
4. Enter the email addresses of the people you'd like to share with and add an optional message.
5. Select **Share**.

Everyone you share with will receive an email.