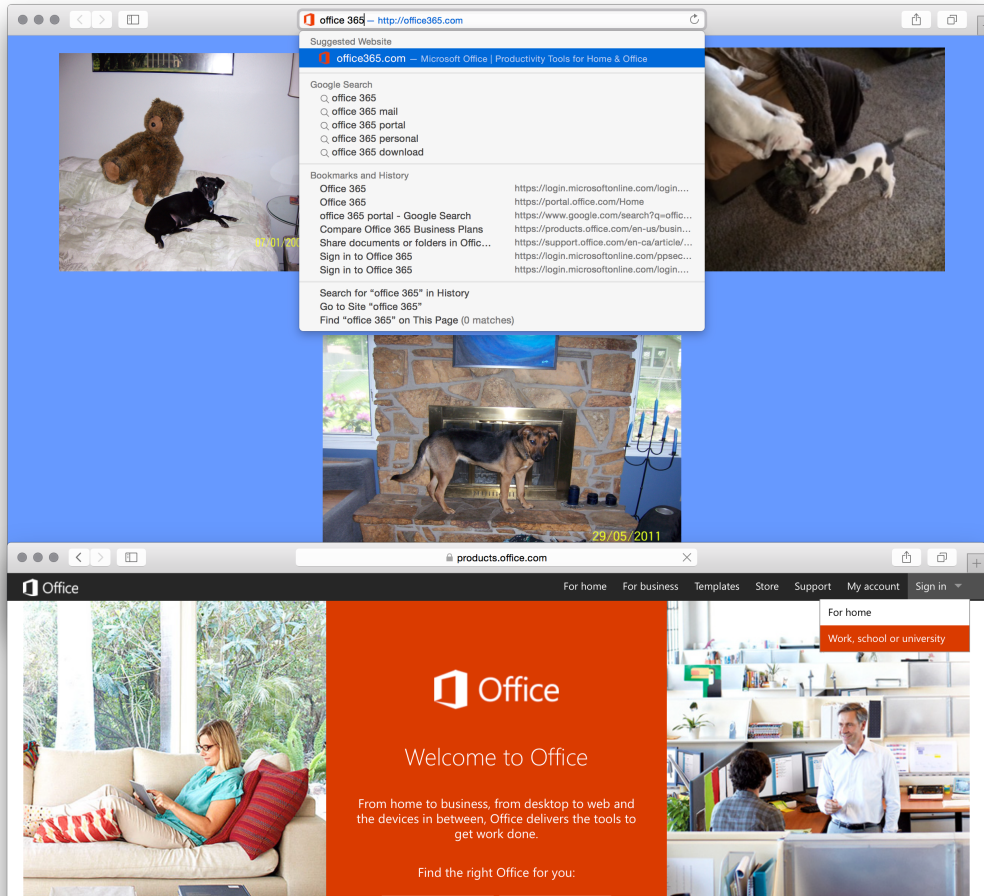


**Directions for uploading, downloading and/or editing documents in  
Office 365 OneDrive (sharepoint)**

- A. Getting to Office 365**
- B. Getting to One Drive**
- C. Navigating P & T files**
- D. Uploading or editing files**
- E. Downloading files**

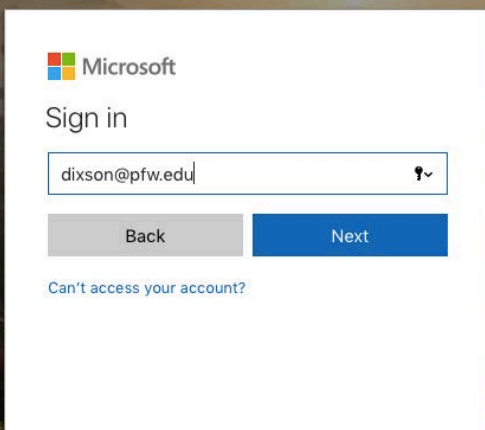
# Directions for uploading, downloading and/or editing documents in Office 365 OneDrive (sharepoint)

