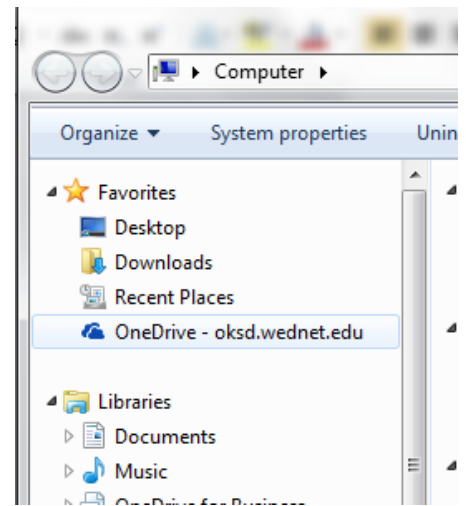


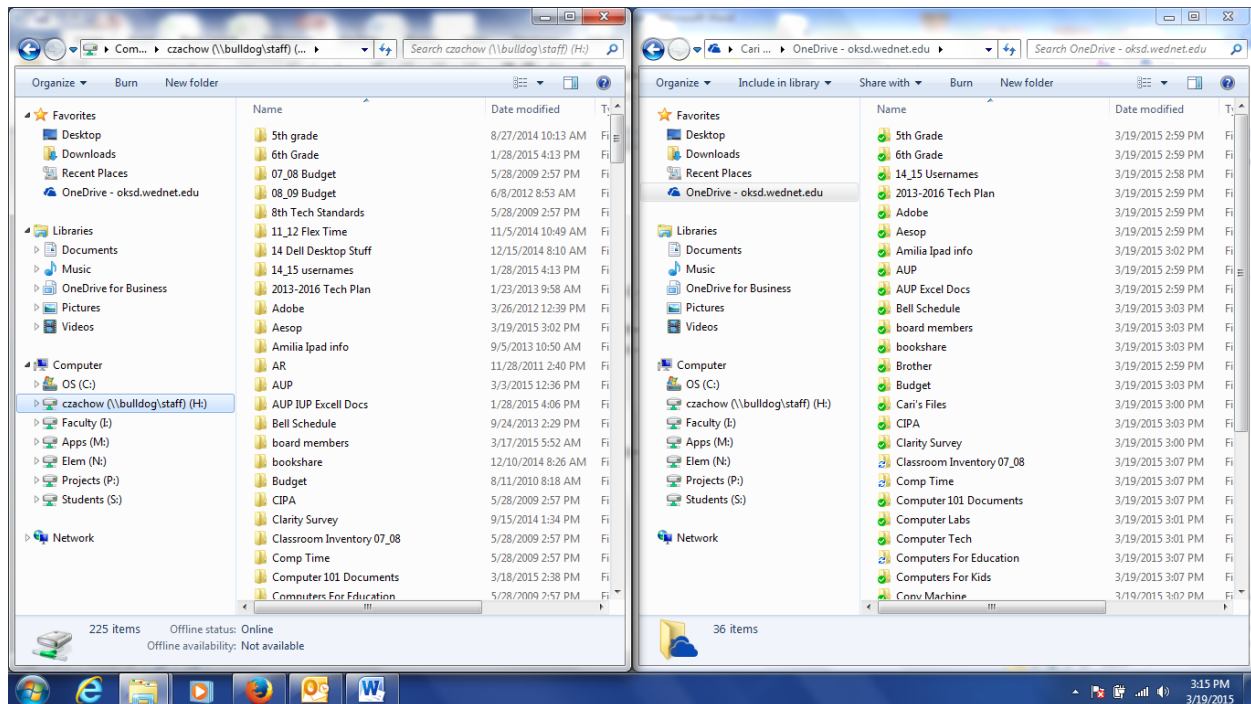
Copying Files & Folders to OneDrive

Step 1: Open up Computer (Start Button-Computer)

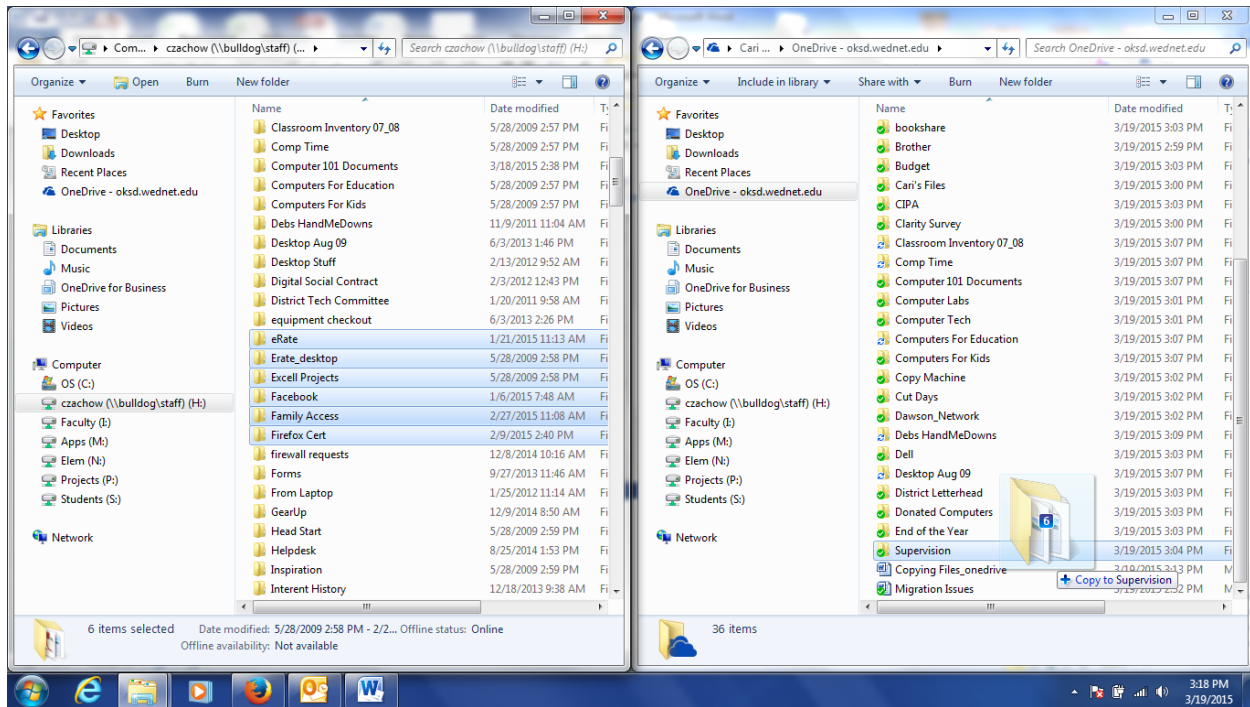
Step 2: Select your OneDrive Location
If you don't have the OneDrive icon, submit a ticket



Step 3: Open up your H:\drive (**Start Button-Computer-Select H:\drive**). Once you have both windows open move them so you can drag files/folders between the two windows:



Step 4: In your H:\drive, select the files and folders you want to copy, drag them over to your OneDrive.



Please do not copy your entire H:\drive over at once, copy your files/folders over in sections.