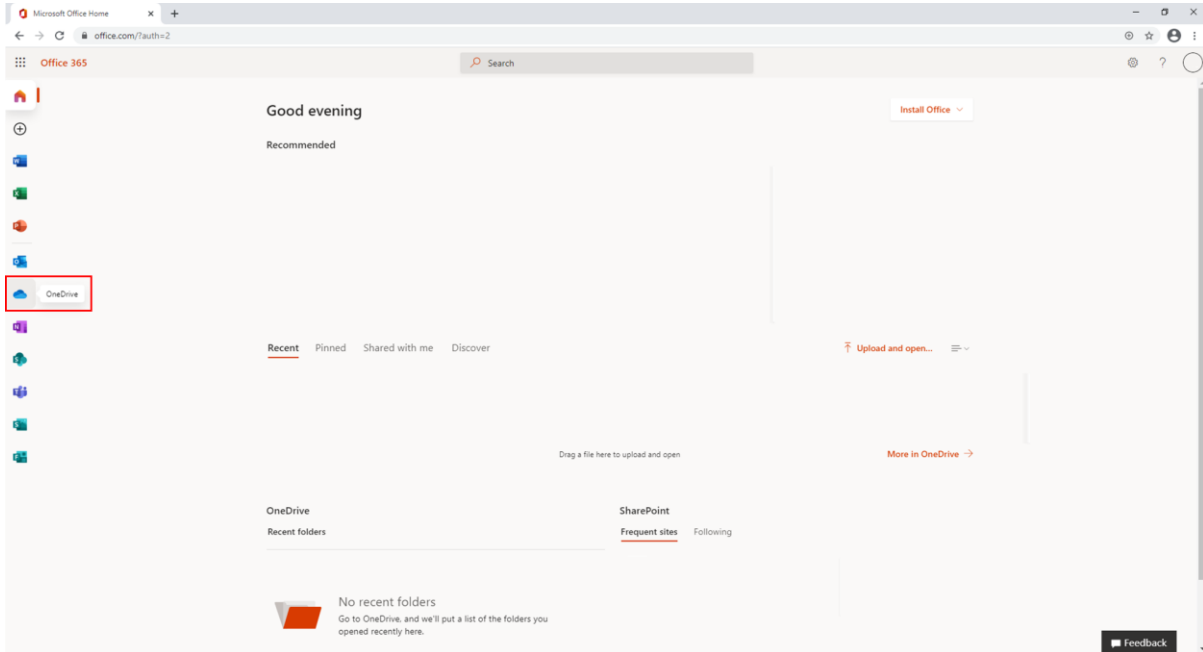
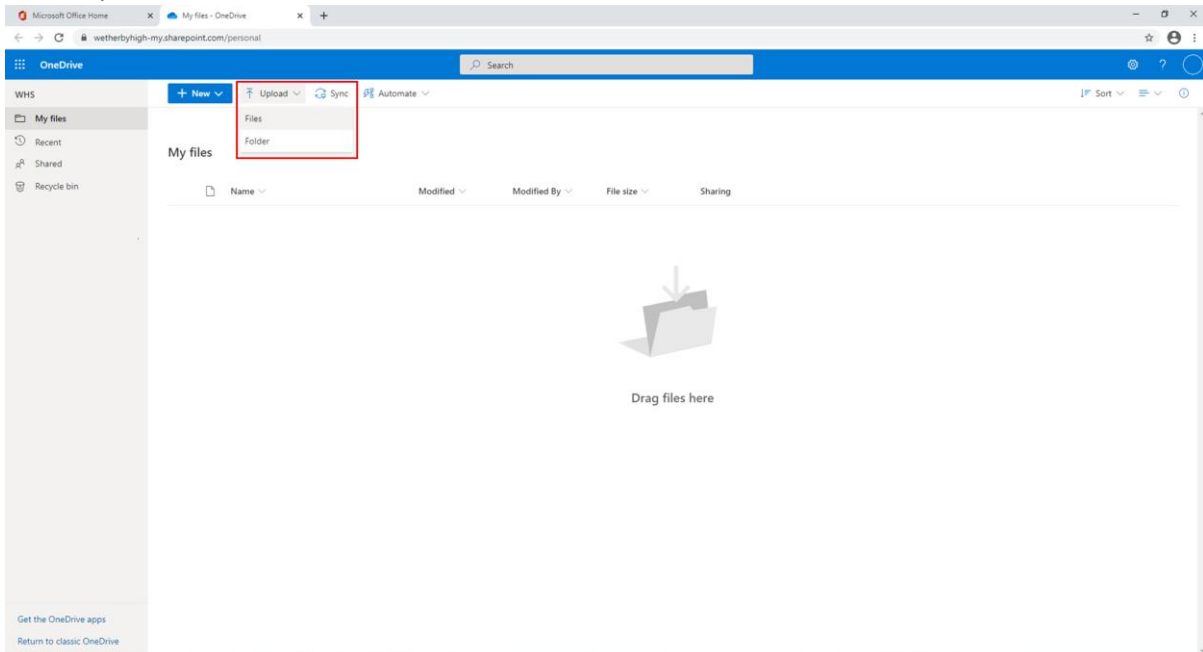