## A. Getting to Office 365 (if you already know this, skip to B).



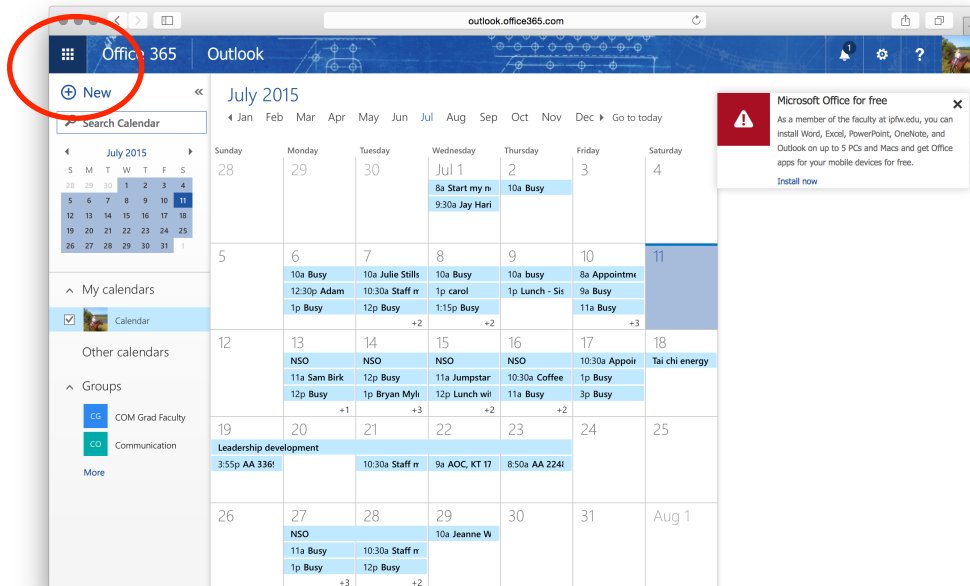
1. Open a browser and go to Office 365 - if you don't already have the page bookmarked, simply google Office 365 and click on the first link that comes up or put in office365.com

