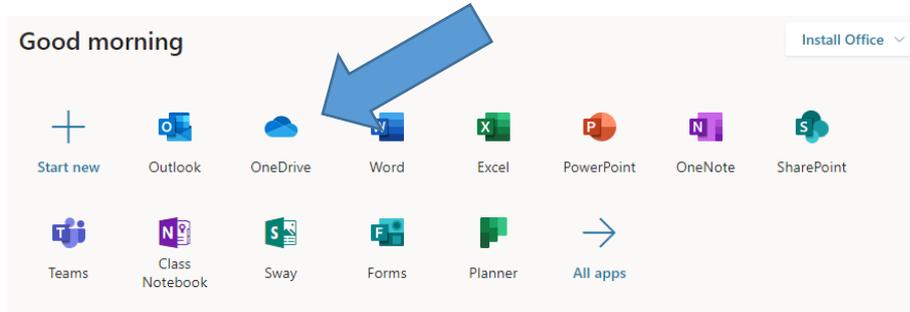


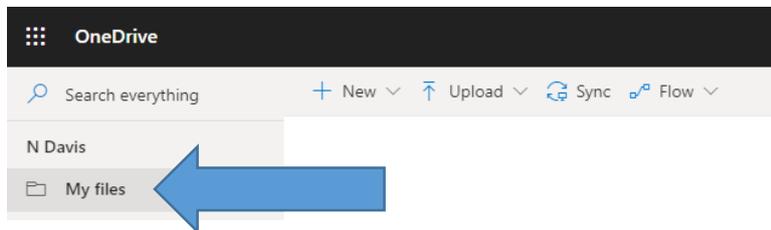
DOCUMENT 15

Using OneDrive

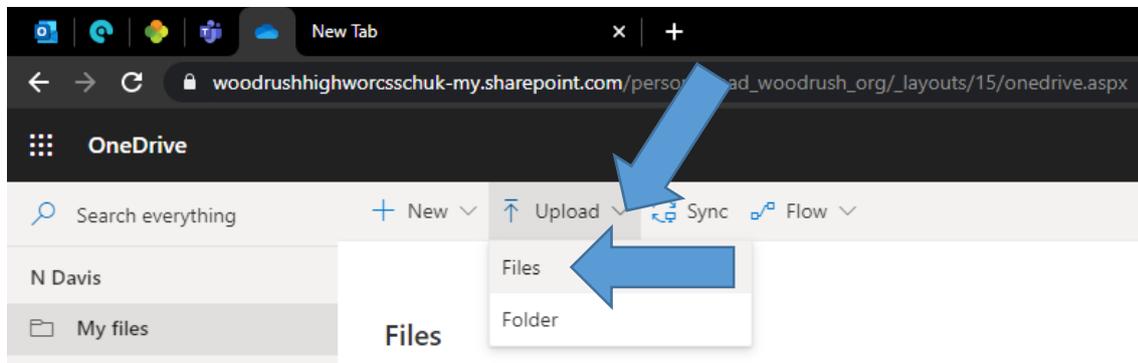
Log in at www.office.com and choose the 'OneDrive' tile



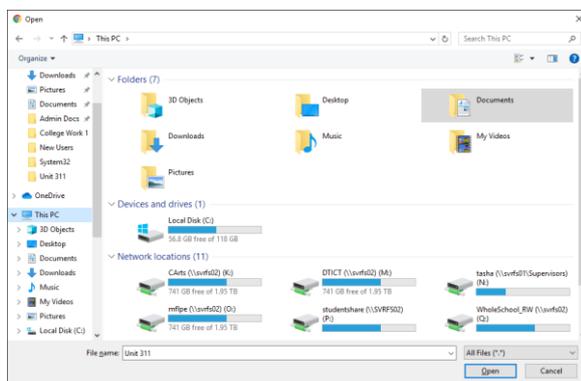
Once on OneDrive make sure you are on my files.



Select upload and then files.



Navigate to the files you wish to upload and select open



Your files will be uploaded to your private OneDrive and can be accessed anywhere.