# Glow – One Drive (Sharepoint)
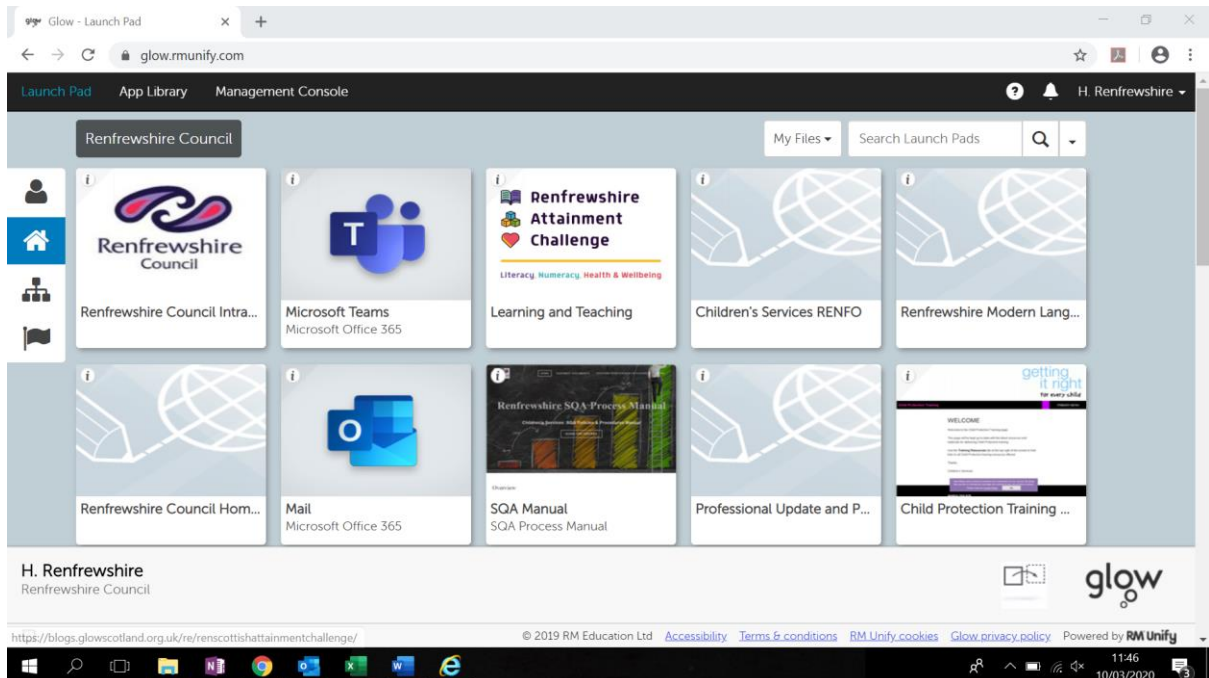
## Upload Documents

### Quick Guide
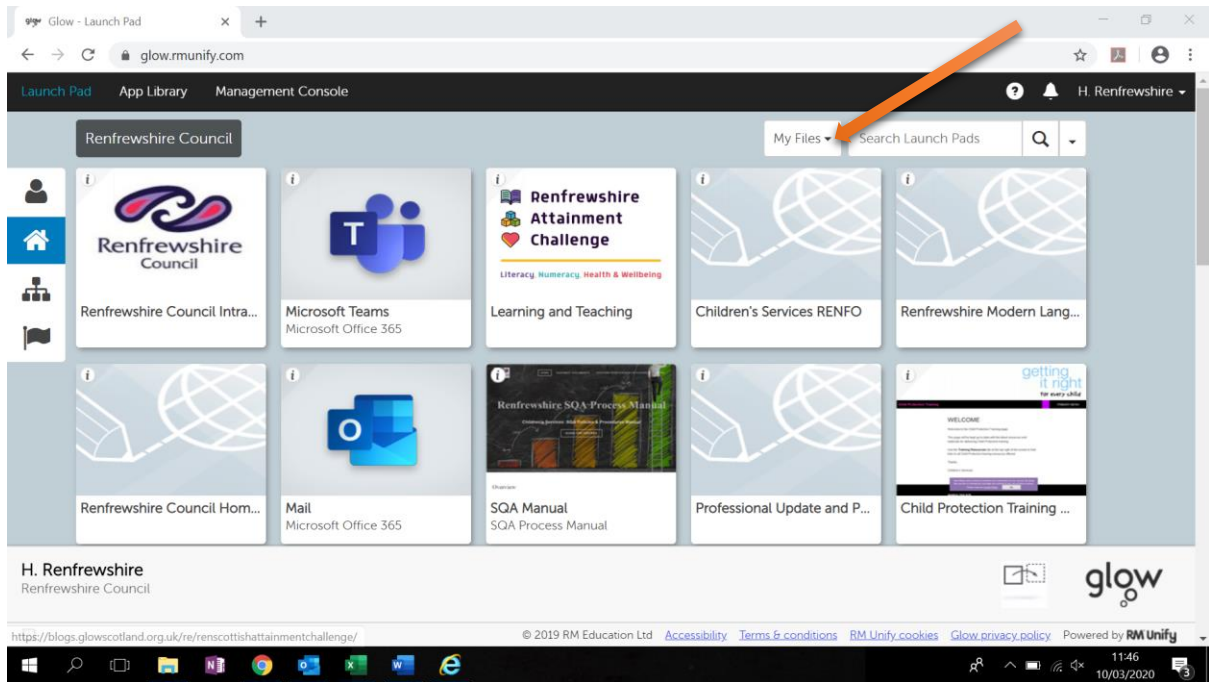
**Step 1:** Go to: https://glow.rmunify.com/

**Step 2:** Sign in using your Glow credentials – if