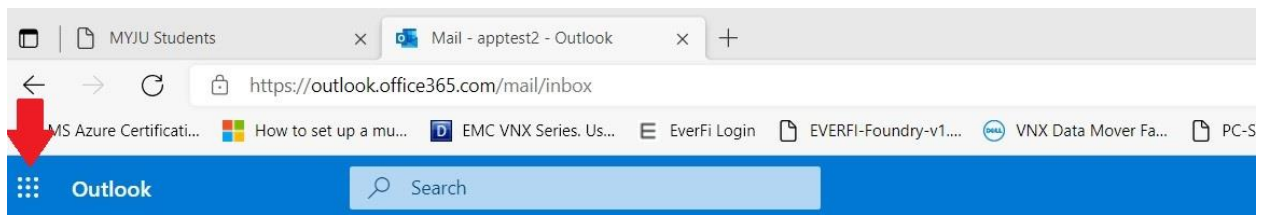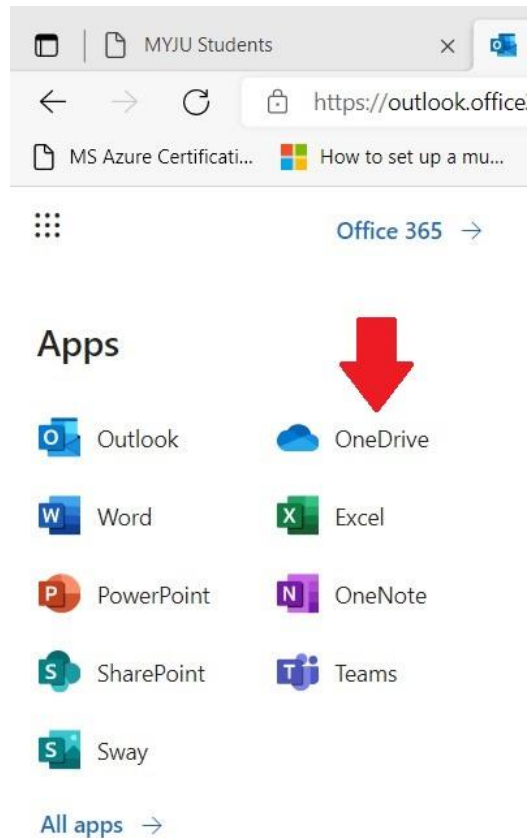# How To: Upload to and Download from OneDrive

1. You may access your OneDrive site from the MyJU Intranet portal. Please sign in and click on Email.

2. From your mailbox, click on the dotted box to the left of "Outlook".

3. From the "Apps" bar, click on OneDrive.

4. Your OneDrive site will open. Please follow this link to a Microsoft video showing you how to upload files or folders.

   https://support.microsoft.com/en-us/office/upload-files-and-folders-in-onedrive-work-or-school-5bd927ad-d186-495c-93e8-7ca116fe7b83

5. You can download a copy of your files from OneDrive. If they are Microsoft Office documents, you may open and edit them directly in the Microsoft desktop applications or edit them directly in the Office web apps.