# How to Upload a file to OneDrive

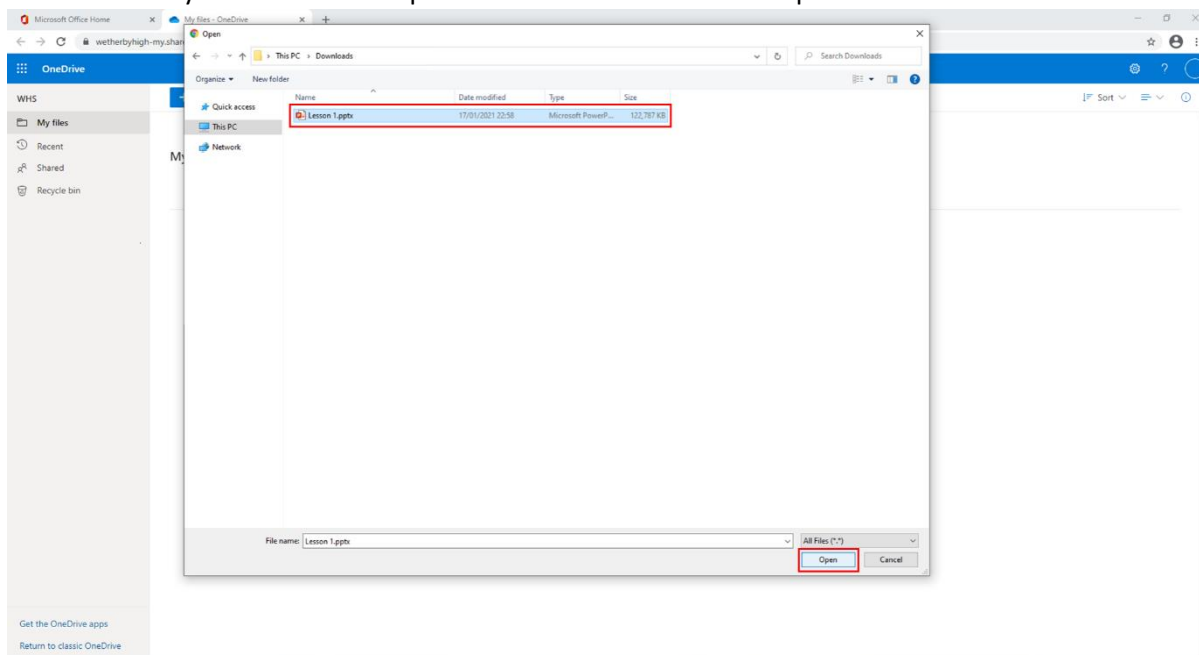
1. Log into your Microsoft 365 account  
(For instructions on how to this please refer to the “How to Sign into Your Microsoft 365 Account” Help Sheet).
2. Select OneDrive from the left pane.



