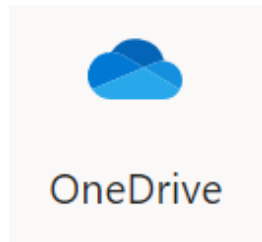
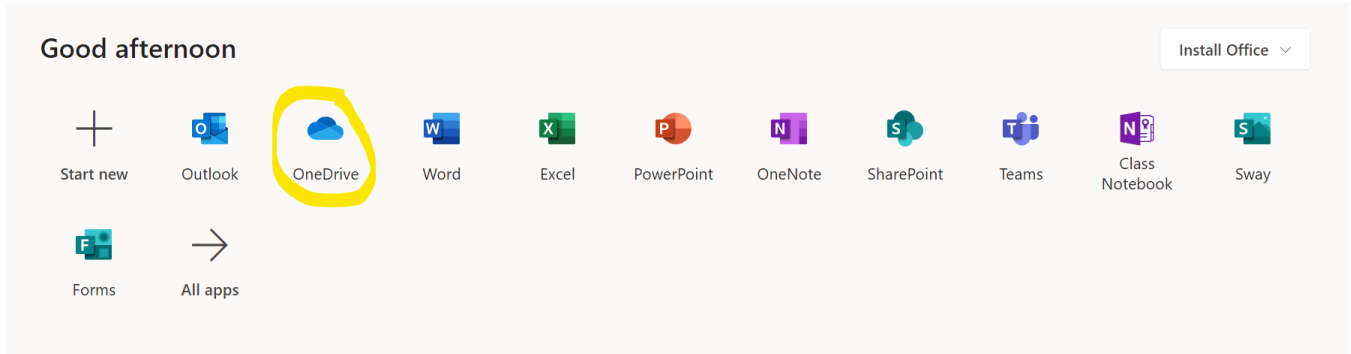
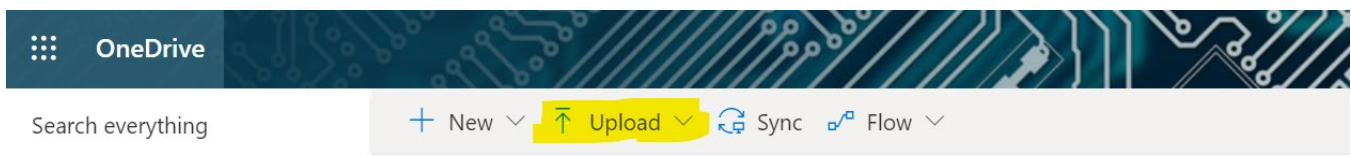


# Using OneDrive

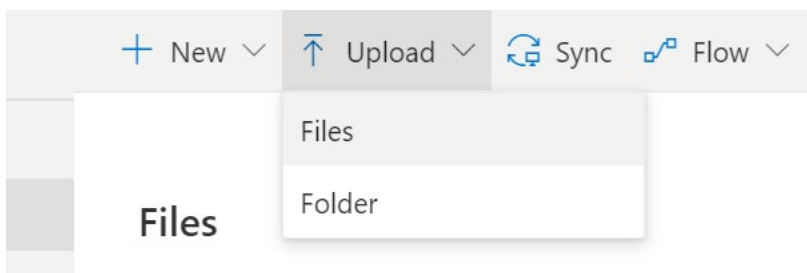
1. From the portal.office.com home page, click on the OneDrive icon:



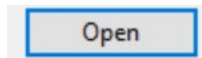
2. You will be taken to the web version of OneDrive and towards the top of the page, you can upload files here:



You can choose what you are uploading, click on file or folder



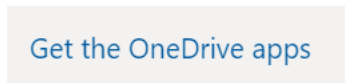
3. Locate the file or folder you wish to upload to your OneDrive and click Open:



4. Your file or folder will then be uploaded to your OneDrive. You can access your OneDrive from anywhere and any device. All you need to do is log into your OneDrive account with your MCC credentials to access the files or folders put here.

OneDrive can also be installed to your machine:

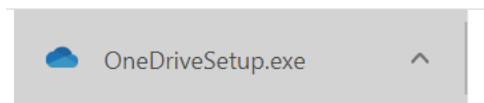
1. While on the OneDrive site, locate the download link in the lower left corner of the browser and click on it:



