



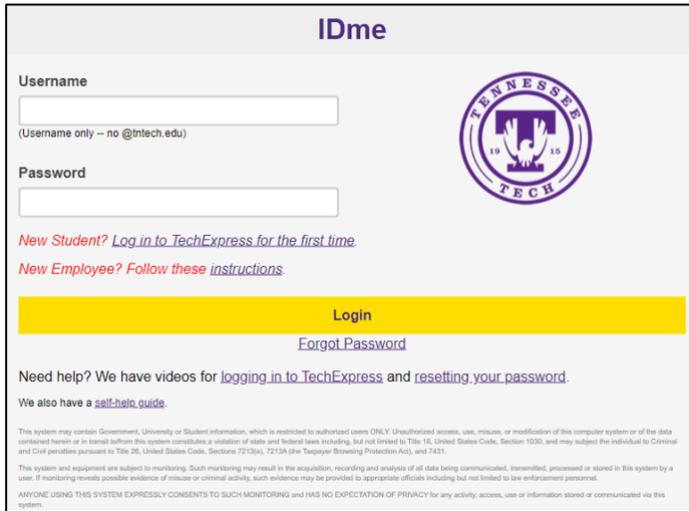
Uploading Files to OneDrive

Center for Innovation in Teaching and Learning

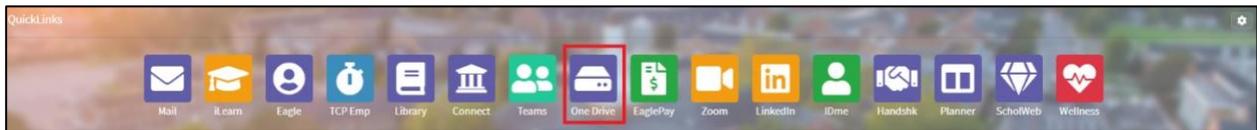
This document outlines the steps for how to upload files to One Drive.

Upload a File

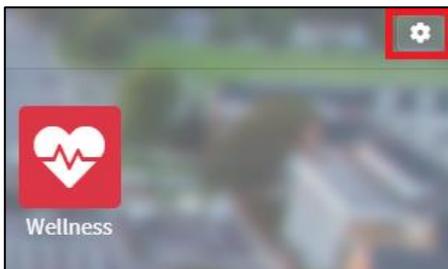
1. Go to www.express.tntech.edu.
2. Login using your TN Tech username and password.



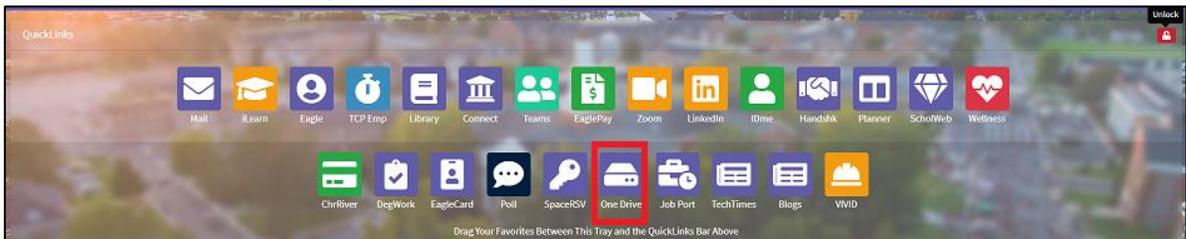
3. Select **OneDrive** from the *Quicklinks* toolbar.



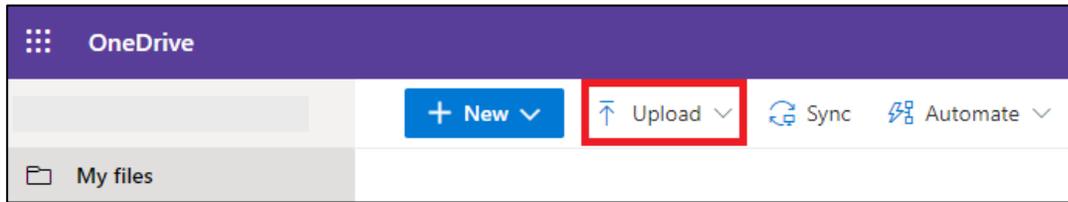
- a. If *OneDrive* is not in the toolbar, select the **Gear** in the top right-hand corner.



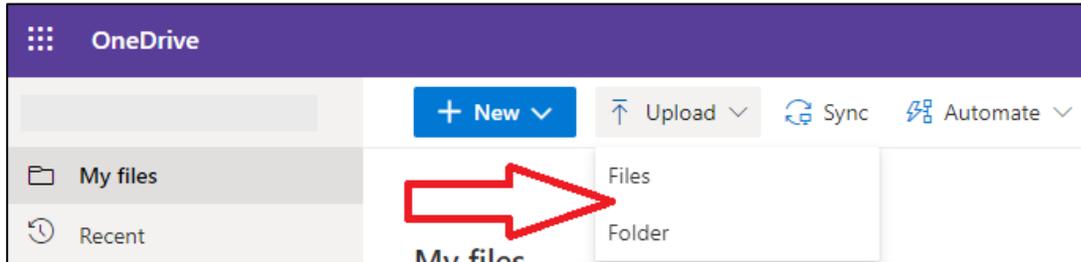
- b. Locate **OneDrive** then drag and drop it onto the toolbar.



- c. Select the red **unlock** button to lock the toolbar and make the gear appear.
4. Once on OneDrive, select **Upload**.



5. Select either **File** or **Folder**.



6. Locate the **File** or **Folder** you want added to OneDrive on your computer, select it, then select **Open**.

