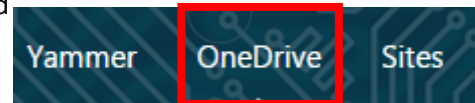


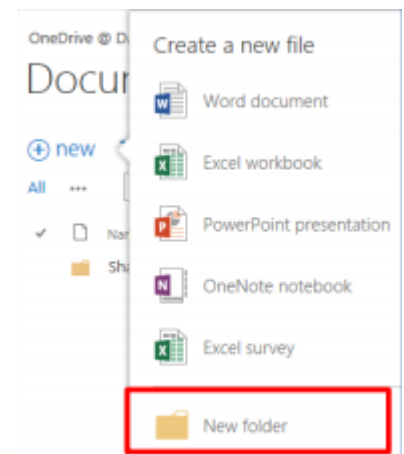
Office 365 OneDrive: Uploading and Managing Files

Creating a new folder

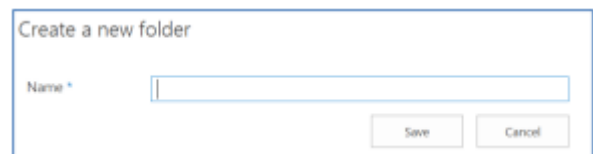
- Go to <https://livekilleenisd-my.sharepoint.com> and put in your KISD email address.
- You will be redirected to a new screen to enter your password
- From the top menu bar, click **OneDrive**.



- Click on  then click on **New Folder** from the pop-out menu.

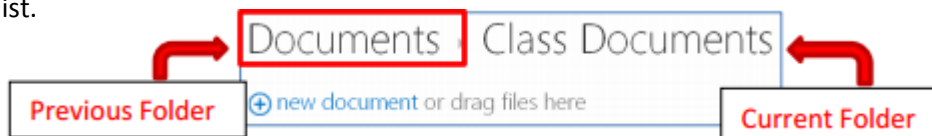


- Type a name for the folder then click on **Save**.

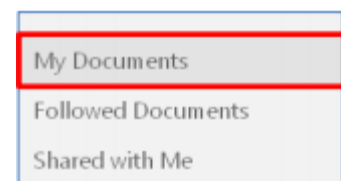


Navigating between folders

- In the OneDrive Documents list, click on the name of a folder to open the folder
- To navigate back to the previous folder, click on the **Back** button in the browser OR click on the previous folder in the OneDrive navigation path located at the top of the OneDrive Documents list.



- To navigate back to the beginning of OneDrive Documents list, click on **My Documents** from the left navigation.



Uploading Files

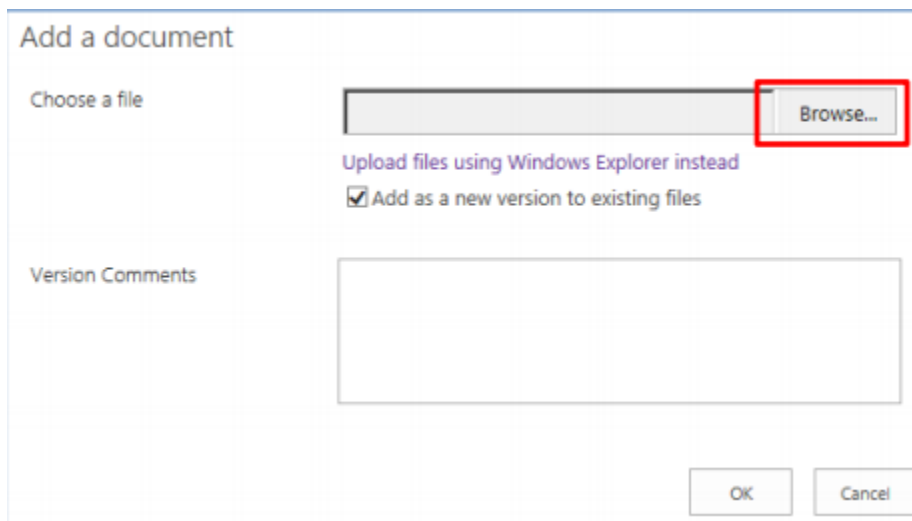
- Files that are uploaded to Office 365 OneDrive can be up to 10 GB per file. Each Office 365 OneDrive account has 1 TB of storage space.

Standard upload (single files or multiple files in the same folder)

- In the OneDrive Documents list, click on the desired folder where the uploaded file(s) will be stored
 - **Note:** Standard upload will only work with files, not folders. To upload folders of files, you will need to [sync your Office 365 OneDrive library to your computer](#).
- Click on **upload** from the menu bar located at the top of the Documents list.