you don't know your details, contact csbit@renfrewshire.gov.uk
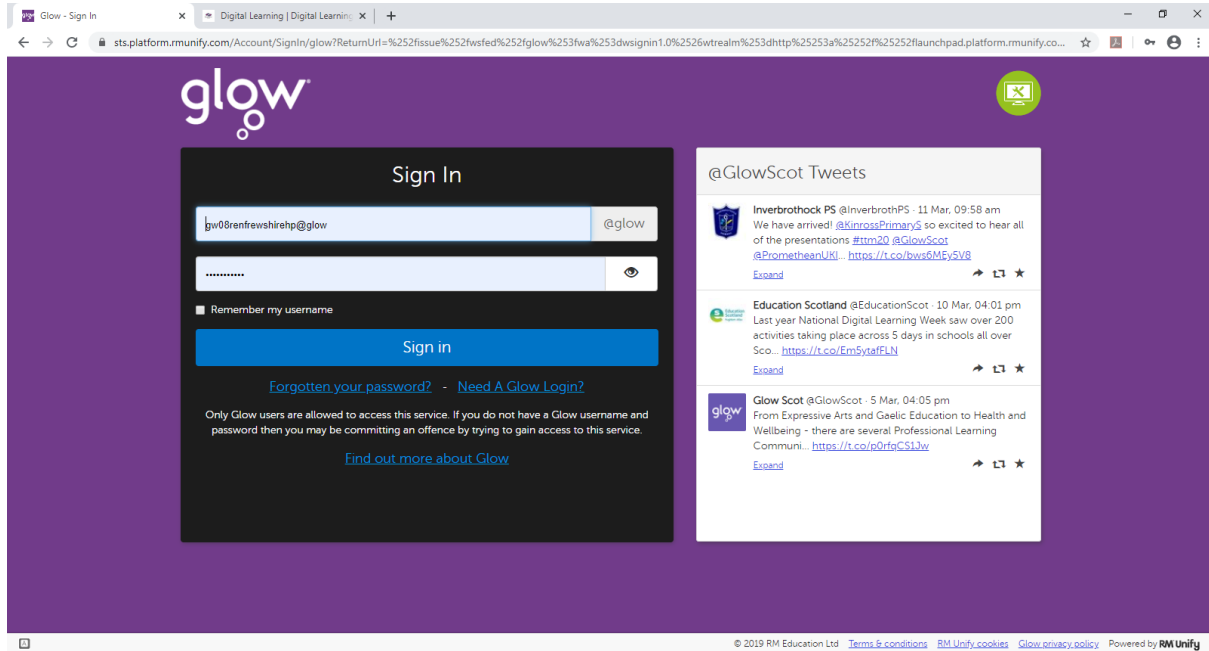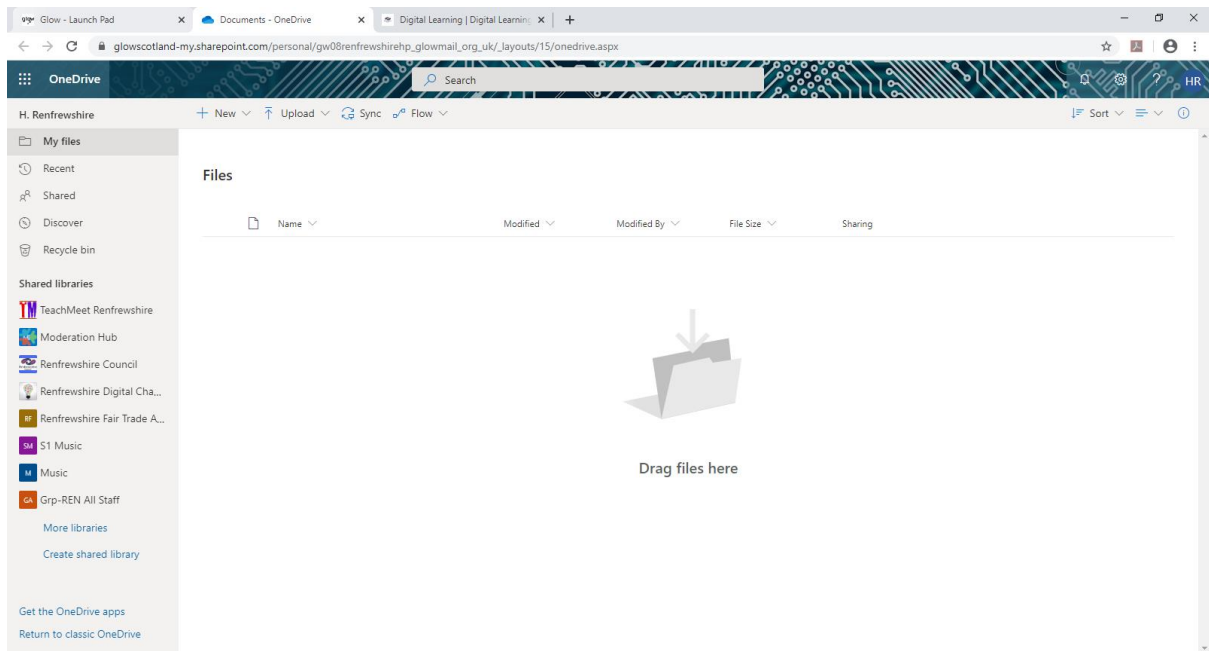


**Step 3:** Once you have signed in, you will now be on the glow launchpad:

**Step 4:** Click on "My