2. In the right hand corner, click on "Sign in" and choose "Work, school or university"

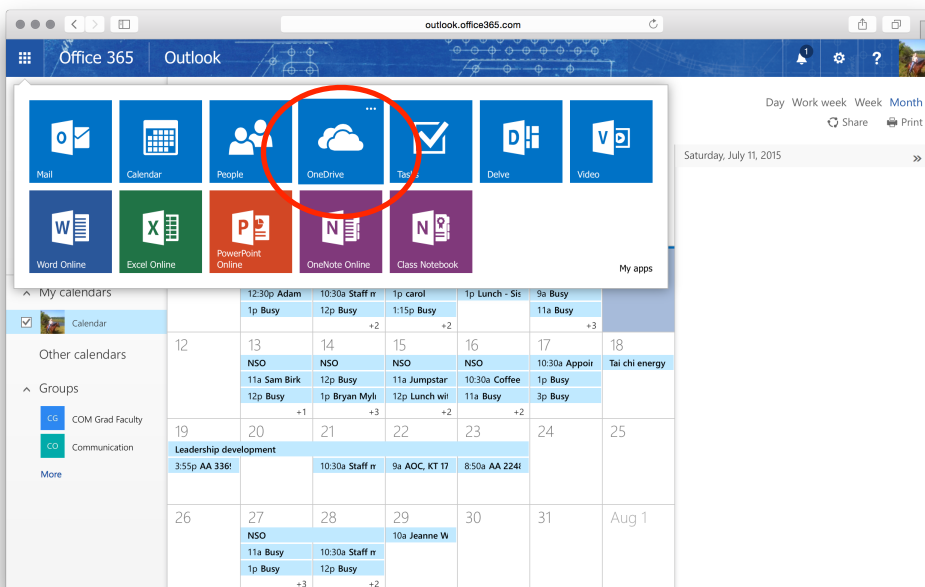


3. Sign in with your PFW email address and password

## B. Getting to One Drive (if you already know this, skip to C)

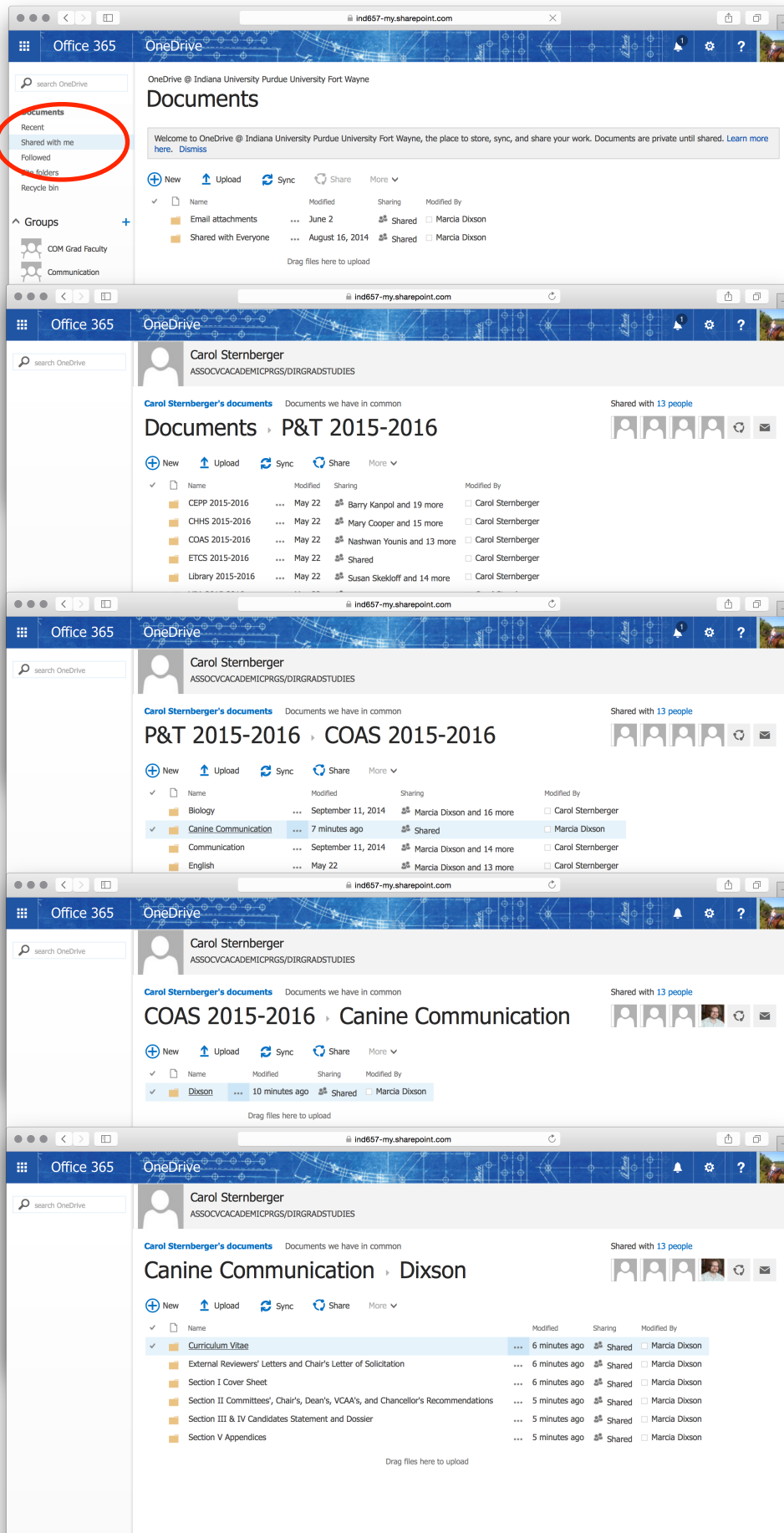


1. In whatever page opens, click on the multiple boxes in the upper left hand corner.



2. Now click on "OneDrive"

