Knowledge Base Article

UPLOADING FILE(S) TO ONEDRIVE

Problem Description

Numerous files ranging from Word, Excel, PowerPoint to PDF, JPG files are being stored on local hard drives of PC's (My Documents, Desktop, Downloads) rather than in OneDrive. There are several reasons to store files in OneDrive.

- If the PC crashes, is damaged, stolen, or simply not recoverable; files that are left on the local hard drive are lost. If the files are stored in OneDrive, the files are safe from any of these occurrences.

- When using Office 365, files that aren't in OneDrive or SharePoint will not be accessible by Word, Excel, PowerPoint, and Outlook.

- The Office 365 instantiation of SharePoint and OneDrive are much faster than what Towne has used in the past and the search feature is fully enabled.

Resolution

Upload all needed local files to OneDrive. Below are the steps on how to upload your local files to OneDrive.

1. Go to Https://Login.Microsoftonline.com

   a. Login using TowneUsername@TowneProperties.com and your current email password.

      i. ie: Bill Salyers is BillS@TowneProperties.com.

   b. The password is your current email password.

   c. When asked, Stay Signed In? Check the "Don't show this again" box and click "Yes"

2. You're now on the Office 365 homepage. We recommend that you save this page as a favorite / bookmark.

3. Click on the OneDrive icon.   This will open OneDrive in a second tab of your web browser.

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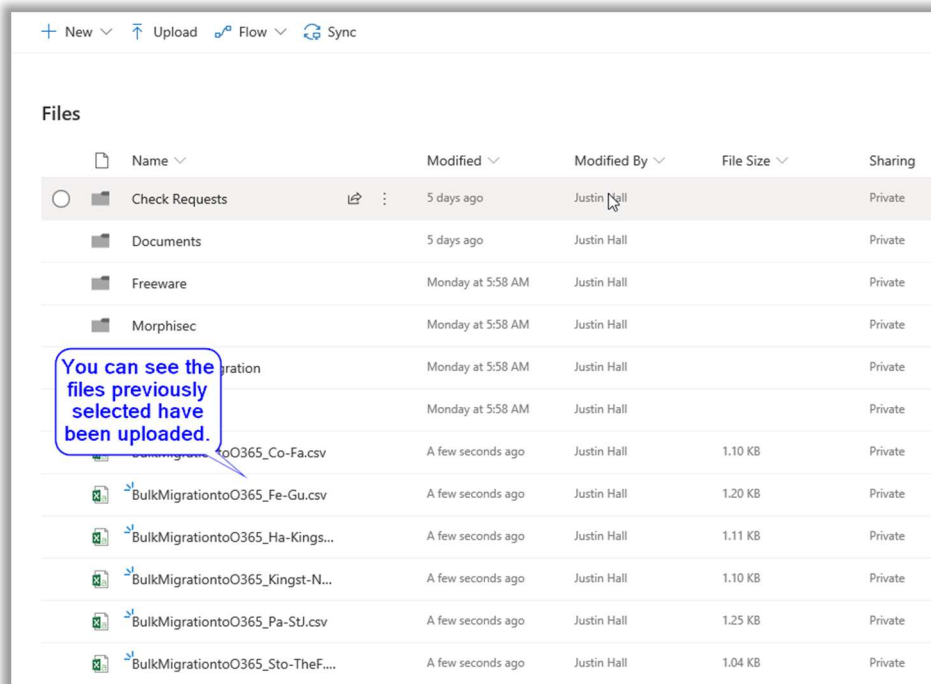*since 1961*

4. From there, you can click on the Upload button towards the top of the webpage.

5. This will open a new window so that you can select which files to upload to OneDrive.
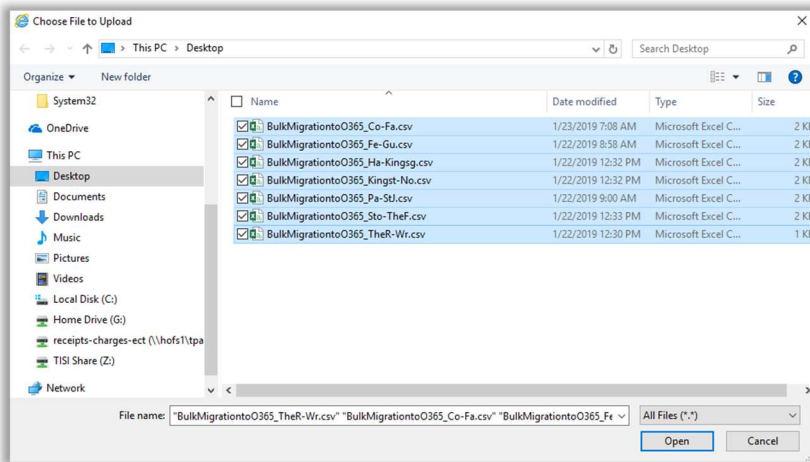
6. Highlight the file(s) that you would like to upload and click Open. This will now upload the files into SharePoint

Please contact Towne Properties Support help@towneproperties.com if you have any questions.