



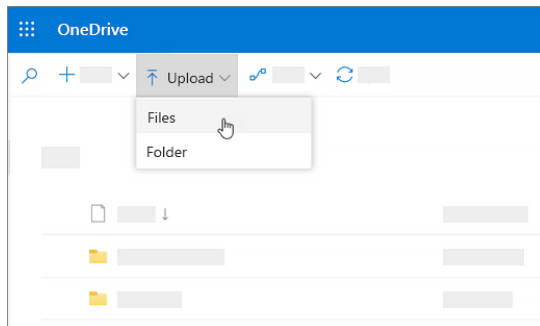
### Upload and save files and folders to OneDrive for Business

With Microsoft Edge or Google Chrome:

1. Select **Upload > Files** or **Upload > Folder**.
2. Select the files or folder you want to upload.
3. Select **Open** or **Select Folder**.

With other browsers:

- Select **Upload**, select the files you want to upload, and select **Open**.
- If you don't see **Upload > Folder**, create a folder, and then upload the files to that folder.



**Note:** If you have the OneDrive sync client installed, you can also upload with File Explorer. Select the files you want to upload, and drag them to OneDrive in the File Explorer Navigation pane.

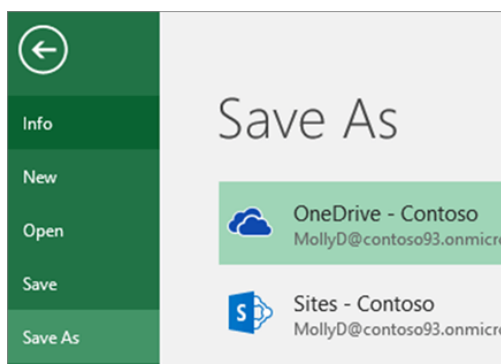
### Save and open files in your Office apps

- Select **File > Save As > OneDrive - [Millersville University]** to save a work file to OneDrive.

Save personal files to **OneDrive - Personal**.

- Select **File > Open** and then select **OneDrive**, to open a file saved to OneDrive.

**Note:** Requires Office 365, 2019, or 2016.



[Microsoft Office Support Page](#)

**Note:** To download Files or Folders just select the bubble next to item and download