## C. Navigating P & T files (for uploading/editing go to D)



1. In the Navigation pane of your Documents window, click on “Shared with me”

2. Depending on what folders have been shared with you, this may open directly into P&T 2015-16 or you may have to click on it and then navigate to the correct college, department, and individual.

So, choose the college . . .

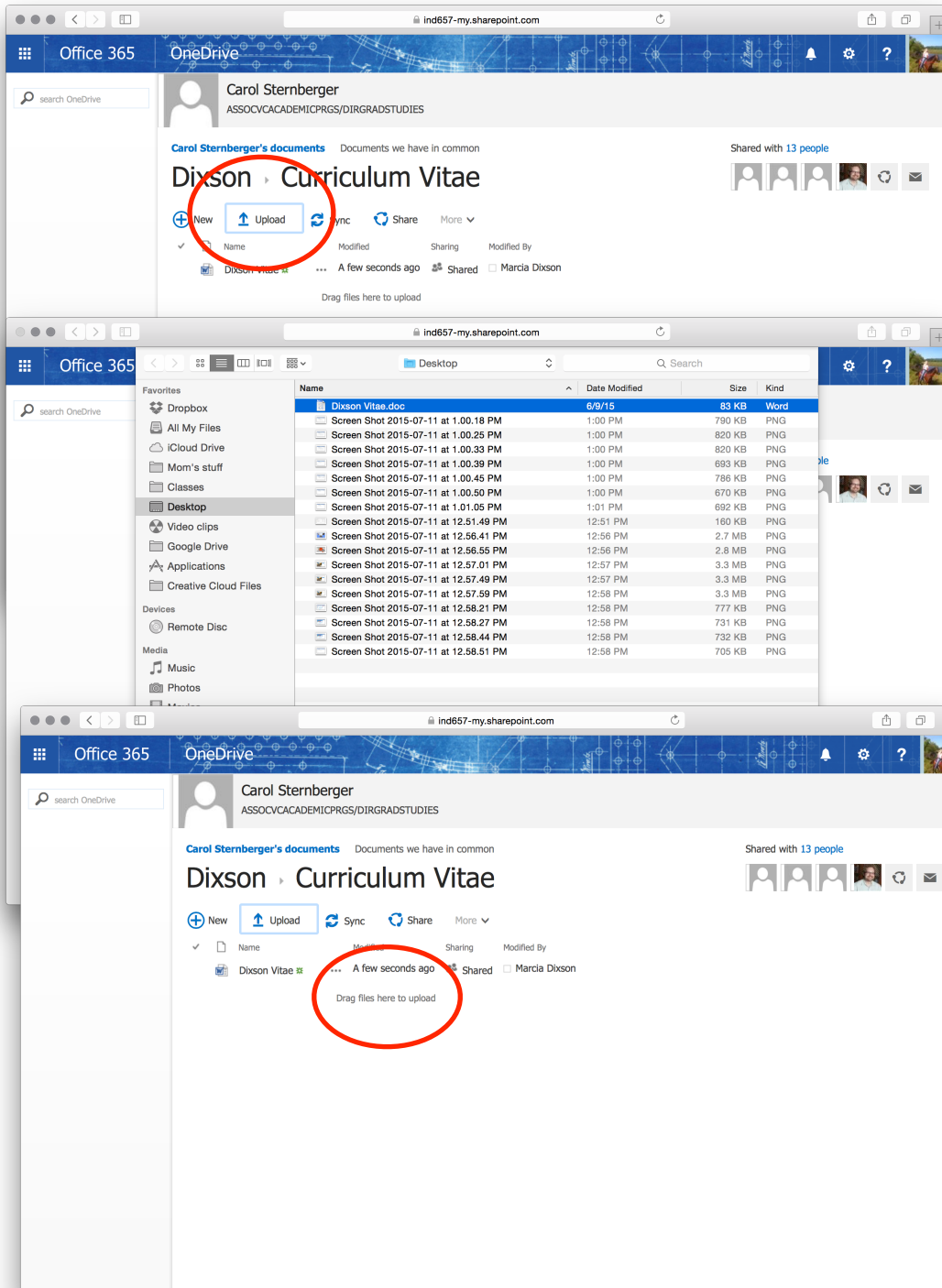
Choose the department . . .

