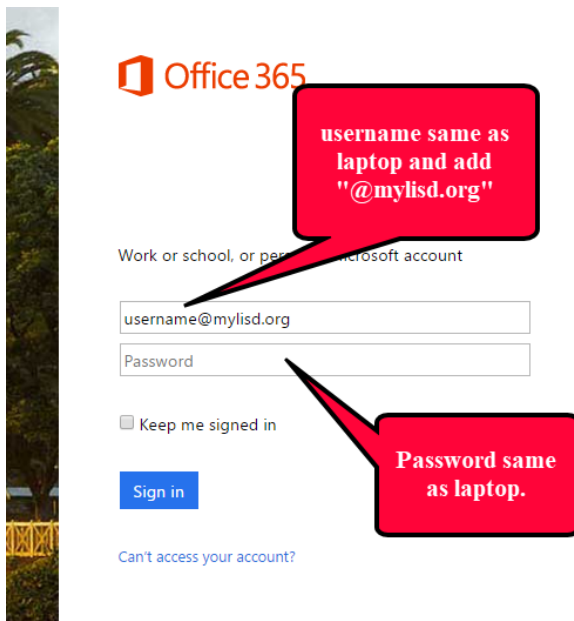
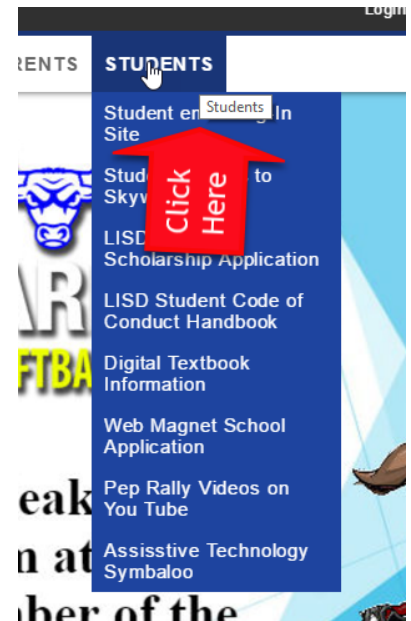
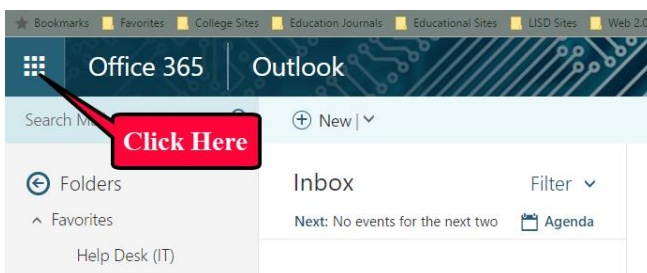


# How to Up Load files to OneDrive.

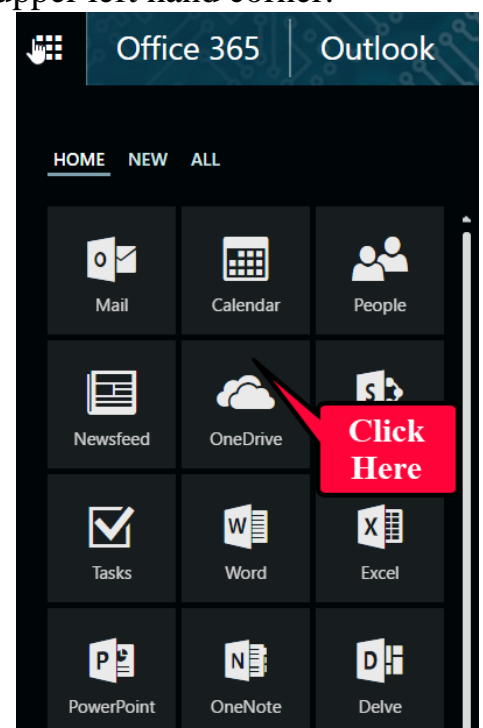
1. Go to your school's home page: [Cigarroa High](#), [Martin High](#), [Nixon High](#), [Valdez High](#), or [Early College High](#).
2. Once at your school's home page click on the Students menu and find the [Student email Log-In Site](#) or click the previous link. (See at right)
3. To login to your Office 365 account, you need to use your email address, which is your username for your laptop plus "@mylisd.org". (See Below)



