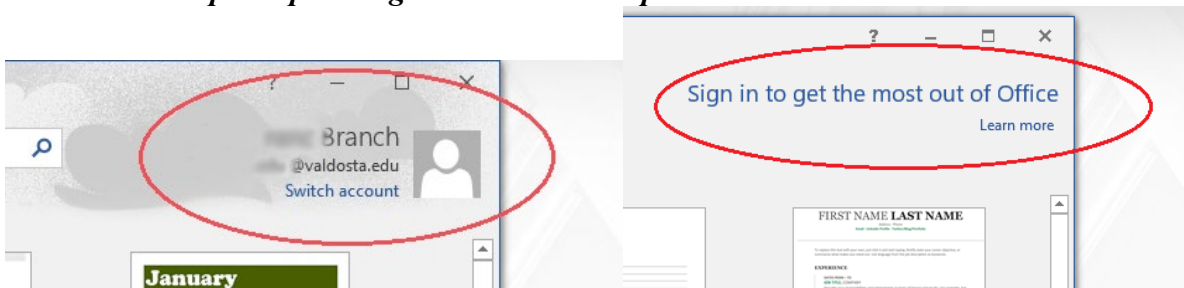


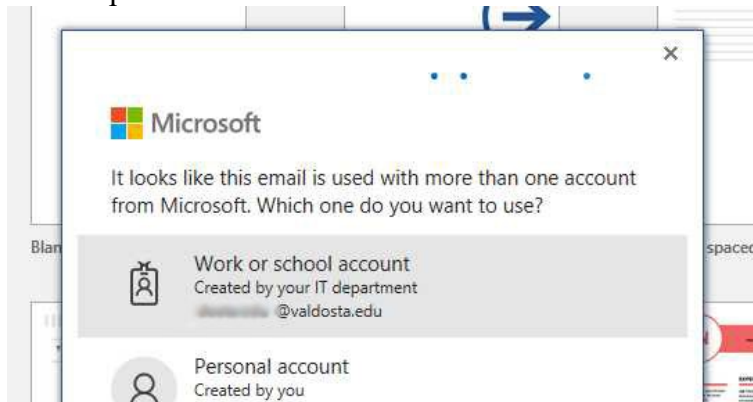
For users who would like to upload files from a VSU lab computer to OneDrive.

Logging In

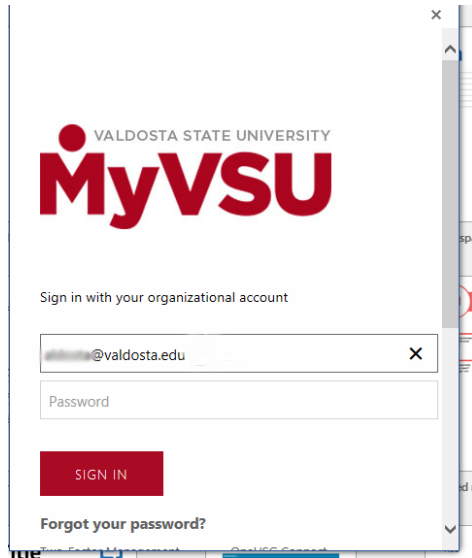
1. Log in to a VSU lab computer with your MyVSU credentials, and open a Microsoft Office program. Your Valdosta email address and name will be displayed in the upper right hand corner. ***If you are not already signed in, select “Sign in to get the most out of Office,” otherwise skip to Uploading to OneDrive - Step 4.***