Choose the individual . . .

You now have access to all of the folders and files for this candidate.



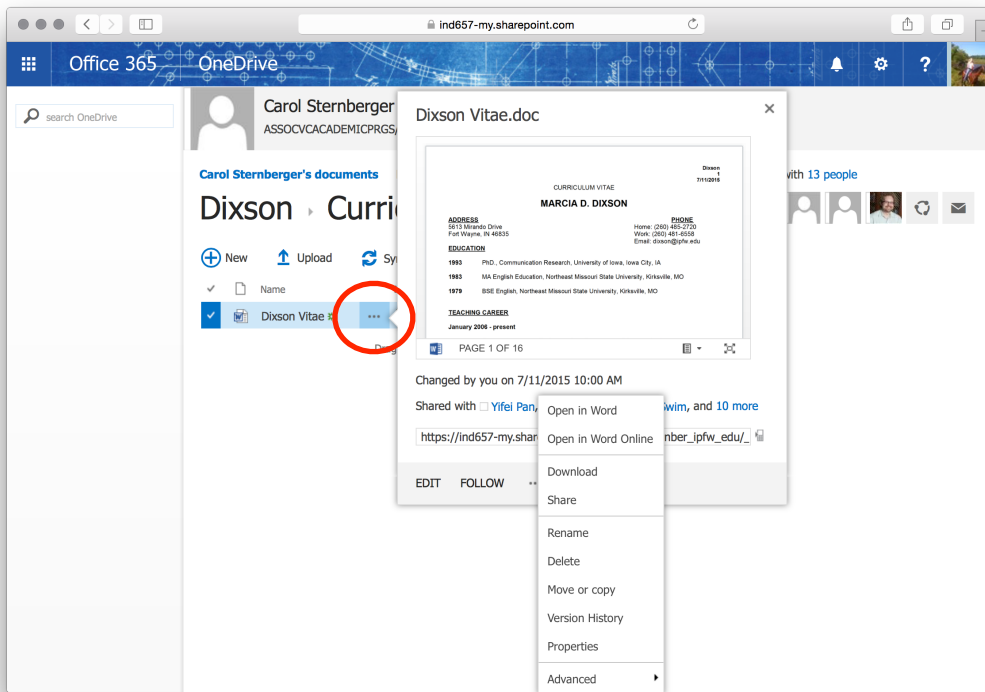
## D. Uploading or editing files in OneDrive (for downloading skip to E.



