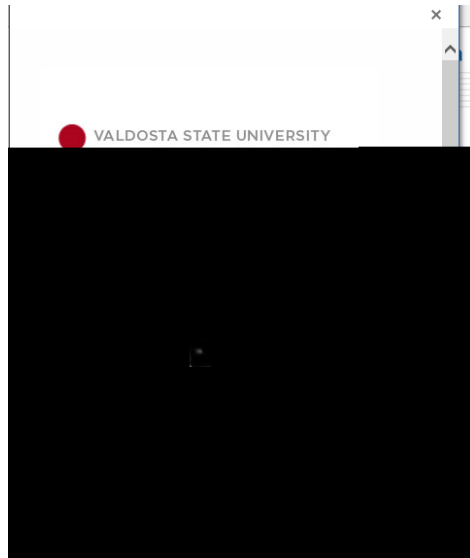


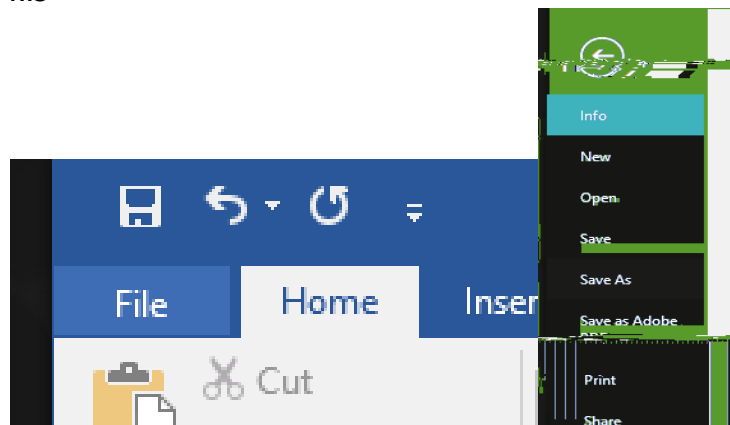
For users who would like to upload files from a v(s)42o.2 (3.56 Tr(a V)1 (2s)42o.2 (Tfm &(F)4 (dr)-1 (7n53

3. Sign in with your MyVSU credentials. Your OneDrive will now sync with the Office applications.

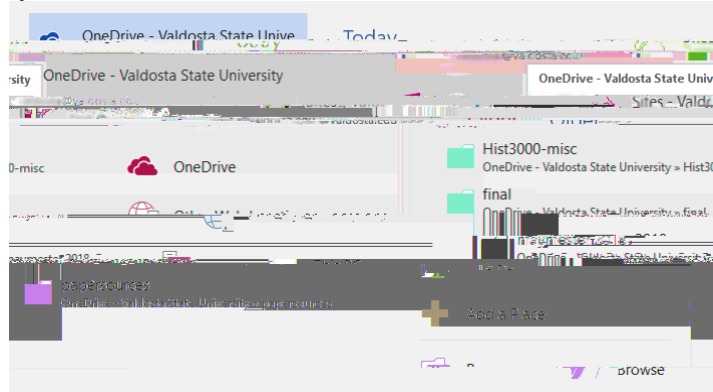


Uploading to OneDrive

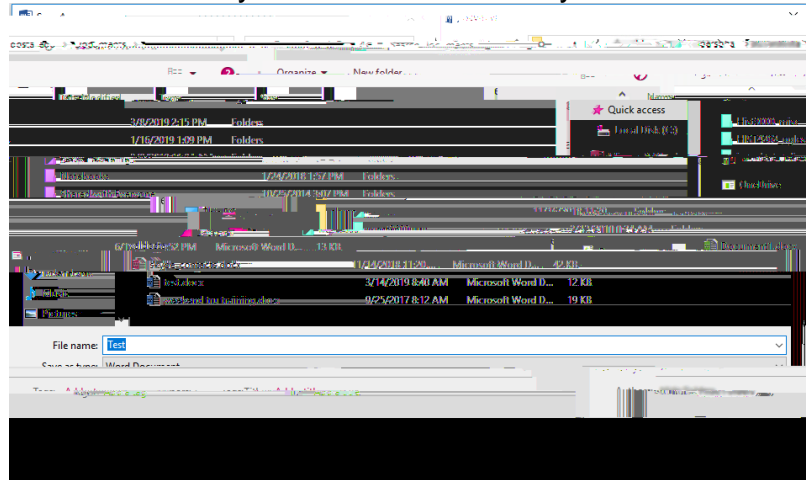
4. To save a file from an Office application to your OneDrive, select the **File** tab at the top and choose **Save As**



- When saving a file to your OneDrive select the option OneDrive - Valdosta State University with your VSU email address underneath. Do NOT select the option that says "OneDrive," or your files will not be saved.

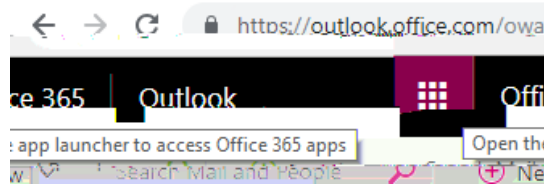


- Double click to select where you would like to save your document.

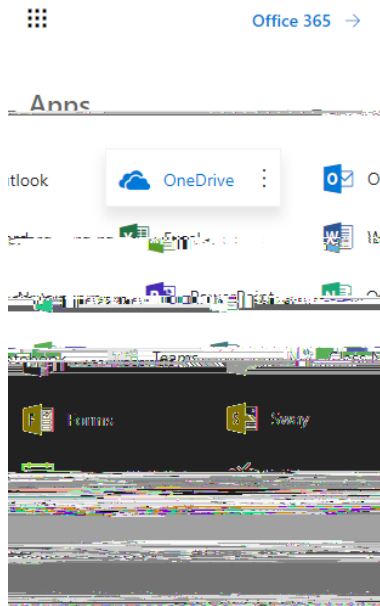


Verifying Saved Files

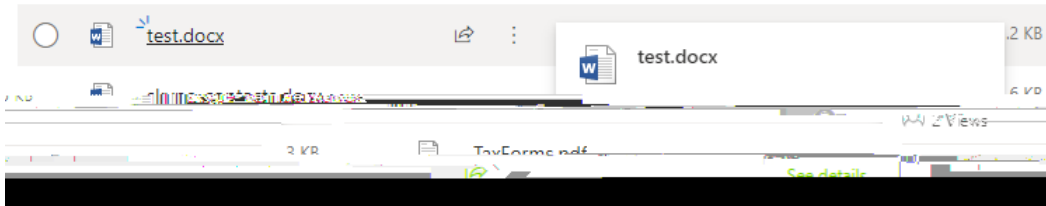
- Verify your files were saved by checking with the web version of OneDrive, through MyVSU. Log in to your email, and select the icon with nine small boxes to access your Office 365 apps.



8. Select “OneDrive” from the list.



9. Your document should appear in your list of files.



10. You can also upload documents directly from the web version, by selecting “Upload” from the menu at the top. A progress bar will notify you when your files have finished uploading.