2. Enter your email address, including “@valdosta.edu”. Select “Work or school account: Created by your IT department.”

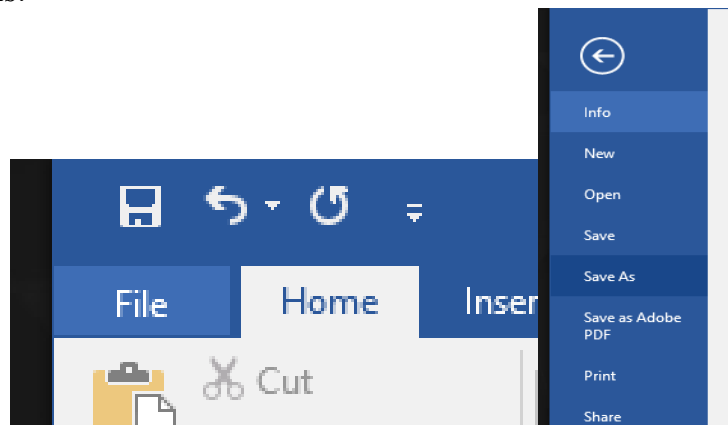


3. Sign in with your MyVSU credentials. Your OneDrive will now sync with the Office applications.

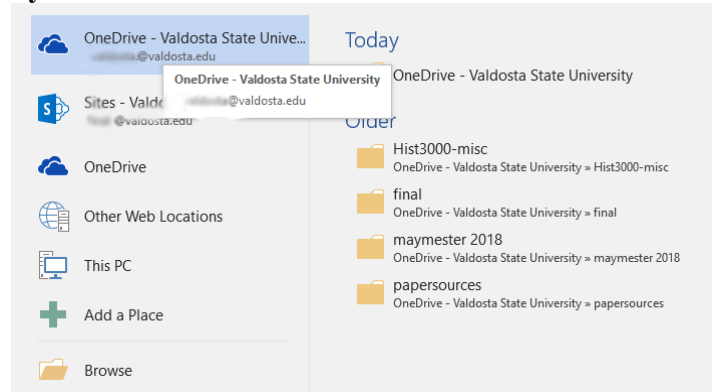


Uploading to OneDrive

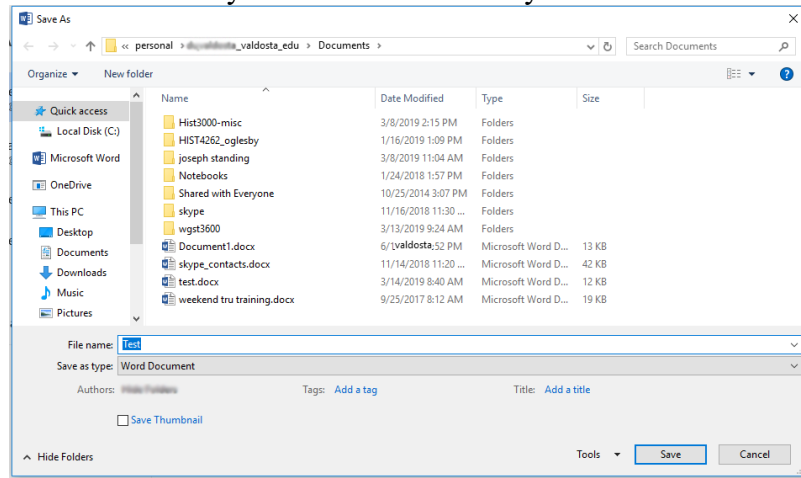
4. To save a file from an Office application to your OneDrive, select the **File** tab at the top and choose **Save As**.



- When saving a file to your OneDrive select the option *OneDrive-Valdosta State University*, with your VSU email address underneath. **Do NOT** select the option that only says “OneDrive,” or your files will not be saved.

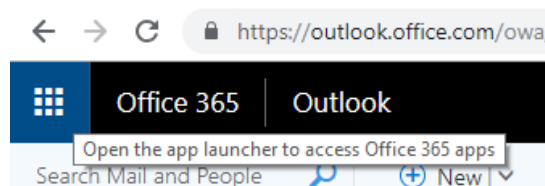


- Double click to select where you would like to save your document.

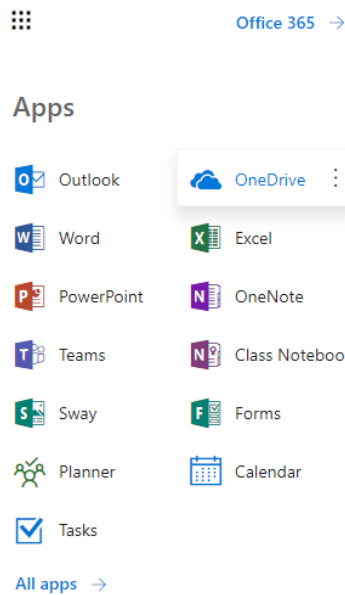


Verifying Saved Files

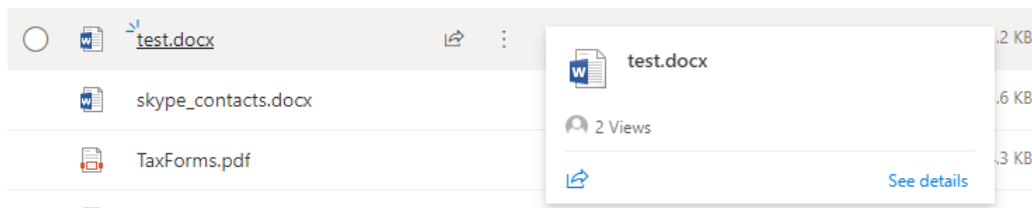
- Verify your files were saved by checking with the web version of OneDrive, through MyVSU. Log in to your email, and select the icon with nine small boxes to access your Office 365 apps.



8. Select “OneDrive” from the list.



9. Your document should appear in your list of files.



10. You can also upload documents directly from the web version, by selecting “Upload” from the menu at the top. A progress bar will notify you when your files have finished uploading.