1. Click on "Upload"

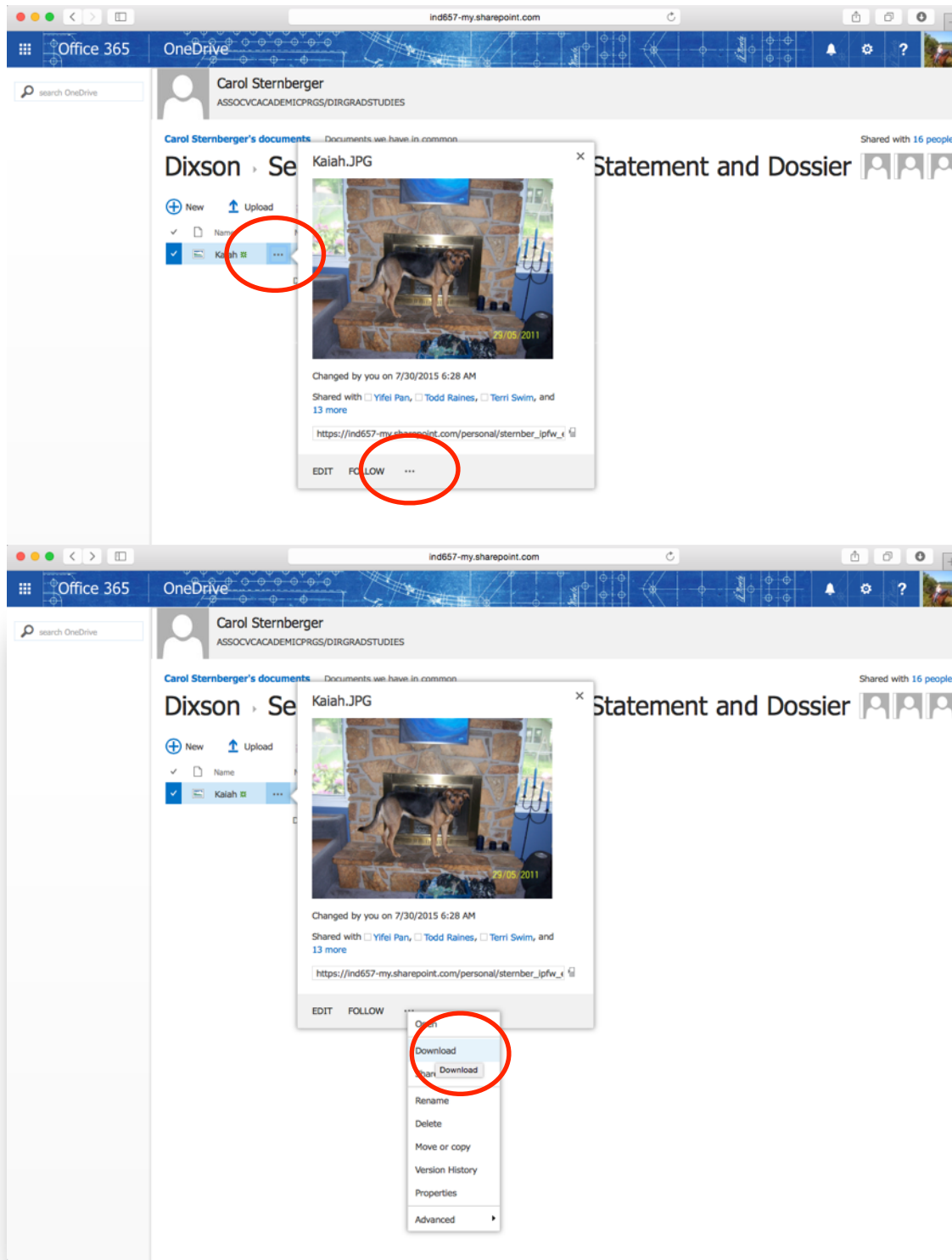
2. Choose your file or . . .

3. Drag your file onto the page



4. To edit - click on the three dots to the right of the filename. in the window that opens, click on the three dots - now you can delete, rename, move or open in Word to edit.

