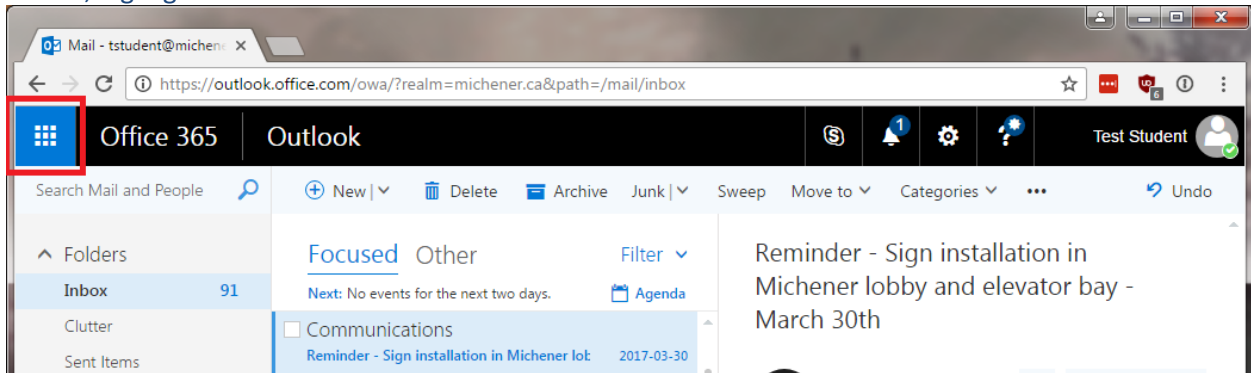
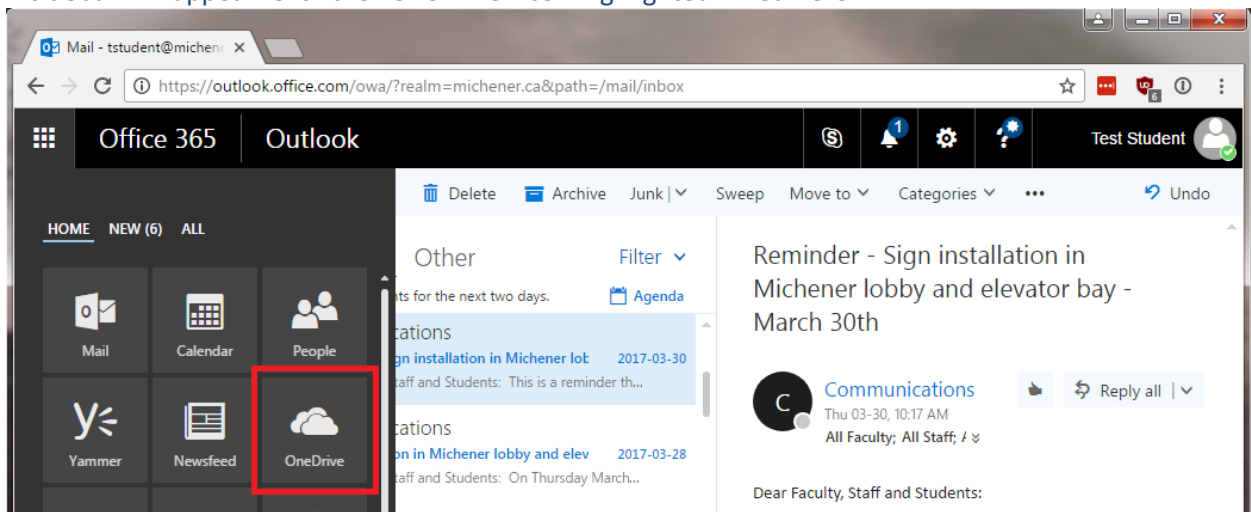


# Accessing OneDrive & Adding Files

To access OneDrive, just log in to your email account at owa.michener.ca. Click the icon in the top left corner, highlighted in red here:



A sidebar will appear. Click the “OneDrive” icon highlighted in red here:



To add files, simply drag the data into the window and drop it (The page will say “Drop your first file here!” to indicate where you should drop it), and it will start uploading.

