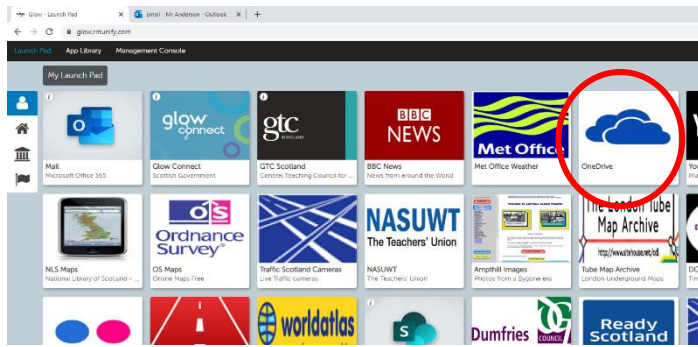
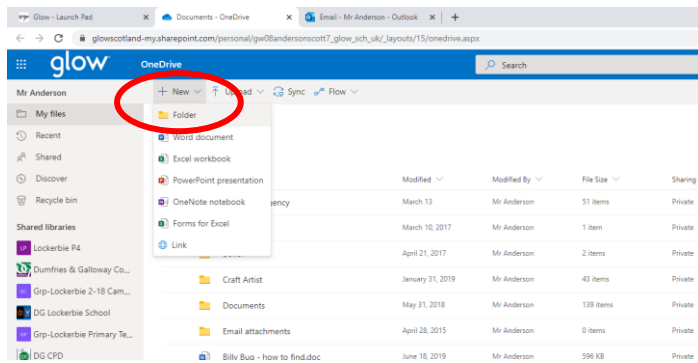


Uploading to MS OneDrive from Glow:



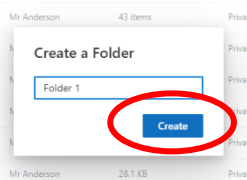
Log-in to Glow as normal and find the **OneDrive** cloud tile.

Click on the tile to open **OneDrive**



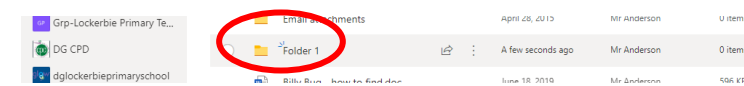
To add folders, find the **'New'** button and click on it to show a **drop-down menu**.

Select **'Folder'** from the drop-down menu.

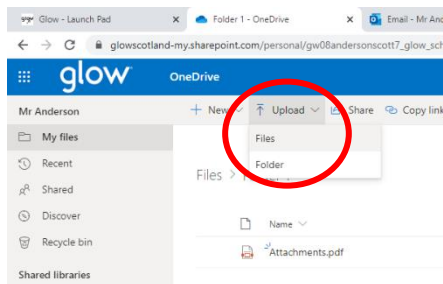


A **dialogue box** should open. Enter a **name** for your folder into the **larger blue box**.

Click on **'Create'** to place your new folder into OneDrive.

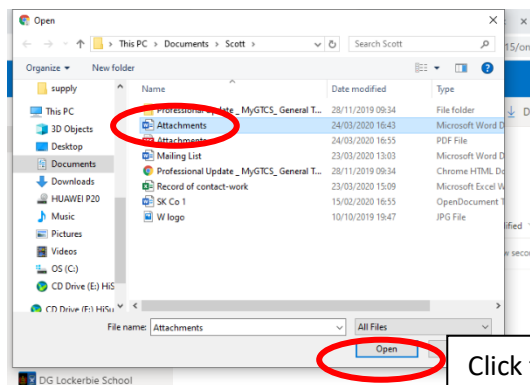


The created folder should appear, as shown on your OneDrive page. Click on the **folder name** to open it.



To add files, find the **'Upload'** button and click on it to **open a drop-down menu**.