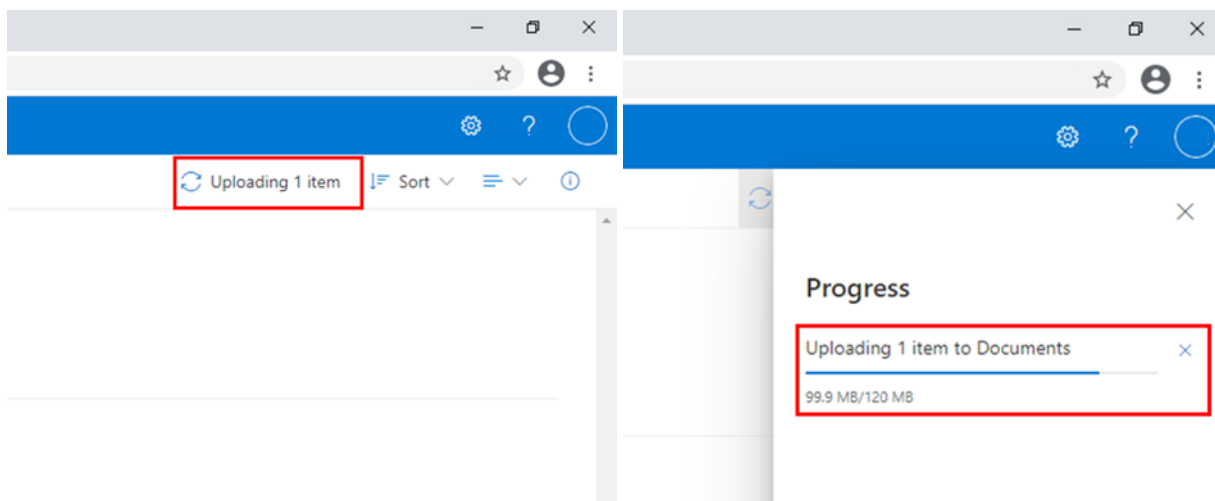
3. Select upload then files.



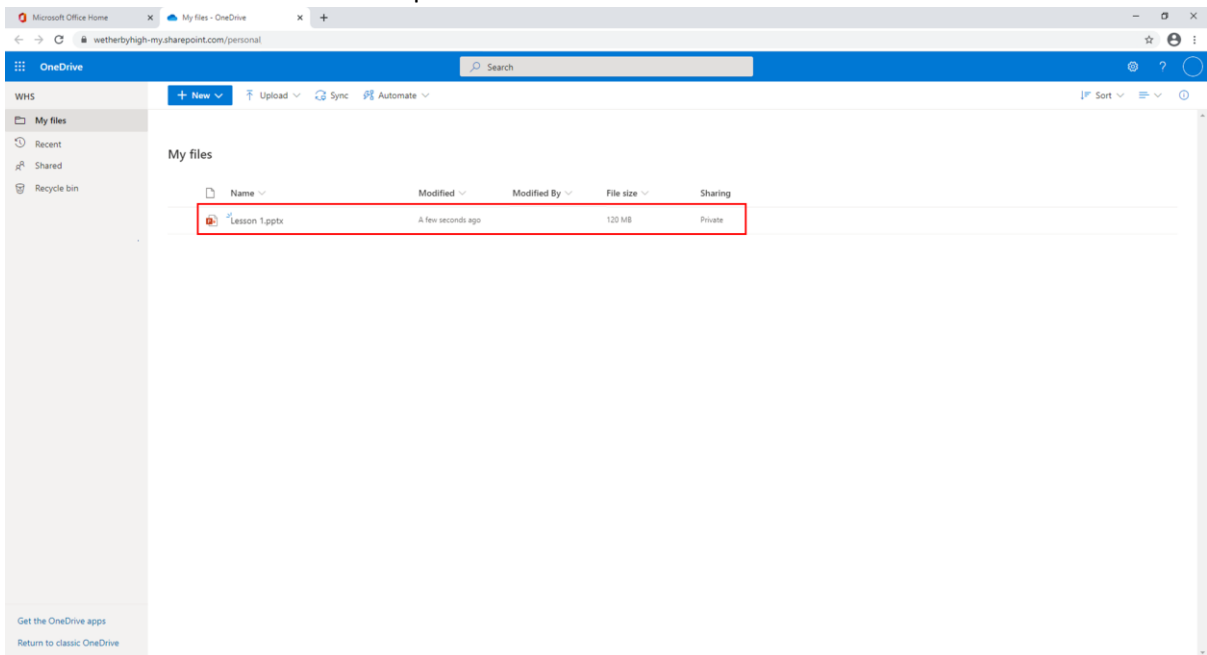
4. Locate the file you would like to upload. Select it and then click “Open”.



