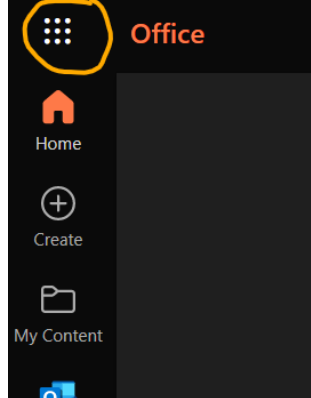
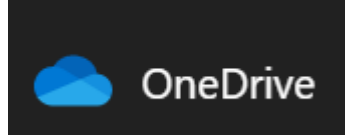
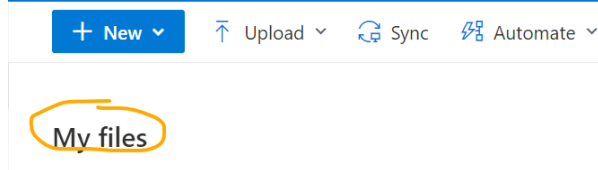
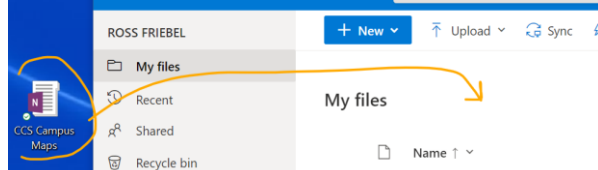


How to Back Up or Save Your Files into OneDrive

<p>1. Log into your Office account.</p>	<p>https://Portal.office.com</p>
<p>2. To find OneDrive (cloud storage) click the dots in the upper left of your screen.</p>	
<p>3. Click on "OneDrive"</p>	
<p>4. You'll now see a section called "My Files". This is where you can copy and backup your files from your computer into the cloud.</p>	
<p>5. Find the files that you want to keep in the cloud (this means you'll be able to access these file from any computer in the world with internet access).</p> <p>6. All you must do, is click and drag the file to the "My Files" section.</p>	
<p>7. Another option is to use the "Upload" Button". This will allow you to choose any file or folder and upload it instead of dragging and dropping.</p>	