Files" and the click "**Office 365 One Drive**" to access your One Drive:
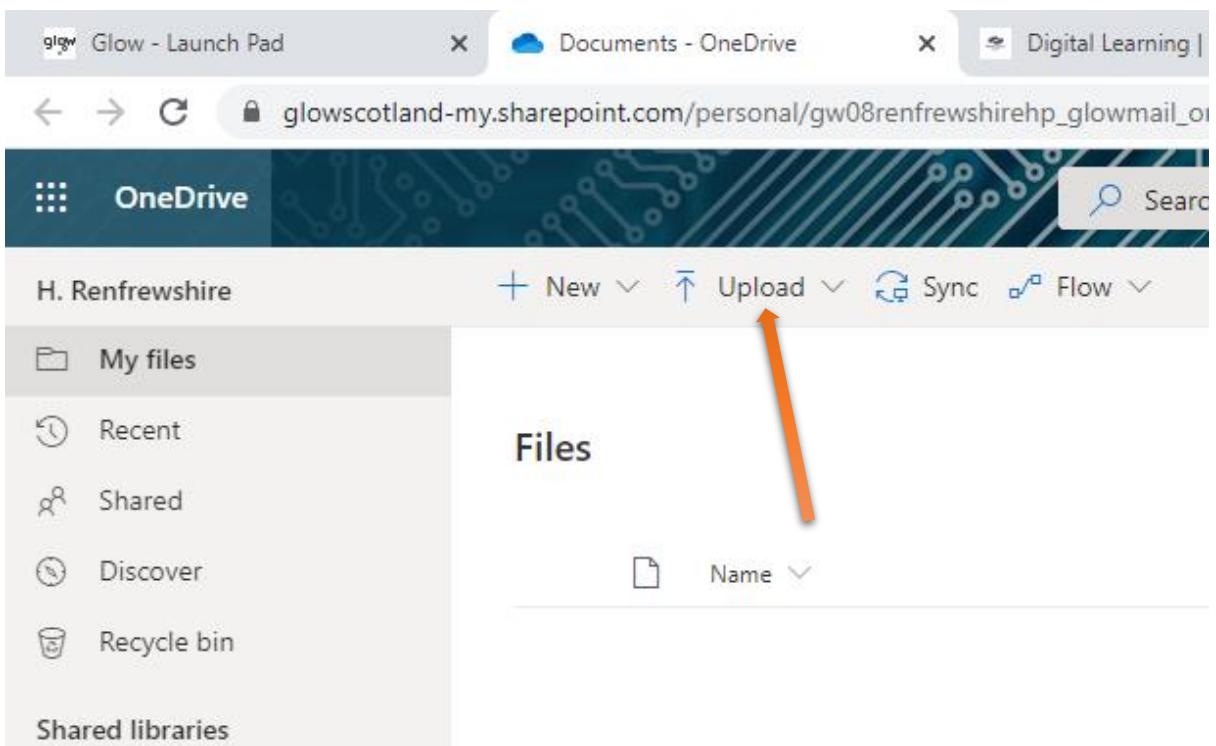


**Step 5:** You will now see your own personal Sharepoint/One Drive:

**Step 6:** To add resources to this screen you can drag and