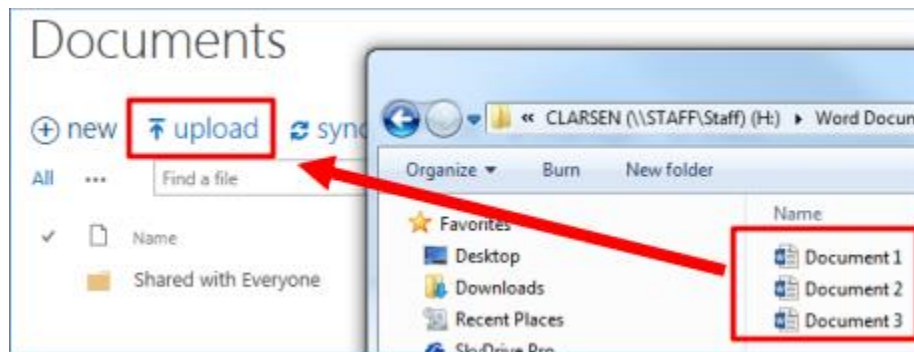
- Click on **Browse** and navigate to the desired file(s) then click on the file to select it.
 - **Note:** To select multiple files, hold down the **Ctrl** key and click on each of the files or press **Ctrl+A** to select all files in the folder.



- Click on **Open**
- Click on **OK**

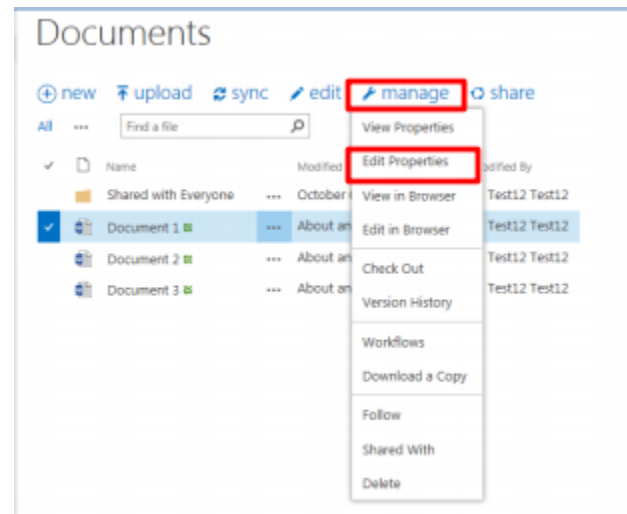
Drag and drop upload (multiple files at a time)

- **Note:** Drag and drop will only work with files, not folders. To upload folders of files, you will need to [sync your Office 365 OneDrive library to your computer](#).
- In the OneDrive Documents list, click on the desired folder where the uploaded file(s) will be stored.
- Open **File Explorer** and navigate to the location of the files that will be uploaded to OneDrive. Resize the File Explorer window so that you can see the **↑ upload** in the OneDrive window in the background.
- Drag and drop the file(s) on top of the Documents window
 - To select multiple files, hold down the **Ctrl** key and click on each of the desired files OR press **Ctrl+A** to select all files.



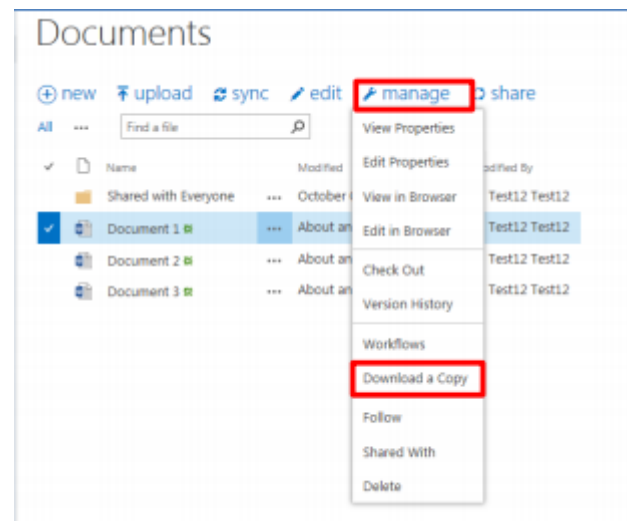
Renaming files or folders

- Click to the left of the folder or filename to select the item
- Click on **Manage** from the menu bar located at the top of the Documents list
- From the pop-out menu, click on **Edit Properties**
- Type the new name for the file or folder then click on **Save**



Downloading a copy of a file

- Click to the left of the folder or filename to select the item
- Click on **Manage** from the menu bar located at the top of the Documents list
- From the pop-out menu, click on **Download a Copy**
- Click on **Save**
- Navigate to the location where the file will be saved
- Click on **Save**



Deleting files or folders

- Click to the left of the folder or filename to select the item
- Click on **Manage** from the menu bar located at the top of the Documents list
- From the pop-out menu, click on **Delete**
- Click on **OK**
- **Note:** All files within a folder will also be deleted

