

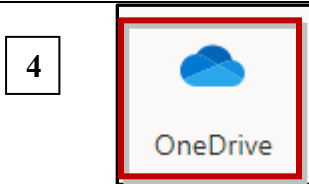
Save Video to OneDrive



1. Go to <https://my.uiw.edu/faculty/index.html>
2. Log in and click **Cardinal Apps**

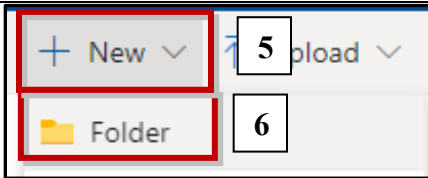


3. Click **Office 365**

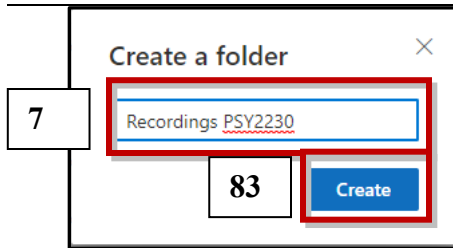


4. Locate and click **OneDrive**

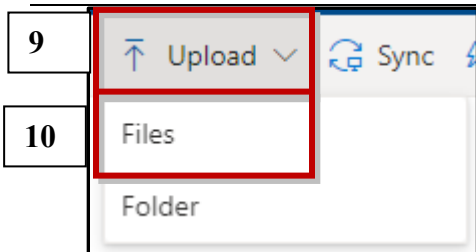
If you have not created a folder to store your file, Continue to *step 5*. Otherwise, proceed to *step 9*



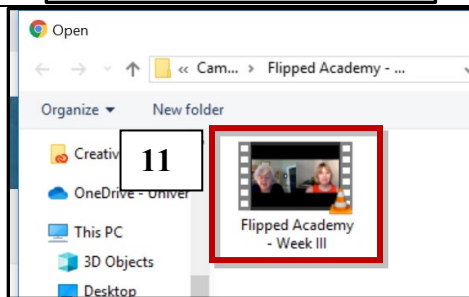
5. Locate and click **+ New** at the top of the screen
6. Choose **Folder**



7. **Name** the folder
8. Click **Create**



9. Locate and click **Upload**
10. Click **Files**



11. *Navigate to the video that you want to save in **OneDrive**.*
12. Select the video and click **Open**.
13. The video will *upload to OneDrive*.

To share the video file, see the tutorial "*Share a Link to OneDrive*"