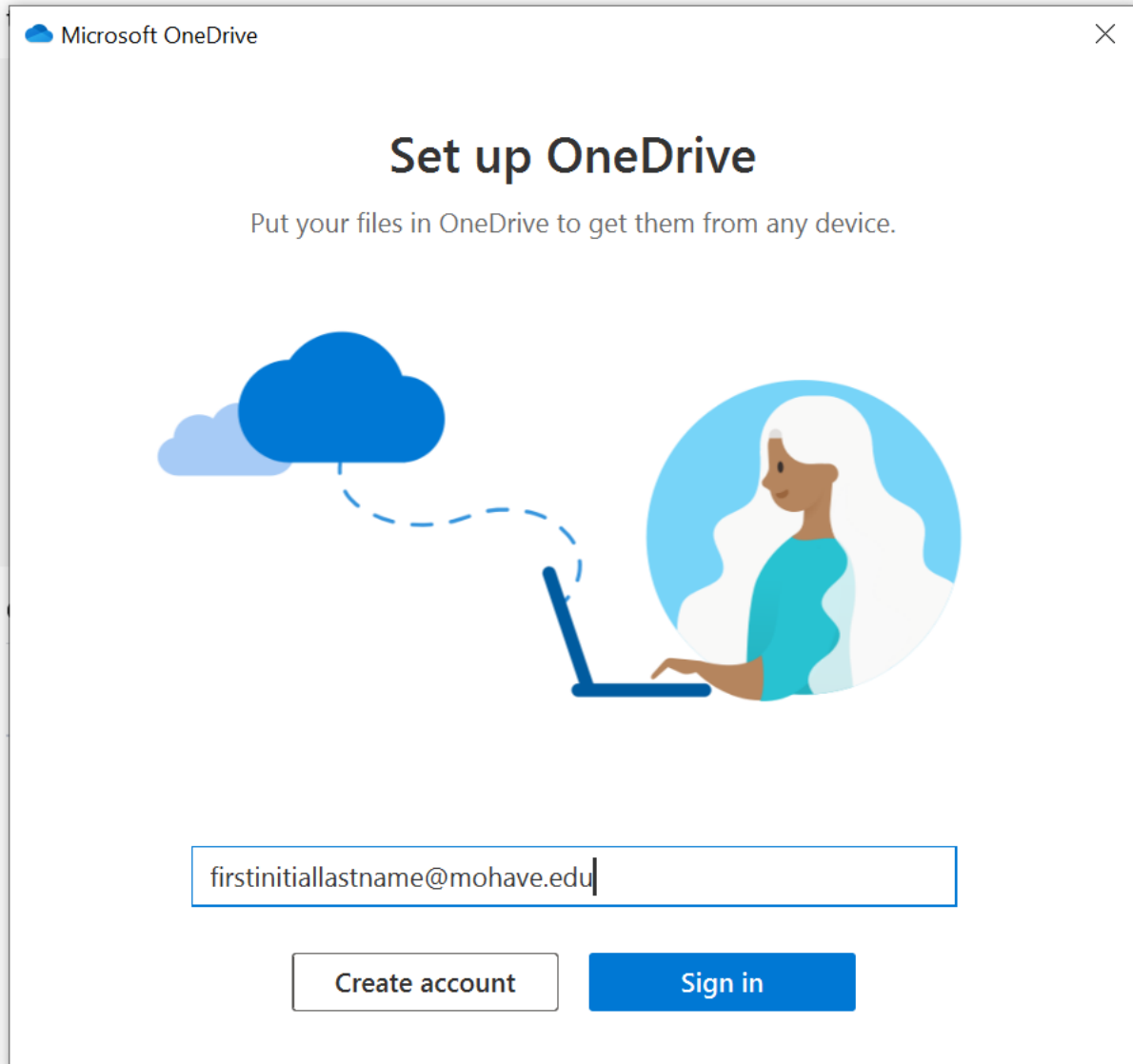
2. It will bring you to the OneDrive download page then click Download. The download will begin and be located in the bottom left corner of your browser if you are using Edge or Chrome or in the upper right corner when you click on the down arrow icon in Firefox.




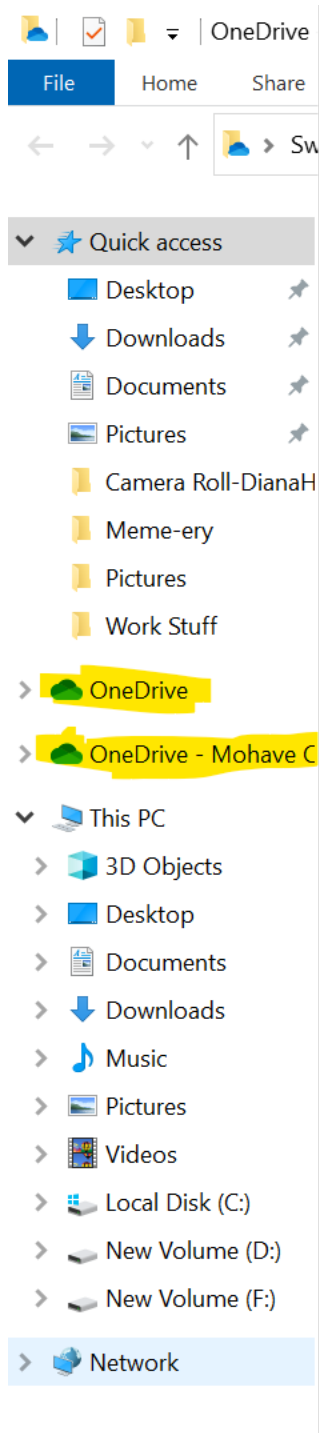
3. Once the download finishes, click on the download and the installation will begin.



- Once the installation is complete, open OneDrive and log in using your MCC credentials



5. Follow through the prompts to complete setup. Open File Explorer  and your OneDrive will be located in the left-hand side panel. You can copy and paste, drag and drop, or save files or folders here.



**Tip: this helps tremendously when working in the View!**