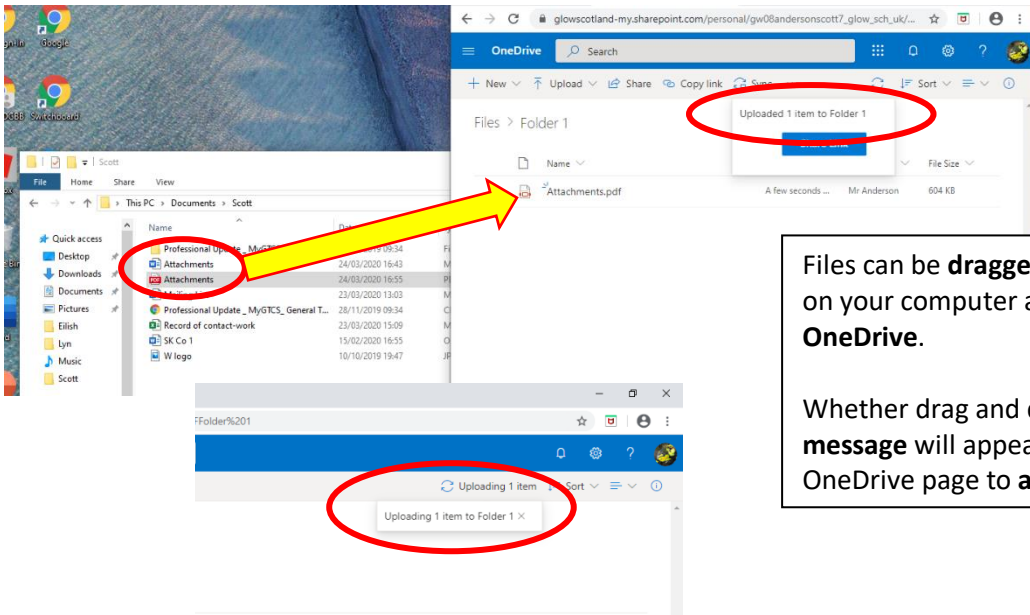
Select **'Files'** from the drop-down menu



A **dialogue box** should open. **Navigate** through your computer to where your file is saved (most likely **'Documents'**).

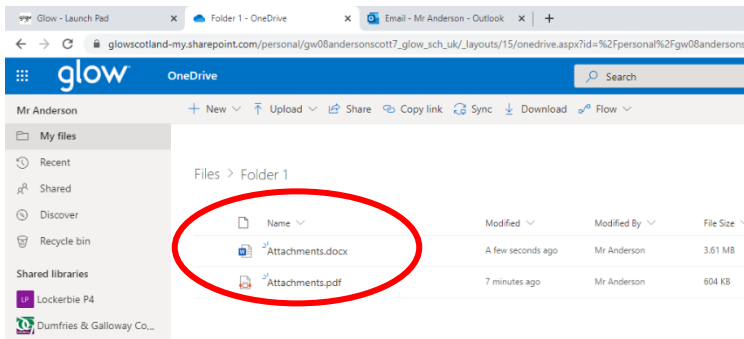
Select the required file by **clicking once** on its name. The filename should now be **highlighted**.

Click the **'Open'** button to **upload to OneDrive**.

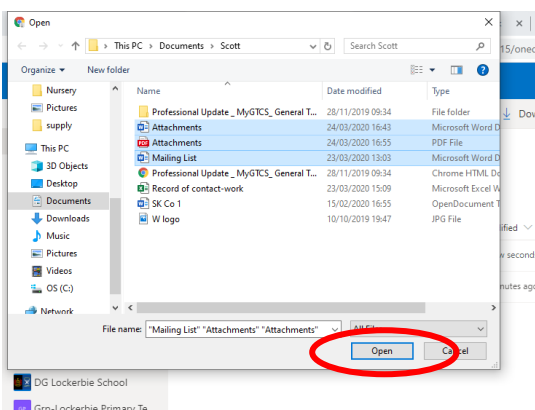


Files can be **dragged** from their location on your computer and **dropped** into **OneDrive**.

Whether drag and dropped or uploaded, a **message** will appear to the **top right** of the OneDrive page to **advise of progress**.



Uploaded files should now **be visible** on the OneDrive page.