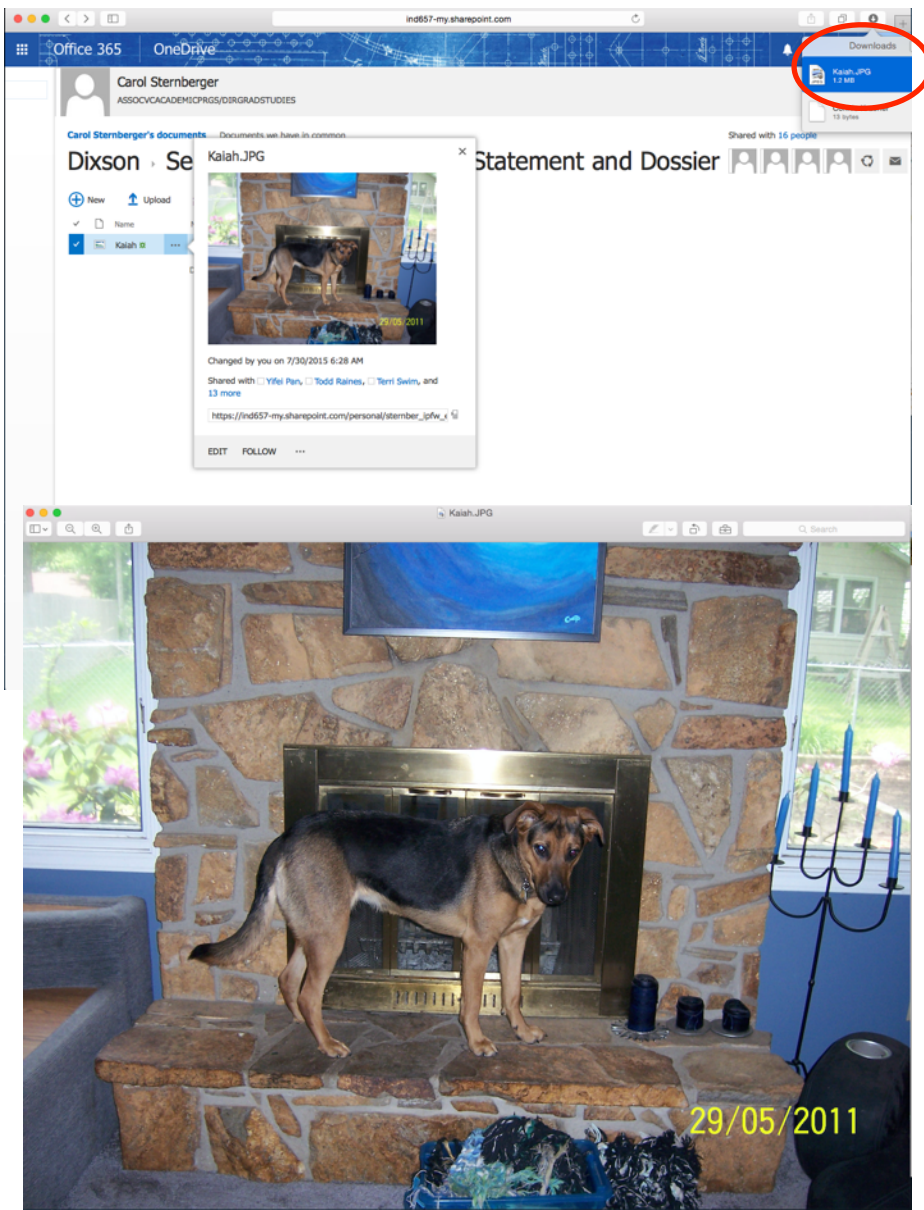
## E. Downloading files in OneDrive



1. Click on the ellipses to the right of the document you want to download - a preview of the document will appear (in this case a beautiful example of a canine :).

2. Then click on the ellipses under the preview.

3. Choose download



4. The document should appear where your downloads normally appear in the browser you are using

5. And, there you go - you can now save the document in a place convenient for you to review.

6. **Important:** Please keep in mind the confidential nature of these documents. Keep your copies somewhere password protected. Once you have finished your review, please delete all of your copies of documents.

If I can be of assistance please contact me at:  
[dixon@pfw.edu](mailto:dixon@pfw.edu) or 16558.

**Good luck!**