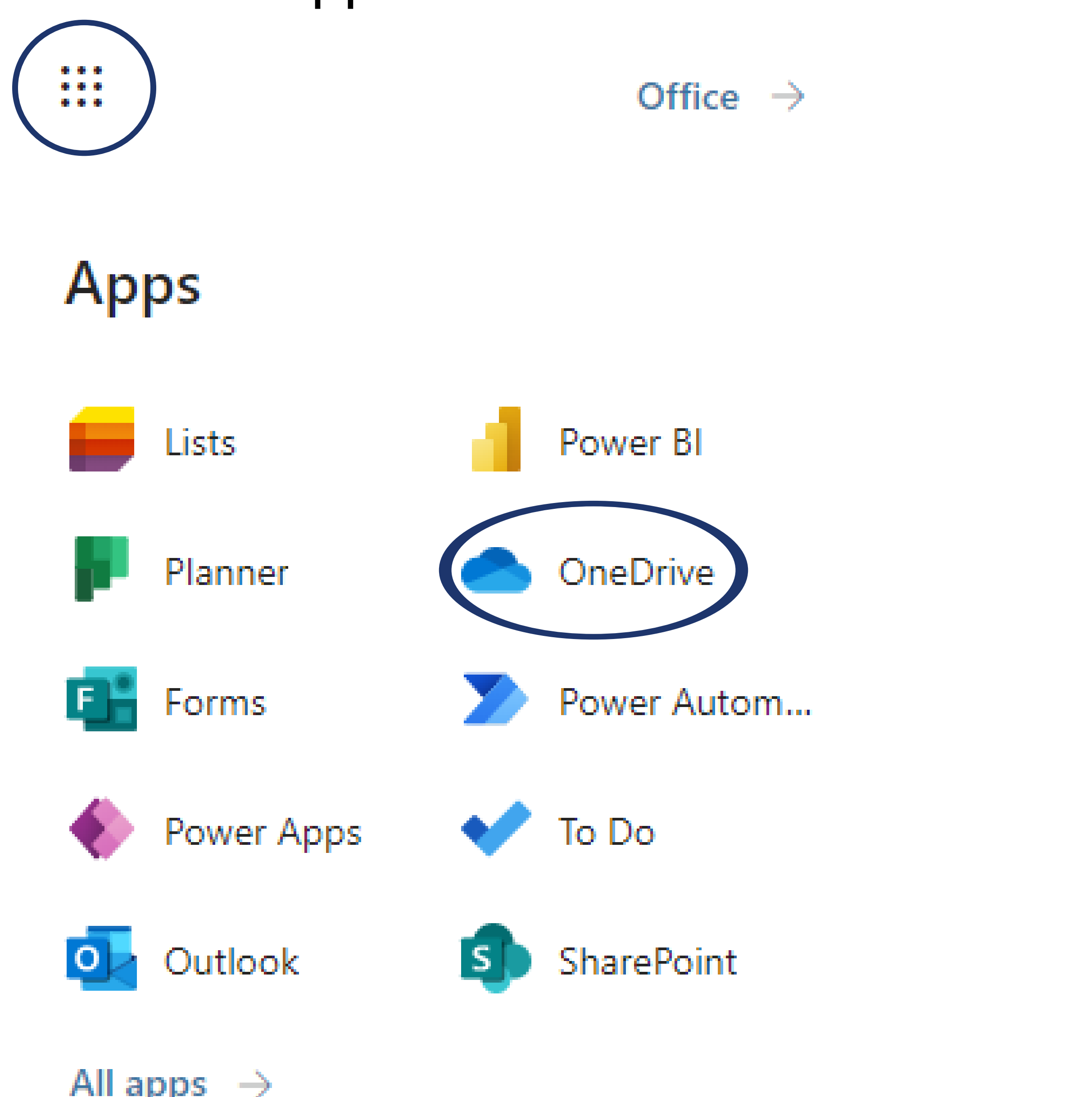


# Setting up OneDrive

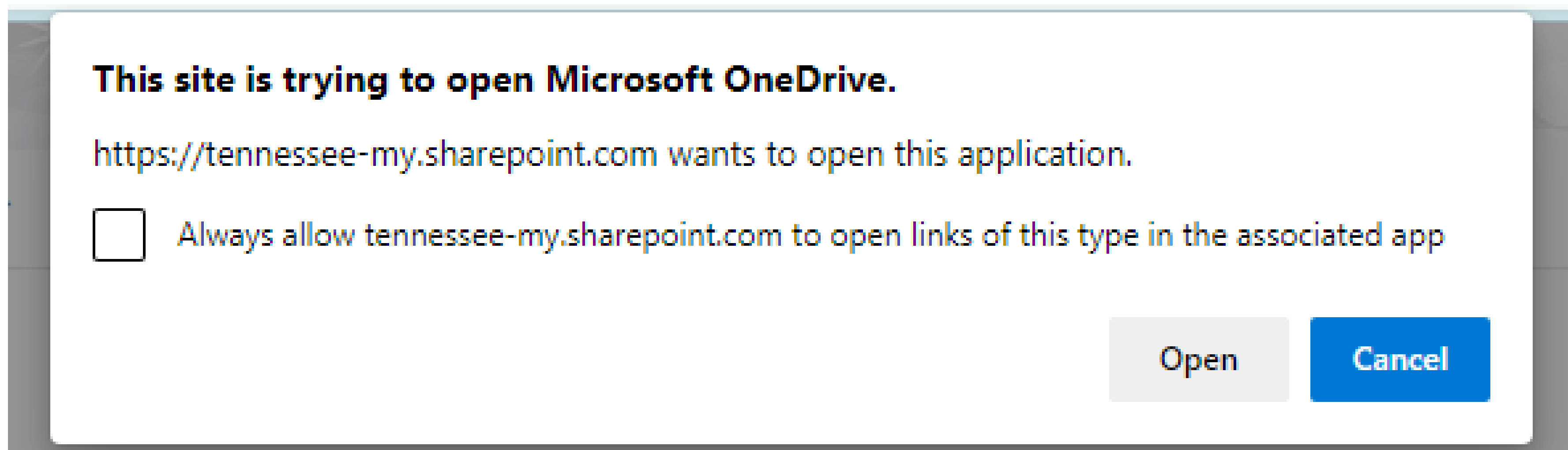
1 Open your SharePoint page and click the waffle menu in the upper left-hand corner. Click the OneDrive app.



2 Once in OneDrive, you will see a menu with four options (New, Upload, Sync, and Automate). Click on "Sync".

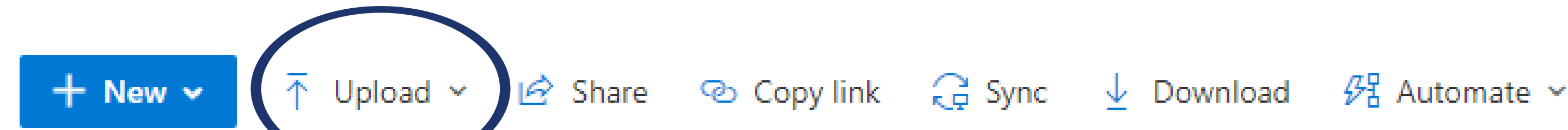


3 The window below will appear. Click "Open". Your files will begin to sync to OneDrive.



## Uploading Documents to OneDrive

1 Once in a folder or in the OneDrive home, you can upload files by clicking "Upload".



My files > Staffing Patterns

Name	Modified	Modified By	File size	Sharing
Staffing Pattern 1.17.2022.csv	January 18	Samantha Koszalka	877 KB	Private
Staffing Pattern 1.31.2022.csv	Monday at 9:20 AM	Samantha Koszalka	875 KB	Private
Staffing Pattern 10.18.csv	December 7, 2021	Samantha Koszalka	795 KB	Private
Staffing Pattern 12.17.csv	December 17, 2021	Samantha Koszalka	881 KB	Private
Staffing Pattern 7.23.csv	August 19, 2021	Samantha Koszalka	887 KB	Private
Staffing Pattern 7.6.csv	August 19, 2021	Samantha Koszalka	891 KB	Private
Staffing Pattern 9.17.csv	December 7, 2021	Samantha Koszalka	879 KB	Private

2 You will then have the choice to upload a file or an entire folder here.