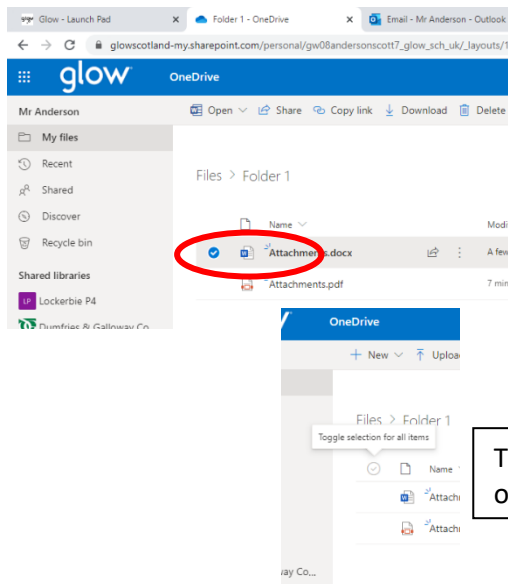


It is possible to upload **multiple files** at one time without selecting and uploading individually.

After selecting one file, **hold the 'Ctrl'** key on your keyboard then **click on additional files** to be uploaded.

When complete, click on the **'Open'** button on the dialogue box to upload to OneDrive.

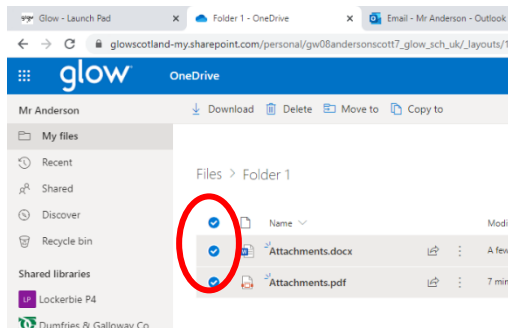
Downloading from OneDrive:



On the list of files on your OneDrive page or folder, **click the filename** to select it.

You'll notice the **small blue circle with the tick** buttons to the **left of the filename**. These appear when a file has been **selected**.

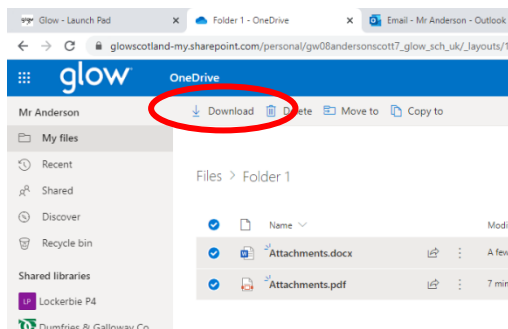
The buttons will appear as **grey circles** if the mouse is hovered over them **without clicking**. To **select a file**, **click on the button**.



Clicking the buttons beside each filename will allow you to **select one file or multiple files**, as required.

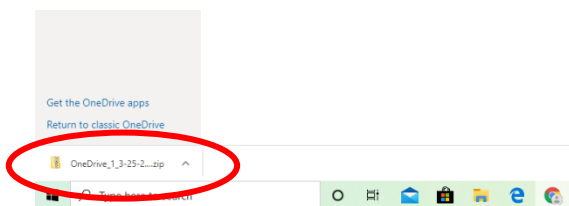
Click on the **top-most button** to select **all of the files** on the list.

Once selected and shown in blue, clicking on **any button will reverse the selection**.



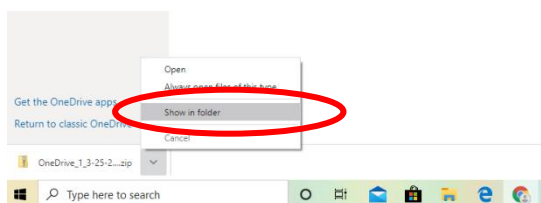
Once you have **selected** the required file(s), click on **'Download'** to copy the required files to your computer.