4. Once you log in you will click on the app launcher in the upper left hand corner.

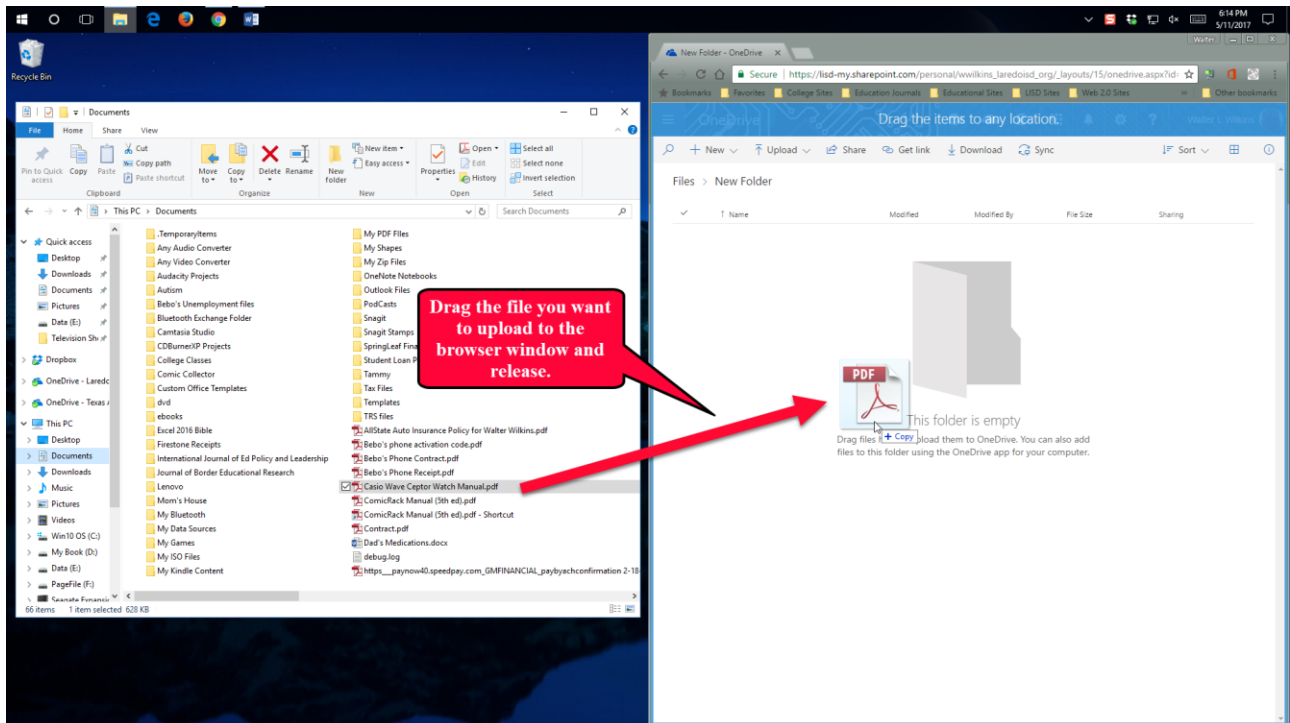


5. Once the app launcher opens click on the OneDrive icon. (See picture at right.)





9. Open the folder in your OneDrive that you want to upload the files into, then Click and hold the file(s) or folder(s) that you want to upload. Drag the files over to the browser window and release. The interface will upload the file(s) or folder(s).



10. The file(s) or folder(s) will show up in the browser window after the upload is complete.