My files > Staffing Patterns

Name	Modified	Modified By	File size	Sharing
Staffing Pattern 1.17.2022.csv	January 18	Samantha Koszalka	877 KB	Private
Staffing Pattern 1.31.2022.csv	Monday at 9:20 AM	Samantha Koszalka	875 KB	Private
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Staffing Pattern 7.6.csv	August 19, 2021	Samantha Koszalka	891 KB	Private
Staffing Pattern 9.17.csv	December 7, 2021	Samantha Koszalka	879 KB	Private

## Sharing Documents in OneDrive

1 To share a file, find the desired document you'd like to share, hover over the file and click the share button indicated below.

My files > Staffing Patterns

Name	Modified	Modified By	File size	Sharing
Staffing Pattern 1.17.2022.csv	January 18	Samantha Koszalka	877 KB	Private
Staffing Pattern 1.31.2022.csv	Monday at 9:20 AM	Samantha Koszalka	875 KB	Private
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Staffing Pattern 7.6.csv	August 19, 2021	Samantha Koszalka	891 KB	Private
Staffing Pattern 9.17.csv	December 7, 2021	Samantha Koszalka	879 KB	Private

2 A window will appear where you can indicate who you would like to share the document with. Once indicated, you can indicate their edit rights by clicking the crossed-out pencil (circled below). Once completed, click "send".