drop information from your shared drives into - to move a file using Windows File Explorer, drag files from the file and drop them into the one drive main folder:
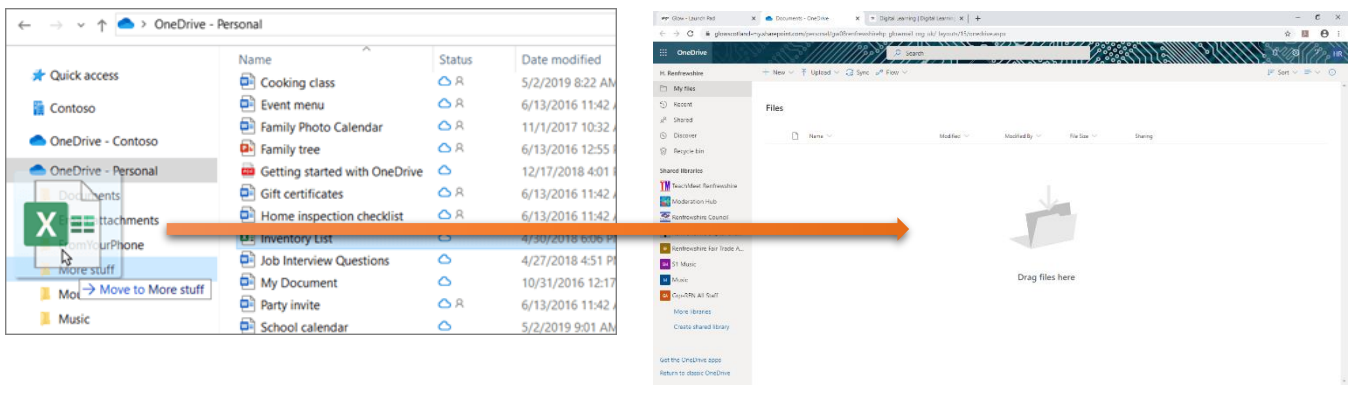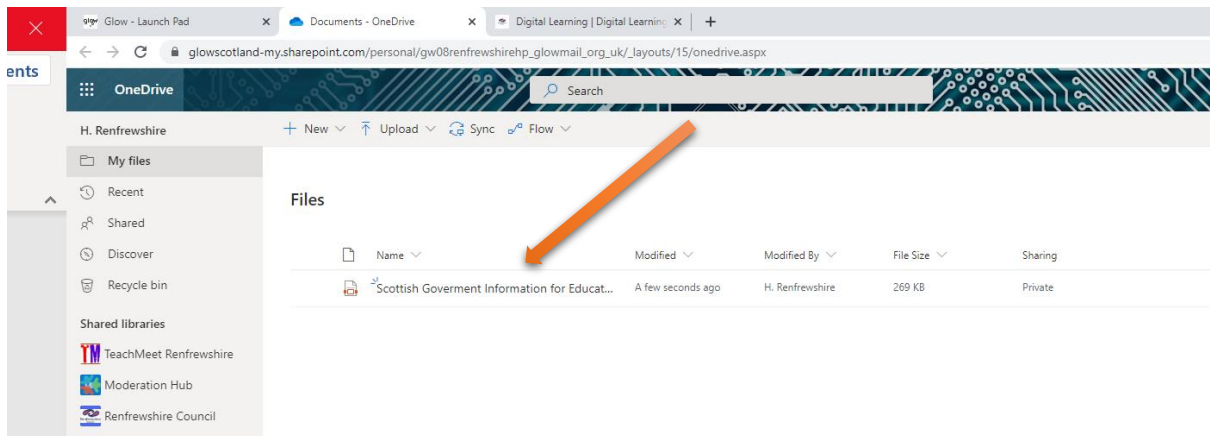