5. In the top right you will be able to see that the file is uploading. If you select “Uploading” this will show you the progress of the upload.

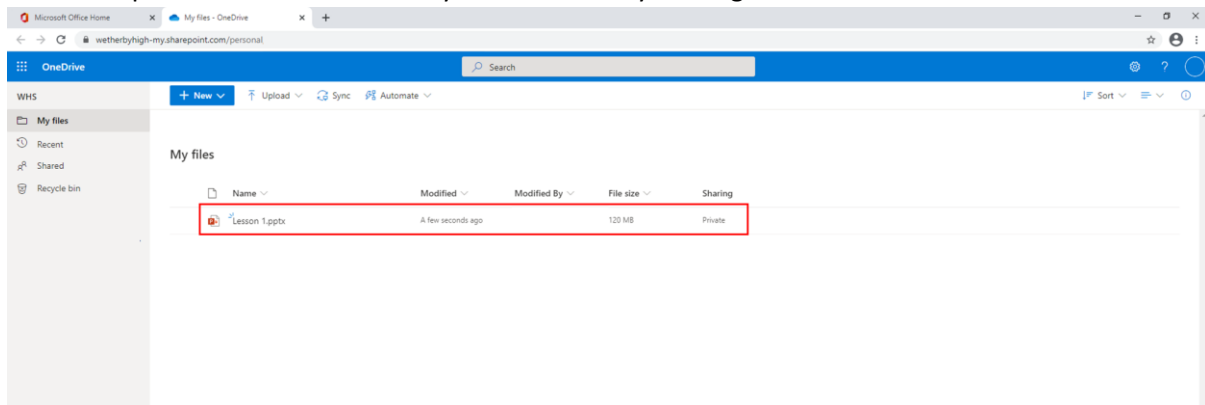


- Once the file has finished uploading it will show in your OneDrive. You can click on the file name to open it.



