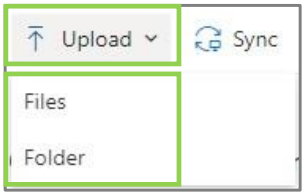
Uploading Files & Folders

Navigate to OneDrive Online and sign-in with your CSU San Marcos credentials.

You can Drag and Drop your files into your OneDrive Library.



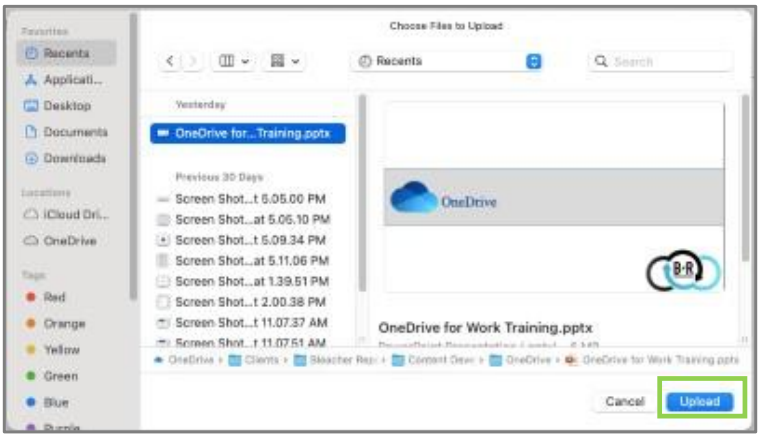
- OR -

Click the **Upload** icon near the top of your OneDrive Window.

You can select **Files** to upload file(s).

Select **Folder** to upload a folder and its entire contents.

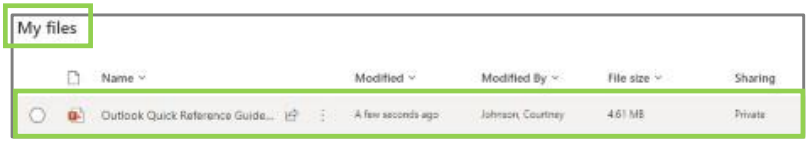
When you click either of these options to upload, the **Choose Files to Upload** dialog box will open.

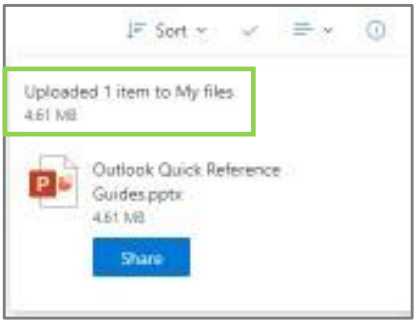


Select the file(s) or folder(s) you would like to upload and click **Upload** in the bottom right corner.

You will also see in the top right corner that there is a dialog box that informs you the file/folder has been uploaded.

Your file or folder will now show in your **My Files** list.





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