

# Upload files and folders to OneDrive

You can upload, view, share, and edit files with Microsoft OneDrive.

## Types of files

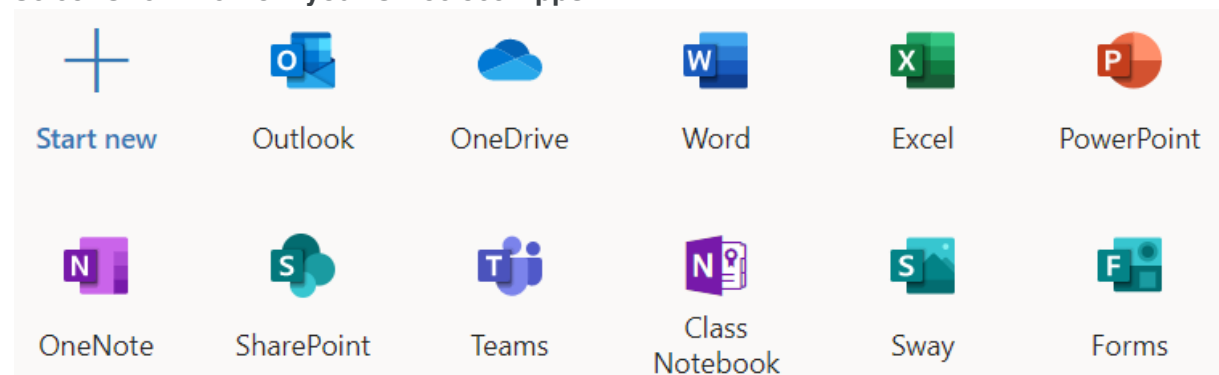
- Documents
- Images
- Audio
- Video

Go to [my.dtcc.edu](http://my.dtcc.edu) and login with you Delaware Tech Credentials

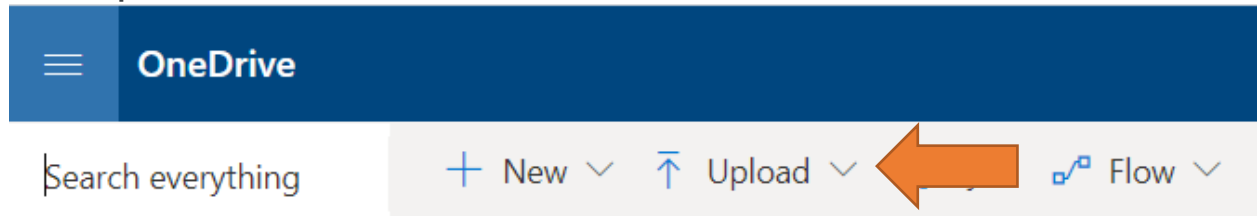
Navigate to the **Resources Tab** and select **Office 365** under **Technology**



