

## Tech Tip



# Upload Files and Folders to OneDrive in your Browser

SECURE OFFICE

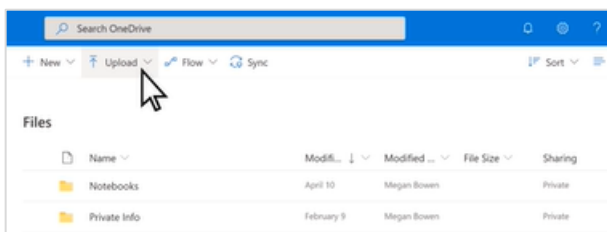
OneDrive enables you to sync files and folders between your computer and the cloud, so you can access them from almost any device and any location. This Tech Tip outlines how to upload files and folders to OneDrive in your browser.

### Upload files in your browser

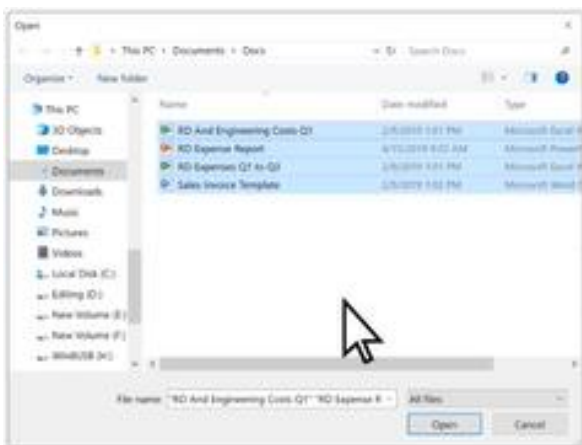
1. Sign in to [office.com](https://office.com) using your Microsoft work account details.

2. Select the app menu  then select **OneDrive** .

3. Select **Upload** then select **Files**.



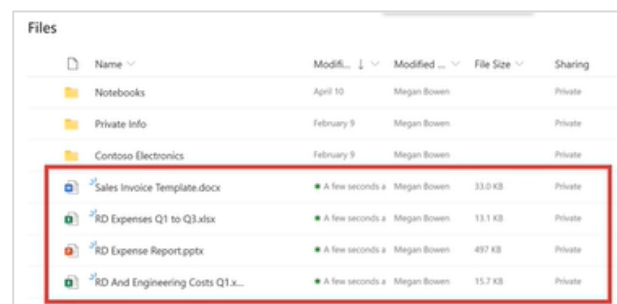
4. Select the file or files you would like to upload.



**Tip:** Hold the **Ctrl** key to select multiple files.

5. Select **Open**.

6. Your uploaded files will now be accessible in OneDrive.

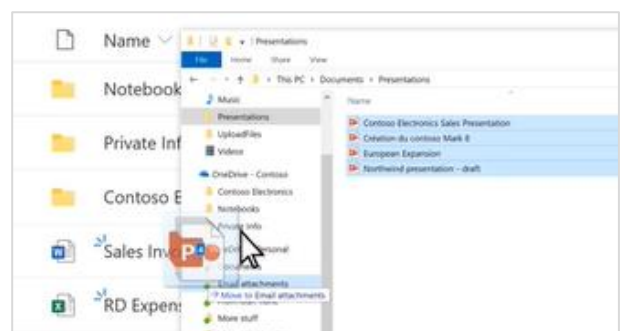


### Drag files to your browser

You can also drag files from your computer to upload to OneDrive in your browser.

1. Open File Explorer and navigate to the folder you want to drag files from.

2. Select the files and drag them from Windows Explorer to your browser window.



#### About us

365 Architechts is a technology company based in Brisbane, Australia. We deliver solutions to support organisations on their digital transformation including cloud, modern applications, cybersecurity and artificial intelligence to drive profitability, growth and achievement of strategic objectives.  
07 3999 7000 | [www.365a.com.au](http://www.365a.com.au) | [sales@365a.com.au](mailto:sales@365a.com.au)

#### Disclaimer

© 365 Architechts 2021. This material is subject to copyright. These Tech Tips are designed to provide general information only. They should not be relied upon without consulting professional advice on your specific circumstances. 365 Architechts will not be held liable for any acts or reliance upon the information provided contained within.

**Tip:** Ensure that your Files Explorer window is not fully maximised, so the browser window is still visible for you to drag files across to.

## What is OneDrive?

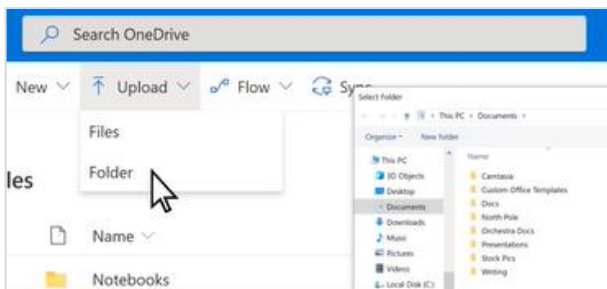
OneDrive is the Microsoft cloud hosting service that stores and protects files. OneDrive is part of the Office 365 product suite and is accessible via desktop, mobile and web devices.

3. Your uploaded files will now be accessible in OneDrive.

## Upload folders in your browser

You can also upload entire folders to OneDrive in your browser.

1. Select **Upload** then select **Folder**.
2. Select the folders you want to upload then **Select Folder**.



4. Your uploaded folders will now be accessible in OneDrive.

A screenshot of the OneDrive 'Files' view. A table lists the uploaded folders. The first row, 'Orchestra Docs', is highlighted with a red box. The table has columns for Name, Modified, File Size, and Sharing.

Name	Modified	File Size	Sharing
Orchestra Docs	A few seconds ago Megan Bowen		Private
Notebooks	April 10 Megan Bowen		Private
Private Info	February 9 Megan Bowen		Private

You can upload photos and videos to OneDrive using the same process in both the desktop and browser.

### About us

365 Architechs is a technology company based in Brisbane, Australia. We deliver solutions to support organisations on their digital transformation including cloud, modern applications, cybersecurity and artificial intelligence to drive profitability, growth and achievement of strategic objectives.  
07 3999 7000 | [www.365a.com.au](http://www.365a.com.au) | [sales@365a.com.au](mailto:sales@365a.com.au)

### Disclaimer

© 365 Architechs 2021. This material is subject to copyright. These Tech Tips are designed to provide general information only. They should not be relied upon without consulting professional advice on your specific circumstances. 365 Architechs will not be held liable for any acts or reliance upon the information provided contained within.