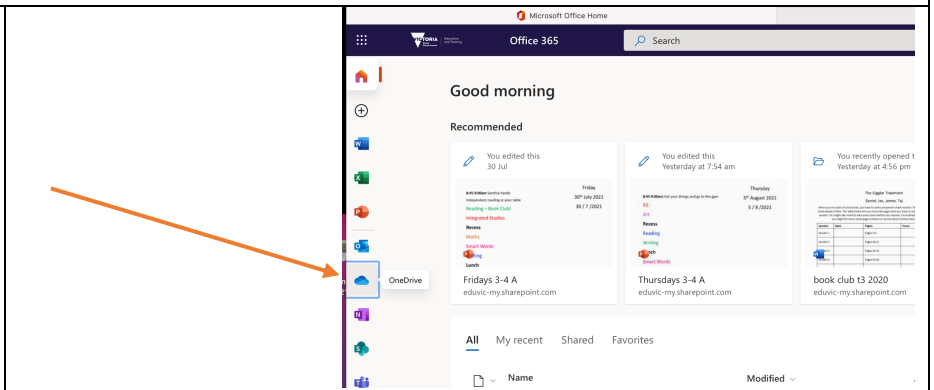


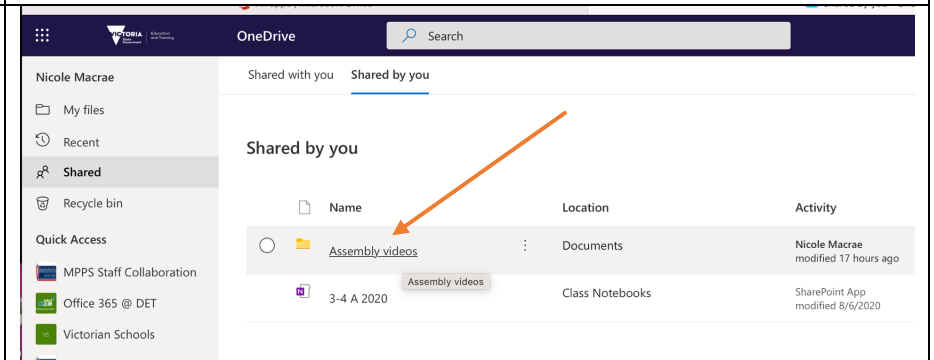
Sharing Videos or Files through One Drive (in Office365):

Go to office.com and sign in with your Office365 email/username and password.
If you are already signed in through outlook or one note you may automatically be signed in.

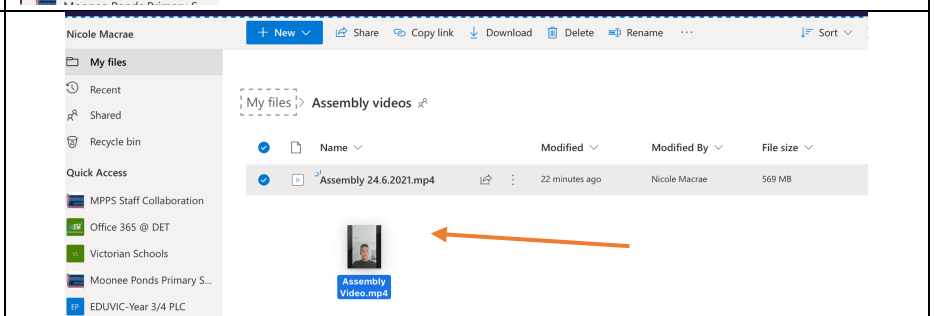
Go to "One Drive". This is shown with the cloud icon or you can go to 'all apps' to find it.



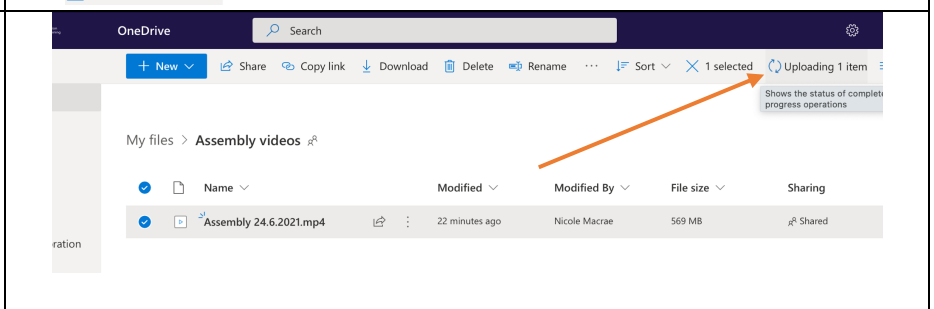
You can select the folder that you want to put the videos in. This is a shared folder so all of us can access any of the files in this folder.



You can drag and drop a file from your desktop, or another location on your computer. It will then show at the top that the file is uploading.



You can check that it is uploading successfully by clicking on the 'uploading' tab – this will bring up a sidebar or window to show how far along the file is.



Once it has uploaded, select 'share' at the top and you can send me a notification that it is ready (or you can just email me through outlook to let me know).