## Opening PowerPoints with embedded video/audio from OneDrive

1. Find and open the PowerPoint from your OneDrive by clicking on the file name.

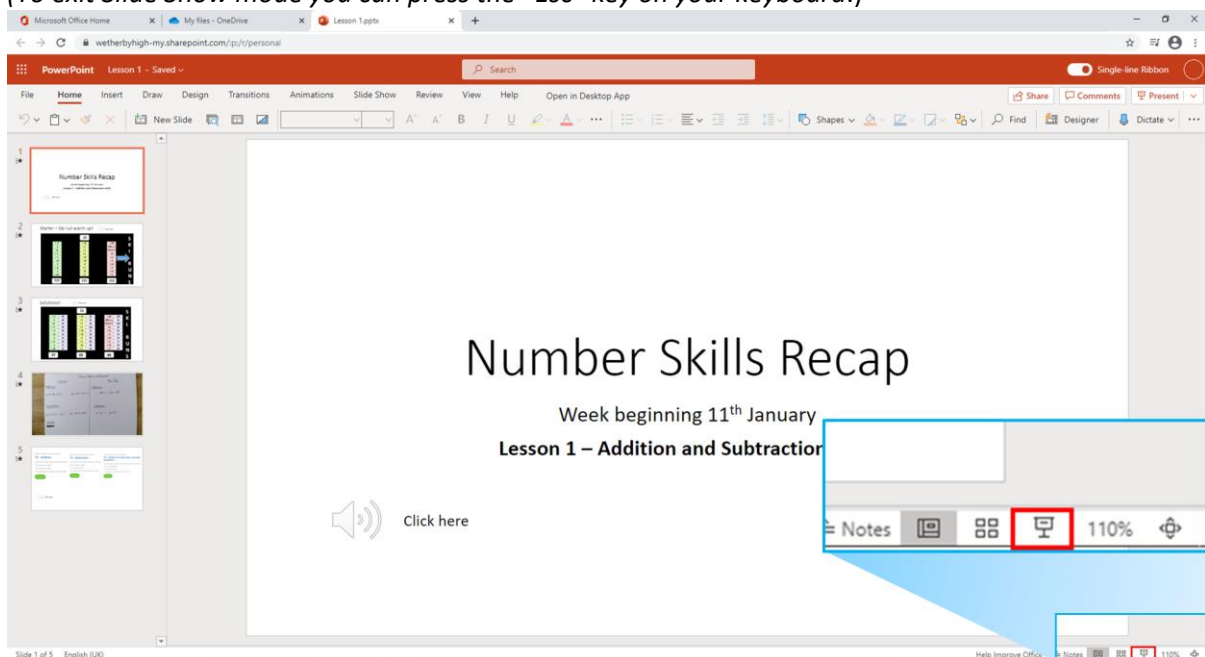


2. The PowerPoint will open.  
To play audio files you will need to put the PowerPoint into Slide Show mode by clicking on the

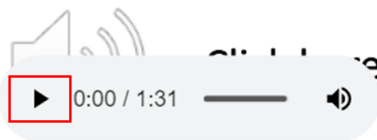


icon in the bottom right as highlighted below.

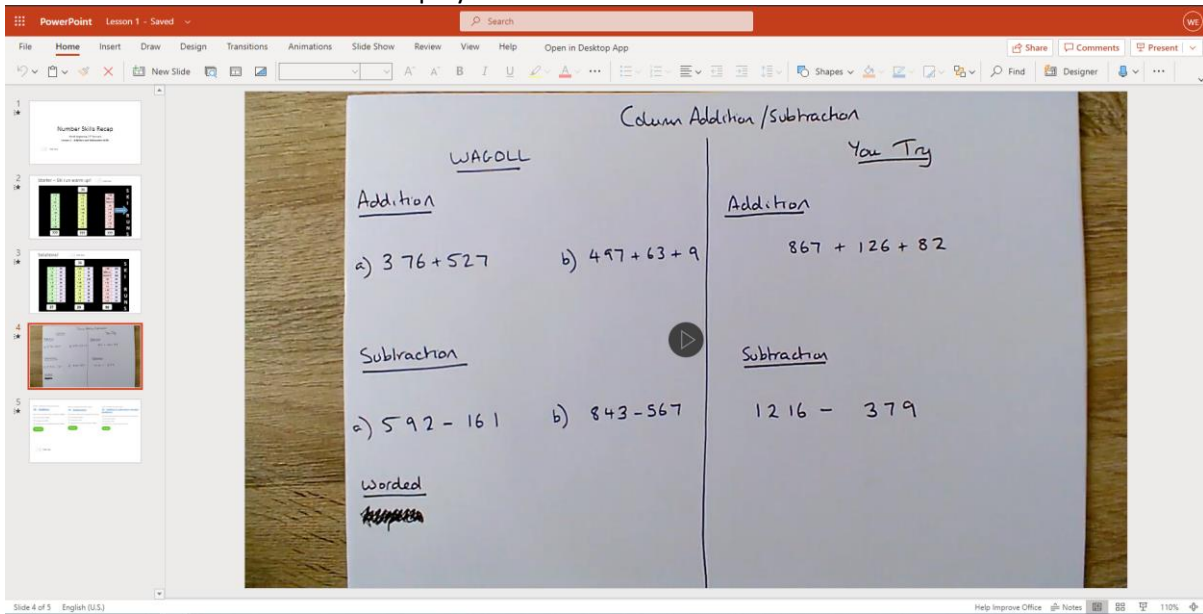
(To exit Slide Show mode you can press the "Esc" key on your keyboard.)



3. Hover over the speaker icon and click the play button.



4. To play videos exit out of Slide Show Mode and navigate to the slide with the video on it. Hover over the video and click the play button in the centre.



*Please note: If you move onto a different slide when playing an audio or video file the audio/video will stop.*

## Creating Folders and New Documents in OneDrive

1. To create folders and new documents in OneDrive click on the “New” tab and select an option from the drop down box.