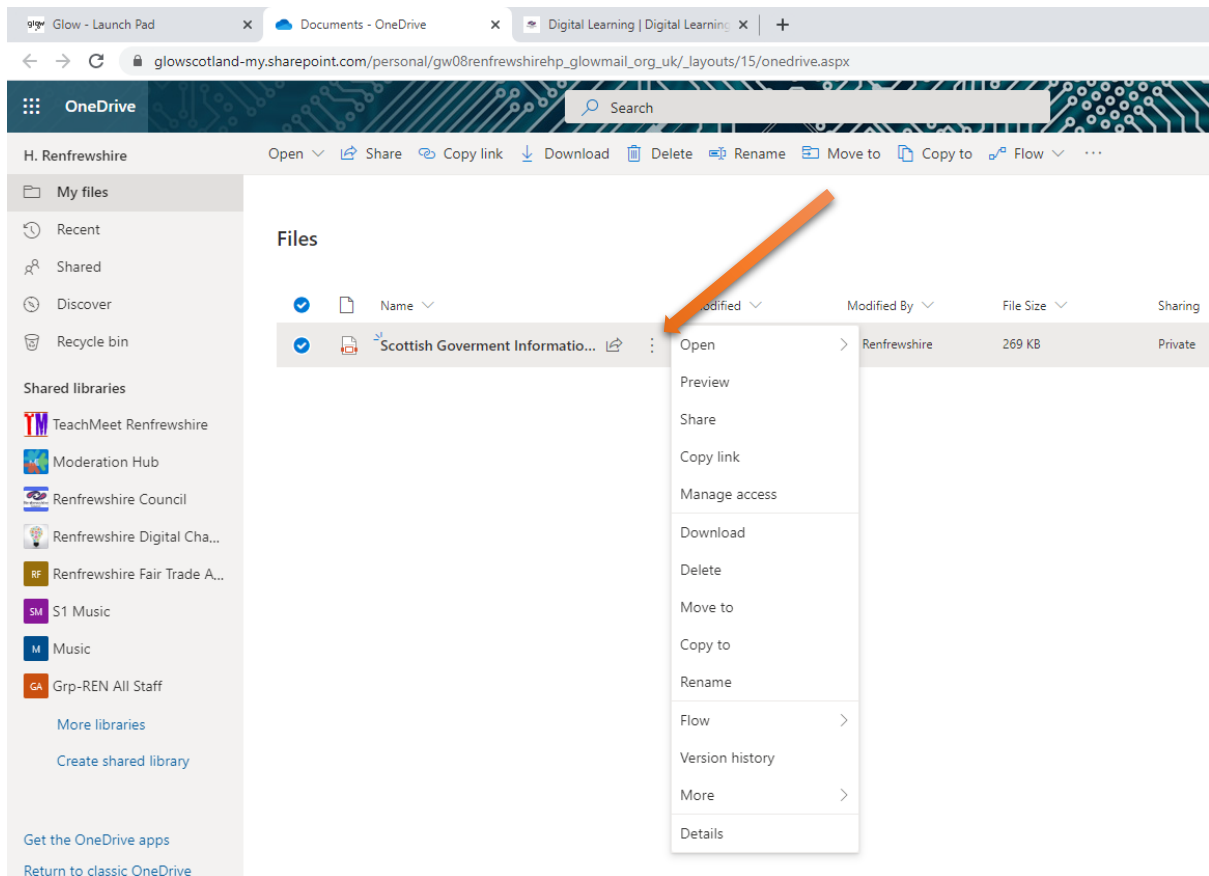**Step 7:** Or you can use the upload button if easier. Click "Upload":

**Step 8:** Select the file or folder from your PC and click "open":
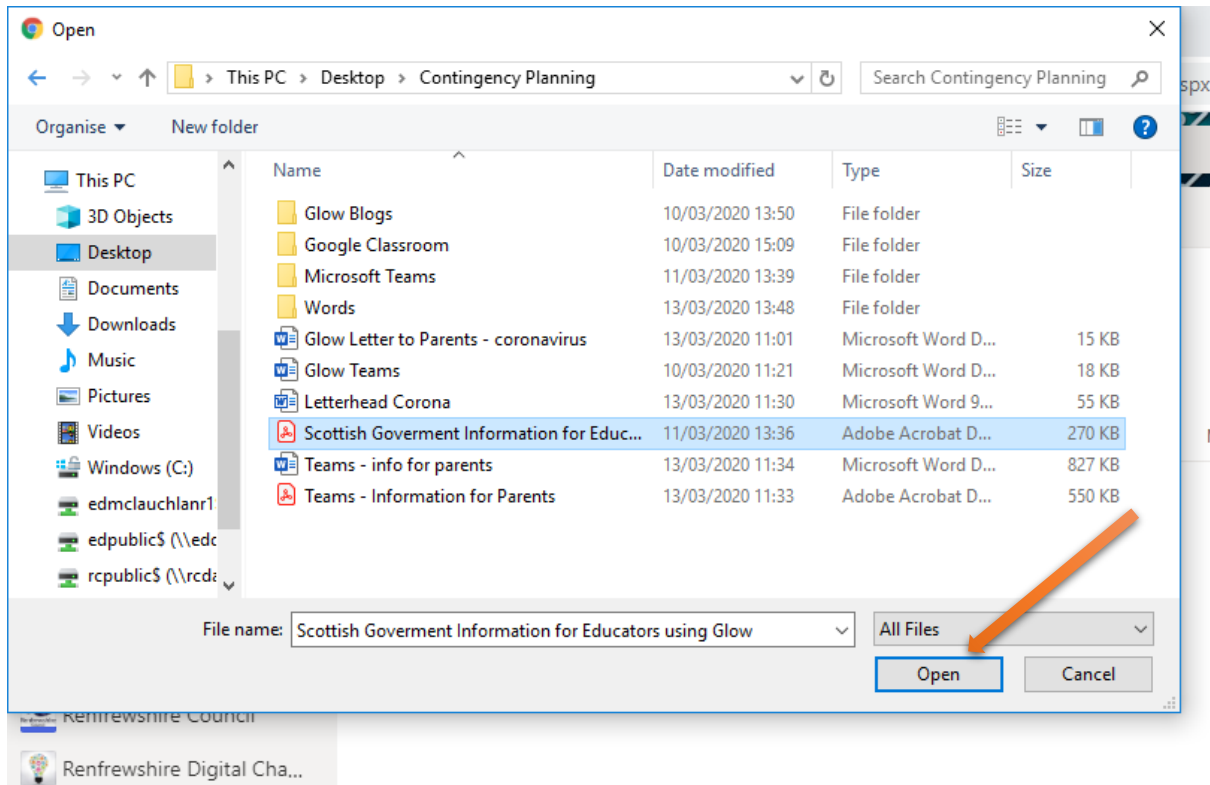