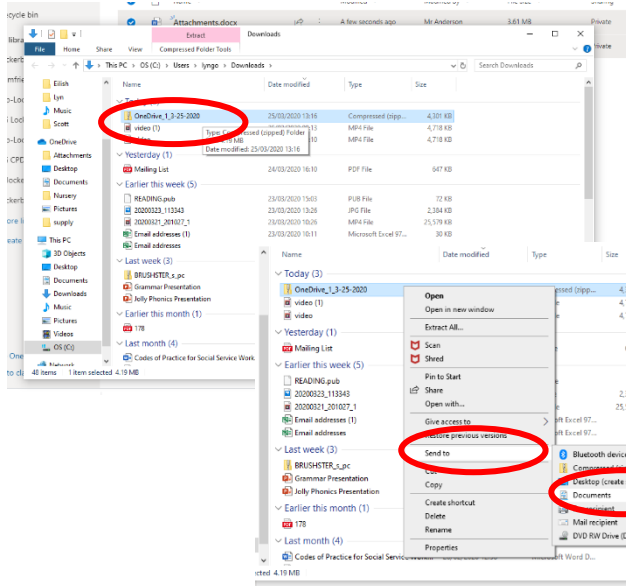
Once downloaded, **filenames** should appear in the **bottom left-hand corner of the OneDrive page**.



Clicking on the **small up arrow** to the right of the filename will open a **drop-down / up menu**.

From the menu, **click the 'Show in folder'** option.





The **folder** on the computer where the file has been saved to (normally **'Downloads'** or **'Extracts'**) will open.

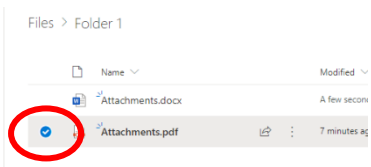
Click on the **downloaded filename** to select it.

Right-click your mouse to open the **options menu**.

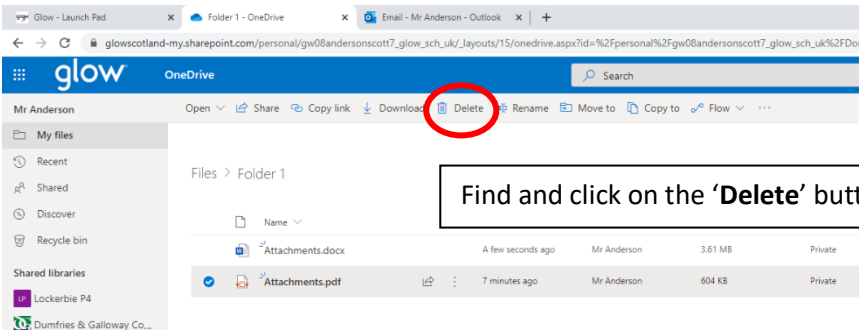
Move to the **'Send to'** option **without clicking** on it to open a **second menu**.

Select **'Documents'** from the available options.

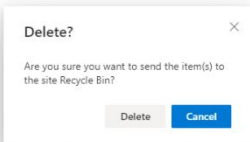
Your required file or folder should now appear in the **'Documents'** folder of your computer.



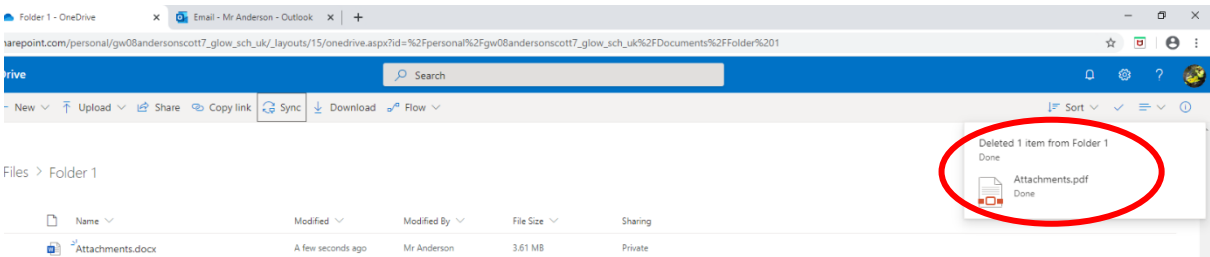
To **delete** a file, **select** it from the OneDrive list by **clicking** on the button to the **left of the filename**, as before.



Find and click on the **'Delete'** button.



A **dialogue box** will appear on your screen. Click on **'Delete'** to **confirm** the operation.



Your **file** should have been **deleted** from the list and a **confirmation notice** should appear in the **top right-hand corner** of the OneDrive page.