## Select OneDrive from your Office 365 Apps

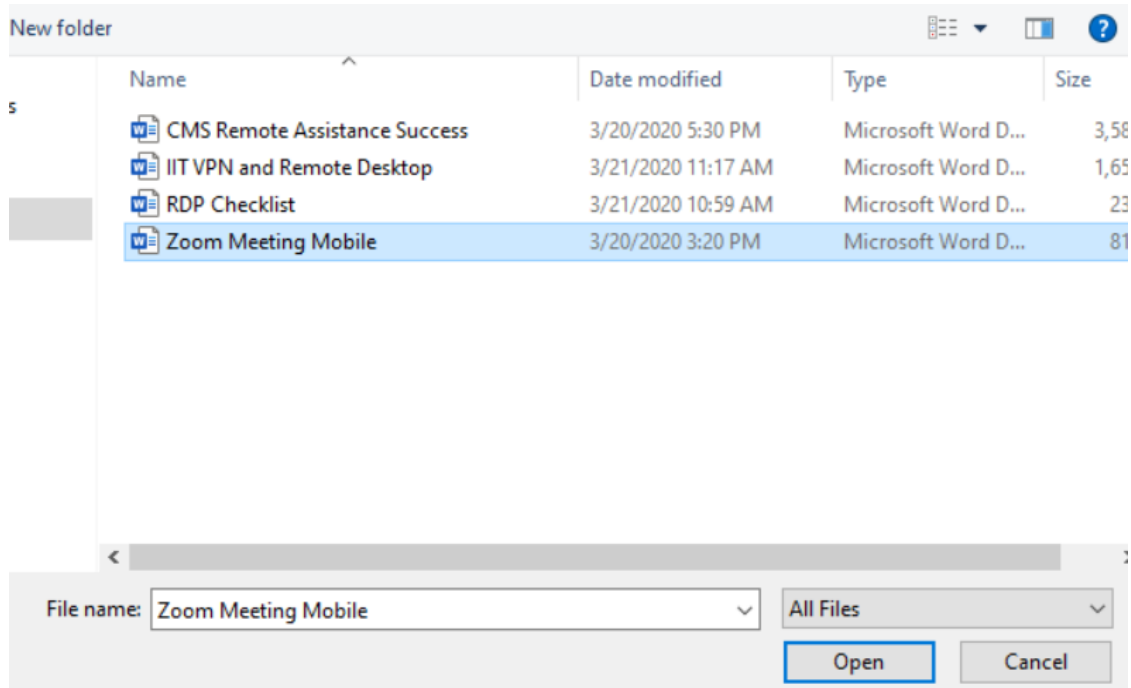


## Select Upload



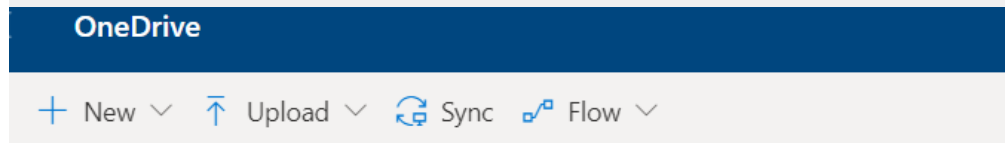
The OneDrive navigation bar features a blue header with the OneDrive logo and a search bar. Below the search bar, there are three main action buttons: '+ New', 'Upload', and 'Flow'. An orange arrow points to the 'Upload' button.

## Select either File or Folder



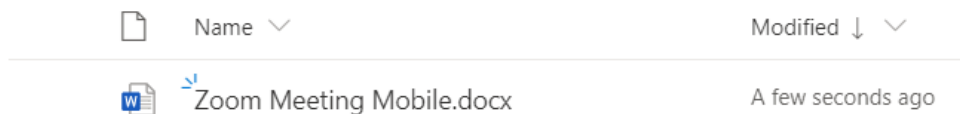
A file selection dialog titled 'New folder' is shown. It contains a table of files with columns for Name, Date modified, Type, and Size. The file 'Zoom Meeting Mobile' is selected. Below the table, there is a 'File name' field containing 'Zoom Meeting Mobile', a file type dropdown set to 'All Files', and 'Open' and 'Cancel' buttons.

Name	Date modified	Type	Size
CMS Remote Assistance Success	3/20/2020 5:30 PM	Microsoft Word D...	3,58
IIT VPN and Remote Desktop	3/21/2020 11:17 AM	Microsoft Word D...	1,65
RDP Checklist	3/21/2020 10:59 AM	Microsoft Word D...	23
Zoom Meeting Mobile	3/20/2020 3:20 PM	Microsoft Word D...	81



The OneDrive navigation bar is shown again, featuring the OneDrive logo and action buttons for '+ New', 'Upload', 'Sync', and 'Flow'.

## Files



A list of files is shown with columns for Name and Modified. The file 'Zoom Meeting Mobile.docx' is listed with a modification time of 'A few seconds ago'.

Name	Modified
Zoom Meeting Mobile.docx	A few seconds ago

When completed, you will be able to access these files on any device with access to Microsoft OneDrive.