**Step 9:** Your document will upload and will appear in your Files area of your One Drive:

**Step 10:** Click on the ellipsis to get a list of all the actions you can perform with the document, such as, open, share, copy link, download, etc:

**Step 11:** To view your document, "double click" on the file in your One Drive to open the document in your internet browser:
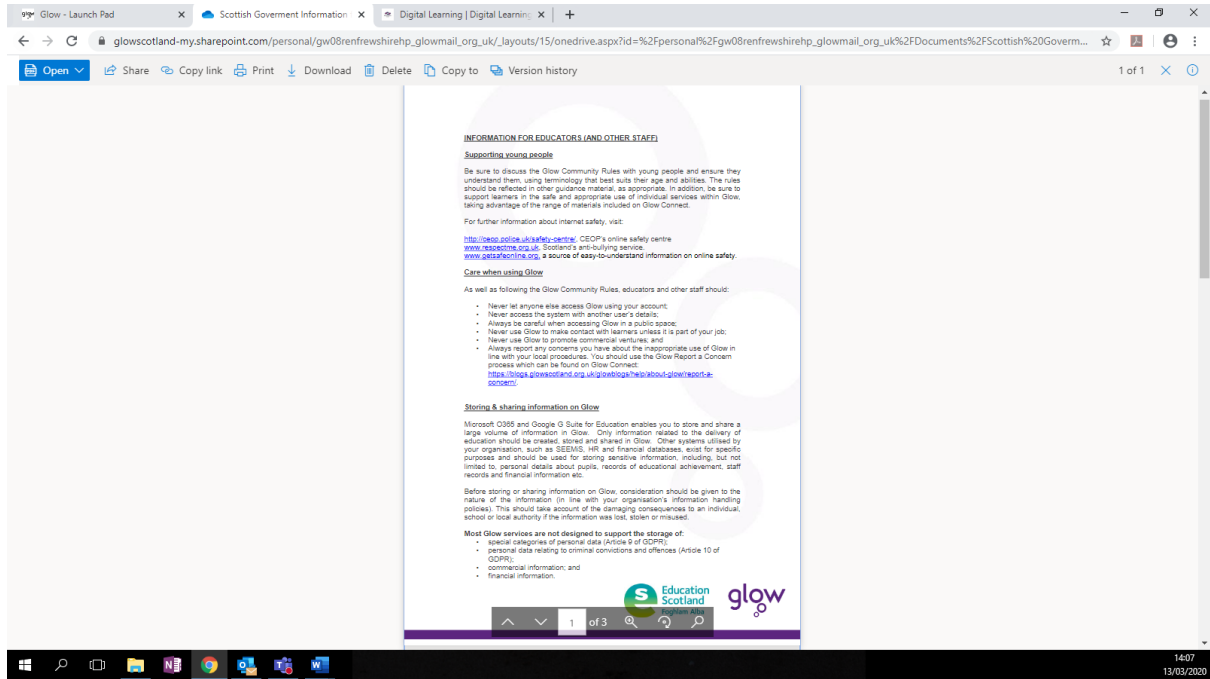


**Step 12:** To return to your One Drive, just click the "close" button at the top right of the document: