# OneDrive
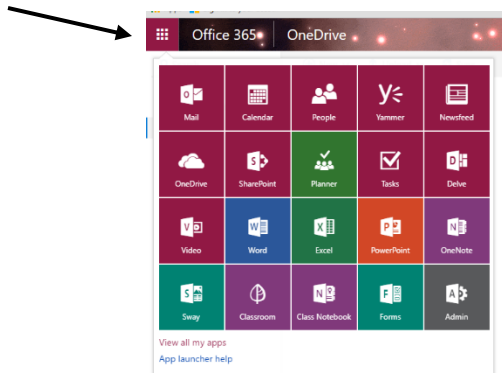## Cloud Storage

==How to upload files to your OneDrive:==

Step 1: Click on your app launcher (waffle), then click on the OneDrive app (looks like a cloud)

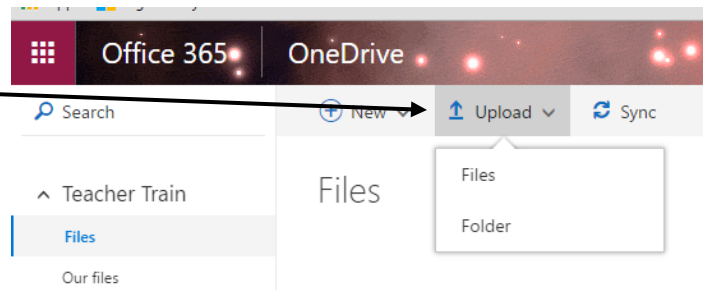Be sure to use Chrome web browser in order to have both the "files" and "folders" option.

Step 2: Click on "Upload"

Step 3: Choose to upload a file or a folder.
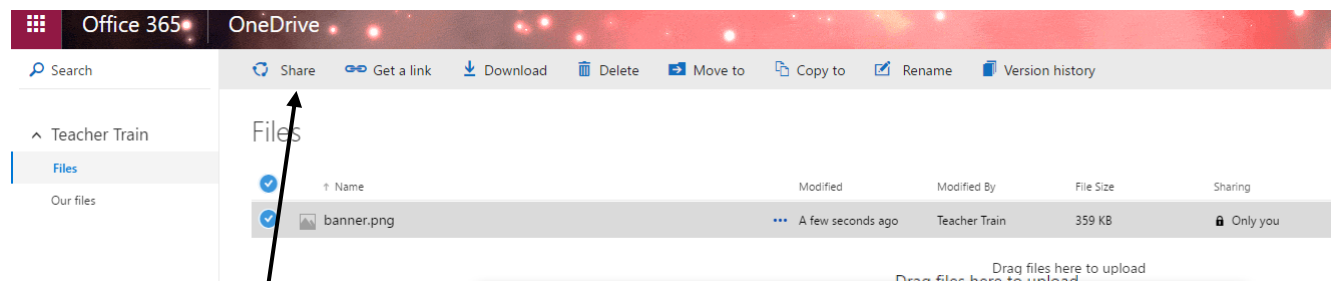
Step 4: Select the file or folder you choose to upload

Step 5: Click "open"

Step 6: Repeat for future files/folders.

==How to share a file:==

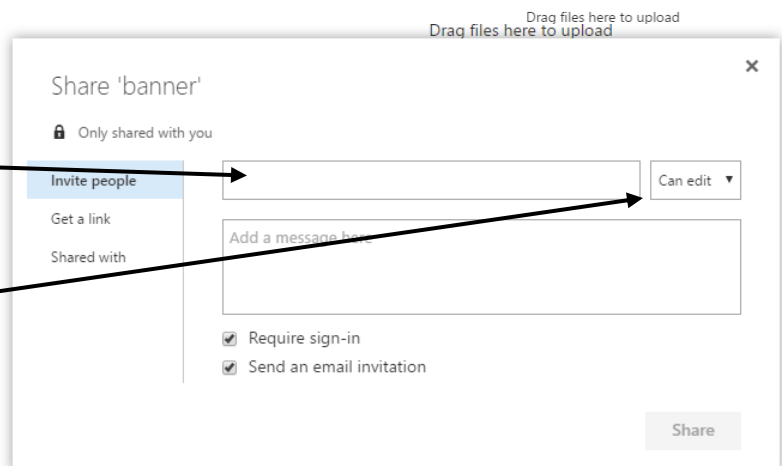Step 1: Select the file you want to share.

Step 2: Click "Share"

Step 3: Type in the names of those with whom you want to share the file (separate names with semicolon)

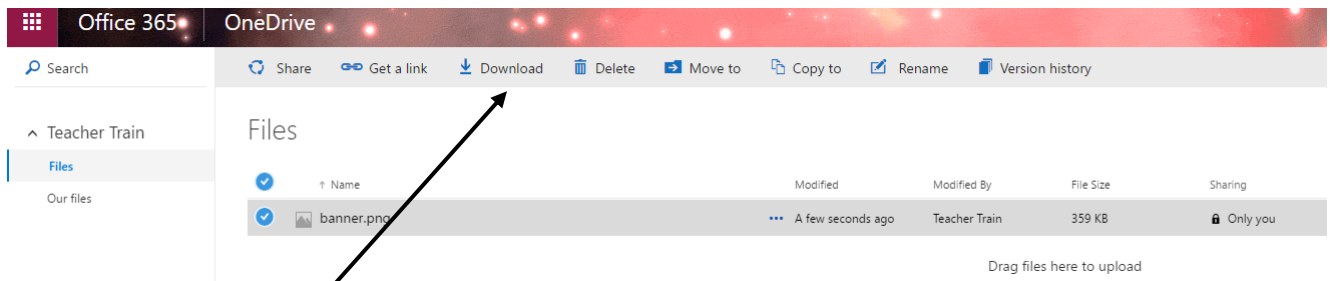Step 4: Decide what rights you want them to have (edit or view)

Step 5: Select whether you want them shared the documents.

Step 6: Click "share"

How to download a file (to save to a USB, or to the device):

Step 1:  Select the file you want to download.



Step 2: Click "Download"

Step 3:  Open document and save to desired location.


How to send a COPY of your file to your school's SharePoint site (you must be following your site to do this):

Step 1:  Select the file you want to share.

Step 2:  Click "Copy To: A list of sites you are following will pop up under "Livingston Parish Public Schools"

Step 3:  Select your School, then the appropriate folder.



## Having issues?

### Contact our Help Desk!

### Phone: 686-4329

### Skype/E-mail: Helpdesk@lpsb.org