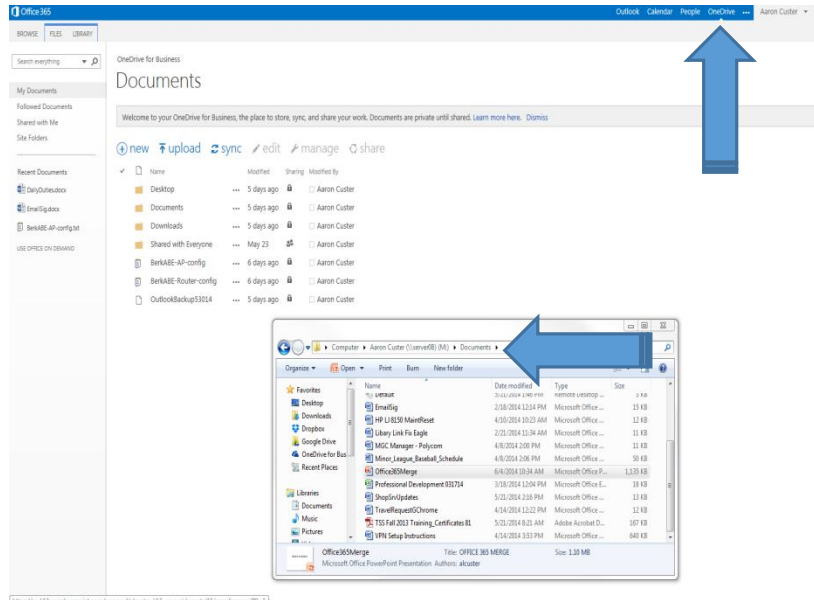


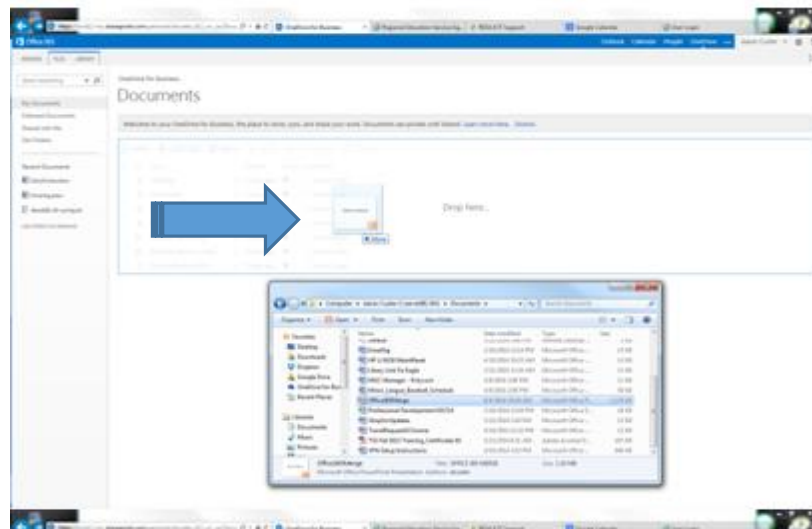
MERGING DOCUMENTS TO ONEDRIVE

1. Login to Office 365 and click on OneDrive.
2. Open Windows Explorer and browse to the place where your documents are stored.



3. Select the documents you want to copy over to OneDrive. Click on them and drag them over to the OneDrive Documents list. You will see the **Drag Here** box appear like below. With your cursor **IN** the **Drag Here** box, let go and your documents will be copied to your OneDrive storage.

NOTE: You cannot move folders this way and there is a limit of 100 documents at a time.



4. You can also click on the Upload link and move your documents that way.

OneDrive Desktop Setup

As of right now it is disabled, but it will become available in the future. This will create a folder on your computer called OneDrive for Business and sync your files with your online OneDrive. Any files you move to this folder will sync with the OneDrive online application.

1. Login to Office 365.
2. Click on the Gear icon in the Upper Right corner.
3. Click on Software.
4. Click on OneDrive and install.