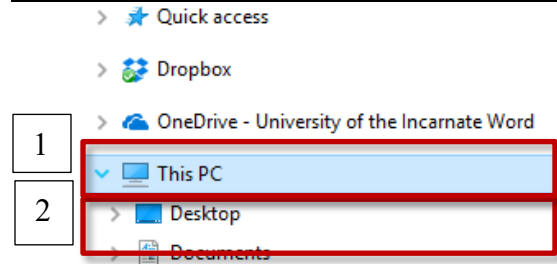
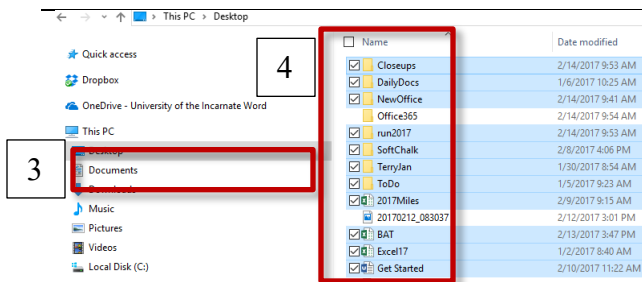


Copy Files to the One Drive (PC)

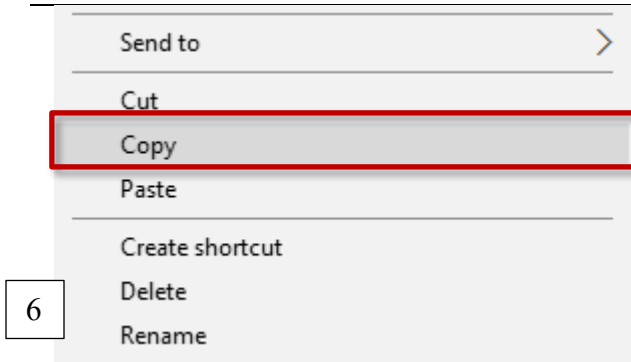
As noted, the OneDrive provides a terabyte (1TB) of cloud storage. After you have downloaded and connected your OneDrive, you may now copy files and folders from your PC to the cloud.



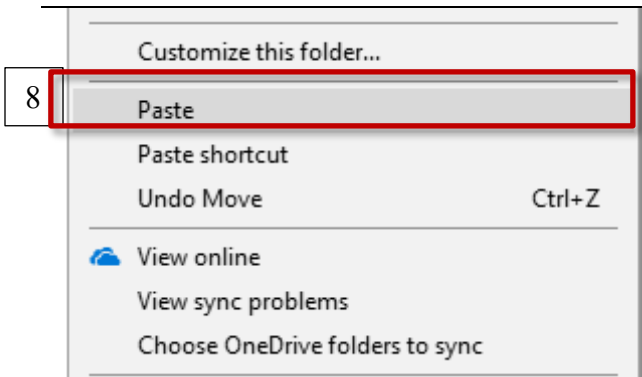
1. Open the *File Explorer* and locate the **OneDrive - University of the Incarnate Word**
2. Locate and open **This PC**



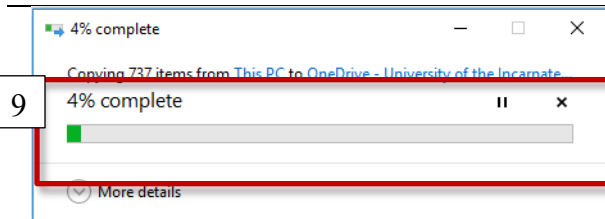
3. Open **Documents**
4. **Determine which, if not all folders you want to upload to the OneDrive, and select the folders by clicking the checkboxes next to the folder name**



5. Right-click on the **selected folders**,
6. Click **Copy**



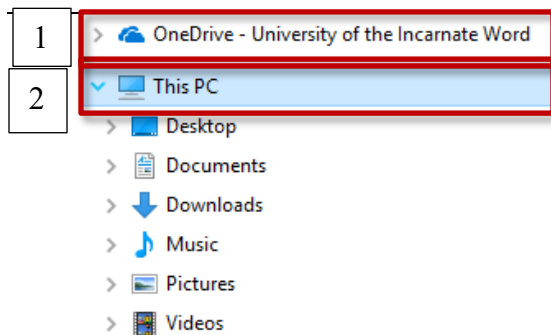
7. Click the **OneDrive** icon.
8. Click **Paste**



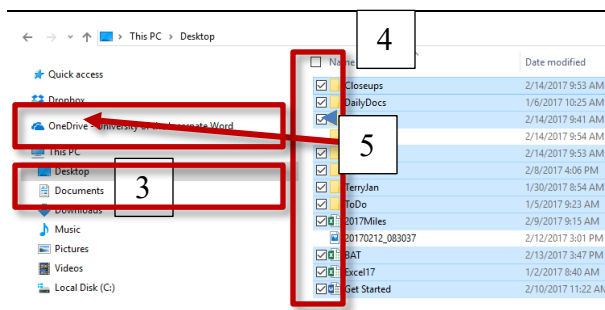
9. The process may take some time, depending on the size and number of files you transfer

Move Files to the One Drive (PC)

There may be files on your PC, which you rarely use. You can move these files to the OneDrive, and use your PC to store copies of the files that are frequently used. This option will de-clutter your PC, and free up valuable storage space.



1. Open the *File Explorer* and locate the **OneDrive**
2. Locate and open **This PC**



3. Open **Documents**
4. Determine which folders you want to upload to the OneDrive, and select the *folders* by clicking the **checkboxes** next to the folder name
5. *Drag* the folders to the **OneDrive**
6. The process may take some time, depending on the size and number of files you transfer