

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 using your Microsoft work account details.
- Select the app menu then select
 OneDrive .
- 3. Select Upload then select Files.

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



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.

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

5. Select **Open**.

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

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

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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.

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.

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

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

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.

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